

MEETING NOTICE-WEST NEWBURY
FINANCE COMMITTEE

REC'D W. NEWBURY CLERK
23 MAR 9 PM 5:14

Date & Time: Wednesday March 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 February 22, 2023
 - Meeting of March 1, 2023
 - Meeting of March 8, 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 Finance Committee meeting dates.
 - March 22, 2023 at 6:00 pm- Finance Committee.
8. Other upcoming non-Finance Committee meetings related to Budget and Town Meeting articles:
 - March 13, 2023 at 7:00 pm – Select Board meeting including review of proposed Water Articles and FY24 operating budget; and including review of proposed FY24 Whittier Tech operating budget
 - March 16, 2023 at 7:00 pm – Affordable Housing Trust public listening session regarding proposed Affordable Housing Trust Action Plan
9. Adjournment



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

All meetings **except for March 8th** 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 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	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 st 6pm	DPW Inspectional Services Board of Appeals Parks & Rec Commission	Community Preservation Comm Mill Pond Committee Health Insurance
Wednesday, March 8 th Location: Middle/High School ¹	Education	
Wednesday, March 15 th 6pm	Library Police Department Fire Department Dispatch	Emergency Management Agency Water Transfers to Stabilization
Wednesday, March 22 nd 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.

¹ March 8th 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

WEST NEWBURY FINANCE COMMITTEE

Meeting Minutes **DRAFT**

Date, Time, Location: **Wed. Feb. 22, 2023, 6 PM** (1910 Bldg.)

Attendees (& initials): Chris Wile (CW), Rob Phillips (RP), Walter Burmeister (WB), Dan Innis (DI), Jim Sperelakis (JS), Ross Capolupo (RC), Angus Jennings (AJ). Guests/Participants: Town Acct: Jenny Walsh; Town Clerk: Jim Blatchford (JB); Conserv: Michelle Greene (MG) & Judy Mizner; Planning Bd: Ann Bardeen; Open Space: Graham Bachelor & Carol Decker; Bd. of Health: Blake Seale (BS) & Bob Janes; Historical: Alisa Grammar (AG); DPW: Wayne Amaral (WA); Vets: Ronald Ross; SB: Wendy Reed (WR) & Rick Parker (RP)

1. Call to Order: 6:00 PM
2. Public Comment: None
3. Approval of Minutes: 2/15/23 FC Mtg Minutes. RP made a few edits, re: draft article #s and terminology utilized when FC does not take a vote on a specific article. Motion to approve with edits: DI. 2nd: CW. **Approved 6-0**
4. FY24 Budget Line Item Reviews:
 - Board of Health: \$653.2K requested, a \$60.9K (+10.3%) incr. vs FY23. Projected recycling and waste collection expenses were the two largest contributors to the incr., at \$35K and \$19.5K, respectively. A discussion ensued about the drivers for the increases, inclu. 'tipping fees', Steele landfill monitoring, and Blake Seale (Bd of Health) stressed some of the market unpredictability, particularly with recycling. Motion to approve: RP. 2nd: WB. **Approved 6-0**
 - Conservation Commission: \$75.8K requested, a \$9.2K (+13.8%) incr. vs FY23. Key drivers are the increased hours and expenses of the Conservation Agent, due to the decision to withdraw from the Intermunicipal Agreement with Merrimac, for a shared Conservation Agent, at the end of FY23. The Conserv. Agent's salary had also been 'under market' and corrected, as a result of the recent 'Wage & Classification' study. Motion to approve: RP. 2nd: DI. **Approved 6-0**
 - Planning Board: \$79.7K requested, a \$2.6K (+3.3%) incr. vs FY23. Increase in Town Planner hours from 25 to 28 hrs/wk, and an admin assistant in the Planning Dept (shared with DPW) who now does minutes – both better accuracy and lower cost. Motion to approve: RP. 2nd: CW. **Approved 6-0**

- Open Space: \$750 requested, same as FY23. Motion to approve: CW. 2nd: WB. **Approved 6-0**
- Historical Commission: \$600 requested, same as FY23. The Historical Commission promotes the preservation, protection & development of the Town's historical assets. Motion to approve: CW. 2nd: WB. **Approved 6-0**
- Veteran's Services: \$35,444 requested, the majority of which (\$22,960) is West Newbury's allocation to the six town Eastern Essex District Dept. of Veteran's Services. Ron Ross explained the services West Newbury veterans receive. Motion to approve: CW. 2nd: JS. **Approved 6-0**
- Town Clerk: \$155.3K requested, a \$6.3K (+4.2%) increase vs FY23. AJ mentioned this is a level staffing budget, despite the addit. tasks taken by the Town Clerk's office, inclu. the Town website and various committee formation and organizational duties. Motion to approve: CW. 2nd: DI. **Approved 6-0**
- Board of Registrars: \$15K requested, a \$3K (-17%) decrease vs FY23. Per JB this is due to 2 elections planned in FY24 vs 3 in FY23. Motion to approve: CW 2nd : DI. **Approved 6-0**
- Bandstand: \$8K requested, a \$2K (+33%) increase vs FY23. The main rationale for the increased cost involves attracting professional bands to the weekly entertainment program. Motion to approve: CW. 2nd: DI. **Approved 6-0**
- Cultural Council: \$100 requested, equal to FY23. Motion to approve: RP. 2nd: CW. **Approved 6-0**

5. Warrant Article Review (Annual/Special) (Note: article #s can/will change):

- Draft #16: Septic Loan Revolving Fund: \$10,364 requested by the Bd. Of Health, as part of a multi-year program, nearing completion. No sunset date. Motion to approve: RP. 2nd: RP. **Approved 6-0**. Rationale: RP
- Draft #22: Allocate/Reserve Comm. Preservation Fund Revenues: Each year, of the total CPA funds collected, a minimum of 10% must be allocated amongst the 3 required categories of historical preservation, recreation and affordable housing, and 5% for admin. The remainder (approx. 65%) can remain 'undesignated' for any of the aforementioned three uses. In FY24, per input from WR (of SB), we expect approx. \$609K of CPA revenues, with the required allocations being: \$30.5K (5%) for admin; \$60.9K (10%) for each of the three required categories; and the remainder, approx. \$396K (65%)

remaining undesignated/budgeted reserve. No sunset date. Motion to approve: CW. 2nd: JS. **Approved 6-0**. Rationale: DI

- Draft #23: Land Acquisition at Sawmill Brook (Poorhouse Lane): Request to transfer \$350K from CPA funds to purchase approx. 30 acres of open space contiguous to Mill Pond recreation area. Sunset date 6/30/2026. Motion to approve: CW. 2nd: DI. **Approved 6-0**. Rationale: JS
- Draft #24: Transfer CPC Funds to Affordable Housing Trust: Request to transfer \$172.2K from CPA funds to the Affordable Housing Trust. Per WR (of SB) the Trust is holding a March 16 (7 PM) informational mtg, re: draft action plan. No sunset date. Motion to approve: CW. 2nd: DI. **Approved 6-0**. Rationale: DI
- Draft #29: Ash Tree Treatments: \$60.2K requested transfer from free cash, by DPW Dir., as part of a multi-year funding program to combat the effects of an invasive insect (ash borer) on a targeted number of the ash trees on the Town's public land. This article generated significant discussion and reasoned debate. Town mtg had funded an ash borer study, (the results of which are on the Town website), and used to develop the gameplan for this article request. The study identified and categorized WN's ash trees into 3 levels of infestation and the likely effect/success of treatment; e.g., cannot save (287); saving possible (122); saving probable (55). The FC discussion focused largely on whether to limit the treatment to the 55 trees with highest probability for success (at a cost of \$18.7K), or extend treatment to the addit. 122 trees identified where treatment may/may not be effective (for an added cost of \$41.5K), as recommended by the DPW Dir in original article request. Motion to approve original article for \$60.2K: JS. 2nd: WB. **Disapproved 2-3-1**. JS, DI voted in favor. RP, CW, WB voted against. RC abstained. A second motion was then brought forward for a smaller, more targeted program (\$18.7K to treat 55 trees): RP. 2nd: WB. **Approved 3-2-1**. RP, CW, WB voted in favor. JS, DI voted against. RC abstained. Sunset date 6/30/2024. Rationale: WB
- Draft #30: Page School Security Cameras: \$8.3K requested transfer from free cash to install four security cameras on the front entrances of Page School, by DPW Dir., in alliance with the Police Chief. WB stated his concern that after these four cameras are installed there will still be Page entrance doors equipped with no alarm or camera. DI also asked why only four cameras? WA stated these were recommended by Chief Dwyer and another article can be brought forward in future years for more security at Page. Sunset date 6/30/2024. Motion to approve: CW. 2nd: DI. **Approved 6-0**. Rationale: DI
- Draft #35: Funding for Cemetery Clean-up: \$4,150 requested transfer from free cash to fund a clean-up and restoration of the Quaker and Almshouse Cemeteries, by Historical Commission. AG explained the poor state of the Quaker Cemetery (near Artichoke Reservoir), with headstones missing and

that this funding will help to clean and restore its condition. Sunset date 6/30/2024. Motion to approve: CW. 2nd: DI. **Approved 6-0**. Rationale: CW

- Draft #38: Invasive Species Management: \$20K requested transfer from free cash, by Open Space Committee, to fund an outside professional vendor to apply treatment to targeted high priority Town owned open space. 3 high priority parcels have been identified, inclu. Cherry Hill conser. land, Indian Hill fields and Riverbend trails, totaling approx. 39 acres. The targeted invasive species are phragmites, autumn olive and multiflora rose. CW asked if invasives from adjacent properties will ‘pollute’ the newly treated fields. MG replied that ideally we will plant native plants in their place, which will take hold. JS asked who will supervise the outside company. MG (Conserv. Agent) stated that she will. DI asked if this will be year 1 of a multi-year project. RP replied that this is the “beginning of a process”. WB asked if invasive proliferation is a direct result of climate change? MG said this is certainly one factor. RP inquired do we know the project scope and whether this is spot treatments or larger scale? MG felt that the 3 aforementioned targeted areas are well defined, largely as a result of the previous mapping work done by interns. Sunset date 6/30/24. Motion to approve: RP. 2nd: CW. **Approved 6-0**. Rationale: RC

6. Town Manager Updates: None, that weren’t already discussed during meeting.

7. Communications: None

8. Future FinCom meeting schedule (all start at 6 PM, unless noted):

- W. Mar. 1, 2023
- W. Mar. 8, 2023 (immediately after Pentucket Budget meeting)
- W. Mar. 15, 2023
- W. Mar. 22, 2023

Adjournment: Motion to Adjourn: DI. 2nd: CW. **Approved 6-0** at 8:25 PM

WEST NEWBURY FINANCE COMMITTEE

Meeting Minutes **DRAFT**

Date, Time, Location: **Wed. March 1, 2023, 6 PM** (1910 Bldg.)

Attendees (& initials): Chris Wile (CW), Rob Phillips (RP), Walter Burmeister (WB), Dan Innis (DI), Jim Sperelakis (JS), Ross Capolupo (RC), Angus Jennings (AJ). Guests/Participants: Town Acct: Jenny Walsh; Bldg. Commissioner: Sam Joslin (SJ); DPW: Wayne Amaral (WA); Parks & Rec: Brad Buscher (BB, remote); SB: Wendy Reed (WR) & Rick Parker (RP1)

1. Call to Order: 6:00 PM
2. Public Comment: None
3. Approval of Minutes: None. 2/22/23 minutes deferred to 3/8 mtg.

4. FY24 Budget Line Item Reviews:

- Building Inspectional Services: \$150,622 requested, a \$5,780 (+4.0%) incr. vs FY23. This department generates revenue - via Building Permit fees – which more than adequately covers all their expenses. CW asked if the \$215K in projected revenue is all from building permits, and whether this amount has grown in the past few years? SJ responded, yes, all from bldg. permits, but there hasn't been much revenue change since 2018/19. SJ also added that WN is in the 'mid-range', re: fee structure, in the No. Shore area. DI inquired about the new software program and SJ responded that the 'Permit Link' software is useful for homeowners and builders (who can access, apply, upload 24/7) and makes the Inspect. Dept more efficient – maximizing actual inspection visits, as opposed to 'chasing paperwork'. WR asked if there is potential for other Town Depts to have access and share the same system, to promote efficiencies. SJ/AJ responded yes, and some of that is already happening, e.g., the Fire Dept. monitoring sprinkler systems. Motion to approve: JS. 2nd: RP. **Approved 6-0**
- Dept. of Public Works (DPW): \$1,548,653 requested, a \$174,461 (+12.7%) incr. vs FY23. Key drivers of the budget are the Salary & Wage line, particularly the expansion of hours in the DPW administrative support position (from 15 to 34 hrs), which importantly, was made in lieu of re-filling the 22 hr/wk Resident Services Administrator position (through FY23, has been carried in the Select Board budget). The DPW Business Administrator/Purchasing Assistant (new title) entails signif. new responsibilities, inclu. supporting the DPW Director in his separate role as the Town's Chief Procurement Officer (CPO). The transfer of hours to the DPW admin. position provides an excellent opportunity to both add responsibilities to

this office, as well as support the CPO function more appropriately. The DPW admin. support is also actively pursuing her MCPPO (purchasing) certification. In addition, the 'Snow and Ice Removal' budget line will increase by \$50K, (from \$150K to \$200K), reflecting the Town's historical spending, which has averaged approx. \$220K over the past four FYs. Other notable DPW budgetary increases are Parks (maintenance) expense, up \$13.8K (+92%) due largely to the skyrocketing cost of fertilizer. As well as electricity, up \$14K, due to the forecasted increase in utility prices. RP/RP1 noted that our total Town electricity costs are mitigated due to the solar field and the signific. net metering credit we receive. Motion to approve: RP. 2nd: CW. **Approved 6-0**

- Parks & Rec: \$38,272 requested, a \$13,487 (+54%) incr. vs FY23, which includes \$5,072 for wages and \$33,200 for expenses. An article was voted at the Oct. 2022 Town Meeting to approve funding for ballfield maintenance expenses. The proposed FY24 budget essentially integrates these recurring expenses into the operating budget. RP provided a detailed spreadsheet of expenses, inclu. field maint. materials, portable toilet rentals, etc., which was highly useful. Motion to approve: RP. 2nd: CW. **Approved 6-0**
- Mill Pond: \$2,100 requested, same as FY23. AJ mentioned the intention of the Mill Pond Cte's expenditures, inclu. the winter carnival, which due to covid and weather, has not happened in the past few years. Motion to approve: CW. 2nd: WB. **Approved 6-0**
- Zoning Board of Appeals: \$700 requested, same as FY23. Motion to approve: RP. 2nd: WB. **Approved 6-0**
- Group Health Insurance: \$527,865 requested, a \$46,008 (+9.5%) increase vs FY23. MIIA (MA Interlocal Insurance Association) confirms the rates for West Newbury, and the rate increase (vs FY23) was modest, at only 1%. In addition to budgeting current headcount, the Town also budgets for up to 2 employees switching from an individual to a (more expensive) family plan in FY24, thus leaving a contingency of approx. \$52.7K. CW asked what % of the premiums do Town employees pay? AJ responded 35%. DI asked how many employees participate in the plan vs 'opting out'? AJ said 23 participate, >50% of those eligible. The group discussed that a 'deeper dive' into health insurance (options/design/costs) would be a good 'off cycle' (e.g. summertime) topic to explore more thoroughly. Motion to approve: CW. 2nd: DI. **Approved 6-0**

5. Warrant Article Review (Annual/Special) (Note: article #s can/will change):

- Draft #21: Revolving Funds: Revolving funds are established annually by Town Meeting vote, and in some cases, expenses paid from Revolving Funds offset costs that may otherwise be paid from the Operating Budget, e.g., the

Police Cruiser revolving fund. Following are the Revolving Fund max levels for FY24, as requested by the Select Board. All are unchanged from FY23 unless noted:

- Section 5.1: Summer Recreation Revolving Fund: \$75,000
- Section 5.2: GAR Library Fines & Penalties Revolving Fund: \$10,000
- Section 5.3: Police Vehicle Revolving Fund: \$20,000
- Section 5.4: Pipestave/Mill Pond Maintenance Revolving Fund: \$5,000
- Section 5.5: Electric Vehicle Charging Stations Revolving Fund: \$10K
- Section 5.6: Curbside Collection of Trash, Recycling & Food Waste Revolving Fund: \$30,000 (reduction from \$50K in FY23)

No sunset date. Motion to approve: JS. 2nd: RP. **Approved 6-0**. Rationale: RC

- Draft #34: Pipestave Fencing: \$9,960 requested transfer from free cash to fund the purchase, repair and installation of a commercial grade fence bordering the Pipestave soccer fields. This article is requested by the DPW Director, in collaboration with Parks & Rec. WA stated that the existing 15+ year old fencing, a non-commercial grade, is starting to bow and it's intended purpose of keeping soccer balls out of the nearby wetlands area has been compromised. This expenditure would provide heavier grade top & bottom rails and fencing. Sunset date 6/30/2024. Motion to approve: JS. 2nd: CW. **Approved 6-0**. Rationale: RC
- Draft #32: Purchase Infield Grader for Baseball Fields: \$4,425 requested as a transfer from free cash, by Parks & Rec, to purchase an infield grader to help maintain the playing surface of the Town's six baseball fields. It is intended that the P&R tractor will pull the grader and the grader will be stored in the P&R storage shed. Sunset date 6/30/2024. Motion to approve: RP. 2nd: CW. **Approved 6-0**. Rationale: RP
- Draft #33: Pipestave Field 6 Restoration: Request to transfer \$15,000 from free cash, by Parks & Rec, to fund the restoration of Pipestave Field # 6 (soccer/lacrosse). The scope of this restoration includes slice seeding, fertilization, starter and loam to fill low spots, with engagement of the Town's turf consultant. This field was heavily utilized in 2022, as the Town 'rested' Field 7, and the high school fields had limited availability due to construction. RC asked if user fees can at least partly cover these costs in future years? AJ/BB responded that the user fee schedule will be examined in future. AJ also demonstrated the 'My Rec' app on the Town website, used to reserve Town owned facilities, inclu. ball fields. Per AJ, a benefit of the software is we will have data useful in making future fee decisions. Sunset date 6/30/2024. Motion to approve: JS. 2nd: CW. **Approved 6-0**. Rationale: RP
- Draft #17: Pension Liability Stabilization Fund: \$67,514 requested transfer from free cash, by Select Board, to contribute to the Pension Liability Stabilization Fund. FC deferred this discussion/vote during our Feb. 15 meeting to conduct more research as to the need and amount. After a good

discussion on this issue, the TM/SB/FC agreed that holding a future 'off cycle' meeting to discuss the appropriate funding rationale of the Town's various Stabilization Funds seems a positive idea. Motion to approve: CW. 2nd: JS. **Approved 6-0.** Rationale: RP

6. Town Manager Updates: None, that weren't already discussed during meeting.
7. Communications: None
8. Future FinCom meeting schedule (all start at 6 PM, unless noted):
 - W. Mar. 8, 2023 (immediately after Pentucket Budget meeting)
 - W. Mar. 15, 2023
 - W. Mar. 22, 2023

Adjournment: Motion to Adjourn: JS. 2nd: CW. **Approved 6-0** at 8:25 PM



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

townmanager@wnewbury.org

TO: Finance Committee
FROM: Angus Jennings, Town Manager
DATE: March 9, 2023
RE: Budget and Article updates

This memo includes information regarding the budget sections scheduled for review at the upcoming meeting of March 15th. New information regarding any proposed Article (received since earlier materials had been circulated) is enclosed later in this meeting packet.

Library

Memo/backup from Dept. Head/Library Board enclosed in FinCom packet. (Please note that, out of respect for employees, specific employee names included in the Library Board's budget narrative have been redacted. The redacted information is public and would be provided upon request, but I do not see this information as material to the FinCom's or Town Meeting voters' consideration of the proposed Town budget).

The proposed Library budget is a level staffing budget. Most of the increases in the proposed salary/wages line item are a direct result of mid-year wage rate increases approved by the Select Board in December following the Wage/Classification study.

Salary/Wages

In your review of the proposed budget, you may note the difference between the DH/BCC (Dept. Head / Board/Commission/Committee) salary/wages budget amount and the budget amount included in the Town Manager's budget as referred by the Select Board. At first glance, it would appear that the TM/SB budget is greater than that proposed by the Library Board of Trustees. This is not correct.

The initial proposed Library budget (unlike some other initial budgets) adhered to the Town Manager's initial budget guidance calling for initial proposed budgets to not reflect COLA (since COLA is determined by the Select Board, later in the budget process than initial budgets are due, and is applied to non-Union employees by the Town Manager/Finance Dept. within proposed budgeting on a centralized/uniform basis). The initial proposed Library budget correctly did not factor in COLA.

However, the initial proposed Library budget did carry some number of proposed non-COLA wage adjustments (namely, step increases for some staff positions as recommended by the Library Board and Director). Upon review with the Select Board, these non-COLA wage

adjustments were not carried in the proposed budget as referred by the Select Board.¹ (This point is made here so as to ensure that this policy disagreement between the Library Board and Select Board is not obscured by the numbers as presented). The Select Board, upon its approval of the Wage/Classification Study, had announced to all employees that any further consideration of non-COLA wage adjustments (step increases) would need to be preceded by the implementation of a uniform method and timing for conduct of annual personnel performance evaluations.

Expenses

Please note that, in order to maintain its accreditation, a minimum of 19.5% of the Library budget must be devoted to Books & Periodicals, and the proposed budget meets that threshold.

Police Department

Backup from Chief Dwyer is enclosed in FinCom packet. (Please note that, out of respect for employees, specific employee names included in the Police budget worksheet has been redacted. The redacted information is public and would be provided upon request, but I do not see this information as material to the FinCom's or Town Meeting voters' consideration of the proposed Town budget).

Proposed wages line reflects wage rates included for FY24 in the FY21-24 Collective Bargaining Agreement (Teamsters Union Local No. 170: Teamsters, Chauffeurs & Helpers, West Newbury Police Department).

The updated "TM proposed" column in the proposed budget (dated 3/13/23) reflects a proposal to increase the hourly pay rate for Reserve (part-time) Police Officers. The Select Board will be asked to vote to recommend (or not) this change at their meeting on March 13th, and the budget number coming out of the Select Board meeting will be presented to the FinCom. (The rationale for the proposed increase is to reflect the additional training and certification requirements required for Reserve Officers as a result of the Massachusetts Police Reform Law, and to improve West Newbury's competitiveness in attracting and retaining certified Reserve Officers).

The proposed "zeroing out" of the School Resource Officer (SRO) line does not reflect elimination or reduction of the SRO position. The SRO position is viewed by the Police Dept., Town Manager and Select Board as both integral and vital to the Town's public safety services. Rather, the proposed zeroing-out of this line reflects a proposed consolidation of all Police non-OT salary/wages into a single budget line. In addition to being somewhat simpler administratively (via payroll), this change is recommended as we (Town Manager, Finance Dept., Select Board) do not see a rationale for separately budgeting this position from the remainder of the Police Department.

The proposed Police budget accounts for the fact that the Town does not expect to continue to incur expenses, resulting from the filling of shifts for a position for which an employee has been out on extended leave, through FY24.

¹ Per language in the Town Manager Act (Ch. 97 of the Acts of 2017), the Town Manager is charged with *recommending* salaries and pay rates for non-union employees, but salaries and pay rates are subject to *modification and approval* by the Select Board. Therefore, in practice, there is by necessity close coordination between the Town Manager and Select Board regarding non-Union wage budgeting.

The proposed increase in the Police Cruiser budget reflects both increases in actual costs for new vehicle purchases, as well as modest declines in offsetting revenues received into the Police Cruiser Revolving Fund.

Fire Department

Backup from Chief Dwyer, submitted on behalf of the Board of Fire Engineers, is enclosed in FinCom packet. The proposed increase in the Hydrant/Fire Protection line (which is paid directly to the Water enterprise fund) reflects the Board of Water Commission's vote to increase the per-hydrant charge from \$375 to \$390 per hydrant (for 209 hydrants).

Dispatch

Backup from Chief Dwyer is enclosed in FinCom packet. (Please note that, out of respect for employees, specific employee names included in the Dispatch budget worksheet has been redacted. The redacted information is public and would be provided upon request, but I do not see this information as material to the FinCom's or Town Meeting voters' consideration of the proposed Town budget).

Proposed wages line reflects wage rates included for FY24 in the FY21-24 Collective Bargaining Agreement (Teamsters Union Local No. 170: West Newbury Public Safety Dispatchers/Fire and Police Signal Operators).

The proposed FY24 Dispatch budget carries a proposed new 20 hr/wk Union position. The rationale for this proposal, which is supported by the Town Manager and the Select Board, is detailed in a memo from Sgt. Parenteau included in the FinCom packet. Upon review of staffing needs and payroll history, it is believed that this additional regular part-time position will actually reduce staffing costs relative to the current practice of filling all shifts (24/7/365) with either part-time staff or from the current four full-time Dispatchers working at overtime rates.

The proposed decrease in the overall staffing budget for FY24 reflects careful analysis of staffing and wage budgeting undertaken by the Town Manager, Town Accountant and Police Chief. Staffing this department is complicated by its hours of service (24/7/365) and the variety in per-hour wage rates between full-time, full-time (overtime), and part-time staff, as well as variable wage rates for Union employees resulting from longevity, shift differential pay, and other variables in the CBA. It is believed that the proposed FY24 budget is more reflective of actual costs, and will reduce future turnbacks in this department.

Emergency Management Agency

The EMA budget proposed by the Town Manager and referred by the Select Board reflects no change in proposed expenses, and a (assumed) 2% COLA in salary/wages. A portion of this department's regular expenses are paid through an Emergency Management Planning Grant.

Water

As of this writing, the Board of Water Commissioners has not provided a proposed FY24 operating budget. The budget proposed by the BOWC is expected, and will be forwarded to the FinCom upon receipt.

Transfers to Stabilization

At their meeting on March 9, 2023, the Capital Improvements Committee recommended that the proposed amount included in the FY24 operating budget for transfer to Stabilization be increased from \$500,000 to \$600,000. The \$500,000 amount was included in the initial budget proposed by the Town Manager and referred by the Select Board, and is consistent with the amount carried going back to (and including) FY20. (The budgeted amount in FY19 was \$300,000).

The CIC's recommendation was based on their review of the overall Capital Improvements Program. While the amount and timing of specific capital items (other than those proposed for FY24 funding, through warrant articles) will inevitably vary (as the CIP is a "living document" and capital planning is a dynamic process), and acknowledging that some projects identified on the CIP may "fall off the table" in the future (whether because they're funded by non-local sources, such as grants, or are determined by future town leaders and/or Town Meeting voters to be unnecessary), the CIC felt that the cumulative amount of identified future capital needs justifies an increase in the FY24 budgeted amount. The CIC also felt that FY24 would be a good year to make such an increase, due to the overall proposed bottom-line (Town, not incl. Education) budget being projected to either decrease, or only increase slightly.

I am supportive of this recommendation, and will bring this proposal to the Select Board for their meeting on March 13, to see if they wish to modify their proposed budget to increase the FY24 stabilization transfer from \$500,000 to \$600,000.

Veterans' Benefits & Expenses

The proposed FY24 budget reflected prior/known veterans' benefits payments at the time the budget was proposed, and the amount of the proposed budget was favorably recommended by the Finance Committee (with a modest adjustment, from \$4,532 to \$4,664) at their meeting on Feb. 22nd. On Feb. 27th, the Finance Dept. received notice from our veterans' agent that one additional local recipient had become eligible for Ch. 115 veterans' benefits. These benefits are projected to cost about \$1,778/month so, if the resident remains eligible throughout FY24, this would add about \$21,288 to the annual budget.

I therefore request (and recommend) that the FinCom revisit its Feb. 22nd vote, and vote a new recommended FY24 budget amount of \$24,240 to the FY24 operating budget. The Select Board will also be asked to update their proposed budget amount at their upcoming meeting on March 13th.

Please bear in mind that the Town receives 75% reimbursement from the Commonwealth for every dollar expended toward Ch. 115 benefits. Therefore the local taxpayer is only bearing 25% of this cost. However, the Town is recommended to budget 100% of these expenses in its operating budget, since the offsetting revenues are receipted elsewhere and don't lessen the amount of expense to be budgeted.

Town Manager

From: Town Manager
Sent: Tuesday, March 14, 2023 1:25 PM
To: Christopher Wile; Rob Phillips; WALTER BURMEISTER; Daniel Innes (daninnes@yahoo.com); Ross Capolupo; James Sperelakis
Cc: Walsh, Jennifer; Town Clerk; Assistant Clerk
Subject: Updated "scorecard" re Town Meeting Articles
Attachments: Working schedule of FinCom articles review 3-14-23.pdf

FinCom,

Please find attached, updated to reflect last night's Select Board votes/actions. A few notable changes:

- Change to Church/Prospect article to reflect Board's approval of ARPA funds for the purchase of pipe. The intent, since this expense would no longer need to be funded by Town Meeting, is to modify the article to instead seek borrowing authorization for the remainder of project costs (conservatively, we hope, estimated at \$2.5M).
- Increase in proposed costs for Page School HVAC, from \$40k to \$115k. This reflects add'l research incl. on-site mtg and preliminary quote from prospective vendor, adjusted upward to account for add'l electrical work, and contingency. The CIC's report reflects this new number/info, which was received last week. This article was favorably recommended by the Select Board 3-0, and will be reviewed at the March 22 FinCom mtg.
- Amount added (\$50k – had previously been blank/placeholder) to Dole Place study article proposed by Select Board. This article was favorably recommended by the Select Board 3-0, and will be reviewed at the March 22 FinCom mtg.
- Amount added (\$90k – had previously been blank/placeholder) for max use of PEG (Public, Educational, Governmental) funds in FY24. This amount was recommended by the Cable Advisory Committee at their March 2nd mtg. This article will be reviewed at the March 22 FinCom mtg, and at the March 27 Select Board mtg.
- Removal of Wetlands Bylaw from the warrant, due to insufficient time for reviews/public input.

The attached file was also uploaded to Dropbox. Prior to posting tomorrow night's FinCom packet to the website we'll update it to include this new information.

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

Annual OR Special Warrant Articles - Spring 2023 Town Meeting					Recommendations	
# (DRAFT) Article	Amt (if \$)	Sponsor	Date of FinCom review	Select Board	FinCom	
1 To give votes to the election of the public offices	n/a	Select Board	n/a	n/a	n/a	
2 Reports of Town Officers and Committees	n/a	Select Board	n/a	n/a	n/a	
39 Adoption of MGL Ch. 166, Sec. 32A (Wiring Inspectors)	n/a	Select Board	n/a	3-0 on 2/13	no rec.	
42 Zoning Bylaw Recodification (Planning Board public hearing March 7th)	n/a	Planning Board	n/a	3-0 on 2/27	no rec.	
3 School Stabilization Fund transfer	\$ 200,000	Select Board	2/15/2023	3-0 on 2/13	6-0 on 2/15	
18 Transfer funds to Other Post-Employment Benefits (OPEB) Stabilization Fund	\$ 6,868	Select Board	2/15/2023	3-0 on 2/13	6-0 on 2/15	
37 MBTA Communities grant matching funds	\$ 7,500	Select Board	2/15/2023	3-0 on 2/13	4-2 on 2/15	
16 Appropriation from Septic Loan Revolving Fund	\$ 10,364	Board of Health	2/22/2023	3-0 on 2/27	6-0 on 2/22	
22 Allocate and/or reserve Community Preservation Fund annual revenues	\$ 609,037	CPC	2/22/2023	3-0 on 2/27	6-0 on 2/22	
23 Sawmill Brook (Poorhouse Lane) land acquisition	\$ 350,000	CPC/SB	2/22/2023	3-0 on 3/13	6-0 on 2/22	
24 Transfer CPC funds to Affordable Housing Trust	\$ 172,178	CPC/SB	2/22/2023		6-0 on 2/22	
29 Ash Tree Treatments (Multi-Year Funding Program)	\$ 60,180	DPW Director	2/22/2023	3-0 on 2/13	2-3-1 on 2/22	
<i>NOTE: At its meeting on Feb. 22nd, following discussion, the FinCom voted 3-2-1 IN FAVOR of appropriating \$18,700 for this purpose. Its vote for the amount proposed FAIL</i>						
30 Page School security cameras	\$ 8,300	DPW Director	2/22/2023	3-0 on 2/27	6-0 on 2/22	
35 Funding for cemetery cleanup	\$ 4,150	Hist. Comm.	2/22/2023	3-0 on 2/27	6-0 on 2/22	
38 Invasive Species management	\$ 20,000	Open Space Comm.	2/22/2023	2-1 on 2/27	6-0 on 2/22	
17 Transfer funds for Pension Liability Stabilization Fund	\$ 67,514	Select Board	3/1/2023	3-0 on 2/13	1-5 on 3/1	
21 Fix FY24 max amounts that may be spent from revolving funds 5.1 to 5.5	\$ -	Select Board	3/1/2023	3-0 on 3/13	6-0 on 3/1	
<i>NOTE: At its meeting on March 1st, following discussion, the FinCom voted 6-0 in favor of Revolving Funds 5.1-5.5; and tabled action on Fund 5.6 (Curbside Collection & Rec)</i>						
32 Purchase infield grader	\$ 4,425	P&R Comm	3/1/2023	2-1 on 2/27	6-0 on 3/1	
33 Pipestave Field 6 Restoration	\$ 15,000	P&R Comm	3/1/2023	2-1 on 2/27	6-0 on 3/1	
34 Pipestave fencing	\$ 9,960	DPW Director	3/1/2023	3-0 on 2/27	6-0 on 3/1	
21 Fix FY24 max amounts that may be spent from revolving fund 5.6 (Curbside/Recycling)	\$ -	Select Board	3/15/2023	3-0 on 3/13		
6 FY24 Water Operating Budget	\$ 1,048,532	BOWC	3/15/2023	2-0-1 on 3/13		
7 Church/Prospect Water Main Replacements - CAPITAL ARTICLE	\$ 625,000	BOWC	3/15/2023	3-0 on 3/13		
<i>NOTE: At its meeting on March 13th, the Select Board voted to appropriate ARPA funds for the pipe purchase; and to modify the proposed Article request to instead seek Town Meeting vote to authorize borrowing for the remainder of the overall Church/Prospect project costs (estimated - conservatively, we hope - at up to \$2.5M). While borrowing would not be anticipated until, at earliest, spring 2024, securing voter authorization would ensure that ARPA funds would be committed to an actual project, and avoid the risk of purchasing pipe (with ARPA funds) to only later have Town Meeting voters reject the overall project.</i>						
8 Appropriation of Water Retained Earnings for FY23 purchase of water	\$ 140,000	BOWC	3/15/2023	3-0 on 3/13		
9 Water - purchase new Master Meter at Pipestave Booster Station	\$ 3,865	BOWC	3/15/2023	3-0 on 3/13		
10 Water - purchase Continuous Chlorine Monitoring System	\$ 19,900	BOWC	3/15/2023	3-0 on 3/13		
11 Water - purchase SCADA Remote Terminal Units	\$ 7,340	BOWC	3/15/2023	3-0 on 3/13		
12 Water - Exterior Repairs to Wellfield #1 Building - CAPITAL ARTICLE	\$ 16,610	BOWC	3/15/2023	3-0 on 3/13		
13 Water - Clean Wellheads at Wellfield #1	\$ 9,975	BOWC	3/15/2023	3-0 on 3/13		
14 Water - Valves hydrants water mains meter pits	\$ 30,000	BOWC	3/15/2023	3-0 on 3/13		
26 Fire Pickup Truck replacement - CAPITAL ARTICLE	\$ 117,000	Fire Chief	3/15/2023	3-0 on 3/13		
28 Police Cruiser purchase, supplemental funding (FY23 vehicle)	\$ 25,000	Police Chief	3/15/2023			

Annual OR Special Warrant Articles - Spring 2023 Town Meeting				Recommendations	
# (DRAFT) Article	Amt (if \$)	Sponsor	Date of FinCom review	Select Board	FinCom
25	\$ 172,000	DPW Director	3/22/2023		
27	\$ 115,000	DPW Director	3/22/2023		
5	n/a	Select Board	3/22/2023		
4	TBD	Select Board	3/22/2023		
15	\$ 50,000	Select Board	3/22/2023	3-0 on 3/13	
19	TBD	DPW Director	3/22/2023	3-0 on 3/13	
20	\$ 90,000	Select Board	3/22/2023		
31	TBD	Select Board	3/22/2023		
40	n/a	Planning Board	3/22/2023 ???		
Wetlands Bylaw (Select Board voted 1-2 to keep on warrant on 3/13, so article REMOVED from warrant)		n/a	n/a	n/a	n/a

Notes:

Numbering does not correspond to order or numbering that will appear on Town Meeting warrants.

Cells shaded in blue are recommended/requested for STM, not ATM.

Amounts shaded in yellow are revised from initial draft proposed Articles.

Annual OR Special Warrant Articles - Spring 2023 Town Meeting		Proposed Funding Source (DRAFT)						
		Free Cash	Stabilization	School Stabilization	CPA	Water Retained Earnings	Water Stabilization	Other
#	Article							
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 (Planning Board public hearing March 7th)							
3	School Stabilization Fund transfer			\$ 200,000				
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				\$ 609,037			
23	Sawmill Brook (Poorhouse Lane) land acquisition				\$ 350,000			
24	Transfer CPC funds to Affordable Housing Trust				\$ 172,178			
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						
17	Transfer funds for Pension Liability Stabilization Fund	\$ 67,514						
21	Fix FY24 max amounts that may be spent from revolving funds 5.1 to 5.5							\$ -
32	Purchase infield grader	\$ 4,425						
33	Pipestave Field 6 Restoration	\$ 15,000						
34	Pipestave fencing	\$ 9,960						
21	Fix FY24 max amounts that may be spent from revolving fund 5.6 (Curbside/Recycling)							\$ -
6	FY24 Water Operating Budget							
7	Church/Prospect Water Main Replacements - CAPITAL ARTICLE					TBD	TBD	
8	Appropriation of Water Retained Earnings for FY23 purchase of water					\$ 140,000		
9	Water - purchase new Master Meter at Pipestave Booster Station						\$ 3,865	
10	Water - purchase Continuous Chlorine Monitoring System						\$ 19,900	
11	Water - purchase SCADA Remote Terminal Units						\$ 7,340	
12	Water - Exterior Repairs to Wellfield #1 Building - CAPITAL ARTICLE						\$ 16,610	
13	Water - Clean Wellheads at Wellfield #1					\$ 9,975		
14	Water - Valves hydrants water mains meter pits					\$ 30,000		
26	Fire Pickup Truck replacement - CAPITAL ARTICLE		\$ 117,000					
28	Police Cruiser purchase, supplemental funding (FY23 vehicle)	\$ 25,000						
25	DPW Sidewalk Plow replacement - CAPITAL ARTICLE		\$ 172,000					
27	Page School HVAC - CAPITAL ARTICLE		\$ 115,000					
5	Instructions, Rules and Regulations for Board of Water Commissioners							
4	FY24 Town Operating Budget							

Annual OR Special Warrant Articles - Spring 2023 Town Meeting		Proposed Funding Source (DRAFT)						
		<u>Free Cash</u>	<u>Stabilization</u>	<u>School Stabilization</u>	<u>CPA</u>	<u>Water Retained Earnings</u>	<u>Water Stabilization</u>	<u>Other</u>
# (DRAFT)	Article							
15	Funds for study of 31 Dole Place	\$ 50,000						
19	Snow & Ice deficit							
20	Appropriation of PEG Reserved Revenues under MGL c.44 s.53F3/4							\$ 90,000
31	Funds for Pipestave/Page crosswalk	TBD						
40	Solar Bylaw amendments (Planning Board public hearing March 7th)							
43	Wetlands Bylaw (Select Board voted 1-2 to keep on warrant on 3/13, so article REMOVED from warrant)							
Sub-Totals (Preliminary and Incomplete):		\$ 278,897	\$ 404,000	\$ 200,000	\$ 1,131,215	\$ 179,975	\$ 47,715	\$ 100,364

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.

March 13, 2023

TO: Select Board, West Newbury, Mass.
FROM: Capital Improvements Committee
SUBJECT: FY 2024 Capital Improvements Committee Report

This is the FY2024 Capital Request Priorities report of the West Newbury Capital Improvements Committee to the Select Board due prior to the Annual Town Meeting. There were six Form B's (Special Article Request Form) from Town Departments submitted to the committee this year.

Copies of the Form Bs were circulated to each member of our committee by the Town Manager. At meetings in February and March the committee met with Department representatives to discuss their Form B requests. The Committee then used the established Litmus Test to score and prioritize the projects.

While funding of the Town's stabilization account will not always match the projected capital asset replacement costs, the committee feels strongly, as always, that the stabilization fund should strive to be sufficient to address the Town's capital needs. After updating the Stabilization Chart for FY2024 and following years, and reviewing the Town's finances for FY24, the committee unanimously recommends an appropriation of \$600,000 to stabilization for this year.

Below is the prioritization of this year's requests with brief comments from the committee.

--Priority No 1--Water Department – pre-order water main piping and related hardware for the water main project on Church and Prospect Streets, engineering for the bid process and staging rental for storage of materials

The request is for \$625,000.00 to purchase the pipe and hardware for the replacement of 7,700 linear feet of the 6" water main on Church and Prospect Streets with an 8" main. The new line will help with pressure for firefighting. Pipe buildup on the interior also restricts flow. A bid for installation labor would be done after the pipe is obtained. Purchasing the pipe avoids a contractor markup and broadens the pool of project bidders as the contractor would not have to front the cost for the materials. Purchasing the pipe before bidding for installation labor also addresses issues associated with the current lengthy lead time needed to obtain the materials and time-limitations on bids.

--Priority No. 2—Fire Department - Purchase a Ford F350 pick-up truck with safety equipment to replace a 21-year-old F250 Ford pick-up truck used as an EMS vehicle and for off-road firefighting response

The request is for \$117,000.00 to purchase a new Ford F350 pick-up truck with new fire response equipment to be housed at the Garden Street fire station. It will serve as an EMS vehicle and will be designed for off-road firefighting response. The currently used Ford

F250 is over 21 years old. The current water pump, tank and mounted equipment have been reused on a number of vehicles and are no longer serviceable.

**--Priority No. 3— Department of Public Works and school facilities manager –
Replace broken HVAC unit at the Page School main office and entry area**

The request is for a currently estimated \$100,000.00 to \$115,000.00 to replace the HVAC unit at the Page School main office and entry area and break room with a roof heat pump with four heads. The current system is not functioning and replacement parts are not available. The new system will provide both heat and cooling for approximately 2,000-3,000 square feet of the school. Some of these areas have no exterior doors or windows and the HVAC system provides air circulation.

--Priority No. 4 –Department of Public Works – Purchase Bombardier sidewalk snow-clearing plow to replace a 15-year-old sidewalk snow-clearing plow

The request is for \$172,000.00 to replace a 15-year-old, rubber tired, sidewalk snow-clearing plow with a track-propelled machine that is better able to address heavy snow events, particularly after the state has cleared Main Street (Rte 113). The equipment is used after every plowable snowstorm. It will also allow the DPW to clear sidewalks more quickly in one pass with less impact to traffic and pedestrians. The current sidewalk plow has some major rusting and is showing other signs of wear and tear.

The committee also reviewed a request from the water department for \$30,000.00 to purchase hydrants and valves, and other parts associated with the water distribution system. There was some question as to whether the request fell within the criteria set out in the capital improvements bylaw and not all members ranked the proposal.

Respectfully Submitted:

Julie Boria, Ross Capolupo, Elisa Grammer, Rick Parker, Judy Mizner, Chair

TOWN OF WEST NEWBURY



FY24 Operating Budget

	FY 2021	FY 2022	FY 2023	YTD thru 2/1/2023		FY 2024	FY 2024	Proposed Change		TM proposed	Proposed Change		FY 2024
	Expended	Expended	Approved	\$	%	DH/BCC	TM proposed	\$	%	/ SB referred	\$	%	FinCom rec.
	6/30/2021	6/30/2022	5/14/2022	Percent of yr: 58.9%			2/6/2023			2/13/2023			
CULTURE & RECREATION													
Library Salaries & Wages	260,408	260,013	282,899	166,362	58.8%	298,639	303,841	20,942	7.4%	303,841	20,942	7.4%	3/15/2023
Library Expenses	32,894	38,461	33,000	28,377	86.0%	33,000	33,000	-	0.0%	33,000	-	0.0%	
Library Books and Periodicals	67,144	71,241	78,000	44,377	56.9%	80,000	81,569	3,569	4.6%	81,569	3,569	4.6%	
610 Total Library	360,446	369,714	393,899	239,116	60.7%	411,639	418,410	24,511	6.2%	418,410	24,511	6.2%	-

G.A.R. Library FY24 Budget Narrative

FY21: 98.1% of the budget was expended

FY22: 99.13% of the budget was expended

FY23: As of January 4, 53% of the budget has been expended

FY24 Expenses and Materials Request:

Expenses: We are requesting \$33,000 for FY 24 Expenses, which is the same amount requested and approved for the FY23 budget. Our largest expense is our Merrimack Valley Library Consortium membership fee, which will increase 5% from \$25,130 to \$26,374 in FY24. This is the first time MVLC has increased our Operating Assessment since FY18, but we are not requesting any increase in expenses this year.

Materials: Due to increased demand, MVLC is increasing our eContent Assessment by 25% in FY24. The FY24 Materials request is \$80,000, a 2.6% increase over our approved FY23 budget, which reflects the increase in our eContent Assessment and satisfies the state's materials expenditure requirement. The State mandates that the Library expend 19.5% of our total library appropriation on materials in order to maintain state certification. The materials request has been broken down into 6 sub-categories, which are detailed on the attached spreadsheet.

FY24 Salary and Wage Request:

In FY22, The Library Board undertook a comprehensive comparative study and concluded that the Library is understaffed by approximately 1.5 FTE. To rectify this, the Board put together a plan to add one FTE between FY23 and FY25 as follows: add one 10-hour position in FY23, add one 20-hour position in FY24, and add one 10-hour position in FY25. The additional 10-hour position was approved in the FY23 budget and this allowed the Library to offer open hours on Saturdays year-round, along with adding additional evening hours. The Library Board recognizes the Select Board and Town Manager's FY24 Budget Policy Direction and is deferring the pursuit of the previously planned, additional 20-hour position in FY24.

In FY23 the Town finalized a salary survey that established a position-based pay grade structure with corresponding steps. The Library is asking that Library Assistants [REDACTED] (9-year tenure) and [REDACTED] (14-year tenure) receive step increases from Grade I, Step 4 to Grade I, Step 7. This is a \$1.71 increase (\$889 annually) per person and takes into account not only their longevity, but the fact that they perform specialized work that requires knowledge of databases and shared circulation software, familiarity with adult and children's literature, the ability to both instruct and assist patrons with regard to accessing eBooks, streaming media, and internet use. They are responsible for opening and closing the building on certain days and, combined, have given the town 23 years of service. Their current Step (4) is at the lower end of their Grade's Step scale and does not reflect their long tenure and increasing responsibility over that time.

The total FY24 salary request is \$298,638. This includes a pay rate adjustment for two Library Assistants and allows for an on-call library assistant, who provides much-needed coverage for vacations and sick time. This is a 1.27% increase compared to FY23.

The total FY24 request is \$411,639, which is a 1.42% increase over last year's approved budget.



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	Actual Expended *	Turn back / Transfers	Budget Requested
LIBRARY DEPARTMENT										
<u>Personnel</u>										
Salary & Wages	260,408	260,288	263,492	260,013	3,479	303,543	294,841	145,313	149,528	298,639
Overtime					0				0	
Other (incentives, longevity, stipends)					0				0	
Sub-Total:	<u>260,408</u>	<u>260,288</u>	<u>263,492</u>	<u>260,013</u>	<u>3,479</u>	<u>303,543</u>	<u>294,841</u>	<u>145,313</u>	<u>149,528</u>	<u>298,639</u>
<u>Expenses</u>										
Expenses (Library supplies)	32,894	38,500	38,500	38,450	50	33,000	33,000	27,074	5,926	8,000
Expenses (MVLC membership)										25,000
Materials (total)	67,144	71,500	71,500	71,349	151	78,000	78,000	35,320	42,680	
Materials (Books)					0				0	32,000
Materials (Subscriptions)					0				0	7,000
Materials (Audio)					0				0	6,000
Materials (Video)					0				0	5,000
Materials (Ebooks)					0				0	15,500
Materials (Databases)					0				0	14,500
					0				0	
					0				0	
					0				0	
Sub-Total:	<u>100,038</u>	<u>110,000</u>	<u>110,000</u>	<u>109,799</u>	<u>201</u>	<u>111,000</u>	<u>111,000</u>	<u>62,394</u>	<u>48,606</u>	<u>113,000</u>
Department Total:	<u>360,446</u>	<u>370,288</u>	<u>373,492</u>	<u>369,812</u>	<u>3,680</u>	<u>414,543</u>	<u>405,841</u>	<u>207,707</u>	<u>198,134</u>	<u>411,639</u>

Please complete the above current fiscal year budget request.

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

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

* (FY23 expended as of 12/08/22) Please see attached document for additional detailed information

Budget request submitted by: _____

Contact (phone/email): _____

TOWN OF WEST NEWBURY



FY24 Operating Budget

	FY 2021	FY 2022	FY 2023	YTD thru 2/1/2023		FY 2024	FY 2024	Proposed Change		TM proposed	Proposed Change		FY 2024
	Expended	Expended	Approved	\$	%	DH/BCC	TM proposed	\$	%	/ SB referred	\$	%	FinCom rec.
	6/30/2021	6/30/2022	5/14/2022	Percent of yr: 58.9%			2/6/2023			2/13/2023			
PUBLIC SAFETY													
School Resource Officer	67,495	68,845	69,883	4,611	6.6%	-	3/13/2023	(69,883)	-100.0%	2/6/2023	(69,883)	-100.0%	3/15/2023
Police Salaries & Wages	882,496	885,785	955,220	536,246	56.1%	992,044	1,010,658	55,438	5.8%	993,604	38,384	4.0%	
Police OT Wages	67,775	101,301	63,427	77,123	121.6%	71,467	71,468	8,041	12.7%	71,468	8,041	12.7%	
Police Expenses	67,473	99,984	105,560	63,407	60.1%	108,560	108,560	3,000	2.8%	108,560	3,000	2.8%	
Police Cruiser	38,903	40,000	40,000	-	0.0%	67,000	60,000	20,000	50.0%	60,000	20,000	50.0%	
210 Total Police	1,124,141	1,195,914	1,234,090	681,387	55.2%	1,239,071	1,250,686	16,596	1.3%	1,233,632	(458)	0.0%	-

West Newbury Police Department
Salary Information and Fiscal Year 2024 Budget Request

	Name	Position	Hr	Base	Base Salary	Rank	Education	Stipends	Longevity	Total Salary
				Weekly		Premium				
1		Chief	61.06	2,442.40	127,500.00					127,500.00
2		Sergeant	36.77	1,378.88	71,977.28	12955.91	3,598.86	400	1,799.43	90,731.48
3		Sergeant	36.77	1,378.88	71,977.28	12955.91	7,197.73	1000	1,799.43	94,930.34
4		Sergeant	36.77	1,378.88	71,977.28	12955.91	5,758.18	1100	1,079.66	92,871.03
5		Officer	36.77	1,378.88	71,977.28		3,598.86	500	359.89	76,436.03
6		SRO Officer	36.77	1,378.88	71,977.28				359.89	72,337.16
7		Officer	36.77	1,378.88	71,977.28		3,598.86	500	359.89	76,436.03
8		Officer	29.69	1,113.38	58,118.18		2,905.91		290.59	61,314.67
9		Officer	31.82	1,193.25	62,287.65				311.44	62,599.09
10		Officer	29.69	1,113.38	58,118.18				359.89	58,478.07
A1		Admin	31.82	1,018.24	53,152.13					53,152.13
PT	Part Time Officers	PT	22.32							93,020.76
	Shift Differential	FT/PT								32,236.80
				791,039.78	38,867.73	26,658.41	3,500.00	6,720.10	992,043.58	

Line Item	FY2021	FY2022				FY2023				FY2024
	Actual Expended	Budget Requested	Budget Approved	Actual Expended	Turn back / Transfers	Budget Requested	Budget Approved	Actual Expended	Turn back / Transfers	Budget Requested
School Resource Officer	67,495.00	68,845.00	68,845.00	68,845.00	-	69,883.00	69,883.00	-	69,883.00	-
Salaries and Wages	882,495.84	914,897.33	914,897.33	885,784.81	29,112.52	955,220.00	955,220.00	435,450.35	519,769.65	992,043.58
Police Overtime	67,774.81	101,300.67	101,300.67	101,300.67	-	63,427.00	63,427.00	61,065.11	2,361.89	71,467.03
Police Expenses	67,473.17	104,947.04	104,947.04	99,983.74	4,963.30	105,560.00	105,560.00	54,801.86	50,758.14	108,560.00
Police Cruiser	38,902.50	40,000.00	40,000.00	40,000.00	-	40,000.00	40,000.00	-	40,000.00	67,000.00
	1,124,141.32	1,229,990.04	1,229,990.04	1,195,914.22	34,075.82	1,234,090.00	1,234,090.00	551,317.32	682,772.68	1,239,070.61

West Newbury Police Dept.
Expenses FY2024

FY24 West Newbury Police Department Expenses Worksheet			
<u>Advertising</u>	Job Postings		-
<u>Communications</u>			3,000.00
	Verizon Wireless	2,600.00	
	Repairs/Maintenance	400.00	
<u>Equipment Purchase & Repairs</u>			10,490.00
	Canon/Ricoh (copier) + service	2,000.00	
	Ammunition, equip. & supplies	3,000.00	
	Defib pads & batteries	1,000.00	
	Radar repairs + cables, etc.	1,000.00	
	Portable + cruiser radios	1,700.00	
	Drager warranty breath machine	510.00	
	Taser cartridge	1,280.00	
<u>Materials & Supplies</u>			5,700.00
	Office Supplies	4,500.00	
	Amesbury Industrial	200.00	
	NAPA	200.00	
	Misc. supplies (toner)	800.00	
<u>Membership & Dues</u>			5,074.00
Greater Boston Police Council	GBPC	2,000.00	
N.E. State Police Information Network	NESPIN	100.00	
Ledership and Executive Development	FBI-LEEDA	50.00	
	Essex County Chief's	350.00	
	Mass Chief's	774.00	
	Mass Police Accreditation	1,800.00	
<u>Mileage Reimbursement</u>		350.00	350.00
<u>Miscellaneous</u>			2,805.00
	Nestle bottled water	600.00	
	Fingerprint + Investigative supplies	205.00	
	Range fees + targets, misc. supplies	1,500.00	
	Prisoner food	100.00	
	LE Blue book	50.00	
	Police Crediantials	200.00	
	Food for meetings	150.00	
<u>Professional & Technical Services</u>			14,991.00
computer vendor	IT Support	1,400.00	
	Comcast	1,900.00	
	Communications equipment	500.00	
	TMDE radar certification/repairs	800.00	
400 each x4	North Shore Counseling	1,600.00	

West Newbury Police Dept.
Expenses FY2024

	drug screen for new hires	300.00	
	Physicals	1,000.00	
contract	John Guilfoil PR	2,800.00	
Office 365 Government G1 \$2000.00/yr split w/Fire required per grant	Dell/Microsoft	1,000.00	
	Maintenance/Print scanner	3,691.00	
<u>Training & Education</u>			8,275.00
covers outside training	Officer Recert + training courses	4,000.00	
covers instructors for mandatory training	MPTC Instructor fees (in service)	1,000.00	
\$75X17 (covers some mandatory training	MPI Training	1,275.00	
	MPTC Inservice	2,000.00	
<u>Uniforms & Vest Replacements</u>			19,000.00
contractual 1,500 each x10	Clothing allowance	15,000.00	
\$800 each x4	Vest Replacement	4,000.00	
<u>Vehicle Maintenance</u>			35,875.00
	Fuel	27,000.00	
	Service	5,500.00	
	Tires	1,500.00	
	Inspection Stickers	175.00	
extra	Equipment		
	Repairs/replacement	1,200.00	
	Clipper City car wash	500.00	
<u>Cruiser Replacement Program FY24</u>			
New cruiser			-
Total			105,560.00

Town Manager

From: Town Manager
Sent: Tuesday, March 14, 2023 9:55 AM
To: Christopher Wile; Daniel Innes (daninnes@yahoo.com); Rob Phillips; WALTER BURMEISTER; James Sperelakis; Ross Capolupo
Cc: Walsh, Jennifer
Subject: Police cruiser purchase: update

At last night's Select Board mtg, a question was raised as to whether the Police Dept. intends to proceed with the proposed \$25k article to supplement the current FY23 Police Cruiser operating budget in order to buy a replacement vehicle. People had heard Chief Dwyer mention about potentially skipping a year.

I met with Chief Dwyer this morning, and it is his intent to proceed with a FY23 cruiser purchase as proposed. He did say that he feels comfortable skipping the FY24 cruiser replacement.

He had proposed \$67k in his FY24 operating budget, which I had reduced to \$60k in my proposed budget (with the balance payable from the Police Cruiser Revolving Fund), but after having talked it over today I will propose to zero out this \$60k line in the proposed FY24 operating budget. As you know the Police budget, along with the FY23 cruiser funding, is up for review at tomorrow night's FinCom mtg. Thanks -

TOWN OF WEST NEWBURY



FY24 Operating Budget

	FY 2021	FY 2022	FY 2023	YTD thru 2/1/2023		FY 2024	FY 2024	Proposed Change		TM proposed	Proposed Change		FY 2024
	Expended	Expended	Approved	\$	%	DH/BCC	TM proposed	\$	%	/ SB referred	\$	%	FinCom rec.
	6/30/2021	6/30/2022	5/14/2022	Percent of yr: 58.9%			2/6/2023			2/13/2023			3/15/2023
Fire Alarm Wages	73,090	68,213	94,448	28,634	30.3%	94,448	94,448	-	0.0%	94,448	-	0.0%	
Fire Training/Drills	9,710	20,486	27,893	4,596	16.5%	27,893	27,893	-	0.0%	27,893	-	0.0%	
Fire Dept Other Wages	26,166	18,405	26,530	11,124	41.9%	26,530	26,530	-	0.0%	26,530	-	0.0%	
Fire Administration Wages	26,245	27,614	27,305	15,825	58.0%	27,305	27,305	-	0.0%	27,305	-	0.0%	
Fire Dept. Medical Exam	972	2,400	3,000	-	0.0%	3,000	3,000	-	0.0%	3,000	-	0.0%	
Hydrant/Fire Protection (to Water Dept)	77,207	77,207	77,207	77,207	100.0%	77,207	81,510	4,303	5.6%	81,510	4,303	5.6%	
Fire Alarm Communications	10,977	11,601	11,000	2,975	27.0%	12,500	12,500	1,500	13.6%	12,500	1,500	13.6%	
Fire Expenses	45,039	56,941	46,000	30,220	65.7%	46,000	46,000	-	0.0%	46,000	-	0.0%	
220 Total Fire	269,406	282,867	313,383	170,581	54.4%	314,883	319,186	5,803	1.9%	319,186	5,803	1.9%	-

Fire Department Proposed FY21 Budget

	FY2021	FY2022				FY2023				FY2024
	Actual Expended	Budget Requested	Budget Approved	Actual Expended	Turn back / Transfers	Budget Requested	Budget Approved	Actual Expended	Turn back / Transfers	Budget Requested
1 FIRE DEPARTMENT										
Fire Alarm Wages	73,090		92,596	-	92,596		94,448	28,634	65,814	94,448
Fire Training/Drills	9,710		27,436	-	27,436		27,893	4,596	23,297	27,893
Fire Department Other Wages	26,166		26,010	-	26,010		26,530	11,124	15,406	26,530
Fire Administration Wages	26,245		26,769	-	26,769		27,305	14,676	12,629	27,305
FD Medical Exam	972		3,000	-	3,000		3,000	-	3,000	3,000
Hydrant/Fire Protection (to Water Dept)	77,207		77,207	-	77,207		77,207	-	-	77,207
Fire Alarm Communications	10,977		11,000	-	11,000		11,000	2,975	8,025	12,500
Fire Expenses	45,039		46,000	-	46,000		46,000	29,825	16,175	46,000
					-				-	
					-				-	
1 220 Total Fire	269,406	-	310,018	-	310,018	-	313,383	169,038	144,345	314,883

Notes:										

Budget request submitted by: Michael Dwyer, Fire Chief

Contact (phone/email): 978-363-1120 dwyer@westnewburysafety.org

TOWN OF WEST NEWBURY



FY24 Operating Budget

	FY 2021	FY 2022	FY 2023	YTD thru 2/1/2023		FY 2024	FY 2024	Proposed Change		TM proposed	Proposed Change		FY 2024
	Expended	Expended	Approved	\$	%	DH/BCC	TM proposed	\$	%	/ SB referred	\$	%	FinCom rec.
	6/30/2021	6/30/2022	5/14/2022	Percent of yr: 58.9%			2/6/2023			2/13/2023			3/15/2023
Municipal Dispatch Salaries & Wages	222,564	219,917	285,034	132,711	46.6%	282,445	270,430	(14,604)	-5.1%	270,430	(14,604)	-5.1%	
Municipal Dispatch OT Wages	28,370	22,853	25,765	13,147	51.0%	26,480	26,480	715	2.8%	26,480	715	2.8%	
Municipal Dispatch Expenses	21,800	23,552	27,590	20,184	73.2%	30,590	30,590	3,000	10.9%	30,590	3,000	10.9%	
230 Total Municipal Dispatch	272,734	266,322	338,389	166,043	49.1%	339,515	327,500	(10,889)	-3.2%	327,500	(10,889)	-3.2%	-

West Newbury Public Safety Dispatch
Salary Information and Fiscal Year 2024 Budget Request

Name	Position	Hr	Base	Base Salary	Stipends	Training	Longevity		Total Salary
			Weekly		EMD				
	Dispatcher	25.53	1,021.20	53,306.64	600	1,000	1,000		55,906.64
	Dispatcher	23.54	941.60	49,151.52	600	1,000			50,751.52
	Dispatcher	23.54	941.60	49,151.52	600	1,000			50,751.52
	Dispatcher	23.54	941.60	49,151.52	600	1,000			50,751.52
Lead Dispatcher			-	-					0.00
20-hr Position	Dispatcher	23.54	470.80	24,575.76					24,575.76
Differential			-	-					14,162.00
PT Dispatchers			-	-					35,545.20
			-	-					
			-	-					
			-	-					
			-	-					

225,336.96 2,400.00 4,000.00 1,000.00 0.00 **282,444.16**

Line Item	FY2021	FY2022				FY2023				FY2024
	Actual Expended	Budget Requested	Budget Approved	Actual Expended	Turn back / Transfers	Budget Requested	Budget Approved	Actual Expended	Turn back / Transfers	Budget Requested
Dispatch Salaries & Wages	222,564.37	278,515.00	278,515.00	219,916.62	58,598.38	285,034.00	285,034.00	-	285,034.00	282,444.16
Dispatch Overtime	28,369.54	25,792.00	25,792.00	22,853.49	2,938.51	25,765.00	25,765.00		25,765.00	26,479.65
Dispatch Expenses	21,799.62	27,175.00	27,175.00	23,552.20	3,622.80	27,590.00	27,590.00		27,590.00	30,590.00
					-				-	
					-				-	
	272,733.53	331,482.00	331,482.00	266,322.31	65,159.69	338,389.00	338,389.00	-	338,389.00	339,513.81

WESTNEWBURY PUBLIC SAFETY DISPATCH
FY 2024 EXPENSES

FY24 West Newbury Public Safety Dispatch Expenses Worksheet		
Advertising		-
Communications		
Phones landlines (12 mos X \$420.)		5,040.00
Equipment Purchase , Repairs , Maint.		2,000.00
Municipal Fire Alarm System		
Communications Console		
Telephones		
Furniture (tables/chairs, etc.)		
Materials and Supplies		1,000.00
Office supplies		
Membership & Dues		
Training, Education, Mileage		2,000.00
Training/ Education	1,200.00	
Mileage	800.00	
Computers/Software/Radios		2,900.00
Aladtec (scheduling program)	2,600.00	
Professional and Technical Services		14,650.00
IMC (Police)	5,950.00	
IMC (Fire)	3,600.00	
Code Red (ECN)	5,100.00	
Total		27,590.00

Chief Dwyer,

I would like to share my thoughts on the West Newbury Public Safety Dispatch Center staffing moving forward in 2023. Right now, there are four full-time dispatchers and four part-time dispatchers who actively take shifts on a regular basis. One of those part-time dispatchers (Joe Eluszkiewicz) will be submitting a letter of resignation within the next couple of weeks, as he has accepted a full-time dispatch job with the Lexington Police Department. A condition of his employment is that he is not permitted to hold a part time job.

I have also recently spoken with full-time dispatcher Judy Romano, who has indicated that she intends to retire in the near future. No date has been set and she is in the very preliminary stages of planning, however she has said to me that she does not envision herself staying on past the end of 2023 and has even mentioned that if the numbers line up, July 2023 is a strong possibility. I also know that two other full-time dispatchers (Nick Levesque and Amy Fialkowski) have aspirations of moving on to become police officers. Again, no time table or specific dates/plans have been expressed.

That being said, I feel that planning for the worst is a better course of action than hoping for the best. As you know, staffing the 24/7 dispatch center can be extremely difficult when even one person is away or out sick for a full rotation (or longer). I think it would be wise to take a closer look at boosting the full-time dispatch staff in preparation for future departures of both full-time and part-time dispatchers.

As of now, there are two open day shifts (16 hours) every week that are filled with part-time dispatchers and in some cases, overtime. The dispatch contract states that a full-time dispatcher needs to work at least 20 hours per week. I think that looking at adding a 20 hour per week full-time dispatcher would be extremely beneficial toward maintaining proper staffing and preparing for any untimely departures. It would ensure that the both the part-time and full-time dispatch staff do not get overburdened with filling overtime shifts, which would undoubtedly occur with just one full-time dispatcher leaving. It would also help to keep overtime costs down.

This 20-hour position would fill those two day shifts every week and the necessary remaining required hours would be satisfied by filling in open shifts created by vacation, sick, or personal leave, without incurring overtime costs. There are also hours that would be dedicated to various administrative dispatch duties such as scheduling, EMD call review, hiring, and other dispatch related tasks, which would fill the remaining required hours on weeks where no open shifts are available. For the last several years, I have been overseeing dispatch in a modified “Lead Dispatcher” role. With this position comes various responsibilities and duties, many of which I have mentioned already (scheduling, hiring, call review, general oversight). I feel that with my current and future police responsibilities as a Sergeant, the Lead Dispatch role is one that should be given back to the dispatch side of the department to focus on and grow with. This potential new position could take on some, or all of these tasks if you so choose.

I feel that if approved, there would likely be dispatchers interested in fulfilling this role, which would prove to be beneficial to both the department and the individual. It would fill the needs of the department as far as staffing and potentially keep a current part-time dispatcher on staff (now as a full-timer), who may otherwise leave to pursue other career options and better opportunities. Dispatchers are in high demand across the state and thinking outside the box and providing an opportunity like this would be well worth it if we can keep an already trained and reliable employee on staff.

It benefits the selected dispatcher as well, by giving them a chance to advance and stay with this department with more responsibilities, while also maintaining the flexibility that comes with only requiring 20 hours per week. Hiring and training dispatchers is by far the most difficult aspect of maintaining a dispatch center. This makes keeping current employees on staff extremely valuable. Furthermore, with a new 20-hour position, more time can be dedicated to hiring and training to help bolster the dispatch staff for years to come.

If you have any questions or would like further clarification on anything regarding this letter, please feel free to let me know. I would be more than happy to speak further about this topic. Thank you.

Respectfully,

Sergeant Rich Parenteau

TOWN OF WEST NEWBURY



FY24 Operating Budget

	FY 2021	FY 2022	FY 2023	YTD thru 2/1/2023		FY 2024	FY 2024	Proposed Change		TM proposed	Proposed Change		FY 2024
	Expended	Expended	Approved	\$	%	DH/BCC	TM proposed	\$	%	/ SB referred	\$	%	FinCom rec.
	6/30/2021	6/30/2022	5/14/2022	Percent of yr: 58.9%			2/6/2023			2/13/2023			3/15/2023
Emergency Mgmt Salary & Wages	7,913	7,770	9,138	2,067	22.6%	9,321	9,321	183	2.0%	9,321	183	2.0%	
Emergency Mgmt Expenses	686	2,999	3,000	-	0.0%	3,000	3,000	-	0.0%	3,000	-	0.0%	
291 Total Emergency Management	8,599	10,769	12,138	2,067	17.0%	12,321	12,321	183	1.5%	12,321	183	1.5%	-

TOWN OF WEST NEWBURY



FY24 Operating Budget

	FY 2021	FY 2022	FY 2023	YTD thru 2/1/2023		FY 2024	FY 2024	Proposed Change		TM proposed	Proposed Change		FY 2024
	Expended	Expended	Approved	\$	%	DH/BCC	TM proposed	\$	%	/ SB referred	\$	%	FinCom rec.
	6/30/2021	6/30/2022	5/14/2022	Percent of yr: 58.9%			2/6/2023			2/13/2023			2/22/2023
Soldiers Grave Expense	3,161	3,632	3,592	1,592	44.3%	3,592	3,592	-	0.0%	3,592	-	0.0%	3,592
Memorial Day Expenses	-	1,661	2,200	-	0.0%	2,320	2,320	120	5.5%	2,320	120	5.5%	2,320
Veterans benefits & expenses	21,112	5,816	4,400	2,831	64.3%	4,532	24,240	19,840	450.9%	4,532	132	3.0%	4,664
Eastern Essex Veterans Services	3,976	21,695	21,096	21,095	100.0%	25,000	25,000	3,904	18.5%	25,000	3,904	18.5%	22,960
543 Total Veterans	28,248	32,804	31,288	25,518	81.6%	35,444	55,152	23,864	76.3%	35,444	4,156	13.3%	33,536

TOWN OF WEST NEWBURY



FY24 Operating Budget

	FY 2021	FY 2022	FY 2023	YTD thru 2/1/2023		FY 2024	FY 2024	Proposed Change		TM proposed	Proposed Change		FY 2024
	Expended	Expended	Approved	\$	%	DH/BCC	TM proposed	\$	%	/ SB referred	\$	%	FinCom rec.
	6/30/2021	6/30/2022	5/14/2022	Percent of yr: 58.9%			2/6/2023			2/13/2023			
TRANSFERS OUT - STABILIZATION													
Transfers Out - to Capital Stabilization	500,000	500,000	500,000	500,000	100.0%	500,000	3/9/2023 600,000	100,000	20.0%	2/6/2023 500,000	-	0.0%	3/15/2023
992 Total Transfers Out	500,000	500,000	500,000	500,000	100.0%	500,000	600,000	100,000	20.0%	500,000	-	0.0%	-
TOTAL TRANSFERS OUT:	500,000	500,000	500,000	500,000	100.0%	500,000	600,000	100,000	20.0%	500,000	-	0.0%	-



TOWN OF WEST NEWBURY

Proposed Capital Program FY24-FY30+

PROPOSED DRAFT, March 9, 2023

Code	# of Projects	Department											Code Total
			FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30+	Cost
DPW	39	Public Works	\$ 230,000	\$ 990,000	\$ 264,400	\$ 172,000	\$ 750,600	\$ 628,000	\$ 485,000	\$ 495,000	\$ 95,000	\$ 128,000	\$ 4,238,000
FD	14	Fire	\$ 500,000	\$ 35,000	\$ 39,000	\$ 117,000	\$ 125,000	\$ 500,000	\$ 250,000	\$ 500,000	\$ -	\$ 1,515,000	\$ 3,581,000
PGE	20	Page School	\$ 344,000	\$ 33,000	\$ 85,000	\$ 40,000	\$ 1,219,250	\$ 1,120,000	\$ 140,000	\$ 280,000	\$ 400,000	\$ 85,000	\$ 3,746,250
PRK	3	Parks & Rec	\$ 465,000	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ 790,000
PD	2	Police	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 80,000
COA	1	Council on Aging	\$ -	\$ -	\$ -	\$ -	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000
Town Departments			\$ 1,539,000	\$ 1,058,000	\$ 388,400	\$ 329,000	\$ 2,194,850	\$ 2,248,000	\$ 875,000	\$ 1,275,000	\$ 795,000	\$ 1,778,000	\$ 12,480,250
<hr/>													
WTR	33	Water	\$ -	\$ 317,000	\$ 73,700	\$ 641,610	\$ 2,139,950	\$ 1,128,600	\$ -	\$ 832,100	\$ 763,575	\$ 22,323,886	\$ 28,220,421
		Water Department	\$ -	\$ 317,000	\$ 73,700	\$ 641,610	\$ 2,139,950	\$ 1,128,600	\$ -	\$ 832,100	\$ 763,575	\$ 22,323,886	\$ 28,220,421
<hr/>													
Total Capital Program Cost:			\$ 1,539,000	\$ 1,375,000	\$ 462,100	\$ 970,610	\$ 4,334,800	\$ 3,376,600	\$ 875,000	\$ 2,107,100	\$ 1,558,575	\$ 24,101,886	\$ 40,700,671
<hr/>													
												<i>Note: Water Dept. total includes development of new water source. Total Capital Projects excluding that initiative total:</i>	\$ 14,020,421
												<i>Note: Water Dept. total includes development of new water source. Total Capital Projects excluding that initiative total:</i>	\$ 26,500,671

Note: Funding of costs shown in FY23 was appropriated on 5/14/22. All other costs and dates are estimated and should be considered interim working drafts of this Capital Program.

79	Town Projects
33	Water Projects
112	Total Projects

Project Code	Project Title	Dept	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30+
DPW-001	Purchase Replacement Dump Truck (#6)	DPW	\$ 230,000	\$	\$	\$	\$	\$	\$	\$	\$	\$
DPW-002	Purchase Replacement 1-Ton Dump Truck	DPW	\$	\$	\$ 80,000	\$	\$	\$	\$	\$	\$	\$
DPW-003	Purchase Replacement Backhoe	DPW	\$	\$ 150,000	\$	\$	\$	\$	\$	\$	\$	\$
DPW-004	Purchase Replacement Zero Turn Mower	DPW	\$	\$	\$	\$	\$ 24,000	\$	\$	\$	\$	\$
DPW-005	Purchase Replacement Small Pick-up Truck	DPW	\$	\$	\$ 56,000	\$	\$	\$	\$	\$	\$	\$
DPW-006	Purchase Replacement Compact Tractor	DPW	\$	\$	\$	\$	\$	\$ 65,000	\$	\$	\$	\$
DPW-007	Purchase Replacement Utility Tractor	DPW	\$	\$	\$	\$	\$ 85,000	\$	\$	\$	\$	\$
DPW-008	Purchase Replacement Utility Trailer	DPW	\$	\$	\$	\$	\$	\$ 38,000	\$	\$	\$	\$
DPW-009	Purchase Replacement Light Weight Trailer	DPW	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 23,000
DPW-010	Purchase Replacement Dump Truck (#2)	DPW	\$	\$	\$	\$	\$ 225,000	\$	\$	\$	\$	\$
DPW-011	Purchase Replacement Sidewalk plow/blower	DPW	\$	\$	\$	\$ 172,000	\$	\$	\$	\$	\$	\$
DPW-012	Purchase Replacement Dump Truck (#1)	DPW	\$	\$	\$	\$	\$	\$	\$	\$ 225,000	\$	\$
DPW-013	Purchase Replacement Zero Turn Mower	DPW	\$	\$	\$	\$	\$	\$	\$ 20,000	\$	\$	\$
DPW-014	Purchase Replacement 1-Ton Dump Truck	DPW	\$	\$	\$	\$	\$	\$ 92,000	\$	\$	\$	\$
DPW-015	Purchase Replacement Pick-up Truck	DPW	\$	\$	\$	\$	\$	\$ 48,000	\$	\$	\$	\$
DPW-016	Purchase Replacement Woodchipper	DPW	\$	\$	\$	\$	\$	\$	\$ 85,000	\$	\$	\$
DPW-017	Purchase Replacement Loader	DPW	\$	\$	\$	\$	\$	\$	\$	\$ 185,000	\$	\$
DPW-018	Purchase Replacement Roadside Mower	DPW	\$	\$	\$	\$	\$	\$	\$	\$ 85,000	\$	\$
DPW-019	Purchase Replacement Ballfield Mower	DPW	\$	\$	\$	\$	\$	\$	\$	\$	\$ 95,000	\$
DPW-020	Purchase Replacement Utility Body Truck	DPW	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 55,000
DPW-021	Town Offices & WNHA Septic System Replacement	DPW	\$	\$	\$	\$	\$	\$ 150,000	\$	\$	\$	\$
DPW-022	Town Offices - Interior Painting	DPW	\$	\$	\$	\$	\$	\$	\$ 30,000	\$	\$	\$
DPW-023	Roof Recoating	DPW	\$	\$ 95,000	\$	\$	\$	\$	\$	\$	\$	\$
DPW-024	Public Safety Complex - Painting	DPW	\$	\$	\$	\$	\$ 75,000	\$	\$	\$	\$	\$
DPW-025	Children's Castle Window Replacement Project	DPW	\$	\$	\$	\$	\$	\$ 50,000	\$	\$	\$	\$
DPW-026	Children's Castle Interior Painting Project	DPW	\$	\$	\$	\$	\$	\$ 35,000	\$	\$	\$	\$
DPW-027	Parks and Recreation Building Demolition	DPW	\$	\$	\$	\$	\$ 110,000	\$	\$	\$	\$	\$
DPW-028	DPW Annex / Water Dept Building - Repairs	DPW	\$	\$	\$ 63,400	\$	\$ 71,600	\$	\$	\$	\$	\$
DPW-029	Town Hall Exterior Painting & Repairs	DPW	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
DPW-030	Town Hall Parking Lot Paving and Drainage	DPW	\$	\$	\$	\$	\$ 40,000	\$	\$	\$	\$	\$
DPW-031	Town Hall Septic System Replacement	DPW	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 50,000
DPW-032	Town Offices HVAC System Replacement	DPW	\$	\$	\$	\$	\$	\$ 25,000	\$ 275,000	\$	\$	\$
DPW-033	Library - Adult Room Rug Replacement	DPW	\$	\$ 45,000	\$	\$	\$	\$	\$	\$	\$	\$
DPW-034	Middle Street Bridge Replacement	DPW	\$	\$ 700,000	\$	\$	\$	\$	\$	\$	\$	\$
DPW-035	Town Office and Town Hall Electronic Keying System	DPW	\$	\$	\$	\$	\$ 30,000	\$	\$	\$	\$	\$
DPW-036	DPW Salt Shed - Roof Repairs / coating	DPW	\$	\$	\$	\$	\$	\$	\$ 75,000	\$	\$	\$

Project Code	Project Title	Dept	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30+
DPW-037	Town Buildings - Phone System Replacement	DPW	\$	\$	\$ 65,000	\$	\$	\$	\$	\$	\$	\$
DPW-038	Town Offices - Generator	DPW	\$	\$	\$	\$	\$ 90,000	\$	\$	\$	\$	\$
DPW-039	Farm Lane Guard Rail Installation Project	DPW	\$	\$	\$	\$	\$	\$ 125,000	\$	\$	\$	\$
Annual Total			\$ 230,000	\$ 990,000	\$ 264,400	\$ 172,000	\$ 750,600	\$ 628,000	\$ 485,000	\$ 495,000	\$ 95,000	\$ 128,000
Dept CIP total			\$ 4,238,000									

FD-001	Emergency Communication Upgrade	FD	\$	\$	\$ 39,000	\$	\$	\$	\$	\$	\$	\$
FD-002	Tower / Ladder Truck Replacement (engine 28)	FD	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 1,000,000
FD-003	3,000 Gallon Water Tanker Truck Replacement (E25)	FD	\$ 500,000	\$	\$	\$	\$	\$	\$	\$	\$	\$
FD-004	KME Pumper Truck (engine #23) Replacement	FD	\$	\$	\$	\$	\$	\$ 500,000	\$	\$	\$	\$
FD-005	KME Pumper Truck (engine #24) Replacement	FD	\$	\$	\$	\$	\$	\$	\$	\$ 500,000	\$	\$
FD-006	Replace 2001 Pickup Truck (Engine #27)	FD	\$	\$	\$	\$ 117,000	\$	\$	\$	\$	\$	\$
FD-007	Replace 2004 Pickup Truck (Engine #26)	FD	\$	\$	\$	\$ -	\$ 50,000	\$	\$	\$	\$	\$
FD-008	Replace Rescue Boat and Trailer	FD	\$	\$	\$	\$	\$ 75,000	\$	\$	\$	\$	\$
FD-009	Replace Rescue Equipment – Jaws of Life	FD	\$	\$ 35,000	\$	\$	\$	\$	\$	\$	\$	\$
FD-010	Replace Rescue Equipment – Fire Fighter Gear	FD	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 115,000
FD-011	Replace Rescue Equipment – SCBA Equipment	FD	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 50,000
FD-012	Replace Rescue Equipment – Air Packs	FD	\$	\$	\$	\$	\$	\$	\$ 250,000	\$	\$	\$
FD-013	Replacement communications repeater	FD	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 50,000
FD-014	Rescue Truck Replacement (Truck #1)	FD	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 300,000
Annual Total			\$ 500,000	\$ 35,000	\$ 39,000	\$ 117,000	\$ 125,000	\$ 500,000	\$ 250,000	\$ 500,000	\$ -	\$ 1,515,000
Dept CIP total			\$ 3,581,000									

PGE-001	Page School Fire Alarm System Upgrade	School	\$ 304,000	\$ 33,000	\$	\$	\$	\$	\$	\$	\$	\$
PGE-002	Page School Floor Repairs	School	\$ 40,000	\$	\$	\$ -	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$	\$
PGE-003	Page School Exterior Lintels Repairs	School	\$	\$	\$	\$	\$ 316,250	\$	\$	\$	\$	\$
PGE-004	Page School Potable Water Plumbing Replacement	School	\$	\$	\$	\$	\$ 290,000	\$	\$	\$	\$	\$
PGE-005	Page School Interior Improvements	School	\$	\$	\$	\$	\$ 75,000	\$ 75,000	\$	\$	\$	\$ -
PGE-006	Page School Parking Lot and Lighting Improvements	School	\$	\$	\$	\$	\$ 100,000	\$	\$ 100,000	\$ 75,000	\$	\$
PGE-007	Page School PA/Clock/Security System	School	\$	\$	\$	\$ -	\$	\$ -	\$	\$	\$	\$
PGE-008	Page School Water Pumps and Control Replacement	School	\$	\$	\$	\$	\$	\$	\$	\$ 165,000	\$	\$
PGE-009	Page School Elevator Replacement Design	School	\$	\$	\$	\$	\$ 65,000	\$ 600,000	\$	\$	\$	\$
PGE-010	Page School Exterior Fire Lane Access Roadway	School	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 85,000
PGE-011	Page School Gym Entrance Roof Leak Repair	School	\$	\$	\$	\$	\$ 38,000	\$	\$	\$	\$	\$
PGE-012	Page School Standpipe Installation	School	\$	\$	\$	\$	\$ 30,000	\$ 120,000	\$	\$	\$	\$
PGE-013	Main Street Sidewalk	School	\$	\$	\$	\$	\$	\$ 60,000	\$	\$	\$ 400,000	\$
PGE-014	Facility Feasibility Study	School	\$	\$	\$ 85,000	\$	\$	\$	\$	\$	\$	\$

Project Code	Project Title	Dept	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30+
PGE-015	Mortar/Brick Work	School	\$	\$	\$	\$	\$ 150,000	\$	\$	\$	\$	\$
PGE-016	Replace Samsung HVAC Unit serving Office & Entry areas	School	\$	\$	\$	\$ 40,000	\$	\$	\$	\$	\$	\$
PGE-017	E-911 Emergency Communication System Upgrade	School	\$	\$	\$	\$	\$ 75,000	\$	\$	\$	\$	\$
PGE-018	Rear Door Entry Cover Enclosures	School	\$	\$	\$	\$	\$	\$ 25,000	\$	\$	\$	\$
PGE-019	Survey & Repair Interior Plaster, Ceilings, Doorways, Millwork	School	\$	\$	\$	\$	\$	\$ 200,000	\$	\$	\$	\$
PGE-020	Internal Bus/Car/Ped Site Circulation Improvements	School	\$	\$	\$	\$	\$ 40,000	\$	\$	\$	\$	\$
Annual Total			\$ 344,000	\$ 33,000	\$ 85,000	\$ 40,000	\$ 1,219,250	\$ 1,120,000	\$ 140,000	\$ 280,000	\$ 400,000	\$ 85,000
Dept CIP total			\$ 3,746,250									

PRK-001	Action Cove Playground Replacement	P & R	\$	\$	\$	\$	\$	\$	\$	\$	\$ 300,000	\$
PRK-002	Page School Playground Replacement (approved for CPC funding, not subject to Capital Committee Bylaw).	P & R	\$ 465,000	\$	\$	\$	\$	\$	\$	\$	\$	\$
PRK-003	Cammett Fields Well	P & R	\$	\$	\$	\$	\$ 25,000	\$	\$	\$	\$	\$
Annual Total			\$ 465,000	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 300,000	\$ -
Dept CIP total			\$ 790,000									

PD-001	Emergency Radio Upgrades	PD	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 50,000
PD-002	Interior Painting of Public Safety Complex	PD	\$	\$	\$	\$	\$ 30,000	\$	\$	\$	\$	\$
PD-003		PD	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ -
Annual Total			\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Dept CIP total			\$ 80,000									

COA-001	Purchase replacement COA van	COA	\$	\$	\$	\$	\$ 45,000	\$	\$	\$	\$	\$
COA-002		COA	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Annual Total			\$ -	\$ -	\$ -	\$ -	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -
Dept CIP total			\$ 45,000									

WTR-001	Church Street Water Main Improvement	Water	\$	\$	\$	\$ 325,000	\$ 1,338,200	\$	\$	\$	\$	\$
WTR-002	Prospect Street Water Main Improvement	Water	\$	\$	\$	\$ 300,000	\$ 660,750	\$	\$	\$	\$	\$
WTR-003	Steed Avenue Water Main Improvement	Water	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 217,536
WTR-004	Chase Street Water Main Replacement	Water	\$	\$	\$	\$	\$ 141,000	\$	\$	\$	\$	\$
WTR-005	Maple Street Water Main Improvement	Water	\$	\$	\$	\$	\$	\$ 943,800	\$	\$	\$	\$
WTR-006	Main Street (phase I) Water Main Improvement	Water	\$	\$	\$	\$	\$	\$	\$	\$ 438,350	\$	\$
WTR-007	Main Street (phase II) Water Main Replacement	Water	\$	\$	\$	\$	\$	\$	\$	\$ 393,750	\$	\$
WTR-008	Whetstone Street Water Main Improvement	Water	\$	\$	\$	\$	\$	\$	\$	\$	\$ 306,225	\$
WTR-009	Sullivan Court Water Main Improvement	Water	\$	\$	\$	\$	\$	\$	\$	\$	\$ 77,550	\$
WTR-010	Harrison Avenue Water Main Replacement	Water	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 230,300

Project Code	Project Title	Dept	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30+
WTR-011	Bailey's Lane (phase I) Water Main Improvement	Water	\$	\$	\$	\$	\$	\$	\$	\$	\$ 379,800	\$
WTR-012	Bailey's Lane (phase 2) Water Main Replacement	Water	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 337,500
WTR-013	Training Field Road Water Main Replacement	Water	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 183,300
WTR-014	Mechanics Street Water Main Replacement	Water	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 169,000
WTR-015	Merrill Street (phase I) Water Main Improvement	Water	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 130,500
WTR-016	Merrill Street (phase II) Water Main Replacement	Water	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 78,000
WTR-017	Crane Neck Street (Phase I) Water Main Replacement	Water	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 375,200
WTR-018	Crane Neck Street (Phase II) Water Main Replacement	Water	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 1,378,300
WTR-019	Chestnut Hill Water Main Replacement	Water	\$	\$	\$	\$	\$	\$ 184,800	\$	\$	\$	\$
WTR-020	Water System Hydraulic Model and Water Distribution System Study	Water	\$	\$	\$ 73,700	\$	\$	\$	\$	\$	\$	\$
WTR-022	Main Street (phase III) Water Main Replacement	Water	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 1,068,000
WTR-023	Garden Street Water Main Replacement	Water	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 535,500
WTR-024	Main Street (phase IV) Water Main Replacement	Water	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 2,494,750
WTR-025	Main Street (phase V) Water Main Replacement	Water	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 796,000
WTR-026	Replacement Utility Body Truck (2017)	Water	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 70,000
WTR-027	Replacement Pick-up Truck (2022)	Water	\$	\$ 47,000	\$	\$	\$	\$	\$	\$	\$	\$ 60,000
WTR-028a	Dole Place New Water Source; Wellfield and Chemical Feed Facility	Water	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 4,500,000
WTR-028b	Dole Place New Water Source; Water Filtration Plant (if needed)	Water	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 9,700,000
WTR-029	Pipestave Water Tank Interior & Exterior Maintenance	Water	\$	\$ 270,000	\$	\$	\$	\$	\$	\$	\$	\$
WTR-031	Wellfield #1 Building Exterior Upgrades	Water	\$	\$	\$	\$ 16,610	\$	\$	\$	\$	\$	\$
WTR-032	Air Compressor replacement	Water	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Annual Total			\$ -	\$ 317,000	\$ 73,700	\$ 641,610	\$ 2,139,950	\$ 1,128,600	\$ -	\$ 832,100	\$ 763,575	\$ 22,323,886
Dept CIP total			\$ 28,220,421									
Dept CIP total (not incl. Dole Place)			\$ 14,020,421									

REVISED 3/13/2023 BEFORE SB MEETING

SPECIAL ARTICLE REQUEST FORM

(To be presented at the Fiscal Year 2024 **Annual** Town Meeting.)

ARTICLE:

To see if the Town will vote to appropriate, in anticipation of Water Department revenue, the sum of \$1,048,532 of which \$307,209 for Salaries and Wages which include \$1,700 for Water Commissioners stipends, \$52,191 for Insurances, \$445,027 for Expenses, \$167,913 for Debt Service, \$20,000 for Extraordinary and Unforeseen and \$56,192 for Indirect Cost.

AMOUNT REQUESTED: \$ 1,048,532

CONTACT PERSON: Mark Marlowe

PHONE NUMBER: 363-1100 x128

Why should the town make this purchase? What needs will be met? Who will benefit? This will give us funds to operate for fiscal year 2024.

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

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

REVISED BUDGET AGAIN ON 3/13/2023 BEFORE SB MEETING - EXPENDITURE REPORT

	FY2022 Final Budget	FY2022 Expended	FY2022 Turned Back	FY2023 Budget Requested	FY2023 Budget Expended Through 2/16/23	FY2024 Budget Requested	
	\$ 863,649			\$ 1,051,612		\$1,048,532	
WATER DEPARTMENT							
Salaries & Wages	280,038	269,399	10,639	319,961	177,171	307,209	-12,752
Insurance	47,248	40,559	6,689	73,196	32,344	52,191	-21,005
Expenses	339,399	356,814	-17,415	440,313	340,128	445,027	4,714
Debt Service	124,068	123,711	357	144,188	104,188	167,913	23,725
Extraordinary & Unforeseen	20,000	0	20,000	20,000	0	20,000	0
<hr/>							
SUBTOTAL	810,753	790,483	20,270	997,658	653,831	992,340	-5,318
INDIRECT COST	52,896	52,896	0	53,954	53,955	56,192	2,238
TOTAL	863,649	843,379	20,270	1,051,612	707,786	1,048,532	-3,080

EXPLANATION OF INCREASE/DECREASE

Salaries & Wages	9,725						
	\$3,153 less for new Manager/Superintendent						
	\$7,672 less Season Laborer/OT help and any additional labor cost						
	\$1,100 increase On-Call Duty						
Electricity	10,000						
	Cost increase for new Bedrock Well motor and New Chemical Building						
Phones, Comcast, SCADA	\$2,000						
	Cost increase						
Water Barn Oil	\$500						
	Cost increase for more usage						
Essex County Retirement	\$14,106						
	Cost decrease Manager/Superintendent retired						
Consultant-Engineering	\$7,820						
	Cost increase for more projects						
Instrument Maintenance	\$1,000						
	Additional Instruments to Calibrate						
Computer Maintenance	\$1,000						
	More Maintenance						
Meter Materials	\$5,000						
	More meters needed to replace older meters and transponders						
Brass Goods, Hydrants, Hydrant Materials, Outlays, Tools & Equipment	\$7,000						
	Maintenance goods cost are up and we plan to repair/replace more this year						
Maintenance/Contractors	\$4,000						
	We have more distribution projects planned with contractors in FY 2024						
Road Repair Materials	\$4,000						
	We have more distribution projects planned that will need to make road repairs						
Mileage Reimbursement	\$1,500						
	Discontinued						
Purchased water from Newburyport or Groveland	\$80,000						
	When the new Bedrock Well was put into service we felt we could cut back the volume of water purchased from Newburyport and/or Groveland. The new Bedrock Well is required to run along with the Tubular Wells and/or purchased water to blend the sources. Because of the drought conditions last year and this year, the Tubular Wells reached their trigger points and had to be turned off. Therefore we had to start purchasing water from Newburyport. The current purchased water line item for FY2023 is already \$20,000 in the negative and we still have drought conditions and the hottest months ahead of us.						
Insurance	\$21,005						
	New Licensed Water Operator already has insurance						
Debt	\$23,725						
	More Debt/BAN's						
Town Indirect Cost	\$2,238						



WATER DEPARTMENT

Explanation of Line Items

FY 2024

BUDGET

Salary and Wage Account

- employees / Water Commissioners payroll, overtime, seasonal help and On-Call duty

Expenses Account

- Facilities Expense - oil, natural gas, propane, electricity and telephone and comcast internet SCADA cost
- Office Expense - postage, printing, advertising, office supplies, office equipment maintenance and clothing allowance
- Retirement Expense - essex county retirement and post retirement
- Dues and Memberships - dues, licenses, seminars, training, and conference
- Outside Services Expense - consultants, engineering, instrumentation control maintenance, water testing and police details
- Computer Expense - computer consultant, maintenance and supplies
- Vehicle Expense & Rental Equipment - fuel, maintenance, repair and rental equipment
- Materials/Supplies/Outside Contractors - wellfield chemicals, meter materials, brass goods, hydrant materials, tools, contractors and road repair
- Newburyport Water Expense - purchased water from the City of Newburyport
- DEP Safe Drinking Water Assessment - DEP assessment cost based on annual metered gallons
- Legal Expense - minor legal expenses
- Mileage Reimbursement - vehicle use reimbursement

Insurances Expense

- total of all insurances

Debt Expense

- annual debt and future debt

Extraordinary & Unforeseen Expense

- unexpected emergencies

Town Indirect Cost

- bill from town for services rendered

TOWN OF WEST NEWBURY DEPARTMENTAL PERSONNEL FORM

PROPOSED FY 2024 BUDGET

52.2 Weeks	0% COLA	52.2 Weeks
-------------------	----------------	-------------------

DEPT.	PERSONNEL	LEVEL	POSITION	HRS WK	FY 2023 RATE	AMOUNT IN FY 2023	HOURLY INCREASE	TOTAL AMOUNT BUDGETED IN FY 2024
Water	██████████	9	Manager/Superintendent	40	43.00	89,784.00	0.00	89,784.00
	██████████	5	Administrative Asst.	24	27.83	34,865.42	0.00	34,865.42
	██████████	6	Licensed Operator	40	28.76	60,050.88	0.00	60,050.88
	██████████	6	Licensed Operator	40	30.08	62,807.04	0.00	62,807.04
<u>Water Commissioner's Stipend</u>								
	Robert Janes	N/A	Chairman		700.00	700.00	0.00	700.00
	Larry Corcoran	N/A	Water Commissioner		500.00	500.00	0.00	500.00
	Jack Duggan	N/A	Water Commissioner		500.00	500.00	0.00	500.00

249,207.34

249,207.34

FY 2024 New Rates	0% COLA
██████████	43.00
██████████	27.83
██████████	28.76
██████████	30.08
WC's Stipend	1,700.00

Seasonal Labor/OT help and any other additional labor cost =	40,000.00
On Call Pay =	18,000.00

FY 2024 TOTAL PAYROLL BUDGET =	307,207.34
	BUDGETED - 307,209.00

Filter by: Segment 1: 61
Segment 4: 000000

Parameters: Fiscal Year: 2023 Start Date: 7/1/2022 end: 6/30/2023

Ledger History - Allocated Summary - Expenditure Ledger

Account Number	Name	Allocated	Expended	Ending	% Var.
61-429-5118-000000	Water Department Salaries & Wages	319,297.00	-189,254.16	130,042.84	59.27
61-429-5170-000000	Water Dept Insurance	73,196.00	-34,412.17	38,783.83	47.01
61-429-5400-000000	Water Dept Expenses	348,133.00	-289,466.41	58,666.59	83.15
61-429-5720-000000	Water Extraordinary and Unforseen	20,000.00	0.00	20,000.00	0.00
61-429-5781-000000	Water Indirect Cost	53,954.00	-53,954.00	0.00	100.00
61-429-5900-000000	Water Dept Debt Service	144,188.00	-104,187.50	40,000.50	72.26
61-429-5951-000000	Water BAN Expense	0.00	-4,110.00	-4,110.00	0.00
61-429-5967-000000	Transfer to Water Stabilization	7,500.00	-7,500.00	0.00	100.00
8 Account(s) totaling:		966,268.00	-682,884.24	283,383.76	70.67

Town Manager

From: Town Manager
Sent: Thursday, March 2, 2023 3:47 PM
To: Mark Marlowe; WNWater; Mike Gootee
Cc: Bob Janes (icepick185@gmail.com); Larry Corcoran (fuzz1967@comcast.net); John Duggan
Subject: FY24 Water budget input - Health Insurance
Attachments: Health Insurance - FY24 Water budget calc.pdf

Mark,

Please find attached the budget backup to support an amount of \$36,644 to be included in the FY24 Water budget for Health Insurance. The calculation reflects known FY24 renewal rates, and reflects current Water head count (as shown on the spreadsheet). Please note: this does not carry any contingency in the Water side, so if there were a mid-year cost increase (due to an employee changing from opt-out to a plan, or individual to family; or due to employee turnover and a new employee taking a more costly plan) this could cause an overage so would rely on a transfer from the Extraordinary & Unforeseen line. If the BOWC wishes to build in contingency (as we do on the Town side) I'm happy to advise as to what may be a reasonable amount for budget purposes. If you have any questions please contact me or Kaitlin Gilbert.

I am still working on the other FY24 Water budget inputs and will send ASAP.

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

Town Manager

From: Town Manager
Sent: Thursday, March 2, 2023 3:52 PM
To: Mark Marlowe; WNWater; Mike Gootee
Cc: Bob Janes (icepick185@gmail.com); Larry Corcoran (fuzz1967@comcast.net); John Duggan
Subject: FY24 Water budget input - ERRS Retirement
Attachments: ERRS FY24 Water Dept Appropriation.pdf; fy2024_appropriation_letter.pdf

Mark,

Please find attached the budget backup to support an amount of \$58,884 to be included in the FY24 Water budget for ERRS Retirement. The calculation reflects known FY24 ERRS appropriation, allocated proportionally with the Water Dept's total share of total pensionable compensation (as shown on the spreadsheet).

Please note: the FY24 appropriation is a reduction from FY23. We were very skeptical of this when we first received the appropriation, but followed up with Chuck Kostro multiple times in order to triple-check that this was not in error. Chuck verified the number (multiple times, in writing) and said that it will not change, so can be relied upon for budgeting. If you have any questions please contact me or Jennifer Walsh.

I am still working on the other FY24 Water budget inputs and will send ASAP.

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

Town Manager

From: Town Manager
Sent: Monday, March 6, 2023 10:41 AM
To: Mark Marlowe; Mike Gootee; WNWater
Cc: Bob Janes (icepick185@gmail.com); Corcoran, Larry; John Duggan
Subject: Recommended FY24 Water budget amount for non-health insurances

Mark/Mike/Jodi,

This is to provide an additional input to the recommended FY24 Water budget, regarding insurance (other than health insurance, which was already provided).

As you know, every summer MIIA provides us a premium breakdown between Water and General Fund, but they cannot provide this until the summer, after the actual FY24 policies and premiums are finalized.

For budgeting purposes, I have been working with MIIA for the past couple of months to estimate our FY24 increases for our insurance coverages. I received updated numbers this morning, and (for the MIIA policies incl. property; generally liability; cyber; automobile; machinery; umbrella liability; and workers' comp) I am budgeting a total of \$192,496 for FY24. In FY23, Water was allocated about 6.8% of this cost based on the allocation received from MIIA last summer. If the same 6.8% is applied to the overall estimated FY24 total budget number of \$192,496, this would result in \$13,147 allocated to Water (with the remainder to be carried in the General Fund budget).

I therefore recommend that the FY24 Water budget carry \$13,147 for insurance (not incl. health insurance, a budget amount which was previously provided). This is a small increase from the current FY23 Water cost (for these policies) of \$12,711.

With this information, I believe there is only one remaining FY24 budget input you need from my office, which is Indirect Costs. I'm working on that with Jenny, and will have a budget number over to you later today.

Please let me know if you have any questions.

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

Town of West Newbury, Massachusetts
Fiscal Year 2024 Projected Principal and Interest Payments

Aggregate Debt Service

Date	Issue : Purpose	Principal	Interest	Total P+I		Source of Funding		Article (water
						General Fund	Water Fund	pollution abatement)
07/15/2023	November 16 2005 MWPAT 00-1001-1 (OE)	10,364.00	-	10,364.00	See pg. 4 of WN Debt Book Schedules 6-30-18			
Subtotal		\$10,364.00	-	\$10,364.00				\$10,364.00
09/15/2023	September 28 2017 Water Tank (O)	40,000.00	25,906.25	65,906.25	See pg. 9 of WN Debt Book Schedules 6-30-18			
Subtotal		\$40,000.00	\$25,906.25	\$65,906.25				\$65,906.25
03/15/2024	September 28 2017 Water Tank (O)	-	24,906.25	24,906.25	See pg. 9 of WN Debt Book Schedules 6-30-18			
Subtotal		-	\$24,906.25	\$24,906.25				\$24,906.25
Total		\$50,364.00	\$50,812.50	\$101,176.50		\$ -	\$ 90,812.50	\$ 10,364.00

	Principal	Interest	P+I	Notes
Amount to budget (Gen. Fund)	\$0.00	\$0.00	\$0.00	
Amount to budget (Water Fund)	\$40,000.00	\$50,812.50		
Plus *		\$40,000.00		Principal due on \$1.06M BAN maturing July 2023.
Amount to budget (Water Fund)	\$40,000.00	\$127,912.50	\$167,912.50	Interest due on \$1.06M BAN maturing July 2023.
Amount for Town Mtg Article for septic revolving fund	\$10,364.00	\$0.00	\$10,364.00	
Total aggregate debt service:			\$178,276.50	

Source: Angus Jennings, Town Manager



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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

townmanager@wnewbury.org

TO: Water Dept / Board of Water Commissioners

FROM: Angus Jennings, Town Manager

DATE: March 7, 2023

RE: FY24 Indirect Costs

This is provided to document the FY24 indirect costs, for inclusion in the proposed FY24 Water operating budget. Taking into account the proposed FY24 Town operating budget, and the estimated percentage of different offices' functions supporting the Water Dept., the proposed FY24 indirect cost about is **\$56,192**. This is an increase of \$2,238 (4.1%) from FY23.

This calculation of indirect costs was undertaken consistent with the Indirect Costs financial policy approved in 2019 (which basically just documented what had been past practice at that time). A summary of the basis of the FY24 indirect costs calculation is as follows:

Town of West Newbury, MA			Exhibit 1
West Newbury Water Department			
Indirect Costs	Fiscal Year 2024 - PROPOSED		
SUMMARY SHEET			
	2024		
	Salaries and		
Departmental Costs	Fringe Benefits	Expenses	Total
Select Board & Town Mgr	\$6,404	\$6,743	\$13,147
Finance Department	\$18,360	\$2,098	\$20,458
Assessor	\$263	\$532	\$795
Town Clerk	\$2,628	\$331	\$2,959
DPW	\$9,527	\$5,317	\$14,844
Planning Board	\$0	\$0	\$0
Fire Department	\$0	\$0	\$0
Inspections	\$0	\$0	\$0
Board of Health	\$0	\$0	\$0
Total Departmental	\$37,181	\$15,021	\$52,202
Water Enterprise FICA			\$3,451
Indirect Salaries FICA			\$539
Administrative Expenses			\$0
Total Expenses			\$3,990
Total Indirect Costs			\$56,192

Memo re FY24 Water Indirect Costs

The calculation of indirect costs does not include those costs the Water Dept. pays directly (incl. Retirement, Debt Service, Health Insurance, and other Insurances).

A review of the past several years’ indirect costs calculations shows that the Town’s allocation to the Water Dept. has increased at a steady rate of 1.9-2.0%/year. Over the same period of time, the portions of the Town’s operating budget (not including portions that either don’t support Water – such as Education – as well as those portions that Water pays directly – namely Retirement, Health Insurance, Insurances, and Debt Service) have increased by the following percentages:

Town Budget and Indirect Costs Trends, FY20-23 (FY24 Proposed)						
	<u>Indirect Costs</u>	<u>Change from Prior \$</u>	<u>Change from Prior %</u>	<u>% of water budget</u>	<u>Town budget change from prior %</u>	<u>Town budget change from prior % (Not incl. Ed, etc.)</u>
FY24	\$ 56,192	\$ 2,238	4.1%	6.265%	3.3%	3.7%
FY23	\$ 53,954	\$ 1,058	2.0%		3.9%	3.5%
FY22	\$ 52,896	\$ 986	1.9%		1.0%	5.1%
FY21	\$ 51,910	\$ 956	1.9%		5.5%	4.2%
FY20	\$ 50,954	\$ 945	1.9%		4.2%	7.3%

One of the major changes in the Town’s and the Water Dept.’s financial relationship in FY24 is that, for the first time in many years (perhaps ever), the only debt carried by the Town is for Water projects. Therefore, a truer calculation of FY24 indirect costs would shift a greater share of my office’s and the Treasurer/Collectors’s time toward Water, for work related to debt issuance, continuing disclosures (to bond rating agencies), work with our financial advisors, etc. However, we have not made this adjustment, as it is my opinion that this warrants a broader policy discussion regarding how certain finance/administrative functions (related to debt/borrowing, grants management incl. ARPA, procurement/contracting, etc.). The proposed FY24 number also almost certainly understates the level of effort my office expends toward Water-related initiatives, such as capital planning, and the potential proposal to acquire land as a new public water source. However, I believe that discussions of these policy matters can happen more comfortably outside of the context of the deadline-driven budget season.

Additional detail regarding the FY24 indirect costs allocation can be provided upon request, and the Town Accountant and I would be pleased to meet with the Water Superintendent and BOWC on request. Once the Spring Town Meeting cycle is complete, and as we look ahead to FY25 budgeting, I recommend that we schedule a time over the summer or in early fall to jointly conduct a more comprehensive review of the indirect cost calculation. Thank you.

INDIRECT COST ALLOCATION

PURPOSE

To apportion all the indirect costs associated with the Town's water enterprise fund in an equitable manner that reflects the operation's true shared costs, this policy provides guidelines for calculating, allocating, and reviewing those costs.

Under authority established in [M.G.L. c. 44 § 53F½](#), the water service is managed and accounted for separately from the general fund and has its own financial statements. Consolidating the program's direct and indirect costs, debt service, and capital expenditures into a segregated fund allows the Town to demonstrate to the public the true, total cost of providing the service.

APPLICABILITY

This policy applies to budgetary functions of the Finance Department/Town Accountant, the Water Department Superintendent and the Board of Water Commissioners. Further, it encompasses enterprise-related administrative functions of the Finance Department/Town Accountant, Treasurer/Collector, and Town Manager.

POLICY

As part of the annual budget process, the Town Accountant will calculate the Water Department's indirect costs to the general fund and will review the figures with the Water Department Superintendent. The calculations will take into account all the enterprise-related expenses of the Town departments that provide administrative services to the water operation, namely:

- Accounts payable, payroll, and general ledger services provided by the Town Accountant
- Turnover processing, banking, investment, tax title, and payroll services provided by the Treasurer/Collector Department
- Annual budget development and coordination services provided by the Town Manager

For these expenses and those listed below, the Town Accountant will calculate indirect costs using the most recent fiscal year's appropriations and based on the estimated support methodology, which is outlined as follows and takes into account:

- Benefits for active and retired employees, including insurances, Medicare tax, unemployment, workers' compensation
- Pensions
- Vehicle insurance
- Property insurance
- Independent audit services
- Actuarial services
- Legal services
- Information technology expenses
- Other costs that may be considered and agreed to and documented

The Town Accountant will maintain a written procedure detailing the costs and calculation methodologies used. Upon preparation of the calculated results for the subsequent fiscal year budget, the Finance Department will provide the calculated amount, with supporting methodology, to the Water Department Superintendent and the Board of Water Commissioners as early in the annual budgeting process as is feasible, based on when information becomes known regarding the indirect costs to be allocated. The Finance Department will make the Town Accountant, or other department representative, available to meet with the Water Superintendent and Water Commission if and as needed to review the calculated amount and methodology.

If the Water Commission wishes to contest the amount or methodology of the calculated amount, it may do so in writing to the Town Manager. The Town Manager shall have the authority, based on his/her review of the methodology and based on conferral with the parties, to authorize the calculated amount, or another amount if found to be a more accurate estimate, which will appear in the Water Department expense budget to be proposed to Town Meeting.

Upon approval of the Annual Town Budget, including a Water Department expense budget that incorporates the calculated amount, the Town Account will record transfers between the relevant funds by January 1 each year.

Methodology for Calculating Indirect Costs

The Finance Department will prepare a reasonable **estimate of support** (i.e., an estimate of the average time spent to support a particular service). For example, the Town Manager estimates he/she spends on average four hours weekly, or 10 percent of his/her time, on water-related activities (e.g., meetings, budgeting, clerical tasks). This percentage is applied against the department's or official's salary and benefits, including health and life insurance, Medicare, retirement and any workers' compensation.

$$\frac{\text{Hours worked on enterprise activities per year by individual(s)}}{\text{Total hours worked per year by individual(s)}} \times \text{Salary and benefits of individual(s) working on enterprise activities} = \text{Indirect Departmental Salaries}$$

The sum total of all departments' or officials' expenses related to water operations will be included in the annual Water Department budget per the aforementioned process, then charged directly to the Water Department's budget within the subsequent fiscal year.

REFERENCES

DLS Informational Guideline Release 08-101: [Enterprise Funds](#)

Government Finance Officers Association Best Practices: [Indirect Cost Allocation](#) and [Full Cost Accounting for Government Services](#)

EFFECTIVE DATE

This policy was adopted on August 5, 2019.

Town Manager

From: Town Manager
Sent: Tuesday, March 14, 2023 1:04 PM
To: 'Christopher Wile'; 'WALTER BURMEISTER'; Daniel Innes (daninnes@yahoo.com); 'Rob Phillips'; James Sperelakis; Ross Capolupo
Cc: Walsh, Jennifer
Subject: Add'l detail re Water expenses and Newburyport water purchase costs
Attachments: Water YTD expenses - detail report 3-14-23.pdf; FY24 line item detail explanation.pdf

FinCom,

At last night's Select Board mtg, the Board voted 3-0 in favor of most proposed Water warrant articles (incl. #8-14). Their vote to recommend the proposed Water operating budget was 2-0-1, as they wanted to better understand how the Newburyport water costs (Art. 8), which are paid from the broader Water Expenses budget.

The email thread below includes add'l info Mike G. sent over following up on last night's discussion, as well as my response with add'l analysis. The two attachments show the YTD detail expenses (with Newburyport water purchases highlighted) and a list of the expense categories paid from the Water Expenses budget line.

This may be more info/detail than you need/want, but since the Water budget and articles are on for review tomorrow night, I'm sharing this just in case –

Thanks,
Angus

From: Town Manager
Sent: Tuesday, March 14, 2023 12:42 PM
To: David Archibald <darchibald@wnewbury.org>; Rick Parker <rparker@wnewbury.org>; Wendy Reed <wreed@wnewbury.org>
Cc: Town Clerk <townclerk@wnewbury.org>
Subject: FW: Water Department Salaries and Wages Account

Below/attached is add'l info Mike G. sent over following up on last night's discussion re the Article requesting add'l funds for FY23 Newburyport water purchase, as well as my response with add'l analysis. Please let me know if you have further questions. Thanks -

From: Town Manager
Sent: Tuesday, March 14, 2023 12:40 PM
To: Mike Gootee <mgootee@wnewbury.org>; Selectboard <selectboard@wnewbury.org>
Cc: Bob Janes (icepick185@gmail.com) <icepick185@gmail.com>; Larry Corcoran (fuzz1967@comcast.net) <fuzz1967@comcast.net>; John Duggan <jduggan1@endicott.edu>; Water Superintendent <water.superintendent@wnewbury.org>; WNWater <wnwater@wnewbury.org>
Subject: RE: Water Department Salaries and Wages Account

Mike,

Thanks for this. I just ran a detail report showing all activity YTD in the Water Expenses line. I tried to export this to Excel format but the software is giving me a hard time, so I can work with Jenny on this when she's back in the office. Once it's in Excel, it would be very quick to simply sort the expenses by vendor. However I did quickly mark up the attached with the invoices paid to Newburyport YTD, and this totals \$120,152.48, or 41.5% of the total Water Dept expenses so far. Detail (extracted from attached report) below:

Water Dept Pmts to Newburyport		FY23 YTD as of 3/14/23	
Date		Amount	
	8/11/2022	\$	24,335.44
	9/21/2022	\$	18,131.89
	10/18/2022	\$	14,246.27
	11/16/2022	\$	14,240.78
	12/15/2022	\$	15,279.54
	1/19/2023	\$	17,773.30
	2/9/2023	\$	16,145.26
	Payments to Newburyport (YTD):	\$	120,152.48
	Total FY23 Water Expenses budget:	\$	289,498.09
	Newburyport as % of total expenses:		41.5%
	Remaining balance (Water Dept expenses):	\$	58,666.59

As you noted last night, future purchase amounts/costs will rise due to the Pipestave tank work.

This add'l info you've provided may resolve any open questions, but if I do become aware of more questions I'll let you know.

Thanks for the follow-up –
Angus

From: Mike Gootee <mgootee@wnewbury.org>
Sent: Tuesday, March 14, 2023 12:17 PM
To: Selectboard <selectboard@wnewbury.org>
Cc: Bob Janes (icepick185@gmail.com) <icepick185@gmail.com>; Larry Corcoran (fuzz1967@comcast.net) <fuzz1967@comcast.net>; John Duggan <jduggan1@endicott.edu>; Water Superintendent <water.superintendent@wnewbury.org>; WNWater <wnewwater@wnewbury.org>; Town Manager <townmanager@wnewbury.org>
Subject: RE: Water Department Salaries and Wages Account

Select Board

Last night at the SB meeting I mentioned the we we're already in the negative in the Newburyport Water account. I explained that we had to take funds from other accounts within the Expense Account to pay the Newburyport Water bills.

Wendy asked what accounts are we pulling from to pay the Newburyport Water bill. This is as simple as I can make it. When the Administrative Assistant updates the accounts she will show the accounts that are in the negative. That way we can see where we need to make adjustments for the following year.

You don't necessarily pull money from one line item within the Expense Account to another for example, take \$20 from office supplies to pay \$20 to Newburyport Water's negative amount.

You document where the negative accounts are and just deduct that amount from the overall Expense Account within the total budget.

I have attached a document that shows what items are within each account.

Michael E. Gootée
Interim Water Manager/Superintendent
Town of West Newbury, MA
381 Main Street
West Newbury, MA 01985
Phone:(978)363-1100 X-128

Ledger History - Detail - Expenditure Ledger

Tran. Name	Comment	Payee	Beginning	Debit	Credit	Ending
Account: 61-429-5400-000000	Water Dept Expenses	<i>Summary:</i>	0.00	289,498.09	348,164.68	58,666.59
	Block/Batch:	Posted: 07/01/2022		0.00	340,313.00	340,313.00
Tran. Type: Beginning Balanc		By: sfrontiera				
ATM A5 51422 W				0.00	340,313.00	340,313.00
	Block/Batch:	Posted: 07/01/2022		0.00	7,820.00	348,133.00
Tran. Type: Encumbrance		By: sfrontiera				
FY22 Encumbranc	Carry Over Encumbrances			0.00	7,820.00	348,133.00
Warrant: 23-01	Block/Batch: 23-01/23-01	Posted: 07/01/2022		61,515.88	0.00	286,617.12
Tran. Type: Payable		By: jwalsh				
FY23		Essex Regional Retirement		61,515.88	0.00	286,617.12
Warrant: 23-02	Block/Batch: 23-02/23-02	Posted: 07/12/2022		726.20	0.00	285,890.92
Tran. Type: Payable		By: jwalsh				
NT307423		The Daily News		376.20	0.00	286,240.92
FY2023	Annual Membership	Mass Rural Water Associati		350.00	0.00	285,890.92
Warrant: 23-03	Block/Batch: 23-03/23-03	Posted: 07/15/2022		79.48	0.00	285,811.44
Tran. Type: Payable		By: jwalsh				
9910032511		Verizon Wireless		79.48	0.00	285,811.44
	Block/Batch: PW 23-01/PW 23-01	Posted: 07/20/2022		45.00	0.00	285,766.44
Tran. Type: Journal Entry		By: jwalsh				
1597	Pay Period 7/1/2022 - 7/14/2022	PW 23-01		45.00	0.00	285,766.44
Warrant: 23-04	Block/Batch: 23-04/23-04	Posted: 07/26/2022		543.00	0.00	285,223.44
Tran. Type: Payable		By: jwalsh				
8773 10 245 0129		Comcast		143.39	0.00	285,623.05
127586		Roberts Chemical		224.72	0.00	285,398.33
8773 10 245 0031		Comcast		164.89	0.00	285,233.44
50492-44005		National Grid		10.00	0.00	285,223.44
	Block/Batch: PW 23-02/PW 23-02	Posted: 08/03/2022		400.00	0.00	284,823.44
Tran. Type: Journal Entry		By: jwalsh				
1643	Pay Period 7/15/2022 - 7/28/2022	PW 23-02		400.00	0.00	284,823.44
Warrant: 23-05	Block/Batch: 23-05/23-05	Posted: 08/04/2022		10,220.35	0.00	274,603.09
Tran. Type: Payable		By: jwalsh				
8773 10 245 0130		Comcast		129.94	0.00	284,693.50
FY2023		Salem Sound Coastwatch		1,250.00	0.00	283,443.50
1951		CAP Environmental Inc.		265.00	0.00	283,178.50
1949		CAP Environmental Inc.		1,550.00	0.00	281,628.50
1947		CAP Environmental Inc.		1,021.00	0.00	280,607.50
1946		CAP Environmental Inc.		799.00	0.00	279,808.50

Ledger History - Detail - Expenditure Ledger

Tran. Name	Comment	Payee	Beginning	Debit	Credit	Ending
Account: 61-429-5400-000000	Water Dept Expenses	Summary:	0.00	289,498.09	348,164.68	58,666.59
40735		Williams Partners LTD		3,664.00	0.00	276,144.50
80104611		Badger Meter Inc.		64.14	0.00	276,080.36
8773 10 245 0030		Comcast		204.40	0.00	275,875.96
072122	FY2023 Fee	Danos Savas C		200.00	0.00	275,675.96
INV0145959		TI- Sales Inc.		210.33	0.00	275,465.63
INV0146120		TI- Sales Inc.		468.25	0.00	274,997.38
386199 01		Winsupply of Seacoast MA		362.42	0.00	274,634.96
Postage July	28 Pieces	Town of West Newbury		16.87	0.00	274,618.09
245656		Nashoba Analytical LLC		15.00	0.00	274,603.09
Warrant: 23-06	Block/Batch: 23-06/23-06	Posted: 08/11/2022		29,841.82	0.00	244,761.27
Tran. Type: Payable		By: sfrontiera				
82884906		Exxon Mobil		358.51	0.00	274,244.58
40815-23000		National Grid		741.91	0.00	273,502.67
8	FY2022 Encumbrance	Tata & Howard Inc.		935.00	0.00	272,567.67
08092022		Thurlow Richad C.		375.00	0.00	272,192.67
912745		Amesbury Industrial Supply		287.26	0.00	271,905.41
913134		Amesbury Industrial Supply		28.72	0.00	271,876.69
40214-10000		National Grid		28.19	0.00	271,848.50
40811-06009		National Grid		62.45	0.00	271,786.05
3608955		North of Boston Media Grou		145.75	0.00	271,640.30
4718		Northeast Systems Control		233.00	0.00	271,407.30
ES-13902		Ameresco Inc.		1,264.27	0.00	270,143.03
4717		Northeast Systems Control		791.10	0.00	269,351.93
600405		City of Newburyport		24,335.44	0.00	245,016.49
245658		Nashoba Analytical LLC		72.00	0.00	244,944.49
00628-39007		National Grid		10.00	0.00	244,934.49
913436		Amesbury Industrial Supply		123.66	0.00	244,810.83
80465-78043		National Grid		49.56	0.00	244,761.27
	Block/Batch: PW 23-03/PW 23-03	Posted: 08/17/2022		45.00	0.00	244,716.27
Tran. Type: Journal Entry		By: jwalsh				
1672	Pay Period 7/29/2022 - 8/11/2022	PW 23-03		45.00	0.00	244,716.27
Warrant: 23-07	Block/Batch: 23-07/23-07	Posted: 08/23/2022		3,258.69	0.00	241,457.58
Tran. Type: Payable		By: jwalsh				
245660		Nashoba Analytical LLC		900.00	0.00	243,816.27
1956		CAP Environmental Inc.		717.00	0.00	243,099.27
8773 10 245 0031		Comcast		164.89	0.00	242,934.38

Ledger History - Detail - Expenditure Ledger

Tran. Name	Comment	Payee	Beginning	Debit	Credit	Ending
Account: 61-429-5400-000000	Water Dept Expenses	Summary:	0.00	289,498.09	348,164.68	58,666.59
8773 10 245 0129		Comcast		143.39	0.00	242,790.99
90658-51004		National Grid		27.00	0.00	242,763.99
50492-44005		National Grid		10.00	0.00	242,753.99
9912359164		Verizon Wireless		79.48	0.00	242,674.51
6081048		Eastern Propane Gas Inc.		1,066.93	0.00	241,607.58
245657		Nashoba Analytical LLC		150.00	0.00	241,457.58
Warrant: 23-08	Block/Batch: 23-08/23-08	Posted: 09/01/2022		5,291.64	0.00	236,165.94
Tran. Type: Payable		By: jwalsh				
8810351098		VWR International Inc.		502.83	0.00	240,954.75
Postage August	17 Pieces	Town of West Newbury		9.69	0.00	240,945.06
2249		CS Lincoln Excavcation LLC		1,615.00	0.00	239,330.06
80106930		Badger Meter Inc.		964.20	0.00	238,365.86
8773 10 245 0130		Comcast		129.94	0.00	238,235.92
8075		RTI Enterprises		670.65	0.00	237,565.27
156879		Nashoba Analytical LLC		125.00	0.00	237,440.27
8773 10 245 0030		Comcast		204.40	0.00	237,235.87
128594		Roberts Chemical		337.08	0.00	236,898.79
156654		Nashoba Analytical LLC		507.00	0.00	236,391.79
8810334837		VWR International Inc.		225.85	0.00	236,165.94
Warrant: 23-09	Block/Batch: 23-09/23-09	Posted: 09/07/2022		5,652.23	0.00	230,513.71
Tran. Type: Payable		By: jwalsh				
914227		Amesbury Industrial Supply		62.44	0.00	236,103.50
914154		Amesbury Industrial Supply		54.95	0.00	236,048.55
232255902		W.B. Mason Co. Inc.		114.84	0.00	235,933.71
4734		Northeast Systems Control		1,116.00	0.00	234,817.71
4737		Northeast Systems Control		329.00	0.00	234,488.71
2252		CS Lincoln Excavcation LLC		3,975.00	0.00	230,513.71
	Block/Batch: PW 23-05/PW 23-05	Posted: 09/14/2022		45.00	0.00	230,468.71
Tran. Type: Journal Entry		By: jwalsh				
1704	Pay Period 8/26/2022 - 9/8/2022	PW 23-05		45.00	0.00	230,468.71
Warrant: 23-11	Block/Batch: 23-11/23-11	Posted: 09/21/2022		22,250.66	0.00	208,218.05
Tran. Type: Payable		By: jwalsh				
40815-23000		National Grid		2,008.29	0.00	228,460.42
ES-14032		Ameresco Inc.		1,147.71	0.00	227,312.71
40214-10000		National Grid		26.00	0.00	227,286.71
50492-44005		National Grid		10.00	0.00	227,276.71

Ledger History - Detail - Expenditure Ledger

Tran. Name	Comment	Payee	Beginning	Debit	Credit	Ending
Account: 61-429-5400-000000	Water Dept Expenses	Summary:	0.00	289,498.09	348,164.68	58,666.59
90658-51004		National Grid		49.76	0.00	227,226.95
00628-39007		National Grid		10.00	0.00	227,216.95
80465-78043		National Grid		15.54	0.00	227,201.41
83534882		Exxon Mobil		272.06	0.00	226,929.35
157909		Nashoba Analytical LLC		420.00	0.00	226,509.35
601079		City of Newburyport		18,131.89	0.00	208,377.46
9914694224		Verizon Wireless		79.48	0.00	208,297.98
40811-06009		National Grid		79.93	0.00	208,218.05
Block/Batch: PW 23-06/PW 23-06		Posted: 09/28/2022		400.00	0.00	207,818.05
Tran. Type: Journal Entry		By: jwalsh				
1710	Pay Period: 9/9/2022 - 9/22/2022	PW 23-06		400.00	0.00	207,818.05
Warrant: 23-12	Block/Batch: 23-12/23-12	Posted: 09/28/2022		2,376.86	0.00	205,441.19
Tran. Type: Payable		By: jwalsh				
8773 10 245 0031		Comcast		164.89	0.00	207,653.16
016667	Slip No. 70702 9/8/22	Welch & Lamson		505.99	0.00	207,147.17
8773 10 245 0129		Comcast		143.39	0.00	207,003.78
158168		Nashoba Analytical LLC		87.00	0.00	206,916.78
1969		CAP Environmental Inc.		545.00	0.00	206,371.78
232639233		W.B. Mason Co. Inc.		33.59	0.00	206,338.19
301531		Stiles Co. Inc.		897.00	0.00	205,441.19
Warrant: 23-13	Block/Batch: 23-13/23-13	Posted: 10/05/2022		2,313.01	0.00	203,128.18
Tran. Type: Payable		By: sfrontiera				
6076158		Everett J. Prescott Inc.		1,222.05	0.00	204,219.14
8773 10 245 0030		Comcast		204.40	0.00	204,014.74
44057		Harborside Printing		166.10	0.00	203,848.64
September 2022	1036 Pieces	Town of West Newbury		590.52	0.00	203,258.12
8773 10 245 0130		Comcast		129.94	0.00	203,128.18
Block/Batch: PW 23-07/PW 23-07		Posted: 10/12/2022		45.00	0.00	203,083.18
Tran. Type: Journal Entry		By: jwalsh				
1721	Pay Period 9/23/2022 - 10/6/2022	PW 23-07		45.00	0.00	203,083.18
Warrant: 23-14	Block/Batch: 23-14/23-14	Posted: 10/18/2022		19,615.02	31.68	183,499.84
Tran. Type: Payable		By: sfrontiera				
232963304		W.B. Mason Co. Inc.		135.31	0.00	202,947.87
8810788985		VWR International Inc.		223.70	0.00	202,724.17
80109236		Badger Meter Inc.		64.20	0.00	202,659.97
mainstpole231sep		National Grid		10.00	0.00	202,649.97

Ledger History - Detail - Expenditure Ledger

Tran. Name	Comment	Payee	Beginning	Debit	Credit	Ending
Account: 61-429-5400-000000	Water Dept Expenses	Summary:	0.00	289,498.09	348,164.68	58,666.59
915158		Amesbury Industrial Supply		56.35	0.00	202,593.62
pumpingstationse		National Grid		25.13	0.00	202,568.49
waterdeptsept		National Grid		79.93	0.00	202,488.56
hiltopciclesept		National Grid		15.54	0.00	202,473.02
999mainpole225S		National Grid		1,378.74	0.00	201,094.28
09202022		bankprov		1,499.45	0.00	199,594.83
233153909		W.B. Mason Co. Inc.		118.64	0.00	199,476.19
C M1270689		W.B. Mason Co. Inc.		0.00	31.68	199,507.87
9917054790		Verizon Business		79.48	0.00	199,428.39
84212598		Exxon Mobil		264.15	0.00	199,164.24
605262		City of Newburyport		14,246.27	0.00	184,917.97
245669		Nashoba Analytical LLC		400.00	0.00	184,517.97
ES-14162		Ameresco Inc.		1,008.13	0.00	183,509.84
mainstpole1/25se		National Grid		10.00	0.00	183,499.84
Warrant: 23-15	Block/Batch: 23-15/23-15	Posted: 10/26/2022		2,219.68	0.00	181,280.16
Tran. Type: Payable		By: jwalsh				
6088214		Everett J. Prescott Inc.		973.37	0.00	182,526.47
233262713		W.B. Mason Co. Inc.		89.39	0.00	182,437.08
4684		Northeast Systems Control		290.00	0.00	182,147.08
8773 10 245 0129		Comcast		143.39	0.00	182,003.69
8773 10 245 0030		Comcast		203.98	0.00	181,799.71
8773 10 245 0130	See Tax Exempt Cert	Comcast		129.94	0.00	181,669.77
129755		Roberts Chemical		224.72	0.00	181,445.05
8773 10 245 0031		Comcast		164.89	0.00	181,280.16
Warrant: 23-16	Block/Batch: 23-16/23-16	Posted: 11/02/2022		13.29	0.00	181,266.87
Tran. Type: Payable		By: jwalsh				
Postage October	17 Pieces	Town of West Newbury		13.29	0.00	181,266.87
	Block/Batch: PW 23-09/PW 23-09	Posted: 11/09/2022		90.00	0.00	181,176.87
Tran. Type: Journal Entry		By: jwalsh				
1745	Pay Period 10/21/2022 - 11/3/2022	PW 23-09		90.00	0.00	181,176.87
Warrant: 23-17	Block/Batch: 23-17/23-17	Posted: 11/09/2022		4,588.39	0.00	176,588.48
Tran. Type: Payable		By: jwalsh				
302254		Stiles Co. Inc.		3,021.96	0.00	178,154.91
80111517		Badger Meter Inc.		64.20	0.00	178,090.71
159941		Nashoba Analytical LLC		87.00	0.00	178,003.71
6177696		Eastern Propane Gas Inc.		562.18	0.00	177,441.53

Ledger History - Detail - Expenditure Ledger

Tran. Name	Comment	Payee	Beginning	Debit	Credit	Ending
Account: 61-429-5400-000000	Water Dept Expenses	Summary:	0.00	289,498.09	348,164.68	58,666.59
ES-14292		Ameresco Inc.		833.05	0.00	176,608.48
160000		Nashoba Analytical LLC		20.00	0.00	176,588.48
Warrant: 23-18	Block/Batch: 23-18/23-18	Posted: 11/16/2022		17,205.97	0.00	159,382.51
Tran. Type: Payable		By: jwalsh				
40811-06009		National Grid		116.09	0.00	176,472.39
609209		City of Newburyport		14,240.78	0.00	162,231.61
40815-23000		National Grid		1,770.43	0.00	160,461.18
160900		Nashoba Analytical LLC		400.00	0.00	160,061.18
40214-10000		National Grid		27.73	0.00	160,033.45
916399		Amesbury Industrial Supply		19.37	0.00	160,014.08
84886093		Exxon Mobil		443.48	0.00	159,570.60
80465-78043		National Grid		21.70	0.00	159,548.90
917225		Amesbury Industrial Supply		166.39	0.00	159,382.51
Warrant: 23-19	Block/Batch: 23-19/23-19	Posted: 11/30/2022		4,291.43	0.00	155,091.08
Tran. Type: Payable		By: jwalsh				
130304		Roberts Chemical		277.72	0.00	159,104.79
90658-51004		National Grid		44.38	0.00	159,060.41
50492-44005		National Grid		10.46	0.00	159,049.95
8773 10 245 0129		Comcast		143.39	0.00	158,906.56
9919431273		Verizon Wireless		79.48	0.00	158,827.08
302419		Stiles Co. Inc.		2,254.74	0.00	156,572.34
161200		Nashoba Analytical LLC		87.00	0.00	156,485.34
8773 10 245 0031		Comcast		164.89	0.00	156,320.45
234139906		W.B. Mason Co. Inc.		80.45	0.00	156,240.00
0149398-IN		John Hoadly & Sons Inc.		315.00	0.00	155,925.00
161373		Nashoba Analytical LLC		100.00	0.00	155,825.00
8773 10 245 0130		Comcast		129.94	0.00	155,695.06
161509		Nashoba Analytical LLC		400.00	0.00	155,295.06
8773 10 245 0030		Comcast		203.98	0.00	155,091.08
	Block/Batch: PW 23-11/PW 23-11	Posted: 12/07/2022		490.00	0.00	154,601.08
Tran. Type: Journal Entry		By: jwalsh				
1771	Pay Period 11/18/2022 - 12/1/2022	PW 23-11		400.00	0.00	154,691.08
1771	Pay Period 11/18/2022 - 12/1/2022	PW 23-11		90.00	0.00	154,601.08
Warrant: 23-20	Block/Batch: 23-20/23-20	Posted: 12/08/2022		1,842.45	0.00	152,758.63
Tran. Type: Payable		By: jwalsh				
917740		Amesbury Industrial Supply		141.18	0.00	154,459.90

Ledger History - Detail - Expenditure Ledger

Tran. Name	Comment	Payee	Beginning	Debit	Credit	Ending
Account: 61-429-5400-000000	Water Dept Expenses	Summary:	0.00	289,498.09	348,164.68	58,666.59
918069		Amesbury Industrial Supply		22.06	0.00	154,437.84
918372		Amesbury Industrial Supply		71.34	0.00	154,366.50
918580		Amesbury Industrial Supply		86.02	0.00	154,280.48
Postage Novembe	28 Pieces	Town of West Newbury		15.96	0.00	154,264.52
24747	Annual Calibration	New England Instrument		378.00	0.00	153,886.52
80113812	Svcs for November	Badger Meter Inc.		64.20	0.00	153,822.32
85617790		Exxon Mobil		231.93	0.00	153,590.39
Permit 68	USPS Marketing Mail	Postmaster West Newbury		91.67	0.00	153,498.72
ES-14422	Nov-2022	Ameresco Inc.		740.09	0.00	152,758.63
Warrant: 23-21	Block/Batch: 23-21/23-21	Posted: 12/15/2022		18,353.88	0.00	134,404.75
Tran. Type: Payable		By: jwalsh				
610068		City of Newburyport		15,279.54	0.00	137,479.09
50768525		Univar Solutions		2,714.10	0.00	134,764.99
9921812027		Verizon Wireless		79.48	0.00	134,685.51
40214-10000		National Grid		34.33	0.00	134,651.18
80465-78043		National Grid		103.04	0.00	134,548.14
8773 10 245 0129		Comcast		143.39	0.00	134,404.75
Warrant: 23-22	Block/Batch: 23-22/23-22	Posted: 12/21/2022		2,155.58	0.00	132,249.17
Tran. Type: Payable		By: jwalsh				
2007		CAP Environmental Inc.		404.00	0.00	134,000.75
8773 10 245 0031		Comcast		164.89	0.00	133,835.86
162707		Nashoba Analytical LLC		87.00	0.00	133,748.86
59869		Mass Water Works Assoc.		80.00	0.00	133,668.86
90658-51004		National Grid		40.59	0.00	133,628.27
50492-44005		National Grid		13.97	0.00	133,614.30
00628-39007		National Grid		10.00	0.00	133,604.30
6114609		Everett J. Prescott Inc.		1,355.13	0.00	132,249.17
	Block/Batch: PW 23-14/PW 23-14	Posted: 01/04/2023		90.00	0.00	132,159.17
Tran. Type: Journal Entry		By: jwalsh				
1797	Pay Period: 12/16/2022 - 12/29-2022	PW 23-14		90.00	0.00	132,159.17
Warrant: 23-23	Block/Batch: 23-23/23-23	Posted: 01/06/2023		8,027.19	0.00	124,131.98
Tran. Type: Payable		By: jwalsh				
1642		James A. Higgins		630.00	0.00	131,529.17
235160496		W.B. Mason Co. Inc.		423.47	0.00	131,105.70
6114663		Everett J. Prescott Inc.		853.00	0.00	130,252.70
2013		CAP Environmental Inc.		326.00	0.00	129,926.70

Ledger History - Detail - Expenditure Ledger

Tran. Name	Comment	Payee	Beginning	Debit	Credit	Ending
Account: 61-429-5400-000000	Water Dept Expenses	Summary:	0.00	289,498.09	348,164.68	58,666.59
80116305		Badger Meter Inc.		904.20	0.00	129,022.50
ES-14552		Ameresco Inc.		571.39	0.00	128,451.11
121322000000000	Cust No. VC7000074827	Commonwealth of Massach		628.87	0.00	127,822.24
59485	Michael E Gootee	Mass Water Works Assoc.		80.00	0.00	127,742.24
2010		CAP Environmental Inc.		2,445.00	0.00	125,297.24
40811-06009		National Grid		426.81	0.00	124,870.43
8773 10 245 0130		Comcast		139.94	0.00	124,730.49
016667	Slip No. 82248	Welch & Lamson		314.53	0.00	124,415.96
59526	Mark Marlowe	Mass Water Works Assoc.		80.00	0.00	124,335.96
8773 10 245 0030		Comcast		203.98	0.00	124,131.98
Warrant: 23-24	Block/Batch: 23-24/23-24	Posted: 01/11/2023		1,159.35	0.00	122,972.63
Tran. Type: Payable		By: jwalsh				
i2090		United Compressor & Pump		1,159.35	0.00	122,972.63
Warrant: 23-25	Block/Batch: 23-25/23-25	Posted: 01/19/2023		27,851.91	0.00	95,120.72
Tran. Type: Payable		By: jwalsh				
164013		Nashoba Analytical LLC		105.00	0.00	122,867.63
9924197363		Verizon Wireless		79.48	0.00	122,788.15
INV0152224		TI- Sales Inc.		501.81	0.00	122,286.34
Postage Decembe	98 Pieces	Town of West Newbury		55.86	0.00	122,230.48
40214-10000		National Grid		59.41	0.00	122,171.07
50492-44005		National Grid		9.15	0.00	122,161.92
40811-06009		National Grid		277.41	0.00	121,884.51
8773 10 245 0129		Comcast		198.39	0.00	121,686.12
614225		City of Newburyport		17,773.30	0.00	103,912.82
9	Project R-06437.01 FY22 Encumbrance	Tata & Howard Inc.		1,275.00	0.00	102,637.82
40815-23000		National Grid		5,221.78	0.00	97,416.04
131209		Roberts Chemical		277.72	0.00	97,138.32
919570		Amesbury Industrial Supply		65.96	0.00	97,072.36
918780		Amesbury Industrial Supply		65.20	0.00	97,007.16
917741		Amesbury Industrial Supply		142.48	0.00	96,864.68
919260		Amesbury Industrial Supply		269.84	0.00	96,594.84
8773 10 245 0031		Comcast		179.89	0.00	96,414.95
919496		Amesbury Industrial Supply		41.98	0.00	96,372.97
919583		Amesbury Industrial Supply		69.45	0.00	96,303.52
86278686		Exxon Mobil		250.92	0.00	96,052.60
919364		Amesbury Industrial Supply		135.47	0.00	95,917.13

Ledger History - Detail - Expenditure Ledger

Tran. Name	Comment	Payee	Beginning	Debit	Credit	Ending
Account: 61-429-5400-000000	Water Dept Expenses	Summary:	0.00	289,498.09	348,164.68	58,666.59
00628-39007		National Grid		20.08	0.00	95,897.05
03609-22005		National Grid		254.85	0.00	95,642.20
80465-78043		National Grid		214.87	0.00	95,427.33
6314471		Eastern Propane Gas Inc.		247.49	0.00	95,179.84
919365		Amesbury Industrial Supply		59.12	0.00	95,120.72
	Block/Batch: PW 23-16/PW 23-16	Posted: 02/01/2023		90.00	0.00	95,030.72
Tran. Type: Journal Entry		By: jwalsh				
1819	Pay Period 1/13/2023 - 1/26/2023	PW 23-16		90.00	0.00	95,030.72
Warrant: 23-27	Block/Batch: 23-27/23-27	Posted: 02/01/2023		6,492.03	0.00	88,538.69
Tran. Type: Payable		By: jwalsh				
8773 10 245 0130		Comcast		139.94	0.00	94,890.78
1730	1200 Labor 3000 Materials	Thomas Tombarello Jr.		4,200.00	0.00	90,690.78
60630	Mark Marlowe AC Pipe Course	Mass Water Works Assoc.		250.00	0.00	90,440.78
60628	Donald Goodwin AC Pipe Course	Mass Water Works Assoc.		250.00	0.00	90,190.78
60629	Jason Allard AC Pipe Course	Mass Water Works Assoc.		250.00	0.00	89,940.78
60457	Jason Allard Membership	Mass Water Works Assoc.		80.00	0.00	89,860.78
8773 10 245 0030		Comcast		222.09	0.00	89,638.69
60623	Jason Allard Basic Treatment	Mass Water Works Assoc.		1,100.00	0.00	88,538.69
Warrant: 23-28	Block/Batch: 23-28/23-28	Posted: 02/09/2023		23,186.69	0.00	65,352.00
Tran. Type: Payable		By: jwalsh				
ES-14682		Ameresco Inc.		348.14	0.00	88,190.55
8811856936		VWR International Inc.		702.02	0.00	87,488.53
80118898		Badger Meter Inc.		964.20	0.00	86,524.33
40214-10000		National Grid		63.82	0.00	86,460.51
920108		Amesbury Industrial Supply		137.94	0.00	86,322.57
920573		Amesbury Industrial Supply		180.20	0.00	86,142.37
920472		Amesbury Industrial Supply		83.97	0.00	86,058.40
920380		Amesbury Industrial Supply		42.98	0.00	86,015.42
920111		Amesbury Industrial Supply		24.72	0.00	85,990.70
920021		Amesbury Industrial Supply		78.93	0.00	85,911.77
8811839822		VWR International Inc.		717.26	0.00	85,194.51
618642		City of Newburyport		16,145.26	0.00	69,049.25
8811882979		VWR International Inc.		880.97	0.00	68,168.28
0231037		Pollard Water Com-East		720.89	0.00	67,447.39
87063511		Exxon Mobil		240.03	0.00	67,207.36
Postage January	17 pieces	Town of West Newbury		9.90	0.00	67,197.46

Ledger History - Detail - Expenditure Ledger

Tran. Name	Comment	Payee	Beginning	Debit	Credit	Ending
Account: 61-429-5400-000000	Water Dept Expenses	Summary:	0.00	289,498.09	348,164.68	58,666.59
03609-22005		National Grid		1,111.48	0.00	66,085.98
00628-39007		National Grid		10.00	0.00	66,075.98
8811839821		VWR International Inc.		168.52	0.00	65,907.46
50492-44005		National Grid		18.25	0.00	65,889.21
40811-06009		National Grid		357.51	0.00	65,531.70
919944		Amesbury Industrial Supply		64.99	0.00	65,466.71
919817		Amesbury Industrial Supply		114.71	0.00	65,352.00
	Block/Batch: PW 23-17/PW 23-17	Posted: 02/15/2023		45.00	0.00	65,307.00
Tran. Type: Journal Entry		By: jwalsh				
1835	Pay Period 1/27/2023 - 2/9/2023	PW 23-17		45.00	0.00	65,307.00
Warrant: 23-29	Block/Batch: 23-29/23-29	Posted: 02/15/2023		3,348.69	0.00	61,958.31
Tran. Type: Payable		By: kpetosky				
6128377		Everett J. Prescott Inc.		1,296.02	0.00	64,010.98
80465-78043	19 1/2 Hilltop Circle	National Grid		352.73	0.00	63,658.25
4788	11/28/22 Well Field	Northeast Systems Control		703.75	0.00	62,954.50
165392		Nashoba Analytical LLC		105.00	0.00	62,849.50
016667		Welch & Lamson		438.62	0.00	62,410.88
8773 10 245 0129		Comcast		196.09	0.00	62,214.79
9926571582		Verizon Wireless		79.48	0.00	62,135.31
44598		Harborside Printing		177.00	0.00	61,958.31
	Block/Batch: PW 23-18/PW 23-18	Posted: 03/01/2023		135.00	0.00	61,823.31
Tran. Type: Journal Entry		By: jwalsh				
1846	Pay Period: 2/10/2023 - 02/23/2023	PW 23-18		135.00	0.00	61,823.31
Warrant: 23-31	Block/Batch: 23-31/23-31	Posted: 03/01/2023		3,156.72	0.00	58,666.59
Tran. Type: Payable		By: kpetosky				
165715		Nashoba Analytical LLC		400.00	0.00	61,423.31
10	Project R-06437.01	Tata & Howard Inc.		510.00	0.00	60,913.31
60829	Mark Marlowe - Landscape Irrigation	Mass Water Works Assoc.		50.00	0.00	60,863.31
60805	Michael Gootee - Water Restrictions	Mass Water Works Assoc.		60.00	0.00	60,803.31
6437547		Eastern Propane Gas Inc.		1,242.84	0.00	59,560.47
8773 10 245 0130		Comcast		139.94	0.00	59,420.53
236345027		W.B. Mason Co. Inc.		74.46	0.00	59,346.07
4809		Northeast Systems Control		217.50	0.00	59,128.57
8773 10 245 0031		Comcast		179.89	0.00	58,948.68
8773 10 245 0030		Comcast		222.09	0.00	58,726.59
60828	Mark Marlowe - Water Restrictions	Mass Water Works Assoc.		60.00	0.00	58,666.59

Parameters: Fiscal Year: 2023 Start Date: 7/1/2022 end: 6/30/2023

Ledger History - Detail - Expenditure Ledger

Tran. Name	Comment	Payee	Beginning	Debit	Credit	Ending
		1 Account(s) totaling:	0.00	289,498.09	348,164.68	58,666.59