

MEETING NOTICE-WEST NEWBURY  
FINANCE COMMITTEE

Date & Time: Wednesday February 22, 2023, 6:00 PM

Location: 1910 Building 1st Floor Hearing Room

By: Chris Wile, Chairman

AGENDA

1. Call to Order
2. Public Comment.
3. Approval of Minutes  
Meeting of February 15, 2023
4. Review and discuss budgets and articles for spring Town Meeting to be held on April 24, 2023.
5. Town Manager updates. -A.J.
6. Communications.
7. Schedule of future meeting dates.
  - March 1, 2023 at 6:00 pm- Finance Committee meeting.
  - March 8, 2023 at 6:00 pm - School Committee, then Finance Committee meeting.
  - March 15, 2023 at 6:00 pm- Finance Committee.
  - March 22, 2023 at 6:00 pm- Finance Committee.
8. Adjournment



**Town of West Newbury Finance Committee  
FY24 Budget Meeting Schedule – Updated  
2/17/23**

*All meetings **except for March 8<sup>th</sup>** will be in the 1910 Building  
381 Main Street, West Newbury, MA  
Hearing Room 1*

REC'D W. NEWBURY CLERK  
'23 FEB 17 PM 4:05

<u>Date/Time</u>	<u>Departments/Topics To Be Reviewed</u>	
Wednesday, Feb. 15 <sup>th</sup> 6pm	Moderator Select Board Finance Department Board of Assessors Legal Counsel	Council on Aging Debt Service Essex County Retirement Unemployment Compensation OPEB
Wednesday, Feb. 22 <sup>nd</sup> 6pm	Board of Health Conservation Commission Planning Board Open Space Committee Bandstand	Cultural Council Historical Commission Town Clerk Board of Registrars/Elections Veterans' Services
Wednesday, March 1 <sup>st</sup> 6pm	DPW Inspectional Services Board of Appeals Parks & Rec Commission	Community Preservation Comm Mill Pond Committee Health Insurance
Wednesday, March 8 <sup>th</sup> <b>Location: Middle/High School <sup>1</sup></b>	Education	
Wednesday, March 15 <sup>th</sup> 6pm	Library Police Department Fire Department Dispatch	Emergency Management Agency Water Transfers to Stabilization
Wednesday, March 22 <sup>nd</sup> 6pm	Town Manager Finance Committee Animal Control Harbormaster	Insurance and Bonds COLA Medicare (FICA) Revenue Projections

**Please note:** *The order that topics are listed are not necessarily the order they will be reviewed. The Finance Committee Chairperson reserves the right to take up items out of order. The Committee will consider proposed Town Meeting warrant articles at the time that the article sponsor(s) appear before the Committee for review of proposed operating budgets.*

<sup>1</sup> *March 8<sup>th</sup> meeting expected to be at Pentucket Middle/High School, immediately following the Pentucket School Committee meeting (starting at 6pm). The meeting will take place in the Middle/High School main office, Room #1012.*

*Posted Corrected Schedule on 2/17/2023 at the Town Offices and the Town's Official Website [www.wnewbury.org](http://www.wnewbury.org)*

Annual OR Special Warrant Articles - Spring 2023 Town Meeting					Recommendations		
# (DRAFT) Article	Amt (if \$)	Sponsor	Form Received?	Date of FinCom review	Select Board	FinCom	
1	n/a	Select Board	N/A	n/a	n/a	n/a	
2	n/a	Select Board	N/A	n/a	n/a	n/a	
39	n/a	Select Board	Y	n/a	3-0 on 2/13	no recc.	
42	n/a	Planning Board	Y	n/a		no recc.	
3	\$ 200,000	Select Board	Y	2/15/2023	3-0 on 2/13	6-0 on 2/15	
17	\$ 67,514	Select Board	Y	2/15/2023	3-0 on 2/13		
18	\$ 6,868	Select Board	Y	2/15/2023	3-0 on 2/13		
37	\$ 7,500	Select Board	Y	2/15/2023	3-0 on 2/13	4-2 on 2/15	
16	\$ 10,364	Board of Health	Y	2/22/2023			
22	\$ -	CPC	Y	2/22/2023			
23	\$ 350,000	CPC/SB	CPA funding app	2/22/2023			
24	\$ 172,174	CPC/SB	CPA funding app	2/22/2023			
29	\$ 60,180	DPW Director	Y	2/22/2023	3-0 on 2/13		
30	\$ 8,300	DPW Director	Y	2/22/2023			
35	\$ 4,150	Hist. Comm.	Y	2/22/2023			
38	\$ 20,000	Open Space Comm.	Y	2/22/2023			
21	\$ -	Select Board	N/A	3/1/2023			
34	\$ 9,960	DPW Director	Y	3/1/2023			
32	\$ 4,425	P&R Comm	Y	3/1/2023			
33	\$ 15,000	P&R Comm	Y	3/1/2023			
5	n/a	Select Board	N	3/15/2023			
6	TBD	BOWC	Y	3/15/2023			
7	TBD	BOWC	Y	3/15/2023			
8	TBD	BOWC	Y	3/15/2023			
9	TBD	BOWC	Y	3/15/2023			
10	TBD	BOWC	Y	3/15/2023			
11	TBD	BOWC	Y	3/15/2023			
12	TBD	BOWC	Y	3/15/2023			
13	TBD	BOWC	Y	3/15/2023			
14	\$ 30,000	BOWC	Y	3/15/2023			
26	\$ 117,000	Fire Chief	Y	3/15/2023			
28	\$ 25,000	Police Chief	Y	3/15/2023			
25	\$ 172,000	DPW Director	Y	3/15 OR 3/22			
27	\$ 40,000	DPW Director	Y	3/15 OR 3/22			
4	TBD	Select Board	N/A	3/22/2023			
15	TBD	Select Board	Y	3/22/2023			
19	TBD	DPW Director	Y	3/22/2023			
20	TBD	Select Board	Y	3/22/2023			
31	TBD	Select Board	Y	3/22/2023			
36	TBD	Select Board	Y	3/22/2023			
40	n/a	Planning Board	Y	3/22/2023 ???			
41	n/a	Select Board(?)	N	3/22/2023 ???			
43	n/a	ConCom	Y	3/22/2023 ???			

Notes:

- Numbering does not correspond to order or numbering that will appear on Town Meeting warrants.
- Articles will be assigned to Annual or Special Town Meeting warrants at a later date.
- Amounts shaded in yellow are revised from initial draft proposed Articles.

Annual OR Special Warrant Articles - Spring 2023 Town Meeting		Proposed Funding Source (DRAFT)						
# (DRAFT) Article	Free Cash	Stabilization	School Stabilization	CPA	Water Retained Earnings	Water Stabilization	Other	
1	To give votes to the election of the public offices							
2	Reports of Town Officers and Committees							
39	Adoption of MGL Ch. 166, Sec. 32A (Wiring Inspectors)							
42	Zoning Bylaw Recodification							
3	School Stabilization Fund transfer		\$ 200,000					
17	Transfer funds for Pension Liability Stabilization Fund	\$ 67,514						
18	Transfer funds to Other Post-Employment Benefits (OPEB) Stabilization Fund	\$ 6,868						
37	MBTA Communities grant matching funds	\$ 7,500						
16	Appropriation from Septic Loan Revolving Fund						\$ 10,364	
22	Allocate and/or reserve Community Preservation Fund annual revenues			\$ -				
23	Sawmill Brook (Poorhouse Lane) land acquisition			\$ 350,000				
24	Transfer CPC funds to Affordable Housing Trust			\$ 172,174				
29	Ash Tree Treatments (Multi-Year Funding Program)	\$ 60,180						
30	Page School security cameras	\$ 8,300						
35	Funding for cemetery cleanup	\$ 4,150						
38	Invasive Species management	\$ 20,000						
21	Fix FY24 max amounts that may be spent from revolving funds						\$ -	
34	Pipestave fencing	\$ 9,960						
32	Purchase infield grader	\$ 4,425						
33	Pipestave Field 6 Restoration	\$ 15,000						
5	Instructions, Rules and Regulations for Board of Water Commissioners							
6	FY24 Water Operating Budget							
7	Church/Prospect Water Main Replacements - <b>CAPITAL ARTICLE</b>					TBD		
8	Appropriation of Water Retained Earnings for FY23 purchase of water				TBD			
9	Water - purchase new Master Meter at Pipestave Booster Station				TBD			
10	Water - purchase Continuous Chlorine Monitoring System				TBD			
11	Water - purchase SCADA Remote Terminal Units				TBD			
12	Water - Exterior Repairs to Wellfield #1 Building - <b>CAPITAL ARTICLE</b>				TBD			
13	Water - Clean Wellheads at Wellfield #1				TBD			
14	Water - Valves hydrants water mains meter pits				\$ 30,000			
26	Fire Pickup Truck replacement - <b>CAPITAL ARTICLE</b>		\$ 117,000					
28	Police Cruiser purchase, supplemental funding (FY23 vehicle)	\$ 25,000						
25	DPW Sidewalk Plow replacement - <b>CAPITAL ARTICLE</b>		\$ 172,000					
27	Page School HVAC - <b>CAPITAL ARTICLE</b>		\$ 40,000					
4	FY24 Town Operating Budget							
15	Funds for study of 31 Dole Place	TBD						
19	Snow & Ice deficit							
20	Appropriation of PEG Reserved Revenues under MGL c.44 s.53F3/4						TBD	
31	Funds for Pipestave/Page crosswalk	TBD						
36	Supplemental funding for solar feasibility study	TBD						
40	Solar Bylaw amendments							
41	Stormwater Bylaw amendments (POTENTIAL)							
43	Wetlands Bylaw							
<b>Sub-Totals (Preliminary and Incomplete):</b>		<b>\$ 228,897</b>	<b>\$ 329,000</b>	<b>\$ 200,000</b>	<b>\$ 522,174</b>	<b>\$ 30,000</b>	<b>\$ -</b>	<b>\$ 10,364</b>

Notes:

Numbering does not correspond to order or numbering that will appear on Town Meeting warrants.  
 Articles will be assigned to Annual or Special Town Meeting warrants at a later date.

# TOWN OF WEST NEWBURY



## FY24 Operating Budget

	FY 2022	FY 2023	YTD thru 2/1/2023		FY 2024	TM proposed	Proposed Change		FY 2024
	Expended	Approved	\$	%	DH/BCC	/ SB referred	\$	%	FinCom rec.
	<u>6/30/2022</u>	<u>5/14/2022</u>	Percent of yr: <b>58.9%</b>			<u>2/13/2023</u>			
Town Clerk Salary & Wages	112,969	135,144	78,134	57.8%	137,510	140,494	5,350	4.0%	
Operation of Fax/Photo Machine	5,507	6,370	2,728	42.8%	6,620	6,620	250	3.9%	
Town Clerk's Expenses	6,824	7,500	3,020	40.3%	8,225	8,225	725	9.7%	
<b>161 Total Town Clerk</b>	<b>125,300</b>	<b>149,014</b>	<b>83,882</b>	<b>56.3%</b>	<b>152,355</b>	<b>155,339</b>	<b>6,325</b>	<b>4.2%</b>	<b>-</b>



## Town of West Newbury Departmental Expense Budgeting Form

**Town Clerk's Office**

Salary & Wages

	Actual Expended	FY2022				FY2023			FY2024
		Budget Requested	Budget Approved	Actual Expended	Turn back / Transfers	Budget Requested	Budget Approved	Year to Date Expended	Budget Requested
Salary & Wages	62,953	156,793	136,793	112,969	23,824	135,144	141,144	62,953	137,510
Sub-Total:	<u>62,953</u>	<u>156,793</u>	<u>136,793</u>	<u>112,969</u>	<u>23,824</u>	<u>135,144</u>	<u>141,144</u>	<u>62,953</u>	<u>137,510</u>
<u>Copier Machine Operations</u>									
Operations	2,126	5,650	5,650	5,507	143	6,370	6,370	2,126	6,620
Sub-Total:	<u>2,126</u>	<u>5,650</u>	<u>5,650</u>	<u>5,507</u>	<u>143</u>	<u>6,370</u>	<u>6,370</u>	<u>2,126</u>	<u>6,620</u>
<u>Expenses</u>									
Expenses	2,973	7,000	7,000	6,824	176	7,500	7,500	2,973	8,225
Sub-Total:	<u>2,973</u>	<u>7,000</u>	<u>7,000</u>	<u>6,824</u>	<u>176</u>	<u>7,500</u>	<u>7,500</u>	<u>2,973</u>	<u>8,225</u>
<b>Department Total:</b>	<b><u>68,053</u></b>	<b><u>169,443</u></b>	<b><u>149,443</u></b>	<b><u>125,300</u></b>	<b><u>24,143</u></b>	<b><u>149,014</u></b>	<b><u>155,014</u></b>	<b><u>68,053</u></b>	<b><u>152,355</u></b>

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.

Salary and Wages, Clerk and Assistant Clerk wages with no COLA and \$3,000 for additional office coverage.  
 Copier Machine Operations increase due to rising cost in paper.  
 due to increase of cost for trainings/certifications for all of Clerk's Office.

Copier Expenses increase

Budget request submitted by: James RW Blatchford 1/5/2023

Contact (phone/email): 978-891-0039 [townclerk@wnewbury.org](mailto:townclerk@wnewbury.org)

# TOWN OF WEST NEWBURY



## FY24 Operating Budget

	FY 2022	FY 2023	YTD thru 2/1/2023		FY 2024	TM proposed	Proposed Change		FY 2024
	Expended	Approved	\$	%	DH/BCC	/ SB referred	\$	%	FinCom rec.
	<u>6/30/2022</u>	<u>5/14/2022</u>	Percent of yr: <b>58.9%</b>			<u>2/13/2023</u>			
Town Clerk Compensation	200	200	-	0.0%	200	200	-	0.0%	
Bd of Registrars Salary & Wages	2,965	9,900	9,330	94.2%	6,800	6,600	(3,300)	-33.3%	
Bd of Registrars Expenses	7,800	8,000	5,378	67.2%	8,250	8,250	250	3.1%	
<b>162 Total Registrars</b>	<b>10,965</b>	<b>18,100</b>	<b>14,708</b>	<b>81.3%</b>	<b>15,250</b>	<b>15,050</b>	<b>(3,050)</b>	<b>-16.9%</b>	<b>-</b>



## Town of West Newbury Departmental Expense Budgeting Form

	Actual Expended	FY2022				FY2023			FY2024
		Budget Requested	Budget Approved	Actual Expended	Turn back / Transfers	Budget Requested	Budget Approved	Year to Date Expended	Budget Requested
<b>Bd of Registrars/Elections</b>									
<u>Town Clerk</u>									
Compensation	0	200	200	200	0	200	200	0	200
Sub-Total:	0	200	200	200	0	200	200	0	200
<u>Bd of Registrars/Elections</u>									
Salary & Wages	9,330	4,550	4,550	2,965	1,585	9,900	9,900	9,330	6,800
Sub-Total:	9,330	4,550	4,550	2,965	1,585	9,900	9,900	9,330	6,800
<u>Bd of Registrars/Elections</u>									
Expenses	3,370	7,800	7,800	7,800	0	8,000	8,000	3,370	8,250
Sub-Total:	3,370	7,800	7,800	7,800	0	8,000	8,000	3,370	8,250
<b>Department Total:</b>	<b>12,700</b>	<b>12,550</b>	<b>12,550</b>	<b>10,965</b>	<b>1,585</b>	<b>18,100</b>	<b>18,100</b>	<b>12,700</b>	<b>15,250</b>

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.

Salary and Wages decreases due to one less election in the FY24 fiscal year. due to rise of cost in paper and postage for census, street listing, and ballot printing.	Expenses increase
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# TOWN OF WEST NEWBURY



## FY24 Operating Budget

	FY 2022	FY 2023	YTD thru 2/1/2023		FY 2024	TM proposed	Proposed Change		FY 2024
	Expended	Approved	\$	%	DH/BCC	/ SB referred	\$	%	FinCom rec.
	<u>6/30/2022</u>	<u>5/14/2022</u>	Percent of yr: <b>58.9%</b>			<u>2/13/2023</u>			
Conservation Com Salary & Wages	25,713	60,281	15,286	25.4%	66,997	68,600	8,319	13.8%	
Conservation Com Expenses	6,181	6,351	2,743	43.2%	7,226	7,226	875	13.8%	
<b>171 Total Conservation</b>	<b>31,894</b>	<b>66,632</b>	<b>18,029</b>	<b>27.1%</b>	<b>74,223</b>	<b>75,826</b>	<b>9,194</b>	<b>13.8%</b>	<b>-</b>



## Town of West Newbury Departmental Expense Budgeting Form

	FY2021	FY2022				FY2023			FY2024
	Actual Expended	Budget Requested	Budget Approved	Actual Expended	Turn back / Transfers	Budget Requested	Budget Approved	Year to Date Expended	Budget Requested
<b>Conservation Commission</b>									
<u>Personnel</u>									
Salary & Wages	26,537	34,920	38,864	25,713	13,151	60,281	60,281	39,114	66,997
Overtime	0	0	0	0	0	0	0	0	0
Other (incentives, longevity, stipends)	0	0	0	0	0	0	0	0	0
Sub-Total:	26,537	34,920	38,864	25,713	13,151	60,281	60,281	39,114	66,997
<u>Conservation Commission Expenses</u>									
Total Expenses	6,361	3,040	6,310	6,181	129	6,181	6,351	2,589	7,226
**See attached worksheet for details and breakdown of Conservation Commission Expenses**									
Sub-Total:	6,361	3,040	6,310	6,181	129	6,181	6,351	2,589	7,226
<b>Department Total:</b>	<b>32,898</b>	<b>37,960</b>	<b>45,174</b>	<b>31,894</b>	<b>13,280</b>	<b>66,462</b>	<b>66,632</b>	<b>41,703</b>	<b>74,223</b>

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.

**See attached worksheets for additional informaton.**

Budget request submitted by: \_\_\_\_\_ Michelle Greene

Contact (phone/email): \_\_\_\_conservation@wnewbury.org 978-289-0381\_\_\_\_\_



## Town of West Newbury Conservaton Commission Expenses Worksheet

	FY2021	FY2022			FY2023			FY2024
	Actual Expended	Budget Requested	Budget Approved	Actual Expended	Budget Requested	Budget Approved	Year to Date Expended	Budget Requested
<u>Expenses - Commission / Office</u>								
Dues	2,168	?	?	513	698		538	548
Education/Training/Conferences	?	?	?	165	1,755		130	1,140
Office Supplies & Materials	?	?	?	32	400		123	1,640
Software/Other/Misc.	?	?	?	0	550			515
<u>Expenses - Agent</u>								
Dues	?	?	?	145	145		80	190
Education/Training/Conferences	?	?	?	410	1,415		805	1,470
Vehicle Allowance	450	600	600	868	840		673	1,200
Cellphone	?	?	?	378	378		240	523
Sub-Total:	<u>2,618</u>	<u>600</u>	<u>600</u>	<u>2,510</u>	<u>6,181</u>	<u>6,351</u>	<u>2,589</u>	<u>7,226</u>

### EXPENSE WORKSHEET NOTES

**FY2021:** I do not have actual information on what the breakdown of how the expense line was spent outside of dues and vehicle allowance. For clarity, \$2168 was not spent just on dues that year, it was all of the Commissions expenses except the vehicle allowance which is accounted for ina different line.

**FY2022:** I have reviewed the ledger and have pieced together what I could on what was expended from the expense lines. In FY2022, certain expenses like vehicle allowance, agent trainings, and agent cellphone were paid by Merrimac through the IMA

**FY2023:** Due to the IMA with MM in FY23, many items were broken out in the budget if they directly related to the agent and would be a shared resource for the 2 communities. This budget shows most items consolidated into just the WN office to make comparisons between FY23 and FY24 simpiler

### FY2024

**Expenses - Commission/Office**

**Dues:** Dues reflect an increase in the MACC rate from \$523 to \$533 for FY24 up \$10 from FY23. A \$15 fee for subscription to the MACC electronic handbook is also included in this line. Dues for the Association of State Wetlands Managers were not carried forward in this budget as most trainings are available online to Commissioners for free.

**Education/Training/Conferences:** MACC hosts a fundamentals training for commissioners that consists of 8 courses @ \$55 a course = \$440 for one complete training. All current commissioners have completed this training. The budget proposes funding for a full training should commissioners change in FY24 and a new commissioner be appointed. MACC also offers refresher courses if commissioners have already taken a course and would like to take it again as a refresher. The refresher price is \$15 per course and this budget proposes funding for each commissioner to take one refresher in FY 24, 5 x \$15=\$75. MACC also hosts a fall and spring conference with workshops, speakers, and networking opportunities, registration for the conference is typically \$125. This budget proposes funding for all commissioners to attend the more popular spring conference, 5 x \$125= \$625.

**Office Supplies & Materials:** The budget carries \$400 as it did (in total) in FY23 for office supplies and materials. Additionally, the budget proposes \$1,240 for 2 flat file cabinets (~\$620 each from ULine) to properly store the large plan sets which must be permanently retained in the office per the municipal retention schedule.

**Software/Other/Misc.:** This budget \$500 for unanticipated software & misc. expenses. The budget also consolidates software and other/misc into one line.

#### **Expenses - Agent**

**Dues:** The budget proposes MACC dues for agent @ \$60, MSMCP due for agent @ \$20, National Association of State Wetlands Managers dues for agent @ \$65, and one new membership Association of Massachusetts Wetlands Scientists for agent @ \$45. The agent is able to disseminate information from all of these memberships to the Commission.

**Education/Training/Conferences:** The FY23 budget included funding for the agent to take 4 of the required 8 units for the MACC fundamentals training, this budget proposes the remaining 4 units to complete the training, 4 x \$55 = \$220. Same as last year, the budget proposes funding for the agent to attend the spring and fall MACC conferences, \$125 x 2 = \$250. Various training opportunities are available throughout the year from MACC, UNH, and other professional organizations and universities, the budget proposes \$500 to attend additional trainings in FY24. Lastly, as the agent role continues to have a large role overseeing the invasive internship and invasive plant management on town owned properties, the budget proposes \$500 to complete training for the pesticide applicator exam at UMass Amherst, cover the fee for test enrollment, and cover the licensing fee once the test is passed.

**Vehicle Allowance:** The IRS raised the mileage reimbursement from \$0.62 a mile to \$0.655 a mile in 2023. The agent has used over half the the FY23 vehicle budget line at the halfway point of FY23. To account for the increased mileage reimbursement rate, accurately reflect mileage driven, and allocate for likely additional mileage associated with land agent responsibilities, this line item has been increased from \$840 to \$1200.

**Cellphone:** The line item for cellphone has been increased by \$12/a month. The monthly bill changed from \$31.49/month to \$41.49/month in August 2022 after a discount of \$10/month was no longer applicable. The additional \$2/month should cover any small adjustments in rates in FY23

## Town Manager

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**From:** Wendy Reed  
**Sent:** Wednesday, December 21, 2022 9:37 PM  
**To:** hoopoe1@juno.com; Chris Wile (chriswile@hotmail.com); grahambach@hotmail.com  
**Cc:** Town Manager  
**Subject:** Merrimac IMA for Shared Conservation Services  
**Attachments:** Select Board memo to Merrimac re IMA non-renewal 12-21-22.doc

Chairs of the Conservation Commission, Finance Committee and Open Space Committee,

As town entities who will be impacted by this decision, the Select Board wishes to inform you that at its December 19, 2022 meeting it voted to withdraw from the Intermunicipal Agreement with Merrimac for a shared Conservation Agent. In accordance with the terms of the agreement, it will terminate at the end of this fiscal year. Attached is the formal request submitted to the Merrimac Conservation Commission today. The Town Manager had informed Merrimac's Town Administrator that this was a possibility, and we do not anticipate any fall out between the towns as a result of West Newbury's decision.

There have been discussions about establishing a full time Conservation Agent in West Newbury over the last six months, and the Select Board and Town Manager believe that the interests of West Newbury will be well served by this change. The Agent's primary responsibility will continue to be staff support to the Conservation Commission in administering state wetland regulations. There are a number of areas where the Agent's environmental and natural resources expertise could be utilized to support other town departments and residents, as well. Most notably, we are in need of a staff member to monitor and coordinate care of our roughly 700 acres of conservation restrictions and town owned land. Since 1998, the town has spent just over six million dollars obtaining these properties, and they require a level of care that we've previously relied on volunteers to provide. Not only has this proved to be wholly inadequate, it creates liability for the town to have unsupervised volunteers working on town owned land, both in terms of potential personal injury and compliance with state habitat and wetland regulations.

It is not unusual for a town the size of West Newbury to have a full time Conservation Agent. The recently completed employee Wage and Classification Study reported that the majority of similar towns in our area have full time Conservation Agents, and in many cases administrative staff as well. The Agent's position is already budgeted as full time in the Conservation Commission's budget and the town is currently paying for employee benefits. What will change is that we will no longer receive payment from Merrimac for their portion of the Agent's hours.

Over the next few months, we will need to formalize how the Conservation Agent's additional availability will be managed. Under the Town Manager Act, the Town Manager is responsible for the administrative direction of this employee, and ultimately it would be his decision about how any time in excess of the Conservation Commission's needs for permitting assistance is spent. As a professional staff member, however, we are confident that the Agent will be able to manage her time such that all reasonable town entity or resident requests for support will be met.

We look forward to realizing the benefits of this change in staffing and welcome your input on managing the transition to a full time Conservation Agent.

On behalf of the Select Board,

Wendy



# Town of West Newbury

## Select Board

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381 Main Street, West Newbury, MA 01985 | 978-363-1100, Ext. 115  
[selectboard@wnewbury.org](mailto:selectboard@wnewbury.org)

December 22, 2022

Conservation Commission  
Jon Pearson, Chair  
Town of Merrimac

Dear Chairperson Pearson,

At their meeting on Monday evening, the West Newbury Select Board voted 3-0 to propose the West Newbury Conservation Agent position as a full-time position for the FY24 budget year beginning July 1, 2023, and to not re-enter the current Intermunicipal Agreement for Shared Conservation Services. This notice is provided pursuant to Item 5.A (Term/Termination) of the IMA.

We have been very pleased with how things have gone under the current IMA, and the Board's action in no way reflects dissatisfaction with our collaboration to date. We think that working together – first, to draft and execute the IMA; then, to hire a qualified Conservation Agent; and since, to jointly oversee that employee's work for both communities – has advanced every objective that we had when we began this process in the late spring/summer of 2021. We think that each community, working independently, would have had a hard time hiring (and retaining) a qualified part-time staff person at that time. The IMA allowed both communities to benefit, and it is our observation and understanding that both towns' Conservation Departments are running substantially better than they were 18 months ago.

The Board's recent decision to not renew the IMA for FY24 was instead due to its intent for the Conservation Department to be better resourced to be more responsive to this community's increasing level-of-service expectations for several non-regulatory aspects of the position (i.e. land/trails management, invasive species mapping/removal, coordinating volunteers, climate change resiliency planning, etc.). It has been a strain for the Agent to juggle not just two towns, but also multiple competing demands on her time here in West Newbury.

We are truly sorry if this action ends up putting Merrimac in a tough spot, and we are supportive of actions the Agent could take leading up to and post-transition to assist Merrimac with matters that may still be ongoing after June 30<sup>th</sup>.

We wish you good fortune in the upcoming transition. We do hope and expect that Merrimac's next Conservation Agent will find things in substantially improved shape

from how they were in September 2021, and – although it has proved to be somewhat short-lived – that Merrimac’s participation in this IMA has still resulted in a net positive for your community.

Thank you for your community’s collaboration to date, and through the remaining term of the IMA. To reiterate, we are also supportive of actions the Agent may be able to take during and following this upcoming period of transition.

Sincerely,



Angus Jennings  
Town Manager

On behalf of the West Newbury Select Board

David Archibald, Chair

Rick Parker

Wendy Reed

cc: Carol McLeod, Merrimac Town Administrator/Finance Director  
West Newbury Conservation Commission  
West Newbury Finance Committee  
West Newbury Open Space Committee

# TOWN OF WEST NEWBURY



## FY24 Operating Budget

	FY 2022	FY 2023	YTD thru 2/1/2023		FY 2024	TM proposed	Proposed Change		FY 2024
	Expended	Approved	\$	%	DH/BCC	/ SB referred	\$	%	FinCom rec.
	<u>6/30/2022</u>	<u>5/14/2022</u>	Percent of yr: <b>58.9%</b>			<u>2/13/2023</u>			
Planning Bd Salary & Wages	59,319	66,155	32,017	48.4%	71,125	72,609	6,454	9.8%	
Planning Bd Expenses	6,151	9,220	722	7.8%	4,100	5,300	(3,920)	-42.5%	
MVPC Assessment	1,705	1,748	1,747	100.0%	1,792	1,792	44	2.5%	
<b>175 Total Planning</b>	<b>67,175</b>	<b>77,123</b>	<b>34,486</b>	<b>44.7%</b>	<b>77,017</b>	<b>79,701</b>	<b>2,578</b>	<b>3.3%</b>	<b>-</b>





## Town of West Newbury Departmental Expense Budgeting Form

Data as of 01/04/2023

	FY2021	FY2022				FY2023				FY2024
	Actual Expended	Budget Requested	Budget Approved	Actual Expended	Turn back / Transfers	Budget Requested	Budget Approved	Actual YTD Expended	Turn back / Transfers	Budget Requested
<b>PLANNING</b>										
<u>Personnel</u>										
Salary & Wages	54,921	56,061	59,319	59,319		77,189	66,155	27,440		68,725
Overtime										
Other (incentives, longevity, stipends)								400		2,400
Sub-Total:	54,921	56,061	59,319	59,319		77,189	66,155	27,840		71,125
<u>Expenses</u>	5,950	6,600	6,151	6,151		10,220	9,220	707		4,100
Advertising	1,150	1,000	1,000	1,000		1,500	1,500	424		1,500
Communications	0	150	150	150		170	170	75		200
Equipment Purchase, Repairs	2,206	0	0	0		1,000	1,000	0		1,000
Materials & Supplies	540	400	400	400		600	600	208		600
Mileage / Travel	0	100	100	100		100	100	0		100
Prof/Tech Svcs/Recording Sec.	2,400	4,000	4,000	3,551		5,800	4,800	0		0
Training / Education / Dues	603	850	850	850		850	850	0		500
Other Expenses	0	100	100	100		200	200	0		200
Sub-Total:	5,950	6,600	6,151	6,151		10,220	9,220	707		4,100
<u>MVPC Assessment</u>	1,663	1,705	1,705	1,705		1,748	1,748	1,747		1,792
Sub-Total:	1,663	1,705	1,705	1,705		1,748	1,748	1,747		1,792
<b>Department Total:</b>	<b>62,534</b>	<b>64,366</b>	<b>67,175</b>	67,175		<b>89,157</b>	<b>77,123</b>	<b>30,294</b>		<b>77,017</b>

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.

**Expenditure Sign-Off Authorities - Planning Board Chair, Ann Bardeen**

**FY22 Explanation** - MVPC: Assessment increases by no more than 2.5% per year. 2.5% increase from \$1663 to \$1705 was requested and approved. No other increases were requested.

**FY23 Explanation** - Salary & Wage request is based on a 52-week year. MVPC: Assessment increases by no more than 2.5% per year. 2.5% increase from \$1705 to \$1748 is requested. No other increases are requested.

**FY24 Explanation** - Increase of \$2,570.00 on the Salary & Wages line to reflect 52-week fiscal year wages after mid-FY23 change in wages; new Town Planner with increased hours from 25 to 28hrs/week and an increase in wages for admin assistant to match DPW full-time rate. "Others" line increase of \$2,400 to cover minutes to be completed by assistant. MVPC: Assessment increases by no more than 2.5% per year. 2.5% increase from \$1748 to \$1792 is requested. Minimal increase in communications line to cover a possible increase in Zoom monthly charges - a \$20/year increase occurred between FY22 to FY23.

Budget request submitted by: \_\_\_\_\_

Contact (phone/email): \_\_\_\_\_

**WEST NEWBURY PLANNING BOARD**  
**BREAKDOWN OF EXPENDITURES**  
*FISCAL YEAR 2024*



Line Item Budget Heading	Breakdown		
	FY22 Approved	FY22 Actual	FY24 Proposed
<b>1. <u>Expenses</u></b>			
<b>Advertising</b>	\$1,000	\$1,000	\$1,500
Legal Notices as required by Statute, Bylaws & Regulations			
<b>Communications</b>	\$150	\$150	\$200
Zoom			
<b>Equipment, &amp; Repairs</b>	\$0	\$0	\$1000
<b>Materials &amp; Supplies</b>	\$400	\$400	\$600
Ink, Paper, Toner, Pens, Staples, etc.			
<b>Mileage/Travel</b>	\$100	\$100	\$100
Conferences, workshops, site visits, etc. for both staff and board members			
<b>Professional/Technical Services</b>	\$4000	\$4000	\$0
Recording Secretary <i>*currently not needed*</i>	\$4,000	\$4,000	\$0
Other Consultants (Engineering, Planning, etc.)	\$0	\$0	\$0
<b>Training/Education/Dues</b>	\$850	\$850	\$500
Massachusetts Association of Planning Directors (MAPD)			\$90
Professional Training: Webinars, Workshops, Annual MAPD			\$410
<b>Miscellaneous</b>	\$100	\$100	\$200
Recording of plans, Easements			
Other miscellaneous expenses incurred			
<b>2. <u>MVPC Annual Assessment</u></b>	\$1,705	\$1,705	\$1,792
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 OF WEST NEWBURY



## FY24 Operating Budget

	FY 2022	FY 2023	YTD thru 2/1/2023		FY 2024	TM proposed	Proposed Change		FY 2024
	Expended	Approved	\$	%	DH/BCC	/ SB referred	\$	%	FinCom rec.
	6/30/2022	5/14/2022	Percent of yr: 58.9%			2/13/2023			
Open Space Expenses	69	750	-	0.0%	750	750	-	0.0%	
<b>179 Total Open Space</b>	69	750	-	0.0%	750	750	-	0.0%	-

## Town Manager

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**From:** Graham Bacheller <grahambach@hotmail.com>  
**Sent:** Monday, January 30, 2023 6:33 PM  
**To:** Town Manager  
**Subject:** Re: FY24 Budget packet with schedule and policy guidance

Yes, \$750 please.

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**From:** Town Manager <townmanager@wnewbury.org>  
**Sent:** Monday, January 30, 2023 5:07 PM  
**To:** Graham Bacheller <grahambach@hotmail.com>  
**Subject:** RE: FY24 Budget packet with schedule and policy guidance

Ok thanks. Same budget amount as the current fiscal year (\$750)?

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**From:** Graham Bacheller <grahambach@hotmail.com>  
**Sent:** Monday, January 30, 2023 5:00 PM  
**To:** Town Manager <townmanager@wnewbury.org>  
**Subject:** Re: FY24 Budget packet with schedule and policy guidance

Hey Angus,

Per the last meeting we will be using the budget for the purchase of trail markers, new kiosks and possibly tools. The plan is to tackle this in the spring. Michelle and I are in the early stages of creating a formal trail maintenance plan.

Thanks,

Graham

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**From:** Town Manager <[townmanager@wnewbury.org](mailto:townmanager@wnewbury.org)>  
**Sent:** Monday, January 30, 2023 2:45 PM  
**To:** Graham Bacheller <[grahambach@hotmail.com](mailto:grahambach@hotmail.com)>  
**Subject:** RE: FY24 Budget packet with schedule and policy guidance

Graham, sometime this week please let me know what came out of last week's OSC mtg re FY24 budgeting, thanks

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**From:** Graham Bacheller <[grahambach@hotmail.com](mailto:grahambach@hotmail.com)>  
**Sent:** Wednesday, January 25, 2023 6:01 PM  
**To:** Town Manager <[townmanager@wnewbury.org](mailto:townmanager@wnewbury.org)>  
**Subject:** Re: FY24 Budget packet with schedule and policy guidance

Hey Angus,

I will bring this up tonight as funds for trail maintenance is on our agenda.

Thanks,

# TOWN OF WEST NEWBURY



## FY24 Operating Budget

	FY 2022	FY 2023	YTD thru 2/1/2023		FY 2024	TM proposed	Proposed Change		FY 2024
	Expended	Approved	\$	%	DH/BCC	/ SB referred	\$	%	FinCom rec.
	6/30/2022	5/14/2022	Percent of yr:	58.9%		2/13/2023			

HUMAN SERVICES									
Board of Health Salary & Wages	126,498	129,621	73,673	56.8%	137,304	135,458	5,837	4.5%	
Public Health Nurse	5,700	8,175	1,600	19.6%	6,000	6,000	(2,175)	-26.6%	
Waste Collection & Disposal	375,998	401,940	198,854	49.5%	421,400	421,400	19,460	4.8%	
Recycling	1,670	10,000	14,236	142.4%	45,000	45,000	35,000	350.0%	
Hazardous Waste Expense	1,798	2,000	1,814	90.7%	2,000	2,000	-	0.0%	
Steele landfill monitoring	29,708	33,555	16,000	47.7%	36,315	36,315	2,760	8.2%	
Bd of Health Expenses	7,174	7,000	3,219	46.0%	7,000	7,000	-	0.0%	
<b>510 Total Board of Health</b>	<b>548,546</b>	<b>592,291</b>	<b>309,396</b>	<b>52.2%</b>	<b>655,019</b>	<b>653,173</b>	<b>60,882</b>	<b>10.3%</b>	<b>-</b>



**Town of West Newbury**

	FY21	FY22				FY23			FY24
	Actual	Budget	Budget	Actual	Turn back /	Budget	Budget	Actual	Budget
	Expended	Requested	Approved	Expended	Transfers	Requested	Approved	Expended	Requested
<b>BOARD OF HEALTH</b>									
Salary & Wages #510-5111	124,592.00	127,084.00	127,084.00	126,497.55	586.45	129,621.00	129,621.00	\$58,870.00	TM
Public Health #510-5200	7,775.06	8,175.00	8,175.00	5,700.00	2,475.00	8,175.00	8,175.00	\$1,600.00	6,000
Waste Collection #510-5290	375,679.72	401,940.00	401,940.00	375,998.05	25,941.95	401,940.00	401,940.00	\$165,368.29	\$ 421,400.00
Recycling Collection #510-5291	21,158.95	45,000.00	45,000.00	1,669.84	43,330.16	10,000.00	10,000.00	\$10,615.19	\$ 45,000.00
Hazardous Waste #510-5292	1,899.39	2,000.00	2,000.00	1,797.84	202.16	2,000.00	2,000.00	\$1,543.74	2,000
Steele Landfill #510-5293	22,450.00	35,390.00	35,390.00	29,708.00	5,682.00	33,555.00	33,555.00	\$10,425.00	36,315
Sub-Total:	553,555.12	619,589.00	619,589.00	541,371.28	29,003.40	585,291.00	585,291.00	541,371.28	510,715
<b>Expenses #510-5400</b>									
Advertising	15.00	1,000	1,000	865.13	134.87	1,000	1,000	91.67	1,000
Equipment / Repairs	0.00	600	600	145.00	455.00	600	600	0.00	600
Supplies	1,790.76	1,400	1,400	800.00	600.00	1,400	1,400	537.91	1,400
Membership / Dues	147.38	400	400	497.38	(97.38)	400	400	297.38	400
Mileage	0.00	200	200	163.44	36.56	200	200	0.00	200
Misc.	262.00	200	200	104.11	95.89	200	200	0.00	200
Professional Services	0.00	300	300	0.00	300.00	300	300	0.00	300
Training / Education	240.00	400	400	410.00	(10.00)	400	400	20.00	400
Cell Phone	0.00	500	500	0.00	500.00	500	500	0.00	500
Vehicle	3,128.05	2,000	2,000	3,838.68	(1,838.68)	2,000	2,000	984.83	2,000
Sub-Total:	5,583.19	7,000	7,000	6,823.74	176.26	7,000	7,000	1,931.79	7,000
<b>Department Total:</b>	<b>559,138.31</b>	<b>626,589.00</b>	<b>626,589.00</b>	<b>548,195.02</b>	<b>29,179.66</b>	<b>592,291</b>	<b>592,291</b>	<b>543,303</b>	<b>517,715</b>
<p>*Waste Collection #510-5290 G. Mello Contract FY24 = \$276,900. Covanta is processing extension on contract. BOH estimates 1400 trash tons @ 103. tip fee = \$144,200</p>									
<p>*Recycling #510-5291 G. Mello Contract charges "Market Rate" BOH estimates 430 recycling tons @ \$100. tip fee =43,000 NE Waste: Paper shredding services for Town Office and Safety Complex \$2,000</p>									

# RECYCLING TONNAGE

2/8/2023

## CURBSIDE

	Recyc tonnage & price	Recyc tonnage & price	Recyc tonnage & price	Recyc tonnage & price	Recyc tonnage & price	Recyc tonnage & price
MONTH	*FY19	FY20	FY21	**FY22	***FY23	FY24
JULY	44.50 @ \$89.67	40.20 @ \$84.35	37.60 @ \$84.01	35.65 @ \$10.87	40.48 @ \$4.71	
AUGUST	36.91 @ \$88.49	32.85 @ \$82.44	31.88 @ \$83.71	27.94 @ \$14.56	33.17 @ \$15.83	
SEPTEMBER	28.12 @ \$80.46	36.34 @ \$76.22	38.03 @ \$69.66	29.67 @ <span style="color: red;">-\$0.57</span>	31.31 @ \$67.55	
OCTOBER	43.92 @ \$75.66	33.02 @ \$78.55	32.97 @ \$65.98	31.33 @ <span style="color: red;">-\$8.29</span>	37.87 @ \$74.75	
NOVEMBER	40.36 @ \$69.06	33.74 @ \$91.98	49.50 @ \$50.00	33.46 @ <span style="color: red;">-\$13.94</span>	30.84 @ \$93.35	
DECEMBER	44.50 @ \$70.01	41.25 @ \$101.22	37.99 @ \$51.70	41.70 @ <span style="color: red;">-\$9.17</span>	42.87 @ \$80.25	
JANUARY	38.39 @ \$73.89	44.76 @ \$99.54	44.78 @ \$42.41	30.39 @ \$15.29	36.87 @ \$78.81	
FEBRUARY	30.32 @ \$81.20	27.55 @ \$98.46	29.97 @ \$36.59	28.17 @ \$22.86		
MARCH	40.99 @ \$72.92	28.68 @ \$101.56	38.29 @ \$33.45	32.64 @ \$15.55		
APRIL	33.83 @ \$74.95	34.49 @ \$88.45	33.04 @ \$25.09	30.76 @ <span style="color: red;">-.80</span>		
MAY	45.16 @ \$79.01	33.82 @ \$93.33	41.39 @ \$12.26	42.79 @ <span style="color: red;">-10.18</span>		
JUNE	36.74 @ \$81.56	43.51 @ \$77.12	28.91 @ \$10.83	33.27 @ <span style="color: red;">-7.13</span>		
		both contracts expire June	mello extension expire June		covanta expire june	
<b>TOTAL TON</b>	<b>463.76</b>	<b>430.21</b>	<b>444.35</b>	<b>397.77</b>	<b>142.83</b>	<b>0.00</b>
<b>Estimated Tonnage</b>	500tons @ \$100	500tons @ \$100	600tons @ \$110	Est 600 ton Per FinCom \$45,000	\$10,000 per request of TM	
<b>Actual Cost \$</b>	\$36,134.29	35,333.94	\$20,732.90	\$979.62		
* FY19 Recycling charges via Casella begins.						
** FY22 Auto-cart program begins <b>AND</b> fuel charges are implemented						
*** Novemer 13, 2022 Collection begins at Ocean Meadow						

# TRASH TONNAGE

2/8/2023

MONTH	FY14 - \$72	FY15 - \$74	FY16 -\$65	FY17 - \$66	FY18 - \$67	FY19 - \$68	FY20 - \$69	FY21 - \$90	* FY22- \$93.60	**FY23- \$97.34
JULY	125.24	105.57	90.10	116.22	134.64	106.88	120.86	122.33	111.36	114.62
AUGUST	115.85	115.79	118.73	115.70	108.26	119.93	123.04	137.27	110.04	106.99
SEPTEMBER	120.24	119.67	100.12	108.17	129.83	96.70	109.77	158.47	100.98	112.7
OCTOBER	107.68	116.86	94.71	104.28	122.40	117.50	107.03	117.47	115.32	110.65
NOVEMBER	117.56	107.11	142.88	123.91	120.77	133.20	121.81	140.50	118.38	104.54
DECEMBER	125.70	128.40	94.77	107.14	116.81	108.19	104.25	109.30	103.61	111.59
JANUARY	115.42	106.88	137.43	132.92	131.52	90.06	113.97	128.48	120.44	114.46
FEBRUARY	90.76	87.30	113.18	87.98	91.42	75.86	88.75	91.20	88.03	
MARCH	107.81	105.34	100.98	90.10	110.46	108.65	110.36	118.19	90.76	
APRIL	117.81	105.90	102.67	101.59	106.00	116.64	106.25	121.40	107.74	
MAY	114.08	124.00	114.87	136.85	127.53	108.23	148.94	124.54	113.64	
JUNE	117.46	123.90	103.33	111.03	127.18	126.17	123.92	114.5	99.92	
TOTALS	1375.61	1346.72	1313.77	1335.89	1426.82	1308.01	1378.95	1483.65	1280.22	775.55
	Estimated 1600 tons	Estimated 1600 tons	Estimated 1600 tons	Estimated 1600 tons	Estimated 1600 tons	Estimated 1500 tons	Estimated 1600 tons	Estimated 1600 tons	Estimated 1600 tons	Estimated 1414 tons
Covanta Actual	\$ 99,043.92	\$ 99,657.28	\$ 85,395.05	\$ 88,168.74	\$ 95,596.94	\$ 88,944.68	\$95,147.55	\$ 133,528.50	\$ 119,828.57	
							both contracts expire	mello extension expire	NO weekly curbside bulk tonnage	covanta expire
* FY22 Auto-cart program begins <b>AND</b> fuel charges are implemented.										
** FY23 November 13, 2022 Collection begins at Ocean Meadow										



# TOWN OF WEST NEWBURY



## FY24 Operating Budget

	FY 2022	FY 2023	YTD thru 2/1/2023		FY 2024	TM proposed	Proposed Change		FY 2024
	Expended	Approved	\$	%	DH/BCC	/ SB referred	\$	%	FinCom rec.
	<u>6/30/2022</u>	<u>5/14/2022</u>	Percent of yr: <b>58.9%</b>			<u>2/13/2023</u>			
Bandstand Expense	6,000	6,000	4,446	74.1%	8,000	8,000	2,000	33.3%	
<b>635 Total Bandstand</b>	6,000	6,000	4,446	74.1%	8,000	8,000	2,000	33.3%	-

## Town Manager

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**From:** Charley Carrozo <charleycarrozomusic@gmail.com>  
**Sent:** Friday, December 23, 2022 11:49 AM  
**To:** Town Manager  
**Cc:** brianyoung5110@gmail.com; Finance Admin  
**Subject:** Re: Next year's Bandstand budget

Hi Angus,

Thank you for the email. Brian and I have been discussing this for a while and are hoping for a \$2000 increase in order to keep the line up as strong as it was last year and cover other expenses.

The main rational for the increase is to keep attracting professional bands that are also ok with bringing their own sound which is an added expense for them. The other option would be to contract a sound company for the season but that would be around \$400 per show x 10 shows which would be double what we are asking for for an increase. Bands and sound companies are all higher in prices like everything else these days post-Covid. I'm in a pretty good spot to assess the market because I play a lot of town gigs during the summer and all but one we play includes a town contracted sound system and \$1000-\$1500 range for the band. Getting bands for \$1000 or under and having them bring sound is challenging but not impossible but I did have to do sound for a few bands for free last year to get them on the series which I was happy to do.

We still plan to make posters and flyers but have the lawn signs from last year so the advertising budget should stay the same or lower this year.

The other rational for the increase is to make sure that we have enough left over for the two shows in June that are in the same fiscal year. Brian and I are going to have to be the first two acts next year because after we buy the posters and flyers we will have to play for a little less than normal...which again is fine but it would be better to have some more flexibility.

We came to \$2000 because we thought it was the most we could ask for without triggering opposition. We realize this is a high percentage increase but we think we can keep it at this budget for a number of years and thought it would be better to ask for this at once rather than an increase every year. It would be amazing to have a \$10,000 budget which would be \$1000 per show all expenses included but we thought asking for a \$4000 bump would be too ambitious for the town to accept.

Let me know if you have any other questions or ideas for us.

Thank you again for reaching out on this. We already have an incredible line up for next year shaping up!

My best,

Charley

On Dec 23, 2022, at 10:12 AM, Town Manager <townmanager@wnewbury.org> wrote:

Hi there,  
Hope your holiday season is off to a great start!

We're working on next year's operating budget, and would like your thoughts on whether the Bandstand budget is sufficient or should increase. It has been \$6k for a while now and I recall from talking w Charley a while back that you thought a modest increase may be warranted in order to continue to attract top talent for the concert series.

I don't need this til mid/late January, but if you can get me your thoughts, and rationale (if there is an increase), this would be helpful

Thanks, and happy holidays!

Angus

Angus Jennings, Town Manager

Town of West Newbury

Town Office Building

381 Main Street

West Newbury, MA 01985

(978) 363-1100 x111

[townmanager@wnewbury.org](mailto:townmanager@wnewbury.org)

# TOWN OF WEST NEWBURY



## FY24 Operating Budget

	FY 2022	FY 2023	YTD thru 2/1/2023		FY 2024	TM proposed	Proposed Change		FY 2024
	Expended	Approved	\$	%	DH/BCC	/ SB referred	\$	%	FinCom rec.
	6/30/2022	5/14/2022	Percent of yr: 58.9%			2/13/2023			
Historical Commission Expenses	-	600	493	82.1%	600	600	-	0.0%	
<b>691 Total Historical Commission</b>	-	600	493	82.1%	600	600	-	0.0%	-

## Budget Narrative with Goals and Objectives

Consistent with its statutory mission, the West Newbury Historical Commission promotes the preservation, protection, and development of the Town's historical or archeological assets. In so doing, the Commission also seeks to promote Town community spirit and cohesion (for example with the Monthly Minute Histories), the Town's remarkable historic assets (for example with the Historic Sites Surveys), and the Town's diversity (for example with the Julian Steele historic marker and the recognition of the Almshouse and Quaker cemeteries).



Wherever possible, the Historical Commission has sought to maximize economic efficiencies while accomplishing as much if not considerably more than its counterparts in similar towns. For instance, three sets of Historic Surveys of Town historic resources have been funded through state grants with Town matching Community Preservation Act (CPA) funds, historic markers have been replaced and newly placed for a few hundred dollars apiece, and years of deeply researched Minute Histories have been developed at no cost to the Town. Indeed, the Commission has contributed to the General Fund with activities such as the sale of surplus, historic Town Hall chairs. It has recently established a gift fund that will enable it to dedicate monies it receives to purposes supporting its mission.

One item not incurred FY23 arises in the FY24 budget:

Town Cemetery Cleanup/Maintenance Program. At its [November 7, 2022 meeting](#), the Select Board approved the Historical Commission's proposal, developed in consultation with the Department of Public Works and the Conservation Commission, to develop an annual Town cleanup and maintenance program for the two Town-owned cemeteries. The cost impact, as presented to the Select Board, consists of 1) an initial one-time FY24 \$4K cleanup of the Quaker Cemetery plus Almshouse Cemetery maintenance, 2) an annual \$2K maintenance program thereafter for the cemeteries, and 3) a triennial cost of about \$150 for newspaper advertising of the Request for Determination submitted to the Conservation Commission for vegetative maintenance at the Quaker Cemetery near the Artichoke Reservoir.

**REQUEST FOR SELECT BOARD APPROVAL**

- Authorize budget and contracting for Quaker Cemetery cleanup (\$4,000) and annual maintenance program for both cemeteries (\$2,000/year).
- Authorize Historical Commission to draft and submit (subject to prior Town review and editing) a Request for Determination of Applicability to the Conservation Commission for Quaker Cemetery cleanup and ongoing annual maintenance, to be re-filed every 3 years. Assuming waiver of filing fee, cost is about \$150 for legal notice in newspaper.



West Newbury Historical Commission 2024

Authorized signers for Historical Commission expenses include Bob Janes, Elisa Grammer, and Jennifer Conway.



## Town of West Newbury Historical Commission Expense Budgeting

	FY2021	FY2022				FY2023				FY2024
	Actual Expended	Budget Requested	Budget Approved	Actual Expended	Turn back/	Budget Requested	Budget Approved	Actual Expended	Turn back/	Budget Requested
Sub-Total:										\$0
Other Expenses	?	\$600	\$600	?	?	\$600	\$600	\$493	\$108	\$600
Sub-Total:		\$600	\$600	?	?	\$600	\$600	\$493	\$108	\$600
<b>Department Total:</b>	<b>?</b>	<b>\$600</b>	<b>\$600</b>	<b>?</b>	<b>?</b>	<b>\$600</b>	<b>\$600</b>	<b>\$493</b>	<b>\$108</b>	<b>\$600</b>

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.

Please see the Budget Narrative with Goals and Objectives submitted with this spreadsheet. For FY24, initial Town-owned cemetery cleanup will be included as an Article.

Budget request submitted by: \_\_\_\_\_

Contact (phone/email): \_\_\_\_\_

# TOWN OF WEST NEWBURY



## FY24 Operating Budget

	FY 2022	FY 2023	YTD thru 2/1/2023		FY 2024	TM proposed	Proposed Change		FY 2024
	Expended	Approved	\$	%	DH/BCC	/ SB referred	\$	%	FinCom rec.
	6/30/2022	5/14/2022	Percent of yr: 58.9%			2/13/2023			
Cultural Council Expense	-	100	-	0.0%	100	100	-	0.0%	
<b>695 Total Cultural Council</b>	-	100	-	0.0%	100	100	-	0.0%	-

**NOTE:**

The Budget sections after this point have already been reviewed and acted upon by Finance Committee (as of the date of tonight's meeting packet).

These are included simply to document the prior FinCom recommended amounts, and ensure these reconcile with the FinCom records.



# TOWN OF WEST NEWBURY



## FY24 Operating Budget

	FY 2022	FY 2023	YTD thru 2/1/2023		FY 2024	TM proposed	Proposed Change		FY 2024
	Expended	Approved	\$	%	DH/BCC	/ SB referred	\$	%	FinCom rec.
	6/30/2022	5/14/2022	Percent of yr:	58.9%		2/13/2023			
<b>GENERAL GOVERNMENT</b>									
									2/15/2023
Moderator's Salary	200	200	100	50.0%	200	200	-	0.0%	200
Moderator's Expenses	30	60	-	0.0%	60	60	-	0.0%	60
<b>114 Total Moderator</b>	<b>230</b>	<b>260</b>	<b>100</b>	<b>38.5%</b>	<b>260</b>	<b>260</b>	<b>-</b>	<b>0.0%</b>	<b>260</b>

# TOWN OF WEST NEWBURY



## FY24 Operating Budget

	FY 2022	FY 2023	YTD thru 2/1/2023		FY 2024	TM proposed	Proposed Change		FY 2024
	Expended	Approved	\$	%	DH/BCC	/ SB referred	\$	%	FinCom rec.
	<u>6/30/2022</u>	<u>5/14/2022</u>	Percent of yr:	<b>58.9%</b>		<u>2/13/2023</u>			<u>2/15/2023</u>
Select Board Appointed Salary & Wages	29,821	30,116	9,669	32.1%	-	-	(30,116)	-100.0%	-
Professional and Technical Services	4,000	10,000	1,246	12.5%	10,000	10,000	-	0.0%	10,000
Operating Expenses	6,788	14,000	1,709	12.2%	3,940	3,940	(10,060)	-71.9%	3,940
<b>122 Total Select Board</b>	<b>40,609</b>	<b>54,116</b>	<b>12,624</b>	<b>23.3%</b>	<b>13,940</b>	<b>13,940</b>	<b>(40,176)</b>	<b>-74.2%</b>	<b>13,940</b>

# TOWN OF WEST NEWBURY



## FY24 Operating Budget

	FY 2022	FY 2023	YTD thru 2/1/2023		FY 2024	TM proposed	Proposed Change		FY 2024
	Expended	Approved	\$	%	DH/BCC	/ SB referred	\$	%	FinCom rec.
	<u>6/30/2022</u>	<u>5/14/2022</u>	Percent of yr: <b>58.9%</b>			<u>2/13/2023</u>			<u>2/15/2023</u>
Finance Dept Salaries & Wages	193,218	270,594	131,998	48.8%	258,428	258,580	(12,014)	-4.4%	258,580
Annual Audit	20,500	20,500	20,500	100.0%	22,000	22,000	1,500	7.3%	22,000
Tax Title and Foreclosure	-	800	3,590	448.7%	2,050	2,050	1,250	156.3%	2,050
Postage Expense	14,437	16,430	13,039	79.4%	16,200	16,200	(230)	-1.4%	16,200
Finance Dept Expenses	24,748	27,280	12,557	46.0%	24,945	24,945	(2,335)	-8.6%	24,945
Travel	1,613	2,000	622	31.1%	2,000	2,000	-	0.0%	2,000
<b>135 Total Finance</b>	<b>254,515</b>	<b>337,604</b>	<b>182,306</b>	<b>54.0%</b>	<b>325,623</b>	<b>325,775</b>	<b>(11,829)</b>	<b>-3.5%</b>	<b>325,775</b>

# TOWN OF WEST NEWBURY



## FY24 Operating Budget

	FY 2022	FY 2023	YTD thru 2/1/2023		FY 2024	TM proposed	Proposed Change		FY 2024
	Expended	Approved	\$	%	DH/BCC	/ SB referred	\$	%	FinCom rec.
	<u>6/30/2022</u>	<u>5/14/2022</u>	Percent of yr: <b>58.9%</b>			<u>2/13/2023</u>			<u>2/15/2023</u>
Assessors Appt'd Pers Salaries	127,109	132,081	74,608	56.5%	137,545	137,545	5,464	4.1%	137,545
Assessors Expenses	46,779	51,699	21,412	41.4%	26,580	26,580	(25,119)	-48.6%	26,580
<b>141 Total Assessors</b>	<b>173,887</b>	<b>183,780</b>	<b>96,020</b>	<b>52.2%</b>	<b>164,125</b>	<b>164,125</b>	<b>(19,655)</b>	<b>-10.7%</b>	<b>164,125</b>

# TOWN OF WEST NEWBURY



## FY24 Operating Budget

	FY 2022	FY 2023	YTD thru 2/1/2023		FY 2024	TM proposed	Proposed Change		FY 2024
	Expended	Approved	\$	%	DH/BCC	/ SB referred	\$	%	FinCom rec.
	<u>6/30/2022</u>	<u>5/14/2022</u>	Percent of yr: <b>58.9%</b>			<u>2/13/2023</u>			<u>2/15/2023</u>
General/Labor/Land Use Counsel	53,677	65,124	33,073	50.8%	58,599	58,599	(6,525)	-10.0%	
Special Counsel					23,750	23,750			
<b>151 Total Legal Counsel</b>	<b>53,677</b>	<b>65,124</b>	<b>33,073</b>	<b>50.8%</b>	<b>82,349</b>	<b>82,349</b>	<b>17,225</b>	<b>26.4%</b>	<b>82,349</b>

# TOWN OF WEST NEWBURY



## FY24 Operating Budget

	FY 2022	FY 2023	YTD thru 2/1/2023		FY 2024	TM proposed	Proposed Change		FY 2024
	Expended	Approved	\$	%	DH/BCC	/ SB referred	\$	%	FinCom rec.
	<u>6/30/2022</u>	<u>5/14/2022</u>	Percent of yr: <b>58.9%</b>			<u>2/13/2023</u>			<u>2/15/2023</u>
Council on Aging Salary & Wages	71,524	100,308	53,597	53.4%	100,341	109,908	9,600	9.6%	102,908
Council on Aging Expenses	21,808	19,500	10,323	52.9%	19,500	19,500	-	0.0%	19,500
<b>541 Total Council on Aging</b>	<b>93,331</b>	<b>119,808</b>	<b>63,920</b>	<b>53.4%</b>	<b>119,841</b>	<b>129,408</b>	<b>9,600</b>	<b>8.0%</b>	<b>122,408</b>

Notes

The proposed FY24 Council on Aging budget amount reflects a proposal to pay \$7,000 of the FY24 Nutrition Coordinator wages from the COA Formula Grant.

This practice of paying a portion of this position's wages from the Formula Grant is consistent with prior years' budgets, and is supported by the COA Director and COA Board.

# TOWN OF WEST NEWBURY



## FY24 Operating Budget

	FY 2022	FY 2023	YTD thru 2/1/2023		FY 2024	TM proposed	Proposed Change		FY 2024
	Expended	Approved	\$	%	DH/BCC	/ SB referred	\$	%	FinCom rec.
	6/30/2022	5/14/2022	Percent of yr:	58.9%		2/13/2023			

DEBT SERVICE									
									2/15/2023
Debt Service (Principal)	305,000	295,000	295,000	100.0%	-	-	(295,000)	-100.0%	-
Debt Service (Interest)	8,950	5,900	2,950	50.0%	-	-	(5,900)	-100.0%	-
<b>710/750 Total Debt Service</b>	<b>313,950</b>	<b>300,900</b>	<b>297,950</b>	<b>99.0%</b>	<b>-</b>	<b>-</b>	<b>(300,900)</b>	<b>-100.0%</b>	<b>-</b>
<b>TOTAL DEBT SERVICE:</b>	<b>313,950</b>	<b>300,900</b>	<b>297,950</b>	<b>99.0%</b>	<b>-</b>	<b>-</b>	<b>(300,900)</b>	<b>-100.0%</b>	<b>-</b>

# TOWN OF WEST NEWBURY



## FY24 Operating Budget

	FY 2022	FY 2023	YTD thru 2/1/2023		FY 2024	TM proposed	Proposed Change		FY 2024
	Expended	Approved	\$	%	DH/BCC	/ SB referred	\$	%	FinCom rec.
	6/30/2022	5/14/2022	Percent of yr: 58.9%			2/13/2023			

BENEFITS									
Essex Regional Retirement Assessment	731,432	805,420	805,419	100.0%	675,135	675,135	(130,285)	-16.2%	<u>2/15/2023</u> 675,135
<b>911 Total Essex Regional Retirement</b>	731,432	805,420	805,419	100.0%	675,135	675,135	(130,285)	-16.2%	675,135
Unemployment Insurance & Benefits	439	1,500	-	0.0%	1,200	1,200	(300)	-20.0%	<u>2/15/2023</u> 1,200
<b>913 Total Unemployment Insurance</b>	439	1,500	-	0.0%	1,200	1,200	(300)	-20.0%	1,200
Group Insurance	406,997	481,857	270,952	56.2%	554,551	554,551	72,694	15.1%	-
<b>914 Total Group Insurance</b>	406,997	481,857	270,952	56.2%	554,551	554,551	72,694	15.1%	-
FICA Insurance	52,412	51,485	28,587	55.5%	56,406	56,406	4,921	9.6%	-
<b>916 Total FICA Insurance</b>	52,412	51,485	28,587	55.5%	56,406	56,406	4,921	9.6%	-
Insurance and Bonds	187,002	199,865	186,972	93.5%	217,349	217,349	17,484	8.7%	-
<b>945 Total Insurance and Bonds</b>	187,002	199,865	186,972	93.5%	217,349	217,349	17,484	8.7%	-
<b>TOTAL BENEFITS:</b>	<b>1,378,282</b>	<b>1,540,127</b>	<b>1,291,930</b>	<b>83.9%</b>	<b>1,504,641</b>	<b>1,504,641</b>	<b>(35,486)</b>	<b>-2.3%</b>	<b>676,335</b>



**NOTE:**

The Budget section after this point have not already been reviewed and acted upon by Finance Committee (as of the date of tonight's meeting packet).

These are included to document changes to the budget section(s) since initially presented to the FinCom.

# TOWN OF WEST NEWBURY



## FY24 Operating Budget

	FY 2022	FY 2023	YTD thru 2/1/2023		FY 2024	TM proposed	Proposed Change		FY 2024
	Expended	Approved	\$	%	DH/BCC	/ SB referred	\$	%	FinCom rec.
	6/30/2022	5/14/2022	Percent of yr:	58.9%		2/13/2023			

EDUCATION										
						2/13/2023				
Pentucket Regional Sch Assessment	7,242,985	7,408,673	4,939,115	66.7%	7,705,020	8,038,620	629,947	8.5%		
Pentucket Capital Assessment	1,196,556	835,497	821,881	98.4%	1,232,822	1,123,071	287,574	34.4%		
Pentucket Assessment Page Phase II	493,338	485,238	323,492	66.7%	485,238	479,838	(5,400)	-1.1%		
<b>304 Total Pentucket</b>	<b>8,932,879</b>	<b>8,729,408</b>	<b>6,084,489</b>	<b>69.7%</b>	<b>9,423,080</b>	<b>9,641,529</b>	<b>912,121</b>	<b>10.4%</b>		-

Notes

TM and SB budget UPDATED based on SB vote on Feb. 13, to reflect proposed Pentucket budget amounts received/confirmed on Feb. 9, 2023.