

MEETING NOTICE-WEST NEWBURY
FINANCE COMMITTEE

REC'D W. NEWBURY CLERK
'23 FEB 10 AM 8:04

Date & Time: Wednesday February 15, 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 January 11, 2023- Ross C.
4. Process to review budget and warrant articles- C. W.
5. Review and discuss budgets and articles for spring Town Meeting to be held on April 24, 2023.
6. Town Manager updates. -A.J.
7. Communications.
8. Schedule of future meeting dates.
 - February 22, 2023 at 6:00 pm- Finance Committee meeting.
 - March 1, 2023 at 6:00m pm- Finance Committee meeting.
 - March 8, 2023- School Committee, then Finance Committee meeting.
 - March 15, 2023 at 6:00 pm- Finance Committee.
 - March 22, 2023 at 6:00 pm- Finance Committee.
9. Adjournment



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

townmanager@wnewbury.org

FY24 Budget Schedule

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

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

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

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



Town of West Newbury Finance Committee FY24 Budget Meeting Schedule 2/XX/23

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

<u>Date/Time</u>	<u>Departments/Topics To Be Reviewed</u>	
Wednesday, Feb. 15 th 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 nd 6pm	Conservation Commission Planning Board Open Space Committee Bandstand Historical Commission	Cultural Council Board of Health Town Clerk Board of Registrars/Elections Veterans' Services
Wednesday, March 1 st 6pm	DPW Police Department Fire Department Dispatch	Emergency Management Agency Inspectional Services Board of Appeals Mill Pond Committee
Wednesday, March 8 th Location: Middle/High School ¹	Education	
Wednesday, March 15 th 6pm	Water Library Recreation Commission	Community Preservation Comm Transfers to Stabilization
Wednesday, March 22 nd 6pm	Town Manager Finance Committee Animal Control Health Insurance 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.

¹ March 8th meeting expected to be at Pentucket Middle/High School, immediately following the Pentucket School Committee meeting (starting at 6pm). Specific meeting room to be on FinCom agenda to be posted by 3/6/23.

Posted Schedule on 2/XX/2023 at the Town Offices and the Town's Official Website www.wnewbury.org

WEST NEWBURY FINANCE COMMITTEE

Meeting Minutes

Date & Time: Wednesday January 11, 2023, 6:00 PM
Location: 1910 Building 2nd Floor Hearing Room
Attendees: Rob Phillips (RP), Chris Wile (CW), Walter Burmeister (WB), Dan Innis (DI), Ross Capolupo (RC), Angus Jennings (AJ),
Absent: Jim Sperelakis (JS)
Guests: Dave Archibald (DA), Wendy Reed (WA), Jennifer Walsh (JW)

AGENDA

1. Call to Order

2. Public Comment.

- Dave Archibald (DA) – regarding the start of budgeting season:
 - Free Cash (FC) currently at \$1.75mm or 10% of annual budget. Higher than other places but its done us a lot of good. DOR recommends at least 5%.
 - It's a savings account that's more flexible than any other kind. Can tap it for any kind of use with vote of Town Meeting.
 - Just got AAA bond rating from Moody's – for a town of our size, that is phenomenal. One reason is, a lot of reserves, conservative budgeting, good liquidity.
 - Some argue we shouldn't have so much FC, not budgeting enough – he thinks we've been doing very well and rewarded with 2 agencies giving us very good bond ratings.
- CW – its not just FC, its that and unencumbered stabilization, which is about \$4mm. When they flipped it and sent back \$250k for taxes, he didn't see the justification. Moody's, S&P and town auditor have some threshold for stabilization, after which rating could drop. What is that threshold?
- DI doesn't the ratings report state the threshold? AJ there is a 45 page report from them.
- RP looking at capital needs, he thinks we will be glad to have the extra funds.
- CW thinks it should go back to Select Board, if they want to use FC to off set the budget, and it comes to us, we will be asking what is it based off of.

3. Approval of Minutes

Meeting of December 15, 2022- Jim S.

- Approval of Minutes -Under Item 4A, last sentence “generated good discussion, didn't alter document” – should add “didn't because couldn't / no need”.
 - Motion to Approve: CW
 - Second: WB
 - Approved 5-0

4. Monthly financial review – Rob Philips (RP)

- Revolving funds such as P&R or Library, who has authority? Not up to any of us, but we can ask the question.
- RP sometimes it makes for something to be covered from revolving fund.
- Always going to be interplay with stuff that isn't directly in the expenditure budget.

5. Tax rate vs valuations – Rob Philips (RP)

- RP – On the tax rate recap sheet, the first page tells us everything we need to know, What are we going tor raise by the tax levy. He looked at last 3 years to see what we've done. For next 3 months, what are we going to raise as tax levy, that is end result.
- Concept is that at end of day, we get measured on how much were going to raise, that's big deal. Understanding how you calculate tax rate brings a lot into focus.
- Prior Town Meeting booklets, in the front of them they changed how they were writing stuff up. Did really good job of calling out things, ranking depts.
- RP wants a historical record of where we landed in a simple table format like what has been done in recent FinComm booklets.

- RP part of what the public perceives our job is the tax levy. Wants to always be able to get it to a table where a person can look at it and see the average change.

6. Free cash discussion – Walter Burmeister (WB)

- WB additional comment
- Table in FinComm booklet every year which says if we approve these projects, this is what FC will be. It has no relationship to reality, must find a better way.
- DA it doesn't matter what we say, it must go to Commonwealth and be certified in the Fall anyway.
- AJ hasn't seen other towns do it, think its good, not audit quality but good snapshot. Can put in a foot note if need be, not trying to mislead anybody.

7. Expectations of FinComm members on subcommittees – Rob Phillips (RP)

- RP when Dan went to Investment Committee and came back with observations, WB went to School Committee, RRC going to Capital Improvements
- RP wants factual unbiased report of what went on, and ideas about what we should be thinking about.
- DI went to IC meeting. Report out for all various funds, pretty factual. Quick summary of topics discussed. They didn't ask any opinions of FinComm committee, just reporting out results.
- Those people should participate as members of those secondary committees, separate the wheat from the chaff, and come back to Fin Comm as report back at a high level.

8. Page School walk through. Follow up – Chris Wiles (CW)

- 12/27 WB requested to see Page School to see deficiencies.
- WB, CW, Rick Parker, Bob Danford, Christine Wallace, Emily, RRC showed up and did walk through
- CW stunned by 4 issues:
 - Relationship of kitchen to cafeteria, rolling food across the hall – when put addition on, why wasn't addressed? No answer
 - When project done, very expensive air conditioning unit installed that's not working properly, and they never had warrantee.
 - Windows are having issues, CW remembers spent a little over \$3mm spent fixing.
 - Fire annunciating panel, costed over \$300k and they can't get it to work.
- Millions of dollars of work that the town spent, having issues. Deficiencies aren't with buildings, so much as with processes.
- All waiting for studies to come back.
- DA hasn't heard about fire annunciator panel – CW said he walked in and the panel wasn't working. AJ hasn't heard about this, something he needs to know. First time hearing about it. He will look into it.

9. Non tax revenues discussion – Angus Jennings (AJ)

- Every dollar we project for FY23 is a dollar we don't have to raise by taxes.
- A lot of things we don't have say over, such as excise tax. It is what it is. More control over how we set fees but there are laws that govern how you set fees.
- AJ 5 year rolling average don't want to be over 90%. DOR presses them on their projections to an amazing degree.
- JW we are bound to this conservative approach and if there are small variances we must substantiate. We will always have revenues above projections because that's the way DOR wants it.
- Newburyport is actively acquiring land in West Newbury but they don't pay property tax, they pay PILOT (payments in lieu of taxes) that are known.
- When you come out of 61A you pay less taxes, when you leave, you pay one time roll back taxes for 5 years. Those can account for wild fluctuations.

10. Spring Town Meeting & Selectboard Policy direction.

- CW may need to reschedule March 8 meeting (Wednesday) as there is a School Committee meeting that day.
- AJ in the past we only needed 4-5 meetings, that's our 6th, we may be OK. Can always add another if need be.

- CW will make our meeting Joint meeting with School Committee.

11. Con Com agent, withdrawal from Intermunicipal Agreement. – Angus Jennings (AJ)

- AJ the agent position is already in expense budget as FT time but we get third back from Merrimac, doesn't show here but get it back in recap
- Few weeks ago, Select Board voted to withdraw from IMA. Doesn't look any different on the expense side but there will be a loss in offsetting revenue. AJ doesn't want to mislead anyone. We've withdrawn from the agreement, so it would be a nightmare if it went to Town Meeting and it didn't pass.
- CW have a little footnote and explain it.
- JW budget won't look different but the actual expenses will be.
- CW Select Board already voted, they found need for FT position.

12. Wage classification study – Angus Jennings (AJ)

- AJ we had a grant to do a wage study, last spring funding approved to allow Select Board do wage adjustments if any under market.
- Entered contract last January with someone out of UMass Boston, over course of year, intensive process w job descriptions, comparable wages, etc.
- Culminated in adoption of grade and step schedule for wage rates which is very typical in most other public organizations. Grades and steps very good, gets us to where everyone else is.
- Board approved signing positions, two grades min and max based on comps and market data
- Found midyear adjustments warranted for number of positions to get them into suitable ranges. Did not in voting adjustments, nothing to do with performance, purely to do with job function, classifying, getting wages set to where they ought to be taking into account longevity.
- Total FY23 cost is \$52,000, this will be baked into FY24 budgeting. 45 positions in total.
- This was paid by article in FC in 23, so there will be a bump in FY24 budgets.
- COLA not set yet.
- \$52,000 includes retroactive back to 2022, so its more than a year.
- It was retroactive because it took 11 months instead of 3-4 originally planned, due for several reasons including turnover at Town Accountant position.
- AJ can't put an estimate on the hours Wendy Reed put into this, incalculable what she did.
- They were under tremendous pressure by employees, one board member even asked if people would get interest on payments. Made it retroactive to 7/1 to enable them to get it done properly without harming the affected employees.
- This does not include union, (police, dispatch, DPW)
- DA wanted to add, didn't do everybody. FT dispatchers were union but we did not address PT dispatchers, reserve officers – but they may address them.
- AJ when he started, 25% of positions was either at or below stated range for their position.
- Wage studies weren't done on any comprehensive basis. This was overdue.

13. Preview of Pentucket S.C. mtg. to discuss FY24 budget on Jan. 24 @ 6:00 pm – AJ

- Just FYI, and just to manage expectations, they're not going to know our apportionment until they know the Governor's budget.
- There's a big problem that there's a structural deficit over there.
- CW schools will always have that and the way they get funded – his impression is the deficit is growing every year.
- AJ Select Board writing a letter to Senator Bruce Tarr, to get better funding for regional school districts.
- If two districts vote no, we go stagnant. Direct result of state and how they fund.
- Superintendent – if that happens best he can do is raid the ESRA funds (one-time COVID funds) and set us up to fall off a cliff in FY 25.

- However ESRA funds currently penciled in for other investments
- If the override fails, it goes back to the base budget, and they'll have to start cutting positions. Issues with talent retention, larger class sizes, bitterness with remaining staff.
- RP wants to see the base budget number to be prepared in the event override fails.
- Other than water department, this will be most significant discussion we have this year.

14. Town Manager updates – Angus Jennings (AJ)

- AJ included the audit. If you didn't watch, it was a good discussion. Tony been auditing Town for a decade.
- AJ when he came in in 2018, at every level finance department was in disarray. Auditor acknowledged it was almost totally cleaned up.
- CW Congrats to AJ and Department. Doesn't care as much about the details, S&P, Moody's, Auditors looking at details, and they say it's good.
- Department is severely understaffed, less staff now than when we took over. Town Manager, Town Accountant, Treasurer, and that's it.
- Starting to advertise for Finance Assistant soon and can't come soon enough.

13. Communications.

- Ross will help WB with STM FinComm packet, assembling and formatting.
- DI do we know how many articles? AJ don't know yet but probably 15-20 before anyone introduces anything new.

14. Schedule of future meeting dates.

- January 24 Joint Meeting with School Committee
- February 6 AJ will be presenting budget at Select Board Meeting, it's a public meeting.

15. Adjournment

- Motion to Adjourn: Walt Burmeister
- Second: Chris Wiles
- Approved 5-0

Annual OR Special Warrant Articles - Spring 2023 Town Meeting					Recommendations	
# (DRAFT) Article	Amt (if \$)	Sponsor	Form Received?	Date of FinCom review	Select Board	FinCom
5	n/a	Select Board	N	???		
21	\$ -	Select Board	N/A	???		
39	n/a	Select Board	Y	???		
40	n/a	Planning Board	Y	???		
41	n/a	Select Board(?)	N	???		
42	n/a	Planning Board	Y	???		
43	n/a	ConCom	Y	???		
1	n/a	Select Board	N/A	n/a		
2	n/a	Select Board	N/A	n/a		
4	TBD	Select Board	N/A	n/a (ongoing)		
3	\$ 397,325	Select Board	Y	2/15/2023		
17	\$ 67,514	Select Board	Y	2/15/2023		
18	\$ 34,338	Select Board	Y	2/15/2023		
37	\$ 7,500	Select Board	Y	2/15/2023		
16	\$ 10,364	Board of Health	Y	2/22/2023		
35	\$ 4,150	Hist. Comm.	Y	2/22/2023		
38	\$ 20,000	Open Space Comm.	Y	2/22/2023		
26	\$ 117,000	DPW Director	Y	3/1/2023		
28	\$ 25,000	Police Chief	Y	3/1/2023		
29	\$ 60,180	DPW Director	Y	3/1/2023		
30	\$ 8,300	DPW Director	Y	3/1/2023		
34	\$ 9,960	DPW Director	Y	3/1/2023		
25	\$ 172,000	DPW Director	Y	3/1/23 OR 3/22/23		
27	\$ 40,000	DPW Director	Y	3/1/23 OR 3/22/23		
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		
22	\$ -	CPC	Y	3/15/2023		
23	\$ 350,000	CPC/SB	CPA funding app	3/15/2023		
24	\$ 172,174	CPC/SB	CPA funding app	3/15/2023		
32	\$ 4,425	P&R Comm	Y	3/15/2023		
33	\$ 15,000	P&R Comm	Y	3/15/2023		
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		

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.

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
5	Instructions, Rules and Regulations for Board of Water Commissioners							
21	Fix FY24 max amounts that may be spent from revolving funds							\$ -
39	Adoption of MGL Ch. 166, Sec. 32A (Wiring Inspectors)							
40	Solar Bylaw amendments							
41	Stormwater Bylaw amendments (POTENTIAL)							
42	Zoning Bylaw Recodification							
43	Wetlands Bylaw							
1	To give votes to the election of the public offices							
2	Reports of Town Officers and Committees							
4	FY24 Town Operating Budget							
3	School Stabilization Fund transfer			\$ 397,325				
17	Transfer funds for Pension Liability Stabilization Fund	\$ 67,514						
18	Transfer funds to Other Post-Employment Benefits (OPEB) Stabilization Fund	\$ 34,338						
37	MBTA Communities grant matching funds	\$ 7,500						
16	Appropriation from Septic Loan Revolving Fund							\$ 10,364
35	Funding for cemetery cleanup	\$ 4,150						
38	Invasive Species management	\$ 20,000						
26	Fire Pickup Truck replacement - CAPITAL ARTICLE		\$ 117,000					
28	Police Cruiser purchase, supplemental funding (FY23 vehicle)	\$ 25,000						
29	Ash Tree Treatments (Multi-Year Funding Program)	\$ 60,180						
30	Page School security cameras	\$ 8,300						
34	Pipestave fencing	\$ 9,960						
25	DPW Sidewalk Plow replacement - CAPITAL ARTICLE		\$ 172,000					
27	Page School HVAC - CAPITAL ARTICLE		\$ 40,000					
6	FY24 Water Operating Budget							
7	Church/Prospect Water Main Replacements						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					TBD		
13	Water - Clean Wellheads at Wellfield #1					TBD		
14	Water - Valves hydrants water mains meter pits					\$ 30,000		
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			
32	Purchase infield grader	\$ 4,425						
33	Pipestave Field 6 Restoration	\$ 15,000						
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						
Sub-Totals (Preliminary and Incomplete):		\$ 256,367	\$ 329,000	\$ 397,325	\$ 522,174	\$ 30,000	\$ -	\$ 10,364

Notes:

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 Articles will be assigned to Annual or Special Town Meeting warrants at a later date.



Town of West Newbury

Select Board FY '24 Budget Policy Direction

Approved December 5, 2022

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

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

Approved by the Select Board
December 5, 2022



TOWN OF WEST NEWBURY
PROPOSED FY24 OPERATING BUDGET
TOWN MANAGER-PROPOSED, FEB. 6, 2023
REFERRED BY SELECT BOARD: FEB. 6, 2023

Name	FY22 Actual	FY23 Approved	FY24 Proposed			% of Total
			TM/SB Feb 6, 2023	\$	%	
General Government						7.2%
MODERATOR	230	260	260	0	0.0%	0.0%
SELECT BOARD	40,609	54,116	13,940	(40,176)	-74.2%	0.1%
TOWN MANAGER	321,610	325,707	327,539	1,832	0.6%	1.8%
FINANCE DEPARTMENT	254,515	337,604	325,775	(11,829)	-3.5%	1.8%
FINANCE COMMITTEE	1,312	82,000	62,000	(20,000)	-24.4%	0.3%
BOARD OF ASSESSORS	173,887	183,780	164,125	(19,655)	-10.7%	0.9%
LEGAL COUNSEL	53,677	65,124	82,349	17,225	26.4%	0.5%
TOWN CLERK	125,300	149,014	155,339	6,325	4.2%	0.9%
BOARD OF REGISTRARS/ELECTIONS	10,965	18,100	15,050	(3,050)	-16.9%	0.1%
CONSERVATION COMMISSION	31,894	66,632	75,826	9,194	13.8%	0.4%
PLANNING BOARD	67,175	77,123	79,701	2,578	3.3%	0.4%
BOARD OF APPEALS	700	700	700	0	0.0%	0.0%
OPEN SPACE COMMITTEE	69	750	750	0	0.0%	0.0%
Public Safety						11.5%
POLICE DEPARTMENT	1,195,914	1,234,090	1,233,632	(458)	0.0%	6.9%
FIRE DEPARTMENT	282,867	313,383	319,186	5,803	1.9%	1.8%
PUBLIC SAFETY DISPATCH	266,322	338,389	327,500	(10,889)	-3.2%	1.8%
INSPECTION DEPARTMENT	138,480	144,842	150,622	5,780	4.0%	0.8%
EMERGENCY MANAGEMENT	10,769	12,138	12,321	183	1.5%	0.1%
ANIMAL CONTROL OFFICER	25,898	26,858	27,503	645	2.4%	0.2%
HARBORMASTER	2,500	4,000	4,000	0	0.0%	0.0%
Education						54.3%
EDUCATION	9,151,440	9,043,356	9,760,142	716,786	7.9%	54.3%
Department of Public Works						8.6%
DPW	1,368,664	1,374,192	1,548,653	174,461	12.7%	8.6%
Human Services						7.2%
BOARD OF HEALTH	548,546	592,291	653,173	60,882	10.3%	3.6%
COUNCIL ON AGING	93,331	119,808	129,408	9,600	8.0%	0.7%
VETERANS	32,804	31,288	35,444	4,156	13.3%	0.2%
LIBRARY	369,714	393,899	418,410	24,511	6.2%	2.3%
RECREATION	25,349	32,885	53,444	20,559	62.5%	0.3%
HISTORICAL COMMISSION	0	600	600	0	0.0%	0.0%
CULTURAL COUNCIL	0	100	100	0	0.0%	0.0%
Debt Service						0.0%
DEBT SERVICE	313,950	300,900	0	(300,900)	-100.0%	0.0%
Benefits						11.1%
ESSEX COUNTY RETIREMENT FUND	731,432	805,420	675,135	(130,285)	-16.2%	3.8%
UNEMPLOYMENT COMPENSATION	439	1,500	1,200	(300)	-20.0%	0.0%
EMPLOYEES' HEALTH INSURANCE	406,997	481,857	554,551	72,694	15.1%	3.1%
MEDICARE INSURANCE (FICA)	52,412	51,485	56,406	4,921	9.6%	0.3%
OPEB	0	0	0	0	0.0%	0.0%
INSURANCE AND BONDS	187,002	199,865	217,349	17,484	8.7%	1.2%
TRANSFERS - STABILIZATION	500,000	500,000	500,000	0	0.0%	2.8%
EXPENSE BUDGET TOTAL	16,786,774	17,364,056	17,982,132	618,076	3.6%	



TOWN OF WEST NEWBURY
PROPOSED FY24 OPERATING BUDGET
TOWN MANAGER-PROPOSED, FEB. 6, 2023
REFERRED BY SELECT BOARD: FEB. 6, 2023

Summary

	FY22 Actual	FY23 Approved	FY24 Proposed	Change from FY23	
				\$	%
Total Operating Budget:	16,786,774	17,364,056	17,982,132	618,076	3.6%
Non-Education budget:	7,635,334	8,320,700	8,221,990	(98,710)	-1.2%

2.5% of FY23 Non-Education Operating Budget: 208,018

TOWN OF WEST NEWBURY



FY24 Operating Budget

	FY 2022	FY 2023	YTD thru 2/1/2023		FY 2024	FY 2024	Proposed Change		TM proposed	FY 2024
	Expended	Approved	\$	%	DH/BCC	TM proposed	\$	%	/ SB referred	FinCom recc.
	6/30/2022	5/14/2022	Percent of yr: 58.9%			2/6/2023			2/6/2023	
GENERAL GOVERNMENT										
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	
114 Total Moderator	230	260	100	38.5%	260	260	-	0.0%	260	-
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	
122 Total Select Board	40,609	54,116	12,624	23.3%	13,940	13,940	(40,176)	-74.2%	13,940	-
Town Manager Salary	153,875	156,952	90,202	57.5%	160,091	160,091	3,139	2.0%	160,091	
Town Manager Office Wages	72,092	73,541	-	0.0%	71,837	71,837	(1,704)	-2.3%	71,837	
Technology Expenses	53,427	67,061	43,326	64.6%	68,976	68,976	1,915	2.9%	68,976	
Town Manager Expenses	38,616	24,553	10,440	42.5%	23,035	23,035	(1,518)	-6.2%	23,035	
Vehicle Allowance	3,600	3,600	2,400	66.7%	3,600	3,600	-	0.0%	3,600	
123 Total Town Manager	321,610	325,707	146,369	44.9%	327,539	327,539	1,832	0.6%	327,539	-
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	
135 Total Finance	254,515	337,604	182,306	54.0%	325,623	325,775	(11,829)	-3.5%	325,775	-

TOWN OF WEST NEWBURY



FY24 Operating Budget

	FY 2022	FY 2023	YTD thru 2/1/2023		FY 2024	FY 2024	Proposed Change		TM proposed	FY 2024
	Expended	Approved	\$	%	DH/BCC	TM proposed	\$	%	/ SB referred	FinCom recc.
	6/30/2022	5/14/2022	Percent of yr: 58.9%			2/6/2023			2/6/2023	
Finance Committee Expenses	1,312	2,000	439	22.0%	2,000	2,000	-	0.0%	2,000	
Reserve Fund	-	80,000	-	0.0%	60,000	60,000	(20,000)	-25.0%	60,000	
131 Total Finance Committee	1,312	82,000	439	0.5%	62,000	62,000	(20,000)	-24.4%	62,000	-
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	
141 Total Assessors	173,887	183,780	96,020	52.2%	164,125	164,125	(19,655)	-10.7%	164,125	-
General/Labor/Land Use Counsel	53,677	65,124	33,073	50.8%	58,599	58,599	(6,525)	-10.0%	58,599	
Special Counsel					23,750	23,750			23,750	
151 Total Legal Counsel	53,677	65,124	33,073	50.8%	82,349	82,349	17,225	26.4%	82,349	-
Town Clerk Salary & Wages	112,969	135,144	78,134	57.8%	137,510	140,494	5,350	4.0%	140,494	
Operation of Fax/Photo Machine	5,507	6,370	2,728	42.8%	6,620	6,620	250	3.9%	6,620	
Town Clerk's Expenses	6,824	7,500	3,020	40.3%	8,225	8,225	725	9.7%	8,225	
161 Total Town Clerk	125,300	149,014	83,882	56.3%	152,355	155,339	6,325	4.2%	155,339	-
Town Clerk Compensation	200	200	-	0.0%	200	200	-	0.0%	200	
Bd of Registrars Salary & Wages	2,965	9,900	9,330	94.2%	6,800	6,600	(3,300)	-33.3%	6,600	
Bd of Registrars Expenses	7,800	8,000	5,378	67.2%	8,250	8,250	250	3.1%	8,250	
162 Total Registrars	10,965	18,100	14,708	81.3%	15,250	15,050	(3,050)	-16.9%	15,050	-

TOWN OF WEST NEWBURY



FY24 Operating Budget

	FY 2022	FY 2023	YTD thru 2/1/2023		FY 2024	FY 2024	Proposed Change		TM proposed	FY 2024
	Expended	Approved	\$	%	DH/BCC	TM proposed	\$	%	/ SB referred	FinCom recc.
	6/30/2022	5/14/2022	Percent of yr:			2/6/2023			2/6/2023	
Conservation Com Salary & Wages	25,713	60,281	15,286	25.4%	66,997	68,600	8,319	13.8%	68,600	
Conservation Com Expenses	6,181	6,351	2,743	43.2%	7,226	7,226	875	13.8%	7,226	
171 Total Conservation	31,894	66,632	18,029	27.1%	74,223	75,826	9,194	13.8%	75,826	-
Planning Bd Salary & Wages	59,319	66,155	32,017	48.4%	71,125	72,609	6,454	9.8%	72,609	
Planning Bd Expenses	6,151	9,220	722	7.8%	4,100	5,300	(3,920)	-42.5%	5,300	
MVPC Assessment	1,705	1,748	1,747	100.0%	1,792	1,792	44	2.5%	1,792	
175 Total Planning	67,175	77,123	34,486	44.7%	77,017	79,701	2,578	3.3%	79,701	-
ZBA Expenses	700	700	-	0.0%	700	700	-	0.0%	700	
176 Total Board of Appeals	700	700	-	0.0%	700	700	-	0.0%	700	-
Open Space Expenses	69	750	-	0.0%	750	750	-	0.0%	750	
179 Total Open Space	69	750	-	0.0%	750	750	-	0.0%	750	-
TOTAL GENERAL GOVERNMENT:	1,081,944	1,360,910	622,034	45.7%	1,296,131	1,303,353	(57,557)	-4.2%	1,303,353	-

TOWN OF WEST NEWBURY



FY24 Operating Budget

	FY 2022	FY 2023	YTD thru 2/1/2023		FY 2024	FY 2024	Proposed Change		TM proposed	FY 2024
	Expended	Approved	\$	%	DH/BCC	TM proposed	\$	%	/ SB referred	FinCom recc.
	6/30/2022	5/14/2022	Percent of yr: 58.9%			2/6/2023			2/6/2023	
PUBLIC SAFETY										
School Resource Officer	68,845	69,883	4,611	6.6%	-	-	(69,883)	-100.0%	-	-
Police Salaries & Wages	885,785	955,220	536,246	56.1%	992,044	993,604	38,384	4.0%	993,604	
Police OT Wages	101,301	63,427	77,123	121.6%	71,467	71,468	8,041	12.7%	71,468	
Police Expenses	99,984	105,560	63,407	60.1%	108,560	108,560	3,000	2.8%	108,560	
Police Cruiser	40,000	40,000	-	0.0%	67,000	60,000	20,000	50.0%	60,000	
210 Total Police	1,195,914	1,234,090	681,387	55.2%	1,239,071	1,233,632	(458)	0.0%	1,233,632	-
Fire Alarm Wages	68,213	94,448	28,634	30.3%	94,448	94,448	-	0.0%	94,448	
Fire Training/Drills	20,486	27,893	4,596	16.5%	27,893	27,893	-	0.0%	27,893	
Fire Dept Other Wages	18,405	26,530	11,124	41.9%	26,530	26,530	-	0.0%	26,530	
Fire Administration Wages	27,614	27,305	15,825	58.0%	27,305	27,305	-	0.0%	27,305	
Fire Dept. Medical Exam	2,400	3,000	-	0.0%	3,000	3,000	-	0.0%	3,000	
Hydrant/Fire Protection (to Water Dept)	77,207	77,207	77,207	100.0%	77,207	81,510	4,303	5.6%	81,510	
Fire Alarm Communications	11,601	11,000	2,975	27.0%	12,500	12,500	1,500	13.6%	12,500	
Fire Expenses	56,941	46,000	30,220	65.7%	46,000	46,000	-	0.0%	46,000	
220 Total Fire	282,867	313,383	170,581	54.4%	314,883	319,186	5,803	1.9%	319,186	-
Municipal Dispatch Salaries & Wages	219,917	285,034	132,711	46.6%	282,445	270,430	(14,604)	-5.1%	270,430	
Municipal Dispatch OT Wages	22,853	25,765	13,147	51.0%	26,480	26,480	715	2.8%	26,480	
Municipal Dispatch Expenses	23,552	27,590	20,184	73.2%	30,590	30,590	3,000	10.9%	30,590	
230 Total Municipal Dispatch	266,322	338,389	166,043	49.1%	339,515	327,500	(10,889)	-3.2%	327,500	-

TOWN OF WEST NEWBURY



FY24 Operating Budget

	FY 2022	FY 2023	YTD thru 2/1/2023		FY 2024	FY 2024	Proposed Change		TM proposed	FY 2024
	Expended	Approved	\$	%	DH/BCC	TM proposed	\$	%	/ SB referred	FinCom recc.
	6/30/2022	5/14/2022	Percent of yr: 58.9%			2/6/2023			2/6/2023	
Inspectors Salaries & Wages	125,700	129,962	73,534	56.6%	130,311	134,422	4,460	3.4%	134,422	
Inspectors Expenses	7,019	9,000	5,647	62.7%	9,000	9,000	-	0.0%	9,000	
Inspectors' Vehicle Allowances	5,760	5,880	3,840	65.3%	7,200	7,200	1,320	22.4%	7,200	
240 Total Inspectors	138,480	144,842	83,021	57.3%	146,511	150,622	5,780	4.0%	150,622	-
Emergency Mgmt Salary & Wages	7,770	9,138	2,067	22.6%	9,321	9,321	183	2.0%	9,321	
Emergency Mgmt Expenses	2,999	3,000	-	0.0%	3,000	3,000	-	0.0%	3,000	
291 Total Emergency Management	10,769	12,138	2,067	17.0%	12,321	12,321	183	1.5%	12,321	-
Animal Control Expenses	25,898	26,858	20,144	75.0%	27,503	27,503	645	2.4%	27,503	
292 Total Animal Control	25,898	26,858	20,144	75.0%	27,503	27,503	645	2.4%	27,503	-
Harbormaster Salary & Wages	-	-	-		-	-				
Harbormaster Exp (contracted services)	2,500	4,000	3,038	76.0%	4,096	4,000	-	0.0%	4,000	
295 Total Harbormaster	2,500	4,000	3,038	76.0%	4,096	4,000	-	0.0%	4,000	-
TOTAL PUBLIC SAFETY:	1,922,751	2,073,700	1,126,281	54.3%	2,083,899	2,074,763	1,063	0.1%	2,074,763	-

TOWN OF WEST NEWBURY



FY24 Operating Budget

	FY 2022	FY 2023	YTD thru 2/1/2023		FY 2024	FY 2024	Proposed Change		TM proposed	FY 2024
	Expended	Approved	\$	%	DH/BCC	TM proposed	\$	%	/ SB referred	FinCom recc.
	6/30/2022	5/14/2022	Percent of yr: 58.9%			2/6/2023			2/6/2023	
EDUCATION										
Pentucket Regional Sch Assessment	7,242,985	7,408,673	4,939,115	66.7%	7,705,020	7,705,020	296,347	4.0%	7,705,020	
Pentucket Capital Assessment	1,196,556	835,497	821,881	98.4%	1,232,822	1,232,822	397,325	47.6%	1,232,822	
Pentucket Assessment Page Phase II	493,338	485,238	323,492	66.7%	485,238	485,238	-	0.0%	485,238	
304 Total Pentucket	8,932,879	8,729,408	6,084,489	69.7%	9,423,080	9,423,080	693,672	7.9%	9,423,080	-
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Whittier Minimum Contribution	136,998	219,455	186,537	85.0%	233,971	233,971	14,516	6.6%	233,971	
Whittier Other Assessments	18,727	27,420	23,307	85.0%	32,904	32,904	5,484	20.0%	32,904	
Whittier Debt/Capital Assessment	21,602	23,860	20,281	85.0%	23,860	23,860	-	0.0%	23,860	
305 Total Whittier	177,327	270,735	230,125	85.0%	290,735	290,735	20,000	7.4%	290,735	-
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Essex North Shore Agricultural	41,234	43,213	21,889	50.7%	46,327	46,327	3,114	7.2%	46,327	
310 Total Essex North Shore Agricultural	41,234	43,213	21,889	50.7%	46,327	46,327	3,114	7.2%	46,327	-
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TOTAL EDUCATION:	9,151,440	9,043,356	6,336,503	70.1%	9,760,142	9,760,142	716,786	7.9%	9,760,142	-

TOWN OF WEST NEWBURY



FY24 Operating Budget

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

DEPARTMENT OF PUBLIC WORKS										
DPW Salaries & Wages	483,533	567,397	318,548	56.1%	633,555	633,808	66,411	11.7%	633,808	
DPW Overtime Wages	17,299	16,000	7,704	48.1%	18,000	18,000	2,000	12.5%	18,000	
Snow & Ice Removal	247,245	150,000	36,698	24.5%	200,000	200,000	50,000	33.3%	200,000	
Town Bldgs Operating Expenses	143,869	150,830	84,431	56.0%	158,030	158,030	7,200	4.8%	158,030	
Town Bldgs Improvements	41,438	51,000	18,489	36.3%	51,000	51,000	-	0.0%	51,000	
Street/Paving Repairs	59,693	55,000	558	1.0%	55,000	55,000	-	0.0%	55,000	
Highway, Sidewalk & Trees	203,126	205,215	37,162	18.1%	219,580	219,580	14,365	7.0%	219,580	
Stormwater management	10,226	15,500	6,398	41.3%	15,500	15,500	-	0.0%	15,500	
DPW Expenses	12,080	14,250	17,643	123.8%	16,485	16,485	2,235	15.7%	16,485	
Parks Expense	14,884	15,000	13,081	87.2%	28,790	28,790	13,790	91.9%	28,790	
Electricity	80,886	70,000	30,020	42.9%	84,000	84,000	14,000	20.0%	84,000	
Road Machinery Operating Expen	41,442	51,000	46,175	90.5%	54,060	54,060	3,060	6.0%	54,060	
DPW Vehicle Allowance	6,000	6,000	4,000	66.7%	6,000	6,000	-	0.0%	6,000	
Public Street Lights	6,943	7,000	4,653	66.5%	8,400	8,400	1,400	20.0%	8,400	
420/424 Total Department of Public Works	1,368,664	1,374,192	625,559	45.5%	1,548,400	1,548,653	174,461	12.7%	1,548,653	-
TOTAL PUBLIC WORKS:	1,368,664	1,374,192	625,559	45.5%	1,548,400	1,548,653	174,461	12.7%	1,548,653	-

TOWN OF WEST NEWBURY



FY24 Operating Budget

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

HUMAN SERVICES										
Board of Health Salary & Wages	126,498	129,621	73,673	56.8%	137,304	135,458	5,837	4.5%	135,458	
Public Health Nurse	5,700	8,175	1,600	19.6%	6,000	6,000	(2,175)	-26.6%	6,000	
Waste Collection & Disposal	375,998	401,940	198,854	49.5%	421,400	421,400	19,460	4.8%	421,400	
Recycling	1,670	10,000	14,236	142.4%	45,000	45,000	35,000	350.0%	45,000	
Hazardous Waste Expense	1,798	2,000	1,814	90.7%	2,000	2,000	-	0.0%	2,000	
Steele landfill monitoring	29,708	33,555	16,000	47.7%	36,315	36,315	2,760	8.2%	36,315	
Bd of Health Expenses	7,174	7,000	3,219	46.0%	7,000	7,000	-	0.0%	7,000	
510 Total Board of Health	548,546	592,291	309,396	52.2%	655,019	653,173	60,882	10.3%	653,173	-
Council on Aging Salary & Wages	71,524	100,308	53,597	53.4%	100,341	109,908	9,600	9.6%	109,908	
Council on Aging Expenses	21,808	19,500	10,323	52.9%	19,500	19,500	-	0.0%	19,500	
541 Total Council on Aging	93,331	119,808	63,920	53.4%	119,841	129,408	9,600	8.0%	129,408	-
Soldiers Grave Expense	3,632	3,592	1,592	44.3%	3,592	3,592	-	0.0%	3,592	
Memorial Day Expenses	1,661	2,200	-	0.0%	2,320	2,320	120	5.5%	2,320	
Veterans benefits & expenses	5,816	4,400	2,831	64.3%	4,532	4,532	132	3.0%	4,532	
Eastern Essex Veterans Services	21,695	21,096	21,095	100.0%	25,000	25,000	3,904	18.5%	25,000	
543 Total Veterans	32,804	31,288	25,518	81.6%	35,444	35,444	4,156	13.3%	35,444	-
TOTAL HUMAN SERVICES:	674,681	743,387	398,834	53.7%	810,304	818,025	74,638	10.0%	818,025	-

TOWN OF WEST NEWBURY



FY24 Operating Budget

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

CULTURE & RECREATION										
Library Salaries & Wages	260,013	282,899	166,362	58.8%	298,639	303,841	20,942	7.4%	303,841	
Library Expenses	38,461	33,000	28,377	86.0%	33,000	33,000	-	0.0%	33,000	
Library Books and Periodicals	71,241	78,000	44,377	56.9%	80,000	81,569	3,569	4.6%	81,569	
610 Total Library	369,714	393,899	239,116	60.7%	411,639	418,410	24,511	6.2%	418,410	-
Recreation Wages	1,335	2,700	1,358	50.3%	5,072	5,072	2,372	87.9%	5,072	
Recreation Expenses	16,000	19,085	3,375	17.7%	38,272	38,272	19,187	100.5%	38,272	
Action Cove Expenses	1,826	3,000	-	0.0%	-	-	(3,000)	-100.0%	-	
630/637 Total Recreation	19,161	24,785	4,733	19.1%	43,344	43,344	18,559	74.9%	43,344	-
Mill Pond Operating Expenses	188	2,100	-	0.0%	2,100	2,100	-	0.0%	2,100	
631 Total Mill Pond	188	2,100	-	0.0%	2,100	2,100	-	0.0%	2,100	-
Bandstand Expense	6,000	6,000	4,446	74.1%	8,000	8,000	2,000	33.3%	8,000	
635 Total Bandstand	6,000	6,000	4,446	74.1%	8,000	8,000	2,000	33.3%	8,000	-
Historical Commission Expenses	-	600	493	82.1%	600	600	-	0.0%	600	
691 Total Historical Commission	-	600	493	82.1%	600	600	-	0.0%	600	-
Cultural Council Expense	-	100	-	0.0%	100	100	-	0.0%	100	
695 Total Cultural Council	-	100	-	0.0%	100	100	-	0.0%	100	-
TOTAL CULTURE & RECREATION:	395,063	427,484	248,787	58.2%	465,783	472,554	45,070	10.5%	472,554	-

TOWN OF WEST NEWBURY



FY24 Operating Budget

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

DEBT SERVICE										
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%	-	-
710/750 Total Debt Service	313,950	300,900	297,950	99.0%	-	-	(300,900)	-100.0%	-	-
TOTAL DEBT SERVICE:	313,950	300,900	297,950	99.0%	-	-	(300,900)	-100.0%	-	-

TOWN OF WEST NEWBURY



FY24 Operating Budget

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

BENEFITS										
Essex Regional Retirement Assessment	731,432	805,420	805,419	100.0%	675,135	675,135	(130,285)	-16.2%	675,135	
911 Total Essex Regional Retirement	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%	1,200	
913 Total Unemployment Insurance	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%	554,551	
914 Total Group Insurance	406,997	481,857	270,952	56.2%	554,551	554,551	72,694	15.1%	554,551	-
FICA Insurance	52,412	51,485	28,587	55.5%	56,406	56,406	4,921	9.6%	56,406	
916 Total FICA Insurance	52,412	51,485	28,587	55.5%	56,406	56,406	4,921	9.6%	56,406	-
Insurance and Bonds	187,002	199,865	186,972	93.5%	217,349	217,349	17,484	8.7%	217,349	
945 Total Insurance and Bonds	187,002	199,865	186,972	93.5%	217,349	217,349	17,484	8.7%	217,349	-
TOTAL BENEFITS:	1,378,282	1,540,127	1,291,930	83.9%	1,504,641	1,504,641	(35,486)	-2.3%	1,504,641	-
TRANSFERS OUT - STABILIZATION										
Transfers Out - to Capital Stabilization	500,000	500,000	500,000	100.0%	500,000	500,000	-	0.0%	500,000	
992 Total Transfers Out	500,000	500,000	500,000	100.0%	500,000	500,000	-	0.0%	500,000	-
TOTAL TRANSFERS OUT:	500,000	500,000	500,000	100.0%	500,000	500,000	-	0.0%	500,000	-
1000 Total General Fund	16,786,774	17,364,056	11,447,878	65.9%	17,969,301	17,982,132	618,076	3.6%	17,982,132	-

Town Manager

From: Greg Labrecque <glabrecque@prsd.org>
Sent: Thursday, February 9, 2023 4:06 PM
To: Town Manager
Subject: RE: Proposed Pentucket budget

Hi,

You are correct. The 3% is a minimum. The shortfall of \$1,6 million will be on top of that. Until the Governor's budget comes out and they allocated net minimum spending to figure out the actual assessments I would go with this.

Use the Capital number on the front page of Section 2 as exact. This won't change. For general budget I would use the 3% number in the book on the same front page and then add \$407,687 to that. That is the current student population percentage in section 3 x the shortfall of \$1,678,346.

Thanks,

Greg

-----Original Message-----

From: Town Manager <townmanager@wnewbury.org>
Sent: Thursday, February 9, 2023 3:59 PM
To: Justin Bartholomew <jbartholomew@prsd.org>; Greg Labrecque <GLabrecque@prsd.org>
Cc: Carol McLeod <cmcLeod@townofmerrimac.com>; Rebecca Oldham <roldham@grovelandma.com>
Subject: Proposed Pentucket budget

Hi,

Thanks for dropping off the budget books earlier this week. I see the 3% operating budget increase. Prior to building that into our proposed town budget, I wanted to check: is that a "real" number or a placeholder number pending the upcoming public hearing and cont'd School Committee review?

(Apologies if that's covered in the narrative... we had a total Verizon network outage extending from Tues 1:30pm until a short time ago - no email, no internet - so this has been a busy week!). Given that our allocation will depend on the State budget, I'm hesitant to put too much stock in the number in the budget book.

If it'd be helpful I could be available for a Zoom (or Teams) huddle tomorrow or early next week. (Or reachable anytime by phone - cell is best 978-891-7318).

Thanks,

Angus

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

Sent from my mobile device

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TOWN OF WEST NEWBURY



FY24 Operating Budget

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

EDUCATION										
						2/9/2023				
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%	7,705,020	
Pentucket Capital Assessment	1,196,556	835,497	821,881	98.4%	1,232,822	1,123,071	287,574	34.4%	1,232,822	
Pentucket Assessment Page Phase II	493,338	485,238	323,492	66.7%	485,238	475,962	(9,276)	-1.9%	485,238	
304 Total Pentucket	8,932,879	8,729,408	6,084,489	69.7%	9,423,080	9,637,653	908,245	10.4%	9,423,080	-

Notes

TM-proposed budget UPDATED since Select Board referral on Feb. 6, 2023, to reflect anticipated proposed Pentucket budget amounts received/confirmed on Feb. 9, 2023.

Whittier Minimum Contribution	136,998	219,455	186,537	85.0%	233,971	233,971	14,516	6.6%	233,971	
Whittier Other Assessments	18,727	27,420	23,307	85.0%	32,904	32,904	5,484	20.0%	32,904	
Whittier Debt/Capital Assessment	21,602	23,860	20,281	85.0%	23,860	23,860	-	0.0%	23,860	
305 Total Whittier	177,327	270,735	230,125	85.0%	290,735	290,735	20,000	7.4%	290,735	-
Essex North Shore Agricultural	41,234	43,213	21,889	50.7%	46,327	46,327	3,114	7.2%	46,327	
310 Total Essex North Shore Agricultural	41,234	43,213	21,889	50.7%	46,327	46,327	3,114	7.2%	46,327	-

TOTAL EDUCATION:	9,151,440	9,043,356	6,336,503	70.1%	9,760,142	9,974,715	931,359	10.3%	9,760,142	-
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TOWN OF WEST NEWBURY
PROPOSED FY24 OPERATING BUDGET
TOWN MANAGER-PROPOSED, FEB. 6, 2023
REFERRED BY SELECT BOARD: FEB. 6, 2023

UPDATED to reflect new Pentucket amounts as of Feb. 9, 2023

Name	FY22 Actual	FY23 Approved	FY24 Proposed			% of Total
			TM/SB			
General Government			Feb 6, 2023	\$	%	7.2%
MODERATOR	230	260	260	0	0.0%	0.0%
SELECT BOARD	40,609	54,116	13,940	(40,176)	-74.2%	0.1%
TOWN MANAGER	321,610	325,707	327,539	1,832	0.6%	1.8%
FINANCE DEPARTMENT	254,515	337,604	325,775	(11,829)	-3.5%	1.8%
FINANCE COMMITTEE	1,312	82,000	62,000	(20,000)	-24.4%	0.3%
BOARD OF ASSESSORS	173,887	183,780	164,125	(19,655)	-10.7%	0.9%
LEGAL COUNSEL	53,677	65,124	82,349	17,225	26.4%	0.5%
TOWN CLERK	125,300	149,014	155,339	6,325	4.2%	0.9%
BOARD OF REGISTRARS/ELECTIONS	10,965	18,100	15,050	(3,050)	-16.9%	0.1%
CONSERVATION COMMISSION	31,894	66,632	75,826	9,194	13.8%	0.4%
PLANNING BOARD	67,175	77,123	79,701	2,578	3.3%	0.4%
BOARD OF APPEALS	700	700	700	0	0.0%	0.0%
OPEN SPACE COMMITTEE	69	750	750	0	0.0%	0.0%
Public Safety						11.4%
POLICE DEPARTMENT	1,195,914	1,234,090	1,233,632	(458)	0.0%	6.8%
FIRE DEPARTMENT	282,867	313,383	319,186	5,803	1.9%	1.8%
PUBLIC SAFETY DISPATCH	266,322	338,389	327,500	(10,889)	-3.2%	1.8%
INSPECTION DEPARTMENT	138,480	144,842	150,622	5,780	4.0%	0.8%
EMERGENCY MANAGEMENT	10,769	12,138	12,321	183	1.5%	0.1%
ANIMAL CONTROL OFFICER	25,898	26,858	27,503	645	2.4%	0.2%
HARBORMASTER	2,500	4,000	4,000	0	0.0%	0.0%
Education			Feb 9, 2023	Pending SB review		54.8%
EDUCATION	9,151,440	9,043,356	9,974,715	931,359	10.3%	54.8%
Department of Public Works						8.5%
DPW	1,368,664	1,374,192	1,548,653	174,461	12.7%	8.5%
Human Services						7.1%
BOARD OF HEALTH	548,546	592,291	653,173	60,882	10.3%	3.6%
COUNCIL ON AGING	93,331	119,808	129,408	9,600	8.0%	0.7%
VETERANS	32,804	31,288	35,444	4,156	13.3%	0.2%
LIBRARY	369,714	393,899	418,410	24,511	6.2%	2.3%
RECREATION	25,349	32,885	53,444	20,559	62.5%	0.3%
HISTORICAL COMMISSION	0	600	600	0	0.0%	0.0%
CULTURAL COUNCIL	0	100	100	0	0.0%	0.0%
Debt Service						0.0%
DEBT SERVICE	313,950	300,900	0	(300,900)	-100.0%	0.0%
Benefits						11.0%
ESSEX COUNTY RETIREMENT FUND	731,432	805,420	675,135	(130,285)	-16.2%	3.7%
UNEMPLOYMENT COMPENSATION	439	1,500	1,200	(300)	-20.0%	0.0%
EMPLOYEES' HEALTH INSURANCE	406,997	481,857	554,551	72,694	15.1%	3.0%
MEDICARE INSURANCE (FICA)	52,412	51,485	56,406	4,921	9.6%	0.3%
OPEB	0	0	0	0	0.0%	0.0%
INSURANCE AND BONDS	187,002	199,865	217,349	17,484	8.7%	1.2%
TRANSFERS - STABILIZATION	500,000	500,000	500,000	0	0.0%	2.7%
EXPENSE BUDGET TOTAL	16,786,774	17,364,056	18,196,705	832,649	4.8%	



TOWN OF WEST NEWBURY
PROPOSED FY24 OPERATING BUDGET
TOWN MANAGER-PROPOSED, FEB. 6, 2023
REFERRED BY SELECT BOARD: FEB. 6, 2023
UPDATED to reflect new Pentucket amounts as of Feb. 9, 2023

Summary

	FY22 Actual	FY23 Approved	FY24 Proposed	Change from FY23	
				\$	%
Total Operating Budget:	16,786,774	17,364,056	18,196,705	832,649	4.8%
Non-Education budget:	7,635,334	8,320,700	8,221,990	(98,710)	-1.2%

2.5% of FY23 Non-Education Operating Budget: 208,018



FY24 Town Budget

PROPOSED DRAFT

Angus Jennings, Town Manager

February 6, 2023




Overview

- Tonight, will present proposed draft budget
- Carries some (not all) amounts and staffing proposals as submitted by Dept. Heads (“DHs”) and Boards/Commissions/Committees (“BCCs”)
- Under Town Manager Act:
 - Sec. 4(j) The [select board] shall review the annual proposed budget prepared by the town manager and make changes as the [select board] deems advisable. The town manager shall present the budget which incorporates the changes of the [select board] to the finance committee and the town meeting.
- Proposed budget includes some proposed wage- and staffing-changes other than (assumed) 2% COLA
- Request for Select Board referral of proposed FY24 Budget to FinCom (with or without changes). Referral does not equal endorsement.



Select Board FY24 Budget Policy Direction

- Proposed operating budget to limit average single-family tax increase to no more than 2.5% (not including education, incl. Middle/High School project)
- Clear, transparent budget process
- Continue draw-down of School Stabilization Fund based on multi-year strategy


Town of West Newbury
Select Board FY '24 Budget Policy Direction
Approved December 5, 2022

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

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

Approved by the Select Board
December 5, 2022



Select Board FY24 Budget Policy Direction

- Budget process concurrent with Capital Improvement Program updates and FY24 proposals
- In parallel, continue review of capital and expense eligibility for ARPA (American Rescue Plan Act) funding
- Continue to consider, and expand consideration of, opportunities to regionalize some services (while maintaining or enhancing levels of service)
- For programs and services that generate fees, evaluate existing fee structures for comparability and sufficiency to fund or offset operating costs
- Estimated impacts of new regulatory mandates
- Specify Authorization to Expend Funds



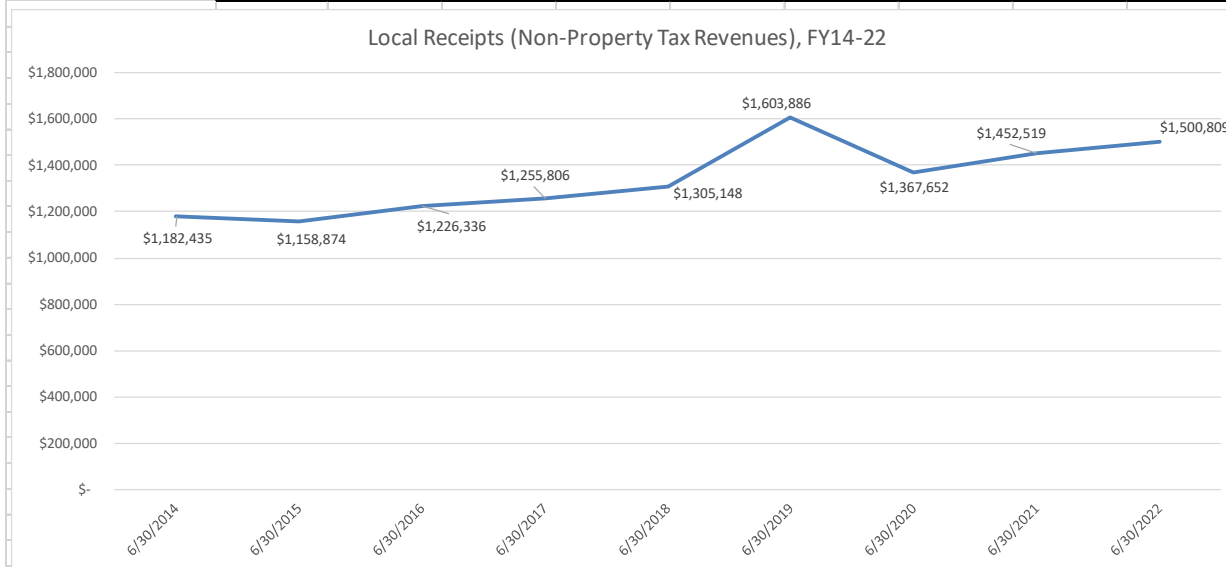
Revenues



Non-Property Tax Revenues

Local Receipts: FY14-FY22, Projected FY23

	6/30/2014	6/30/2015	6/30/2016	6/30/2017	6/30/2018	6/30/2019	6/30/2020	6/30/2021	6/30/2022	Average	Five Year Rolling Average	90% of Five year Rolling	2023 Recap Projected Revenues
Motor Vehicle	\$ 640,052	\$ 665,622	\$ 691,907	\$ 734,824	\$ 774,583	\$ 806,885	\$ 784,124	\$ 814,348	\$ 858,791	\$ 752,348	\$ 807,746	\$ 726,972	\$ 870,000
Other Excise	\$ 2,083	\$ 2,027	\$ 1,829	\$ 1,909	\$ 2,311	\$ 1,140	\$ 1,750	\$ 1,617	\$ 2,076	\$ 1,860	\$ 1,779	\$ 1,601	\$ 1,800
Pen & Int Taxes & Excise	\$ 61,117	\$ 42,727	\$ 42,297	\$ 39,633	\$ 46,203	\$ 40,657	\$ 55,885	\$ 59,004	\$ 70,988	\$ 50,946	\$ 54,547	\$ 49,093	\$ 55,000
PILOT	\$ 10,292	\$ 10,020	\$ 13,209	\$ 12,218	\$ 5,778	\$ 13,203	\$ 19,494	\$ 53,368	\$ 89,829	\$ 25,268	\$ 36,334	\$ 32,701	\$ 20,000
Rentals	\$ 145,976	\$ 151,762	\$ 138,666	\$ 148,620	\$ 161,255	\$ 143,168	\$ 122,144	\$ 138,273	\$ 161,014	\$ 145,653	\$ 145,171	\$ 110,344	\$ 161,014
Other Dept Rev	\$ 19,368	\$ 31,739	\$ 18,946	\$ 59,118	\$ 65,009	\$ 17,004	\$ 17,585	\$ 24,977	\$ 25,231	\$ 30,997	\$ 29,961	\$ 26,965	\$ 27,000
Lic & Permits	\$ 197,550	\$ 199,487	\$ 244,413	\$ 175,404	\$ 156,494	\$ 253,113	\$ 267,024	\$ 227,541	\$ 192,043	\$ 212,563	\$ 219,243	\$ 197,319	\$ 197,162
Fines & Forfeits	\$ 25,859	\$ 22,075	\$ 23,908	\$ 16,473	\$ 17,278	\$ 12,631	\$ 12,096	\$ 9,070	\$ 13,604	\$ 16,999	\$ 12,936	\$ 11,642	\$ 12,000
Invest Income	\$ 15,227	\$ 26,844	\$ 35,191	\$ 40,881	\$ 43,846	\$ 90,414	\$ 60,478	\$ 21,373	\$ 7,765	\$ 38,002	\$ 44,775	\$ 40,298	\$ 14,000
Misc Recurring	\$ 1,394	\$ 4,348	\$ 3,168	\$ 13,931	\$ 29,304	\$ 89,655	\$ 26,000	\$ 30,000	\$ 30,750	\$ 25,394	\$ 41,142	\$ 37,028	\$ 31,518
Misc Non-recurring	\$ 63,517	\$ 2,223	\$ 12,802	\$ 12,795	\$ 3,089	\$ 136,016	\$ 1,072	\$ 72,948	\$ 48,717	\$ 39,242	\$ 52,369	\$ 47,132	\$ -
Total	\$ 1,182,435	\$ 1,158,874	\$ 1,226,336	\$ 1,255,806	\$ 1,305,148	\$ 1,603,886	\$ 1,367,652	\$ 1,452,519	\$ 1,500,809	\$ 1,339,274	\$ 1,446,003	\$ 1,281,093	\$ 1,389,494



Source: Angus Jennings, Town Manager



Town-wide Assessed Value and Tax Rate, Town of West Newbury, FY10-FY23

Valuation							Tax Rate		
Fiscal Year	Real Estate	Personal Property	Total	Change from Prior Year (\$)	Percent change (values)	Tax Rate	Change from Prior Year (\$)	Percent change	
FY23	\$ 1,367,780,641	\$ 22,662,650	\$ 1,390,443,291	\$ 241,020,440	21.0%	11.03	(1.98)	-15.2%	
FY22	\$ 1,127,859,771	\$ 21,563,080	\$ 1,149,422,851	\$ 147,698,800	14.7%	13.01	(1.87)	-12.6%	
FY21	\$ 982,672,801	\$ 19,051,250	\$ 1,001,724,051	\$ 23,978,730	2.5%	14.88	0.46	3.2%	
FY20	\$ 961,841,231	\$ 15,904,090	\$ 977,745,321	\$ 31,326,023	3.3%	14.42	(0.15)	-1.0%	
FY19	\$ 930,604,678	\$ 15,814,620	\$ 946,419,298	\$ 51,921,537	5.8%	14.57	0.01	0.1%	
FY18	\$ 879,689,741	\$ 14,808,020	\$ 894,497,761	\$ 18,301,099	2.1%	14.56	0.01	0.1%	
FY17	\$ 860,056,662	\$ 16,140,000	\$ 876,196,662	\$ 25,148,058	3.0%	14.55	(0.08)	-0.5%	
FY16	\$ 835,613,644	\$ 15,434,960	\$ 851,048,604	\$ 77,094,539	10.0%	14.63	(1.06)	-6.8%	
FY15	\$ 759,339,475	\$ 14,614,590	\$ 773,954,065	\$ 28,528,882	3.8%	15.69	(0.11)	-0.7%	
FY14	\$ 727,095,893	\$ 18,329,290	\$ 745,425,183	\$ 13,323,443	1.8%	15.80	0.05	0.3%	
FY13	\$ 714,051,310	\$ 18,050,430	\$ 732,101,740	\$ 9,983,438	1.4%	15.75	0.92	6.2%	
FY12	\$ 709,535,482	\$ 12,582,820	\$ 722,118,302	\$ (26,816,219)	-3.6%	14.83	1.15	8.4%	
FY11	\$ 736,222,201	\$ 12,712,320	\$ 748,934,521	\$ (15,020,181)	-2.0%	13.68	0.76	5.9%	
FY10	\$ 752,225,582	\$ 11,729,120	\$ 763,954,702	n/a	n/a	12.92			
Avg (FY19-FY23)				\$ 99,189,106	9.5%				

Source: Angus Jennings, Town Manager, 1/6/23



Est. Property Tax Impact (Current FY23)

SINGLE-FAMILY PROPERTY TAX BILL COMPARISON TOOL								
	2022 PROPERTY VALUE	FY 2022 TAX RATE	FY 2022 TAX BILL	2023 PROPERTY VALUE	FY 2023 CERTIFIED TAX RATE	EST FY 2023 TAX BILL	EST \$ INCREASE IN BILL	EST % INCREASE IN BILL
10TH PERCENTILE	450,090	13.01	5,855.67	543,200	11.03	5,991.50	135.83	2.32%
20TH PERCENTILE	496,940	13.01	6,465.19	597,100	11.03	6,586.01	120.82	1.87%
30TH PERCENTILE	539,360	13.01	7,017.07	646,300	11.03	7,128.69	111.62	1.59%
40TH PERCENTILE	581,580	13.01	7,566.36	698,400	11.03	7,703.35	137.00	1.81%
50TH PERCENTILE	628,400	13.01	8,175.48	753,400	11.03	8,310.00	134.52	1.65%
60TH PERCENTILE	676,800	13.01	8,805.17	810,000	11.03	8,934.30	129.13	1.47%
70TH PERCENTILE	738,470	13.01	9,607.49	888,900	11.03	9,804.57	197.07	2.05%
80TH PERCENTILE	815,480	13.01	10,609.39	984,400	11.03	10,857.93	248.54	2.34%
90TH PERCENTILE	927,570	13.01	12,067.69	1,144,900	11.03	12,628.25	560.56	4.65%
							EST. TYPICAL INCREASE:	1.87%

Source: Angus Jennings, Town Manager, 12/17/22



Expense Budget



Proposed Budget

- Please note: Budget carries placeholder numbers only for Education (at 7.9% incr.)
- Based on these placeholder numbers, (Town + Schools) budget would increase expenses by \$618k (3.6%)
- Of this, Town budget would decrease by \$98k (-1.2%)
- Goal tonight: Board referral to Finance Committee



TOWN OF WEST NEWBURY
 PROPOSED FY24 OPERATING BUDGET
 TOWN MANAGER-PROPOSED, FEB. 6, 2023
 REFERRED BY SELECT BOARD: [DATE], 2023

Name	FY22 Actual	FY23 Approved	FY24 Proposed			% of Total
			Town Mgr Feb 6, 2023	\$	%	
General Government						7.2%
MODERATOR	230	260	260	0	0.0%	0.0%
SELECT BOARD	40,609	54,116	13,940	(40,176)	-74.2%	0.1%
TOWN MANAGER	321,610	325,707	327,539	1,832	0.6%	1.8%
FINANCE DEPARTMENT	254,515	337,604	325,775	(11,829)	-3.5%	1.8%
FINANCE COMMITTEE	1,312	82,000	62,000	(20,000)	-24.4%	0.3%
BOARD OF ASSESSORS	173,887	183,780	164,125	(19,655)	-10.7%	0.9%
LEGAL COUNSEL	53,677	65,124	82,349	17,225	26.4%	0.5%
TOWN CLERK	125,300	149,014	155,339	6,325	4.2%	0.9%
BOARD OF REGISTRARS/ELECTIONS	10,965	18,100	15,050	(3,050)	-16.9%	0.1%
CONSERVATION COMMISSION	31,894	66,632	75,826	9,194	13.8%	0.4%
PLANNING BOARD	67,175	77,123	79,701	2,578	3.3%	0.4%
BOARD OF APPEALS	700	700	700	0	0.0%	0.0%
OPEN SPACE COMMITTEE	69	750	750	0	0.0%	0.0%
Public Safety						11.5%
POLICE DEPARTMENT	1,195,914	1,234,090	1,233,632	(458)	0.0%	6.9%
FIRE DEPARTMENT	282,867	313,383	319,186	5,803	1.9%	1.8%
PUBLIC SAFETY DISPATCH	266,322	338,389	327,500	(10,889)	-3.2%	1.8%
INSPECTION DEPARTMENT	138,480	144,842	150,622	5,780	4.0%	0.8%
EMERGENCY MANAGEMENT	10,769	12,138	12,321	183	1.5%	0.1%
ANIMAL CONTROL OFFICER	25,898	26,858	27,503	645	2.4%	0.2%
HARBORMASTER	2,500	4,000	4,000	0	0.0%	0.0%
Education						54.3%
EDUCATION	9,151,440	9,043,356	9,760,142	716,786	7.9%	54.3%
Department of Public Works						8.6%
DPW	1,368,664	1,374,192	1,548,653	174,461	12.7%	8.6%
Human Services						7.2%
BOARD OF HEALTH	548,546	592,291	653,173	60,882	10.3%	3.6%
COUNCIL ON AGING	93,331	119,808	129,408	9,600	8.0%	0.7%
VETERANS	32,804	31,288	35,444	4,156	13.3%	0.2%
LIBRARY	369,714	393,899	418,410	24,511	6.2%	2.3%
RECREATION	25,349	32,885	53,444	20,559	62.5%	0.3%
HISTORICAL COMMISSION	0	600	600	0	0.0%	0.0%
CULTURAL COUNCIL	0	100	100	0	0.0%	0.0%
Debt Service						0.0%
DEBT SERVICE	313,950	300,900	0	(300,900)	-100.0%	0.0%
Benefits						11.1%
ESSEX COUNTY RETIREMENT FUND	731,432	805,420	675,135	(130,285)	-16.2%	3.8%
UNEMPLOYMENT COMPENSATION	439	1,500	1,200	(300)	-20.0%	0.0%
EMPLOYEES' HEALTH INSURANCE	406,997	481,857	554,551	72,694	15.1%	3.1%
MEDICARE INSURANCE (FICA)	52,412	51,485	56,464	4,979	9.7%	0.3%
OPEB	0	0	0	0	0.0%	0.0%
INSURANCE AND BONDS	187,002	199,865	217,349	17,484	8.7%	1.2%
TRANSFERS - STABILIZATION	500,000	500,000	500,000	0	0.0%	2.8%
EXPENSE BUDGET TOTAL	16,786,774	17,364,056	17,982,190	618,134	3.6%	



Pentucket Budgeting

https://pentucketbudget.com

VISIT THE PENTUCKET REGIONAL SCHOOL DISTRICT WEBSITE



PENTUCKET REGIONAL SCHOOL DISTRICT
Official Budget Website

HOME IMPORTANT DATES HELPFUL DOCUMENTS MEETING RECORDINGS GLOSSARY OF TERMS FAQs NEWS CONTACT



BUDGET QUESTIONS?

Welcome to the Pentucket Regional School District budget site. We encourage you to use this site to learn more about the District's finances and challenges, and to stay up to date with District budget meetings.

[Visit the FAQs](#)

IMPORTANT DATES

FEB	6:00 pm – 8:00 pm	14 School Committee Public Hearing on Budget
MAR	All day	1 Release of Governor's Budget, Including Ch. 70 Aid to the District
MAR	All day	7 School Committee Deadline to Approve Budget
MAR	6:30 pm – 8:30 pm	13 Merrimac: Pentucket Budget Discussion with Dr. B
MAR	6:00 pm – 8:00 pm	15 Bagnall: Pentucket Budget Discussion with Dr. B

[View Calendar](#)

www.pentucketbudget.com



Select Board Budget Bottom-Line Target

Summary

	FY22 Actual	FY23 Approved	FY24 Proposed	Change from FY23	
				\$	%
Total Operating Budget:	16,786,774	17,364,056	17,982,190	618,134	3.6%
Non-Education budget:	7,635,334	8,320,700	8,222,048	(98,652)	-1.2%

2.5% of FY23 Non-Education Operating Budget: 208,018



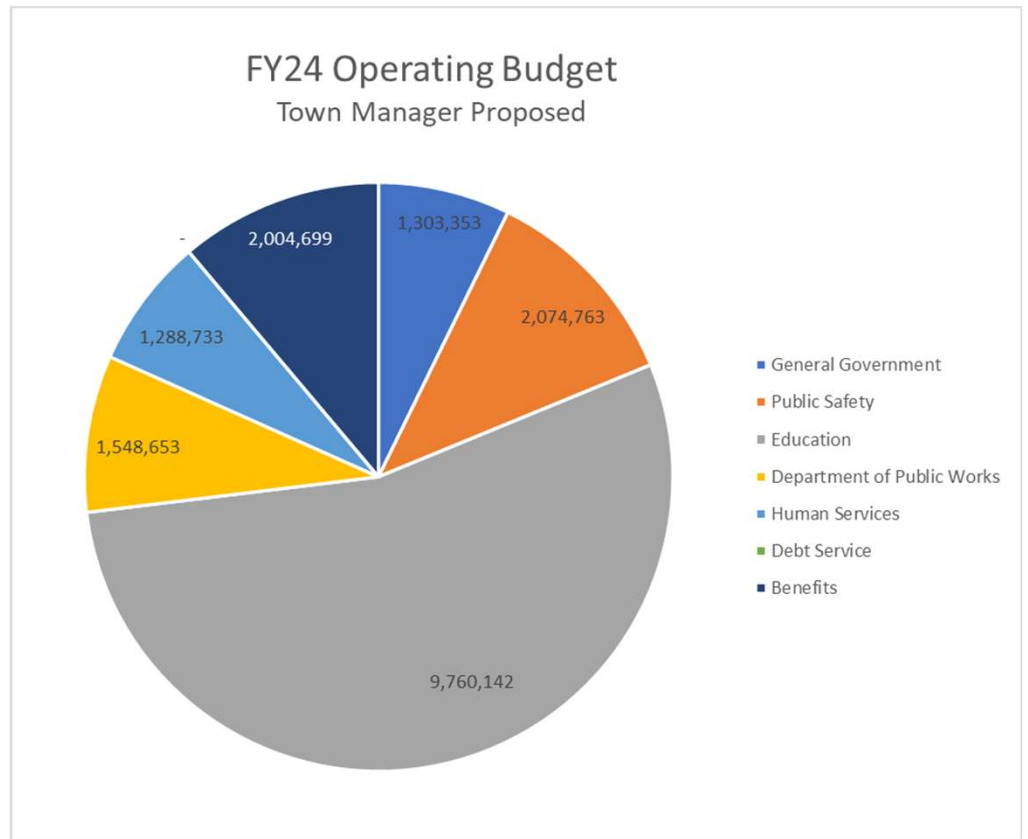
Driving Dynamics: Reduced Costs (summary)

Name	FY22 Actual	FY23 Approved	FY24 Proposed			% of Total
			Town Mgr Feb 6, 2023	\$	%	
General Government						7.2%
SELECT BOARD	40,609	54,116	13,940	(40,176)	-74.2%	0.1%
FINANCE DEPARTMENT	254,515	337,604	325,775	(11,829)	-3.5%	1.8%
FINANCE COMMITTEE	1,312	82,000	62,000	(20,000)	-24.4%	0.3%
BOARD OF ASSESSORS	173,887	183,780	164,125	(19,655)	-10.7%	0.9%
BOARD OF REGISTRARS/ELECTIONS	10,965	18,100	15,050	(3,050)	-16.9%	0.1%
Public Safety						11.5%
POLICE DEPARTMENT	1,195,914	1,234,090	1,233,632	(458)	0.0%	6.9%
PUBLIC SAFETY DISPATCH	266,322	338,389	327,500	(10,889)	-3.2%	1.8%
Debt Service						0.0%
DEBT SERVICE	313,950	300,900	0	(300,900)	-100.0%	0.0%
Benefits						11.1%
ESSEX COUNTY RETIREMENT FUND	731,432	805,420	675,135	(130,285)	-16.2%	3.8%
UNEMPLOYMENT COMPENSATION	439	1,500	1,200	(300)	-20.0%	0.0%



How are costs distributed across functions?

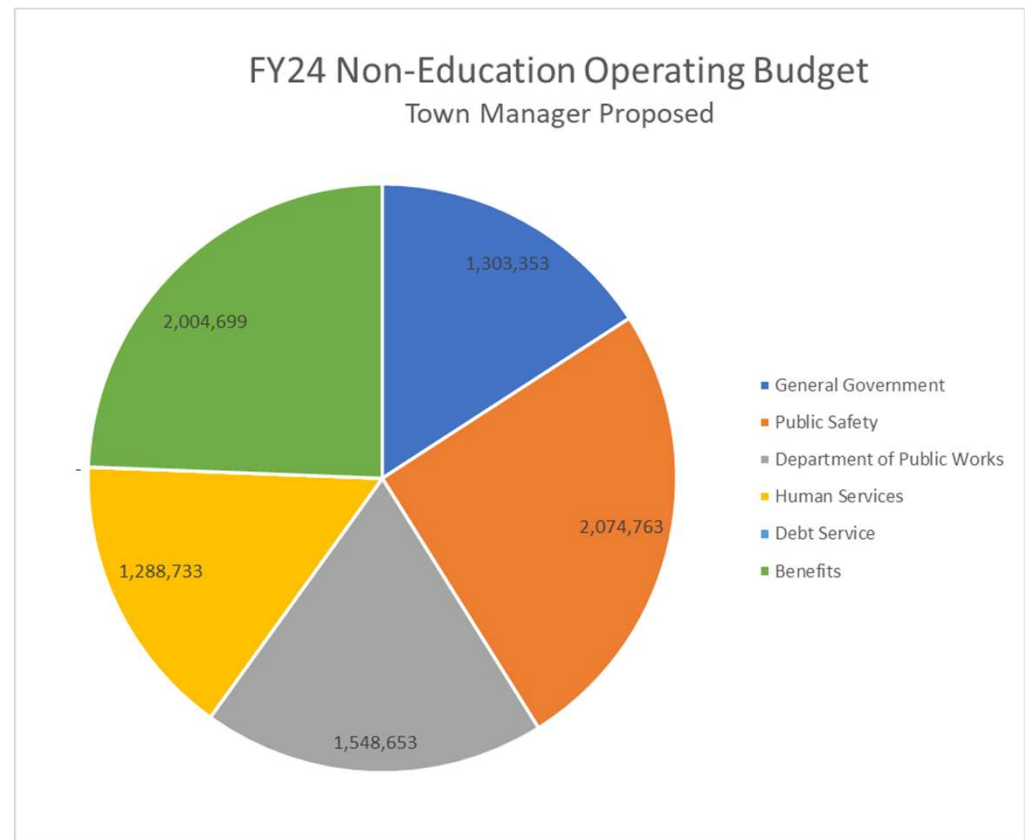
Section	% (Proposed)
General Govt	7.2%
Public Safety	11.5%
Education	54.3%
DPW	8.6%
Human Services	7.2%
Debt Service	0%
Benefits	11.1%





How are non-Ed costs distributed?

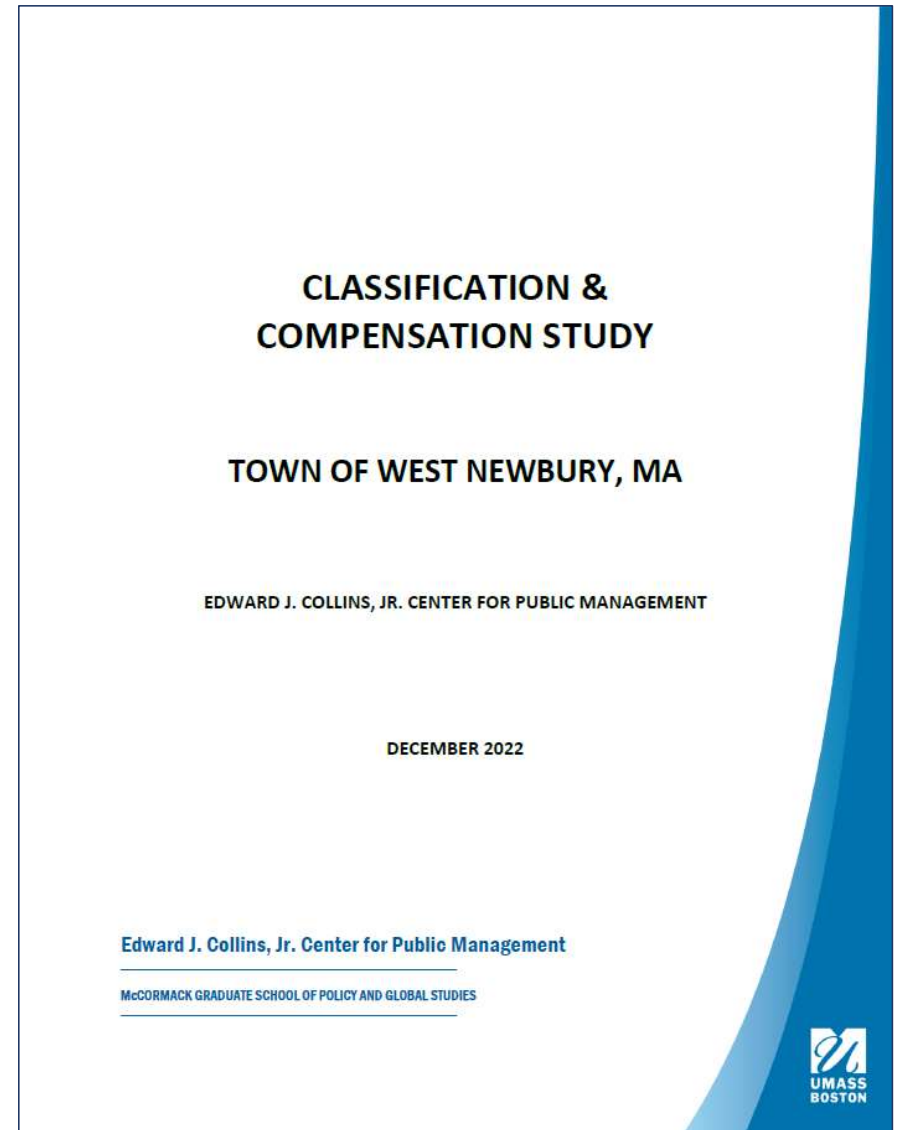
Section	% (Proposed)
General Govt	15.9%
Public Safety	25.2%
DPW	18.8%
Human Services	15.7%
Debt Service	0%
Benefits	24.4%





Wage Budgeting

- Total non-education salary/ wages expenses: \$3.78M (compared to \$3.72M in FY23), about 46% of non-Ed op. budget
- Following staffing structure changes in recent years, overall proposed staffing stable
- 1 proposed new half-time Dispatch position; but even with proposed change, overall proposed reduction in proposed Dispatch budget. No other new positions.





Wage Budgeting (cont'd)

- Adjustments to some departments' budgets following FY23 Collins Center wage study
- Some specific personnel budgeting questions remain for Select Board approval, but only account for about \$25k +/-
- In addition, Board direction will be needed for proposed non-COLA step increases (Library)

FY23 Wage Study: Increases by Department

<u>Dept</u>	<u>Amt</u>
Finance	2,672.64
Assessing	2,148.55
Clerk	5,783.76
Conservation	7,558.56
Police	434.30
Building	895.75
DPW	8,152.88
Health	3,182.63
COA	7,278.77
Library	15,165.56
	<hr/>
General Fund	<u>53,273.41</u>
	<hr/>
Water	2,209.10
CPC	87.70
	<hr/>
Non-General Fund	<u>2,296.80</u>



Proposed Budget: General Government

Name	FY22 Actual	FY23 Approved	FY24 Proposed			% of Total
			Town Mgr Feb 6, 2023	\$	%	
General Government						7.2%
MODERATOR	230	260	260	0	0.0%	0.0%
SELECT BOARD	40,609	54,116	13,940	(40,176)	-74.2%	0.1%
TOWN MANAGER	321,610	325,707	327,539	1,832	0.6%	1.8%
FINANCE DEPARTMENT	254,515	337,604	325,775	(11,829)	-3.5%	1.8%
FINANCE COMMITTEE	1,312	82,000	62,000	(20,000)	-24.4%	0.3%
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TOWN CLERK	125,300	149,014	155,339	6,325	4.2%	0.9%
BOARD OF REGISTRARS/ELECTIONS	10,965	18,100	15,050	(3,050)	-16.9%	0.1%
CONSERVATION COMMISSION	31,894	66,632	75,826	9,194	13.8%	0.4%
PLANNING BOARD	67,175	77,123	79,701	2,578	3.3%	0.4%
BOARD OF APPEALS	700	700	700	0	0.0%	0.0%
OPEN SPACE COMMITTEE	69	750	750	0	0.0%	0.0%



Proposed Budget: Public Safety

Name	FY22 Actual	FY23 Approved	FY24 Proposed			% of Total
			Town Mgr			
Public Safety						11.5%
POLICE DEPARTMENT	1,195,914	1,234,090	1,233,632	(458)	0.0%	6.9%
FIRE DEPARTMENT	282,867	313,383	319,186	5,803	1.9%	1.8%
PUBLIC SAFETY DISPATCH	266,322	338,389	327,500	(10,889)	-3.2%	1.8%
INSPECTION DEPARTMENT	138,480	144,842	150,622	5,780	4.0%	0.8%
EMERGENCY MANAGEMENT	10,769	12,138	12,321	183	1.5%	0.1%
ANIMAL CONTROL OFFICER	25,898	26,858	27,503	645	2.4%	0.2%
HARBORMASTER	2,500	4,000	4,000	0	0.0%	0.0%



Proposed Budget: Education

Name	FY22 Actual	FY23 Approved	FY24 Proposed			% of Total
			Town Mgr			
Education						54.3%
EDUCATION	9,151,440	9,043,356	9,760,142	716,786	7.9%	54.3%



Proposed Budget: Public Works

Name	FY22 Actual	FY23 Approved	FY24 Proposed			% of Total
			Town Mgr			
Department of Public Works						8.6%
DPW	1,368,664	1,374,192	1,548,653	174,461	12.7%	8.6%



Proposed Budget: Human Services

Name	FY22 Actual	FY23 Approved	FY24 Proposed			% of Total
			Town Mgr			
Human Services						7.2%
BOARD OF HEALTH	548,546	592,291	653,173	60,882	10.3%	3.6%
COUNCIL ON AGING	93,331	119,808	129,408	9,600	8.0%	0.7%
VETERANS	32,804	31,288	35,444	4,156	13.3%	0.2%
LIBRARY	369,714	393,899	418,410	24,511	6.2%	2.3%
RECREATION	25,349	32,885	53,444	20,559	62.5%	0.3%
HISTORICAL COMMISSION	0	600	600	0	0.0%	0.0%
CULTURAL COUNCIL	0	100	100	0	0.0%	0.0%



Proposed Budget: Debt Service

Name	FY22 Actual	FY23 Approved	FY24 Proposed		% of Total
			Town Mgr		
Debt Service					0.0%
DEBT SERVICE	313,950	300,900	0	(300,900) -100.0%	0.0%



Proposed Budget: Benefits and Transfers

Name	FY22 Actual	FY23 Approved	FY24 Proposed			% of Total
			Town Mgr			
Benefits						11.1%
ESSEX COUNTY RETIREMENT FUND	731,432	805,420	675,135	(130,285)	-16.2%	3.8%
UNEMPLOYMENT COMPENSATION	439	1,500	1,200	(300)	-20.0%	0.0%
EMPLOYEES' HEALTH INSURANCE	406,997	481,857	554,551	72,694	15.1%	3.1%
MEDICARE INSURANCE (FICA)	52,412	51,485	56,464	4,979	9.7%	0.3%
OPEB	0	0	0	0		0.0%
INSURANCE AND BONDS	187,002	199,865	217,349	17,484	8.7%	1.2%
TRANSFERS - STABILIZATION	500,000	500,000	500,000	0	0.0%	2.8%



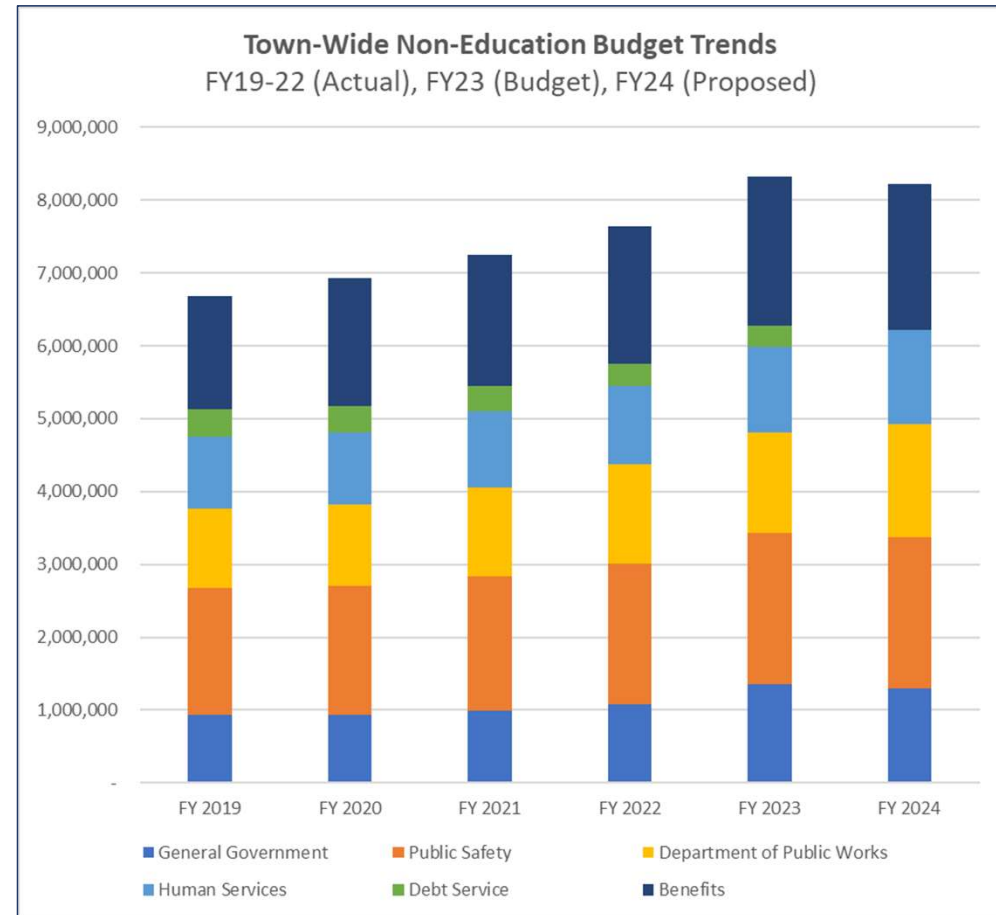
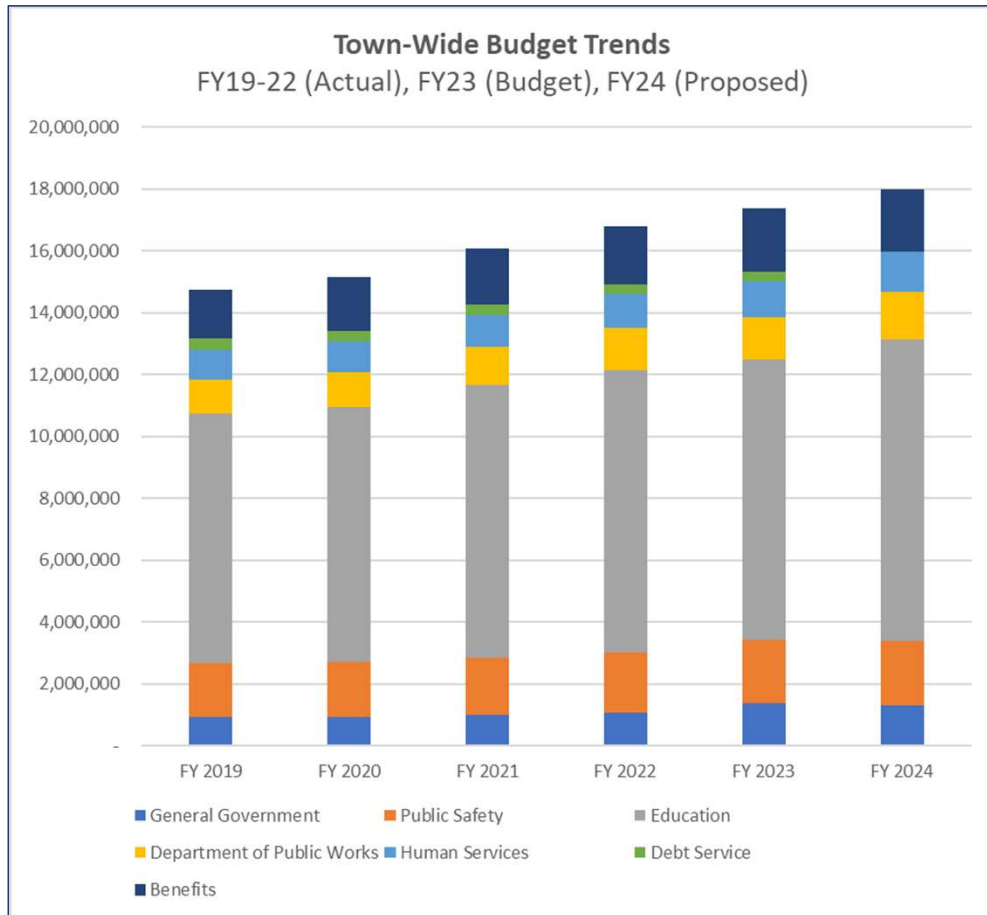
Multi-Year Budget Trends

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	
	Expended	Expended	Expended	Expended	Approved	TM proposed	% of total
<u>General Government</u>	934,589	939,157	993,861	1,081,944	1,360,910	1,303,353	7%
<u>Public Safety</u>	1,747,363	1,758,678	1,845,760	1,922,751	2,073,700	2,074,763	12%
<u>Education</u>	8,054,847	8,245,811	8,828,300	9,151,440	9,043,356	9,760,142	54%
<u>Department of Public Works</u>	1,087,210	1,122,286	1,216,265	1,368,664	1,374,192	1,548,653	9%
<u>Human Services</u>	984,821	988,223	1,038,121	1,069,744	1,170,871	1,288,733	7%
<u>Debt Service</u>	371,900	371,439	355,900	313,950	300,900	-	0%
<u>Benefits</u>	1,561,801	1,742,254	1,802,767	1,878,282	2,040,127	2,004,699	11%
<u>TOTAL</u>	14,742,532	15,167,848	16,080,976	16,786,774	17,364,056	17,980,344	

Note: FY19-22 shows actual not budgeted amounts.



Multi-Year Budget Trends





Related matters



Impact of School Stabilization transfers to est. FY24 Taxpayer Impact

- The school funding model developed in prior years calls for transfer of \$397,325 from School Stabilization Fund. The Select Board has discussed reducing this amount for FY24 to extend these funds over a longer period of time.
- \$397,325 is starting point for warrant article to transfer from School Stabilization Fund to offset taxpayer impact
- At this rate of drawdown, and assuming no new additions of funds into the School Stabilization Fund, roughly the same amount could be appropriated for FY25. This would largely zero out the account.



Free Cash Transfers to Reduce Tax Rate

Free Cash Trends, FY15-FY23

- Central issue in estimating the “bottom line” taxpayer impact
- Recent years’ trend toward increasing Free Cash transfers
- MDOR recommends maintaining 5% of operating budget (~\$900k)
- Some amount of budget “turnbacks” are recurring and typical (whether due to conservative budgeting, or periods of short-staffing)
- Fall often the time to consider Free Cash transfer, after FY23 is closed out

<u>Fiscal</u> <u>Year</u>	<u>Year-End</u> <u>Certified Free</u> <u>Cash</u> ¹	<u>Free Cash transfer to</u> <u>reduce Tax Rate</u> ²
FY23	TBD	\$ 250,000
FY22	\$ 2,128,806	\$ 200,000
FY21	\$ 1,749,980	\$ -
FY20	\$ 1,954,878	\$ 400,000
FY19	\$ 2,102,586	\$ 220,000
FY18	\$ 1,718,985	\$ 114,000
FY17	\$ 1,824,005	\$ 144,300
FY16	\$ 1,892,315	\$ -
FY15	\$ 1,960,718	\$ -
Avg (FY17-22)		\$ 189,757

¹ Source: MA DOR Form B-1, FY15-FY22

² Source: MA DOR Tax Rate Recaps, Item III d, FY15-FY22

* Note: In FY21 the Town did allocate \$220,000 of Overlay Surplus in order to reduce the FY21 Tax Rate. If that amount were to be included in the table above, the FY17-22 average would be \$221,186.

Source: Angus Jennings, Town Manager



Capital Planning / Transfers to Stabilization

- CIC (Capital Improvements Committee) has met several times, dating back to late fall; meets again this Thurs. February 9th
- Select Board asked to refer Capital articles for CIC review
- Capital planning process will go forward in parallel with FinCom reviews, including review of FY24 capital expenditures, and overall Capital Improvements Program
- Town Manager proposed budget carries transfer of \$500k.
- Stabilization balance (FY22 year-end): \$1.8M
- Community Compact recommends 15% of operating budget, or approx. \$2.7M
- CIC report due on/by March 13

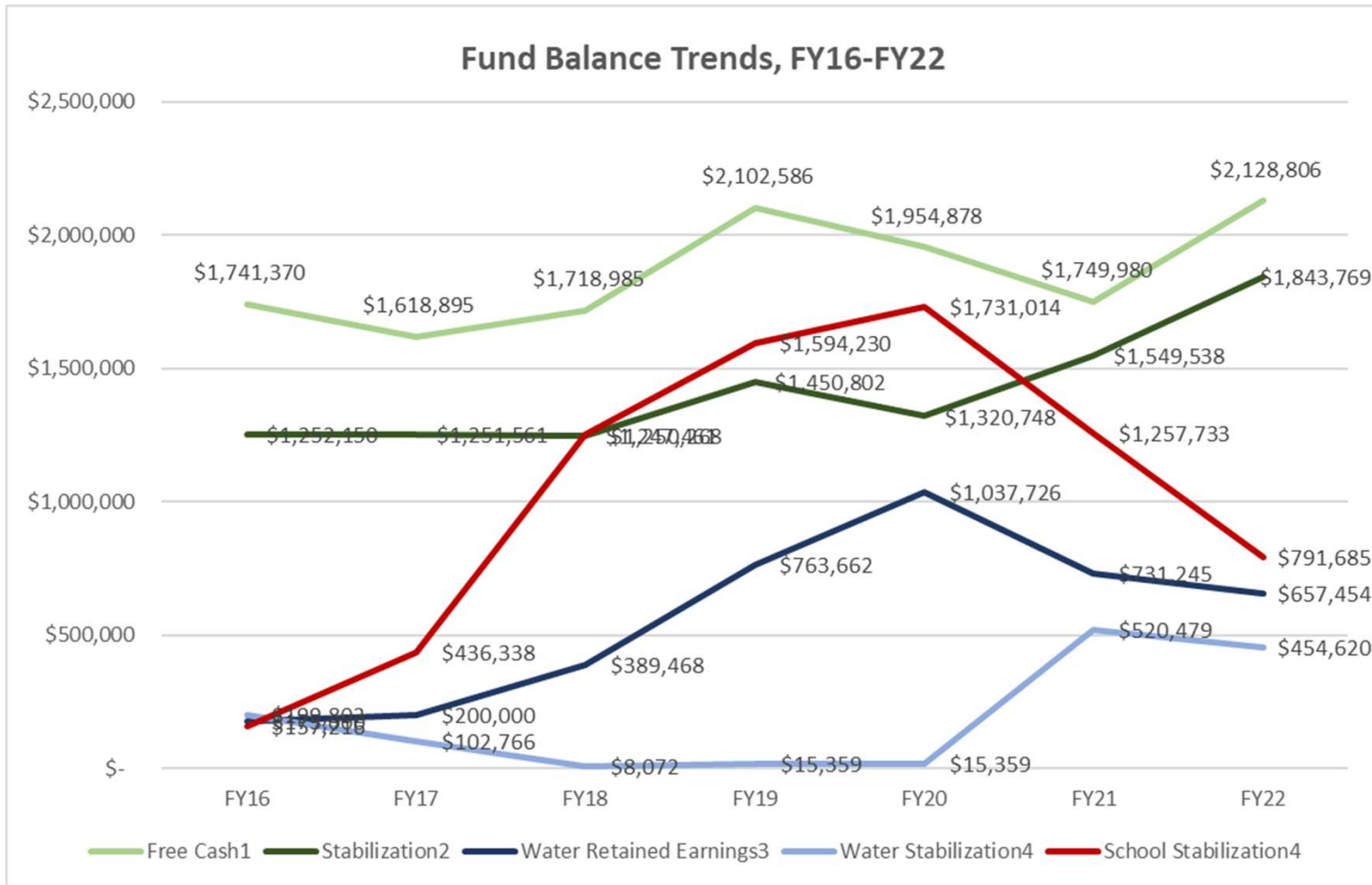


Stabilization Balances (Trends)

Fund Balance Trends, FY16-FY22						
Fiscal Year	Free Cash¹	Stabilization	Water Retained Earnings³	Water Stabilization⁴	School Stabilization⁴	
FY16	\$ 1,741,370	\$1,252,150	\$ 175,000	\$ 199,802	\$ 157,216	
FY17	\$ 1,618,895	\$1,251,561	\$ 200,000	\$ 102,766	\$ 436,338	
FY18	\$ 1,718,985	\$1,247,461	\$ 389,468	\$ 8,072	\$ 1,250,268	
FY19	\$ 2,102,586	\$1,450,802	\$ 763,662	\$ 15,359	\$ 1,594,230	
FY20	\$ 1,954,878	\$1,320,748	\$ 1,037,726	\$ 15,359	\$ 1,731,014	
FY21	\$ 1,749,980	\$1,549,538	\$ 731,245	\$ 520,479	\$ 1,257,733	
FY22	\$ 2,128,806	\$1,843,769	\$ 657,454	\$ 454,620	\$ 791,685	
Avg (FY16-FY22)	\$1,859,357	\$1,416,576	\$564,936	\$188,065	\$1,031,212	
¹ Source: MA DOR Form B-1, FY16-FY22.						
² Source: Year-End Fund Balance Reports/Town Accountant.						
³ Source: MA DOR Retained Earnings Calculations, FY18-FY22; Finance Committee Town Meeting booklets, FY16-18.						
⁴ Source: Finance Committee Town Meeting booklets, FY16-22.						



Stabilization Balances (Trends)





Process



After Board Referral: Finance Committee

- Requested Board referral: Feb. 6
- Finance Committee meetings:
 - Wednesdays in Feb-March: Feb 15, 22, March 1, 8, 15, 22
 - Review of each section of budget. Schedule will be posted and circulated.
- Review proposed warrant articles
- Town Manager works with FinCom Chair to schedule reviews based in part on “readiness”
- Town Manager proposed budget; initial budgets proposed by Department Heads/Chairs of Boards / Commissions / Committees also reported.
- Joint meeting with the Board of Selectmen, Moderator, Town Counsel (date TBD).
- Deadline to post Town Meeting warrants: Monday, April 10th



Questions and Discussion

West Newbury Capital Improvements Committee Meeting Minutes - **DRAFT**

Meeting date & place: 7:30 PM, February 9, 2023, 1st Floor Hearing Room 1910 Building

Members Present: Rick Parker, Elisa Grammer, Ross Capolupo and Chair Judy Mizner. Department of Public Works (DPW) Director Wayne Amaral, Fire Chief Mike Dwyer, and Town Manager Angus Jennings were also present.

Call to order

7:30 PM

Review capital projects proposed for FY24 funding; designate Committee member(s) to take lead on review for each proposed project

Fire Department Forestry Truck \$117K

Fire Chief Mike Dwyer said that a new truck is intended to replace the old hand-me-down truck that the Department received from DPW and retrofitted with a pump and other fire-related items. The current truck is past its useful life and now requires two people to start the pumping system. The truck, kept at the Garden Street station, is used for off-road fires and to bring personnel and medical equipment in medical emergencies until an ambulance arrives.

The new truck will be designed for off-road use and will come in a complete package with a pump and a plastic tank for 250-300 gallons that slides into the truck bed. The tank and pump assembly can be transferred to another truck. The old truck will be surplus and sold, except that medical equipment, tools, etc. will be kept and transferred to the new truck.

The new truck will have a better ability to pump from local water bodies (provided the pond or other water source is nearby) and will have a better pump start up system. In response to Mr. Parker, Mr. Dwyer explained that the truck and pump will be gas-fueled (and not electric) because that is what is needed given the weight the truck will be carrying and the extra torque needed for off-road service.

Ms. Mizner and Ms. Grammer inquired about the large cost for small items such as painting signage on the truck and cup holders. Mr. Amaral said that the state gets a discount and some items, like the pre-installed snowplow prep package, come whether you want it or not.

Ms. Mizner is the Committee member assigned to gather more information for this item.

Sidewalk snowplow \$172K

DPW Director Amaral explained that the Department had had a track-propelled Bombardier sidewalk snow plow/blower and still keeps it as a backup, but replaced the initial Bombardier with a lower quality Holder machine with rubber tires in 2007. He said that there are concerns with the Holder tipping, and that the Holder has become old and less powerful—and thus less able to manage tightly packed and piled snow left by state snow clearing on Rte 113.

In response to Mr. Capolupo (who has professional expertise with large equipment), Mr. Amaral explained that the Town now clears the sidewalk on Main Street from the Training Field on down toward Groveland. It is also used for the parking lot at the daycare renting the back of Town Hall. Mr. Amaral noted that paths around Pipestave Hill and Mill Pond could be cleared with the new

Bombardier machine. He said that the Bombardier would not be transported on a trailer, but rather can drive (slowly) on Main Street.

Mr. Capolupo noted that this is a very costly item in view of the fact it would not be used for 8-9 months out of the year. He added that a gently used large John Deere tractor with many attachments costs considerably less. Mr. Amaral said that the narrow width of the sidewalks (especially with the utility poles) is a limiting factor—the equipment must be small. The new Bombardier would be 46” wide, and no piece of equipment the Town now has could be adapted for this purpose.

Mr. Capolupo is the Committee member assigned to gather more information for this item.

HVAC unit Page School \$40K

Mr. Amaral explained that the current Samsung minisplit unit was installed in 2014 and has failed. The vendor is unable to fix it. This unit provides heat and cooling to school offices, some of which have no windows.

Mr. Amaral noted that he is waiting for the Pentucket Regional School District to provide information about quotes for the replacement unit. The school will make the initial recommendation then DPW will do research and vet the proposal to avoid problems such as those experienced with the current failed system. The school maintains the unit but the Town has to pay to buy the new one. Mr. Amaral said that vendors can be slow in responding with quotes and Mr. Parker said that he has heard that the demand for heat pumps has soared. Mr. Amaral said that in view of the problem of extreme heat in those offices in summer, it is in the school’s interest to get the quote as soon as possible.

Mr. Parker is the Committee member assigned to gather more information for this item.

Water well building \$??

Mr. Amaral explained that the exterior of the building needs refurbishing. In-house the DPW fixed the roof, fascia, and soffit, at a considerable cost savings. The stucco exterior walls (covering concrete block construction) are cracking and need repair and painting. Mr. Amaral said that they considered using some other siding but learned that by far the simplest and least costly option is to fix the stucco, seal up cracks, and paint it. If this is put off, the stucco will lose integrity, spall, and need to be removed and completely replaced. He stated that this repair is mainly a labor cost. Additionally, DPW can do work on the door trim of the building. Once done, this should last 15 years or so. The Water Department will be putting out bids and contracting for this.

Ms. Grammer is the Committee member assigned to gather more information for this item.

Water main Church & Prospect \$??

Mr. Jennings explained that the Town and Water Department sought a low interest state loan for the water main replacement project, but this was not granted. He said that in fall 2021, the Town appropriated \$100K from the Water Enterprise Fund for a study of the project to replace 7,700

linear feet of water mains on Church and Prospect Street and that the Conservation Commission has approved the project. The only cost estimate now available is a per linear foot cost about \$2.7M combined that was updated last January. The only way to get a more realistic cost is to get bids.

An idea under consideration is to have the Town first purchase the pipe and hardware and then later put out a bid for the installation labor. The pipe and hardware are standard products and Merrimac successfully used this approach. The advantages of doing this include avoiding a contractor markup for the pipe materials, avoiding having the contractor need to front the cost for these materials (thus broadening the pool of bidders), and addressing the issues associated with a 30-week lead time to obtain the materials (which is problematic when bidders place a time-limit on the duration of the bid). The drawbacks involve finding a laydown yard to store the pipe.

Ms. Mizner said that before voting to buy the pipe and hardware, townspeople will want to know roughly how much it will cost to have this installed. Mr. Jennings agreed that a ballpark labor cost estimate will be needed for Town Meeting.

Another factor is that the Town has \$1.4M ARPA (American Rescue Plan Act of 2021) money available to it and the Select Board is considering using some of that for the installation work. That allocation, said Mr. Jennings, could be done by the Select Board without going through Town Meeting. Mr. Jennings noted that the Treasury Department has many complex rules concerning ARPA expenditures and the Town has hired a consultant to ensure compliance. The Town has also hired a new special counsel who specializes in water matters, and who can help set up a subgrantee agreement so the Town can have control to ensure ARPA compliance.

Ms. Grammer is the Committee member assigned to gather more information for this item.

Review narrative and updates to CIC webpage

The Committee approved the updates to the Capital Improvements Committee webpage and the content of the narrative description that was posted.

Mr. Jennings will provide Ms. Grammer a .pdf version of the most recent CIP spreadsheet and she will include links to that on the website.

Review schedule for upcoming Capital Improvement Committee meeting(s)

The next meeting will be held on March 9. By the end of that week the Committee members will provide their Litmus Test rankings to Ms. Grammer, who will then circulate a completed Committee ranking. The CIC report to the Select Board is due on March 13. The Finance Committee booklet will need to be completed by April 10 and Ms. Mizner will work on the CIC's narrative report for that.

Review and approve Minutes from previous CIC meeting

The Committee unanimously approved the minutes of January 12, 2023 as amended.

Other business

Adjournment

9:00 pm

Meeting Documents

Meeting packet provided by Town Manager
Litmus Test

Respectfully submitted

Elisa Grammer