

MEETING NOTICE-WEST NEWBURY
FINANCE COMMITTEE

RECEIVED
TOWN CLERK
WEST NEWBURY, MA
2022 MAR 18 AM 8:51

Date & Time: Tuesday, March 22nd, 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. Approval of Minutes
4. Review and discuss budgets and articles from the following departments:
 - A. Council on Aging
 - B. Planning
 - C. Conservation
 - D. Library
 - E. Special Counsel
 - F. Historical Commission
 - G. Open Space Committee
 - H. Cultural Council
 - I. Education
5. Review schedule/topics for future meetings
6. Communications
7. Adjournment

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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
PROPOSED FY23 OPERATING BUDGET
TOWN MANAGER-PROPOSED
REFERRED BY SELECT BOARD: FEB 28, 2022
UPDATED: MARCH 18, 2022**

Name	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budget	FY23 Dept /	FY23 Proposed		
				Amended	Board / Comm	TM/SB	\$	%
General Government								
MODERATOR	200	255	260	260	260	260	0	0.0%
SELECT BOARD	13,059	13,989	49,860	58,162	58,845	54,116	(4,046)	-7.0%
TOWN MANAGER	329,213	266,767	310,057	314,487	323,209	325,707	11,220	3.6%
FINANCE DEPARTMENT	202,844	253,538	290,289	304,773	339,129	337,604	32,831	10.8%
FINANCE COMMITTEE	10,835	1,067	56,685	78,000	62,000	62,000	(16,000)	-20.5%
BOARD OF ASSESSORS	163,005	169,271	185,964	184,393	183,780	183,780	(613)	-0.3%
TOWN COUNSEL	0	13,770	22,500	58,000	72,014	65,124	7,124	12.3%
TOWN CLERK	119,350	121,730	134,578	149,443	150,831	149,014	(429)	-0.3%
BOARD OF REGISTRARS/ELECTIONS	12,110	10,472	16,077	12,550	18,100	18,100	5,550	44.2%
CONSERVATION COMMISSION	31,243	27,326	33,891	45,174	70,966	66,632	21,458	47.5%
PLANNING BOARD	51,452	59,576	64,546	65,707	87,424	77,123	11,416	17.4%
BOARD OF APPEALS	1,000	1,398	700	700	700	700	0	0.0%
OPEN SPACE COMMITTEE	278	0	750	750	1,500	750	0	0.0%
Public Safety								
POLICE DEPARTMENT	1,044,459	1,074,659	1,196,167	1,227,246	1,234,090	1,234,090	6,844	0.6%
FIRE DEPARTMENT	280,516	249,108	308,542	309,928	313,382	313,382	3,454	1.1%
PUBLIC SAFETY DISPATCH	260,080	263,061	325,515	331,482	338,389	338,389	6,907	2.1%
INSPECTION DEPARTMENT	130,668	136,003	144,426	141,272	145,800	144,842	3,570	2.5%
EMERGENCY MANAGEMENT	8,548	9,796	11,783	11,959	12,227	12,138	179	1.5%
ANIMAL CONTROL OFFICER	22,865	24,050	25,073	25,898	26,858	26,858	960	3.7%
HARBORMASTER	226	2,000	2,000	3,500	4,000	4,000	500	14.3%
Education								
EDUCATION	8,054,847	8,245,811	8,496,185	8,757,006	10,000,552	9,799,177	1,042,172	11.9%
Department of Public Works								
DPW	1,087,210	1,122,286	1,258,043	1,273,171	1,383,986	1,374,192	101,021	7.9%
Human Services								
BOARD OF HEALTH	503,374	503,706	627,817	626,589	610,335	610,335	(16,254)	-2.6%
COUNCIL ON AGING	79,069	86,296	99,674	101,182	119,140	119,808	18,626	18.4%
VETERANS	29,631	31,499	48,362	33,435	32,836	31,288	(2,147)	-6.4%
LIBRARY	353,413	356,385	364,641	373,492	414,543	385,286	11,794	3.2%
RECREATION	18,911	10,163	35,620	29,545	35,820	32,885	3,340	11.3%
HISTORICAL COMMISSION	340	175	600	600	600	600	0	0.0%
CULTURAL COUNCIL	82	0	100	100	100	100	0	0.0%
Debt Service								
DEBT SERVICE	371,900	371,439	356,000	313,950	300,900	300,900	(13,050)	-4.2%
Benefits								
ESSEX COUNTY RETIREMENT FUND	641,424	660,171	687,493	731,433	805,420	805,420	73,987	10.1%
UNEMPLOYMENT COMPENSATION	0	10,301	7,501	1,500	1,500	1,500	0	0.0%
EMPLOYEES' HEALTH INSURANCE	413,400	373,473	416,745	408,755	476,670	481,857	73,102	17.9%
MEDICARE INSURANCE (FICA)	45,176	47,512	49,486	50,476	51,990	51,485	1,010	2.0%
OPEB	0	0	1	1	0	0	(1)	-100.0%
INSURANCE AND BONDS	161,801	150,797	189,990	185,081	199,205	199,865	14,784	8.0%
NET TRANSFERS - STABILIZATION	300,000	500,000	500,000	500,000	500,000	500,000	0	0.0%
EXPENSE BUDGET TOTAL	14,742,532	15,167,848	16,317,921	16,710,000	18,377,101	18,109,308	1,399,308	8.4%

Summary								
	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budget	DH/BCC	FY23 Proposed		
				Amended		TM/SB	Change \$	Change %
Proposed FY23 Operating Budget:	14,742,532	15,167,848	16,317,921	16,710,000	18,377,101	18,109,308	\$ 1,399,308	8.4%
FY23 non-Education budget:	6,687,685	6,922,037	7,821,736	7,952,995	8,376,549	8,310,131	\$ 357,136	4.5%

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%				
						<u>11/29/2021</u>			
Council on Aging Salary & Wages	68,754	55,905	81,682	39,937	49%	99,640	100,308	18,626	22.8%
Council on Aging Expenses	17,541	16,097	19,500	13,313	68%	19,500	19,500	-	0.0%
541 Total Council on Aging	86,296	72,002	101,182	53,250	53%	119,140	119,808	18,626	18.4%

Notes

Unlike prior years' budgets, COA salary/wage budget carries full amount of budgeted pay for Meals on Wheels/Site Coordinator position.

In prior years, COA only budgeted for partial pay for this position, with the balance of pay coming from EOEI Formula Grant.

Budgeting for gross cost of position increases FY23 budget by \$11,098.

This will allow funding from Formula Grant (\$9,960 in FY21) to be used for other COA/Senior Center programming, or add'l MOW hrs as needed.

Town Manager-proposed FY23 budget reduces budgeted hours for Van Driver from 15 (FY22 and prior) to 10, to better match actual historical usage. (Peak hours in recent years: 437 in calendar year 2021 (420 in c.y. 2020). At proposed rate, budget would support 522 hours.)

Proposed expense budget unchanged.



Town of West Newbury Departmental Expense Budgeting Form

Council on Aging

Personnel

	FY2020	FY2021				FY2022			FY2023
	Actual Expended	Budget Requested	Budget Approved	Actual Expended	Turn back / Transfers	Budget Requested	Budget Approved	Year to Date Expended	Budget Requested
Salary & Wages	72,950	82,012	80,174	55,905	24,269	81,682	81,682	23,618	99,640
Overtime	0	0	0	0	0	0	0	0	
Other (incentives, longevity, stipends)	0	0	0	0	0	0	0	0	
Sub-Total:	72,950	82,012	80,174	55,905	24,269	81,682	81,682	23,618	99,640
<u>Expenses</u>									
Advertising	3,082	4,000	4,000	3,425	575	4,000	4,000	1,324	4,000
Communications	0	0	0	0	0	0	0	0	
Equipment Purchase, Repairs	0	0	0	0	0	0	0	0	
Materials & Supplies	3,483	1,000	1,000	0	1,000	1,000	1,000	485	1,000
Mileage / Travel	0	900	900	3,818	(2,918)	900	900	0	900
Professional / Technical Svcs	790	700	700	790	(90)	700	700	970	1,000
Training / Education / Dues	1,030	1,650	1,650	310	1,340	1,650	1,650	400	1,350
Uniforms	0	0	0	0	0	0	0	0	
Utilities	0	0	0	0	0	0	0	0	
Vehicle Maintenance	1,689	4,000	4,000	301	3,699	4,000	4,000	118	4,000
Other Expenses	9,167	7,250	7,250	9,731	(2,481)	7,250	7,250	2,995	7,250
Sub-Total:	19,241	19,500	19,500	18,375	1,125	19,500	19,500	6,292	19,500
Department Total:	92,191	101,512	99,674	74,280	25,394	101,182	101,182	29,910	119,140

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

Budget request submitted by: _____

Contact (phone/email): _____



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

978-363-1100, Ext. 111 Fax 978-363-1826

townmanager@wnewbury.org

TO: Select Board
FROM: Angus Jennings, Town Manager
DATE: December 2, 2021
RE: Staffing for Council on Aging and Parks & Recreation

As you may recall, dating back to last spring I have been floating the idea of proposing supplemental Parks & Rec staffing in the FY23 budget to better align staff resources with responsibilities. (There are not presently any staff with stated responsibilities towards Parks/Rec, other than the Resident Services Administrator, whose only official responsibility is to open their mail and assist with processing invoices – and even this modest level of responsibility was only added during my tenure). In practice, administration of Parks & Rec programs affects several departments: Town Manager; Finance; Select Board (via Res. Svcs. Admin); and DPW. I have personally spent hundreds of hours (and counting) toward Parks & Rec functions during my tenure, and either Stephanie or I (or both) have attended most if not all P&R Comm mtgs over the past couple of years.

Some of these responsibilities have resulted from the departure of Tom Flaherty in early 2020; others have resulted from the need to formalize and/or professionalize administration of P&R programs and facilities/maintenance.

It has been clear for quite a while that the current lack of dedicated staffing is unsustainable, as the time this work has diverted from these offices' other responsibilities has been very substantial.

The idea of establishing a new (or expanded) part-time position to support Parks & Rec and to also supplement our COA staffing (which is under-staffed relative to many comparable communities) has gained real traction among P&R Commissioners and members of the COA Board. And, my concept would be that costs of any expanded staffing could be offset (in part) by additional revenues that could result from more dedicated, professional administration of opt-in programs.

With the COA Director's recent resignation, I see an opportunity to broaden that position's responsibilities to include some responsibility toward administration of Parks & Rec programs. If a new Director is hired with the understanding that this work comprises some of the position's responsibilities (perhaps 10%), we could get someone new started with a real focus on intergenerational programming and services. I am working with the P&R Commission toward establishing online program registration and payment (for the summer rec program, but also for field use reservations, and perhaps other programs in the future), and such an online platform could also be used to improve management of COA/Senior Center programming. I expect this to bring efficiencies.

Building in job description changes now, prior to advertising, would also ensure that, if there is an expansion in support staffing in the future, this would fit under the Director's oversight. (With the right new hire, additional support staffing may end up being more limited).

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%				
Planning Bd Salary & Wages	53,024	54,921	57,402	34,920	61%	<u>1/18/2022</u> 75,656	<u>3/14/2022</u> 66,155	8,753	15.2%
Planning Bd Expenses	4,928	5,950	6,600	2,544	39%	10,020	9,220	2,620	39.7%
MVPC Assessment	1,623	1,663	1,705	1,705	100%	1,748	1,748	43	2.5%
175 Total Planning	59,576	62,534	65,707	39,169	60%	87,424	77,123	11,416	17.4%

Notes

Planning Board-proposed budget carries proposed wage increase above COLA for Town Planner; and carries add'l budgeted 5 hrs/wk for "as needed" work above budgeted.

Town Manager-proposed budget as initially referred by Select Board does not carry wage increase above COLA, pending results of Wage/Classification study; and maintained FY22 budgeted hours of 25 hrs/wk for Town Planner and 6 hrs/wk for Planning Admin.

UPDATE: On 3/14/22, the Select Board supported an updated proposal to increase the budgeted hours for the Town Planner position from 25/wk to 28/wk in FY23. The Planning Board's initial proposal had been for budgeted hours above 25 "as needed," which was not included in the TM/SB budget.

The updated proposal would increase the regular weekly scheduled Town Planner hours from 25 to 28.

The Town Manager and Select Board support this increase based on the Town Planner's increasing responsibilities, including (but not limited to) additional responsibilities for stormwater (MS4 permit compliance, incl. new bylaw/regulations), affordable housing (incl. as-needed support to Affordable Housing Trust); and add'l permitting workload associated with designation of Scenic Roads in West Newbury.

Add'l special projects incl. re new MTBA Communities legislation, and next year's updates to Housing Production Plan.

The proposed increase in the Town Planner's hourly rate (above COLA) continues to be pending, due to the ongoing Wage/Classification study.

PLANNING	FY20	FY2021				FY2022				FY2023
	Actual Expended	Budget Requested	Budget Approved	Actual Expended	Turn back / Transfers	Budget Requested	Budget Approved	Actual Expended	Turn back / Transfers	Budget Requested
<u>Personnel</u>										
Salary & Wages	53,022	55,180	56,282	56,282		56,061	57,402			75,656
Overtime										
Other (incentives, longevity, stipends)										
Sub-Total:		55,180	56,282	56,282		56,061	57,402			75,656
<u>Expenses</u>		6,600	6,600			6,600	6,600			10,020
Advertising		1,000	1,000			1,000	1,000			
Communications		150	150			150	150			
Equipment Purchase, Repairs										
Materials & Supplies		400	400			400	400			
Mileage / Travel		100	100			100	100			
Professional / Technical Svcs		4,000	4,000			4,000	4,000			
Training / Education / Dues		850	850			850	850			
Miscellaneous		100					200			
Sub-Total:	4,834	6,600	6,600	6,600	0	6,600	6,600			10,020
<u>MVPC Assessment</u>		1,664	1,664	1,663		1,705	1,705			
Sub-Total:	1,623	1,664	1,664	1,663	0	1,705	1,705			1,748
Department Total:	59,479	63,444	64,546	64,545		64,366	65,707			87,424

Budget request submitted by: _____

Contact (phone/email): _____

**WEST NEWBURY PLANNING BOARD
BREAKDOWN OF EXPENDITURES
WORKING DRAFT FISCAL YEAR 2023**

Line Item Budget Heading	Breakdown		
	FY21 Approved	FY21 Actual	FY23 Proposed
1. <u>Expenses</u>			
Advertising	\$1,000	\$1,150	\$1,500
Legal Notices as required by Statute, Bylaws & Regulations			
Communications	\$150	\$0	\$170
Zoom			
Equipment, & Repairs	\$0	\$2206	\$1000
Materials & Supplies	\$400	\$540	\$600
Ink, Paper, Toner, Pens, Staples, etc.			
Mileage/Travel	\$100	\$0	\$100
Conferences, workshops, site visits, etc. for both staff and board members			
Professional/Technical Services			
Recording Secretary	\$3,000	\$2,400	\$4,800
Other Consultants (Engineering, Planning, etc.)	\$1,000	\$0	\$1,000
Training/Education/Dues	\$850	\$603	\$850
Massachusetts Association of Planning Directors (MAPD)			
Membership with American Planning Association (APA)			
Certification, American Institute of Certified Planners (AICP)			
Professional Training: Webinars, Workshops, Annual MAPD Conference, Southern New England APA Conference			
Miscellaneous	\$100	\$0	\$200
Recording of plans, Easements			
Other miscellaneous expenses incurred			
2. <u>MVPC Annual Assessment</u>	\$1,705	\$1,705	\$1,748
Per G.L. Ch. 40B, §4, the Merrimack Valley Planning Commission provides regional planning assistance to West Newbury in the areas of transportation, the environment, land use, economic development, and Geographic Information Services (GIS).			

Town Planner Hours since FY22 Hours as needed above 25 Authorized

Week Ending	Hours Worked	Comments
	Per Week	
12/23/2021	32.5	
12/30/2021	25	
1/6/2022	29.25	
1/13/2022	30	
1/20/2022	27	
1/27/2022	25.5	
2/3/2022	30	
2/10/2022	26	
2/17/2022	27	
2/24/2022	27.25	
3/3/2022	33	
3/10/2022	30	
3/17/2022		
3/24/2022		
3/31/2022		
4/7/2022		
4/14/2022		
4/21/2022		
4/28/2022		
5/5/2022		
5/12/2022		
5/19/2022		
5/26/2022		
6/2/2022		
6/9/2022		
6/16/2022		
6/23/2022		
6/30/2022		
Total Hours	342.5	
Average Hours per Week	29	

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%				
						1/12/2022			
Conservation Com Salary & Wages	26,442	24,529	38,864	16,398	42%	64,785	60,281	21,417	55.1%
Land Agent Wages		2,009	0	-	0%		-	(0)	-100.0%
Conservation Com Expenses	533	5,911	6,310	5,763	91%	6,181	6,351	41	0.6%
Con Com Vehicle Allowance	350	450	-			-	-	-	
171 Total Conservation	27,326	32,898	45,174	22,161	49%	70,966	66,632	21,458	47.5%

Notes

During FY22, Town entered MOU with Town of Merrimac for shared Conservation Agent (25 hrs in WN, 15 hrs in Merrimac).

Town of West Newbury is Lead Entity in MOU, and all of Agent's payroll runs through West Newbury. Therefore the FY23 budgeted cost is for 100% of Agent wages.

Gross expense (budgeted here and Employee Benefits section of budget) is offset by receipt of funds from Merrimac for their proportional share of wages, benefits and expenses (per terms in MOU).

FY23 est. revenue offset is \$24,637 based on their proposed budget carrying 12.5 (of 40) of the Agent's weekly work hours.

Therefore, the increase in this budget line item is gross, not net, and will be offset by Merrimac revenues.

Town Manager proposed budget carries \$170 above ConCom proposed budget for est. FY23 zoom costs.

ConCom proposed budget carried funds for Agent wages above budgeted (if needed due to workload). Town Manager budget does not carry this amount.

If add'l staffing costs are incurred, with TM and ConCom approval these costs could be paid from Wetlands Protection Fund (per MGL c.43 s.218 of Acts of 1997).



Town of West Newbury Departmental Expense Budgeting Form

	FY2020	FY2021				FY2022				FY2023
	Actual Expended	Budget Requested	Budget Approved	Actual Expended	Turn back / Transfers	Budget Requested	Budget Approved	Expended to 12/29/2021	Turn back / Transfers	Budget Requested
Conservation Dept.										
<u>Personnel (shared with M.M)</u>										
Salary & Wages	26,442		36,353	36,167	186	34,920	38,864	12,986		60,281
Overtime										4,504
Other (incentives, longevity, stipends)										
Sub-Total:	26,442		36,353	36,167	186	34,920	38,864	12,986		64,785
<u>Expenses for W.N ConCom</u>										
Dues (MACC for ConCom)	503		2,410	2,168	242	2,710	2,710	4,877		698
Education/training										1,755
Office supplies & materials										200
Vehicle Allowance	350		600	450	150	600	600	238		0
 <u>Expensed shared between W.N and M.M for Conservation Agent</u>										
Dues (MACC for agent, MSMCP)										145
Education/training										1,415
Vehicle Allowance										840
Cellphone										378
Software										350
Supplies/materials										200
Other /Misc										200
Sub-Total:	853	0	3,010	2,618	392	3,310	3,310	5,115		6,181
Department Total:	27,295	0	39,363	38,785	578	38,230	42,174	18,101		70,966

Please complete the above current fiscal year budget request.
For each line item that varies from prior year actual, provide a detailed explanation below.

Notes on Previous Years

-Notes from FY22 budget worksheet indicate a lump amount of \$2410 for all ConCom expenses and \$600 for vehicle allowance was approved for FY21

-Notes from FY22 budget worksheet indicate requesting an increase of \$300 from FY21 to ConCom expenses and no change to vehicle allowance. All ConCom expenses lumped. Overtime: It was discussed that due to changing workloads, it would make sense to carry a budget for overtime with the understanding it is there if needed but not to be intentionally used. Overtime calculated as time and a half * 2 hrs per week * 52.2 weeks in FY23

Expenses for W.N ConCom

Dues - MACC increased dues for FY23 for the Commission by 2% to \$523. Additional membership to Association of State Wetlands Managers, they offer a soils training which a Commissioner has expressed interest in. A membership of \$175 (2-5 govt members) would allow all members of the Commission to access their training.

Education/training - MACC offers an education course for Commissioners. 1 Commissioner is interested in 3 units @ \$55/each. Another is interested in 2 units @ \$55/each. The Commission is hoping to fill a vacant seat and this new Commissioner should complete the MACC course, anticipated 3 units in FY23 @ \$55/each. Total for MACC courses = \$440. MACC hosts 2 annual conferences each year, one in the spring and one in the fall, the conferences address issues facing commission's throughout the state, provide an opportunity to complete courses for the education program, and offers workshops to practice skills. The cost for the conference is \$125. The Commission would like the opportunity for all Commissioners to attend the spring conferece (\$125*5) and the option of 2 Commissioners to attend the fall conference (125*2). Total for MACC conferences = \$1315. One Commissioner has also expressed an interest in refreshing soils knowledge through online training offered through.

Expenses shared between W.N & M.M for Conservation Agent

Dues - MACC charges an additional \$60 for staff memberships. MSMCP dues are \$20 annually . Association of State Wetlands Managers for soil training \$65 for one govt employee.

Education/training - I would like to complete the MACC fundamentals education and would like to complete half the units in FY23 and half in FY24 (4 each year) 4 units @ \$55 each Total for MACC courses = \$220. I would also like the option to attend the spring and fall MACC conferences Total for MACC conferences= \$250. UNH offers a workshop on identifying and documenting hydric soils if they offer a course in spring FY23 I would be interested in enrolling, \$250. UNH also has historically offered a US Army Corp of Engineers Wetlands Delineation Course over the course of a few days, in 2020 the course was \$695 Total for UNH \$945

Vehicle Allowance- The IRS has increased it's standard mileage rate from 0.560 to 0.585 effective 1/1/2022. The increase in vehicle allowance will offset the rising cost of gas & vehicle maintenance and ensure there is enough funding in the budget for any increased construction monitoring and site visits due to the proposed wetlands protection bylaw. The increase from \$840 is \$70 per month, a monthly increase of \$10 which will only be used if needed

Software - Looking into ArcGIS Field Worker to use as a mobile phone app for collecting data points in field (trail maintenance areas), confirming delineations and wetlands flags, and possibly for use with invasive plant interns

Budget request submitted by: _____

Contact (phone/email): _____

**INTERMUNICIPAL AGREEMENT BETWEEN THE
TOWNS OF WEST NEWBURY AND MERRIMAC
FOR SHARED CONSERVATION AGENT SERVICES**

THIS AGREEMENT dated as of August 29, 2021 (“Agreement”) by and between the **TOWN OF WEST NEWBURY**, a Massachusetts municipal corporation, acting by and through its Board of Selectmen (hereinafter referred to as “West Newbury”), and the **TOWN OF MERRIMAC**, a Massachusetts municipal corporation, acting by and through its Board of Selectmen (hereinafter referred to as “Merrimac”) (collectively, the parties shall hereinafter be referred to as the “Municipalities”).

WHEREAS, the Municipalities have each determined that it is mutually beneficial to share between them the services and costs of a Conservation Agent as more fully described hereinafter;

WHEREAS, West Newbury is willing and capable serving as the Lead Party;

WHEREAS, each Municipality has authority to enter into this Agreement pursuant to G.L. c. 40, §4A and has obtained authorization by vote of its Board of Selectmen as attested to by certified copies thereof attached hereto in Appendix A;

NOW, THEREFORE, the Municipalities, in mutual consideration of the covenants contained herein, intending to be legally bound thereby, agree under seal as follows:

1. PURPOSE

The purpose of this Agreement is to establish a contractual relationship between the Municipalities for a shared Conservation Agent and for shared associated costs and expenses.

2. LEAD PARTY

A. The Municipalities hereby designate West Newbury as the lead party (hereinafter the “Lead Party”).

B. The Lead Party shall:

1. Employ through its standard personnel practices a full-time Conservation Agent. All necessary steps in the hiring process of the Conservation Agent and maintenance of related employment records shall be the responsibility of the Lead Party; however, the Conservation Agent shall be hired with the mutual agreement of the Municipalities, with each Municipality having, inter alia, the opportunity to: a) review and comment on each qualified candidate’s resume; and b) participate in candidate interviews. West Newbury’s appointment would be made by vote of its Conservation Commission, with the rate of pay subject to approval of its Select Board. Merrimac’s appointment would be made by vote of its Board of Selectmen, upon recommendation of its Conservation Commission.

2. Provide all fringe benefits to which the Conservation Agent is entitled under the Lead Party's standard personnel practices.
3. Maintain separate, accurate, and comprehensive records of all services performed by the Conservation Agent for each Municipality and all funds received by the Lead Party from Merrimac pursuant to this agreement. All bills and payrolls submitted for work done under this Agreement shall be plainly marked to indicate that the work was done under the authority hereof.

3. THE SHARED CONSERVATION AGENT

- A. The Conservation Agent shall perform for each Municipality the duties listed in the job descriptions attached hereto in Appendix B. Changes to the job description in West Newbury shall be made in accordance with the procedures established in the West Newbury Personnel Policy or, in the absence of any such prescribed procedures, shall not be made without the approval of both the West Newbury Conservation Commission and the Select Board. Changes to the job description in Merrimac shall not be made without the approval of the Merrimac Board of Selectmen. Any proposed changes to the job descriptions that would materially affect the Agent's work schedule or availability to the other community shall not be made without the mutual agreement of the Towns.
- B. The Conservation Agent shall provide services for each Municipality as follows: 25 hours per week on behalf of West Newbury, 10 hours per week on behalf of Merrimac (hereinafter referred to as "Staffing Schedule"). The details of the Staffing Schedule, including rate of pay, hours of work, and availability for inquiries in each Municipality, shall be determined jointly by the Town Manager/Administrator of the Municipalities.

Supervision of the duties and responsibilities of the Conservation Agent in West Newbury shall be provided by the Conservation Commission or its designee. Supervision of the duties and responsibilities of the Conservation Agent in Merrimac shall be provided by Conservation Commission or its designee.

- C. While providing services in or for Merrimac under this Agreement, the Conservation Agent shall be deemed to be engaged in the service and employment of the Lead Party, notwithstanding that such service activity or undertaking is being performed in or for Merrimac.
- D. The Conservation Agent shall prepare and submit biweekly timesheets to the Lead Party in accordance with the schedule and policy for payroll processing. The time spent on behalf of Merrimac for each payroll period shall bear the signature of the Merrimac Conservation Commission Chair or written designee.
- E. An annual performance evaluation of the Conservation Agent will be prepared by the Lead Party with input from Merrimac's Town Administrator or his/her designee in the other Municipalities. Any disciplinary action rising to the level of potential suspension or termination of the Conservation Agent shall be by the Lead Party in accordance with its standard personnel practices, but such decisions shall be made in consultation with the other Municipality.

4. ALL PARTIES

- A. Notwithstanding any other provision of this Agreement, each Municipality, at its own cost and expense, shall provide the Conservation Agent with the necessary office space, office equipment and supplies, software, applications and forms, and other tools, equipment and materials necessary for the performance of services in or for that Municipality.
- B. Each Municipality shall supply the Conservation Agent with access to complete copies, including supplements and revisions, of its respective personnel contacts and agreements, records and files, support documents and by-laws.
- C. All files, including closed and inactive files, records and support documents shall be permanently stored at the office of the generating Municipality.
- D. The Municipalities agree to allow the Conservation Agent to use such vacation, sick and personal days and other paid leave as he/she may be entitled to receive under the standard personnel practices of the Lead Party. No Municipality shall make any demand on or take any action with respect to the Conservation Agent that is in violation of his/her rights under personnel policies of the Lead Party or under any applicable legislation.
- E. Prior to January 15 of each year of this Agreement, the Lead Municipality, with the assistance of the Conservation Agent, will annually prepare a report of the activities of the Conservation Agent during the preceding 12-month period.

5. TERM /TERMININATION

- A. The initial term of this Agreement shall begin as of the date of hire of the Conservation Agent, and extend through June 30, 2022 (the "Initial Term"). Thereafter, the term of this Agreement shall automatically renew on an annual basis for additional one-year terms ("Extended Terms"), with said terms beginning on July 1 of each year, unless either party, by vote of its Board of Selectmen, by no later than January 15th of each year, votes to withdraw from the Agreement.
- B. In the event that either Municipality votes not to renew this Agreement during either the Initial Term or an Extended Term, this Agreement shall terminate effective June 30th of that year. Both Municipalities shall continue to perform all obligations under this Agreement until the effective date of termination. The Lead Party shall prepare a full statement of each Municipality's outstanding financial obligations for the remainder of the then current fiscal year with any final payments due within thirty (30) days of the end of the current fiscal year.
- C. If a Municipality defaults on payment of any assessment or otherwise breaches this Agreement during either the Initial Term or an Extended Term, such Municipality shall be subject to termination upon a written determination of the Town Manager/Administrator of the Lead Municipality. Upon termination, the Lead

Municipality shall prepare a full statement of the terminated Municipality's outstanding unpaid financial obligations for the remainder of the then current term and present the same to the terminated Municipality for payment within thirty (30) days thereafter.

- D. Termination or breach of this Agreement shall not relieve either Municipality from any obligations of indemnification that may have arisen hereunder prior to such termination or breach nor from any financial obligations that by agreement extends beyond the termination date.

6. BUDGET AND ASSESSMENTS

- A. The Lead Party shall establish for each fiscal year, subject to appropriation, the annual operating budget for the provision of shared Conservation Agent services (hereinafter "Budget"). The Budget shall include, but not be limited to, the cost of the Conservation Agent's wages, taxes, retirement contributions, paid time off, recruitment costs, professional development, dues, cell phone, mileage reimbursement, training costs, and any other costs related to the proper functioning of this Agreement.
- B. The Municipalities shall share the cost of the total Budget in proportion to the percentages set forth in Exhibit A: Conservation Agent Shared Services Cost Allocation.
- C. On July 1st of each fiscal year of this Agreement, Merrimac shall be assessed its share of the Budget that fiscal year, which shall be automatically due and payable to the Lead Party in that fiscal year without further notice in equal quarterly installments on July 1, October 1, January 1, and April 1. On a quarterly basis during each year of this Agreement, the Lead Party shall prepare and distribute to Merrimac an expense report summarizing the incurred costs of the program for the prior quarter.
- D. In the event that the Agent staff position is vacant for some portion of the budget year, Merrimac's costs shall be prorated to exclude that period of time, and West Newbury shall be under no obligation to provide services to Merrimac during the period of vacancy.
- E. By February 1st of each fiscal year, the designees of the Municipalities shall meet to agree on the Budget for the next fiscal year. The Budget and Fee Structure shall be reviewed and adjusted, if necessary, in accordance with each Municipality's typical annual budget process.
- F. Notwithstanding any other provision in this Agreement to the contrary, the Municipalities agree that, following dissolution or termination of this Agreement, each shall be responsible for continuing their shared respective contribution for the Conservation Agent's retirement, unemployment and/or workers' compensation benefits that may accrue while the Municipality was a party to this Agreement.

7. INDEMNIFICATION

- A. This Agreement is by and between the Municipalities which have executed it with the understanding that it is intended for their mutual benefit and is not intended to confer any express or implied benefits on any other person or entity. This Agreement is not intended to confer third-party beneficiary status on any person or entity.
- B. It is expressly understood that the services provided hereunder are deemed for public and governmental purposes and all privileges and immunities from liability enjoyed by the Municipalities shall extend to their participation hereunder and to the activities so undertaken to the fullest extent provided by law.
- C. Notwithstanding the final sentence of G.L. c. 40, §4A, to the extent permitted by law, each Municipality (the "Indemnifying Municipality") separately agrees to indemnify the Lead Party, including all officials, officers, employees, agents, servants and representatives, from and against any claim arising out of the duties performed by the Conservation Agent pursuant to this Agreement in or on behalf of the Indemnifying Municipality for any claim of liability, loss, damages, costs and expenses for personal injury or damage to real or personal property by reason of any negligent act or omission by the Conservation Agent while performing services for the Indemnifying Party. As to any claim or occurrence, the express indemnification set forth above shall be limited to the services provided by Conservation Agent for the specified Municipality.
- D. An Indemnifying Municipality's obligation to indemnify under this Section shall be limited to and benefited by the immunities or limitations of damages which may be extended to them by operation of law. Furthermore, the Indemnifying Municipalities shall not be liable for any claims arising from the following:
 - a) Violations of state or federal civil rights statutes;
 - b) Violations of state or federal discrimination statutes;
 - c) Wrongful termination claims;
 - d) Violations of any state or federal statute dealing with employment practices; and
 - e) Claims that are covered by any insurance policy.

8. ASSIGNMENT

No party shall assign or transfer any of its rights or interests in or to this Agreement, or delegate any of its obligations hereunder, without the prior written consent of the others.

9. CONFLICT RESOLUTION

The Town Manager/Administrator of the Municipalities shall confer periodically with one another and with their respective Conservation Commissions (or designees) in order to address matters of policy, operations and logistics as may be necessary. The Municipalities may hold additional meetings to discuss and resolve any conflicts that may arise including, but not limited to, disagreements regarding the needs of each Municipality and changes to the Staffing Schedule or Fee Schedule. Both Municipalities must agree, acting through their Boards of Selectmen/Select Boards, on any recommendations to adjust the Staffing Schedule or Fee Schedule or resolve a conflict.

10. AMENDMENTS

Except as otherwise expressly provided, this Agreement may be amended only by the unanimous written consent of all of the Municipalities as of the date of the Amendment. A proposed amendment must be approved by the governing body of each Party to be effective.

11. SEVERABILITY AND COMPLIANCE WITH APPLICABLE LAW

Should any term, portion, or provision of this Agreement or the application thereof to any person or circumstances be in conflict with any local, state or federal law or otherwise be rendered unenforceable or ineffectual the validity of the remaining parts terms portions or provisions or the application thereof to other persons or circumstances shall be deemed severable and shall not be affected thereby. The Municipalities further intend for this Agreement to be modified to comply with any applicable local, state or federal law should it be determined not to be in compliance and to remain binding between them as so modified. In particular, but without limiting the generality of the foregoing, the Municipalities intend for this Agreement to remain binding against each of them notwithstanding any legal requirement that would alter the term hereof or change the way in which any party is required to pay its share of assessments. The Municipalities will remain bound hereunder subject to such modified terms.

12. NOTICES

Any notice permitted or required hereunder to be given or served on either Municipality shall be in writing signed in the name of or on behalf of the party giving or serving the same. Notice shall be deemed to have been received at the time of actual receipt of any hand-delivery, upon the date of verified delivery by courier of package delivery service, or three (3) business days after the date of any properly addressed notice sent by mail as set forth below:

For WEST NEWBURY: Town of West Newbury
ATTN: Town Manager
381 Main Street
West Newbury, MA 01985

For MERRIMAC: Town of Merrimac
ATTN: Town Administrator
2 School Street
Merrimac, MA 01860

13. MISCELLANEOUS PROVISIONS

- A. Entire Understanding: This Agreement represents the entire understanding of the Municipalities with respect to its subject matter.

- B. Governing Law. This Agreement shall be governed by the laws of the Commonwealth of Massachusetts and venue for any action shall be in the Superior Court of Essex County.
- C. Binding Effect. All of the terms and provisions of this Agreement shall be binding on and inure to the benefit of and be enforceable by the respective parties hereto, their successors and assigns.
- D. Headings. The headings used herein are for convenience only and shall not be considered in any interpretation of any disputes over the terms of this Agreement.
- E. Joint Drafting. Each Municipality acknowledges that it has participated equally in the drafting of this Agreement and that each has or had consulted with legal counsel of its own choosing in entering into this agreement.

IN WITNESS WHEREOF, the Parties have caused this agreement to be executed and attested by their proper officers hereunto duly authorized and their official seals to be hereto affixed as of the day and year first above written.

For the TOWN OF WEST NEWBURY

By: Angus Jennings Date: 9/29/21

Angus Jennings, Town Manager
Title:

Duly authorized
by vote of Select Board on August 9, 2021

For the TOWN OF MERRIMAC

By: B. S. B. Date: 9/28/21

Chair, BOS
Title:

EXHIBIT A: CONSERVATION AGENT SHARED SERVICES COST ALLOCATION

**Conservation Agent Shared Services
FY22 Cost Allocation**

Combined # Hours	35
Weeks Remaining in FY22	40
F.I.C.A.	1.45%
FY22 ERRS Appropriation	28%
Hourly pay rate	\$ 27.76
Start Date	9/23/2021

Payment Schedule

Budget

Wage	\$	38,864.00
Health Insurance	\$	-
FICA	\$	563.53
ERRS	\$	10,881.92
Travel/Training	\$	3,310.00
Total Cost	\$	53,619.45
Less Health Ins.	*	\$ -
Shared Cost	\$	53,619.45

1-Aug	\$	-
(Jul - Sep)		
1-Nov	\$	5,106.61
(Oct - Dec)		
1-Feb	\$	5,106.61
(Jan - Mar)		
1-May	\$	5,106.62
(Apr - Jun)		
FY22 est. cost:	\$	<u>15,319.84</u>

Municipality

West Newbury	25	\$	38,299.61
Merrimac	10	\$	15,319.84
Annualized total cost:	35	\$	53,619.45

**Note: West Newbury would pay all of Town share of employee health insurance (currently 65%) because employee would qualify for health insurance solely based on 25 hrs/wk in West Newbury.*

**Conservation Agent Shared Services
FY23 Cost Allocation **DRAFT****

Combined # Hours	40
Weeks Remaining in FY23	52.2
F.I.C.A.	1.45%
FY23 ERRS Appropriation	29%
Hourly pay rate \$	28.87
Start Date	7/1/2022

Budget

Wage	\$	60,280.56
Health Insurance	\$	-
FICA	\$	874.07
ERRS	\$	17,481.36
Travel/Training	\$	3,528.00
Total Cost	\$	82,163.99
Less Health Ins.	*	\$ -
Shared Cost	\$	82,163.99

Municipality

West Newbury	27.5	\$	56,487.74
Merrimac	12.5	\$	25,676.25
Annualized total cost:	40	\$	82,163.99

**Note: West Newbury would pay all of Town share of employee health insurance (currently 65%) because employee would qualify for health insurance solely based on >20 hrs/wk in West Newbury.*

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%					

CULTURE & RECREATION									
						<u>1/25/2022</u>			
Library Salaries & Wages	257,916	260,408	263,492	164,344	62%	303,543	274,286	10,794	4.1%
Library Expenses	31,863	32,894	38,500	33,198	86%	32,000	33,000	(5,500)	-14.3%
Library Books and Periodicals	66,605	67,144	71,500	45,245	63%	79,000	78,000	6,500	9.1%
610 Total Library	356,385	360,446	373,492	242,787	65%	414,543	385,286	11,794	3.2%

Notes

Initial departmental budget proposed by Board of Library Trustees (BOLT) carries wage increases above COLA for all Library personnel.

Detailed rationale incl. in BOLT budget narrative; many proposed increases would affect long-tenured personnel.

Proposed Town Manager budget as referred by Select Board does not carry wage increases above COLA, pending results of Wage/Classification study.

Per agreement with DPW, proposed FY23 DPW (Town Bldgs Op. Exp.) budget carries supplemental funding for contracted cleaning services for Library.

In FY22, those increased costs were split between DPW and Library operating budgets. This reduction accounts for proposed reduced Library Expenses budget.

Per State Library requirements, Books/Periodicals budget must be at least 19% of total dept budget.

As proposed, Books/Periodicals represents 20.2% of proposed budget.



Town of West Newbury Departmental Expense Budgeting Form

	FY2020	FY2021				FY2022				FY2023
	Actual Expended	Budget Requested	Budget Approved	Actual Expended	Turn back / Transfers	Budget Requested	Budget Approved	Actual Expended *	Turn back / Transfers	Budget Requested
LIBRARY DEPARTMENT										
<u>Personnel</u>										
Salary & Wages	257,916	259,642	263,641	260,408	3,233	260,288	263,492	143,452	120,040	303,543
Overtime					0				0	
Other (incentives, longevity, stipends)					0				0	
Sub-Total:	<u>257,916</u>	<u>259,642</u>	<u>263,641</u>	<u>260,408</u>	<u>3,233</u>	<u>260,288</u>	<u>263,492</u>	<u>143,452</u>	<u>120,040</u>	<u>303,543</u>
<u>Expenses</u>										
Expenses (Library supplies)	31,863	32,500	33,000	32,894	106	38,500	38,500	30,709	7,791	8,000
Expenses (MVLC membership)										25,000
Materials (total)	66,605	66,000	68,000	67,144	856	71,500	71,500	35,192	36,308	
Materials (Books)					0				0	32,000
Materials (Subscriptions)					0				0	7,000
Materials (Audio)					0				0	6,000
Materials (Video)					0				0	5,000
Materials (Ebooks)					0				0	13,500
Materials (Databases)					0				0	14,500
					0				0	
					0				0	
					0				0	
Sub-Total:	<u>98,468</u>	<u>98,500</u>	<u>101,000</u>	<u>100,038</u>	<u>962</u>	<u>110,000</u>	<u>110,000</u>	<u>65,900</u>	<u>44,100</u>	<u>111,000</u>
Department Total:	<u>356,384</u>	<u>358,142</u>	<u>364,641</u>	<u>360,446</u>	<u>4,195</u>	<u>370,288</u>	<u>373,492</u>	<u>209,352</u>	<u>164,140</u>	<u>414,543</u>

Please complete the above current fiscal year budget request.

For each line item that varies from prior year actual, provide a detailed explanation below.

Salary and wage detail to be provided on the Salary and Wage Worksheet, attached.

* (FY22 expended as of 1/13/22) Please see attached document for additional detailed information

Budget request submitted by: _____

Contact (phone/email): _____

FY23 Budget – Town of West Newbury G.A.R. Library Budget Narrative

FY20: 98.1% of the budget was expended.

FY21: 98.85% of the budget was expended.

In the Fall of FY21, the Financial Committee approved a \$5,315 Reserve Fund transfer to our FY21 salary line in order to meet the Massachusetts Board of Library Commissioners’ Municipal Appropriation Requirement (MAR), which enabled the G.A.R. Library to remain certified. This gap in our budget was due to a staff transition at the beginning of the fiscal year. The Library anticipated that it would be able to turn back the \$5,315 at the end of the fiscal year, but due to the Library being chronically understaffed, we used \$2,082.06 of those funds to cover staffing shortages. If it were not for this money, we would have been forced to further reduce our hours.

FY22: As of January 1, 56% of the budget had been expended. Our Expense line for FY22 was increased by \$5,500 to \$38,500 to cover the supplemental cost of cleaning the Library building more than once per week due to COVID and other health concerns. The understanding was that the DPW FY23 budget would absorb 100% of the cost of cleaning the Library.

FY23 Expenses and Materials Request:

Expenses: We are requesting \$33,000 for Expenses, which is a reduction from FY22 due to the elimination of supplemental cleaning costs due to COVID (which costs are presumably being absorbed by the DPW).

Materials: The State mandates that the Library expend 19% of our total library appropriation on materials in order to maintain state certification. The materials request has been broken down into 6 sub-categories, which are detailed on the attached spreadsheet. The FY23 Materials request is \$78,000, an increase of \$6,500 over last year. The main reason is the additional cost associated with an overwhelming increase in community demand for electronic content, including eBooks and other digital services. In FY21, we saw a substantial increase over FY20, as shown in the table below. We see the same trend right now in FY22, and we expect the trend to continue in future years as well.

Electronic Resource	Service Provided	FY20 Usage	FY21 Usage	% Increase in Usage
Ancestry	Genealogy research	280	841	200%
Consumer Reports	Full access to the online consumer guide	136	219	61%
Hoopla	eBooks, audiobooks, graphic novels and streaming movies, music and television	118	774	556%
Kanopy	Streaming movies and television	182	439	141%
Niche Academy	Instructional videos for computer and web-related products	279	422	51%
Overdrive	eBooks, audiobooks, streaming video	6191	7728	25%
Safari	Computer and technical eBooks	41	92	124%
TumbleBooks	eBooks, talking books, educational games and foreign language resource for kids	85	203	139%

As a result of this increase, the Merrimack Valley Library Consortium is increasing our e-content subscription rate for FY23 by 114%. Additionally, the Library independently subscribes to multiple pay-per-use electronic resources and must keep up with the increase in community demand.

The FY23 budget reflects this increased community demand for electronic services and allows for us to maintain state certification by keeping our Materials budget within the Massachusetts Board of Library Commissioners' required 19% percentage.

FY23 Salary and Wages:

The Board of Selectman approved an additional 10-hour position for the Library in FY21, but, due to the pandemic, the Library withdrew this request in FY21 and, for the same reason, did not pursue it in FY22.

Now that the Library is back to full operations and is busier than we were prior to the pandemic, we are asking the Town to rectify years of chronic understaffing and under compensation.

In the past several months and using comprehensive state library data, the Board of Library Trustees conducted a comparative study that measured our Library services and staffing against 22 other libraries in towns of similar size, almost all of which are in the Merrimack Valley Library Consortium (MVLC). In addition, the study compared our Library services with those in 16 neighboring North Shore area towns regardless of size. A complete description of this study, the data used, and the major findings is contained in the attached slide presentation.

In the table below, we provide an excerpt of some of the relevant data on the level of services provided to the community, the level of circulation of material, and the provision of services for children. These data show quite clearly that the Library is understaffed based on these metrics, regardless of whether the comparison is with other small libraries or other neighboring town libraries.

Library	Total Circulation	Total Hours Open per year	Total Librarian FTE	Circulation per librarian FTE	Hours Open per librarian FTE	Children's circulation per librarian FTE
West Newbury	80,103	2,491	5.31	15,073	469	7,463
22 Small libraries, population under 15,000	71,725 (average)	2,135 (average)	6.77 (average)	10,707 (average)	343 (average)	3,987 (average)
Neighboring town libraries, all population sizes	67,496 (median)	2249 (average)	8.80 (average)	10,755 (average)	321 (average)	4,002 (average)

Of particular relevance to our FY23 budget request, the data show that the workload per FTE of our librarians is greater than any other town in the neighboring areas of Essex County and in any of the libraries in MVLC with populations less than 15,000. Additionally, our Library has a greater circulation (by almost double) of children's material than any other library in the data set.

Based on this comprehensive comparative study conducted, the Library Board of Trustees concluded that the Library is significantly understaffed and that additional Library closures may be necessary if sufficient staff are not available to cover the hours open in a safe manner for patrons and the staff alike.

Adding 1.0 FTE over Two Years to Address Understaffing: At this point, the Library is understaffed by about 1.5 FTE, but we believe that by adding just one FTE over the next three fiscal years, the Library will be able to avoid additional closures and continue to offer full services. The three-year plan to add the total of 1.0 FTE is as follows:

- For FY23, we are requesting one, 10-hour Library Assistant (0.25 FTE total) to help cover circulation and other similar duties. This will significantly ease the scheduling dilemmas associated with covering Library open hours and will also likely eliminate almost entirely the need for extra salary requests needed in the current situation.
- For FY24, the Library plans to request one 20-hour Children’s Librarian Assistant (0.5 FTE). This will not only help to avoid additional closures but will provide assistance in meeting the heavy workload on our Children’s Librarian. This will also allow children’s programming to be maximized. The wage rate for this 20-hour position reflects the required specialized expertise related to working with children and the added responsibilities of program planning and collection development.
- In FY25, the Library will request one, 10-hour Library Assistant (0.25 FTE total) which would increase our total FTE by one.

Increases to Address Salary Discrepancies: The Town’s Employee Compensation Policy provides minimum and maximum guidelines for staff compensation based on grade. All Library staff is undercompensated with regard to these guidelines when considering level of responsibility, relevant experience and qualifications, and years of service to the Town. In order to get all Library staff within acceptable salary ranges for their respective grades, all staff must receive an hourly increase of some kind. Below is brief staffing summary to outline the need for these increases. Further information on each individual staff member can be provided if requested.

- **Children’s Librarian, Kate Gove:** Kate’s Children’s Room is the 2nd busiest Children's Room of any MVLC Library with a population of 15,000 and under. Kate manages an annual budget for all children’s materials, and orders and catalogs all material that circulates from this department. She plans and executes all Children's programming and crafts. She works with the Page school and various local preschools as a liaison providing resources to teachers for their classrooms. She assists with all local history requests. Kate started working at the Library part-time in 1968. She has been working full time at the Library since 1973 (49 years) and is still at the minimum hourly rate for her Grade 7. Kate’s FY22 rate is \$32.61 and her proposed FY23 rate \$36.86, the maximum rate for Grade 7.
- **Head of Circulation and Technology, Dawn Watson:** Dawn maintains a technology inventory and is responsible for trouble shooting all technology issues in the building. She is responsible for keeping up to date at the consortium level on all matters related to circulation and technology and disseminating that information to the other staff. She is responsible for training new staff, volunteers and interns on new or best practices. She orders all office and cataloging

supplies for the Library. She maintains our 71 print subscriptions and manages the annual budget for our DVD collection. Dawn has worked at the Library for seventeen years with increasing responsibilities and workload and is still at the minimum hourly rate for her Grade 5. Dawn's FY22 rate is \$24.36. Her proposed FY23 rate is \$27.24, the midpoint between the middle and maximum hourly rates for Grade 5.

- **Head of Teen Services, Kristen Young:** Kristen is responsible for developing, promoting, and providing all services for Teens. She manages an annual budget for both the Teen and Adult Graphic Novel collections. She plans and executes all programming and crafts for teens. She facilitates and oversees a Teen Advisory Group (TAG) at Pentucket High School. She manages our teen volunteers and works with parents, teachers, and the school librarian to provide whatever resources are needed. She is also responsible for all Library social media accounts. She is currently enrolled in a Masters of Library Science graduate degree program with an anticipated graduation date of 2023 and is in the minimum hourly range for her Grade 4. Kristen's FY22 rate is \$20.96. Her proposed FY23 rate is \$22.46, a \$1.50 increase that puts her rate in the lower middle range for Grade 4.
- **Senior Library Assistant and Head of Technical Services, Tracy Larrabee:** Tracy is responsible for cataloging all adult material. She manages an annual budget for our audiobook collection, is responsible for billing for lost and damaged items, and provides all other clerical and direct service work in connection with circulation. Tracy has 17 cumulative years of experience as a librarian (3 in West Newbury) and is in the minimum hourly range for her Grade 3. Tracy's Grade should be raised to level 4 based on her responsibilities. Her FY22 rate at Grade 3 is \$18.98, and her FY23 proposed rate is \$20.48, a \$1.50 increase that puts her rate at the minimum hourly rate for Grade 4.
- **Library Assistant, Jean Berkenbush:** Jean maintains our database of Library cardholders and also works on special projects related to our Local History Collection. She is in charge of deaccessioning and properly discarding all outdated material. She provides clerical and direct service work in connection with circulation and is in charge of building and patron safety in the absence of more senior staff members. She has worked at the Library for eight years with increasing responsibility and workload and is still at the lower end of the middle range for her Grade 2, which is thought to be well under the average rate for comparable positions in neighboring libraries. Jean's FY22 rate is \$16.42. Her proposed FY23 rate is \$18.44, the maximum hourly rate for Grade 2.
- **Library Assistant, Liz Torrisi:** Liz repairs all damaged materials and helps prepare material for circulation after cataloging is complete. She is responsible for clerical and direct service work in connection with circulation, and she is in charge of building and patron safety in the absence of more senior staff members. Liz has worked at the Library for thirteen years with increasing responsibility and workload and is still at the lower end of the middle hourly rate for her Grade 2. Liz's FY22 rate is \$16.42. Her proposed FY23 rate is \$18.44, the maximum hourly rate for Grade 2.
- **Library Director, Corinn Flaherty:** The Library Director should be a Grade 9 employee, which would bring her grade status into line with other Town department heads and which reflects her educational and professional experience level. Among other factors to consider and which are dictated in the in the Town's Personnel Policy, the Library Director has 6 direct reports (more than any other department except DPW and Public Safety), manages the fourth largest segment of the Town budget, has building management responsibilities, and is responsible for managing

all outreach effects and programs for the public. The FY23 salary request for the Library Director is at Grade 9 and is at an hourly rate of \$43.63, which is comparable to other Library Directors in the area, is around the average of other Library Directors in the MVLC, and is commensurate with the substantial community demands for ever-increasing Library services.

- Finally, for FY23 only, additional funds in the amount of \$3,000 are requested in the staff coverage line to address unexpected needs that arise from the current understaffing situation. Until the additional 1.0 FTE is fully realized, these additional funds are needed. These funds will cover Saturday staffing, staff vacations and any unexpected situations (funerals, illness, etc.). We hope that a portion of these funds can be remitted back to the town at the end of FY23, provided that the additional 0.25 FTE is approved for FY23.

The total FY23 salary request is \$303,543. This includes a pay rate adjustment for all staff and one additional 10-hour position. This is a \$43,255 increase compared to FY22.

The total FY22 request is \$414,543 which is a 11% increase over last year's approved budget.

G.A.R. Library Budget for FY 2023

Library Operations and Staffing Needs



FY 2023 Library Budget Request

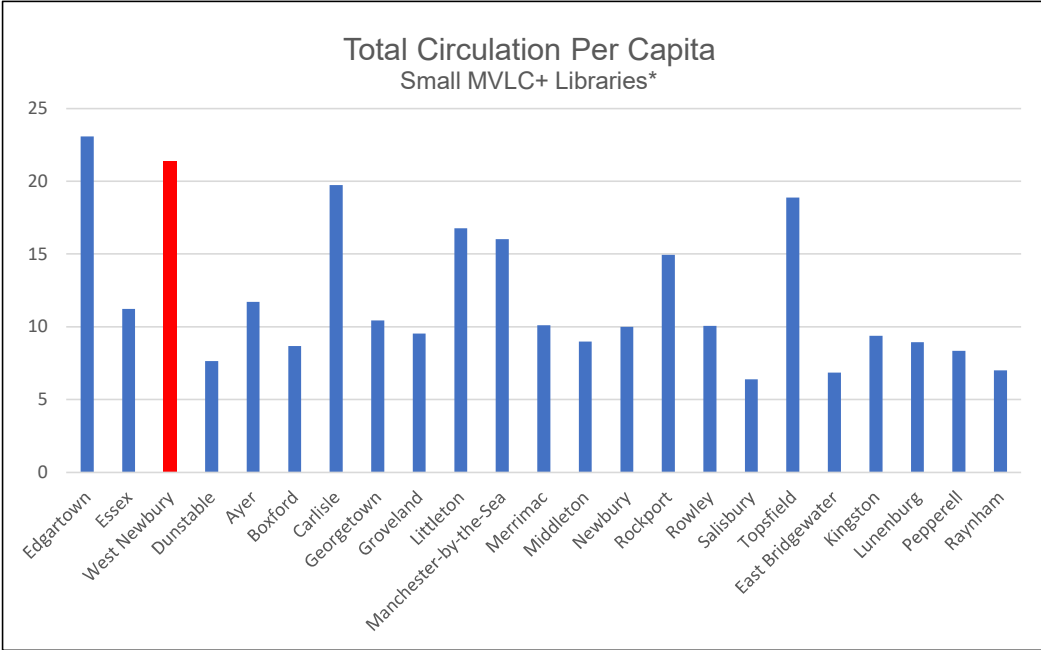
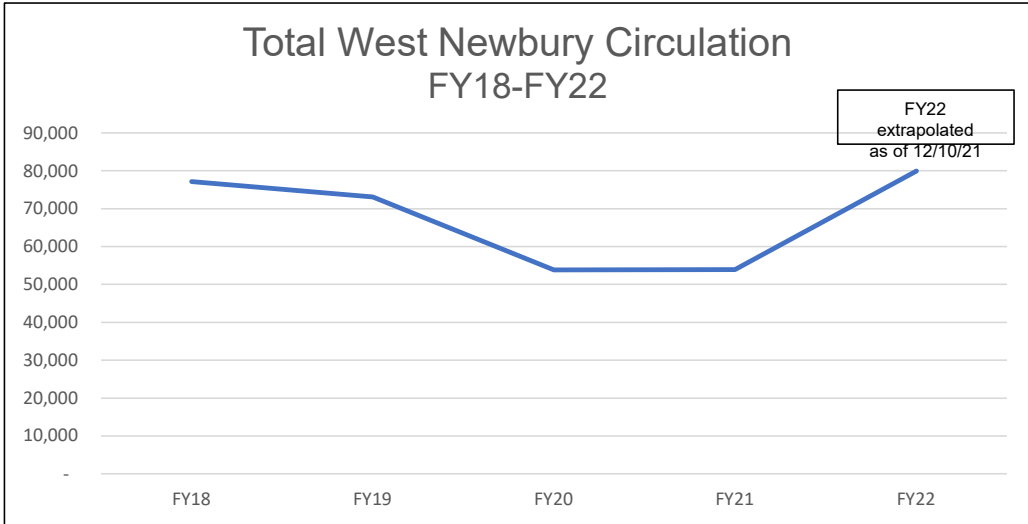
Town of West Newbury Departmental Expense Budgeting Form

	FY2020	FY2021				FY2022				FY2023
	Actual Expended	Budget Requested	Budget Approved	Actual Expended	Turn back / Transfers	Budget Requested	Budget Approved	Actual Expended *	Turn back / Transfers	Budget Requested
LIBRARY DEPARTMENT										
<u>Personnel</u>										
Salary & Wages	257,916	259,642	263,641	260,408	3,233	260,288	263,492	143,452	120,040	303,543
Overtime					0				0	
Other (incentives, longevity, stipends)					0				0	
Sub-Total:	257,916	259,642	263,641	260,408	3,233	260,288	263,492	143,452	120,040	303,543
<u>Expenses</u>										
Expenses (Library supplies)	31,863	32,500	33,000	32,894	106	38,500	38,500	30,709	7,791	8,000
Expenses (MVLIC membership)										25,000
Materials (total)	66,605	66,000	68,000	67,144	856	71,500	71,500	35,192	36,308	
Materials (Books)					0				0	32,000
Materials (Subscriptions)					0				0	7,000
Materials (Audio)					0				0	6,000
Materials (Video)					0				0	5,000
Materials (Ebooks)					0				0	13,500
Materials (Databases)					0				0	14,500
					0				0	
					0				0	
					0				0	
Sub-Total:	98,468	98,500	101,000	100,038	962	110,000	110,000	65,900	44,100	111,000
Department Total:	356,384	358,142	364,641	360,446	4,195	370,288	373,492	209,352	164,140	414,543

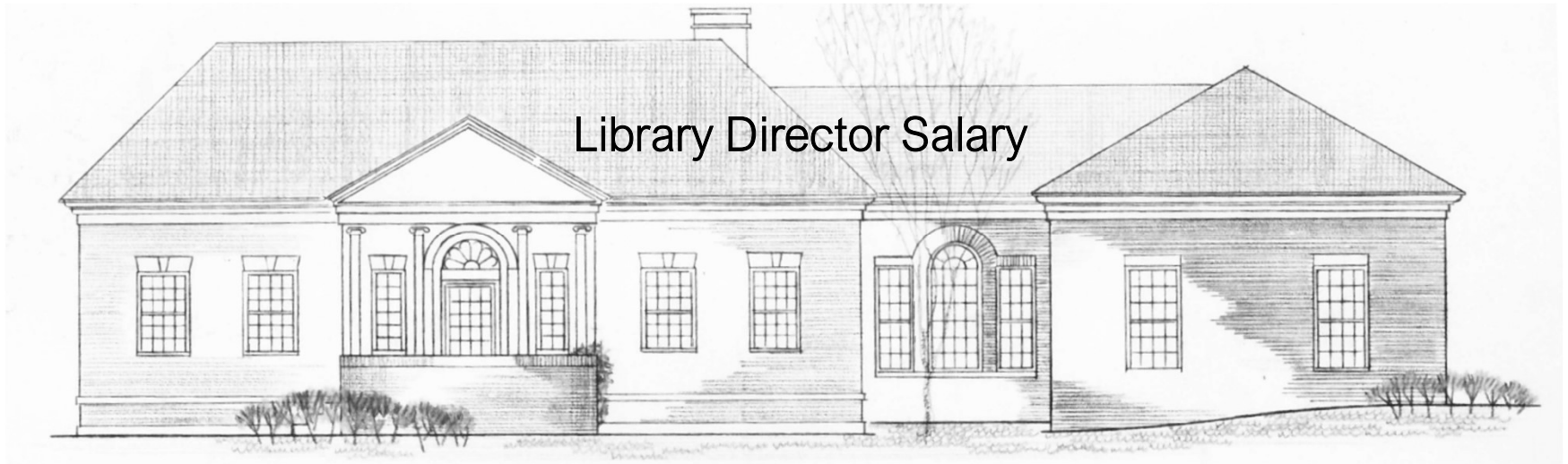
* FY22 actual expended as of 1/13/22.

NOTE ALSO: The total materials request is required by the State to be 19.5% of the total budget for the G.A.R. Memorial Library to retain its state certification.

Our Library Circulation Has Returned to Pre-COVID Levels



* All MVLC+ small library towns of 10,000 or less in population except Ipswich (less than 15,000) – Latest non-COVID state data



- To achieve gender and grade level equity, Library Director salary should be Grade 9 at \$43.63/hr based on comparability with other WN department heads.
- The increase is comparable to and consistent with Library Director salaries in other libraries belonging to the Merrimac Valley Library Consortium (MVLC).
- The increase also reflects the Library Director's professional qualifications, experience, and 3-year performance record.

Comparable Salaries for Library Directors in Merrimac Valley Library Consortium (MVLC)

- Requested increase for WN Library Director to \$90K would be in the mid-range of other MA libraries.
- Requested pay rate of \$43.63 is well below midpoint for Grade 9 on latest WN Pay Scale.

Current WN Grade 9 Pay Scale

Minimum	40.22
Midpoint	45.24
Maximum	50.25

Merrimack Valley Library Consortium - All libs	Municipal Population	Annual Salary	Min. Hourly	Max. Hourly	Weekly Hours
Essex - T.O.H.P. Burnham Free Library	3,799	\$58,336	\$32.51	\$32.51	35
Merrimac - Merrimac Public Library	6,960	\$62,063	\$33.97	\$33.97	35
Newbury - Newbury Town Library	7,148	\$62,435	\$24.12	\$38.53	35
Groveland - Langley Adams Library	6,849	\$66,028	\$34.32	\$34.32	37
Georgetown - Georgetown Peabody Library	8,768	\$67,790	\$37.10	\$37.10	35
Tyngsborough - Tyngsborough Public Library	12,527	\$73,895	\$37.89	\$37.89	38
West Newbury - G. A. R. Memorial Library	4,714	\$76,000	\$32.18	\$41.87	40
Salisbury - Salisbury Public Library	9,534	\$78,300	\$40.62	\$40.62	38
Boxford - Boxford Town Library	8,332	\$78,398	\$35.20	\$46.56	40
Rockport - Rockport Public Library	7,282	\$78,420	\$37.56	\$37.56	40
Amesbury - Amesbury Public Library	17,532	\$84,055	\$33.50	\$43.55	35
Hamilton - Hamilton-Wenham Public Library	13,329	\$84,830	\$42.22	\$48.50	35
Middleton - Flint Public Library	10,110	\$85,505	\$46.80	\$46.80	35
Lawrence - Lawrence Public Library	80,028	\$85,932	\$38.46	\$47.21	35
Rowley - Rowley Public Library	6,473	\$87,251	\$41.46	\$47.51	35
Newburyport - Newburyport Public Library	18,289	\$88,409	\$44.50	\$48.39	35
Manchester-by-the-Sea - MBTS Public Library	5,434	\$90,356	\$41.58	\$43.28	40
Dracut - Moses Greeley Parker Memorial Lib.	31,634	\$90,727	\$37.10	\$49.85	35
Wilmington - Wilmington Memorial Library	23,445	\$92,151	\$40.01	\$50.63	35
Groton - Groton Public Library	11,325	\$93,380	\$44.89	\$44.89	40
Burlington - Burlington Public Library	28,627	\$93,907	\$46.29	\$62.39	35
Topsfield - Topsfield Town Library	6,641	\$95,151	\$37.70	\$49.44	40
Methuen - Nevins Memorial Library	50,706	\$96,000	\$52.75	\$52.75	35
Lowell - Samuel S. Pollard Memorial Library	110,997	\$98,047	\$45.88	\$53.87	35
Carlisle - Gleason Public Library	5,252	\$99,566	\$47.87	\$55.32	35
Littleton - Reuben Hoar Library	10,227	\$99,602	\$42.17	\$52.65	40
Ipswich - Ipswich Public Library	14,074	\$100,000	\$51.08	\$51.08	38
North Andover - Stevens Memorial Library	31,188	\$100,593	\$50.82	\$71.15	38
North Reading - Flint Memorial Library	15,865	\$101,868	\$55.98	\$55.98	35
Tewksbury - Tewksbury Public Library	31,178	\$102,328	\$42.26	\$52.77	40
Billerica - Billerica Public Library	43,367	\$107,519	\$46.49	\$54.93	38
Haverhill - Haverhill Public Library	64,014	\$112,000	\$53.85	\$53.85	40
Westford - J. V. Fletcher Library	24,817	\$119,406	\$52.10	\$65.95	38
Andover - Memorial Hall Library	36,356	\$124,521	\$53.05	\$63.66	38
Chelmsford - Chelmsford Public Library	35,391	\$129,529	\$55.37	\$66.17	38
Averages:		\$90,409	\$42.56	\$48.96	37



- The Library staff workload is the second highest among other small libraries, especially for Children’s Services.
- The Library staff is highly experienced and skilled and, with a few exceptions,* non-COLA pay increases have not been given for the last 5-6 years.
- Adjustments are based on levels of responsibilities for library department heads and managers, lengths of service, level of library education (as applicable), and building responsibilities.
- Request would increase raise hourly rates for 6 staff, including one grade adjustment for the Cataloging Librarian.
 - Dawn Watson was moved from Grade 4 to Grade 5 in FY 2018 to reflect status as Department Head for circulation and technology. In FY 2020, modest hourly rate increases were given to Tracy (\$1.00) Jean (\$1.50), and Liz (\$1.50), who all work part time.

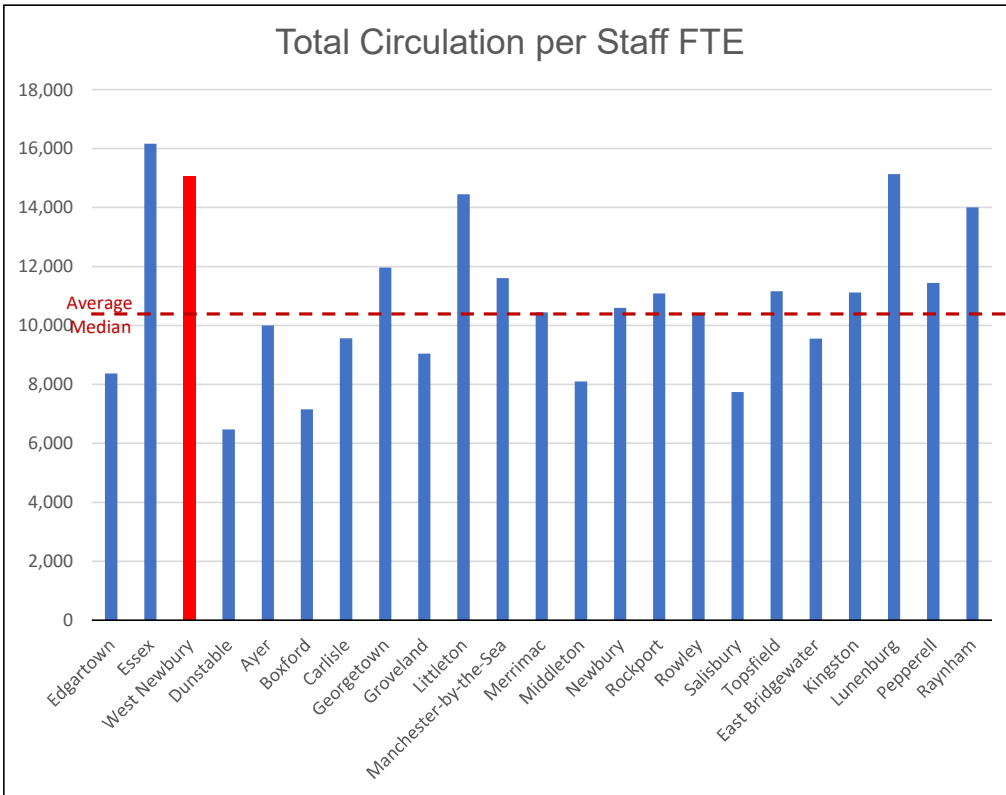
How Does Our Staff Workload Compare?

22 Comparable Size Towns (MVLC+)

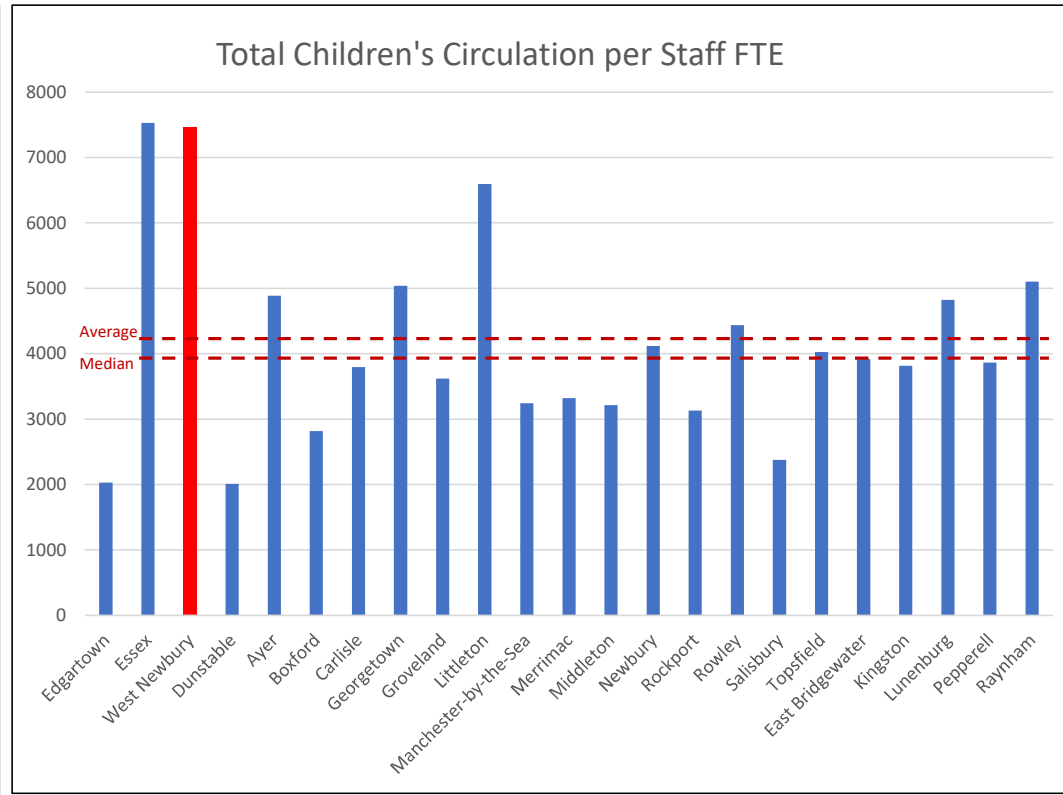
West Newbury staff have

- the second highest circulation workload and second highest Children's services workload

Total Circulation per Staff FTE



Total Children's Circulation per Staff FTE



Library Staff Salaries

- Adjustments are based on levels of responsibilities for library department heads and managers, lengths of service, level of library education (as applicable), and building responsibilities.
- Request would increase raise hourly rates for 6 staff, including one grade adjustment for the Cataloging Librarian.

Kate Gove - Children's Librarian (Department head)

- 40 hours/wk
- Increase pay rate from \$32.61 to \$36.86 - top of Grade 7
- Length of service (49 yrs.) and level of responsibility

Dawn Watson – Circulation and Technology (Department head)

- 31 hours/wk
- Increase pay rate from \$24.36 to \$27.24/hr - upper half of Grade 5
- Length of service (17 yrs.) and level of responsibility

Kristen Young – Teen Librarian (Department head)

- 28 hours/wk
- Increase pay rate from \$20.96 to \$22.46/hr - midpoint of Grade 4
- Pursuing MLS degree and length of service (3 yrs.)

Tracy Larrabee – Cataloging Manager

- 27 hours/wk
- Increase pay from Grade 3 to Grade 4 and pay rate from \$18.98 to \$20.48
- Experience (17 yrs.) and length of service (3 yrs.)

Jean Berkenbush – Circulation Librarian

- 10 hours/wk
- Increase pay rate from \$16.42 to \$18.44 – top of Grade 2
- Length of service (8 yrs.) and building closure responsibilities

Liz Torrisi – Circulation Librarian

- 10 hours/wk
- Increase pay rate from \$16.42 to \$18.44 – top of Grade 2
- Length of service (13 yrs.) and building closure responsibilities



Library Staffing Levels and More Potential Closures

- The Library is currently open 46 hours per week with no evening hours on Wednesday, Thursday, or Friday. This is a reduction of 6 hours from the Library's previous availability to the public.
- The Library staff is essentially a skeleton crew that operates the Library when it is open.
- Marginal staffing, if continued, will necessitate additional closures of between 4 and 8 hours per week.
- To successfully maintain current hours of operation, one additional FTE is needed.
- However, the Library is requesting only one 10-hour position this year, with the intention of requesting two additional part-time positions in FY24 & FY25 to increase library staffing by one FTE overall by FY25.

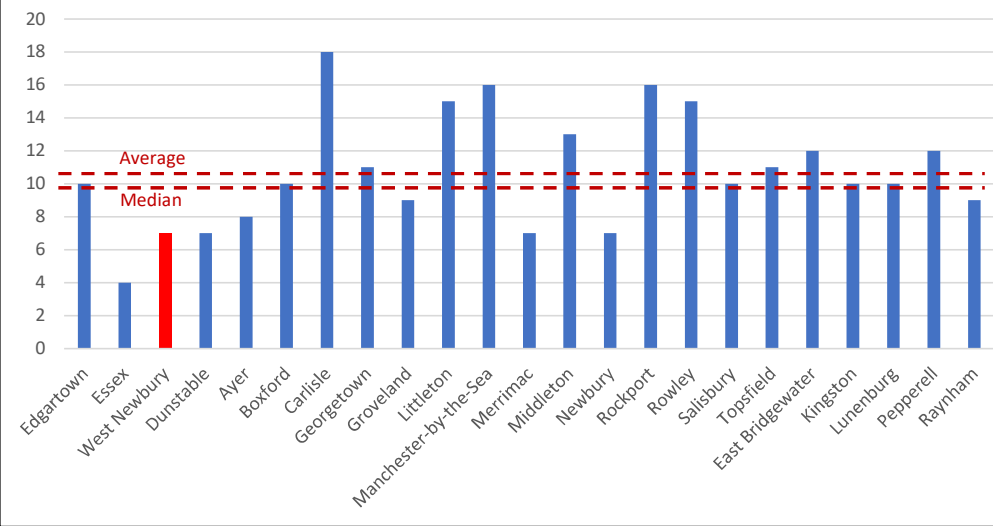
How Does Our Library Staffing Compare?

Comparable Size Towns (MVLIC+)

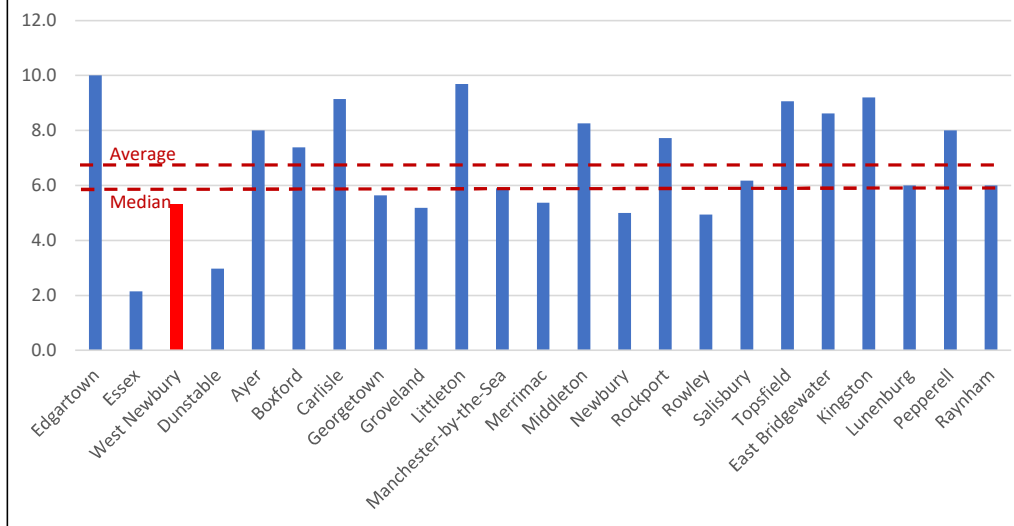
West Newbury has:

- significantly less staff than most other small libraries, either in total number or in FTE

Total All Librarian Staff
(excludes custodial)



Total Librarian Staff FTE
(excludes custodial)



Additional Information and Data



G.A.R. Library Operations and Staffing were compared to:

- 22 other small libraries in towns with similar circulation and populations of 15,000 or less;
- 16 Neighboring MVLC libraries regardless of size

Small Libraries with town population less than 15,000	Town population groupings* (max. pop.)
West Newbury	5000
Edgartown	5000
Essex	5000
Dunstable	5000
Ayer	10000
Boxford	10000
Carlisle	10000
Georgetown	10000
Groveland	10000
Littleton	10000
Manchester-by-the-Sea	10000
Merrimac	10000
Middleton	10000
Newbury	10000
Rockport	10000
Rowley	10000
Salisbury	10000
Topsfield	10000
East Bridgewater	15000
Kingston	15000
Lunenburg	15000
Pepperell	15000
Raynham	15000

Neighboring MVLC Libraries regardless of pop. size	Town population groupings* (max. pop.)
West Newbury	5000
Amesbury	25000
Boxford	10000
Essex	5000
Georgetown	10000
Groveland	10000
Haverhill	100000
Ipswich	15000
Manchester-by-the-Sea	10000
Merrimac	10000
Middleton	10000
Newbury	10000
Newburyport	25000
Rockport	10000
Rowley	10000
Salisbury	10000
Topsfield	10000

* **Note** that the state database uses groupings that are a range, i.e., 2,500-5,000, 5,000-10,000, 10,000-15,000, etc. To permit comparative data analyses using Excel, the maximum population for each group is used. For example, Groveland is shown as 10,000 because its population of 6,850 lies in the 5,000-10,000 grouping. However, any per capita calculations done by the state use actual population numbers.

G.A.R. Library Operations and Staffing

Comparative Data Summary *

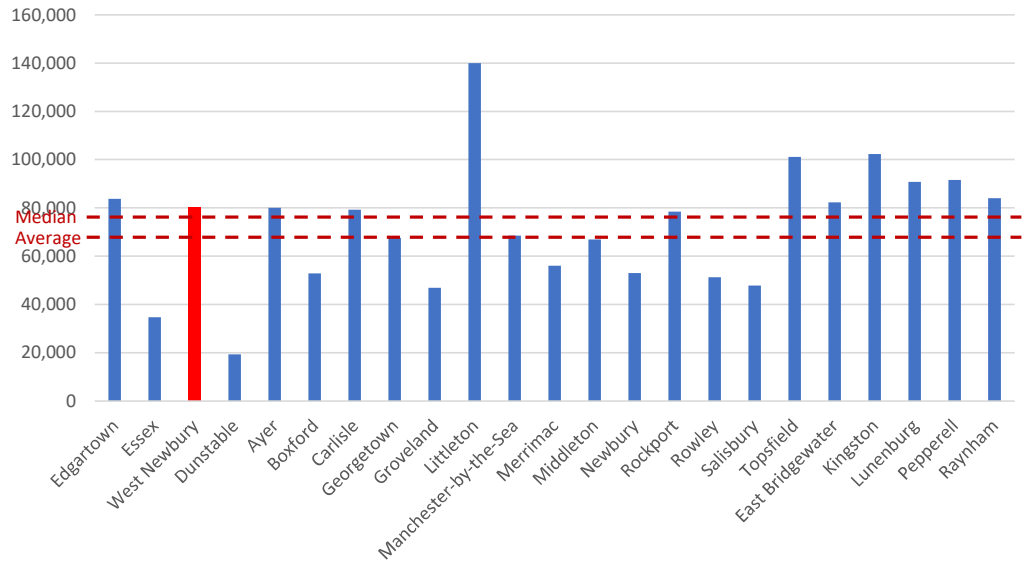
Blue Numbers = West Newbury exceeds the average. **Red Numbers** = West Newbury is below the average

	Total Circulation	Patron Use: Total Circulation per Capita	Total Annual Hours Open	Total Librarian Staff FTE (excluding custodial)	Staff Circulation Workload (total circ. per FTE)	Staff Workload to Cover Hours Open (total hours per FTE)	Total Childrens Circulation	Staff Childrens Workload (total circ. per FTE)	Percent of Staff Hours Spent on Childrens Circulation (hours per FTE)	Total Librarian Staff (number)	Full Time Librarian Staff	Part-Time Librarian Staff	Percentage of Part-Time Staff
West Newbury GAR Library	80,103	21.40	2,491	5.31	15,073	469	39,661	7,463	38.10	7.00	2.00	5.00	71.43
Average of Other Small Libraries	71,725	11.58	2,135	6.77	10,707	343	26,519	3,987	22.69	10.91	3.27	7.64	69.18
Average of Neighboring Libraries	67,496 (median)	11.15	2,249	8.80	10,755	321	34,751	4,002	22.90	13.19	5.38	7.81	63.35
Difference of West Newbury from Small Libraries Average	8,378	9.82	356	(1.46)	4,366	126	13,142	3,476	15.41	(3.91)	(1.27)	(2.64)	2.25
Difference of GAR Library from Neighboring Libraries Average	12,607 (median)	10.25	242	(3.49)	4,318	148	4,910	3,461	15.20	(6.19)	(3.38)	(2.81)	8.08

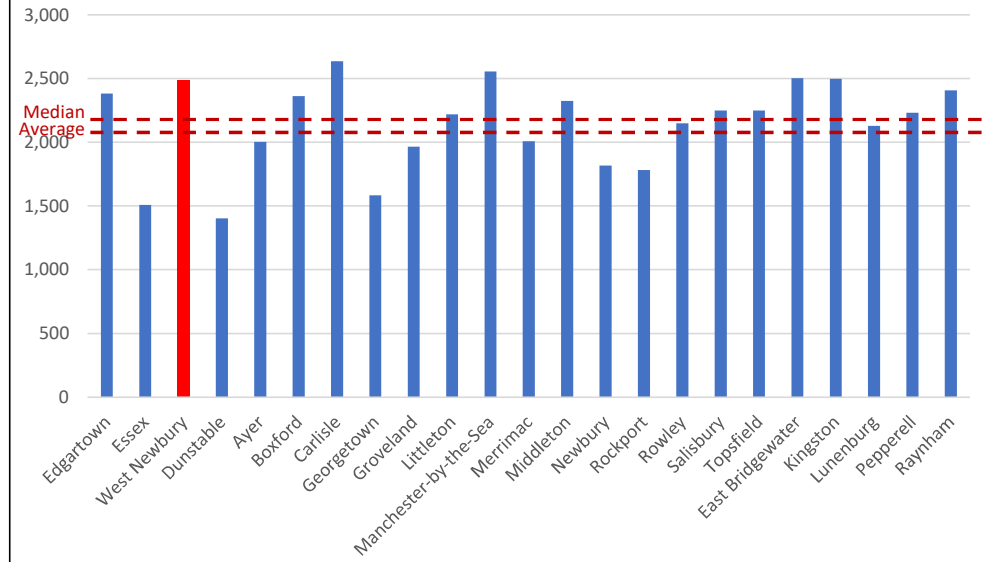
Library Circulation and Open Hours

Comparable Size Towns (MVLC+)

Annual Total Circulation



Total Annual Hours Open



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 6/30/2020	Expended 6/30/2021	Amended 10/23/2021	\$	%			\$	%
				Percent of yr:	65%				
Purchase of Services	13,770	20,558	58,000	33,923	58%	<u>2/14/2022</u> 72,014	65,124	7,124	12.3%
151 Total Special Counsel	13,770	20,558	58,000	33,923	58%	72,014	65,124	7,124	12.3%

(Note: FY22 Reserve Fund Amended Budget accounts for FinCom approval of \$20k transfer to Special Counsel expense line.)

Notes

Avg. monthly cost for Town Counsel \$6,030 from Aug 2021 through Jan 2022. (M. McCarron was General Counsel through July).
 New Town Counsel's initial tenure included significant legal backlog, as well as multiple time-intensive personnel, land use and/or litigation issues. Legal Counsel also supported several town initiatives including intermunicipal agreements, historic preservation and open space acquisition/preservation. Intermunicipal agreements incl. with Merrimac (shared Conservation Agent), and with Amesbury (for cost reimbursement for Regional Vaccination clinics). Some aspects of regular town operations, such as purchasing/procurement and collective bargaining, entail Counsel review. Proposed FY23 budget assumed avg. monthly costs at 90% of FY22 (YTD), due to clearing of backlog matters affecting FY22 costs.

FY22 Legal Costs Summary

<u>Month</u>	<u>General Legal</u>	<u>Labor</u>	<u>Land Use</u>	<u>Total</u>	
July, 2021	202.50	1,012.50	180.00	1,395.00	
Aug, 2021	630.00	1,170.00	4,500.00	6,277.50	
Sept, 2021	1,566.88	3,397.50	3,150.00	8,114.38	
Oct, 2021	4,185.00	2,205.00	967.50	7,357.50	
Nov, 2021	772.77	2,925.00	1,035.00	4,732.77	
Dec, 2021	1,838.82	765.00	4,252.50	6,856.32	
Jan, 2021	1,425.59	1,125.00	292.50	2,843.09	
	10,621.56	12,600.00	14,377.50	37,576.56	YTD totals
	1,517.37	1,800.00	2,053.93	5,368.08	Average
% of total	28%	34%	38%		

Per-month avg. since being General Counsel: 6,030.26
 90% 5,427.23
 12 months at 90% (for FY23 budgeting): 65,126.81

Legal Fees - KP Law

	July	August	September	October	November	December	January	February	March	April	May	June	FY TOTAL	Avg. fee/month
FY 2021	3,200	2,650	325	675	1,625	1,900	1,150	4,300	1,350	2,300	1,200	2,150	22,825	1,902.08
FY 2022	1,395	6,278	8,114	7,358	4,733	6,856	2,843						37,577	5,368.08

Notes:

All fees charged to Special Counsel line of operating budget, except as follows:

July, 2020: \$2,425 attributed to legal services re 40B development off Coffin Street

September, 2020: \$325 attributed to legal services re Soldiers & Sailors Building

October, 2020: \$125 attributed to legal services re 40B development off Coffin Street and \$300.00 attributed to legal services re Soldiers & Sailors Building

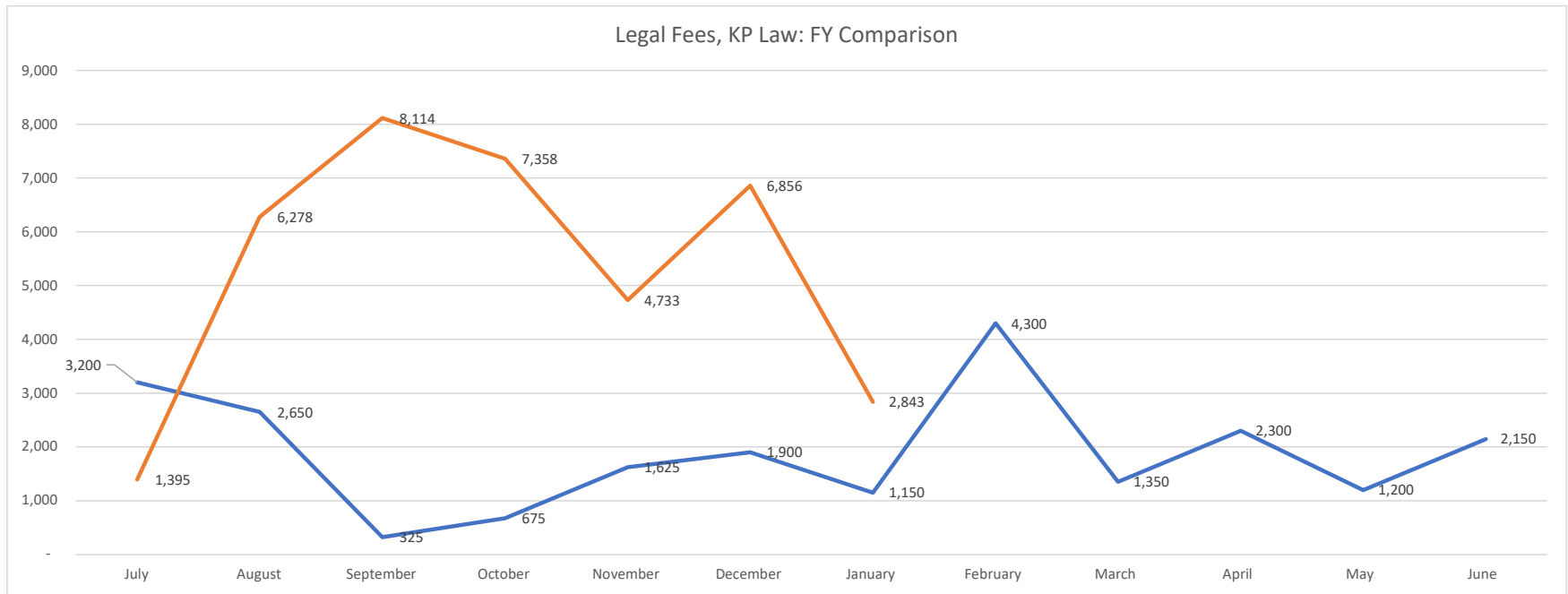
October, 2021: \$810 attributed to legal services re review of personnel policies. Funds encumbered from FY21 in TM expense line.

October, 2021: Reseach underway re whether another source (i.e. FEMA) may be available for costs attributed to COVID clinics MOU.

October, 2021: Working w Planning re whether expenses re specific development project reviews can be payable from developer escrow funds.

Avg/mth since becoming Gen. Counsel:

6,030



Source: Angus Jennings, Town Manager, and Jennifer Walsh, Asst. to Town Manager & Finance Dept.

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%				
Open Space Expenses	-	-	750	69	9%	<u>1/27/2022</u> 1,500	750	-	0.0%
179 Total Open Space	-	-	750	69	9%	1,500	750	-	0.0%

TOTAL GENERAL GOVERNMENT:	939,157	993,861	1,272,400	703,291	55%	1,368,758	1,340,910	68,510	5.4%
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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%				
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%					

EDUCATION									
						<u>2/2/2022</u>	<u>3/11/2022</u>		
Pentucket Regional Sch Assessment	7,372,813	7,387,515	7,242,985	4,834,880	67%	7,968,544	7,767,169	524,184	7.2%
Pentucket Capital Assessment	58,227	710,567	799,231	797,704	100%	1,232,822	1,232,822	433,591	54.3%
Pentucket Assessment Page Phase II	509,538	501,438	493,338	328,892	67%	485,238	485,238	(8,100)	-1.6%
304 Total Pentucket	7,940,578	8,599,520	8,535,554	5,961,476	70%	9,686,604	9,485,229	949,675	11.1%

Notes

Town Manager proposed budget could be revised to carry (in Transfers section) "draw" of \$397,325 from School Stabilization in FY23 to offset Middle/High School debt service.

						<u>2/10/2022</u>			
Whittier Minimum Contribution	225,975	146,262	136,998	116,448	85%	219,455	219,455	82,457	60.2%
Whittier Other Assessments	40,443	22,570	18,727	15,918	85%	27,420	27,420	8,693	46.4%
Whittier Debt/Capital Assessment	21,994	21,781	21,602	18,362	85%	23,860	23,860	2,258	10.5%
305 Total Whittier	288,411	190,613	177,327	150,728	85%	270,735	270,735	93,408	52.7%

Notes

Costs driven by enrollment (up 5 students from current year).

						<u>1/21/2022</u>			
Essex North Shore Agricultural	16,822	38,167	44,125	20,617	47%	43,213	43,213	(911)	-2.1%
310 Total Essex North Shore Agricultural	16,822	38,167	44,125	20,617	47%	43,213	43,213	(911)	-2.1%

Notes

Budgeting assumes no increase from current FY22 enrollment (2 students).

FY23 tuition set by DESE. Voted expected in April. Per-student budgeting based on estimated FY23 tuition.

Won't know actual enrollment number until 10/1/22; if enrollment increases, would propose FY23 budget amendment in Fall 2022.

TOTAL EDUCATION:	8,245,811	8,828,300	8,757,006	6,132,821	70%	10,000,552	9,799,177	1,042,172	11.9%
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PENTUCKET REGIONAL SCHOOL DISTRICT

OFFICE OF THE SUPERINTENDENT
22 MAIN STREET
WEST NEWBURY, MASSACHUSETTS 01985-1897
TEL: (978) 363-2280 / FAX: (978) 363-1165

Justin Bartholomew, Ed.D. *Superintendent of Schools* **Brent Conway** *Assistant Superintendent* **Catherine Page** *IT & Digital Learning Director* **Greg A. Labrecque** *Business Manager* **Michael A. Jarvis, Ed.D.** *Director of Student Services*

March 11, 2022

Mr. Angus Jennings, Finance Director/Treasurer
West Newbury Town Hall
381 Main Street
West Newbury, MA 01985

RECEIVED
MAR 14 2022
TOWN MANAGER
TOWN OF WEST NEWBURY

Dear Mr. Jennings:

The Pentucket Regional School District's School Committee approved an operating budget for fiscal year 2023 at their meeting held on March 11, 2022. Based upon that approved budget, West Newbury's assessment for FY23 totals **\$9,485,229**. The attached calculation, which is in accordance with the Pentucket Regional School District Regional Agreement and Bylaws as well as Chapter 70, section 6 of the Massachusetts General Laws, provides the details for your assessment.

If you have any questions, please feel free to contact us at 978-363-2280, extension 113.

Sincerely,

Justin Bartholomew
Superintendent of Schools

Rebekah Hayden
Treasurer

cc: Board of Selectmen
Finance Committee

enclosure: Assessment calculation

RECEIVED
MAR 14 2022
TOWN MANAGER
TOWN OF WEST NEWBURY

FY23 Town Assessments

Pentucket Regional School District Operating and Capital Assessment Worksheet for FY23

General Fund Budget	\$	49,190,346
Operating	\$	43,528,026
District Wide Capital	\$	4,660,321
Town Specific Capital	\$	1,001,999

Town Assessment Calculations	Two Step Methodology
-------------------------------------	-----------------------------

Operating Budget	\$	43,528,026
Revenue In	\$	15,414,939
Amount Assessed to Towns	\$	28,113,087

Minimum Contributions- DOE

Groveland		7,341,071
Merrimac		6,568,248
West Newbury		5,426,548
Total		19,335,867

Amount Above Minimum

Total Assessment To Towns	\$	28,113,087
Total Minimum Contributions	\$	19,335,867
Difference (Assessment- Total Minimum)	\$	8,777,220

Per Pupil Assessment	Actual ratio
-----------------------------	---------------------

	Difference	Enrollment	2 Town %	3 Town %	Total Above Minimum	
Groveland	\$ 8,777,220	X	0.52317	0.38366	=	\$ 3,367,468
Merrimac	\$ 8,777,220	X	0.47683	0.34967	=	\$ 3,069,131
West Newbury	\$ 8,777,220	X		0.26667	=	\$ 2,340,621
Total			1.000000	1.000000		\$ 8,777,220

Minimum + Percentage Above Minimum = Local Assessment
--

Groveland	\$ 7,341,071	+	\$ 3,367,468	\$	10,708,539
Merrimac	\$ 6,568,248	+	\$ 3,069,131	\$	9,637,379
West Newbury	\$ 5,426,548	+	\$ 2,340,621	\$	7,767,169
Total	\$ 19,335,867		\$ 8,777,220	\$	28,113,087

Version 6.2

RECEIVED

MAR 14 2022

TOWN MANAGER
TOWN OF WEST NEWBURY

Line	Description	Revenue Decrease	Revenue Increase	Description
	Revenue Change - Chapter 70	\$ -	\$ (10,000.00)	Governor's Budget Proposal
	Revenue Change - Reg. Transportation	\$ 143,935.00		Governor's Budget Proposal
	Revenue Change - Groveland	\$ -	\$ (327,046.00)	Based on assessment related to a budget number of \$49,190,345.68
	Revenue Change - Merrimac	\$ -	\$ (467,612.00)	Based on assessment related to a budget number of \$49,190,345.68
	Revenue Change - West Newbury	\$ -	\$ (306,894.00)	Based on assessment related to a budget number of \$49,190,345.68

Line	Description	Expense Increase	Expense Decrease	Description
27	Salary MIS Department		\$ (30,000.00)	Do not hire additional technology aide
80	Salary Teachers Core Subjects-Bagnall		\$ (55,071.66)	Do not hire additional 1st grade teacher (predicated on reduced K enrollment and moving K teacher up)
83	Salary Teachers Core Subjects-Sweetsir		\$ (55,071.66)	Do not hire additional 1st grade teacher (predicated on reduced K enrollment and moving K teacher up)
103	Salary SPED Teacher DW / Team Chair		\$ (15,000.00)	Reduce SPED salary by only moving 3 to evaluation status instead of 4
229	Pupil Transportation		\$ (90,402.00)	Bid Opening New Contract
231	SPED Transportation Contracted Services		\$ (125,327.64)	Bid Opening New Contract. Reduce by \$100,000 and hope for combined runs with other Towns.
358	Employee Health Insurance		\$ (75,000.00)	Reconfigure after actual GIC plan rates released March 9, 2022
361	Retiree Health Insurance		\$ (75,000.00)	Reconfigure after actual GIC plan rates released March 9, 2022
370	Transfer to Stabilization		\$ (250,000.00)	Will have to suspend E and D policy for FY 23. This starts FY 24 off with an automatic \$250,000 shortfall
373	School Choice Expense		\$ (37,462.00)	Governor's Budget Proposal
374	Charter School Expense	\$ 19,256.00		Governor's Budget Proposal
376	Tuition Private School		\$ (99,999.68)	Remove an additional \$99,999.68 from Circuit Breaker
Total Operating Budget Adjustments		\$ 163,191.00	\$ (2,019,886.64)	
Net FY 23 Budget Adjustment			\$ (1,856,695.64)	
Current Deficit			\$ 1,856,695.64	
Additional Amount to Reduce			\$ -	
New Total FY 23 Budget Amount to Vote				
\$49,190,345.68				

FY23 Town Assessments

Pentucket Regional School District Operating and Capital Assessment Worksheet for FY23

General Fund Budget		\$	49,190,346
Operating		\$	43,528,026
District Wide Capital		\$	4,660,321
Town Specific Capital		\$	1,001,999

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Total		19,335,867

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-----------------------------	---------------------

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Merrimac	\$ 8,777,220	X	0.47683	0.34967	=	\$ 3,069,131
West Newbury	\$ 8,777,220	X		0.26667	=	\$ 2,340,621
Total			1.000000	1.000000		\$ 8,777,220

Minimum + Percentage Above Minimum = Local Assessment
--

Groveland	\$ 7,341,071	+	\$ 3,367,468		\$ 10,708,539
Merrimac	\$ 6,568,248	+	\$ 3,069,131		\$ 9,637,379
West Newbury	\$ 5,426,548	+	\$ 2,340,621		\$ 7,767,169
Total	\$ 19,335,867		\$ 8,777,220		\$ 28,113,087

District Wide Capital Assessment

Three Town Debt Service	\$ 4,623,071
Two Town Debt Service	\$ 37,250
State Construction Aid	\$ -
Amount Assessed to Towns	\$ 4,660,321

	FY 22 Total Capital Assessment	FY 23 Three Town Capital Assessment	FY 23 Two Town Capital Assessment	FY 23 Total Capital Assessment
Groveland	\$ 1,804,814	\$ 1,773,670	\$ 19,488	\$ 1,793,158
Merrimac	\$ 1,654,755	\$ 1,616,579	\$ 17,762	\$ 1,634,341
West Newbury	\$ 1,196,556	\$ 1,232,822		\$ 1,232,822
Total	\$ 4,656,125	\$ 4,623,071	\$ 37,250	\$ 4,660,321

Town Specific Capital Assessment

	FY23 QECCB Debt Service	FY23 QECCB Subsidy	FY23 G.O. Debt Service	FY23 Total Town Specific Capital Assessment
Groveland	\$ 95,295	\$ (15,924)	\$ 326,382	\$ 405,753
Merrimac	\$ 113,744	\$ (18,436)	\$ 15,700	\$ 111,008
West Newbury	\$ 135,088	\$ (22,535)	\$ 372,685	\$ 485,238
Total	\$ 344,127	\$ (56,895)	\$ 714,767	\$ 1,001,999

FY 23 Total Town Assessment

	FY 23 Operating Assessment	FY 23 DW Capital Assessment	FY 23 Town Specific Capital Assessment	FY 23 Total Assessment
Groveland	\$ 10,708,539	\$ 1,793,158	\$ 405,753	\$ 12,907,450
Merrimac	\$ 9,637,379	\$ 1,634,341	\$ 111,008	\$ 11,382,728
West Newbury	\$ 7,767,169	\$ 1,232,822	\$ 485,238	\$ 9,485,229
Total	\$ 28,113,087	\$ 4,660,321	\$ 1,001,999	\$ 33,775,407

Early Budget Information



February 1, 2022

The PRSD Budget



Projections (and a look back)

FY20 Projected: \$40,736,874 (Actual was \$40,423,385)

FY21 - Projected: \$44,050,000 (increase of \$3,626,615 over FY20 Actual; ~ 8.8% over projected FY20; - Actual was \$42,298,744)

FY22 - Projected: \$46,833,373 (increase of \$4,534,629 over FY21 Actual; ~ 6.45% over projected FY21)

FY23 - Projected: \$49,945,493 (increase of \$3,112,120; ~ 6.5% over projected FY22)

What is the FY23 increase for each town?

Cost increases* by Pentucket Town

* If budget is approved as presented, and there are already some decreases



- Groveland - \$872,485
- West Newbury - \$753,725
- Merrimac - \$978,020

New Expenses



New Position Expenses

- 8 Teaching Positions: 6 Sp.Ed. and 2 Grade 1 (~\$640,000)
- Director of Human Resources (moving admin from MS/HS to CS)
- 2 Custodians (new building) (~\$110,000)
- Tech Aide pay increase (~\$15,000)
- 2 Tech Aides (1 Bagnall & MS/HS)
- 1 Tech Aide/Theater Technician (~\$40,000)
- Tech Repair (~\$45,000)
- 4 SPED Coordinator conversions to admin (add days to contract) - (~\$60,000)
- Convert .5/.5 (AD/AP) into 1 AD and 1 AP (Greg can give an estimate)



Other Expenses

- Charter School Increase - ~ \$19,000 over estimated
- Loss of Regional Transportation Funds: ~ \$144,000
- Increases in new transportation contract
 - Regular Transportation - 11.29% increase (\$117,235)
 - Special Ed Transportation - 18.2% increase (\$211,276)

The “Unknowns”

What do we not know that might impact the budget?



- Insurance Costs
- Enrollment #s in our Kindergarten classes
- Class sizes at the secondary levels
- Contracts
 - Clerical
 - Custodial
 - Paraeducators
 - Teachers

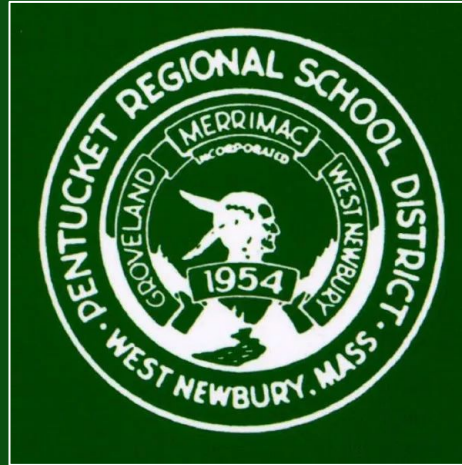
Next Steps



Coming up

1. **Review Budget Book** (will be posted on all sites)
2. *Tuesday, February 15th @ 6PM in MS: Public Hearing on Budget and School Committee Discussion*
3. **Conversations with Town Finance Director/Town Manager/FinComs**
4. *Tuesday, March 1st @ 6PM in MS: Budget voted on by School Committee*
5. **End of April - Town Meetings**
6. *Meeting packet for FinCom on 3/22/22 (if override needed)*

Historical Financial Comparisons



Two Key Comparisons

- Per Pupil Expenditure (PPE)
- Net School Spending (NSS)

D.A.R.T. Districts

C.A.L. Districts

Neighboring Districts

D.A.R.T. District

- District Analysis and Review Tools
- State identifies districts that are most similar to us based on:
 - Demographics
 - Assessment
 - Student Support
 - Finances
 - Achievement Gap
- Some districts change annually

Pentucket's D.A.R.T. Districts for FY21

- Grafton
- Hamilton-Wenham (Regional)
- Hanover
- King Philip (Regional)
- Longmeadow
- Masconomet (Regional)
- Newburyport
- North Reading
- Sandwich

Cape Ann League (CAL) Districts

- DART + Neighbors (historically in CAL for time reviewed)
 - Amesbury
 - Georgetown
 - Hamilton-Wenham
 - Masconomet
 - Newburyport
 - North Reading
 - Triton

Our Neighboring Districts

- Amesbury
- Georgetown
- Newburyport (also a DART)
- Triton

** Haverhill's FY20 budget is over \$100M, so given the vast scope of scale difference, they are not included in the comparison*

Per Pupil Expenditure

All Operating Expenses

÷

of Students

PPE - All Operating Expenditures

- All Operating Expenditures *(Excludes Debt Service)*
 - General Funds
 - Grants
 - Donations
 - Revolving Accounts
 - Out of District Placements
 - School Choice
 - Athletic Funds
 - School Lunch Fund

PPE - # of Students

FTE (Full Time Equivalent Average) - Average number of pupils throughout the year.

Example - A student who is there all year counts as 1.0. A student who comes in December counts as 0.7.

Per Pupil Expenditure

How does PRSD match up?

Using January 2022 PRSD Student Population of 2,259 Students

PPE - PRSD vs State Average

13 Year Averages

13 Year **State Average** - \$14,738.29
13 Year **PRSD Average** - \$13,242.12

5 Year Averages

5 Year **State Average** - \$16,524.89
5 Year **PRSD Average** - \$15,676.67

FY20 Average

FY20 **State Average** - \$17,575.17
Meeting packet for FinCom on 3/22/22
FY20 **PRSD Average** - \$16,305.09

PRSD Overage or Deficit

13 Year Average

\$1,496.16/student
\$3,379,825.44/year

5 Year Average

\$848.22/student
\$1,916,128.98/year

FY20 Average

\$1,270.08/student
\$2,869,110.72/year

PPE - PRSD vs CAL

13 Year Averages

13 Year **CAL Average** - \$14,288.24

13 Year **PRSD Average** - \$13,242.12

5 Year Averages

5 Year **CAL Average** - \$16,848.79

5 Year **PRSD Average** - \$15,676.67

FY20 Average

FY20 **CAL Average** - \$18,133,34.34

Meeting packet for FinCom on 3/22/22
FY20 **PRSD Average** - \$16,305.09

PRSD Overage or Deficit

13 Year Average

\$1,046.11/student

\$2,363,162/year

5 Year Average

\$1,172.12/student

\$2,647,819.08/year

FY20 Average

\$1,828.25/student

\$4,130,016.75/year

PPE - PRSD vs Neighboring Districts

13 Year Averages

13 Year **Neighboring AVG** - \$13,771.35

13 Year **PRSD Average** - \$13,242.12

5 Year Averages

5 Year **Neighboring AVG** - \$16,250.01

5 Year **PRSD Average** - \$15,676.67

FY20 Average

FY20 **Neighboring AVG** - \$17,573.05

FY20 **PRSD Average** - \$16,305.09

PRSD Overage or Deficit

13 Year Average

\$529.22/student

\$1,195,507.98/year

5 Year Average

\$573.34/student

\$1,295,175.06/year

FY20 Average

\$1,267.96/student

\$2,864,321.64/year

PRSD PPE Rankings Compared to...

- **13 Year Average Rank Compared to all Districts**
 - 10th out of 14
 - Behind PRSD - Hanover, Marshfield, Georgetown, Grafton

- **5 Year Average Rank Compared to all Districts**
 - 9th out of 14
 - Behind PRSD - Longmeadow, Georgetown, Hanover, Marshfield, Grafton

- **FY20 Rank Compared to all Districts**
 - Meeting packet for Fin Comm on 3/22/22
9th out of 14
 - Behind PRSD - Georgetown, Marshfield, Longmeadow, Hanover, Grafton

Net School Spending

A required part of Chapter 70

Net School Spending (NSS)

- The minimum that a municipality must fund (100%) a school
- Determined by a state formula (nothing to do with SC)
- Most districts fund above the 100% minimum
- If not funded by at least 95%, municipalities face fiscal penalties by the state
- Excludes Transportation and Long-Term Debt

Net School Spending

How does PRSD match up?
(Remember... 100% is the minimum)

NSS - PRSD vs State Average

12 Year Averages

12 Year **State Average** - 18.33%

12 Year **PRSD Average** - 12.42%

5 Year Averages

5 Year **State Average** - 22.80%

5 Year **PRSD Average** - 14.00%

FY19

FY19 **State Average** - 26.00%

FY19 **PRSD Average** - 16.00%

PRSD **Overage** or **Deficit**

8 Year Average

5.91%

5 Year Average

8.80%

FY19

10.00%

NSS - PRSD vs CAL Average

PRSD **O**verage or **D**eficit

12 Year Averages

12 Year **CAL** - 23.44%
8 Year **PRSD Average** - 12.42%

8 Year Average

11.02%

5 Year Averages

5 Year **CAL** - 31.43%
5 Year **PRSD Average** - 14.00%

5 Year Average

17.43%

FY19

FY19 **CAL** - 43.14%
FY19 **PRSD Average** - 16.00%

FY19

27.14%

Meeting packet for FinCom on 03/22/22

NSS - PRSD vs Neighboring Districts

PRSD **Overage** or **Deficit**

12 Year Averages

8 Year **Neighboring AVG** - 20.40%

8 Year **PRSD Average** - 12.42%

8 Year Average

7.98%

5 Year Averages

5 Year **Neighboring AVG** - 30.25%

5 Year **PRSD Average** - 14.00%

5 Year Average

16.25%

FY19

FY19 **Neighboring AVG** - 37.50%

FY19 **PRSD Average** - 16.00%

FY19

21.50%

PRSD Net School Spending Rankings Compared to...

- **8 Year Average Rank Compared to all 14 Districts (DART, CAL, Neighboring)**
 - 11th out of 14
 - Behind PRSD - King Phillip, Grafton, Marshfield

- **5 Year Average Rank Compared to all Districts (DART, CAL, Neighboring)**
 - 11th out of 14
 - Behind PRSD - Grafton, King Phillip, Marshfield

- **FY19 Rank Compared to all Districts (DART, CAL, Neighboring)**
 - 13th out of 14
 - Behind PRSD - Marshfield

“What if”

What would the PRSD budget be if...

** For perspective, using \$80,000 as an average position which includes salary and benefits **

... if PRSD was funded at the FY 20 State, CAL, or Bordering District PPE Average?

Funded at the FY20 **State Average**

\$2,869,110.72 additional

(35.9 additional positions)

Funded at the FY20 **CAL Average**

\$4,130,023.20 additional

(51.6 additional positions)

Funded at the FY20 **Bordering District Average**

\$2,864,327.29 additional

(35.8 additional positions)

... if PRSD was funded at the same FY 20 PPE as our 2 most common comparisons...

Funded at the FY20 **North Reading PPE Rate**

\$2,425,827.15 additional
(30.3 additional positions)

Funded at the FY20 **Triton PPE Rate**

\$5,266,022.67 additional
(65.8 additional positions)

Recall - Our Two Key Comparisons

- Per Pupil Expenditure (PPE)
- Net School Spending (NSS)

Perspectives to consider

Perspectives to Consider

- 1. A one time correction to “catch up” is not possible... we are too far behind.**
- 2. Towns are now paying for the money borrowed for the new 7-12 project.**
- 3. If now is a “bad time” when is it a “good time?”**
- 4. What is the return on the investment and will it be a benefit to the children and, in turn, the community?**
- 5. We do not have any control over the state formula.**
- 6. Are our towns’ residents “house rich” and “cash poor?” Is that your job to answer or theirs?**

Base Year	FY (year-end)	<u>Current Debt</u>	<u>Appropriation</u>	<u>Fiscal Year End</u>		<u>School</u>	<u>Stabilization</u>
		<u>Service Obligations</u>	<u>to School Stabilization</u>	<u>School Stabilization Projected Balance (gross)</u>	<u>Stabilization Spent</u>	<u>Stabilization Projected Balance (net)</u>	<u>Spent Above That Year's Allocation</u>
	FY16	\$ 684,000					
	FY17	\$ 527,000	\$ 157,000				
	FY18	\$ 406,100	\$ 277,900	\$ 435,120			
	FY19	\$ 369,000	\$ 315,000	\$ 1,280,393			
	FY20	\$ 362,200	\$ 321,800	\$ 1,658,024			
	FY21	\$ 355,400	\$ 328,600	\$ 1,986,624	\$ 328,600	\$ 1,658,024	\$ -
	FY22	\$ 313,950	\$ -	\$ 1,986,624	\$ 397,325	\$ 1,260,699	\$ 397,325
	FY23	\$ 297,950	\$ -	\$ 1,986,624	\$ 397,325	\$ 863,374	\$ 397,325
	FY24	\$ -	\$ -	\$ 1,986,624	\$ 397,325	\$ 466,050	\$ 397,325
	FY25	\$ -	\$ -	\$ 1,986,624	\$ 397,325	\$ 68,725	\$ 397,325
	FY26	\$ -	\$ -	\$ 1,986,624	\$ 68,725	\$ 0	\$ 68,725
	FY27	\$ -	\$ -	\$ 1,986,624	\$ -	\$ 0	\$ -
	FY28	\$ -	\$ -	\$ 1,986,624	\$ -	\$ 0	\$ -
	FY29	\$ -	\$ -	\$ 1,986,624	\$ -	\$ 0	\$ -
	FY30	\$ -	\$ -	\$ 1,986,624	\$ -	\$ 0	\$ -
	FY31	\$ -	\$ -	\$ 1,986,624	\$ -	\$ 0	\$ -
	FY32	\$ -	\$ -	\$ 1,986,624	\$ -	\$ 0	\$ -
	FY33	\$ -	\$ -	\$ 1,986,624	\$ -	\$ 0	\$ -
	FY34	\$ -	\$ -	\$ 1,986,624	\$ -	\$ 0	\$ -
	FY35	\$ -	\$ -	\$ 1,986,624	\$ -	\$ 0	\$ -
	FY36	\$ -	\$ -	\$ 1,986,624	\$ -	\$ 0	\$ -
	FY37	\$ -	\$ -	\$ 1,986,624	\$ -	\$ 0	\$ -
	FY38	\$ -	\$ -	\$ 1,986,624	\$ -	\$ 0	\$ -
	FY39	\$ -	\$ -	\$ 1,986,624	\$ -	\$ 0	\$ -
	FY40	\$ -	\$ -	\$ 1,986,624	\$ -	\$ 0	\$ -
	FY41	\$ -	\$ -	\$ 1,986,624	\$ -	\$ 0	\$ -
	FY42	\$ -	\$ -	\$ 1,986,624	\$ -	\$ 0	\$ -
	FY43	\$ -	\$ -	\$ 1,986,624	\$ -	\$ 0	\$ -
	FY44	\$ -	\$ -	\$ 1,986,624	\$ -	\$ 0	\$ -
	FY45	\$ -	\$ -	\$ 1,986,624	\$ -	\$ 0	\$ -
	FY46	\$ -	\$ -	\$ 1,986,624	\$ -	\$ 0	\$ -
	FY47	\$ -	\$ -	\$ 1,986,624	\$ -	\$ 0	\$ -
	FY48	\$ -	\$ -	\$ 1,986,624	\$ -	\$ 0	\$ -
	FY49	\$ -	\$ -	\$ 1,986,624	\$ -	\$ 0	\$ -
	FY50	\$ -	\$ -	\$ 1,986,624	\$ -	\$ 0	\$ -
	FY51	\$ -	\$ -	\$ 1,986,624	\$ -	\$ 0	\$ -
			<u>\$ 1,400,300</u>				

Per year stabilization available: \$ 397,325 over a 5 year term

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.