



# **FINANCE COMMITTEE APPROPRIATIONS BOOKLET**

**SPECIAL TOWN MEETING FY 2016  
ANNUAL TOWN MEETING FY 2017**

**APRIL 26, 2016**

**Town of Newbury  
Annual Report of the Finance Committee  
Fiscal 2015**

Our responsibility as a Finance Committee is *“to consider all municipal questions affecting the revenue, indebtedness or expenditures of the funds of the town.”* In its broadest sense we may consider any matter that we feel will have a fiscal impact on the town. We represent town meeting (the taxpayers) throughout the year. We have the specific duty to consider all articles of the warrant which call for appropriation and/or expenditure of funds and to make recommendations for action at the Annual Town Meeting or any Special Town Meeting. In our deliberations we work with the Board of Selectmen and the Town Administrator, but our recommendations to the town are independent and reflect the Finance Committee’s decisions based upon our analysis and best judgement of the issues and the finances of Newbury. We serve as the “checks and balances.”

In fulfilling these responsibilities the Finance Committee meets regularly throughout the year and more frequently as we prepare our recommendations for town meetings. Our regular meetings general include updates from the Town Administrator on any issues that may be impacting town finances. As part of our review each committee members receives the monthly revenue and expenditure reports prepared by the town accountant. Also, any reserve fund transfer requests, with justification provided, must also come before the committee for approval. In an effort to maintain on-going communications and information sharing, members of the Finance Committee also serve on and attend meetings of the Capitol Planning Committee, Triton District Committee, Master Plan Committee, and the Fire Department. Members serving in this capacity report at our regular Finance Committee meetings.

Fiscal Year 2015 proved to be a very busy year for the Finance Committee with over twenty meetings having been held including the preparation for two special town meetings and the Annual Town Meeting in May.

A great deal of time this past year was also devoted to the financial analysis and the impact on taxes of the proposed Public Safety Complex. We recommended the proposed expenditure which was approved by the ATM subject to a proposition 2 1/2 override vote where it subsequently did not pass.

Other significant initiatives recommended and approved by the ATM included funding for: the Stabilization Fund, Snow and Ice, Fire Protection Equipment & Wages, Police ATV, the Road Improvement Program, Town Hall Sewer Connection Project, New Boat Ramp, and the partial funding of a van for the Council on Aging.

Another significant action taken by the ATM was the acceptance of the provisions of MGL authorizing the establishment of the Ambulance Enterprise Fund to become effective in FY 2016.

The 2015 Fiscal Year closed on a positive note once again, balanced financially, and going forward in FY2016 with balances in Reserve Accounts as follows: **Free Cash -- \$2,076,506; Stabilization -- \$259,547; Land Sale -- \$408,876; Reserve Fund \$100,000.** Additionally our Debt Service continues to be reduced by about \$65,000 annually.

Newbury financially continues to move in a positive direction with solid financial management and leadership under the direction of our Town Administrator and a strong financial team. The continued

implementation of sound financial policies have led to the town's more solid fiscal position. Our reserves continue to be sustained enabling the town to address some of our capital replacement issues. Also, the recent decreases in our Triton Regional School District assessment, due to declining enrollment and changes in state funding, have freed up some additional resources for the town's operating budget.

However, challenges still remain in funding our immediate and long term capital needs and addressing some operational funding issues. Specifically, the town will have to address the need for a new facility for the police department, the space issues at town hall, and long term facility and operational needs of the fire department.

Financially, Newbury is well positioned to address our facility needs. Over the past five years the town has retired over \$5 million in debt and in the next five years will retire the remaining \$2 million. This helps to create a more favorable borrowing position and reduce the impact on real estate taxes.

For additional financial detail, to get a more complete understanding of how the town is working for you, we encourage you to read the other reports contained in this document as well as also the Town Administrator's Budget Message and Overview.

Once again we want to thank all town employees, town leaders, department heads, TRSD staff, school committee members, and all town board and committee members, for their commitment to the Town of Newbury.

Representing you as Members of the Finance Committee are the following:

Linda Allen	Erica Jacobsen (Vice Chair)
Eugene Case (Chair)	Marshall Jespersen
Robert Connors	Frank Remley
Lawrence Guay	

***"Your representative owes you, not his industry only, but his judgement; and he betrays, instead of serving you, if he sacrifices it to your opinion."***

Quote from Edmund Burke

---

---

# SPECIAL TOWN MEETING

---

ESSEX SS.

TO: ONE OF THE CONSTABLES FOR THE TOWN OF NEWBURY, MASSACHUSETTS

GREETINGS:

IN THE NAME OF THE COMMONWEALTH OF MASSACHUSETTS, YOU ARE HEREBY DIRECTED TO NOTIFY AND WARN THE INHABITANTS OF THE TOWN OF NEWBURY, QUALIFIED TO VOTE IN TOWN AFFAIRS, TO MEET AT THE NEWBURY ELEMENTARY SCHOOL ON HANOVER STREET IN SAID TOWN OF NEWBURY ON TUESDAY, THE 26<sup>th</sup> DAY OF APRIL 2016 AT 7:00 P.M. TO ACT ON THE FOLLOWING ARTICLES, VIZ:

**ARTICLE 1.** To see if the Town will vote to transfer the sum of \$32,000.00, or any other sum, from the Snow & Ice Account to the Road Repair Account; or take any other action in relation thereto.

**Selectmen Recommendation:** **Approve 5-0-0**  
**Finance Committee Recommendation:** **Approve 4-0-0**

**Rationale:** *After a relatively mild winter, the Snow & Ice Removal account was left with a balance. Approval of this article will allow the DPW Director to spend the balance in this account for making additional road improvements.*

**ARTICLE 2.** To see if the Town will vote to transfer the sum of \$6,070.00, or any other sum, from Free Cash to purchase four gas meters for the Fire Department; or take any other action in relation thereto.

**Selectmen Recommendation:** **Approve 5-0-0**  
**Finance Committee Recommendation:** **Approve 4-0-0**

**Rationale:** *The Fire Department uses these meters to measure different types of gases for example H<sub>2</sub>S (hydrogen cyanide), Carbon Monoxide, chlorine and hydrocarbons. It also detects oxygen levels in confined spaces and explosive gases and vapors.*

**ARTICLE 3.** To see if the Town will vote to authorize the payment of the following fiscal year 2015 bills, said sums to be taken from Free Cash; or take any other action in relation thereto.

Comcast	\$ 212.56
Steve's Tree Service	4,750.00
Staples	217.63

Knight Oil

300.00

**Selectmen Recommendation:** **Approve 5-0-0**  
**Finance Committee Recommendation:** **Approve 4-0-0**

**Rationale:** *The Town's Fiscal Year closes on June 30<sup>th</sup>. We are allowed to pay bills through July 15<sup>th</sup>. Every now and then bills arrive past the July 15<sup>th</sup> deadline. These bills require Town Meeting action (9/10 vote of approval) in order for them to be processed.*

**ARTICLE 4.** To see if the Town will vote to transfer the sum of \$10,000.00, or any other sum, from the DPW Wages account to the Property Related Services Account; or take any other action in relation thereto.

**Selectmen Recommendation:** **Approve 5-0-0**  
**Finance Committee Recommendation:** **Approve 4-0-0**

**Rationale:** *This money will be used to pay the cleaning contract for the rest of the fiscal year.*

**ARTICLE 5.** To see if the Town will vote to transfer the sum of \$41,025.00 or any other sum, from Free Cash to purchase a fertilizer spreader/snowblower; or take any other action in relation thereto.

**Selectmen Recommendation:** **Approve 5-0-0**  
**Finance Committee Recommendation:** **Approve 4-0-0**

**Rationale:** *The DPW will be assuming the responsibility for field maintenance of the property located at 81 Central Street in Byfield known as Manter Field. This tractor will allow the department to perform these tasks and in addition, they will be able to plow the sidewalks at the elementary school.*

**ARTICLE 6.** To see if the Town will vote to transfer the sum of \$150,000.00, or any other sum, from Free Cash to pay expenses related to relocating Town Hall to a leased facility; or take any other action in relation thereto.

**Selectmen Recommendation:** **Approve 5-0-0**  
**Finance Committee Recommendation:** **Approve 4-0-0**

**Rationale:** *The Town has been notified that the temporary trailers currently being used to house the Board of Health, Conservation Commission, Inspectional Services and members of the Police Department are in violation of a number of regulations and the state building code (MA Division of Labor Standards, Occupational Safety and Health Act of 1970, 454 CMR 25, 29 CFR 1910, 521 CMR and 780 CMR) and as such are required to be removed no later than July 16<sup>th</sup>.*

*This appropriation will provide us with the funds to relocate the Town Hall operation to a leased facility (see ATM article for lease), network the building, purchase office furniture and equipment as necessary and provide for a future move back.*

**ARTICLE 7.** To see if the Town will vote to transfer the sum of \$2,500.00, or any other sum, from the Tax Title & Foreclosures account to the Postage Account; or take any other action in relation thereto.

**Selectmen Recommendation:** *Approve 5-0-0*  
**Finance Committee Recommendation:** *Approve 4-0-0*

**Rationale:** *This transfer will pay postage costs through the end of the fiscal year.*

**ARTICLE 8.** To see if the Town will vote to transfer the sum of \$650.68, or any other sum, from Overlay Surplus to the 2010 Overlay Account; or take any other action in relation thereto.

**Selectmen Recommendation:** *Approve 5-0-0*  
**Finance Committee Recommendation:** *Approve 4-0-0*

**Rationale:** *The 2010 Overlay Account is currently in a deficit position. This transfer will allow us to close out the account.*

**ARTICLE 9.** To see if the Town will vote to transfer the sum of \$295,000.00, or any other sum, from Free Cash to purchase the premises known and numbered as 3 Morgan Ave, Newbury, MA, including buildings, structures, fixtures and all apparatus currently owned by the Fire Company known as Fire Protection Company 2; or take any other action in relation thereto.

**Selectmen Recommendation:** *Approve 5-0-0*  
**Finance Committee Recommendation:** *Approve 4-0-0*

**Rationale:** *The Town has been in negotiations with Protection 2 to purchase their property for the past few years and has reached an agreement. Passage of this article would allow Protection 2 to pay off their current debt (\$251,000) and recoup some of the funds that they paid for the purchase of the former Noyes property (\$44,000).*

*These parcels alone are currently assessed for \$905,300.*

**ARTICLE 10.** To see if the Town will vote to authorize the Board of Selectmen to convey certain strips of land, totaling approximately 830 square feet, more or less, along McLeod Ave. on Plum Island to landowners thereon, in exchange for the conveyance of other strips of land, totaling approximately 830 square feet, more or less, to be conveyed to the Town by McLeod Ave. landowners, in order to reflect the fact that McLeod Ave. as constructed on the ground is not located as it is depicted on Town records and maps; or take any other action in relation thereto.

**Selectmen Recommendation:**  
**Finance Committee Recommendation:**

**Approve 5-0-0**  
**Will of the Town**

**Rationale:** *This transaction will benefit the Town in that it will address one of the many discrepancies impacting road ways on Plum Island. It is especially important in this case since municipal water and sewer infrastructure was installed on private property.*

---

# ANNUAL TOWN MEETING

---

ESSEX SS.

TO: ONE OF THE CONSTABLES FOR THE TOWN OF NEWBURY, MASSACHUSETTS

GREETINGS:

IN THE NAME OF THE COMMONWEALTH OF MASSACHUSETTS, YOU ARE HEREBY DIRECTED TO NOTIFY AND WARN THE INHABITANTS OF THE TOWN OF NEWBURY, QUALIFIED TO VOTE IN TOWN AFFAIRS, TO MEET AT THE NEWBURY ELEMENTARY SCHOOL ON HANOVER STREET IN SAID TOWN OF NEWBURY ON TUESDAY, THE 26<sup>th</sup> DAY OF APRIL 2016 AT 7:00 P.M. TO ACT ON THE FOLLOWING ARTICLES, VIZ:

---

## GENERAL GOVERNMENT MATTERS

---

**ARTICLE 1.** To meet in our respective voting districts on Tuesday, May 10, 2016, the polls will open at 7:00 AM and close at 8:00 PM, to vote on the following offices:

<u>Position</u>	<u>Term</u>
Selectman	Three Years
Assessor	Three Years
Board of Health	Three Years
Constable	Four Years
Shellfish Commissioner	Three Years
Library Trustees	Three Years
Planning Board	Five Years
Planning Board	One Year (unexpired term)
Tree Warden	One Year
Triton Regional School Committee- Newbury	Three Years
Triton Regional School Committee - Newbury	Two Years (unexpired term)
Triton Regional School Committee - Rowley	Three Years
Triton Regional School Committee - Salisbury	Three Years
Trustee First Settlers Burial Ground	Three Years

**ARTICLE 2.** To receive the reports of the Selectmen, School Committee, Regular and Special Committees, and all other Town Officers, or take any other action in relation thereto.

## APPROPRIATIONS

**ARTICLE 3.** To see if the Town will vote to raise and appropriate the sum of \$17,995,520.00, or any other sum; and take from the Special Assessment Fund the sum of \$616,720.00, or any other sum, for the operation of the Town in Fiscal Year 2017; or or take any other action in relation thereto.

Finance Committee Recommends	FY 2016 Adopted Budget	FY 2017 Recommended Budget	FY 2017 Recommended Increase/Dec
Moderator's Salary & Wages	200	200	-
Moderator's Expense	50	50	-
Selectmen's Stipend	25,000	25,000	-
Selectmen's Salary & Wages	45,000	45,900	900
Selectmen's Expense	3,200	3,200	-
Admin & Finance Salary & Wages	314,857	321,155	6,298
IT/Communications Program Manager	-	54,600	54,600
IT Services	26,000	30,000	4,000
Professional & Technical Services	85,000	85,000	-
Tax Title & Foreclosure	25,000	25,000	-
Postage Expense	15,000	15,000	-
Admin & Finance Expenses	47,400	47,400	-
Finance Com Salary & Wages	1,500	1,500	-
Finance Com Expenses	425	425	-
Reserve Fund	100,000	100,000	-
Assessor's Stipend	8,500	8,500	-
Assessor's Salary & Wages	105,117	107,128	2,011
Assessor's Expenses	41,300	41,300	-
Audit Town Books	25,000	25,000	-
Legal Services	75,000	75,000	-
Personnel Board Expenses	500	500	-
Town Clerk Salary & Wages	72,767	68,720	(4,047)
General Code Updates	6,000	6,000	-
Town Clerk Expenses	6,800	6,800	-
Town Records Preservation	10,000	10,000	-
Town Elections	14,280	13,500	(780)
Registrars of Voters Salary & Wages	750	750	-
Planning Salary & Wages	71,370	77,010	5,640
Pictometry, MIMAP	9,776	9,776	-
Planning Expenses	5,735	5,735	-
MVPC Dues	2,316	2,373	57
	FY 2016	FY 2017	FY 2017

<b>Finance Committee Recommends</b>	<b>Adopted Budget</b>	<b>Recommended Budget</b>	<b>Recommended Increase/Dec</b>
Zoning Board Salary & Wages	900	900	-
Zoning Board Expenses	400	400	-
Utilities	78,000	78,000	-
Repairs, Maintenance & Improvements	80,000	80,000	-
Property Related Services	44,000	52,101	8,101
Town Reports	250	250	-
Insurance Expense	133,661	143,018	9,357
Police Salary & Wages	1,181,900	1,217,600	35,700
Police Expenses	163,200	169,500	6,300
Emergency Management Expense	10,000	10,000	-
Police Capital Outlay	36,000	38,000	2,000
Shellfish Salary & Wages	40,000	46,229	6,229
Shellfish Expenses	2,500	2,500	-
Fire Protection Salary & Wages	350,000	400,000	50,000
Call Fire Wages	110,000	110,000	-
Fire Stipends	-	20,000	20,000
Fire Training Wages	20,000	20,000	-
Fire Company Lease Payments	160,000	160,000	-
Fire Expenses	20,000	100,000	80,000
Fire Insurance Premiums	25,000	25,000	-
Fire Capital Outlay	-	52,351	52,351
Inspectors Salary & Wages	215,533	195,022	(20,511)
Inspectors Vehicle Allowance	7,200	7,200	-
Storm Water Management	5,000	5,000	-
Beaver Management	5,000	5,000	-
Beach Management Plan	5,000	5,000	-
Greenhead Control Expense	6,500	6,825	325
Inspectors Expense	10,500	10,500	-
Sealer of Weights & Measures	2,500	2,500	-
Animal Control Salary & Wages	22,712	22,970	258
Animal Control Expenses	3,500	3,500	-
Hydrant Service	15,000	20,000	5,000
Triton Regional Operating Assmt	8,946,255	8,752,942	(193,313)
Triton Regional Debt Service Assmt	149,015	122,212	(26,803)
Whittier Regional Operating Assmt	374,916	434,916	60,000
Whittier Regional Debt Service Assmt	15,092	15,092	-
Essex Tech Operating Assmt	85,000	98,980	13,980
DPW Salary & Wages	447,915	497,453	49,538
Tree Warden Salary & Wages	3,000	3,000	-
Tree Warden Expenses	20,000	20,000	-
DPW Expense	180,000	180,000	-
Road Improvement Program	225,000	225,000	-
DPW Capital Outlay	-	-	-
Snow & Ice Removal	155,000	177,500	22,500
Street Lighting	56,000	60,000	4,000
	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2017</b>

Finance Committee Recommends	Adopted Budget	Recommended Budget	Recommended Increase/Dec
Health Salary & Wages	63,490	64,760	1,270
Health Expenses	60,930	65,430	4,500
Council on Aging Salary & Wages	79,550	81,141	1,591
Council on Aging Expenses	4,010	4,411	401
Veteran's Assessment	26,038	28,000	1,962
Veteran's Service Benefits	41,800	45,000	3,200
Library Salary & Wages	173,160	178,605	5,445
Library Expenses	68,000	71,000	3,000
Historical Committee Expenses	1,150	1,375	225
Memorial Day Celebration	750	1,250	500
Debt Service Bonding Costs	-	-	-
Debt Service - Principal	1,032,506	989,322	(43,184)
Debt Service - Interest	178,477	155,692	(22,785)
Essex Regional Retirement Assmt	551,914	585,317	33,403
Unemployment Expense	10,000	10,000	-
Health Insurance Expense	748,600	823,460	74,860
Dental Insurance Expense	32,885	36,174	3,289
Life Insurance Expense	1,300	1,300	-
Medicare Expense	43,000	44,300	1,300
	<b>\$17,672,852</b>	<b>\$17,995,520</b>	<b>\$322,668</b>

**Selectmen Recommendation:** Approve 5-0-0  
**Finance Committee Recommendation:** Approve 4-0-0

**Rationale:** This article requests approval of the Town's line-item budget.

**ARTICLE 4.** To see if the Town will vote to raise and appropriate the sum of \$100,000.00, or any other sum, to be added to the Stabilization Fund; or take any other action in relation thereto.

**Selectmen Recommendation:** Approve 5-0-0  
**Finance Committee Recommendation:** Approve 4-0-0

**Rationale:** In layman's terms the Stabilization Fund is the Town's savings account. The annual appropriation of funds into the Stabilization Fund in conjunction with a schedule of capital replacements and building repairs are critical components of sound fiscal policy. This "savings plan" enables the Town to pay for major expenditures from available funds, thus avoiding costly short-term bonding. Annual funding of the Stabilization Fund also enables the Town to spread out the cost of major purchases over a period of time, thus stabilizing the tax burden. Funding the Stabilization Fund is our best means of planning for future capital expenses.

The current balance in the Stabilization Fund, before this transfer, is \$201,996.92.

**ARTICLE 5.** To see if the Town will vote to raise and appropriate the sum of \$25,000.00, or any other sum, to fund Other Post-Employment Benefits; or take any other action in relation thereto.

**Selectmen Recommendation:** *Approve 5-0-0*  
**Finance Committee Recommendation:** *Approve 4-0-0*

**Rationale:** *The Town of Newbury provides healthcare and life insurance benefits to its retirees and their spouse and dependents. The amount Newbury pays is uniform across all groups. All employees who retire directly from Newbury and meet the eligibility criteria may participate. The Governmental Accounting Standards Board (GASB) states that the post-retirement benefits, like pensions, are a form of deferred compensation. Accordingly, these benefits should be recognized when earned by employees, rather than when paid out.*

*The current unfunded liability of the town is \$5 million. Our trust fund balance to date is \$101,444.48.*

**ARTICLE 6.** To see if the Town will vote to transfer the sum of \$140,620.00, or any other sum, from the Stabilization Fund, to repair and replace the Newbury Elementary School Sidewalks & Curbing; or take any other action in relation thereto.

**Selectmen Recommendation:** *Approve 5-0-0*  
**Finance Committee Recommendation:** *Approve 4-0-0*

**Rationale:** *This project will repair and replace the sidewalks and curbing at the Newbury Elementary School. The Capital Planning Committee has approved this project.*

**ARTICLE 7.** To see if the Town will vote to transfer the sum of \$17,950.00, or any other sum, from the Stabilization Fund, to replace the windows at the Byfield Grange Building; or take any other action in relation thereto.

**Selectmen Recommendation:** *Approve 5-0-0*  
**Finance Committee Recommendation:** *Approve 4-0-0*

**Rationale:** *The windows in the Grange Building need replacement and under the current lease agreement, this is the responsibility of the Town. The Capital Planning Committee has approved this project.*

**ARTICLE 8.** To see if the Town will vote to transfer the sum of \$100,000.00, or any other sum, from Free Cash, to continue the Catch Basin Repair Program; or take any other action in relation thereto.

**Selectmen Recommendation:** *Approve 5-0-0*  
**Finance Committee Recommendation:** *Approve 4-0-0*

**Rationale:** *This appropriation will fund the ongoing catch basin repair work that the DPW has undertaken during the past two years. The previous \$100,000 that was appropriated has been*

*exhausted requiring an additional appropriation. The Capital Planning Committee has approved this project.*

**ARTICLE 9.** To see if the Town will vote to transfer the sum of \$15,450.00, or any other sum, from the Stabilization Fund, to purchase a Sander Replacement; or take any other action in relation thereto.

**Selectmen Recommendation:** *Approve 5-0-0*  
**Finance Committee Recommendation:** *Approve 4-0-0*

**Rationale:** *The sander being replaced is 17 years old, rusted and beyond repair. The Capital Planning Committee has approved this project.*

**ARTICLE 10.** To see if the Town will vote to transfer the sum of \$196,955.00, or any other sum, from Free Cash, to purchase a Dump Truck; or take any other action in relation thereto.

**Selectmen Recommendation:** *Approve 5-0-0*  
**Finance Committee Recommendation:** *Approve 4-0-0*

**Rationale:** *The truck that this appropriation will replace is 17 years old and is no longer fit for service. The new truck will have a wing plow that will allow us to reduce the amount of work that is currently contracted out. The Capital Planning Committee has approved this asset replacement.*

**ARTICLE 11.** To see if the Town will vote to transfer the sum of \$175,000.00, or any other sum, from Free Cash, to allow the Town to lease space for the Town Hall operations; or take any other action in relation thereto.

**Selectmen Recommendation:** *Approve 5-0-0*  
**Finance Committee Recommendation:** *Approve 4-0-0*

**Rationale:** *The Town has been notified that the temporary trailers currently being used to house the Board of Health, Conservation Commission, Inspectional Services and members of the Police Department are in violation of a number of regulations and the state building code (MA Division of Labor Standards, Occupational Safety and Health Act of 1970, 454 CMR 25, 29 CFR 1910, 521 CMR and 780 CMR) and as such are required to be removed no later than July 16<sup>th</sup>. This funding will allow us to lease a facility to house the Town Hall operation and move the Police Department into the existing Town Hall.*

**ARTICLE 12.** To see if the Town will vote to transfer the sum of \$7,950.00, or any other sum, from the Receipts Reserved Fire Alarm Account, to repair the fire alarm system; or take any other action in relation thereto.

**Selectmen Recommendation:** *Approve 5-0-0*  
**Finance Committee Recommendation:** *Approve 4-0-0*

**Rationale:** Each year the Board of Fire Engineers assesses a fee to the users of the fire alarm system. The fees collected are deposited into a special revenue account. These fees need to be appropriated out annually to fund various repairs to the fire alarm system.

**ARTICLE 13.** To see if the Town will vote to appropriate the sum of \$93,000.00, or any other sum, from the Receipts Reserved Cable Television PEG Access Special Revenue Fund, for the support of PEG access service and programming; or take any other action in relation thereto.

**Selectmen Recommendation:** Approve 5-0-0  
**Finance Committee Recommendation:** Approve 4-0-0

**Rationale:** This appropriation funds the Media Committee's annual operation; including wages, equipment, etc. associated with cable access programming.

**ARTICLE 14.** To see if the Town will authorize the continuance of the "Recreation Revolving Fund", as established in accordance with Section 53E ½ of Chapter 44 of the General Laws, for the Fiscal Year 2017. This revolving fund would accept receipts of fees charged for field usage, which would be expended by the Newbury Recreation Committee with the approval of the Town Administrator for purposes of field maintenance and capital and other expenses, and, further, with a spending limit of \$50,000.00 during Fiscal Year 2017; or take any other action in relation thereto.

**Selectmen Recommendation:** Approve 5-0-0  
**Finance Committee Recommendation:** Approve 4-0-0

**Rationale:** The appropriation made under this revolving fund will be used to fund the recreation program and maintenance for the year.

**ARTICLE 15.** To see if the Town will vote to authorize the continuance of the "Municipal Waterways Improvement and Maintenance Fund" as established by Clause 72, Section 5 of Chapter 40 of the General Laws, as a revolving fund account. In addition to funds received as required by Clause (i) Section 2 of Chapter 60B of the General Laws, this revolving fund would accept receipts of sums received from waterway fees, permits, fines, or any other designated sources subject to all provisions of Section 53E ½ of Chapter 44 of the General Laws. The Harbormaster, subject to the approval of the Town Administrator, is authorized to spend up to \$50,000.00 from the fund during Fiscal Year 2017; or take any other action in relation thereto.

**Selectmen Recommendation:** Approve 5-0-0  
**Finance Committee Recommendation:** Approve 4-0-0

**Rationale:** The appropriation made under this revolving fund will be used to pay the part time seasonal wages and expenses of the Harbormaster Department. The expenses include but are not limited to; town ramp/pier maintenance, dock maintenance, fuel, uniforms, etc.

**ARTICLE 16.** To see if the Town will vote to raise and appropriate or transfer from available funds the following sums, or any other sums, to operate the ambulance enterprise; or take any other action in relation thereto.

Salaries & Wages	\$ 113,182.00
Expenses	49,693.00
Capital Outlay	
Debt Service	22,083.00
Extraordinary/Unforeseen	
Prior Year Deficit	
Total:	\$ 184,958.00

And further that \$204,662.00 be raised as follows:

Departmental Receipts	\$204,662.00
-----------------------	--------------

or take any other action in relation thereto.

<b>Selectmen Recommendation:</b>	<b>Approve</b>	<b>5-0-0</b>
<b>Finance Committee Recommendation:</b>	<b>Approve</b>	<b>4-0-0</b>

**Rationale:** *The presentation above is the operating budget for the ambulance enterprise fund and represents the cost of providing the service to our residents.*

## BY-LAWS - OTHERS

**ARTICLE 17.** To see if the Town will vote to approve the February 10, 2016 vote of the Whittier Regional Vocational Technical District Committee to establish a Stabilization Fund, pursuant to Section 16G ½ of Chapter 71 of the Massachusetts General Laws, said Stabilization Fund to be invested and to retain its own interest earnings as provided by law, and further set up an operational line item to be created to transfer available monies into said Stabilization Fund; or take any other action relative thereto.

<b>Selectmen Recommendation:</b>	<b>Approve</b>	<b>5-0-0</b>
<b>Finance Committee Recommendation:</b>	<b>Approve</b>	<b>4-0-0</b>

**Rationale:** *This article was requested by the Whittier Regional School Committee.*

**ARTICLE 18.** To see if the Town will vote to accept the provisions of MGL Chapter 48, Section 42 or 42A, which established a fire department under the direction of the Board of Selectmen; or take any other action in relation thereto.

<b>Selectmen Recommendation:</b>	<b>Approve</b>	<b>5-0-0</b>
<b>Finance Committee Recommendation:</b>	<b>Will of the Town</b>	

**Rationale:** *The Town has spent the last few years transitioning to a municipal fire operation and this is the next step. Acceptance of this statute transfers the authority of the administration of the Fire Department from the Board of Fire Engineers. Based on our consultant's report, "Most communities across Massachusetts have recognized the inherent issues associated with this structure and transitioned toward an organizational structure*

*defined under Massachusetts General Law, Chapter 48, Section 42/42A. We recommend that Newbury continue down the path of change and adopt MGL, Chapter 48, Section 42 or 42A. Although it will abolish the Board of Fire Engineers, these members will continue to have active input through the officer core, but not be able to impact the direction of the Department through a popular vote."*



## CAPITAL PLANNING COMMITTEE

### LETTER FROM CAPITAL PLANNING COMMITTEE CHAIRMAN

April 13, 2016

Chairman Geof Walker  
Members of the Board of Selectmen  
Chairman Gene Case  
Members of the Finance Committee

Dear Members:

On behalf of the Capital Planning Committee (CPC), I am submitting herewith our Annual Report setting forth our recommendations for the Town of Newbury's Capital Expenditures through April 13, 2016.

### RECOGNITION

Before we deliver this year's report, our committee would like to give special recognition to Mr. Lawrence Guay for his service to the Town of Newbury. Larry has been and continues to be a vital asset to the Town of Newbury especially his leadership efforts as Chairman of the CPC over the past year. He has continued to add to the excellent body of work first begun under the leadership of Mr. Robert Conners, who had guided the committee since its inception. Under Bob's and later Larry's guidance the CPC has established a significant role in the preparation, development, and fostering the Capital needs of the Town.

### BACKGROUND

Newbury like many communities continues to face financial distress due to dwindling grant programs, reduced state and federal aid and limited local tax levy increases. As a result it has become an increasing challenge to deliver basic services or to devote funds to adequately maintain all assets. However under the supportive management of the Town, recently we have achieved a degree of stability that had eluded us in the recent past. Nonetheless, in this upcoming fiscal year FY 2017 we are facing monumental infrastructure requirements and needs.

Newbury Town Meeting voted to adopt a comprehensive Capital Planning bylaw to create the proper checks and balances. This seeks to ensure a consistent process for review of capital requests while providing the necessary planning to insure that taxpayer dollars are being reinvested wisely into town assets based on merit.

## **MISSION**

The CPC's primary objective is to provide the framework of best practices which will enable Newbury to make strategically planned consistent decisions regarding the construction and maintenance of its infrastructure and to undertake careful project planning and design to avoid costly mistakes.

The CPC identifies all town owned assets, deficiencies and the needs for new tangible assets, new and/or updated critical facilities. Once these needs are identified the CPC makes recommendations on the appropriate methods of funding based upon budgetary constraints.

## **RESULTS:**

Over the last five years gains have been made using donated services and funds to restore occupancy to the DPW Garage and major repairs to the Town Hall. Capital need's assessments have been secured on the elementary school, library and other town-owned assets. Additionally for the first time, Newbury has an action plan to address deficiencies and maintain assets to do the following: protect the town's capital investment; identify projects most important to the community; and provide rationale for a project's importance.

CPC annual report recommendations for FY 12 through FY16 presented to Town Meeting for adoption has resulted in capital improvements and purchase of tangible assets totaling \$ 2,777,025 as follows by year:

**FY 12: \$380,500**

**FY 13: \$364,687**

**FY 14: \$324,687**

**FY 15: \$866,410**

**FY 16: \$840,741**

The annual budget now has line items for ordinary repairs, maintenance and improvements to fund items below the \$10,000 threshold and is administrated through the Town Administrator subject to current procurement laws.

The highest priority is municipal operational necessity replacements (tangible assets) and capital improvement projects to maintain critical facilities which house municipal operations and/or have outstanding debt such as:

- ✓ Police Department
- ✓ Fire Department
- ✓ Town Hall
- ✓ DPW Garage
- ✓ Newbury Elementary School;
- ✓ Newbury Public Library
- ✓ Roadways and infrastructure

After careful review, CPC requests for FY17 total **\$840,741** (as of 4-12-16) and the committee recommends **\$ 840,741** for capital improvements and municipally necessary replacements to the Board of Selectmen and Finance Committee for Town Meeting consideration.

Pursuant to the *CPC Manual and in accordance with CPC criteria*, the committee has reviewed, complied and evaluated all requests based on the following.

1. Does the requested project contribute to the achievement of existing town goals, policies, plans and work programs?
2. What are the general benefits of the project?
3. What is its total cost (both capital and annual operating and maintenance expenses, including replacements); and what is its effect on the tax rate?
4. Is the project acceptable to the public?
5. Are there legal requirements that must be met?
6. Can the project be effectively managed and maintained with existing staff once implemented?

**CPC MAKES THE FOLLOWING RECOMMENDATIONS FOR FY17.**

**1. Newbury Elementary School Sidewalks and Curbing**

The committee received a request to replace the concrete curbing with granite curbing and replace the sidewalks that run along the curbing. In addition, to fix some concrete sidewalks in front of the doors that are deteriorating from the salt used in winter.

**CPC recommends the amount of \$140,620 from Stabilization Fund**

**2. Equipment Replacement request for Newbury Police Cruiser**

The committee received an equipment replacement request from Police Chief Mike Reilly and reviewed the current status of the NPD fleet. Chief Reilly presented the committee with a vehicle replacement request pursuant to current "NPD Equipment Inventory" CPC Report 2012 presented at Town Meeting (May 22, 2012). Newbury P.D. currently rotates three cruisers daily covering three shifts. Two patrols per shift generate approximately 35,000 mile per year per vehicle requiring an annual replacement program. It should be noted that disposition of replacement cruisers are available for possible reuse as administrative/service vehicles or for other departmental use within the community.

**CPC recommends the amount of \$38,000.00 from the Operating Budget.**

**3. Byfield Grange Building Window Replacement**

The Town had identified that the windows in the Grange Building need replacement. Under the current lease with the Byfield Center for the Arts this work is the responsibility of the Town. Facilities presented estimates for the work of \$17,950; lower than previous estimates.

**CPC recommends the amount of \$ 17,950 to be funded from the Stabilization fund.**

**4. Catch Basin Repairs request for DPW**

The Committee received a request from the DPW for additional funding for the Catch Basin Account. The DPW has an on-going program to repair and replace catch basins and the drainage pipes in the Town. CPC found that this maintenance project is in the best interest of the Town.

**CPC recommends the amount of \$100,000 to be funded from Free Cash.**

**5. Dump Truck Replacement**

The Committee received a request from the DPW for a replacement dump truck. This replaces an existing dump truck that is no longer fit for service. In addition, the new truck will have wing plow capability that will reduce the amount of plowing that is contracted out. The truck being replaced is 17 years old.

**CPC recommends the amount of \$ 196,995 for the new Dump Truck.**

#### **6. Sander Replacement**

The Committee received Capital Project Request from the DPW for the replacement of the department's sander. The sander being replaced is 17 years old and rusted beyond being able to be repaired for a reasonable cost.

**CPC recommends the amount of \$15,450 to replace the Sander.**

#### **7. Compact Tractor**

The Committee received an request from the DPW for a new tractor to enhance the capabilities of the department including mowing, field maintenance and sidewalk snow removal. After extensive discussion the CPC determined that the purchase of the tractor would be in the best interest of the town.

**CPC recommends the amount of 36,766 to purchase a new DPW tractor.**

#### **8. Property and Assets of Protection Company 2, Morgan Ave.**

The Committee received an request from the Town to review the proposal to purchase the property now owned by Protection 2 of Newbury. The purchase is to include the assets and liabilities of the company. The negotiated price for the acquisition is \$295,000 and includes paying the existing debts of approximately \$275,000. The assessed value of the property alone is approximately \$900,000. After extensive discussion the CPC determined that the purchase of the property and assets of Protection 2 would be in the best interest of the town.

**CPC recommends the amount of \$295,000 to purchase the property and assets of Protection 2.**

*Respectfully submitted by the Town of Newbury Capital Planning Committee*

Marshall Jespersen, Chair (Finance Committee)

---

Tracy Blais, Member (Town Administrator)

Lawrence Guay, Member (Finance Committee)

Nick Orem, Vice Chair (Member)

Frank Visconti, (Member)