

Known / Anticipated Articles - Spring 2023 Town Meeting cycle			
<u># (DRAFT) Article</u>	<u>Amt (if \$)</u>	<u>Sponsor</u>	<u>Form Received?</u>
1	n/a	Select Board	N/A
2	n/a	Select Board	N/A
3	\$ 397,325	Select Board	Y
4	TBD	Select Board	N/A
5	n/a	Select Board	<u>N</u>
6	TBD	BOWC	Y
7	TBD	BOWC	Y
8	TBD	BOWC	Y
9	TBD	BOWC	Y
10	TBD	BOWC	Y
11	TBD	BOWC	Y
12	TBD	BOWC	Y

Known / Anticipated Articles - Spring 2023 Town Meeting cycle				
# (DRAFT) Article		Amt (if \$)	Sponsor	Form Received?
13	Water - Clean Wellheads at Wellfield #1	TBD	BOWC	Y
13a	Water - Valves hydrants water mains meter pits	\$ 30,000	BOWC	Y
14	Funds for study of 31 Dole Place	TBD	Select Board	Y
15	To see if the Town will vote to transfer the sum of \$10,364 from the Septic Loan Revolving Account for the repayment of debt service, or take any other action related thereto.	\$ 10,364	Town Manager	Y
16	To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of \$67,514 for the Pension Liability Stabilization Fund, or take any other action related thereto.	\$ 67,514	Select Board	Y
17	To see if the Town will vote to transfer from available funds an amount for contribution to the Other Post-Employment Benefits (OPEB) Stabilization Fund, or take any other action related thereto.	\$ 34,338	Select Board	Y
18	Snow & Ice deficit	TBD	DPW Director	Y
19	Appropriation of PEG Reserved Revenues under MGL c.44 s.53F3/4	TBD	Select Board	Y
20	<p>To see if the Town, in accordance with Massachusetts General Laws Chapter 44, Sec. 53E1/2, and Section XL of the Bylaws of the Town of West Newbury, will fix the maximum amounts that may be spent during the fiscal year beginning on July 1, 2023 for the revolving funds established in town bylaws, as set forth below for certain departments, boards, committees, agencies or officers, with such expenditure limits to be applicable for each fiscal year until such time as Town Meeting votes, prior to July 1 for the ensuing fiscal year, to revise the same; or take any other action relative thereto:</p> <ul style="list-style-type: none"> ▪ Section 5.1 Summer Recreation Revolving Fund \$ _____ ▪ Section 5.2 GAR Library Fines and Penalties Revolving Fund \$ _____ ▪ Section 5.3 Police Vehicle Revolving Fund \$ _____ ▪ Section 5.4 Pipestave/Mill Pond Care and Maintenance Revolving Fund \$ _____ ▪ Section 5.5 Electric Vehicle Charging Stations Revolving Fund \$ _____ ▪ Section 5.6 Curbside Collection of Trash, Recycling and Food Waste Revolving Fund \$ _____ 	\$ -	Select Board	N/A

Known / Anticipated Articles - Spring 2023 Town Meeting cycle			
<u># (DRAFT) Article</u>	<u>Amt (if \$)</u>	<u>Sponsor</u>	<u>Form Received?</u>
<p>To see if the Town will vote to allocate and/or reserve from the Community Preservation Fund annual revenues, the amounts recommended by the Community Preservation Committee for committee administrative expenses, community preservation projects and other expenses in Fiscal Year 2023, with each item to be considered a separate appropriation, or take any other action related thereto.</p> <p>21 ▪ Appropriate \$_____ from FY 2023 estimated revenues for Committee Administrative Expenses.</p> <p> ▪ Reserve \$_____ from FY 2023 estimated revenues for Community Housing Reserve.</p> <p> ▪ Reserve \$_____ from FY 2023 estimated revenues for Historic Resources Reserve.</p> <p> ▪ Reserve \$_____ from FY 2023 estimated revenues for Open Space & Recreation Reserve.</p> <p> ▪ Reserve \$_____ from FY 2023 estimated revenues for Budgeted Reserve</p>	\$ -	CPC	Y
22 Sawmill Brook (Poorhouse Lane) land acquisition	\$ 350,000	CPC/SB	CPA funding app
23 Transfer CPC funds to Affordable Housing Trust	\$ 172,174	CPC/SB	CPA funding app
24 Whetstone Greenway, Supplemental Funding for construction	\$ 105,000	CPC/SB	Y
25 DPW Plow Truck replacement - CAPITAL ARTICLE	\$ 172,000	DPW Director	Y
26 Fire Pickup Truck replacement - CAPITAL ARTICLE	\$ 117,000	DPW Director	Y
27 Page School HVAC - CAPITAL ARTICLE	\$ 40,000	DPW Director	Y
28 Police Cruiser purchase, supplemental funding (FY23 vehicle)	\$ 25,000	Police Chief	Y
29 Ash Tree Treatments (Multi-Year Funding Program)	\$ 60,180	DPW Director	Y
30 Page School security cameras	\$ 8,300	DPW Director	Y
31 Funds for Pipestave/Page crosswalk	TBD	?????	N
32 Funding for well at Cammett Fields	\$ 25,000	Parks & Rec Comm	Y (Capital)
33 Purchase infield grader	\$ 4,425	Parks & Rec Comm	Y

Known / Anticipated Articles - Spring 2023 Town Meeting cycle			
# (DRAFT) Article	Amt (if \$)	Sponsor	Form Received?
33a Pipestave Field 6 Restoration	\$ 15,000	Parks & Rec Comm	Y
34 Pipestave fencing	\$ 9,960	DPW Director	Y
35 Funding for cemetery cleanup	\$ 4,150	Historical Commission	Y
36 Supplemental funding for solar feasibility study	TBD	?????	N/A
37 MBTA Communities grant matching funds	\$ 7,500	Select Board	Y
38 Invasive Species interns	\$ 20,000	Open Space Comm	Y
39 Adoption of MGL Ch. 166, Sec. 32A (Wiring Inspectors)	n/a	Select Board	Y
40 Solar Bylaw amendments (POTENTIAL)	n/a	Planning Board	Y
41 Stormwater Bylaw amendments (POTENTIAL)	n/a	?????	N
42 Zoning Bylaw Recodification	n/a	Planning Board/ Bldg Inspector	Y
43 Wetlands Bylaw	n/a	ConCom	Y

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.

Other potential discussion items (including but not limited to):

- Revisions to PRSD Regional Agreement
- Capical Planning Bylaw amendments
- Personnel Bylaw amendments
- Town Charter Commission

ARTICLE REQUEST FORM

ARTICLE: To see if the Town will vote to appropriate the sum of \$397,325 from the special purpose municipal stabilization fund established pursuant to Massachusetts General Laws c. 40 §5B in order to offset West Newbury's FY24 capital assessment from the Pentucket Regional School District for the Middle/High School building project.

AMOUNT REQUESTED: \$397,325

CONTACT PERSON: Angus Jennings, Town Manager

PHONE NUMBER: 978-363-1100 ext. 111

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

The purpose of the Special Purpose Education Stabilization Fund is to offset the debt resulting from the new PRSD Middle/High School to minimize the impact on tax rates.

What factors affect the timing of this purchase?

If approved by voters at Town Meeting, the amount authorized from School Stabilization would be reduced from the proposed FY24 operating budget for Pentucket capital assessments.

What ancillary costs do you anticipate? (Maintenance, Insurance, Training, etc.)
None.

Please attach additional pages or other supporting documentation.

Excerpt of Board of Selectmen Meeting Minutes from Nov 25, 2019

H. Review of draft updated Committee Charge, Carr Post Building Committee

Discussion took place regarding the draft of the Carr Post Building Committee charge. The Board decided to finalize the charge of this committee at the next meeting. It was decided to Have three members who are Town Residents and Wayne as the Ex Officio member. The Board also wishes to request volunteers on the Town's Website to keep the project moving forward. A copy of the the draft is contained in the Agenda Packets.

I. Update on Middle/High School design process; Planning Board request for comments

Minutes of the November 13, 2019 Building Committee Meeting outcome are contained in the Agenda Packets. Also contained in the packets is a Memorandum from the Planning Board regarding the upcoming December 3, 2019 Planning Board hearing to consider the Site Plan Review Application for this project.

J. Discussion of FY21 budget process and timeline; discussion of school stabilization funding model and potential multi-year utilization taking into account projected FY21 debt service

Angus Jennings, Town Manager prepared a report of the School Capital Funding and provided the Debt Amortization Schedules with related School Stabilization projections for the Board's review. After discussion the Board wishes that the 6 year model be in place in the future. This item will also be placed on the next agenda for Finance Committee input.

K. Review and approval of updated Board of Selectmen policies

Angus Jennings, Town Manager provided a draft copy of the Polices of the Board of Selectmen. He reviewed any changes that were made to the policy.

After review and discussion about the draft the following items were amended and or repealed:

Item #24 Reserve Fund Transfers – Repealed

Item #27 Amend to delete Selectmen and replace with Town Manager or Assistant to the Town Manager.

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to accept the changes and ratify production of a Policy Booklet dated November 25, 2019.

Yes 3, No 0.

L. Review of proposed revisions to Community Preservation Committee Guidelines

Copy of Guidelines is contained in the Agenda Packets.

Motion was made by Selectman Glenn Kemper, seconded by Selectman Richard Parker to approve the guidelines.

Yes 3, No 0.

SUMMARY

FOR PERIOD BEGINNING JULY 1, 2022 AND ENDING JUNE 30, 2023

STABILIZATION FUND

MONTH ENDING:

12/31/2022

YTD SUMMARY
Principal & Income Activity

NAME OF TRUST FUND	BEGINNING MARKET VALUE	BEGINNING CASH VALUE	NEW FUNDS CONTRIBUTION	REALIZED GAIN/LOSS	DISBURSEMENTS	NET INVEST INCOME	ENDING CASH VALUE	UNREALIZED GAIN/LOSS	ENDING MARKET VALUE
<i>Stabilization Fund</i>									
SCHOOL STABILIZATION FUND	1,196,974.26	1,246,812.74	-	-	-	5,073.86	1,251,886.60	(62,348.53)	1,189,538.07

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

Ledger History - Allocated Trial Balance - General Ledger

Account Number		Allocated	Debits	Credits	Ending
80-122-3590-801002	FB - School Stabiliation	-1,189,010.15	423,044.45	18,283.26	-784,248.96
1 Account(s) totaling:		-1,189,010.15	423,044.45	18,283.26	-784,248.96

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

Ledger History - Detail - General Ledger

Tran. Name	Comment	Payee	Beginning	Debit	Credit	Ending
Account: 80-122-3590-801002	FB - School Stabiliation	Summary:	0.00	423,044.45	1,207,293.41	-784,248.96
	Block/Batch: ATM A2 51422/ATM A2 5142	Posted: 07/01/2022		397,325.00	0.00	397,325.00
Tran. Type: Journal Entry		By: sfrontiera	X-Post Source Ledger			
1556		ATM A2 51422	Exp	397,325.00	0.00	397,325.00
	Block/Batch:	Posted: 07/01/2022		0.00	1,189,010.15	-791,685.15
Tran. Type: Roll Over GL Bala		By: sfrontiera	X-Post Source Ledger			
				0.00	1,189,010.15	-791,685.15
	Block/Batch: July EOI/July 2022	Posted: 07/31/2022		0.00	7,519.88	-799,205.03
Tran. Type: Receivable		By: jwalsh	X-Post Source Ledger			
	July EOI		Rev	0.00	7,519.88	-799,205.03
	Block/Batch: August EOI/August 2022	Posted: 08/31/2022		8,666.84	0.00	-790,538.19
Tran. Type: Receivable		By: jwalsh	X-Post Source Ledger			
	August EOI		Rev	8,666.84	0.00	-790,538.19
	Block/Batch: September EOI/September 2	Posted: 09/30/2022		13,854.80	0.00	-776,683.39
Tran. Type: Receivable		By: sfrontiera	X-Post Source Ledger			
	Sept EOI		Rev	13,854.80	0.00	-776,683.39
	Block/Batch: October EOI/October 2022	Posted: 10/31/2022		3,197.81	0.00	-773,485.58
Tran. Type: Receivable		By: jwalsh	X-Post Source Ledger			
	october EOI		Rev	3,197.81	0.00	-773,485.58
	Block/Batch: November EOI/November 20	Posted: 11/30/2022		0.00	5,792.26	-779,277.84
Tran. Type: Receivable		By: jwalsh	X-Post Source Ledger			
	November EOI		Rev	0.00	5,792.26	-779,277.84
	Block/Batch: December EOI/December 20	Posted: 12/31/2022		0.00	4,971.12	-784,248.96
Tran. Type: Receivable		By: jwalsh	X-Post Source Ledger			
	EOI Dec		Rev	0.00	4,971.12	-784,248.96
1 Account(s) totaling:			0.00	423,044.45	1,207,293.41	-784,248.96

Draft Article 6

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 \$0,000,000.00 of which \$000,000.00 for Salaries and Wages which include \$0,000.00 for Water Commissioners stipends, \$00,000.00 for Insurances, \$000,000.00 for Expenses, \$000,000.00 for Debt Service, \$00,000.00 for Extraordinary and Unforeseen and \$00,000.00 for Indirect Cost.

AMOUNT REQUESTED: \$ 0,000,000.00

CONTACT PERSON: Mike Gootée

PHONE NUMBER: 363-1100 x128

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

RECEIVED

FEB 03 2023

TOWN MANAGER
TOWN OF WEST WILSBURY

SPECIAL ARTICLE REQUEST FORM

ARTICLE: (To be presented at the Fiscal Year 2024 *Special* Town Meeting.)

To see if the town will vote to transfer the sum of \$000,000.00 from the Water Enterprise Fund Free Cash Account and/or \$000,000.00 from the Water Enterprise Stabilization Fund Account to purchase Water Main for the Water Main Project on Church and Prospect Street.

AMOUNT REQUESTED: \$000,000.00
CONTACT PERSON: Mike Gootée
PHONE NUMBER: 363-1100 ext. 128

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

The original plan was to start the water main replacement in FY 2024. The BOWC'S decided that it would be best to purchase the water main in CY 2023 after the pipe company informed the department that there would be a 30-week lead time before we would see a delivery. Other municipalities are following the same process with the backlog with the supply chains.

What factors affect the timing of this purchase?

The plan is to borrow funds for the water main project and ask for approval at the FY 2025 Town Meeting. By purchasing the water main in CY 2023 the water main replacement project would be able to move forward once approved at Town Meeting. If we don't purchase the water main in CY 2023 and wait until CY 2024 the project would need to be pushed off for an additional year.

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

Once the water main is installed the department would continue its yearly flushing schedule to remove sediment and maintain good water quality.

RELAY / ED
FEB 03 2023
TOWN MANAGER
TOWN OF WEST NEWBURY

Town of West Newbury Capital Improvement Program - Project Request summary

CIP CODE WTR-001



Date: 12/27/2019 with updates through 10/28/22 **Dept. Priority (1 of 3, etc.):** 1

Department: Water Department **Est. Funding Request:** \$1,663,200

Project Title: Church Street Water Main Improvements **Est. Useful Life (Years):** 75-100 years

Contact: Mike Gootée, Water Superintendent

Previously Presented? Yes No **If Yes, when? (FY):**

Project Type: Check All That Apply -					
Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input checked="" type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Replace Worn-out Equipment	<input checked="" type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description:

Church Street Water Main Improvements, from Main Street to Ferry Point. Replace an estimated 4,752 linear feet of 6" water main with 8" water main.

This is a turberculated 6" cast iron water main that is estimated at 80 years old. The flow rate is too low for fire protection and the water is discolored at times.

Town Meeting authorized funds in Spring 2022 and project engineering/design is ongoing. This project has been submitted to the 2022 State Revolving Loan Fund (SRF) program for consideration for low-interest financing. To be approved, it must be added to the State Intended Use Plan in early calendar year 2023.

Photo (click image to insert):

Project Financing:

Total Project Cost:	\$1,663,200	Stabilization Funding:	\$0
Amount & Type of Other Local Funding (ie. CPC, bond, op. budget):	\$0	Comments:	
Amount and Type of Non-Local Funding Sources (ie. Grant):	\$0	Comments:	

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$0	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$0	Comments:	

Project Planning:

Proposed Start Date of Project: _____

How was estimated cost determined? _____

Is Funding Necessary for Further Plans/Estimating? _____

Can the Project be Phased? If yes, expenditure by year _____

	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30+	TOTAL
PROPOSED	\$	\$	\$	\$1,663,200	\$	\$	\$	\$	\$	\$	\$1,663,200
CIC RECC.	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$0
APPROVED	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$0

Town of West Newbury Capital Improvement Program - Project Request summary

CIP CODE WTR-002



Date: 12/27/2019 with updates through 10/28/22 **Dept. Priority (1 of 3, etc.):** 1

Department: Water Department **Est. Funding Request:** \$960,750

Project Title: Prospect Street Water Main Improvements **Est. Useful Life (Years):** 75-100 years

Contact: Mike Gootée, Water Superintendent

Previously Presented? Yes No **If Yes, when? (FY):**

Project Type: Check All That Apply -

Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input checked="" type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Replace Worn-out Equipment	<input checked="" type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description:

Prospect Street Water Main Improvements, from Main Street to Church Street. Replace an estimated 2,745 linear feet of 6" cast iron water main with 8" water main.

This is a turberculated 6" cast iron water main that is estimated at 80 years old. The flow rate is too low for fire protection and the water is discolored at times.

Town Meeting authorized funds in Spring 2022 and project engineering/design is ongoing. This project has been submitted to the 2022 State Revolving Loan Fund (SRF) program for consideration for low-interest financing. To be approved, it must be added to the State Intended Use Plan in early calendar year 2023.

Photo (click image to insert):

Project Financing:

Total Project Cost:	\$960,750	Stabilization Funding:	\$0
Amount & Type of Other Local Funding (ie. CPC, bond, op. budget):	\$0	Comments:	
Amount and Type of Non-Local Funding Sources (ie. Grant):	\$0	Comments:	

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$0	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$0	Comments:	

Project Planning:

Proposed Start Date of Project: _____

How was estimated cost determined? _____

Is Funding Necessary for Further Plans/Estimating? _____

Can the Project be Phased? If yes, expenditure by year

	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30+	TOTAL
PROPOSED	\$	\$	\$	\$960,750	\$	\$	\$	\$	\$	\$	\$960,750
CIC RECC.	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$0
APPROVED	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$0

Draft Article 8

ARTICLE REQUEST FORM

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

ARTICLE:

To see if the town will vote to transfer the sum of \$00,000.00 from the Water Enterprise Fund Free Cash Account to purchase water from the City of Newburyport and to replenish the line items within the FY 2023 Operating Budget that needed to be used to pay the water bills.

AMOUNT REQUESTED: \$00,000.00

CONTACT PERSON: Mike Gootée

PHONE NUMBER: 363-1100 ext. 128

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

Last July the City of Newburyport increased their water rate by 10% with no advanced notice to the West Newbury Water Department. Because of the severe drought conditions, we experienced last summer and fall the existing wellfield water levels were very low and we were not able to yield our normal daily volume. We depleted 100% of those funds in just 7-months because of those drought conditions and additional cost of water. During CY 2023 we had to purchase over 5-million more gallons of water than the previous year.

We anticipated purchasing less water from Newburyport than the year before because the new Bedrock Well was put in to service which could blend with the Driven Wells. The problem was that the Driven Wells reached their trigger points so we needed to purchase water from Newburyport to keep up with demand.

We have been moving funds around within the FY 2023 Operating Budget to pay for the water and we need additional funds to replenish the funds from other line items.

We will also be purchasing a large volume of water from Newburyport when we need to take the Pipestave Water Tank off-line for repairs. The repairs to the tank are estimated to take 6-8 weeks to complete. During that time, we will be purchasing all our water from Newburyport.

What factors affect the timing of this purchase?

Those funds are needed to pay for the additional water needed to keep up with demand and replenish the funds that are used to pay the Newburyport water bills.

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

n/a

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FEB 03 2023

TOWN MANAGER
TOWN OF WEST NEWBURY

Draft Article 9

SPECIAL ARTICLE REQUEST FORM

ARTICLE: (To be presented at the Fiscal Year 2024 *Special* Town Meeting.)

To see if the town will vote to transfer the sum of \$00,000.00 from the Water Enterprise Stabilization Fund Account to purchase a new Master Meter located at the Pipestave Booster Station.

AMOUNT REQUESTED: \$00,000.00

CONTACT PERSON: Mike Gootée

PHONE NUMBER: 363-1100 ext. 128

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

The Mag Master Meter calculates how much water we pump to the Brake Hill Water Tank. The meter is over 20-years old has now failed to calculate the volume of water pumped correctly.

What factors affect the timing of this purchase?

We will be able to calculate water pumped.

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

Should get ten years without any issues.

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FEB 03 2023

TOWN OF WEST NEWBURY

Draft Article 10

SPECIAL ARTICLE REQUEST FORM

ARTICLE: (To be presented at the Fiscal Year 2024 *Special* Town Meeting.)

To see if the town will vote to transfer the sum of \$00,000.00 from the Water Enterprise Stabilization Fund Account to purchase a continuous chlorine monitoring system.

AMOUNT REQUESTED: \$00,000.00

CONTACT PERSON: Mike Gootée

PHONE NUMBER: 363-1100 ext. 128

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

The Department of Environmental Protection requires the water department to continuously 24/7 monitor chlorine residuals.

What factors affect the timing of this purchase?

The existing chlorine analyzer is over 15-years old and repair parts are no longer available.

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

Normal daily and yearly maintenance is required. Normal yearly maintenance cost around \$3,000/year.

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FEB 03 2023
TOWN MANAGER
TOWN OF WEST HAVEN, CONNECTICUT

SPECIAL ARTICLE REQUEST FORM

ARTICLE: (To be presented at the Fiscal Year 2024 *Special* Town Meeting.)

To see if the town will vote to transfer the sum of \$00,000.00 from the Water Enterprise Stabilization Fund Account to purchase SCADA Remote Terminal Units (RTU's).

AMOUNT REQUESTED: \$00,000.00
CONTACT PERSON: Mike Gootée
PHONE NUMBER: 363-1100 ext. 128

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

The RTU acts as the primary control system with the Supervisory Control and Data Acquisition (SCADA) system. RTUs are configured to control specific functions within the SCADA system, which can be modified as necessary through the user interface.

What factors affect the timing of this purchase?

The 10-year-old RTUs are dropping out communications more frequently.

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

The new RTUs should communicate without issues for about 5-years.

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FEB 03 2023
TOWN MANAGER
TOWN OF WEST NEWBURY

Draft Article 12

SPECIAL ARTICLE REQUEST FORM

ARTICLE: (To be presented at the Fiscal Year 2024 *Special* Town Meeting.)

To see if the town will vote to transfer the sum of \$00,000.00 from the Water Enterprise Stabilization Fund Account to make exterior repairs to the original Wellfield #1 building.

AMOUNT REQUESTED: \$00,000.00

CONTACT PERSON: Mike Gootée

PHONE NUMBER: 363-1100 ext. 128

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

The Wellfield #1 building needs the exterior stucco stripped and refinished. During the process the old stucco would be stripped, pressure washed, two coats of Basecoat mash imbedded and one coat of Finish.

What factors affect the timing of this purchase?

This is the last remaining building maintenance needed at the Wellfield.

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

Pressure washing any algae growth periodically.

RECEIVED
FEB 03 2023
TOWN MANAGER
TOWN OF WEST NEWBURY

Town of West Newbury Capital Improvement Program - Project Request summary

CIP CODE WTR-031



Date: December 27, 2019 updated 10/28/2022 Dept. Priority (1 of 3, etc.): 1
 Department: Water Department Est. Funding Request: \$20,000
 Project Title: Wellfield Building #1 Exterior Maintenance Est. Useful Life (Years): 15 YEARS
 Contact: Mike Gootée, Water Superintendent

Previously Presented? Yes No If Yes, when? (FY):

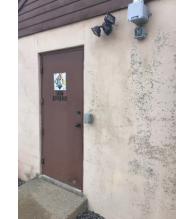
Project Type: Check All That Apply -

Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input type="checkbox"/>
Present Equipment Obsolete	<input checked="" type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Replace Worn-out Equipment	<input checked="" type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description: Photo (click image to insert):

The exterior of the wellfield building #1 is starting to show signs of wear. To protect our water infrastructure investment, the building should be sealed and painted. Exterior woodwork is also starting to wear and should be repaired and painted.

Funding sources expected to be Water Stabilization funds.



Project Financing:

Total Project Cost: \$20,000 Stabilization Funding: \$0

Amount & Type of Other Local Funding (ie. CPC, bond, op. budget): \$0 Comments:

Amount and Type of Non-Local Funding Sources (ie. Grant): \$0 Comments:

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance: \$0 Comments:

Estimated Net Effect on Operating Cost, Revenues, Staffing? \$0 Comments:

Project Planning:

Proposed Start Date of Project: Summer/fall 2023

How was estimated cost determined? Estimated

Is Funding Necessary for Further Plans/Estimating?

Can the Project be Phased? If yes, expenditure by year

	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30+	TOTAL
PROPOSED	\$	\$	\$	\$20,000	\$	\$	\$	\$	\$	\$	\$20,000
CIC RECC.	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$0
APPROVED	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$0

SPECIAL ARTICLE REQUEST FORM

ARTICLE: (To be presented at the Fiscal Year 2024 *Special* Town Meeting.)

To see if the town will vote to transfer the sum of \$00,000.00 from the Water Enterprise Fund Free Cash Account to clean the wellheads located at Wellfield #1.

AMOUNT REQUESTED: \$00,000.00

CONTACT PERSON: Mike Gootée

PHONE NUMBER: 363-1100 ext. 128

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

Every two or three years the wellheads need to be surged, chemically treated and cleaned.

What factors affect the timing of this purchase?

The Wellfield is experiencing normal buildup of sediment and Manganese. This process scours the wellhead pipe to remove as much sediment and Manganese as possible.

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

This is required to do maintain good water quality.

RECEIVED
FEB 09 2023
TOWN MANAGER
TOWN OF WEST NEWBURY

RECEIVED

FEB 06 2023

TOWN MANAGER
TOWN OF WEST NEBURY

ARTICLE REQUEST FORM

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

ARTICLE: To see if the town will vote to transfer the sum of \$30,000.00 from the Water Enterprise Fund Stabilization Account to purchase and/or repair valves, hydrants, water main, meter pits or any other devices that are associated with the water distribution system.

AMOUNT REQUESTED: \$30,000.00
CONTACT PERSON: Mike Gootée
PHONE NUMBER: 363-1100 ext. 128

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

Over the last 25-years the department has been able to maintain the older Corey and Rensselaer hydrants. The main manufacturing company for those type of hydrants has now gone out of business since the COVID pandemic surfaced. Replacement parts are very hard to find anymore. We now need more funds than we normally carry for maintenance within the yearly Operating Budget to replace the aging hydrants and valves. When the original water system was installed most isolation valves were installed at the beginning and end of most roads with no isolation valves in between. We need to continue to install more valves to be able to isolate shorter sections of water main to be able to repair or replace older valves. During flushing season, these new valves will also help the department isolate sections of water main so they can uni-directional (opposite of normal flow) flush. Hydrants that are on roads that are scheduled for water main replacement within the near future will not be replaced unless it is an emergency situation. There are also long water services (over 150') to dwellings that were installed many years ago and we now need to install meter pits to capture any unaccounted water that may be leaking from those services.

What factors affect the timing of this purchase?

Having funds available when supplies are needed.

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

Minimal cost with a good flushing program that the department currently has. New hydrants will last 80+ years maintained properly.

ARTICLE REQUEST FORM

ARTICLE:

Appropriate funds toward continuing study of the potential land acquisition at 31 Dole Place

AMOUNT REQUESTED: TBD

CONTACT PERSON: Angus Jennings, Town Manager

PHONE NUMBER: 978-363-1100 x111

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

The Town continues to consider proposing the acquisition of property at 31 Dole Place. The site was previously tested and found to be a potentially productive public well site, and is included as an authorized public water source in the Town's Water Management Act permit. The Select Board, Town Manager and Board of Water Commissioners have been in continuing discussions, as well as in correspondence with the landowner, regarding its continuing interest in potentially proposing acquisition of this property. Through this Article, the Select Board proposes funding to conduct additional study of the property and associated design/engineering, regulatory, and infrastructure costs and financing questions. It is expected that this investment of funds will provide the Town the information it needs in order to make a fully informed decision regarding whether proposed acquisition of the property is in the public interest.

What factors affect the timing of this purchase?

Appropriation of funding at the 2023 Special Town Meeting will allow necessary studies to go forward. The Select Board anticipates either proposing the acquisition of this property in Fiscal Year 2024, or determining (on the basis of additional studies) that the potential for land acquisition is not viable and/or in the public interest.

When should this Article be sunsetted - how long will the project take?

FY24

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

The Town continues to invest significant staff and Board time toward this matter. Some continuing legal costs will be incurred, but these are budgeted and payable from the Legal Counsel line in the operating budget. If the Town were to decide to propose acquisition of this property in the future, and its development as a public water source, this would come with significant infrastructure and operational costs.

Does this Article involve improvement, preservation or creation of tangible Town-owned assets and projects which 1) have useful life of at least five years; 2) cost over \$20,000 and or 3) for which the Town is authorized to borrow funds? If so, please confirm that this item is on the Capital Improvements Committee Schedule for future capital investments.

No, not at this time. However, the potential to pursue development of a public well site at the Dole Place property is included in the Water section of the Capital Improvements Program.

Please attach additional pages or other supporting documentation.

ARTICLE REQUEST FORM

ARTICLE: To see if the Town will vote to transfer the sum of \$10,364 from the Septic Loan Revolving Account for the repayment of debt service.

AMOUNT REQUESTED: \$10,364.00

CONTACT PERSON: Angus Jennings, Town Manager

PHONE NUMBER: 978-363-1100 x111

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

In 2001 the Town enrolled in a twenty-year state-financed program to loan residents money to help them rebuild septic systems that do not conform to Title V. This State program offers 0% loans to communities, which in turn provide low-interest betterment loans to eligible homeowners with failed septic systems through the local Board of Health. The Town loaned money at a rate of 3% (to cover the cost of administration). The homeowners repay the loan money to the Town, which in turn reimburses the State. Neither the Town nor the State profits from this transaction. The Town has been making these payments since 2001 with the amount based on the number of borrowers. This program is no longer open to new participants.

What factors affect the timing of this purchase?

For FY24 the loan amount due is \$10,364.

When should this Article be sunsetted - how long will the project take?

FY24

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

None

Does this Article involve improvement, preservation or creation of tangible Town-owned assets and projects which 1) have useful life of at least five years; 2) cost over \$20,000 and or 3) for which the Town is authorized to borrow funds? If so, please confirm that this item is on the Capital Improvements Committee Schedule for future capital investments.

No

Please attach additional pages or other supporting documentation.

ARTICLE REQUEST FORM

ARTICLE: To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of \$67,514 for the Pension Liability stabilization fund, or take any other action related thereto.

AMOUNT REQUESTED: \$67,514.00

CONTACT PERSON: Angus Jennings, Town Manager

PHONE NUMBER: 978-363-1100 x111

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

This Article proposes transfer of \$67,514 from Free Cash into the Pension Liability Stabilization Fund. This fund is intended to set aside money to pay for the Town’s unfunded pension obligations. The Town's Financial Reserves policy recommends annual appropriation of 10% of the following year's Pension Assessment toward this Stabilization Fund, and the Town has made these recommended appropriations annually for the past several years.

What factors affect the timing of this purchase?

This will allow the Town to plan and save ahead to meet this obligation when the Town finances permit, thereby avoiding the need for abrupt tax increases.

When should this Article be sunsetted - how long will the project take?

FY24

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

None

Does this Article involve improvement, preservation or creation of tangible Town-owned assets and projects which 1) have useful life of at least five years; 2) cost over \$20,000 and or 3) for which the Town is authorized to borrow funds? If so, please confirm that this item is on the Capital Improvements Committee Schedule for future capital investments.

No

Please attach additional pages or other supporting documentation.

FINANCIAL RESERVES

PURPOSE

To help the Town stabilize finances and maintain operations during difficult economic periods, this policy establishes prudent practices for appropriating to and expending reserve funds. With well-planned sustainability, West Newbury can use its reserves to finance emergencies and other unforeseen needs, to hold money for specific future purposes, or in limited instances, to serve as revenue sources for the annual budget. Reserve balances and policies can also positively impact the Town's credit rating and consequently its long-term cost to fund major projects.

APPLICABILITY

This policy pertains to short- and long-range budget decision making duties of the Board of Selectmen, Town Manager, Finance Committee, and Water Commission. It also applies to the related job duties of the Town Accountant and Board of Assessors.

POLICY

The Town is committed to building and maintaining its reserves so as to have budgetary flexibility for unexpected events and significant disruptions in revenue-expenditure patterns and to provide a source of available funds for future capital expenditures. The Town will strive to maintain overall general fund reserves in the level of [10 to 15] percent of the annual operating budget. Adherence to this policy will help the Town withstand periods of decreased revenues and control spending during periods of increased revenues. There are multiple types of reserves, including free cash, stabilization funds, retained earnings, and overlay surplus.

A. Free Cash

The Division of Local Services (DLS) defines free cash as "the remaining, unrestricted funds from operations of the previous fiscal year, including unexpended free cash from the previous year." DLS must certify free cash before the Town can appropriate it.

To generate free cash, the Town Manager will propose budgets with conservative revenue projections, and department heads will carefully manage their appropriations to produce excess income and budget turn backs. As much as practicable, the Town will limit free cash appropriations to the spring annual and special town meetings for the purpose of funding one-time expenditures (such as capital projects, snow and ice deficits, or emergencies).

The Town shall set a goal of maintaining its year-end unappropriated free cash balance in the range of five percent of the annual general fund budget. The Town will appropriate any excess above this target range to build reserves or offset unfunded liabilities.

B. Stabilization Funds

A stabilization fund is a reserve account allowed by state law to set aside monies to be available for future spending purposes, including emergencies or capital expenditures, although it may be appropriated for any lawful purpose. The Town has established five stabilizations as detailed below. All of them are accounted for and reported as trust funds, regardless of authorized use.

General Stabilization: The Town will endeavor to maintain a minimum balance of five percent of the current general fund operating budget in its general stabilization fund. Withdrawals from general stabilization should only be used to mitigate emergencies or other unanticipated events that cannot be supported by current general fund appropriations. When possible, any withdrawal of funds should be limited to the amount available above the five percent minimum reserve target level. If any necessary withdrawal drives the balance below the minimum level, the withdrawal should be limited to one-third of the general stabilization fund balance. Further, the Town Manager and Town Accountant will develop a detailed plan to replenish the fund to the minimum level within the next two fiscal years.

Special Purpose Stabilization Funds: The Town currently has [four] special purpose stabilization funds. Three are detailed below and the fourth in the next section, C. Retained Earnings.

Capital Improvement Stabilization Fund: The Town will appropriate annually to this fund so that over time it achieves a target balance sufficient to cover the Town's cash outlay for capital. The fund's target balance should be 15 percent – or 100% funding of the CIP based on a rolling five-year average – of the Town's annual operating budget.

School Building Stabilization Fund: At a minimum, the Town will annually appropriate the amount of the current year's retired debt to this fund until such time that the target balance is sufficient to cover capital cash outlays for the school building and mitigate future debt service.

Retirement Stabilization Fund: The Town should annually appropriate or transfer from available funds a target of 10 percent of the annual Essex Regional Retirement System pension assessment to this fund to offset future pension liabilities.

C. Retained Earnings

The Water Department's finances are managed under an enterprise fund, separately from the general fund, which allows the Town to effectively identify the utility's true delivery costs—direct, indirect, and capital—and set user fees at a level sufficient to recover them. Under this accounting, the Town may reserve the water operation's generated surplus (referred to as retained earnings) rather than closing the amount to the general fund at year-end.

For the water enterprise fund, the Town will maintain a minimum reserve amount of [20] percent of the operation's total budget to be used for rate stabilization. Retained earnings in excess of the [20] percent target will be reserved in the water stabilization fund to prepare for capital and major infrastructure improvements. To maintain the target reserve level for the enterprise fund requires the Water Commissioners to periodically review, and when necessary, adjust user rates.

Note: If Town Meeting ever votes to change the purpose of the water stabilization fund or to revoke it, any fund balance acquired through water enterprise revenues must be retained in the enterprise fund.

D. Overlay Surplus

The overlay is a reserve the Town uses to offset uncollected property taxes and other unrealized revenue resulting from property tax abatements and exemptions.

Prior to the conclusion of each fiscal year, the Board of Assessors will submit to the Town Manager and Town Accountant an update of the overlay reserve with data that includes, but is not limited to, the gross balance, potential abatement liabilities, and any transfers to surplus. If the balance exceeds the amount of potential liabilities, the Board of Selectmen may request the Board of Assessors vote to declare those balances surplus and available for use in the Town's capital improvement plan or any other one-time expense.

REFERENCES

[M.G.L. c. 40, § 5B](#)

[M.G.L. c. 59, § 25](#)

[M.G.L. c. 44, § 53F½](#)

West Newbury Capital Planning policy

DLS Best Practices: [Free Cash](#) and [Special Purpose Stabilization Funds](#)

DLS Departmental Procedure Manual: [Enterprise Funds](#)

DLS Informational Guideline Releases 17-20: [Stabilization Funds](#) and 17-23: [Overlay and Overlay Surplus](#)

Government Finance Officers Association Best Practices: [Fund Balance Guidelines for the General Fund](#) and [Working Capital Targets for Enterprise Funds](#)

EFFECTIVE DATE

This policy was adopted on December 3, 2018.

ARTICLE REQUEST FORM

ARTICLE: To see if the Town will vote to transfer from available funds an amount for contribution to the Other Post-Employment Benefits (OPEB) Stabilization Fund, or take any other action related

AMOUNT REQUESTED: \$34,338.00

CONTACT PERSON: Angus Jennings, Town Manager

PHONE NUMBER: 978-363-1100 x111

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

Established at April 2010 Town Meeting, West Newbury's Other Postemployment Benefits (OPEB) Stabilization Fund is designed to provide benefits to the Town's eligible current and future retirees. This year's transfer to the fund is recommended at 10% of the June 30, 2022 OPEB liability as calculated by the Town's OPEB Actuary. An annual financial commitment to OPEB to ensure resources are available to meet the Town's future obligations is considered a "best financial practice" by the Massachusetts Department of Revenue and is recommended in the Town's Financial Policies.

What factors affect the timing of this purchase?

This will allow the Town to plan and save ahead to meet this obligation when the Town finances permit, thereby avoiding the need for abrupt tax increases.

When should this Article be sunsetted - how long will the project take?

FY24

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

None

Does this Article involve improvement, preservation or creation of tangible Town-owned assets and projects which 1) have useful life of at least five years; 2) cost over \$20,000 and or 3) for which the Town is authorized to borrow funds? If so, please confirm that this item is on the Capital Improvements Committee Schedule for future capital investments.

No

Please attach additional pages or other supporting documentation.

OTHER POSTEMPLOYMENT BENEFITS LIABILITY

PURPOSE

To ensure fiscal sustainability, this policy sets guidelines for a responsible plan to meet the Town's obligation to provide other postemployment benefits for eligible current and future retirees. It is designed to achieve generational equity among those called upon to fund this liability and thereby avoid transferring costs into the future.

APPLICABILITY

This policy encompasses OPEB-related budget decisions, accounting, financial reporting, and investment. It applies to the Board of Selectmen and Finance Committee in their budget decision-making duties, the OPEB-related job duties of the Treasurer/Collector and Town Accountant, and the investment duties of the Investment Policy Committee.

BACKGROUND

In addition to salaries, the Town compensates employees in a variety of other forms. Many earn benefits over their years of service that they will not receive until after retirement. A pension is one such earned benefit. Another is a set of retirement insurance plans for health, dental, and life. These are collectively referred to as other postemployment benefits, or OPEBs. OPEBs represent a significant liability for the Town that must be properly measured, reported, and planned for financially.

POLICY

The Town is committed to funding the long-term cost of the benefits promised its employees. To do so, the Town will accumulate resources for future benefit payments in a disciplined, methodical manner during the active service life of employees. The Town will also periodically assess strategies to mitigate its OPEB liability. This involves evaluating the structure of offered benefits and their cost drivers while at the same time avoiding benefit reductions that would place undue burdens on employees or risk making the Town an uncompetitive employer.

A. Accounting for and Reporting the OPEB Liability

The Town Accountant will obtain actuarial analyses of the Town's OPEB liability every two years and will annually report the Town's OPEB obligations in financial statements that comply with the current guidelines of the Governmental Accounting Standards Board (GASB). The Town Manager will ensure the Town's independent audit firm reviews compliance with the accounting and reporting provisions of this policy as part of its annual audits and reports on these to the Board of Selectmen.

B. Trust Management and Investment

The Town has established an OPEB Trust Fund and designated the Treasurer/Collector to be its trustee. The Treasurer/Collector, in consultation with the Investment Policy Committee, will manage the OPEB Trust Fund in conformance with the Town's OPEB Investment Policy included in this manual's appendix and the state's prudent investor laws.

Annually by December 1, the Board of Selectmen, Treasurer/Collector, and Investment Committee will analyze their option to invest the OPEB trust with the [State Retiree Benefits Trust Fund](#).

C. Mitigation

On an ongoing basis, the Town will assess healthcare cost containment measures and evaluate strategies to mitigate its OPEB liability. The Town Accountant will monitor proposed laws affecting OPEBs and Medicare and analyze their impacts. The Treasurer/Collector will regularly audit the group insurance and retiree rolls and terminate any participants found to be ineligible based on work hours, active Medicare status, or other factors.

D. OPEB Funding Strategies

To address the OPEB liability, decision makers will analyze a variety of funding strategies and subsequently implement them as appropriate with the intention of fully funding the obligation. The Town will derive funding for the OPEB Trust Fund from taxation, free cash, and any other legal form. To ensure that the Town's water enterprise fund remains self-supporting, the Water Commissioners will factor its proportional OPEB contributions into the setting of user fees.

Achieving full funding of the liability requires the Town to commit to funding its actuarially determined contribution (ADC) each year, which is calculated based on actuarial projections. Among strategies to consider for funding the ADC:

- Transfer unexpended funds from insurance line items to the OPEB trust fund.
- Appropriate amounts equal to the Town's Medicare Part D reimbursements.
- Determine and commit to appropriating an annual portion of free cash.
- Appropriate an annually increasing percentage of yearly revenues.

REFERENCES

[M.G.L. c. 32B, § 20](#)

[M.G.L. c. 32B, § 20A](#)

[M.G.L. c. 44, § 54](#)

[M.G.L. c. 44, § 55](#)

[M.G.L. c. 203C](#)

West Newbury policies for Investment and OPEB investment

GASB Statements 75: [Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions](#) and 74: [Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans](#)

Government Finance Officers Association Best Practices: [Ensuring Other Postemployment Benefits \(OPEB\) Sustainability](#) and [Sustainable Funding Practices for Defined Benefit Pensions and Other Postemployment Benefits \(OPEB\)](#)

EFFECTIVE DATE

This policy was adopted on December 3, 2018.



August 29, 2022

Mr. Angus Jennings
Town Manager
Town of West Newbury
Town Office Building
381 Main Street
West Newbury, MA 01985

Dear Angus:

We are pleased to present the enclosed report of the July 1, 2020 actuarial valuation of the retiree health care benefits for the Town of West Newbury. The valuation was prepared in accordance with and for the purpose of financial reporting and disclosures as of June 30, 2022 under the following Governmental Accounting Standards Board (GASB) Statements:

- ◆ GASB Statement No. 74, Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans (GASB 74)
- ◆ GASB Statement No. 75, Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions (GASB 75)

Results are based on liabilities developed in an actuarial valuation performed as of July 1, 2020 and rolled forward to the plan's measurement date of June 30, 2022.

The Principal Valuation Results, including assets, liabilities and the development of future contributions, are provided in Section 1. The Notes to the Financial Statements and the Required Supplementary Information are provided in Sections 2 and 3, respectively. Employer Reporting Amounts under GASB 75 are provided in Section 4. The Summary of Plan Provisions and Actuarial Assumptions and Methods are shown in Sections 5 and 6, respectively. Section 7 summarizes the demographic profile of active members and retired members, covered spouses and survivors. Finally, a Glossary of Terms is provided in Section 8.

Our calculations are based on member census data and other information provided by the Town of West Newbury as well as health plan rates provided by the Town. Although we did not audit the data used in the valuation and disclosure calculations, we believe that the information is complete and reliable.

Liabilities presented in this report are based on a discount rate of 6%, the rate that reflects the long-term expected rate of return on OPEB plan assets. The long-term expected rate of return is based on the target allocations provided in the investment policy statement and long-term expected rates of return by asset class provided by Cambridge Trust and other reliable sources.

Mr. Angus Jennings

August 29, 2022

Page 2

This report was completed in accordance with generally accepted actuarial standards and procedures, and conforms to the Code of Professional Conduct of the American Academy of Actuaries. The actuarial assumptions other than those explicitly applicable to the postemployment benefit plans are consistent with those used by the Essex Regional Retirement System's actuaries for the Retirement System pension valuations.

Future actuarial valuation results may differ significantly from the current results presented in this report. Examples of potential sources of volatility include plan experience differing from that anticipated by the economic or demographic assumptions, the effect of new entrants, changes in economic or demographic assumptions, the effect of law changes and the delayed effect of smoothing techniques.

Our valuation follows generally accepted actuarial methods and we perform such tests as we consider necessary to assure the accuracy of the results. The amounts presented in this report have been appropriately determined according to the actuarial assumptions and methods stated herein.

This report is intended for the sole use of the Town of West Newbury and is intended to provide information to comply with the stated purpose of the report. It may not be appropriate for other purposes.

The expected claims, cost trend rates, and analysis of regulatory changes have been developed based on the expertise of the undersigned health and welfare actuary, Christopher E. Bean, ASA, MAAA. The undersigned credentialed actuaries are Members of the American Academy of Actuaries and together meet the Qualification Standards of the American Academy of Actuaries necessary to render the actuarial opinion contained herein. They are available to answer any questions with regard to this report.

KMS Actuaries is completely independent of the Town of West Newbury and any of its officers or key personnel. None of the actuaries signing this report or anyone closely associated with them has a relationship with the Town of West Newbury, other than as consulting actuary for this assignment, that would impair our independence.

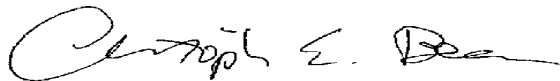
Respectfully submitted,



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EXECUTIVE SUMMARY

Purpose of Report

This report presents the results of the actuarial valuation of the Town of West Newbury's retiree health care benefits as of July 1, 2020. The valuation was prepared in accordance with and for the purpose of financial reporting and disclosures as of June 30, 2022 under the following Governmental Accounting Standards Board (GASB) Statements:

- ◆ GASB Statement No. 74, Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans (GASB 74)
- ◆ GASB Statement No. 75, Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions (GASB 75)

The results as of the measurement date are based on a roll forward of the liabilities developed in the most recent actuarial valuation.

GASB Accounting Standards

In June 2015, the GASB approved two related Statements that significantly changed the way other postemployment benefits (OPEB) plans and governments account and report OPEB liabilities. GASB Statement No. 74 (GASB 74), *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*, replaced the requirements of Statement No. 43 and GASB Statement No. 75 (GASB 75), *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, replaced the requirements of Statement No. 45.

The effective date for GASB 74 is for plan years beginning after June 15, 2016, which is the plan year ending June 30, 2017 for the Town of West Newbury. The effective date for GASB 75 is for fiscal years beginning after June 15, 2017, which is the fiscal year ending June 30, 2018 for the Town of West Newbury.

GASB 74 requires OPEB plans to present a statement of fiduciary net position (OPEB plan assets) and a statement of changes in fiduciary net position. Further, the statement requires that notes to financial statements include descriptive information such as the types of benefits provided, the classes of plan members covered and the authority under which benefit terms are established or may be amended. Finally, GASB 74 requires OPEB plans to present in required supplementary information the sources of the changes in the net OPEB liability and information about the actuarially determined contributions compared with the actual contributions made to the plan and related ratios.

GASB 74 and GASB 75 require projected benefit payments be discounted to their actuarial present value using the single rate that reflects (1) a long-term expected rate of return on OPEB plan investments to the extent that the OPEB plan's assets are sufficient to pay benefits and OPEB plan assets are expected to be invested using a strategy to achieve that return and (2) a tax-exempt, high-quality municipal bond rate to the extent that the conditions for use of the long-term expected rate of return are not met.

GASB 75 establishes standards for measuring and recognizing liabilities, deferred outflows of resources, deferred inflows of resources and OPEB expense by state and local governments.

EXECUTIVE SUMMARY

Town of West Newbury Other Postemployment Benefits Program

The Town of West Newbury administers the retiree health care benefits program - a single-employer defined benefit plan that is used to provide postemployment benefits other than pensions (OPEB) for all permanent full-time employees. The Town provides health care benefits for retirees and their dependents. Benefits are provided through the Massachusetts Interlocal Insurance Association, and the full cost of benefits is shared between the Town and retirees.

Summary of Principal Results

A summary of principal results from the current and prior measurement dates follows:

Disclosure Date	June 30, 2022	June 30, 2021	% Change
Valuation Date	July 1, 2020	July 1, 2020	
Membership Data			
Active Plan Members	44	46	(4.3%)
Inactive Plan Members (excludes covered spouses)	18	20	(10.0%)
Total Plan Members	62	66	(6.1%)
Covered Spouses	6	6	0.0%
Covered Payroll	\$3,029,899	\$2,835,247	6.9%
Net OPEB Liability			
Discount Rate	6.00%	6.00%	
Total OPEB Liability (TOL)	\$2,907,896	\$2,730,258	6.5%
Fiduciary Net Position (FNP)	\$2,564,519	\$2,855,222	(10.2%)
Net OPEB Liability	\$343,377	(\$124,964)	(374.8%)
FNP as % of TOL	88.2%	104.6%	
OPEB Expense			
OPEB Expense	\$192,144	\$101,813	88.7%
Deferred Outflows	\$490,787	\$399,884	
Deferred Inflows	\$201,704	\$502,822	
Recognition Period	7.47	7.47	

EXECUTIVE SUMMARY

Experience Gain and Loss

In developing the Total OPEB Liability, various assumptions are made regarding future premium rates, mortality, retirement, disability and turnover rates. A comparison of the results of the current and prior measurements is made to determine how closely actual experience relates to expected. For the current measurement period, there is no experience gain or loss as the Total OPEB liability was developed from a roll forward of results of the most recent valuation.

Changes of Assumptions

The inflation rate was updated in this valuation. A summary of the impact on the Total OPEB Liability (TOL) of each assumption change is provided below:

◆ Decrease due to change in Inflation Assumption	(11,000)
Total	\$ (11,000)

All of the assumptions used in this valuation are shown in Section 6, Actuarial Assumptions and Methods.

Changes of Benefit Terms

All benefit terms are the same as those used in the prior measurement. A Summary of the Principal Plan Provisions is provided in Section 5.

Total OPEB Liability

The Total OPEB Liability as of the current measurement date, June 30, 2022, is \$2,907,896. The Total OPEB Liability as of the prior measurement date, June 30, 2021, was \$2,730,258. During the current measurement period ending June 30, 2022, the Total OPEB Liability increased by \$177,638, or 6.5%. The development of the Total OPEB Liability for the current measurement period is shown in Section 1, Exhibit 1.2.

Fiduciary Net Position

The Fiduciary Net Position is equal to the market value of assets and as of the current measurement date, June 30, 2022, is \$2,564,519. The Fiduciary Net Position as of the prior measurement date, June 30, 2021, was \$2,855,222. During the plan years ended June 30, 2022 and June 30, 2021, the actual rates of return were -10.66% and 19.97%, respectively. The expected long-term rate of return is 6.00%. The Fiduciary Net Position is shown in Section 1, Exhibit 1.1.

Employer Future Period Contributions

The Town will analyze a variety of funding strategies and subsequently implement them as appropriate with the intention of fully funding the obligation.

EXECUTIVE SUMMARY

Discount Rate

As of the June 30, 2022 measurement date, the OPEB plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on OPEB plan investments was applied to all periods of projected benefit payments to determine the total OPEB liability. Projected benefit payments are discounted to their actuarial present value using a single discount rate of 6%.

OPEB Expense

The OPEB Expense for the current measurement period ending June 30, 2022, is \$192,144. Benefit changes are recognized immediately and experience gains and losses and assumption changes developed in this valuation are recognized over 7.47 years. Investment gains and losses are recognized over 5 years. The OPEB Expense for the prior measurement period was \$101,813. The development of the OPEB expense for the current measurement period is shown in Section 4, Exhibit 4.2.

COVID-19 Pandemic

The assumptions in this report do not reflect the potential impact of the COVID-19 pandemic on the OPEB program. Especially in the short range, the pandemic is likely to materially affect the economic, demographic and healthcare-specific experience in a way not anticipated by the assumptions on which the projections are based.

ARTICLE REQUEST FORM

ARTICLE: *DPW request additional funds for the Snow and Ice Removal Program.*

AMOUNT REQUESTED: Placeholder: number to be reviewed/ revised as Board gets closer to posting and signing of Warrant

CONTACT PERSON: Wayne S. Amaral, DPW Director

PHONE NUMBER: (978) 363-1100 x120

Date: 2/3/23

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

As mild as this winter season has been for DPW, we have had fewer than normal snow and ice events as of early February 2023. An estimated \$36,700 is all that has been expended YTD leaving a remaining balance of approximately \$113,000 in the available budget line. Winter is about 50% over, but we do expect some larger scale events to occur. Prior complete year Snow and Ice total spending (including overages approved at prior Town Meetings) show expenditures of \$227,245 (FY22), \$224,021 (FY21), and \$211,087 (FY20). As a result, I request additional funds to allow DPW to perform this important operation to the degree of satisfaction expected by the residents of our Town.

What factors affect the timing of this purchase?

This is considered operations and the funds are needed to complete our snow and ice work for this season. This request is proposed for inclusion on the Special Town Meeting warrant in order to make funds available during the current fiscal year 2023.

When should this Article be sunsetted - how long will the project take?

Recommended sunset date of June 30, 2023

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

None

Does this Article involve improvement, preservation or creation of tangible Town-owned assets and projects which 1) have useful life of at least five years; 2) cost over \$20,000 and or 3) for which the Town is authorized to borrow funds? If so, please confirm that this item is on the Capital Improvements Committee Schedule for future capital investments.

This is an operational expense.

Please attach additional pages or other supporting documentation.

ARTICLE REQUEST FORM

ARTICLE: To see if the Town will vote to appropriate a sum of money from the PEG Access and Cable Related Fund for the purposes of funding its FY24 cable-related expenses; or take any other action relative thereto.

AMOUNT REQUESTED: TBD

CONTACT PERSON: Angus Jennings, Town Manager

PHONE NUMBER: 978-363-1100 x111

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

ARTICLE __: PEG Access Receipt Reserved for Appropriation

Summary: A vote taken at the 2015 Annual Town Meeting established a Receipt Reserved for Appropriation fund for the cable access agreement pertaining to the Verizon and Comcast licensing agreements. This account was created in accordance with DOR guidelines. Monies accrued in this account are proposed to be appropriated to fund cable operations. The Town receives quarterly franchise fees from Verizon and Comcast for eligible Public/Educational/Governmental (PEG) costs.

A majority vote is required for the passage of this article.

What factors affect the timing of this purchase?

Annual article to appropriate PEG funds.

When should this Article be sunsetted - how long will the project take?

N/A

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

Cable operations and related costs would continue to be funded entirely from PEG revenues.

Does this Article involve improvement, preservation or creation of tangible Town-owned assets and projects which 1) have useful life of at least five years; 2) cost over \$20,000 and or 3) for which the Town is authorized to borrow funds? If so, please confirm that this item is on the Capital Improvements Committee Schedule for future capital investments.

No

Please attach additional pages or other supporting documentation.

ARTICLE REQUEST FORM

ARTICLE: Community Preservation Act, Annual Budget Article for CPA Funding for Fiscal Year 2024, Annual Town Meeting Warrant

AMOUNT REQUESTED: \$ [REDACTED]

CONTACT PERSON: Barbara Gard, CPC Administrator

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

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

ARTICLE: To see if the Town will vote to appropriate or reserve from the Community Preservation Fund annual revenues in the amounts recommended by the Community Preservation Committee (CPC) for committee administrative expenses, community preservation projects and other expenses in Fiscal Year 2024, with each item to be considered a separate appropriation.

Appropriations:

From FY 2024 estimated revenues for Committee Administrative Expenses: \$ [REDACTED]

Reserves:

From FY 2024 estimated revenues for Community Housing Reserve \$ [REDACTED]

From FY 2024 estimated revenues for Historic Resources Reserve \$ [REDACTED]

From FY 2024 estimated revenues for Open Space & Recreation Reserve \$ [REDACTED]

From FY 2024 estimated revenues for Budgeted Reserve \$ [REDACTED]

Sponsored by the Community Preservation Committee

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

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

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

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

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

Does this Article involve improvement, preservation or creation of tangible Town-owned assets and projects which 1) have useful life of at least five years; 2) cost over \$20,000 and/or 3) for which the Town is authorized to borrow funds? If so, please confirm that this item is on the Capital Improvement Schedule for future capital investments. **N/A**

Please attach additional pages or other supporting documentation.

**TOWN OF WEST NEWBURY
COMMUNITY PRESERVATION COMMITTEE**

APPLICATION FOR PROJECT FUNDING

This application may be completed electronically and emailed to cpc@wnewbury.org or printed and completed by hand and submitted to the CPC Administrator. All applications must be received by the CPC Office at least 2 weeks prior to a scheduled meeting in order to be considered by the Committee. For more information contact 978-363-1100 X131.

APPLICANT INFORMATION

Project Name:	Sawmill Brook Conservation Project
Project Address:	Archelaus Place and Poor House Lane
Map/Lot:	Map R14, Lots 30 and 30F
Applicant Name: (Group or Committee Affiliation)	Essex County Greenbelt Association, Inc. and West Newbury Open Space Committee
Contact Person:	Vanessa Johnson-Hall
Telephone:	978-768-8310
Address:	P.O. Box 1026, Essex, MA 01929
Email:	vkjohnson@ecga.org
Date of Application:	January 2023

PROJECT ELIGIBILITY

Community Preservation Category (ies)	
Date Approved by CPC	

**TOWN OF WEST NEWBURY
COMMUNITY PRESERVATION COMMITTEE**

APPLICATION FOR PROJECT FUNDING

PROJECT NARRATIVE

Provide information for the following project components, providing attachments where necessary which clearly reference the heading. All project components listed must be addressed in order for the project to be considered by the CPC.

PROJECT SUMMARY - Provide a description of the Project, including the property involved and its proposed use.

The Town's acquisition of the two parcels of land comprising the Sawmill Brook Conservation Project, with assistance from Greenbelt, will permanently preserve 32 acres of important open space and wildlife habitat on the western side of the Town's Mill Pond / Pipestave Hill Conservation and Recreation Area. CPA funds would be 100% matched by either a state grant and/or fundraising by Greenbelt. Greenbelt will facilitate the real estate portion of the transaction, including holding the Purchase & Sale Agreement, and conducting due diligence (appraisal, title exam, and environmental site assessment). Greenbelt would hold the conservation restriction on the property as is required for municipal lands acquired with CPA funds. The acquisition would be for passive recreational use, expanding the Town's Pipestave Hill / Mill Pond conservation area, and allowing for trail expansion and the opportunity to enhance public access from Archelaus Place.

**TOWN OF WEST NEWBURY
COMMUNITY PRESERVATION COMMITTEE**

APPLICATION FOR PROJECT FUNDING

PUBLIC BENEFIT – Describe in detail the benefits West Newbury will receive from the Project and how the Project meets the Community Preservation Committee’s Project Evaluation Criteria.

The addition of the property to Pipestave Hill / Mill Pond would have numerous public benefits:

- **Buffer and expand a popular public recreation area:** Sawmill Brook parcels would connect Pipestave Hill / Mill Pond to the open space component of the Deer Run development, expanding the natural area corridor.
- **Allow for trail expansion:** Trails are established on the southern Sawmill Brook parcel, though the current owner does permit public access. Acquiring this land will allow for public access to these parcels. Poor House Lane is currently frequented by walkers coming from Archelaus Place to access Mill Pond / Pipestave Hill.
- **Create opportunity for formal public access to the conservation area from Archelaus Place**
- **Protect water quality of Mill Pond and maintain integrity of high-quality wildlife habitat:**
 - The acquisition would protect Sawmill Brook and associated wetlands. Sawmill Brook is a perennial stream that flows into Mill Pond and ultimately the Merrimack River. Intact forests help filter pollutants out of water, and slow the surface flow of rainfall to reduce erosion and flooding. Preserving these 32 acres of forest will therefore further protect the water quality of Sawmill Brook, Mill Pond, and ultimately the Merrimack.
 - The Commonwealth’s new BioMap study, released in December 2022, shows the Sawmill Brook property as almost entirely within a large area mapped Core Habitat for Rare Species. This means that habitat on the property (which includes the stream corridor and wetlands) is extremely high quality and able to support wildlife whose habitat is dwindling elsewhere.

**TOWN OF WEST NEWBURY
COMMUNITY PRESERVATION COMMITTEE**

APPLICATION FOR PROJECT FUNDING

CONTROL OF SITE - Indicate whether the applicant owns or has a purchase agreement for the Project site. If the property is under agreement, include a description of the agreement and the timing and conditions of the purchase. If the applicant does not have site control, explain how the project will go forward.

Essex County Greenbelt has a signed purchase & sale agreement with Austin Realty Trust to acquire the 32 acres for \$705,000. The agreement is contingent upon obtaining sufficient funding and satisfaction with due diligence. The funding contingency deadline is the end of July 2023, and the closing deadline is December 15, 2023.

FEASIBILITY - List all steps that may be required for completion of the Project, such as environmental assessment, zoning or other approvals, agreement on terms of any required conservation, affordability or historic preservation restrictions, and any other known issues. For projects that may affect abutters or the neighborhood, describe methods used to notify abutters of the proposal, and support or objections from those affected.

- Appraisal - complete
- Title Exam - complete
- Environmental Site Assessment – in progress
- Town Meeting Approval to authorize \$350,000 in CPA funds – April 24, 2023
- LAND grant application due from Town: early July 2023
- Funding Contingency Deadline – July 31, 2023
- LAND grant awards announced – typically October
- Closing deadline: December 15, 2023

SUPPORT – Seek input from relevant Town entities and members of the community. Provide documentation of their response.

Documentation of the following approvals will be submitted to the CPC prior to the January 19th meeting.

- Essex County Greenbelt Association Board of Directors approval to submit CPC application with West Newbury Open Space Committee – anticipated 2nd week of January 2023
- West Newbury Open Space Committee approval to submit CPC application with Greenbelt – anticipated 1/18/2023
- Verification that the W. Newbury Conservation Commission supports the project as presented and will oversee the project if funded – anticipated 1/9/2023

**TOWN OF WEST NEWBURY
COMMUNITY PRESERVATION COMMITTEE**

APPLICATION FOR PROJECT FUNDING

SCOPE OF WORK - A scope of work is required to fully develop a time and cost plan for recommendation to Town Meeting. The scope is to be prepared by the Applicant and be detailed enough, in the opinion of the CPC, that a professional qualified to perform the work will be able to provide an estimate of the time and cost necessary to complete the proposed work. Attach the scope of work to this application.

N/A

PROJECT TIMELINE - Describe the anticipated steps or phases for completion of the Project. State whether the Project will be ready to proceed in the coming fiscal year. Will this be a multi-year project?

- Appraisal - complete
- Title Exam - complete
- Environmental Site Assessment – in progress
- Town Meeting Approval to authorize \$350,000 in CPA funds – April 24, 2023
- Greenbelt fundraising: May – December, 2023
- LAND grant application due from Town: early July 2023
- EEA grant awards announced – typically October
- Closing: December 15, 2023

FUNDING - Include a full budget, including itemization of major components and breakdown of construction costs. Describe The estimated annual cost of operating and maintaining the site/project after completion. Describe the basis for your budget and the sources of information you used.

Please see attached budget.

**TOWN OF WEST NEWBURY
COMMUNITY PRESERVATION COMMITTEE**

APPLICATION FOR PROJECT FUNDING

OTHER - Please provide any other information which you think would be useful for the CPC to consider when evaluating this project's eligibility for funding (attach additional pages if needed):

**TOWN OF WEST NEWBURY
COMMUNITY PRESERVATION COMMITTEE**

APPLICATION FOR PROJECT FUNDING

APPLICATION CHECKLIST:

To be completed by Applicant and approved by CPC Administrator prior to the application being reviewed by the CPC.

Y	N/A	Application Requirement
Y		Proof of ownership or control of the site, structure, or subject of Application.
by 1/19		Proof of authorization by the public agency, board, committee, or any entity governed by a board, trustees, corporation etc., showing a vote by the entity to submit the Applications and take responsibility for the project.
by 1/19		If the project involves public property, verification that the applicable public agency or department supports the project as presented and will oversee the project if funded.
Y		Assessor's map showing location of the Project.
Y		Photographs, including aerial photographs if available.
	N/A	Detailed scope of work for the project prepared by the Applicant.
	N/A	Recent cost and time to complete estimates from professionals qualified to complete the project.
	N/A	Proposed oversight and management plan for the Project.
	N/A	If the project involves a historic resource, evidence (date of listing on the state register or a letter from the West Newbury Historical Commission confirming its determination of significance) with the application that it meets these criteria.
	N/A	Architectural plans and specifications, for new construction or rehabilitation.
Y		Maps, renderings, site plans.
	N/A	Historic structures report, existing conditions report.
	N/A	Names and addresses of project architects, contractors and consultants.
by 1/19		Documentation of support from Town entities and Community.
	N/A	Permission from the property owner to display a CPC funded project sign.

Approval by CPC Administrator:

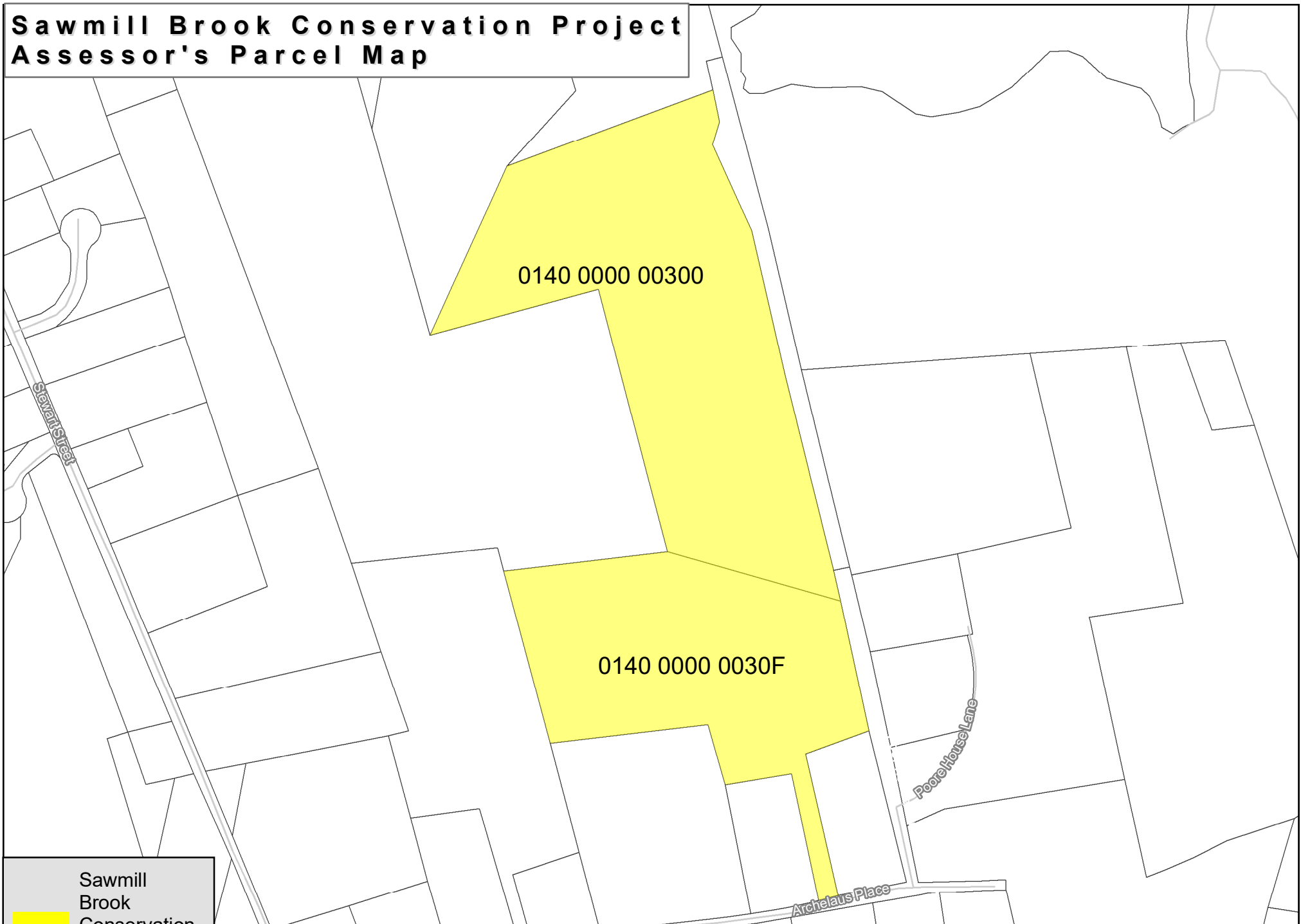
Signature	
Date	

Project Budget: Sawmill Brook Conservation Acquisition

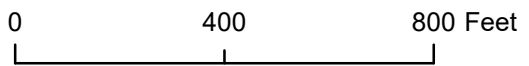
Project Expenses		Deadline / Status
Acquisition Cost	\$705,000	December 15, 2023
Transaction Costs (paid by Greenbelt)		
Title	\$1,300	complete
Phase 1 ESA	\$2,500	in progress
Appraisal	\$4,800	complete
Closing Costs	\$750	(estimated)
Legal Fees	\$5,000	(estimated)
Total Transaction	\$14,350	approved
Total Project Cost	\$719,350	
Funding Sources - Cost Scenarios		
Scenario 1: W. Newbury awarded LAND grant		
EEA LAND grant (W. Newbury)	\$394,800	
W Newbury Community Preservation Act fund	\$210,200	
Greenbelt private fundraising	\$100,000	
EEA Conservation Partnership Grant (Greenbelt)	\$0	
Greenbelt - transaction costs	\$14,350	approved
Total Funding	\$719,350	
Scenario 2: W. Newbury not awarded LAND grant		
EEA LAND grant (W. Newbury)	\$0	
W Newbury Community Preservation Act fund	\$350,000	
Greenbelt private fundraising	\$180,000	
EEA Conservation Partnership Grant (Greenbelt)*	\$175,000	
Greenbelt - transaction costs	\$14,350	approved
Total Funding	\$705,000	

**Greenbelt will apply for the EEA Conservation Partnership Grant concurrently with W. Newbury applying for EEA LAND Grant, and will notify EEA that the preference is for EEA to award the LAND grant to W. Newbury. Only one EEA grant is typically awarded per project*

Sawmill Brook Conservation Project Assessor's Parcel Map



Sawmill
Brook
Conservation
Project
(proposed)

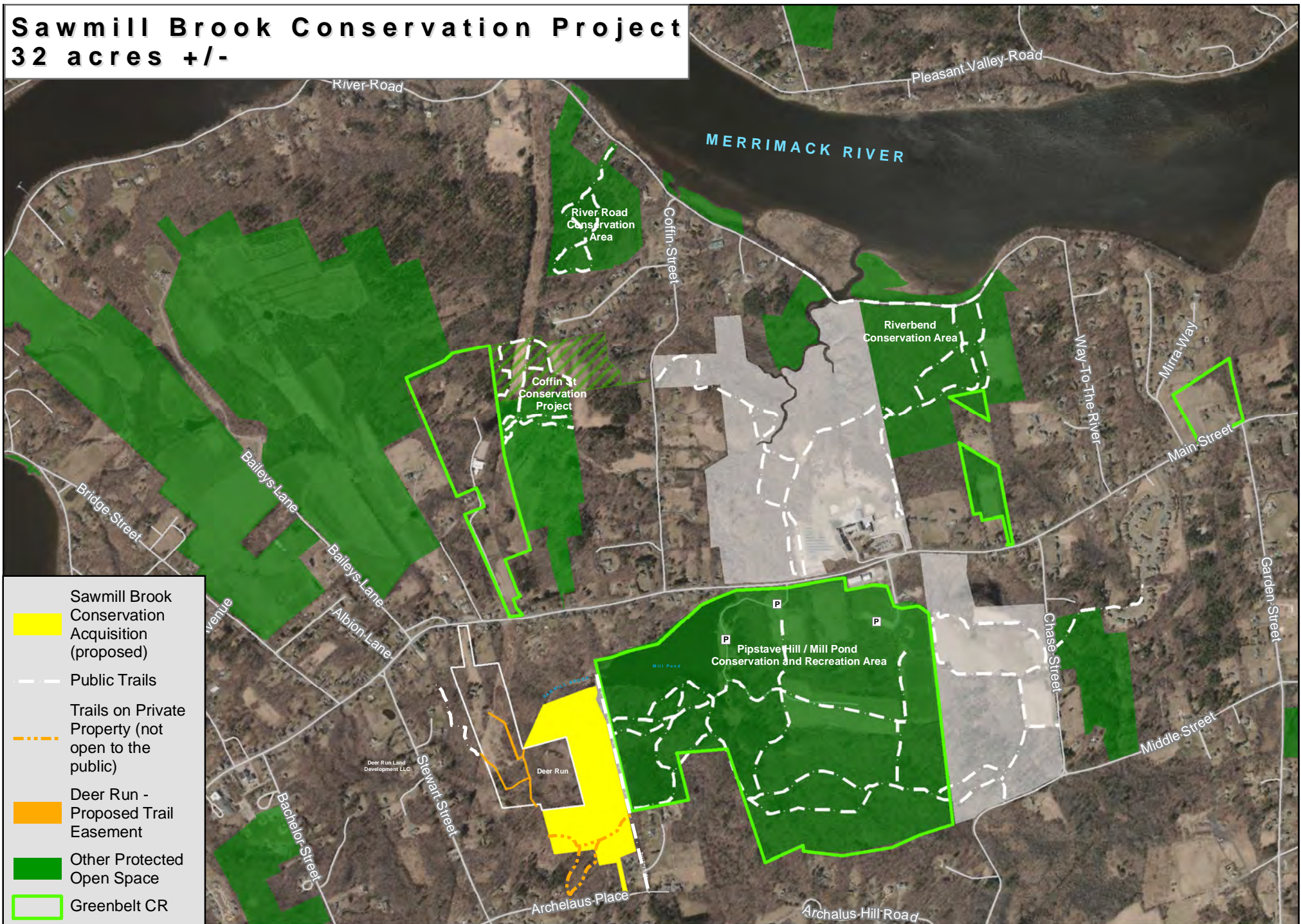


Map for illustrative purposes only. Boundaries are approximate and based on most currently-available assessor's data. 2019 Orthophotos; 1:5,000. All data other than Greenbelt properties from MassGIS. Map by Greenbelt, dated 12.29.22

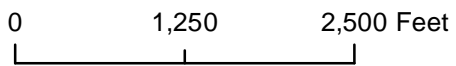


Sawmill Brook Conservation Project

32 acres +/-



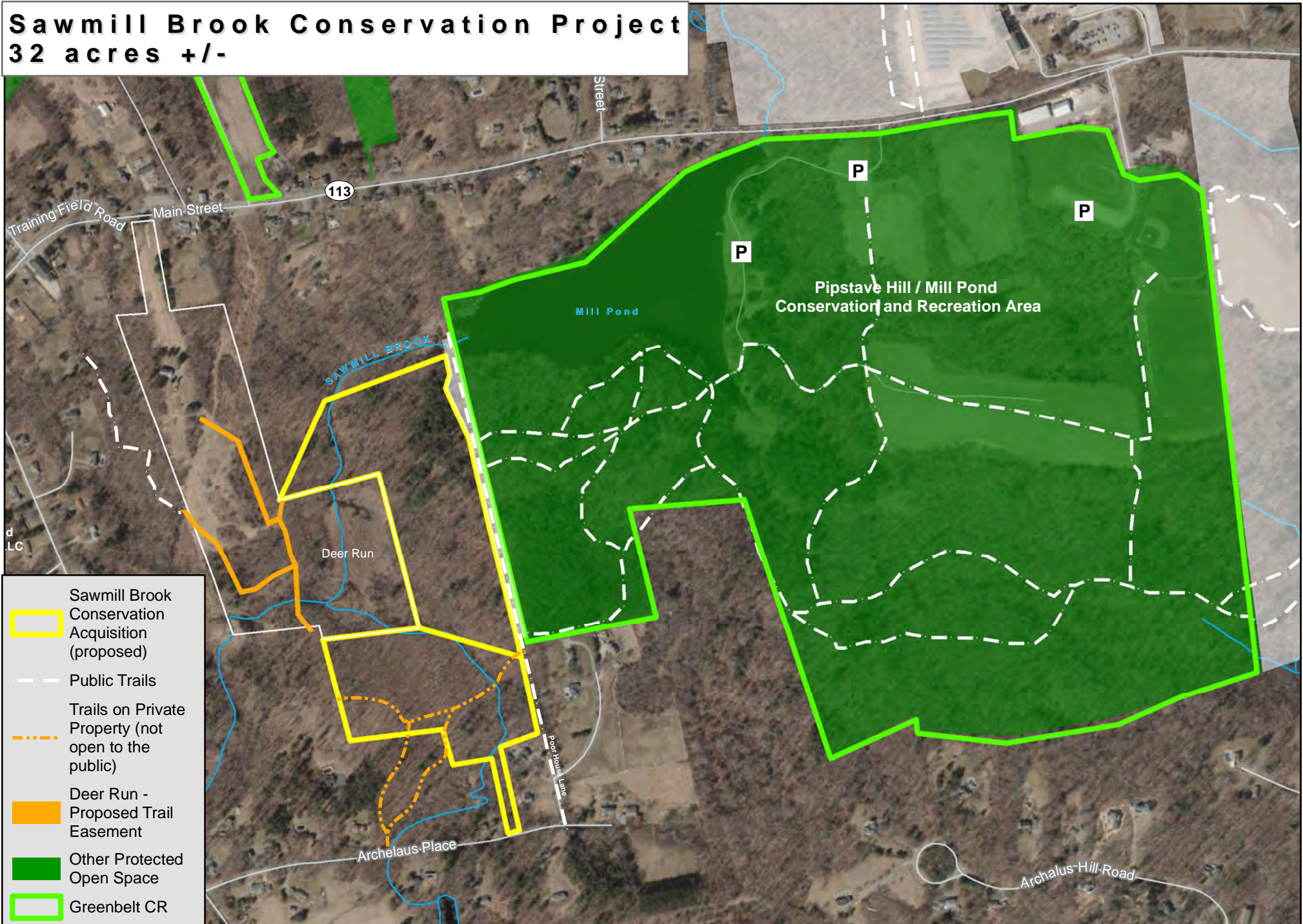
- Sawmill Brook Conservation Acquisition (proposed)
- Public Trails
- Trails on Private Property (not open to the public)
- Deer Run - Proposed Trail Easement
- Other Protected Open Space
- Greenbelt CR
- Other Municipal Land (not Article 97 protected)



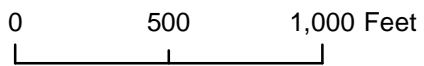
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Sawmill Brook Conservation Project 32 acres +/-

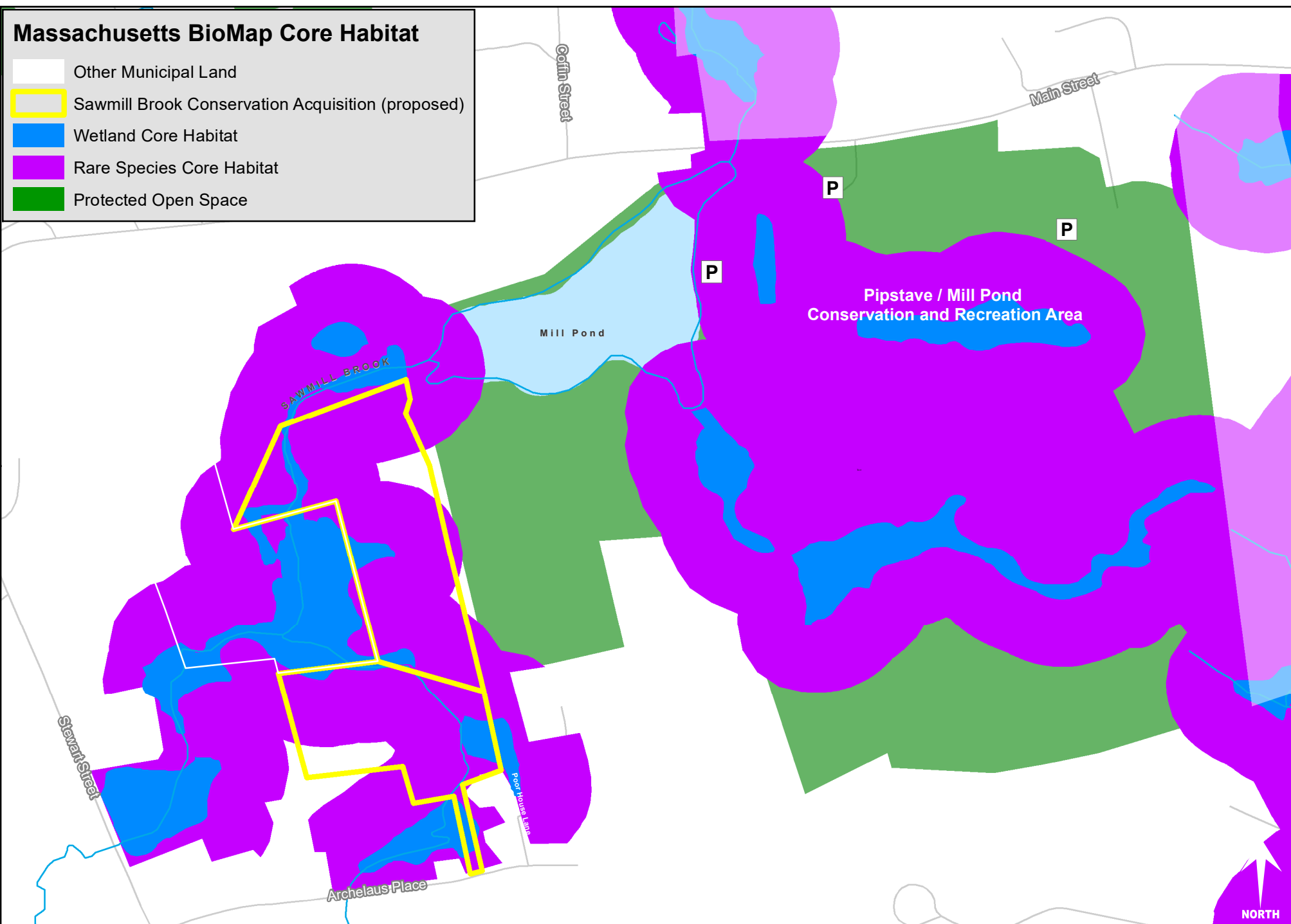


- Sawmill Brook Conservation Acquisition (proposed)
- Public Trails
- Trails on Private Property (not open to the public)
- Deer Run - Proposed Trail Easement
- Other Protected Open Space
- Greenbelt CR
- Other Municipal Land (not Article 97 protected)

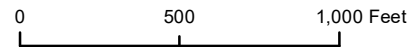


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Sawmill Brook Conservation Project
32 acres +/-

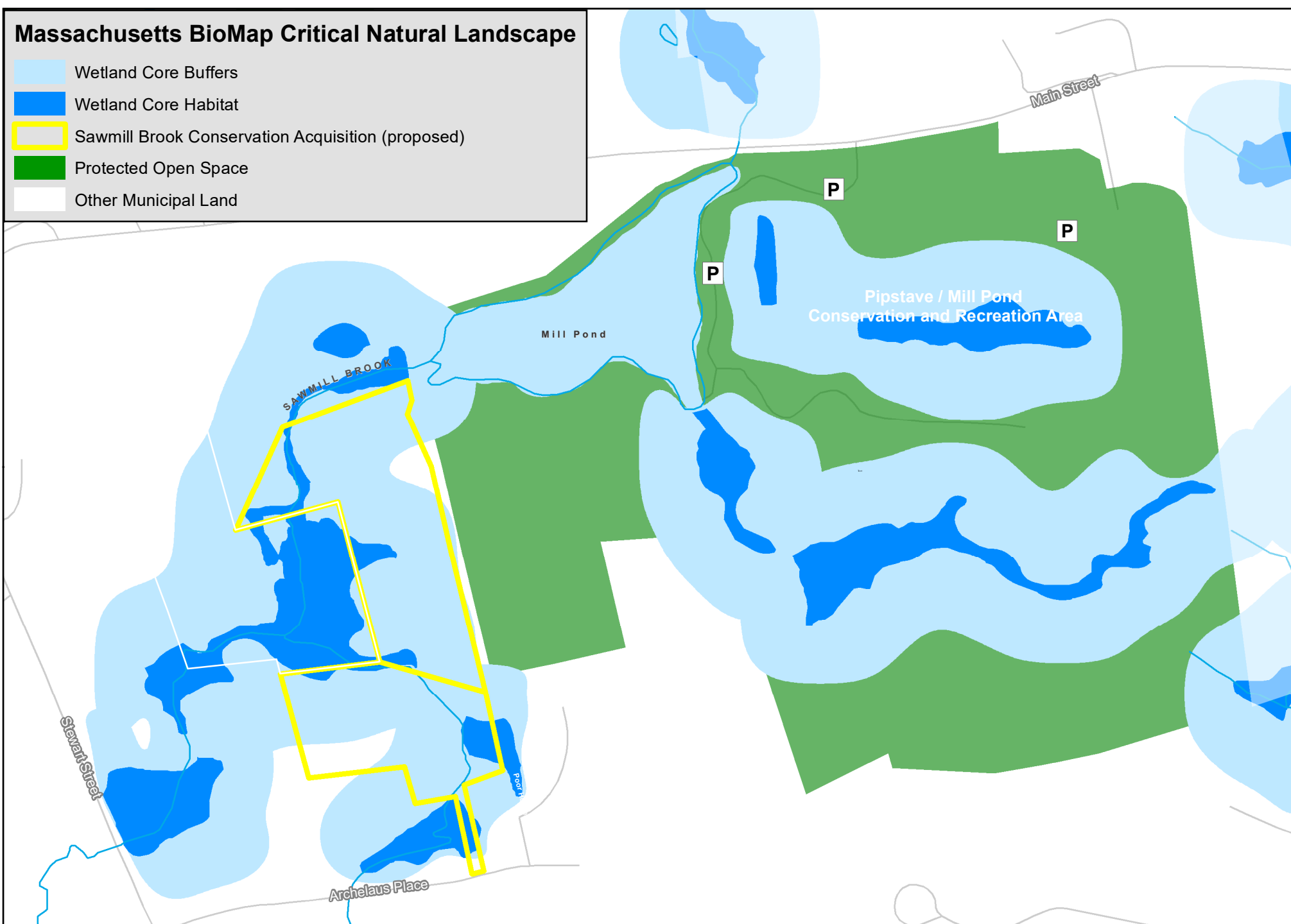


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Massachusetts BioMap Critical Natural Landscape

- Wetland Core Buffers
- Wetland Core Habitat
- Sawmill Brook Conservation Acquisition (proposed)
- Protected Open Space
- Other Municipal Land

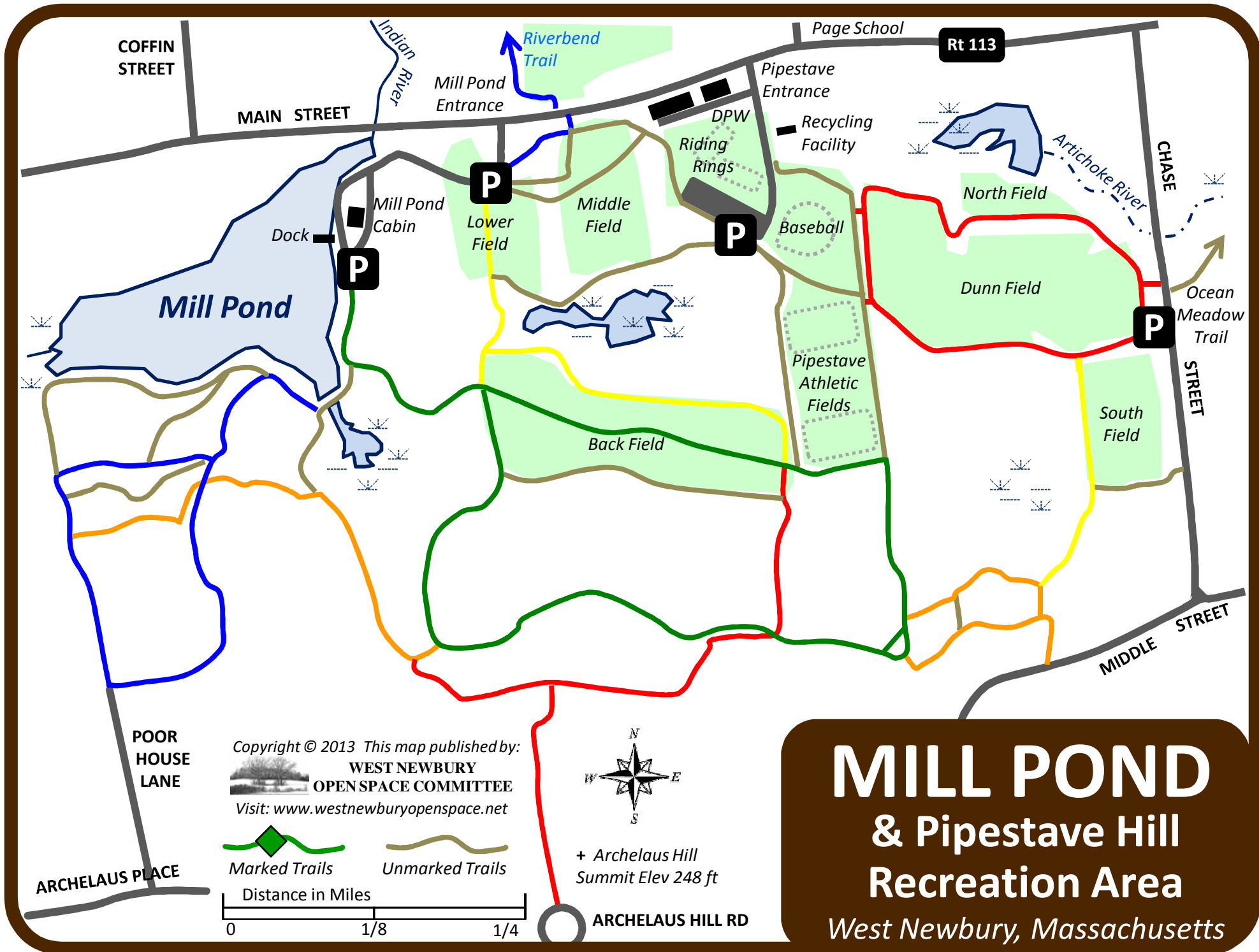


Sawmill Brook Conservation Project 32 acres +/-

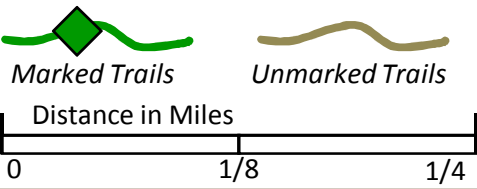


Map for illustrative purposes only. Boundaries are approximate and based on most currently-available assessor's data. 2019 Orthophotos; 1:5,000. All data other than Greenbelt properties from MassGIS. Map by Greenbelt, dated 12.5.22





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**WEST NEWBURY
 OPEN SPACE COMMITTEE**
 Visit: www.westnewburyopenspace.net



+ Archelaus Hill
 Summit Elev 248 ft

ARCHELAUS HILL RD

MILL POND & Pipestave Hill Recreation Area

West Newbury, Massachusetts



Sawmill Brook in winter.



The Almshouse Cemetery from Poor House Lane. The proposed conservation acquisition is immediately behind the photographer.



Mill Pond from
Northern portion
of Poor House
Lane.



Poor House Lane. Sawmill
Brook property is on the
right.

**TOWN OF WEST NEWBURY
COMMUNITY PRESERVATION COMMITTEE**

Draft Article 23

APPLICATION FOR PROJECT FUNDING

This application may be completed electronically and emailed to cpc@wnewbury.org or printed and completed by hand and submitted to the CPC Administrator. All applications must be received by the CPC Office at least 2 weeks prior to a scheduled meeting in order to be considered by the Committee. For more information contact 978-363-1100 X131.

APPLICANT INFORMATION

Project Name:	Affordable Housing Trust Initial and Annual Transfer
Project Address:	n/a
Map/Lot:	n/a
Applicant Name: (Group or Committee Affiliation)	West Newbury Select Board
Contact Person:	Angus Jennings, Town Manager
Telephone:	978-363-1100 x111
Address:	Town Office Building 381 Main Street West Newbury, MA
Email:	townmanager@wnewbury.org
Date of Application:	January 10, 2023

PROJECT ELIGIBILITY

Community Preservation Category (ies)	Community Housing
Date Approved by CPC	

**TOWN OF WEST NEWBURY
COMMUNITY PRESERVATION COMMITTEE**

APPLICATION FOR PROJECT FUNDING

PROJECT NARRATIVE

Provide information for the following project components, providing attachments where necessary which clearly reference the heading. All project components listed must be addressed in order for the project to be considered by the CPC.

PROJECT SUMMARY - Provide a description of the Project, including the property involved and its proposed use.

The Select Board requests that the remaining balance of the CPA Community Housing Reserve, as well as the FY 2023 distribution to the reserve, be transferred to the newly formed Affordable Housing Trust. These funds will be used to support efforts to Acquire, Create, Preserve and Support Affordable Housing in West Newbury. All such uses will be in accordance with CPA requirements and the CPC/Affordable Housing Trust Grant Agreement (currently being drafted).

PUBLIC BENEFIT – Describe in detail the benefits West Newbury will receive from the Project and how the Project meets the Community Preservation Committee’s Project Evaluation Criteria.

Use of these funds will benefit residents in need of affordable housing in West Newbury.

CONTROL OF SITE - Indicate whether the applicant owns or has a purchase agreement for the Project site. If the property is under agreement, include a description of the agreement and the timing and conditions of the purchase. If the applicant does not have site control, explain how the project will go forward.

n/a

**TOWN OF WEST NEWBURY
COMMUNITY PRESERVATION COMMITTEE**

APPLICATION FOR PROJECT FUNDING

FEASIBILITY - List all steps that may be required for completion of the Project, such as environmental assessment, zoning or other approvals, agreement on terms of any required conservation, affordability or historic preservation restrictions, and any other known issues. For projects that may affect abutters or the neighborhood, describe methods used to notify abutters of the proposal, and support or objections from those affected.

n/a

SUPPORT – Seek input from relevant Town entities and members of the community. Provide documentation of their response.

The Affordable Housing Trust supports this transfer request and is drafting a Grant Agreement that will outline the restrictions and potential uses of these funds.

SCOPE OF WORK - A scope of work is required to fully develop a time and cost plan for recommendation to Town Meeting. The scope is to be prepared by the Applicant and be detailed enough, in the opinion of the CPC, that a professional qualified to perform the work will be able to provide an estimate of the time and cost necessary to complete the proposed work. Attach the scope of work to this application.

n/a

**TOWN OF WEST NEWBURY
COMMUNITY PRESERVATION COMMITTEE**

APPLICATION FOR PROJECT FUNDING

<p>PROJECT TIMELINE - Describe the anticipated steps or phases for completion of the Project. State whether the Project will be ready to proceed in the coming fiscal year. Will this be a multi-year project?</p> <p>n/a</p>							
<p>FUNDING - Include a full budget, including itemization of major components and breakdown of construction costs. Describe The estimated annual cost of operating and maintaining the site/project after completion. Describe the basis for your budget and the sources of information you used.</p>							
<p>CPA Community Housing Balance:</p> <p>FY 2023 CPA Community Housing Allocation:</p> <p>Total:</p> <p>*Current as of 11/30/22</p>	<table style="width: 100%;"><tr><td style="width: 50%;"></td><td style="text-align: right;">\$ 172,174</td></tr><tr><td></td><td style="text-align: right;">\$</td></tr><tr><td></td><td style="text-align: right;">\$</td></tr></table>		\$ 172,174		\$		\$
	\$ 172,174						
	\$						
	\$						
<p>OTHER - Please provide any other information which you think would be useful for the CPC to consider when evaluating this project's eligibility for funding (attach additional pages if needed):</p>							

**TOWN OF WEST NEWBURY
COMMUNITY PRESERVATION COMMITTEE**

APPLICATION FOR PROJECT FUNDING

APPLICATION CHECKLIST:

To be completed by Applicant and approved by CPC Administrator prior to the application being reviewed by the CPC.

Y	N/A	Application Requirement
	X	Proof of ownership or control of the site, structure, or subject of Application.
	X	Proof of authorization by the public agency, board, committee, or any entity governed by a board, trustees, corporation etc., showing a vote by the entity to submit the Applications and take responsibility for the project.
	X	If the project involves public property, verification that the applicable public agency or department supports the project as presented and will oversee the project if funded.
	X	Assessor's map showing location of the Project.
	X	Photographs, including aerial photographs if available.
	X	Detailed scope of work for the project prepared by the Applicant.
	X	Recent cost and time to complete estimates from professionals qualified to complete the project.
	X	Proposed oversight and management plan for the Project.
	X	If the project involves a historic resource, evidence (date of listing on the state register or a letter from the West Newbury Historical Commission confirming its determination of significance) with the application that it meets these criteria.
	X	Architectural plans and specifications, for new construction or rehabilitation.
	X	Maps, renderings, site plans.
	X	Historic structures report, existing conditions report.
	X	Names and addresses of project architects, contractors and consultants.
	X	Documentation of support from Town entities and Community.
	X	Permission from the property owner to display a CPC funded project sign.

Approval by CPC Administrator:

Signature	
Date	

ARTICLE REQUEST FORM

ARTICLE: *Whetstone Greenway Accessible Trail and Boardwalks - River Meadow Drive to Sullivans Court Extension*

AMOUNT REQUESTED: \$105,000

CONTACT PERSON: Christine Wallace, DPW Program & Project Manager

PHONE NUMBER: (978) 363-1100 x130

Date: 1/31/2023

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

The project requests additional funding for the design, permitting, and construction of an accessible trail linking Sullivan's Court Extension and River Meadow Drive. This project seeks to address the negative impacts on the resource area and increase use by installing a universally-accessible trail. The current trail is well-used by pedestrians and cyclists, but it crosses a wetland and a stream creating erosion issues and limiting accessibility. The trail is popular because it provides access to the open space and trails at the Cottages at River Hill and access to Main Street (via Whetstone). Voters at Town Meeting in 2021 approved \$30,000 in CPA funds for the project, and the Sullivan's Court Developer donated \$10,000 in 2019, for an initial total budget of \$40,000. To date, approx. \$5k has been spent from the Gift Account. The revised estimate for the total project cost is \$145,000, which brings the new requested funds to \$105,000. The project cost has increased due to inflation since 2021, the need to hire an engineer to design the elevated structures, and the need to provide a design that can be permitted by minimizing impacts to the wetlands. Hiring an engineer who specializes in this type of work will provide long-lasting structures designed to minimize maintenance costs.

What factors affect the timing of this purchase?

The project is currently in the permitting phase with the Conservation Commission. The planned schedule is to finish the permitting this spring, then complete bid documents, and begin construction late summer with the goal of finishing in the fall of 2023.

When should this Article be sunsetted - how long will the project take?

Recommended sunset date of June 30, 2025

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

Annual maintenance - \$200 to \$500/yr

Does this Article involve improvement, preservation or creation of tangible Town-owned assets and projects which 1) have useful life of at least five years; 2) cost over \$20,000 and or 3) for which the Town is authorized to borrow funds? If so, please confirm that this item is on the Capital Improvements Committee Schedule for future capital investments.

This article is a CPA request. If funded with CPA monies, would not be subject to revivie as a Capital project. If funded from non-CPA monies, meets the criteria as a capital project.

Please attach additional pages or other supporting documentation.

ARTICLE REQUEST FORM

ARTICLE: *Replace 15-year old sidewalk snow clearing equipment with new Bombardier.*

AMOUNT REQUESTED: \$172,000 (Capital Request)

CONTACT PERSON: Wayne S. Amaral, DPW Director

PHONE NUMBER: (978) 363-1100 x120

Date: 1/17/2023

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

The existing 15-year old sidewalk plow is showing signs of aging and limitations. In 2007 we chose not to spend the higher cost on a bombardier and instead chose to purchase a less quality brand Holder type of snow clearing equipment. This equipment is adequate for this type of work, but at times is unable to push during heavy snow events once the state has packed all the snow onto the sidewalk. The Bombardier type equipment is a track type of machine that has no limitations in snow clearing operations. Replacing the existing Holder with a newer piece of equipment would allow DPW to clear the sidewalks quicker after a snow event in one pass with less impact to traffic and pedestrians.

What factors affect the timing of this purchase?

DPW has taken on more sidewalks and town facilities in the past few years and having a piece of equipment that can do this work more efficient and safer is vital to our success.

When should this Article be sunsetted - how long will the project take?

Recommended sunset date of June 30, 2025

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

Annual \$3,000 - \$4,000.

Does this Article involve improvement, preservation or creation of tangible Town-owned assets and projects which 1) have useful life of at least five years; 2) cost over \$20,000 and or 3) for which the Town is authorized to borrow funds? If so, please confirm that this item is on the Capital Improvements Committee Schedule for future capital investments.

This article is a free cash request and meets the criteria for a capital project. (DPW-011)

Please attach additional pages or other supporting documentation.

Town of West Newbury Capital Improvement Program - Project Request summary

CIP CODE DPW-011



Date: 12/27/2019 UPDATED 10/28/22 Dept. Priority (1 of 3, etc.): 1
 Department: DEPARTMENT OF PUBLIC WORKS Est. Funding Request: \$180,000
 Project Title: PURCHASE REPLACEMENT sidewalk plow and blower Est. Useful Life (Years): 15 YEARS
 Contact: WAYNE S. AMARAL DPW DIRECTOR

Previously Presented? Yes No If Yes, when? (FY):

Project Type: Check All That Apply -		
Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service <input type="checkbox"/>
Present Equipment Obsolete	<input checked="" type="checkbox"/>	New Operation <input type="checkbox"/>
Replace Worn-out Equipment	<input checked="" type="checkbox"/>	Improved Efficiency/Procedures <input checked="" type="checkbox"/>
Health and Life Safety	<input type="checkbox"/>	New Revenue <input type="checkbox"/>
		Deemed Critical by Dept. <input checked="" type="checkbox"/>
		Regulatory Requirement <input type="checkbox"/>
		Other <input type="checkbox"/>

Project Description:
 As scheduled for replacement in the Capital Improvement Plan of FY2019, DPW would like to request the replacement of a 2008 Holder Sidewalk Plow and Blower vehicle (Truck #31) which is used after each snow storm to clear the sidewalks on Main Street. This 13-year old machine is showing signs of wear and tear with some major rusting occurring and is one of our most important pieces of snow equipment.



Project Financing:	
Total Project Cost:	\$180,000 Stabilization Funding: \$180,000
Amount & Type of Other Local Funding (ie. CPC, bond, op. budget):	\$0 Comments:
Amount and Type of Non-Local Funding Sources (ie. Grant):	\$0 Comments:
Future Costs & Operating Expenses:	
Estimated Annual Cost of Operation & Maintenance	\$4,000 Comments:
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$0 Comments:

Project Planning:
 Proposed Start Date of Project: Would order this Equipment in Summer of 2023 with est delivery of Fall 2023.
 How was estimated cost determined? Estimated
 Is Funding Necessary for Further Plans/Estimating?
 Can the Project be Phased? If yes, expenditure by year

	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30+	TOTAL
PROPOSED	\$	\$	\$	\$180,000	\$	\$	\$	\$	\$	\$	\$180,000
CIP RECC.	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
APPROVED	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$



October 17, 2022

W. NEWBURY DEPT OF PUBLIC WORKS
 381 MAIN ST
 WEST NEWBURY, MASS 01985
 ATTN WAYE AMARAL

PRINOTH SW 50 MUNICIPALVEHICLE(also referred to as a Bombardier)- Engineered and designed for snow r sidewalks. A quick-mount attachment system Allows the SW50 to be equipped with a wide variety of standard skid-steer implements, Such as a snow blower, front blade, v-plow, etc. The powerful tracked vehicle can accomplish the most demanding snow and ice clearing jobs in tight areas even in the worst of storms. Cab with heat, microcontroller, steering wheel and progressive speed control.

ENGINE- CAT 3.6 L 100 HP/ Maximum speed- 19MPH/ weight- 6749 lbs

DIMENSIONS-Width-50.5" / Total Length- 127"/ Total Height- 92"

FACTORY EQUIPPED- Quick attach system/ High Flow Hydraulics and Amber Strobe
 One year warranty/1000 Hours

PRINOTH SW50 BASE PRICE	\$ 141,000.00
OPTIONS:	
HEAVY DUTY HIGH FLOW SNOW BLOWER- Fully hydrostatic, 5 tons/minute capacity/54" cut/51" ht 48" chute with 245 degree roatation and removable	\$ 25,689.00
V-Plow	\$ 4,912.00
Sander	\$ 6,350.00
TRACTOR PRICE WITH OPTIONS	\$ 177,951.00
LESS MAS CONTRACT 2%	- \$3559.00
TOTAL	\$ 174,392.00

\$168,042.00

Leigh C Burrall
Municipal Sales Manager
978-288-9752 cell

Authorized Holder Dealer/ PRINOTH DEALER/ on Massachusetts State Contract

15 Katrina Road, Chelmsford, MA 01824 ~ 800.804.0775 Toll Free – 978.256.8802 Fax



SW50

TECHNICAL SPECIFICATIONS

Pinotti

ARTICLE REQUEST FORM

ARTICLE: *Replace 21-year old F250 Fire Pick-up Truck (Engine #27) with new F350 4x4 Fire Pick-up Truck including all safety equipment.*

AMOUNT REQUESTED: \$117,000 (Capital Request)

CONTACT PERSON: Michael Dwyer, Fire Chief

PHONE NUMBER: 978-363-1212

Date: 1/20/2023

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

The West Newbury Fire Department is requesting funding to replace our Ford F250 pick up truck. This vehicle is housed in the Garden Street fire station and serves two functions and a EMS vehicle and off road vehicle for wildfire response.

What factors affect the timing of this purchase?

The current vehicle is over 21 years old is beyond its service life. The current water pump, tank and mounted equipment has been reused on multiple vehicles and are no longer serviceable and will need to be replaced.

When should this Article be sunsetted - how long will the project take?

Recommended sunset date of June 30, 2025

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

Annual \$3,000 - \$4,000.

Does this Article involve improvement, preservation or creation of tangible Town-owned assets and projects which 1) have useful life of at least five years; 2) cost over \$20,000 and or 3) for which the Town is authorized to borrow funds? If so, please confirm that this item is on the Capital Improvements Committee Schedule for future capital investments.

This article is a free cash request and meets the criteria for a capital project. (FD-006)

Please attach additional pages or other supporting documentation.

Town of West Newbury Capital Improvement Program - Project Request summary

CIP CODE FD-006



Date: 12/27/2019 with updates through 10/28/22 Dept. Priority (1 of 3, etc.): 1
 Department: Fire Department Est. Funding Request: \$117,000
 Project Title: Replace 2001 Pickup Truck (Engine #27) Est. Useful Life (Years): 10-15 YEARS
 Contact: Michael Dwyer, FIRE CHIEF

Previously Presented? Yes No If Yes, when? (FY): _____

Project Type: Check All That Apply -

Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input checked="" type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Replace Worn-out Equipment	<input checked="" type="checkbox"/>	Improved Efficiency/Procedures	<input checked="" type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description:

Request to replace a 2001 F250 Pickup Truck (Engine #27) used as for off road firefighting and EMS response out of Garden Street Station. This vehicle will be a new vehicle of the same specification or if available accept an older DPW that has been recently replaced. The vehicle would be replaced with a F350 4x4 Pick-up with new fire response equipment included in the cost. Equipment included but not limited to; pump equipment, storage compartments, tow set-up, emergency lighting, radio and lettering

Photo (click image to insert):

Project Financing:

Total Project Cost:	\$117,000	Stabilization Funding:	\$117,000
Amount & Type of Other Local Funding (ie. CPC, bond, op. budget):	\$0	Comments:	
Amount and Type of Non-Local Funding Sources (ie. Grant):	\$0	Comments:	

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$4,000	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$0	Comments:	

Project Planning:

Proposed Start Date of Project: unknown

How was estimated cost determined? Actual Quote from MHQ - on state contract

Is Funding Necessary for Further Plans/Estimating? no

Can the Project be Phased? If yes, expenditure by year no

	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30+	TOTAL
PROPOSED	\$	\$	\$	\$117,000	\$	\$	\$	\$	\$	\$	\$117,000
CIC RECC.	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
APPROVED	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$



Purchase and Sales Agreement

West Newbury, MA

Contact Name: Michael Dwyer, Chief of Department
 Company/Dept: Fire
 Street Address: 403 Main St
 City, State, Zip: West Newbury, MA 01985
 Phone: (978) 363-1111(s.) (978) 609-5354(c.)
 E-Mail: dwyer@westnewburysafety.org

Whelen

Date: 12.7.2022
 Valid Through: 60 days *
 Customer #: _____
 Contract: PCC 22-26
 Sales Rep: Steven Anderson

CONTRACT LINE REFERENCE	LINE DESCRIPTION	UNIT PRICE	QTY.	EXTENDED PRICE
X3B/610A	[Fleet] 2023 Ford Super Duty F-350 SRW (X3B) XL 4WD SuperCab 8' Box	\$ 48,217.00	1	\$ 48,217.00
99A	Engine: 6.8L 2V DEVCT NA PFI V8 Gas	\$ -	1	\$ -
44F	Transmission: TorqShift-G 10-Speed Automatic	\$ -	1	\$ -
64F	Wheels: 18" Argent Painted Steel	\$ 445.90	1	\$ 445.90
X4M	Electronic-Locking w/4.30 Axle Ratio	\$ 421.40	1	\$ 421.40
TDX	Tires: LT275/70Rx18E BSW A/T (4)	\$ 259.70	1	\$ 259.70
PQ	Exterior 1:Race Red	\$ -	1	\$ -
AS	Interior:Medium Earth Gray, HD Vinyl 40/20/40 Split Bench Seat	\$ -	1	\$ -
96V	XL Chrome Package	\$ 220.50	1	\$ 220.50
17X	FX4 Off-Road Package	\$ 485.10	1	\$ 485.10
67B	410 Amp Dual Alternators	\$ 112.70	1	\$ 112.70
86M	Dual 68 AH/65 AGM Batteries	\$ 205.80	1	\$ 205.80
	GVWR: 11,500 lb Payload Package	\$ -	1	\$ -
473	Snow Plow Prep Package	\$ 245.00	1	\$ 245.00
61S	Front Splash Guards/Mud Flaps (Pre-Installed)	\$ 127.40	1	\$ 127.40
18B	Platform Running Boards	\$ 436.10	1	\$ 436.10
61L	Front Wheel Well Liners (Pre-Installed)	\$ 176.40	1	\$ 176.40
66S	Upfitter Switches (6)	\$ 161.70	1	\$ 161.70
76C	Exterior Backup Alarm (Pre-Installed)	\$ 147.00	1	\$ 147.00
43C	110V/400W Outlet	\$ 171.50	1	\$ 171.50
	Potential 2024MY Increase	\$ 7,500.00	1	\$ 7,500.00
	Estimated Total :			\$ 59,333.20
1974	VentVisor 4 piece VentShades	\$ 95.00	1	\$ 95.00
1975	Tint Front Door Glass - 40%	\$ 195.00	1	\$ 195.00
1977	Aftermarket Remote Starter (2 FOBs) also provides Keyless Entry START2	\$ 395.00	1	\$ 395.00
	MHQ Graphics Package "A" - Chevron	\$ 395.00	1	\$ 395.00
	MHQ Graphics Package "C" (does not include full/high int. chevron)	\$ 695.00	1	\$ 695.00
	MHQ Graphics - "Door Jamb Kit" - High Intensity	\$ 210.00	1	\$ 210.00
1227	Tough Country "Rancher" Front Push Bar	\$ 3,060.00	1	\$ 3,060.00
95	Whelen ION DUO Series LED Lights (each) front facing on PB I2*	\$ 180.00	2	\$ 360.00
99	Whelen M4 DUO w/L bracket (each) front/side on PB M4DW* / M4LBKT, Rear LO/HI	\$ 255.00	8	\$ 2,040.00
114	Whelen Full (2 piece) DUO Front Inner Edge FST FSTD MHQ*	\$ 1,295.00	1	\$ 1,295.00
	Whelen CORE Siren/Switch Controller C399	\$ 1,075.00	1	\$ 1,075.00
ADD9	Whelen CORE 2020 Ford Utility Gateway Kit C399K5	\$ 45.00	1	\$ 45.00
	Whelen CORE CCT6 3 Section Control Head and 8 Push-Buttons, 4-Position Slide Switch with a 7-Position Rotary Knob.	\$ 255.00	1	\$ 255.00
ADD4	Whelen WeCanX Expansion Module CEM16	\$ 165.00	3	\$ 495.00

% off MSRP	Whelen "Photo-Cell" (needed on "Slicktop" with CanTrol) - CANLITEB	\$ 42.90	1	\$ 42.90
hourly	Whelen wig wag	\$ 125.00	1	\$ 125.00
294	Whelen Vertex hide away light-headlights	\$ 250.00	1	\$ 250.00
% off MSRP	WHELEN TRACER 6 LAMP DUO PAIR / INSTALLED	\$ 1,975.00	1	\$ 1,975.00
95	Whelen ION DUO Series LED Lights (4 / side, 2 rear) TL12*	\$ 180.00	10	\$ 1,800.00
416	Whelen 100W Composite Siren Speaker SA315p / SAK*	\$ 240.00	1	\$ 240.00
% off MSRP	Magnetic Mic Clip(s) #MMSU1	\$ 41.00	2	\$ 82.00
1020	Central Wiring Harness/Power Distribution System CH27120	\$ 750.00	1	\$ 750.00
	Whelen DUO LED Dome Lights (ea.) - front seats 3SRCCDCR / PLSW30	\$ 95.00	2	\$ 190.00
1085	Pro-Gard "SafeStop" Anti-Theft Device S0009	\$ 285.00	1	\$ 285.00
	Havis #C-2410 & C-TMW-24, 24" console with 24" track mount F150-550/Exped	\$ 525.00	1	\$ 525.00
% off MSRP	Dual 12v outlets w/dual USB CLP2PS1USB	\$ 125.00	1	\$ 125.00
797	Havis Side Mount Arm Rest CARM102	\$ 80.00	2	\$ 160.00
% off MSRP	Havis Adjustable Dual Internal Cup Holder CUP21001	\$ 55.00	1	\$ 55.00
% off MSRP	Tapered Aluminum Flatbed Body with cab guard per customer spec.	\$ 11,875.00	1	\$ 11,875.00
1801	Reinforced Plate Mounted Receiver Hitch	\$ 595.00	1	\$ 595.00
% off MSRP	Warn 12,000LB Winch - Synthetic	\$ 2,950.00	1	\$ 2,950.00
% off MSRP	Warn Universal 2" Receiver Winch Mount	\$ 179.75	1	\$ 179.75
Hourly	Topside Toolboxes - left/Right	\$ 1,558.60	2	\$ 3,117.20
% off MSRP	Kimtek Firefighting Skid w/Foam, 200ga tank	\$ 12,888.50	1	\$ 12,888.50
Hourly	Paint Roof and Pillars Single-Stage (YZ) White	\$ 105.00	8	\$ 840.00
1411	Install / Transfer Cust. Supplied 2-way Radio(s) EACH	\$ 235.00	1	\$ 235.00
	PCC AfterMarket Equipment Contract Total :			\$ 49,895.35

Cost per Unit : \$ 109,228.55

Qty. : 1.00

Trade : \$ -

TOTAL: \$ 109,228.55

109,228.55 x 7%
2023 INCREASE = 116,874.55 ~~117,000.00~~

TERMS AND CONDITIONS

*This quote is valid for 60 days from the date of quote. Any purchase orders or approved quotes received outside of the 60 day quote period may be subject to price adjustments. By signing this quote, the customer is agreeing to pay, in full, for all items listed above. Any requests for changes, modifications, replacements, removals or additional items may be subject to additional fees and/or adjusted delivery dates.

M.G.L c. 30B applies to the procurement of all commodities quoted. Contract items have been collectively purchased pursuant to M.G.L c 30B sec 1c and M.G.L c.7 sec 22B. The government body is responsible to determine the applicability of M.G.L. c30B to off contract items, but not limited to, off contract items that have already been properly procured under M.G.L. c30B sec 1c and M.G.L. c7 sec 22A (purchases from a vendor on contract with the Commonwealth), other contracts procured under M.G.L. c30B sec 1c and M.G.L. c. 30B contract between the vendor and the jurisdiction. All off contract items must be procured under M.G.L. c. 30B.

The terms and conditions stated herein and the provisions of any agreement between MHQ and Buyer, if applicable, shall constitute the complete and only terms and conditions applicable to any and all purchases by Buyer from MHQ. Any additional and/or different terms and/or conditions printed anywhere including on, or with, Buyer's order shall be inapplicable in regard to any purchase by Buyer from MHQ.

ORDER ACKNOWLEDGEMENT

By signing this document you are agreeing to the above terms and conditions of this order from MHQ, Inc.

x

PRINT NAME

x

x

SIGNATURE

x

DATE

ARTICLE REQUEST FORM

ARTICLE: *Replace broken HVAC unit at the Page School Main Office and Entry Area*

AMOUNT REQUESTED: \$40,000 (Capital Request)

CONTACT PERSON: Wayne S. Amaral, DPW Director and School Facility Manager

PHONE NUMBER: (978) 363-1100 x120

Date: 1/27/2023

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

The existing broken HVAC unit was install in 2014. It was discovered shortly after the installation of the unit that it had been discontinued. The system has been down for many years and replacement parts are no longer available. Some of these areas have no exterior doors or windows and the HVAC is the only source of fresh air and air conditioning. Due to public safety health concerns, it is utmost important keep fresh area circulating in these public areas.

What factors affect the timing of this purchase?

This unit should be considered a replacement priority due to potential health safety issues.

When should this Article be sunsetted - how long will the project take?

Recommended sunset date of June 30, 2025

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

Annual \$800 - \$1,000.

Does this Article involve improvement, preservation or creation of tangible Town-owned assets and projects which 1) have useful life of at least five years; 2) cost over \$20,000 and or 3) for which the Town is authorized to borrow funds? If so, please confirm that this item is on the Capital Improvements Committee Schedule for future capital investments.

This article is a free cash request and meets the criteria for a capital project. (PGE-016)

Please attach additional pages or other supporting documentation.

Town of West Newbury Capital Improvement Program - Project Request summary

CIP CODE PGE-016



Date: 28-Oct-22 Dept. Priority (1 of 3, etc.): _____
 Department: School Department Est. Funding Request: \$20,000
 Project Title: Replace Samsung HVAC Unit serving Office & Entry areas Est. Useful Life (Years): _____
 Contact: Justin Bartholomew, PRSD Superintendent
 Previously Presented? Yes No If Yes, when? (FY): _____

Project Type: Check All That Apply -

Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input checked="" type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Replace Worn-out Equipment	<input checked="" type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description: _____ Photo (click image to insert): _____

Project Financing:

Total Project Cost: _____ \$20,000 Stabilization Funding: _____ \$0

Amount & Type of Other Local Funding (ie. CPC, bond, op. budget): _____ \$0 Comments: _____

Amount and Type of Non-Local Funding Sources (ie. Grant): _____ \$0 Comments: _____

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance _____ \$0 Comments: _____

Estimated Net Effect on Operating Cost, Revenues, Staffing? _____ \$0 Comments: _____

Project Planning:

Proposed Start Date of Project: unknown

How was estimated cost determined? Estimated

Is Funding Necessary for Further Plans/Estimating? _____

Can the Project be Phased? If yes, expenditure by year _____

	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30+	TOTAL
PROPOSED	\$	\$	\$	\$20,000	\$	\$	\$	\$	\$	\$	\$20,000
CIC RECC.	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
APPROVED	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

ARTICLE REQUEST FORM

ARTICLE: 2023 Ford Police Cruiser

AMOUNT REQUESTED: \$25,000

CONTACT PERSON: Chief Michael Dwyer

PHONE NUMBER: 978-363-1213

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

The police department is replacing a 2018 Ford utility vehicle with 106,000 miles.

What factors affect the timing of this purchase?

The funding for replacement cruisers have been included in the fiscal year budget at \$40,000. The police department collects administrative fees for traffic details when a police vehicle is used. This account offsets the remaining cost of the purchase. There have been significant increases in costs by Ford and equipment manufacturers which are driving up costs. I am requesting to pause the FY24 cruiser line for one budget cycle. The next replacement cruiser is in relatively good shape and has low milage. We currently have 2 hybrid cruisers in operation, and I feel it is important to see how they will impact our replacement schedule moving forward.

When should this Article be sunsetted - how long will the project take?

30-Jun-24

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

The current vehicle will be removed from service and traded in to the dealer. All current equipment that can be used in the new vehicle will be transferred over.

Does this Article involve improvement, preservation or creation of tangible Town-owned assets and projects which 1) have useful life of at least five years; 2) cost over \$20,000 and or 3) for which the Town is authorized to borrow funds? If so, please confirm that this item is on the Capital Improvements Committee Schedule for future capital investments.

No.

Please attach additional pages or other supporting documentation



QUOTE

CUSTOMER

Contact Name: Chief Jeff Durand
Company/Dept.: West Newbury Police Dept.
Street Address: 401 Main St.
City, State, Zip: West Newbury, MA. Ma. 01985
Phone: 978 363 1213
E-Mail: dwyer@westnewburysafety.org

Date: 12/16/2022
Valid for: 60 Days*
Customer #:
Contract: MAPC/GBPC
Sales Rep: Chad Page

Vehicle & Equipment:

CONTRACT LINE	LINE DESCRIPTION	UNIT PRICE	QTY.	EXTENDED PRICE
K8A	2023 Ford PIU AWD - Hybrid Engine	\$ 44,452.00	1	\$44,452.00
99W	3.3L Hybrid Engine	\$ -	1	\$0.00
500A	Order Code 500A	\$ -	1	\$0.00
UA	Exterior Color: Black	\$ -	1	\$0.00
96	Interior : Charcoal Black Cloth	\$ -	1	\$0.00
44B	10 Speed Automatic Transmission	\$ -	1	\$0.00
153	Front Plate Bracket	\$ -	1	\$0.00
18D	Global Lock / Unlock	\$ -	1	\$0.00
52P	Hidden Plungers with Rear Door In Ops	\$ 156.80	1	\$156.80
43D	Courtesy Lamp Disabled	\$ 24.50	1	\$24.50
51R	Driver Side Spot Light	\$ 387.10	1	\$387.10
549	Power Heated Rearview Mirrors	\$ 59.00	1	\$59.00
76R	Reverse Sensing system	\$ 269.50	1	\$269.50
87R	Rear Camera in Rear view Mirror	\$ -	1	\$0.00
Vehicle Total:				\$45,348.90

MHQ Paint	PAINT : Roof and 4 Doors White	\$ 108.00	13	\$1,404.00
MHQ Labor	Fleet Key MHQ Non Factory Code : 1284x	\$ 108.00	2	\$216.00
MHQ Graphics	Graphics Pkg B	\$ 550.00	1	\$550.00
MHQ Labor	Activate Head Light Flashers	\$ 108.00	0.5	\$54.00
Services Tab	Front and Rear Vent Shades	\$ 160.00	1	\$160.00
PES4	Whelen Liberty DUO WeCan X lightbar packaged w/ Core siren	\$ 3,850.00	1	\$3,850.00
CY1892	Whelen Wecan Expansion Module	\$ 250.00	1	\$250.00
PES4	Core Control Head - customer choice - TBD	\$ -	1	\$0.00
CY1415	Whelen LED V Series Mirror Beams MBIONVB	\$ 183.00	2	\$366.00
CY1403	ION MIRROR-BEAM HSGS UTILITY	\$ 450.00	1	\$450.00
CY1038	Whelen TLIB LED's In Lower Lift Gate	\$ 175.00	2	\$350.00
CY892	Whelen I2E DUO LED's in Front Grill, B/W	\$ 211.00	2	\$422.00
CY1038	Whelen TLIB LED's in Rear Quarter Glass, B	\$ 175.00	2	\$350.00
CY1038	Whelen TLIB LED's in Upper Rear Gate, B	\$ 175.00	4	\$700.00
PES49	(2) Whelen Vertex in Front Corners, B	\$ 265.00	1	\$265.00
PES50	(4) Whelen Vertex Hide a Ways in Rear Corners, R / W	\$ 515.00	1	\$515.00
CY1972	Whelen SA315 Siren Speaker on Push Bumper	\$ 350.00	1	\$350.00
BR35	Pro-Guard PRPSP4714UINT - Vinyl Center Slide Window w/ Screen and Recessed Panel	\$ 1,244.00	1	\$1,244.00
BR59	Pro-Guard Rear transport Seat w/ Poly rear Barrier and OBS Belt System	\$ 1,931.00	1	\$1,931.00

BR66	Pro-Gard Steel window bars	\$ 302.00	1	\$302.00
AL645	Havis CVS1012INUT Console	\$ 525.00	1	\$525.00
AL41	Havis Flip up Arm Rest / 103	\$ 135.00	1	\$135.00
AL625	Havis Self Adjusting Dual Cupholder	\$ 78.00	1	\$78.00
B1	911 Power Management Distribution System	\$ 750.00	1	\$750.00
AV307	Maglight ML150LR-7019	\$ 209.00	1	\$209.00
PES110	Transfer / 2 Way Radio with Antenna	\$ 275.00	1	\$275.00
PES110	Transfer / 2 Way Radio with Antenna	\$ 275.00	1	\$275.00
PES222	Transfer Radar	\$ 187.50	1	\$187.50
PES201	Transfer Gun Rack	\$ 95.00	1	\$95.00
PES141	Transfer MDT / Computer system	\$ 406.25	1	\$406.25
CY508	Whelen 3SRC Dome Lights 2 in Lower Lift Gate 1 Front Cockpit Area	\$ 144.00	3	\$432.00
H29	Antenna / Cell / GPS NEW # APMMFCCWGQSMARP3BL19	\$ 381.58	1	\$381.58
PES91	Magnetic Mic Clips	\$ 49.00	2	\$98.00
CY1377	Whelen STUD MOUNT MICRON BLUE	\$ 181.00	2	\$362.00
Equipment Total				\$17,938.33

Non-Contract Items:

	ITEM DESCRIPTION	UNIT PRICE	QTY.	PRICE
	MHQ0010 Electronics cover	\$145.00	1	\$145.00
Non-Contract TOTAL				\$145.00
Grand Total of Quote				\$63,432.23

TERMS AND CONDITIONS

*This quote is valid for 60 days from the date of quote. Any purchase orders or approved quotes received outside of the 60 day quote period will be subject to price adjustments. By signing this quote, the customer is agreeing to pay, in full, for all items listed above. Any requests for changes, modifications, replacements, removals or additional items may be subject to additional fees and/or adjusted delivery dates.

M.G.L.c. 30B applies to the procurement of all commodities quoted. Contract items have been collectively purchased pursuant to M.G.L.c. 30B sec 1c and M.G.L.c.7 sec 22B. The government body is responsible to determine the applicability of M.G.L.c.30B to off contract items, but not limited to, off contract items that have already been properly procured under M.G.L.c.30B sec 1c and M.G.L.c.7 sec 22A (purchases from a vendor on contract with the Commonwealth), other contracts procured under M.G.L.c.30B sec 1c and M.G.L.c. 30B contract between the vendor and the jurisdiction. All off contract items must be procured under M.G.L.c. 30B.

The terms and conditions stated herein and the provisions of any agreement between MHQ and Buyer, if applicable, shall constitute the complete and only terms and conditions applicable to any and all purchases by Buyer from MHQ. Any additional and/or different terms and/or conditions printed anywhere including on, or with, Buyer's order shall be inapplicable in regard to any purchase by Buyer from MHQ.

ORDER ACKNOWLEDGEMENT

By signing this document you are agreeing to the above terms and conditions of this order from MHQ, Inc.

x _____
PRINT NAME

x _____
TITLE

x _____
SIGNATURE

ARTICLE REQUEST FORM

ARTICLE: Ash Tree treatments

AMOUNT REQUESTED: \$60,180.00

CONTACT PERSON: Wayne Amaral, DPW Director / Tree Warden

PHONE NUMBER: 978-363-1100 x120

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

DPW Director and Tree Committee Chair have discussed and agreed on the options below.

1. Do Nothing. (Strongly not recommended)
2. Treat all 177 "Canopy Rating 1 and Rating 2" trees at a cost of \$60,180 every other year. (Strongly recommended)
3. Treat only the 55 "Canopy Rating 1" trees at a cost of \$18,700 every odd fiscal year (FY25). (Recommended – but more risk)
4. Treat only the 122 "Canopy Rating 2" trees at a cost of \$41,480.00 every even fiscal year (FY24). (Recommended – but more risk)
5. Treat only the 55 "Canopy Rating 1" trees at a cost of \$18,700 every even fiscal year (FY24).
6. Treat only the 122 "Canopy Rating 2" trees at a cost of \$41,480.00 every odd fiscal year (FY25).

What factors affect the timing of this purchase?

Options three to six have risk in both Rating 1 and Rating 2 trees.

Option two listed above requires a funding request every other year, while options three to six require a funding request every year and also has more risk involved.

Treatment program expected to take at least 3 and as many as 15 years or more. Once we commit to the program we should continue to fund until EAB is diminished below a level that EAB is no longer a public nuisance or safety concern, which could be 3, 10, 15 plus years from now.

When should this Article be sunsetted - how long will the project take?

FY24 for current proposed funding; additional funding to be proposed in and for future fiscal years.

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

Failure to see the program through to the end would undermine the expenditure of any funds toward this purpose. While the town can't formally commit to a multiple year program – but we should only fund now if we feel confident that we would fund one of the programs listed in options two to six (above). If after three years we no longer think the program is worth the funds, the project could be abandoned, which would render moot the treatment applications up to that point.

Does this Article involve improvement, preservation or creation of tangible Town-owned assets and projects which 1) have useful life of at least five years; 2) cost over \$20,000 and or 3) for which the Town is authorized to borrow funds? If so, please confirm that this item is on the Capital Improvements Committee Schedule for future capital investments.

No.

Please attach additional pages or other supporting documentation.

<https://www.wnewbury.org/tree-committee/pages/combating-emerald-ash-borer-eab>

ARTICLE REQUEST FORM

ARTICLE: *Install Security Cameras on the exterior of the Page School.*

AMOUNT REQUESTED: \$ 8,300.00 (Non-Capital Request)

CONTACT PERSON: Michael Dwyer, Police Chief and Wayne S. Amaral, DPW Director

PHONE NUMBER: (978) 363-1100 x120

Date: 1/27/2023

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

This request is to purchase and install 4 new external video cameras and a network video recorder. This equipment will be utilized by staff members in the main office of the school. The purpose of this purchase is to increase security in key exterior locations of this public building. During the school day the main entrance is the single point of access for staff and visitors, all other perimeter doors are closed and secured. Currently there is one camera mounted at the main entrance door with a push button to request access. This device provides limited field of view and during some times of day, lighting and environmental conditions limit its effectiveness. By adding additional cameras to the exterior of the building this will give staff a better view of the individual and the main entrance of the school.

What factors affect the timing of this purchase?

This purchase will improve physical security at the schools main entrance with improvements to access control.

When should this Article be sunsetted - how long will the project take?

Recommended sunset date of June 30, 2025

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

\$300 a year

Does this Article involve improvement, preservation or creation of tangible Town-owned assets and projects which 1) have useful life of at least five years; 2) cost over \$20,000 and or 3) for which the Town is authorized to borrow funds? If so, please confirm that this item is on the Capital Improvements Committee Schedule for future capital investments.

This article is a free cash request and not a capital request.

Please attach additional pages or other supporting documentation.

PHOTO & VIDEO Hunt's

100 main St
Melrose, MA 02176
1-617-680-4627 Cell 978-535-1185 FAX
Stanley Goldberg sgoldberg@huntsphoto.com

DATE:	January 17, 2023
QUOTED BY:	Stanley Goldberg
TO:	Town Of West Newbury Page Elementary Camera System
Attention	Chief Mike Dwyer/Wayne Amaral

QUOTE# 3508

PRICE QUOTATION

QUANTITY	PRODUCT DESCRIPTION	UNIT PRICE	EXTENSION
EQUIPMENT ONLY			
2	4MP Dome Cmeras for Front and Rear Door	\$162.50	\$325.00
2	8MP 180 degree camera For Front and Rear Door	\$1,399.00	\$2,798.00
1	8 Ch 8TB Recorder		\$1,099.00
1	Wall Mount 24" Monitor For NVR		\$250.00
1	Mount cameras, Set Up NVR and Monitor		\$950.00
1	Wiring from Office to 4 Camera Locations		\$2,000.00

Internal Cat Wiring on Separate Quote

ESTIMATED SHIPPING:

ALL PRICES QUOTED ARE VALID FOR 30 DAYS

TOTAL: \$7,422.00

Town of West Newbury Capital Improvement Program - Project Request summary

CIP CODE xxx-xxx



Date: 10-Jan-23 Dept. Priority (1 of 3, etc.): 1
 Department: Parks & Recreation Commission Est. Funding Request: \$25,000
 Project Title: Cammett Fields Well Est. Useful Life (Years): 25
 Contact: Brad Buschur
 Previously Presented? Yes No If Yes, when? (FY): _____

Project Type: Check All That Apply -

Scheduled Replacement	<input type="checkbox"/>	Expanded Service	<input checked="" type="checkbox"/>	Deemed Critical by Dept.	<input type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input checked="" type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Replace Worn-out Equipment	<input type="checkbox"/>	Improved Efficiency/Procedures	<input checked="" type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input type="checkbox"/>	New Revenue	<input checked="" type="checkbox"/>		

Project Description: Photo (click image to insert):

INSTALL WELL AT CAMMETT FIELDS TO SUPPORT IRRIGATION OF TWO BASEBALL INFIELDS (NEAR TERM) AND NATURAL TURF FIELDS (LONG TERM). THE SCOPE WOULD INCLUDE DRILLING THE WELL, INSTALLING A PUMP AND CONNECTING TO THE ELECTRICAL SERVICE AT THE SNACK SHACK TO POWER THE PUMP. THE WELL WILL PROVIDE WATER TO SUPPORT ROUTINE MAINTENANCE OF TWO INFIELDS. OVER TIME WE HOPE TO ADD MORE CLAY TO THE INFIELD MIX TO REDUCE THE MAINTENANCE INPUTS ASSOCIATED WITH WEED CONTROL. WATER IS REQUIRED TO LOOSEN THE CLAY AND MAKE THE SURFACE SAFE FOR PLAY. THIS SOURCE OF WATER WILL ALSO ENABLE ADJUSTMENTS TO THE INFIELD DIMENSIONS TO MEET LEAGUE REQUIREMENTS. THE GOAL IS TO REDUCE THE FOOTPRINT OF THE INFIELD INCREASING LAWN AREA. WATER WILL SUPPORT ESTABLISHMENT OF THE LAWN.

Project Financing:

Total Project Cost:	\$25,000	Stabilization Funding:	\$0
Amount & Type of Other Local Funding (ie. CPC, bond, op. budget):		Comments:	
Amount and Type of Non-Local Funding Sources (ie. Grant):	\$0	Comments:	

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$0	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$0	Comments:	

Project Planning:

Proposed Start Date of Project: unknown

How was estimated cost determined? Rollins Well, quote forthcoming.

Is Funding Necessary for Further Plans/Estimating? _____

Can the Project be Phased? If yes, expenditure by year _____

	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30+	TOTAL
PROPOSED	\$	\$	\$	25000	\$	\$	\$	\$	\$	\$	\$
CIC RECC.	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
APPROVED	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

CHARLES M. ROLLINS Co., INC.

WELL DRILLING CONTRACTORS

January 12, 2023

Town of West Newbury
Department of Public Works Director, Wayne Amaral
381 Main Street
West Newbury, MA 01985

RE: Well & Pump system at the Ballfield on Bachelor Street, W. Newbury, MA

Dear Wayne,

With regard to my conversation with Brad about a well at the ballfield on Bachelor Street, W. Newbury, MA, we offer the following for your consideration. We propose to drill a 6" bedrock well, starting with a 9" borehole into bedrock, and sleeved with 6" steel casing from ground level into bedrock using a 6" steel drive shoe on the casing. This estimate will be based on a well depth of 400', 40' of 6" casing to reach bedrock, and pumping a flow of 12 GPM @ 60 PSI. The costs associated with this work are as follows.

1.	Drilling 9" Overburden Borehole 40 feet @ \$25.00 per foot	\$ 1,000.00
2.	Drilling 6" Bedrock Well 360' @ \$20.00 per foot	7,200.00
3.	40' of 6" Steel Well Casing @ \$32.00* per foot	1,280.00 T
4.	1 - 6" Drive Shoe @ \$150.00	150.00 T
5.	Use of Excavator - For Slurry Control	300.00
6.	Well Permit – Town of West Newbury	200.00
7.	Water Analysis – Town of West Newbury (Irrigation)	<u>305.00</u>
	TOTAL WELL ESTIMATE:	\$10,435.00
8.	Pump System	<u>9,688.70</u>
	TOTAL WELL & PUMP ESTIMATE:	\$20,123.70

In addition to the cost of the well is the cost of the pump installation. There are various size pumps and pressure tanks. The pump and pressure tank will be sized according to the actual depth and the flow of the well.

The pumping equipment needed for 12 GPM @ 60 PSI, from 400 feet, would include a 1 1/2 HP, Goulds, variable speed, stainless steel submersible pump, model 10GS15432, a Pentek IntelliDrive, model PID-20, a WX-102 Amtrol pressure tank, 400' of 1" 200 PSI drop pipe, 50' of 1" 200 PSI offset pipe, # 12-4 doubled jacketed submersible drop cable, # 12-4 twisted submersible offset cable, 50' of 1" Sch. 40 PVC electrical conduit, 2 torque arrestors, 1" pitless adapter, 6" watertight well cap, a constant pressure tank manifold & bracket, a PVC pump protector, a medium valve box, all necessary valves, controls and miscellaneous brass, stainless steel & PVC fittings to make the system operational. This pump system installed, in addition to the cost of the well, not including sales tax, would run \$9,688.70*. This is with the well within 50' of the tank.

CHARLES M. ROLLINS Co., INC.

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WELL DRILLING CONTRACTORS

This estimate does not include trenching, backfilling, or land restoration. This price does not include wiring the pump controls. *Due to recent price increases, we can only guarantee casing prices for 30 days and pump prices for 45 days.

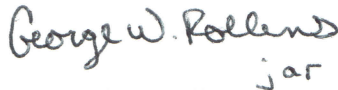
This estimate does not include sales tax. A copy of the Town's tax-exempt certificate is required prior to drilling. If this installation is not exempt from sales tax, tax will be assessed.

A well permit from the Town of West Newbury Board of Health is required prior to drilling. The permit fee is included in this estimate but can be deducted if the fee is waived. A Dig-Safe ticket number would also be obtained before drilling started. The Town of West Newbury Board of Health also requires a water analysis after the well is completed. Any changes or requests made by the Board of Health would be complied with.

This estimate is based on a 400 foot well and 40 feet of casing. Where we find water and how much water we find is an unknown. Any overburden drilling, in addition to the estimated amount, is \$25.00 per foot, any additional 6" drilling is \$20.00 per foot, and any additional 6" casing is \$32.00 per foot. This cost could be less or more than this estimate based on the actual depth of the well & bedrock, the amount of casing needed, or any change in the pumping equipment. We can not guarantee water quantity or quality.

We trust this meets your approval and look forward to hearing from you.

Sincerely,

jar

George W. Rollins

GWR:jar

CHARLES M. ROLLINS CO., INC.

126 DEPOT ROAD, BOXFORD, MA 01921 • 978/887-2320 • FAX 978/352-8236 • WWW.ROLLINSWELL.COM

ARTICLE REQUEST FORM

ARTICLE:

AMOUNT REQUESTED:

CONTACT PERSON:

PHONE NUMBER:

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

What factors affect the timing of this purchase?

When should this Article be sunsetted--how long will the project take?

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

Does this Article involve improvement, preservation or creation of tangible Town-owned assets and projects which 1) have useful life of at least five years; 2) cost over \$20,000 and or 3) for which the Town is authorized to borrow funds? If so, please confirm that this item is on the Capital Improvements Committee Schedule for future capital investments.

Please attach additional pages or other supporting documentation.



ABI Attachments, Inc.
520 S Byrkit St.
Mishawaka IN 46544
United States
877-788-7253
www.ABIattachments.com

Quote #QO401094

ID #: 424010 Alex Niles
Quote Date: 12/6/2022

Bill To

Alex Niles
978-994-2040
16 Merrill St
West Newbury MA 01985
United States

Ship To

Alex Niles
978-994-2040
16 Merrill St
West Newbury MA 01985
United States

Quote Details

Expires - End Of Month Quoted
Terms -
Quoted By - Cory Stoneburner

Notes:

Quantity	Items	Weight	Price	Amount
1	10-99086 ABI Infield Grader ABI Infield Grader - 48" (4') Infield Surfaces Grader for traction limited tow vehicles such as lawn tractors, zero-turn mowers, and small ATVs. Includes an adjustable grader box w/reversible smooth or serrated blade edge, loosening teeth, rear stabilizing wheels, wireless remote, electric actuator, and vehicle wiring harness. (Battery and charger not included) Made in the USA Limited Warranty: 36-Month Non-commercial, 12-Month Commercial (See Warranty Documentation For Details) Unit Weight 283 lbs., Min. 18 h. p. / 400cc / 20 h.p. (Customer Assembly Required - Tooth bar ships with every other tooth installed. Install provided extra set for additional precision.) Rear finishing broom or drag mat sold separately.	287	\$3,699.00	\$3,699.00
1	10-90315 6' x 1.5' XD Flexible Drag Mat for Infield Grader The XD Flexible Steel Mesh Drag Mat is 6' wide by 1.5' long. Extreme duty design. (Customer Assembly Required)	45	\$599.00	\$599.00

Subtotal	\$4,298.00
Tool Discount (-)	(\$300.00)
Shipping Cost	\$420.70
Tax Total (%)	\$249.87
Total	\$4,668.57
	Total Savings: \$300.00

Freight Carrier: XPO - Confirmation #: BG551997422 (Not A Tracking #)

Freight Accessorials Ordered: - Residential with Notify - - Liftgate - - Limited Access -

Customer Support: Phone Support 877-788-7253, Mon-Fri, 9am-5pm EST or ABIsupport.com for product manuals, parts, and self-help.

Return Policy: Product(s) sold with limited product warranty, standard return policy (shown here), and (when eligible) a conditional AttachMatch money-back guarantee. Review Details: <https://www.abiattachments.com/abi-company/policies/return-policy/> ABI's Standard 30-Day Return Policy: ABI will consider a refund on returns initiated within thirty (30) days of delivery of UNUSED products. ABI encourages customers to use caution when placing an order, as once shipped, the item may only be returned or exchanged if ABI expressly consents. Refunds are for the product's purchase price only; shipping and handling charges are not refundable. The customer is responsible for all shipping expenses associated with the transaction; these expenses include those incurred to deliver the product to the customer by ABI and shipping expenses incurred to return the product to ABI from the customer. If the product(s) has been used or otherwise reduced in resale value, up to a twenty-five percent (25%) restocking fee may be applied to items returned. If the customer utilized financing or otherwise has not paid ABI monies sufficient enough to cover the aforementioned expenses, the customer will be asked to pay these expenses before a return will be issued. When the purchaser receives the product(s), please keep the shipping pallet and packing material, as it will be required to return the product. Refunds are not made until all products are returned to ABI's possession. The customer shall not be responsible for damage caused by the shipping company delivering the product, provided such damage is noted on the delivery receipt at the time of delivery, or the shipment is refused. Applicable warranties cover defects in material and workmanship. ABI retains the exclusive and sole right to determine if an item is eligible for a return, exchange, or cancellation once shipped. ABI must approve in writing to obtain a return, refund, or exchange.

Critical Delivery Responsibilities:

If your order is not a parcel being shipped via UPS or FedEx, please consider the following to avoid additional charges. **Critical Inspection Process:** Upon delivery, you will need to thoroughly inspect your purchase for any damages or shortages. ABI nor the carrier will be responsible for damages or shortages if they are not indicated on the delivery document the driver asks you to sign. **Unloading The Truck:** Most ABI equipment requires the assistance of a forklift, tractor with front-end loader, or a lift gate to offload. We have already discussed an offloading plan with you and ordered the freight accessorials listed above at your direction. If this offloading plan is not clear to you, please contact us immediately. **Terminal Or Customer Pick Up:** If selected, the carrier or ABI will contact you with additional instructions when the unit is available for pickup.

Thank you for your purchase. All payments must be received in US dollars. Payment in full before shipment is required unless otherwise approved for financing through one of our partners or approved for corporate/government terms with ABI. If state and local sales or use taxes are not included in your quote or sales order, you may still be responsible for paying taxes on this purchase. Please consult with your tax advisor or the Department of Revenue for any tax liabilities. All orders sold by ABI Attachments, Inc. Orders subject to management approval. Product(s) sold with the condition of stated limited warranties, standard return policy, and (when applicable) conditional money-back guarantee. Return Policy: abiattachments.com/policy/return/ By you placing this order, whether ABI does or does not deliver this order as expected, ABI shall not be liable in any event for incidental or consequential or other special damages under any theory of strict liability or negligence or expenses of any kind, including, but not limited to, personal injury, damage to property, cost of equipment rentals, loss of profit, loss of time, loss of wages, or cost of hiring services to perform tasks normally performed by this product. If sold in Alabama: Seller has collected the simplified sellers use tax on taxable transactions delivered into Alabama, and the tax will be remitted on the customer's behalf to the Alabama Department of Revenue. The seller's program account number is SSU-R010220629.



Draft Article 33A

ARTICLE REQUEST FORM

ARTICLE: Funds for Field 6 Restoration (Pipestave)

AMOUNT REQUESTED: \$15,000.00

CONTACT PERSON: Brad Buschur, Parks & Rec Commission Chair

PHONE NUMBER: 617-874-6498

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

Restoration scope includes slice seeding, fertilization, starter, loam to fill low spots. The exact scope will be determined by the town's turf consultant in the summer of 2023. This investment will benefit the town's youth sports by restoring a heavily utilized field.

What factors affect the timing of this purchase?

Field 6 received heavy use in the fall of 2022 because the town rested field 7 and the HS fields had limited availability due to construction. This spring the commission has requested user groups to avoid scheduling games on field 6-- the field will be open for practice because of the high demand for field space during the spring season. We anticipate a significant reduction in field use starting in the fall of 2023 when the new PRMHS fields come online and Pipestave won't be used by JV soccer and JV lacrosse programs. This will also open earlier time slots for WN and Pentucket youth sports groups looking for earlier practice times.

When should this Article be sunsetted - how long will the project take?

FY24

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

None

Does this Article involve improvement, preservation or creation of tangible Town-owned assets and projects which 1) have useful life of at least five years; 2) cost over \$20,000 and or 3) for which the Town is authorized to borrow funds? If so, please confirm that this item is on the Capital Improvements Committee Schedule for future capital investments.

No

Please attach additional pages or other supporting documentation.

ARTICLE REQUEST FORM

ARTICLE: *Replace and repair soccer field fencing at the Pipe Stave Athletic Field*

AMOUNT REQUESTED: \$9,960.00 (Non-Capital Request)

CONTACT PERSON: Wayne S. Amaral, DPW Director (P&R Request)

PHONE NUMBER: (978) 363-1100 x120

Date: 1/27/2023

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

The existing fence located on the west side of the soccer field that was installed many years ago was installed with non-commercial graded materials and post supports. As a result, the fencing has started to bow and no longer offers the designed protection that would stop balls from exiting the athletic field in the wetland areas. This article proposal will replace the fencing top and bottom support poles and replace the fencing with a heavier grade material.

What factors affect the timing of this purchase?

When should this Article be sunsetted - how long will the project take?

Recommended sunset date of June 30, 2024

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

None

Does this Article involve improvement, preservation or creation of tangible Town-owned assets and projects which 1) have useful life of at least five years; 2) cost over \$20,000 and or 3) for which the Town is authorized to borrow funds? If so, please confirm that this item is on the Capital Improvements Committee Schedule for future capital investments.

This article is a free cash request and not a capital request.

Please attach additional pages or other supporting documentation.

Town of West Newbury

12/20/2022



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

Legend					
MVPC Boundary	Parcels	Roads	Interstate	Major Road	Local Road
Building Footprints	Trails	Easements	Hydrographic Features	Streams	Wetlands



Olympic Fence Company

81 Garden St, West Newbury, MA 01985
 Fax & Phone: (978) 499-0484
 jlapierre@olympicfencema.com

1/25/2023

TO
 Wayne Amaral
 DPW Director
 381 Main St
 West Newbury, MA 01985
 dpwdirector@wnewbury.org
 (978) 992-8915



SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
James LaPierre	Pipestave Soccer Field Chain-link Changeover	Net 30	NA

DESCRIPTION	UNIT PRICE	AMOUNT	LINE TOTAL
Remove existing fabric from 420 LF of chain-link fence and replace with new 72"x2"x8F black fuse bonded vinyl coated chain link and add PP20 black swedged top rail and new 6g bottom black tension wire. All wages based off prevalling wage rate for "Fence and Guardrail Erectors - Laborers Zone II"	23.80	420.00	\$9,996.00
SUBTOTAL			\$9,996.00
Sales Tax			EXEMPT
TOTAL			\$9,996.00

If you have any questions or concerns regarding this invoice please contact us at jlapierre@olympicfencema.com at your earliest convenience.

THANK YOU FOR YOUR BUSINESS!

ARTICLE REQUEST FORM

ARTICLE: Clean up of Town-owned Cemeteries

AMOUNT REQUESTED: \$4,150

CONTACT PERSON: Elisa Grammer

PHONE NUMBER: 703-855-5406

Draft Article 35

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

A program for maintenance of the Town-owned [Almshouse](#) and [Quaker](#) Cemeteries will benefit the Town by preserving a physical record of the Town's earlier residents. Both date from the 19th century, qualifying as ancient burial places protected under [MGL ch 114 §17](#) and both have been declared "[Historically Significant](#)" by the Historical Commission. Volunteers cannot be relied upon to maintain these cemeteries: volunteers undertook a major cleanup of the Quaker Cemetery in 2010, and now it is again in serious need of restoration. The plan for a [Town maintenance program](#), which was developed in consultation with the Department of Public Works and the Conservation Commission, involves an initial major cleanup of the Quaker Cemetery to remove large limbs and downed/dangerous trees as well as ongoing annual maintenance of the now-restored Almshouse and Quaker Cemetery using landscape services contracted in coordination with DPW, at a one-time cost estimated at \$4,000 by DPW. Ongoing maintenance (\$800-2,000/yr) will entail removal of brush, saplings, vines, etc. as well as downed limbs and trees on a twice-yearly basis in spring and fall, ideally when the ground is frozen and landscapers are in slow periods. Natural leaf litter and groundcover will be retained—the ground will neither be planted nor mown. The Historical Commission will supervise this work. Because the Quaker Cemetery borders the Artichoke Reservoir, the Historical Commission will draft a Request for Determination to be filed with the Conservation Commission on a triennial basis, at a cost of about \$150 to provide legal newspaper notice of the filing. The Select Board approved this plan at its [November 7, 2022 meeting](#).

What factors affect the timing of this purchase?

Ongoing removal of saplings, brush, vines, etc. should begin as soon as possible to prevent and remediate further overgrowth and damage to the cemeteries. As a practical matter, heavy work removing large downed limbs, trees, etc. at the Quaker Cemetery may need to wait until fall of 2023, when funds become available and the ground is again frozen.

When should this Article be sunsetted--how long will the project take?

The initial cemetery work for which \$4,000 is sought (plus \$150 in connection with the Conservation Commission filing) should be completed by the end of FY24.

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

Once the initial major cleanup is done, DPW estimates \$800-2,000/yr will be needed for ongoing removal of vines, saplings, brush, downed trees, limbs, etc. Additionally, to maintain compliance with Conservation Commission requirements, \$150 will be needed every three years.

Does this Article involve improvement, preservation or creation of tangible assets and projects which 1) have useful life of at least five years; 2) cost over \$20,000 and or 3) for which the town is authorized to borrow funds? If so, please confirm that this item is on the Capital Improvements Committee Schedule for future capital investments.

No.

Please attach additional pages or other supporting documentation. *See attached presentation to the Select Board*

**HISTORICAL COMMISSION:
TOWN-OWNED CEMETERY
MAINTENANCE PROGRAM**

AND REQUEST TO INSTALL ELMER BURNHAM PLAQUE

WHY THE TOWN SHOULD MAINTAIN THE ALMSHOUSE & QUAKER CEMETERIES

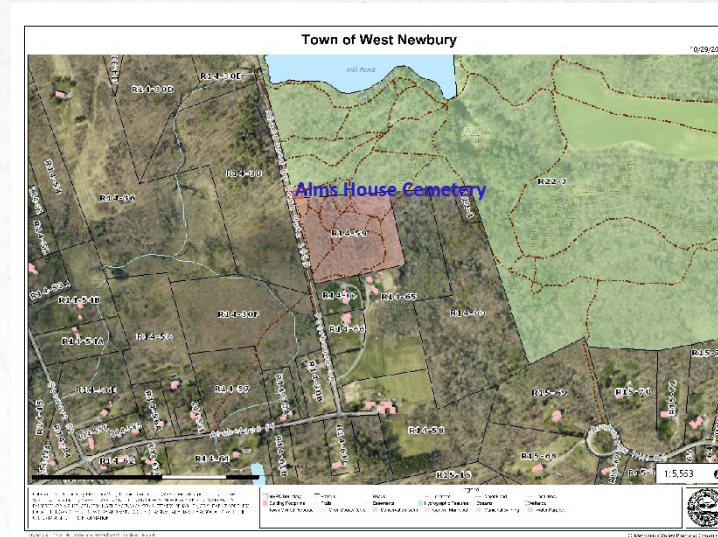
- Cemeteries physically tell the stories of those those who came before and need preservation.
- Volunteers can't be counted on—the Quaker Cemetery was restored by volunteers in 2010 and now requires a major repeat cleanup.
- Municipalities in Massachusetts are expected to maintain cemeteries they own.

PRESERVATION GUIDELINES
FOR MUNICIPALLY OWNED
HISTORIC BURIAL GROUNDS AND CEMETERIES
THIRD EDITION

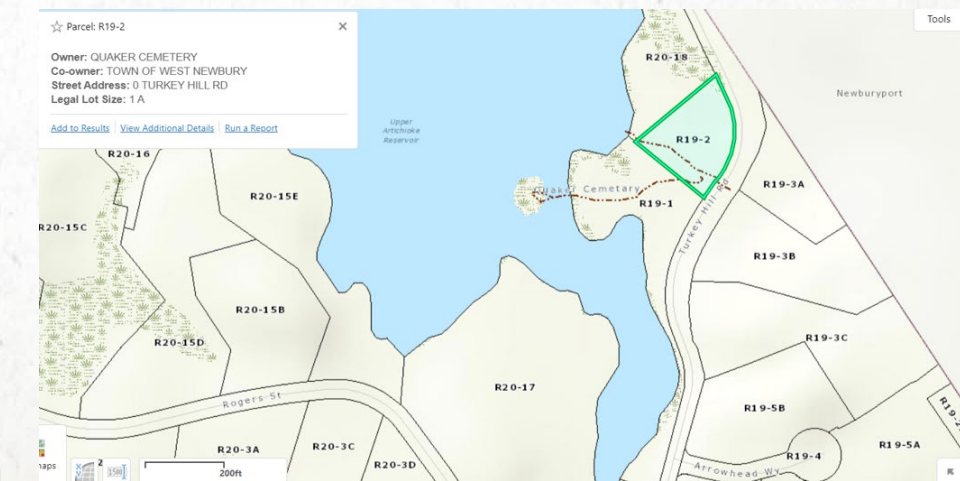


PROPOSED MAINTENANCE PROGRAM

- Annual 2 x/year cleanup for the two cemeteries:
 - Remove downed trees & limbs
 - Address leaning/threatening trees
 - Cut & remove saplings, vines, bushes etc
 - Retain leaf litter/pine needle/native groundcover (no grass)
- Work to be done in early spring and late fall—slow time for landscapers—under Town supervision, perhaps Historical Commission
- DPW prefers establishing a budget for contractors for this—estimated annually at \$800-\$2,000; DPW would lead the contract



Almshouse Cemetery Location



Quaker Cemetery Location

QUAKER CEMETERY CLEANUP

- The Quaker Cemetery requires an initial cleanup like that done for the Almshouse Cemetery.
- Heavy work such as removing downed trees and limbs should occur sometime between November and March when the ground is frozen—estimated cost is \$4,000.
- Once the heavy work is done, clearing of brush, saplings, vines, etc can occur.
- Because the Quaker Cemetery borders the Artichoke Reservoir, Conservation Commission approval is needed.



Extent of work



Current conditions

REQUEST FOR SELECT BOARD APPROVAL

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



Draft Article 37

ARTICLE REQUEST FORM

ARTICLE: Matching funds (10%) for \$67,500 One Stop for Growth grant awarded to the Town of West Newbury for study, planning and zoning as required by MBTA Communities Act.

AMOUNT REQUESTED: \$7,500.00

CONTACT PERSON: Angus Jennings, Town Manager

PHONE NUMBER: 978-363-1100 x111

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

The Town of West Newbury seeks a Planning Consultant to lead the town in an effort to achieve compliance with the MBTA Communities As-Of-Right Multi-Family Zoning District requirements.

West Newbury is identified as an MBTA "Adjacent Small Community" as there are no MBTA stations in Town or within ½ mile of its border. It is therefore necessary that the Town undertake a study examining the feasibility of creating a zoning district or districts that allows a minimum of 87 multi-family units as of right. In order to successfully sponsor a zoning amendment for Town Meeting approval, it will be necessary to undertake an iterative public process that involves all town residents and stakeholders.

The Town has received a Rural and Small Town Grant and proposes these matching local funds to support this Initiative and will be selecting a consultant from the State's PRF76 Approved Consultants List through this targeted solicitation for qualifications.

What factors affect the timing of this purchase?

Required matching funds for grant awarded this fall.

When should this Article be sunsetted - how long will the project take?

FY25

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

Continued staff efforts by several Town departments, but no direct \$ costs anticipated.

Does this Article involve improvement, preservation or creation of tangible Town-owned assets and projects which 1) have useful life of at least five years; 2) cost over \$20,000 and or 3) for which the Town is authorized to borrow funds? If so, please confirm that this item is on the Capital Improvements Committee Schedule for future capital investments.

No

Please attach additional pages or other supporting documentation.



Commonwealth of Massachusetts
**EXECUTIVE OFFICE OF
HOUSING & ECONOMIC DEVELOPMENT**
ONE ASHBURTON PLACE, ROOM 2101
BOSTON, MA 02108

CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

MIKE KENNEALY
SECRETARY

TELEPHONE
(617) 788-3610

FACSIMILE
(617) 788-3605

www.mass.gov/eohed

RECEIVED

NOV 03 2022

TOWN MANAGER
TOWN OF WEST NEWBURY

October 26, 2022

Angus Jennings, Town Manager
Town of West Newbury
365 Main Street
West Newbury, MA 01985

Dear Town Manager Jennings:

Thank you for submitting an application to the FY2023 round of the Community One Stop for Growth. We are very pleased to announce that, in its second round, the One Stop provided grant awards to 335 projects in 169 communities across the Commonwealth, totaling over \$143 million in economic development support.

On behalf of the Baker-Polito Administration, I would like to congratulate you on the success of your application, **FULL-FY23-West Newbury-West Newbu-01115**, which resulted in an award through the **Rural and Small Town Development Fund**.

Our economic development plan, Partnerships for Growth, holds “building vibrant communities” as a key pillar of the Commonwealth’s economic prosperity. These grants underscore the commitment of the Baker-Polito Administration to partner with cities and towns, large and small, to realize their economic potential and to ensure that residents live, work, and play in thriving communities. In addition, the plan highlights our belief that state government should be accessible to all communities – a principle we hope you experienced firsthand through the Community One Stop for Growth.

We look forward to continuing this momentum as we head into the FY2024 Round of the One Stop. Please be on the lookout for communications from EOHD staff related to the launch of the FY2024 Round and information on how to submit an Expression of Interest.

Again, thank you for your participation in the Community One Stop for Growth. Forming strong partnerships with cities and towns to help economic development visions come to life is of the utmost importance to me, my office, and the Administration. We look forward to working with you to advance the economic growth of your community and the Commonwealth.

Sincerely,

Mike Kennealy
Secretary

Draft Article 38

****THIS IS A PLACEHOLDER; ADDITIONAL INFORMATION WILL BE PROVIDED****

ARTICLE REQUEST FORM

ARTICLE: Request for funding for professional invasive species management on town owned land

AMOUNT REQUESTED: \$20,000 (this amount was approved as an “up to amount” by the Open Space Committee, an amount once proposals from invasive plant management companies are received will be provided)

CONTACT PERSON: Carol Decker, Open Space Committee or Michelle Greene, Conservation Agent

PHONE NUMBER: Carol – (978) 468-4995, Michelle - (978) 363-1100 x126

Why should the Town make this purchase or adopt this article? What needs will be met? Who will benefit?

The Town has invested approximately \$6-\$7 million on the acquisition of land for open space to date with no money invested for management.

The open space land acquired by West Newbury is currently being degraded by invasive plants which have been increasing in population size and density due to a changing climate.

This investment is an effort to manage and preserve this open space, continuing the efforts started in summer of 2022 with the hiring of invasive plant interns, for the current and future residents of West Newbury, the current and future members of other communities who enjoy and use this open space, and for native wildlife and pollinator habitat.

What factors affect the timing of this purchase or this request?

Treatment of invasive plants during periods where the plants are not dormant have been proven to be most effective. Approving this funding now will allow treatment to begin as soon as end of summer / early fall 2023.

This timing will also coincide professional management with the completion of the summer 2023 invasive plant interns continuing their efforts and focusing on management of areas which may require more professional treatment using methods and equipment which the interns will not be able to employ.

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

No ancillary costs are anticipated. The final requested amount will cover management of invasive plants in a defined area and will include the costs of listing the Town on the company’s insurance policy.

Please attach any supporting materials.

Supporting materials including proposals from invasive species management companies will follow.

Draft Article 39

ARTICLE REQUEST FORM

ARTICLE: Propose to accept the provisions of M.G.L. c.166, §32A related to Assistant Electrical Inspectors

AMOUNT REQUESTED: n/a

CONTACT PERSON: Angus Jennings, Town Manager

PHONE NUMBER: 978-363-1100 x111

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

The adoption of this section of Mass. General Laws (M.G.L.) is to ensure the allowance for an Assistant Electrical Inspector employed by the town to perform private work in the same town, provided that the work is inspected by either an assistant inspector or an inspector from another municipality.

What factors affect the timing of this purchase?

This is consistent with past and current practice, but a record of prior Town Meeting adoption of this section of M.G.L. has not been found.

When should this Article be sunsetted - how long will the project take?

N/A

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

None.

Does this Article involve improvement, preservation or creation of tangible Town-owned assets and projects which 1) have useful life of at least five years; 2) cost over \$20,000 and or 3) for which the Town is authorized to borrow funds? If so, please confirm that this item is on the Capital Improvements Committee Schedule for future capital investments.

No.

Please attach additional pages or other supporting documentation.

Part I	ADMINISTRATION OF THE GOVERNMENT
Title XXII	CORPORATIONS
Chapter 166	TELEPHONE AND TELEGRAPH COMPANIES, AND LINES FOR THE TRANSMISSION OF ELECTRICITY
Section 32A	INSPECTOR OF WIRES WORKING AS ELECTRICIAN; INSPECTION BY ASSISTANT INSPECTOR

Section 32A. In a city, town or district which accepts this section, a licensed electrician who is appointed inspector of wires may practice for hire or engage in the business for which licensed under the applicable provisions of chapter one hundred and forty-one while serving as such inspector; provided, however, that within the area over which he has jurisdiction as wiring inspector he shall not exercise any of his powers and duties as such inspector, including those of enforcement officer of the state electrical code, over wiring or electrical work done by himself, his employer, employee or one employed with him. Any such city, town or district may in the manner provided in the preceding section appoint an assistant inspector of wires who shall exercise the duties of inspector of wires, including those of enforcement officer of the state electrical code, over work so done. Said assistant inspector may act in absence or disability of the local inspector and for his services shall receive like compensation as the city, town or district shall determine.

This section shall take effect upon its acceptance in a city, by vote of the city council, subject to the provisions of the charter of such city; in a town, by vote of the board of selectmen; in a municipality having a town council form of government, by a vote of the town council, subject to the provisions of the charter of such municipality and in a district, by vote as above provided of the cities and towns of the district.

Draft Article 40

ARTICLE REQUEST FORM

ARTICLE: Large-Scale Ground-Mounted Solar Photovoltaic Installations Overlay District Bylaw Amendment

AMOUNT REQUESTED: \$0.00

CONTACT PERSON: Sue Brown, Town Planner

PHONE NUMBER: 978-363-11000 X 125

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

There is no cost for this project beyond staff time and Town Counsel review. The Planning Board is looking to update the Large-Scale Ground-Mounted Solar Photovoltaic Installations Overlay District Bylaw to allow installations throughout Town, provided they meet identified criteria. Town Counsel has opined that based on recent case law, the current LGSPI Overlay District may be too restrictive to meet the requirements of the Town's Green Communities Designation. The identified amendment to the Zoning Bylaw is expected to protect the town from a potential zoning challenge and the costs associated with defending such a challenge.

What factors affect the timing of this purchase?

The Planning Board recommends acting on this project now to reduce the Town's exposure to a potential challenge.

When should this Article be sunsetted - how long will the project take?

The Draft Zoning Amendment and new Zoning Map is expected to be finalized by early-March.

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

None

Does this Article involve improvement, preservation or creation of tangible Town-owned assets and projects which 1) have useful life of at least five years; 2) cost over \$20,000 and or 3) for which the Town is authorized to borrow funds? If so, please confirm that this item is on the Capital Improvements Committee Schedule for future capital investments.

No

Please attach additional pages or other supporting documentation.

Draft Article 42

ARTICLE REQUEST FORM

ARTICLE: Zoning reorganization

AMOUNT REQUESTED: \$0

CONTACT PERSON: Sam Joslin

PHONE NUMBER: 978-618-4430

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

This project is being proposed by the Building Inspector and Planning Board to reorganise the existing zoning bylaw to a more usable format in anticipation of further updates and edits. The reorganization will make the zoning bylaw more user friendly for citizens and will allow changes and updates to be completed with less man hours of personell.

What factors affect the timing of this purchase?

Passing this article with expedite the timeline in which the Town can make more impactful and meaning full changes to bring the document up to current standards and address local concerns as they relate to zoning.

When should this Article be sunsetted - how long will the project take?

Project will take effect immediately upon approval at Town Meeting

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

None. The more organised document sould reduce time spent by municipal workers to locate zoning regulations.

Does this Article involve improvement, preservation or creation of tangible Town-owned assets and projects which 1) have useful life of at least five years; 2) cost over \$20,000 and or 3) for which the Town is authorized to borrow funds? If so, please confirm that this item is on the Capital Improvements Committee Schedule for future capital investments.

Please attach additional pages or other supporting documentation.

ARTICLE XX: To see if the Town will vote to recodify and renumber the Town of West Newbury Zoning By-laws in their entirety, including all internal citations thereto, in the manner set forth in the Town of West Newbury By-laws with effective dates through October 23,2021, and addendums thereto, a copy of which has been placed on file with the Town Clerk, and further to amend said existing Zoning By-laws as set forth below:

1. Delete the existing table of contents and add a new Table of Contents as set forth in the Revised Zoning By-laws;
2. Delete Section 1 and replace with Revised Section 1;
3. Recodify Section 2 of the existing Zoning By-laws as Section 2 of the Revised Zoning By-laws;
4. Recodify Sections 3.A and 3.A.1 as Section 3.1 and 3.1.1 of the Revised Zoning By-law; Recodify Sections 3.B and 3.B.1 as Section 3.2 and 3.2.1 of the of the Revised Zoning By-laws; Recodify Sections 3.C, 3.C.1, 3.C.2, 3.C.3 and 3.C.4 as Sections 3.3, 3.3.1, 3.3.2, 3.3.3 and 3.3.4 of the Revised Zoning By-laws;
5. Rename Section 4A Non-conforming Uses to Non-conforming Uses and Structures; Recodify Sections 4.A, 4.A.1, 4.A.2, 4.A.3 and 4.A.4 as Sections 7.1, 7.1.1, 7.1.2, 7.1.3 and 7.1.4 of the Revised Zoning By-laws; Recodify Sections 4.B and 4.B.1 as Sections 4.1 and 4.1.1 of the Revised Zoning By-laws; Recodify Sections 4.C, 4.C.1 and 4.C.2 as Sections 4.2, 4.2.1 and 4.2.2 of the Revised Zoning By-laws; Recodify Sections 4.D and 4.D.1 as Sections 9.1 and 9.1.1 of the Revised Zoning By-laws; Recodify Section 4.E as Section 9.9 of the Revised Zoning By-laws;
6. Recodify and rename Section 5.A, Residence A, B and C Districts, as Section 4.3, Uses Permitted in Residential A, B and C Districts; Recodify Section 5.A.1, 5.A.2, 5.A.3 and 5.A.4 as Sections 4.3.1, 4.3.2, 4.3.3 and 4.3.4; Recodify Section 5.B, 5.B.1 and 5.B.2 as Sections 4.4, 4.4.1 and 4.4.2; Recodify Sections 5.C, 5.C.1, and 5.C.2 as Sections 4.5, 4.5.1 and 4.5.2; Recodify Sections 5.D Floodplain Overlay District as Section 8.1 Floodplain Overlay District deleting Section 5.D.5, Severability, and revise and incorporate as Section 1.7.; Change the title of Section 5.D.17 Uses to 8.1.17 Permitted Uses; Recodify Section 5.E as Section 9.6; Recodify Section 5.F as Section 6.1; Delete Section 5.F.10 Severability, revising and incorporate as Section 1.7; Recodify Section 5.G as Section 8.3;
7. Rename and recodify Section 6, Intensity of Use as Section 5 Dimensional Requirements; Recodify Section 6.B as Section 9.1;
8. Rename and recodify Section 7 Conditions for Use as Section 6.2 Performance Standards; Rename and recodify Section 7.B Off-Street Parking and Loading as Section 6.3 Parking; Recodify Section 7.C Signs as Section 6.4 Signs; Recodify Section 7.C.2.I.2 as Section 6.4.3; Delete Section 7.C.5, Severability, and revise and incorporate as Section 1.7; Recodify Section 7.D as Section 9.8; Recodify Section 7.E as Section 9.7;
9. Recodify Section 8, 8.A and 8.A.1 as Section 11, 11.1 and 11.2; Recodify Section 8.B, Site Plan Review, as Section 11.3; Recodify Sections 8.C, 8.D and 8.E as Sections 11.4, 11.5 and 1.5;
10. Delete table of context in Section 9; Rename and recodify Section 9. Personal Wireless Service Facilities as Section 9.5, Wireless Communication Facilities;
11. Recodify Section 10 as Section 8.2;
12. Recodify Section 11 as Section 9.4;
13. Recodify Section 12 as Section 9.3;
14. Recodify Sections 13-19, Reserved, as Section 10, Reserved;
15. Delete Section 20, Validity and replace with Section 1.7 Severability;
16. Add Appendix A, Zoning District Map; Add Appendix B, Overlay District Map(s), Recodify Appendix One as Appendix C; Recodify Appendix Two as Appendix D.

Or take any other action relative thereto.

Note: Draft Zoning Recodification language provided under separate cover.

Zoning Bylaw Recodification and Any Other Potential Spring 2023 Zoning Articles for Town Meeting

Planning Board Hearing Date Options and Timeline

STEPS	Option 1: 3/7/23 Hearing Date	Option 2: 3/14/23 Hearing Date	Option 3: 3/21/23 Hearing Date
Article Submission & PB Referral*	Jan 1 - Feb 2	Jan 8 - Feb 2	Jan 15 - Feb 2
Send Legal Notice to Paper	02/16/23	02/23/23	03/02/23
1 st Publication	02/20/23	02/27/23	03/06/23
2 nd Publication	02/27/23	03/06/23	03/13/23
PB Hearing Date**	03/07/23	3/14/2023 (Special Meeting)	03/21/23
Planning Board Report to Town Meeting***	No later than March 23, 2023		
Close ATM Warrant	6-Feb-23		
FinCom Booklet Publication	first week of April (assumed)		
Annual Town Meeting	Monday April 24		

* Statute gives 14 days for SB to refer to PB, but I use the same date as the Article Submission date; Note the deadline to submit articles to Town Mngr for ATM is Feb 2nd.

** Within 65 days of submission/referral date

*** I like to set a deadline of no later than 1 week before FinComm Booklet publication date

Source: Sue Brown, Town Planner

Draft Article 43

****THIS IS A PLACEHOLDER, ADDITIONAL INFORMATION WILL BE PROVIDED****

ARTICLE REQUEST FORM

ARTICLE: Whether the Town should enact a Wetlands Protection Bylaw

AMOUNT REQUESTED: \$0.00

CONTACT PERSON: Michelle Greene, Conservation Agent

PHONE NUMBER: (978) 363-1100 x126 978-891-0238

Why should the Town make this purchase or adopt this article? What needs will be met? Who will benefit?

Wetlands and their bordering lands (buffer zones) are valuable community resources providing essential functions, including protection of public and private water supplies, storm damage prevention and flood control, wildlife and rare species habitat, and fisheries protection.

The state Wetlands Protection Act (M.G.L. Ch. 131 sec. 40) (“the Act”) was enacted in 1972, and regulations under the Act (310 CMR 10.00) were enacted in 1974. The Act and associated regulations recognize and protect eight important public functions and values provided by wetlands and their buffer zones. Conservation Commissions are responsible for wetlands protection at a municipal level by implementing the Act and the regulations in their city or Town. Unfortunately, despite these efforts, over 28% of wetlands in Massachusetts have been lost to commercial, agricultural, and residential development between the 1780s and the 1980s. An additional 1,250 acres have been lost between 1991 and 2005.

Adopting a Wetlands Protection Bylaw under the Home Rule authority of the Town of West Newbury that is more protective than the Act will increase community control over activities in or near wetlands and their buffer zones, limit community costs of the degradation of wetlands, and allow for better protection of the functions and values of our community’s wetlands and buffer zones.

What factors affect the timing of this purchase or this request?

Wetlands and buffer zones continue to be lost and degraded through development and disturbance even with the protection of the Act. Increasing impacts of a changing climate and development pressures on land in the Northeast make it critical that valuable wetland resources have stronger protections than those afforded under the Act. By enacting a Wetlands Protection Bylaw, the Town of West Newbury will be taking an important step to ensure that current and future inhabitants of the Town enjoy the benefits and protections that wetlands and their buffer zones provide.

According to the Massachusetts Association of Conservation Commissions (MACC), 210 of the state’s 351 cities and towns, over 50%, have voted to adopt a local wetland protection bylaw or ordinance to protect their valuable wetland resources including the area towns of Amesbury, Georgetown, Groveland, Ipswich, Merrimac, Newbury, Rowley, Topsfield, and Wenham.

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

While there will be no immediate costs to the Town if a Wetlands Protection Bylaw is enacted, there could be an increased workload to the Conservation Agent.

Please attach any supporting materials.

Additional supporting materials will follow.



PRSD Agreement

Town of West Newbury Select Board

381 Main Street, West Newbury, MA 01985 | 978-363-1100, Ext. 115
selectboard@wnewbury.org

TO: Select Board, Town of Groveland
Select Board, Town of Merrimac

CC: Carol McLeod; Rebecca Oldham; Angus Jennings
Justin Bartholomew; Greg Labrecque

FROM: West Newbury Select Board

DATE: January 5, 2023

RE: PRSD Regional Agreement

As you know, the Pentucket Regional Agreement at Sec. XIV.C. provides for review of the Agreement every three years. In August 2022, a meeting was held among representatives of the three towns' Select Boards, Finance Committees, and each town's Finance Director/Town Administrator/Manager ("CFOs") to preliminarily discuss ideas for potential changes that could improve our work together as three communities, and with the Pentucket administration.

During the fall, we solicited input and ideas from our Finance Committee, Town Manager, and among our own Select Board members, and held discussions of the Agreement in posted Select Board meetings. Discussions also took place among the CFOs, with the PRSD Superintendent and Business Manager, at their monthly working meetings.

Following on these prior correspondences and meetings, the West Newbury Select Board met in December to formalize its proposed changes to the PRSD Regional Agreement.

The proposed changes on the following pages are offered as suggestions, for consideration by the Groveland and Merrimac Select Boards. If there is agreement among the three towns' Boards to some or all of these proposed amendments, and/or other changes that one or both of your Boards may wish to propose, our goal would be to work together to bring these forward for proposed adoption at the towns' Spring 2023 Town Meetings. Once it becomes clear which changes (if any) would be proposed locally, we would also work with both town counsel and with the office of the DESE Commissioner to ensure that any proposed amendments would pass legal muster and also meet DESE approval.

We appreciate your consideration of these proposals, and look forward to hearing back with your responses. We can jointly determine how and on what schedule we should best proceed. If there is interest, we would be happy to participate in a joint meeting of the Boards; or to designate a member to a working group for this purpose.

AMENDMENTS PROPOSED BY THE WEST NEWBURY SELECT BOARD TO THE PENTUCKET REGIONAL SCHOOL DISTRICT REGIONAL AGREEMENT

Note: Only those sections of the agreement that the Board is proposing for amendment are included here. Sections not included here are not proposed for amendment. A complete copy of the current PRSD Agreement is appended to this memo, for reference.

Proposed deletions in ~~striketrough~~
Proposed additions in double-underline

Section IV. LOCATION OF SCHOOLS

- B. There may ~~shall~~ be ~~not less than~~ one or more elementary school in each member town provided, however, that the towns may decide to share or consolidate elementary schools in the future. Unless and until any such consolidation, students ~~Students~~ in grades PK - 5 or 6 shall attend schools in their towns of residence, except in cases of emergency as defined by the Regional District School Committee, children attending special education low incidence classes, regional "magnet" classes, or intradistrict school choice. In such instances of emergency, refer to the Pentucket Regional School District "Contingency Plan" as approved by the Pentucket Regional School Committee, and as may be amended from time to time.

Section VI. DEFINITIONS

The budget for construction and operation of the District's Schools including payments of principal and interest on bonds and other evidence of indebtedness issued by the District shall be apportioned to the member towns subject to the following definitions:

A. Budget

As defined by this document, the budget is the amount of dollars voted by the Regional District School Committee to finance the District schools to be paid from the general revenues of the Regional School District.

The budget shall be comprised of two parts: operating costs and debt service, each as herein defined.

1. DEBT SERVICE and CAPITAL COSTS include all costs that are used for payment of principal and interest on bonds or other obligations issued by the District. Capital projects shall be defined as costing not less than \$20,000 ~~\$10,000~~ and having a depreciable life of not less than 5 years.
2. OPERATING COSTS include all costs not included in Debt Service and Capital Costs as defined in 1, but includes interest and principal on revenue anticipation notes.

Section VIII. RESPONSIBILITY FOR ADDITIONS, MAJOR REPLACEMENTS AND MAINTENANCE OF SECONDARY AND ELEMENTARY SCHOOLS

- A. The District shall develop a 5 year capital plan for each building that will be provided to each member town, including any new or updated projects and cost estimates, each year by October ~~January~~ 15th. This plan shall include; item descriptions, estimated costs, and the projected depreciable life. Capital projects shall be defined as costing not less than \$20,000 ~~\$10,000~~ and having a depreciable life of not less than 5 years. Capital projects shall be scheduled and approved by the member Town. Emergency repair procedures shall be defined by the member Town lease agreement.

In addition, on or before January 15th of each year, the District shall provide the member towns with a maintenance plan for the following budget year for each of its buildings. The District shall include a line item in its budget to fully fund this plan. As part of its closeout of the fiscal year, on or around September 1st of each year, a ~~A~~ year end maintenance report covering the preceding fiscal year shall be provided to the member towns identifying the cost of all maintenance performed.

Section XII. BUDGET

There shall be a Regional Finance Advisory Committee (“Advisory Committee”), comprised of the following: one Select Board member from each member town annually appointed by each member town Select Board; the Finance Director, or person holding such position by whichever title it may be known, from each member town; one Finance Committee member from each member town annually appointed by each member town Finance Committee; the Regional District School Committee Chair, or his/her designee; and the District Superintendent and/or Business Manager. The ~~Regional~~ Advisory Committee will meet, from time to time, ~~with the Regional District School Committee Chair, the Superintendent and/or Business Manager~~ to discuss matters that may impact the District and/or the towns, including budget calendars and timelines, content and detail of budgets, revenue estimates and other revenue matters, capital budget items and use of Excess and Deficiency funds. The chairmanship of the Advisory Committee shall rotate annually among the designated Select Board members from each of the towns. The Committee shall prepare reports to be read into the School Committee minutes.

- A. The Regional District School Committee shall prepare a budget on a fiscal year basis for the District in the following manner:
1. The budget process shall be initiated annually in December and shall provide an opportunity for the Select Board ~~Selectmen~~ and Finance Committee of each member town to have input into its preparation. The Regional District School Committee shall complete its proposed budget for the ensuing year, and said proposed budget shall be posted in the Town Hall of each member town, shall be provided to each member town's public library, and shall be submitted to the Select Board ~~Selectmen~~, Finance Directors, and Finance Committee members of each member town. The

Advisory Committee shall convene two meetings during the budget process, including an initial meeting in late January; and an additional meeting in March, prior to the School Committee's vote on the proposed budget. Additionally, upon request of the Finance Committee and/or the Select Board of any member town, the Regional District School Committee shall arrange to meet with such Finance Committee and/or Select Board for the purpose of discussing the proposed budget.

2. The proposed budget shall contain a notice stating when and where a public hearing will be held. The public hearing shall be held in any District school building. The notice of the public hearing shall be posted in all three towns. Said hearing shall be held at least ten (10) days prior to final adoption of the proposed budget. ~~Upon request of the Finance Committee and/or the Board of Selectmen of any member town, the Regional District School Committee shall arrange to meet with such Finance Committee and/or Board of Selectmen for the purpose of discussing the proposed budget.~~ Said proposed budget shall be submitted in the template approved by the School Committee, itemized at least as follows: central administration; expenses of instruction; transportation; operation of school plant; maintenance of school plant; and outlay, debt and interest charges; ~~the last named to specify all items costing \$1,000.00 or more.~~ All non-recurring expenditures shall be itemized. Enrollment, staffing, total expenditures and assessments for the past five years shall be included. The Chair of any member Select Board ~~of Selectmen~~ or Finance Committee may request further information.

PENTUCKET REGIONAL SCHOOL DISTRICT
REGIONAL AGREEMENT

PreK-12 REGIONAL AGREEMENT OF APRIL 30, 1993
AS AMENDED JULY 1, 1997, JULY 1, 1998, JULY 1, 1999, JULY 1, 2005,
JULY 1, 2006, JULY 1, 2012, JULY 1, 2014, AND JULY 1, 2019

For a Regional School District for the Towns of Groveland, Merrimac, and West Newbury, towns in the Commonwealth of Massachusetts hereinafter referred to as member towns.

Section I. MEMBERSHIP OF THE REGIONAL DISTRICT SCHOOL COMMITTEE

- A. The Regional District School Committee shall consist of nine members, three from each member town, who shall be elected by the voters of that town. Each member so elected shall serve a three year term. In the event that a town or towns separate from the Regional School District at the elementary level as stated in Section X, the three (3) elected members from said town or towns shall constitute the elementary school committee as well as represent their town at the regional level.
- B. Any vacancy occurring on the Regional District School Committee for any cause shall be filled by the local Board of Selectmen and the remaining School Committee members from the town where the vacancy occurs. Such replacement shall serve until the next annual town election.
- C. At the first scheduled meeting of the Regional District School Committee after the annual election of all member towns, the Regional District School Committee shall organize in accordance with Massachusetts General Laws, Chapter 71, Section 16A, known as "Regional School Committee, Organization". In addition, the Regional District School Committee shall fix the time and place for its regular meetings for the new term, provide for the calling of special meetings upon notice to all its members, and appoint appropriate sub-committees and other officers.
- D. The Chairmanship, Vice Chairmanship and Secretary positions shall be revolving with one position being from each town. No Town shall hold more than one office.

Section II. QUORUMS, VOTES AND GOVERNANCE

- A. A quorum to conduct business at regular meetings shall consist of a simple majority of its members and special meetings shall require not less than two members from each of the towns.
- B. On all issues requiring a vote of the Regional District School Committee, each member's vote will be weighted according to the respective town's population

based on the most recent decennial Federal census data, calculated out to two decimal places, and remain as such until the next official Federal census.

- C. Any action voted by the Regional District School Committee which directly and specifically affects the elementary school(s) in only one town shall require that two of the three members of the Regional District School Committee from the town in which the affected elementary school is located vote in support of that action. In order, however, for a school to be closed in any member town where there is more than one elementary school, all three committee members from the affected town are required to vote in favor of the proposed closure after a public hearing is held in the affected town.

Section III. TYPE OF SCHOOL

- A. The Regional School District shall include all grades from PK – 12.
- B. The secondary schools shall serve students in grades 6 or 7 – 12.
- C. The elementary schools shall serve students in grades PK – 5 or 6.
- D. In the agreement where “preschool” is mentioned it is done so for future purposes to permit the Regional District School Committee with the approval of all member towns at their respective Town Meetings, at some future date, to include preschool classes. Until such time all preschool expenses shall be on a self supporting basis, except those excluded by law.

Section IV. LOCATION OF SCHOOLS

- A. The Regional District secondary school buildings shall be located on sites owned by the District.
- B. There shall be not less than one elementary school in each member town. Students in grades PK – 5 or 6 shall attend schools in their towns of residence, except in cases of emergency as defined by the Regional District School Committee, children attending special education low incidence classes, regional “magnet” classes, or intradistrict school choice. In such instances of emergency, refer to the Pentucket Regional School District “Contingency Plan” as approved by the Pentucket Regional School Committee, and as may be amended from time to time.
- C. Each member town shall retain ownership of all elementary school buildings and related grounds, including any new elementary school buildings constructed in the future. Each member town shall lease each elementary school building and related grounds to the Pentucket Regional School District for the sum of one dollar. Each lease shall be for a term not greater than the term permitted by either general or special State law. The initial term of each lease shall commence

on the date that the Regional District School Committee assumes jurisdiction over the pupils in grades PK-12 or as otherwise provided in such lease. Each lease may contain provisions for an extension of the lease term at the option of the Regional District School Committee. Responsibilities for maintenance of elementary school buildings shall be uniform across all District elementary school leases. A lease shall not prevent the use of the elementary school buildings or premises by the respective owner towns with the approval of the School Committee, which shall not withhold such approval unless educationally necessary. If permitted by either general or special State law, a lease may provide that it shall terminate and the leased property shall revert to the member town if the town should no longer be a member of the Pentucket Regional School District or if the Regional District School Committee should determine that the land, with the building and other improvements thereon, is no longer needed for the educational program of the District. Each lease may include such other terms as may be agreed upon by the Board of Selectmen of a member town and the Regional District School Committee. A lease shall be executed by the Board of Selectmen on behalf of the member town and the Regional District School Committee on behalf of the District.

- D. Said requirements to lease land and buildings shall not include portions of land and buildings already under separate lease at the time of the effective date of this agreement until such time as the existing lease terms expire.
- E. Payments from present leases and future leases shall be paid to the Regional School District in accordance with the lease agreement by and between the District and the Town.
- F. When necessary to implement due to an emergency as described in Section IV (B), the Pentucket Regional School District "Contingency Plan" will be in place for not more than one year, or until all towns have convened a special town meeting for the purpose of reviewing any amendments as may be proposed to the Regional Agreement, whichever comes first.

Section V. TRANSPORTATION

Transportation shall be provided by the Regional School District. The Regional District School Committee shall set District transportation policy.

Section VI. DEFINITIONS

The budget for construction and operation of the District's Schools including payments of principal and interest on bonds and other evidence of indebtedness issued by the District shall be apportioned to the member towns subject to the following definitions:

A. Budget

As defined by this document, the budget is the amount of dollars voted by the Regional District School Committee to finance the District schools to be paid from the general revenues of the Regional School District.

The budget shall be comprised of two parts: operating costs and debt service, each as herein defined.

1. DEBT SERVICE and CAPITAL COSTS include all costs that are used for payment of principal and interest on bonds or other obligations issued by the District. Capital projects shall be defined as costing not less than \$10,000 and having a depreciable life of not less than 5 years.
2. OPERATING COSTS include all costs not included in Debt Service and Capital Costs as defined in 1, but includes interest and principal on revenue anticipation notes.

Section VII. METHOD OF ASSESSING COSTS OF THE REGIONAL SCHOOL DISTRICT

- A. All operating costs shall be assessed to the three towns on the basis of M.G.L. Chapter 71, Section 16B.
 1. The district assessment will be calculated and reported to the member towns by using the two – step method. The District shall list all general fund revenues, including but not limited to Chapter 70 and Transportation Aid, and reduce the member assessment as it relates to the approved operating budget by said amount. The remaining member assessments shall be calculated by charging each member Town its net minimum spending amount as approved by the Department of Elementary and Secondary Education for the Fiscal Year being assessed. Should the requested member assessments exceed the net minimum spending required then the remaining amount shall be charged to each member Town based upon its percentage of the entire District enrollment calculated to 4 decimal places as of October 1 of the prior Fiscal Year for grades K to 12, including out of District placements, as reported to the Massachusetts Department of Elementary and Secondary Education on the statewide pupil census. All Debt Service and Capital Costs not associated directly to one member community's Elementary School(s) shall be allocated and assessed annually using the calculation stated above for any amount over the net minimum spending requirement.
 2. Should all member Towns agree on an alternative method of assessment the District shall be notified in writing by each member community's Board of Selectmen Chair on the agreed procedure on or before March 1 of the year

prior to the Fiscal year budget start date. If the per pupil method of assessment is chosen then the calculation shall be the same as the amount over net minimum spending stated in Part 1 of this section.

- B. Debt Service, incurred by the District for an elementary school building of a member town, less applicable Chapter 70B MSBA aid, shall be assessed to the member town in which the elementary school is located.
- C. The payment of the assessed share of operating costs and debt service by each member town, as computed by the Regional District School Committee according to the methods specified in Sections VI, and VII, shall be made by each member town's Treasurer by check payable to the Regional School District in twelve equal installments by the fifteenth of each month.

Section VIII. RESPONSIBILITY FOR ADDITIONS, MAJOR REPLACEMENTS AND MAINTENANCE OF SECONDARY AND ELEMENTARY SCHOOLS

- A. The District shall develop a 5 year capital plan for each building that will be provided to each member town by January 15th. This plan shall include; item descriptions, estimated costs, and the projected depreciable life. Capital projects shall be defined as costing not less than \$10,000 and having a depreciable life of not less than 5 years. Capital projects shall be scheduled and approved by the member Town. Emergency repair procedures shall be defined by the member Town lease agreement.

In addition, the District shall provide the member towns with a maintenance plan for each of its buildings. The District shall include a line item in its budget to fully fund this plan. A year end maintenance report shall be provided to the member towns identifying the cost of all maintenance performed.

- B. Each member town shall be responsible for payment of costs associated with the construction of new buildings, renovations, or making extraordinary repairs to the elementary school building/s located in that member town so long as they meet the requirements of a capital project as described in VIII A.
- C. The costs of on-going maintenance for those items not included in paragraph VIII B. for the elementary schools and all costs for the secondary schools shall be borne by the Regional School District.

Section IX. ADMISSION OF ADDITIONAL TOWNS

By an amendment of this agreement adopted by each member town in accordance with Section XIV and complying with the provision therein contained,

any other town or towns may be admitted to the Regional School District upon adoption as herein provided of such amendment and upon acceptance of the agreement as so amended, and also upon compliance with the provision of law as may be applicable and such terms as may be set forth in such amendment.

A new member may be admitted to the Regional School District as of July 1 of any fiscal year, provided that all requisite approvals for such admission, including the Commissioner's approval, shall be obtained no later than the preceding December 31. The authorizing votes may provide for the deferral of said admission until July 1 of a subsequent fiscal year.

Section X. WITHDRAWAL OF MEMBER TOWNS FROM THE REGIONAL SCHOOL DISTRICT

- A. Any town withdrawing from the District must first pay all its share of total debt and current operating expenses. All withdrawals are subject to the approval of the Commissioner of Elementary and Secondary Education and must be approved by two thirds of the member Towns.

Any member town may withdraw from the regional school district in total or at the elementary level if accepted by a majority vote of the voters present and voting on the question at its Annual Town meeting called for the purpose, such withdrawal to become effective on June 30th of the year named in the question, provided: (1) that in pursuance of such vote, the withdrawing town gives the regional school district at least one years written notice of its intention to withdraw, (2) that the said town has paid over to the District any costs which have been certified by the District Treasurer to the Treasurer of the withdrawing town.

Section XI. ANNUAL REPORT

- A. The Regional District School Committee shall submit to each member town an annual report containing a detailed financial statement and a statement showing methods by which the annual charges assessed against each town were computed, together with such additional information relating to the operation and maintenance of the secondary schools and each elementary school as may be deemed necessary by the Regional District Committee or by the Selectmen and/or the Finance Committee of any member town. This report shall contain a detailed listing of salaries by individual employee.

Section XII. BUDGET

The Regional Advisory Committee will meet, from time to time, with the Regional District School Committee Chair, the Superintendent and/or Business Manager to discuss matters that may impact the District and/or the towns, including budget calendars and timelines, content and detail of budgets, revenue estimates and other revenue matters, capital budget items and use of Excess and Deficiency funds. The Committee shall prepare reports to be read into the School Committee minutes.

- A. The Regional District School Committee shall prepare a budget on a fiscal year basis for the District in the following manner:
 1. The budget process shall be initiated annually in December and shall provide an opportunity for the Selectmen and Finance Committee of each member town to have input into its preparation. The Regional District School Committee shall complete its proposed budget for the ensuing year, and said proposed budget shall be posted in the Town Hall of each member town, shall be provided to each member town's public library, and shall be submitted to the Selectmen, Finance Directors and Finance Committee members of each member town.
 2. The proposed budget shall contain a notice stating when and where a public hearing will be held. The public hearing shall be held in any District school building. The notice of the public hearing shall be posted in all three towns. Said hearing shall be held at least ten (10) days prior to final adoption of the proposed budget. Upon request of the Finance Committee and/or the Board of Selectmen of any member town, the Regional District School Committee shall arrange to meet with such Finance Committee and/or Board of Selectmen for the purpose of discussing the proposed budget. Said proposed budget shall be submitted in the template approved by the School Committee, itemized at least as follows: central administration; expenses of instruction; transportation; operation of school plant; maintenance of school plant; outlay, debt and interest charges; the last named to specify all items costing \$1,000.00 or more. All non-recurring expenditures shall be itemized. Enrollment, staffing, total expenditures and assessments for the past five years shall be included. The Chair of any member Board of Selectmen or Finance Committee may request further information.
 3. 45 days prior to the date of the earliest member Annual Town Meeting the Regional District School Committee shall adopt by a two-thirds vote of all its members a budget with such changes as may have resulted from conferences and an open hearing. This budget shall be presented in two parts as outlined in the attached template (Exhibit A). No later than 30 days from the date of the approval vote, but within 10 days if possible, the

Treasurer of the District shall certify to the Treasurer of each member town its assessed share of such budget.

4. The budget and assessment shall be so constructed as to show debt service, capital and operating costs. It shall also list all general fund revenue used to reduce member assessments as described in VII. A. This budget should also identify the costs of any programs not uniformly offered at all District elementary schools.
5. Budget approval will be in accordance with M.G.L. Chapter 71, Section 16B.
6. If, in the opinion of the Board of Selectmen and/or Finance Committee of any of the towns, the Regional School District budget will not fit the budgetary capabilities of their town, they can request of the Regional District School Committee a special meeting to discuss the budget.

This meeting shall be called within seven (7) days of the presentation of the budget to the member towns.

The meeting shall be attended by six members of the Regional District School Committee (two members from each member town), as well as two representatives of the Board of Selectmen and two representatives of the Finance Committee from each member town.

The purpose of this meeting will be to discuss the ability of the town or towns to meet the financial obligation brought forth by their assessment of the submitted Regional School District budget.

The charge of this group will be to recommend to the Regional District School Committee a reduced budget that least affects the educational integrity of the District and meets the financial capabilities of the town(s).

7. If a member town fails to hold a meeting within forty-five (45) days from the date on which an amended assessment was adopted by the Regional District School Committee, the member town shall be deemed to have voted affirmatively regardless of whether the town had previously approved an amount equal to or greater than the revised assessment. No action by the town constitutes approval.

Section XIII. INCURRING OF DEBT

- A. The Regional District School Committee shall have authority to develop plans for District schools. According to Chapter 71, S.16d. the Regional District School Committee shall not incur any debt for the school until the expiration of sixty (60)

days from the date said debt is authorized by the Regional District School Committee. Prior to the expiration of said period each member town will be notified of the intent to incur debt. Each member town which would bear a financial responsibility for the debt through the assessment of all or a portion of the principal and interest on such debt shall hold a Town Meeting for the purpose of expressing approval or disapproval of the amount of debt authorized by the Regional District School Committee by a majority of voters present and voting on the question. If the debt is disapproved by any member town, the debt shall not be incurred, and the Regional District School Committee shall then prepare an alternative proposal and a new or revised authorization to incur debt. The only exception to the restrictions in this paragraph shall be the incurring of debt in anticipation of revenues.

- B. In the event that a member town should determine, prior to the issuance by the District of long term indebtedness to finance a Capital Cost, to make an upfront cash contribution to pay all of its allocable share of such Capital Cost, then the total borrowing authorized to pay costs of such Capital Cost shall be reduced by the amount of such upfront cash contribution. A member town's share of Capital Costs for purposes of this section shall be determined in the same manner as used in determining the allocation of Capital Costs for the fiscal year in which the District's borrowing for a particular Capital Cost is authorized.

When a member town has paid its entire share of such Capital Cost, then such member town shall not be assessed for any portion of Debt Service incurred by the District to finance the balance of such Capital Cost. Then, notwithstanding the provisions of Section VII(A) to the contrary, Debt Service on the amount to be borrowed shall be assessed upon the member town or towns that did not determine to make an upfront cash contribution on account of such Capital Cost, as if the District's total enrollment consisted solely of the students from the noncontributing town or towns.

Any upfront cash contribution on account of a Capital Cost shall be paid to the District prior to the issuance of long term bonds by the District to finance such capital cost.

Section XIV. AMENDMENTS

- A. Amendments to the agreement must receive a majority vote of approval by each member town at a Town Meeting. Amendments may be initiated by the Regional District School Committee or by the Board of Selectmen of any one of the member towns.
- B. No such amendment shall be made which shall substantially impair the rights of the holders of any of the District's bonds or notes of the District then outstanding or the rights of the District to procure the means for payment thereof.

- C. This agreement shall be reviewed every three years by a group comprised of the Chief Financial Officer of each town (or person holding such position by whichever title it may be known), the PRSD Business Manager, and the PRSD Superintendent, who will jointly make recommendations for changes to the member Town's Board of Selectmen. Each town's Chief Financial Officer shall participate on behalf of their respective Board of Selectmen, and shall be responsible to keep their Board apprised of communications and related meetings, and to provide their respective Board regular opportunities to initiate any potential amendments to this agreement or respond to any amendments as may be initiated by others. At any time the Towns may also appoint a task force to review the Regional Agreement. This task force will be made up of a member from each Town's Board of Selectmen, the member town's Finance Directors, the Chairman of the School Committee, the Superintendent and a citizen from each member town.

- D. All amendments are subject to the approval of the Commissioner of Elementary and Secondary Education.


Section XV. SEVERABILITY OF SECTIONS

According to Chapter 71.S.16I., in the event that any provision of this Regional School District Agreement shall be held invalid in any circumstance, such invalidity shall not affect any other provisions or circumstances.


Approval Signatures



Chair, Groveland Board of Selectmen **Date** 5/28/19
 Duly authorized



Chair, Merrimac Board of Selectmen **Date** 6/10/19
 Duly authorized



Chair, West Newbury Board of Selectmen **Date** 6/20/19
 Duly authorized

Town Charter Commission

Language excerpted from FY18 Audit Management Letter.

Substantially similar language included in Management Letters in FY19, FY20, FY21, FY22.

FINDINGS AND RECOMMENDATIONS

Town Manager Act

As discussed in the prior section, during the fiscal year, the State approved legislation that allowed the Board of Selectmen to appoint a Town Manager.

In broad terms:

“The Town Manager is appointed by the Selectmen to oversee the daily operations of the Town, advise and administer the policies and procedures of the Board of Selectmen, and enforce Town bylaws and actions passed by Town Meeting.

Serving as both Chief Administrative and Chief Financial Officer, the Town Manager is responsible for the effective management of Town departments, preparing an annual budget and capital plan, coordinating activities leading up to the annual Town Meeting, providing support to the committee system, working with other levels of government, and managing special projects for the Board of Selectmen.

The Town Manager is also responsible for the continual review of policies and programs in an effort to improve services.”

This concept is new to the Town; previously, the Board of Selectmen have had to aggressively micromanage the Town due to the lack of such a position or similar position in the past.

The most senior level officer prior to the Town Manager Act was the Finance Director which was created in 1991. With the effective start of the Town Manager on July 2, 2018, the Finance Director’s position was dissolved.

As expected, the transition to this new form of government has been met with many growing pains. The Town is governed in a very desegregated manner. Six elected boards and committees exist in addition to twenty-four boards and committees that are appointed by the Board of Selectmen. The Town Manager has very little direct authority over the six elected boards and their areas of government. There is also confusion over what authority exists over the Town departments and the appointed boards and committees, many of which would lose direct authority to the Town Manager in a normal Town Manager setting.

The current policies, authorities, boards and commissions and their power made a great deal of sense under the old form of government. Some of these powers and authorities should be evaluated to see if they still make sense or if they should be revised.

Our recommendation for the Town is to engage one of a handful of companies in Massachusetts that specialize in municipal organizational hierarchy, flow and authority. Such an engagement could lead to bylaw, structural and statutory changes that are more suitable for a Town Manager form of government. This could also lead the Town to consider

adopting, for the first time, a Town Charter to more clearly define the form of Town government.

HOME RULE CHARTER ADOPTION OR REVISION
see Home Rule Amendment to the State Constitution (Amendment LXXXIX) and
Massachusetts General Laws, Chapter 43B (The Home Rule Procedures Act)

In summary form, the procedures for adopting or revising home rule charters are described here:

1. Petition Drive: A petition is circulated to determine if there is sufficient interest to warrant placing the question of creating a charter commission on the ballot. The petition must be signed by at least fifteen per cent (15%) of the number of voters registered at the preceding state election. The city/town clerk is directed to supply forms to any registered voter who requests them.

2. File Completed Petition: The completed petition is filed with the board of registrars of voters. The registrars must certify the signatures within ten (10) days of receipt of the petition and report the results to the selectmen or city council.

3. Election Order: If the petition is certified as containing sufficient signatures, the city council or board of selectmen is allowed thirty (30) days after they receive the certification of the registrars to provide for placing the question on the ballot at the next regular city or town election. At least sixty (60) days must elapse between the election order and the election.

If the city council or board of selectmen fails to act within the 30 days they are allowed, the question of creation of a commission and the election of charter commission members shall take place on or after the ninetieth (90) day after the date the petition was originally received.

If the charter has not previously been adopted under this Amendment, the question must be “Shall a commission be elected to frame a charter for the (city) (town) of X?” Many persons have been confused over this requirement. This is particularly true in cities where residents are accustomed to thinking in terms of now having a city charter. These existing “charters” are not to be confused with charters adopted pursuant to the Home Rule Amendment. For reasons too complex to discuss here, the Home Rule Amendment does distinguish between pre-existing charters and those adopted under the Amendment. Therefore, even if the only change that is sought is, for example, to change the term of office for the mayor from two (2) years to four (4) years, the question would nevertheless have to be as set forth here. If a charter has been adopted under the Home Rule Amendment procedure, the question on the ballot would be “to revise”, but you cannot revise until you have first framed (adopted) a charter by this procedure.

4. Nomination of charter commission members: The order placing the question of establishing a charter commission on the ballot must also provide for the election of nine charter commission members. Candidates for the office of charter commission members may have their name placed on the ballot based on the following signature requirements:

Population less than 6,000	10 signatures
6,000 to 11,999	25 signatures
12,000 to 49,999	50 signatures
50,000 to 99,999	100 signatures
100,000 and above	200 signatures

5. Election of the commission: The names of the charter commission candidates are placed on the ballot in alphabetical order (as required by the Home Rule Amendment) preceded by instructions that direct the voter to vote for up to nine (9) persons as charter commission members.

The question of electing a charter commission to adopt or revise a charter is also placed on the ballot. If a majority votes in favor of the question of adopting or revising a charter, the nine (9) candidates receiving the highest number of votes are elected.

6. Charter commission organization: Within ten (10) days of the commission's election, the city or town clerk notifies the nine (9) persons elected to serve as the commission of the initial commission meeting. At the initial meeting, the commission elects a chairman, vice-chairman, and clerk.

The city or town clerk is required to notify the Department of Housing and Community Development of the commission's election. The department is required to notify the commission of the dates for submitting its reports and placing the final report on the municipal election ballot.

7. Funding a charter commission: Within twenty (20) days of the election, the city or town treasurer is required with or without appropriation to credit the charter commission's account with funds based on the following scale:

Population under 12,000	\$ 2,000
12,000 to 49,999	\$ 5,000
50,000 to 99,999	\$ 7,500
100,000 and above	\$10,000

A city or town is also required to provide a charter commission with suitable office space and reasonable access to facilities for holding public hearings, free of charge.

A commission must be permitted to consult with, and obtain advice from, city and town officers and employees during ordinary working hours.

A city or town may contribute clerical or other staff assistance. The city or town may appropriate additional funds for use by the charter commission as is deemed necessary.

A charter commission may accept funds from any private or public source but must report in writing to the city or town clerk the name, address, and any stipulations the donor(s) placed on such contributions.

A charter commission may use funds for: (1) the employment of legal, research, and clerical assistance; (2) reimbursement of expenses incurred by commission members in the performance of their duties; and (3) printing and other necessary expenditures.

8. Public hearings: A charter commission must hold a public hearing within 45 days of its election. The purpose of this initial hearing or set of hearings is to solicit the views, comments, opinions, and proposals from the public for consideration by the charter commission.

The time and place of the initial public hearing and all subsequent public hearings held before a charter commission must be specified in a notice published in a newspaper of general circulation in the community at least ten (10) days prior to each hearing. Hearings may be adjourned and continued at another occasion without further published notice.

9. Preliminary report: Within sixteen* months after its election, the charter commission must prepare and publish a preliminary report. The preliminary report contains the commission's preliminary recommendations including the text of the proposed charter or charter revision and explanatory information that the commission chooses to include.

*(*A community with an annual election can complete the charter process in one year, producing the preliminary report within 8 months of its election and the final report within 10 months).*

The preliminary report must be published in a newspaper of general circulation in the community. The commission must supply the city or town clerk with sufficient copies of the preliminary report in order to enable the clerk to distribute copies to registered voters requesting them.

The charter commission must also deliver two (2) copies of the preliminary report to the attorney general, and two (2) copies to the department of housing and community development.

Within four (4) weeks of its publication, the charter commission is required to hold one or more public hearings on the preliminary report. Notice of the public hearing(s) must be published in a newspaper of general circulation in the community at least ten (10) days prior to the hearing.

10. Opinion of the attorney general: Within four (4) weeks after receipt of the preliminary report, the attorney general is required to furnish the charter commission with a written opinion relative to any provisions in the preliminary report which may be in conflict with the state constitution and the General Laws. The attorney general does not have the authority to approve or disapprove a charter or charter revision; the attorney general provides an opinion.

The charter commission should re-examine those aspects of the preliminary charter proposal that the attorney general has referenced in his opinion as being in conflict with the constitution and the General Laws.

A charter commission must supply the Department of Housing and Community Development with two (2) copies of the commission's preliminary report. The Department of Housing and Community Development has no review authority but serves as a clearinghouse for all home rule charters. These files are open for inspection.

11. Final Report: Within eighteen* (18) months after its election, the charter commission is required to prepare and submit a final report to the city council or board of selectmen. The final commission report, sometimes referred to as the proposed charter, must consist of: (1) the full text of the proposed charter with explanations and other information that the charter commission chooses to include; (2) an explanation of the major differences between the current (if any) and proposed charter; and (3) a minority report (if any) of not more than 1,000 words. *(*A community with an annual election can complete the charter process in one year, producing the preliminary report within 8 months of its election and the final report within 10 months).*

A copy of the charter commission's final report must be sent to the attorney general and the department of housing and community development

12. Final report placed on the ballot: The city council or board of selectmen upon receipt of the final charter commission report must order the charter proposal or charter revisions to appear on the ballot at the next regular municipal election. At least two months must lapse between the election order and the municipal election.

The form of the ballot question would be as follows:

Shall this (city) (town) approve the (insert "new charter recommended by the charter commission" - or - "charter revision recommended by the charter commission") summarized below?"

The summary usually identifies the major elected offices, any new offices created, reorganization of departments or offices, change in terms of office for elected officials, and voter measures such as initiative, referendum, and recall.

The city council or board of selectmen must also see that the final report of the charter commission is printed and distributed to each residence with one or more registered voters at least two (2) weeks prior to the election.

Additional copies of the final report must be provided to the city or town clerk, and made available for distribution to registered voters.

13. Municipal election: If a majority of voters vote in favor of a proposed charter or charter revision, the charter becomes effective on the date specified in the charter. If no date is specified, the charter is effective upon voter approval. The effective date of an amendment may also be specified in the order proposing it.

14. Notification of charter adoption: Four (4) certificates must be prepared and signed by the city or town clerk which set forth any charter that has been adopted or revised and any charter amendments. The certificates must be deposited with the office of the secretary of state, the attorney general, the department of housing and community development, and in the records of the city or town.