



Town of Newbury
Municipal Town Offices
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Byfield, MA 01922
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**PUBLIC NOTICE POSTING REQUEST
TO OFFICE OF TOWN CLERK AND TOWN WEBSITE**

(Required to select all appropriate boxes)

BOARD/COMMITTEE/ORGANIZATION: Newbury Finance Committee

MEETING

PUBLIC HEARING

DAY of WEEK/DATE: Tue April 16, 2024

TIME (AM/PM): 7:000pm

ADDRESS: Newbury Municipal Offices, 12 Kent Way, Byfield, MA 01922

Newbury Firemen's Hall, 3 Morgan Avenue, Newbury, MA 01951

Newbury Town Library, 0 Lunt Street, Byfield, MA 01922

Other: _____

(please specify building name/address)

ROOM: Newbury Municipal Offices, 2nd Floor Hearing Room

Other: _____

(when applicable, provide room name)

PURPOSE: General Business

SUBMITTED BY: Erica Coles Jacobsen, Chair

ALL PUBLIC NOTICE POSTING REQUESTS MUST BE FILED WITH THE TOWN CLERK AND TIME STAMPED AT LEAST 48 HOURS PRIOR TO THE MEETING TIME FOR POSTING ON THE MUNICIPAL BULLETIN BOARD (in accordance with the provisions of MGL 30A §18-25). Note: 48 HOURS PRIOR TO THE MEETING DOES NOT INCLUDE ANY HOURS ON A SATURDAY, SUNDAY OR LEGAL HOLIDAY. MUNICIPAL OFFICES ARE CLOSED ON FRIDAYS.

Newbury business hours are Monday/Wednesday/Thursday 8AM-4PM and Tuesday from 8AM-7PM. Faxed or e-mailed postings must reach the Town Clerk's office during business hours 48 hours prior to the meeting, not including the days noted above.

MEETING NOTICES WILL ALSO BE INCLUDED ON THE TOWN OF NEWBURY'S (www.townofnewbury.org) WEBSITE.

Agenda

- Roll call to establish quorum
- Review & approve meeting minutes: April 2, 2024 (attached)
- Public Comment
 - To receive oral communications from members of the public. Members of the public may address the Finance Committee for up to 3 minutes. The Finance Committee will not engage in discussion on topics raised during public comment but may choose to add the topic to a future agenda. This agenda segment will be limited to 15 minutes.
 - Chair to share written/email communications received since April 2, 2024
- To uncover the topics residents would like to see included in the Finance Committee's ATM presentation, public comment will be accepted for Finance Committee Appropriations booklet and Finance Committee Presentation. *Important note: Since the Finance Committee did not discuss nor vote to recommend/not recommend on April 2, 2024, there will be no public comment regarding following articles: 1, 2, 4, 15, 16, 17, 18, 19 & 22.*
 - To receive oral communications from members of the public. Members of the public may address the Finance Committee for up to 2 minutes. This agenda segment will be limited to 30 minutes. Please note, the comments must be relevant to the agenda item, and the Chair may interrupt comments if they are not relevant to the agenda item.
 - Note: Direct questions asked may be addressed during the Finance Committee discussion or in the Annual Town Meeting presentation.
- Annual Town Meeting preparation –
 - Finance Committee Appropriations booklet and cover letter – review, suggest edits and additions to the letter and/or rationales
 - Finance Committee Presentation – what should be covered, by whom and when during the ATM
- Old Business
- New Business
- Schedule of upcoming meetings
 - Tue April 30 6:30pm – Triton High School Triton High School Auditorium, 112 Elm Street
 - *Note Finance Committee may hold additional meetings during the budget season*
- Note of key dates for 2024
 - Town Meeting April 30, 2024 7:00 pm Triton High School Auditorium, 112 Elm Street
 - Town Election May 14, 2024 7:00 am - 8:00 pm
- Adjourn

Note: The matters listed above are those reasonably anticipated by the Chair to be discussed at the meeting. This Agenda may be updated or revised after initial posting. Not all items listed may in fact be discussed, and other items not listed may be brought up for discussion to the extent permitted by law.

Town of Newbury
Finance Committee Meeting
Tuesday, 2 April 2024, 7:00 PM
Town Offices, 2nd Floor Meeting Room
Meeting Minutes - DRAFT

Members present: **Erica Jacobsen (chair), Joe Ali, Frank Visconte, Eugene Case, Richard Keys, Patrick Heffernan, Vanessa Rossi**

Also in attendance: **Tracy Blais, Town Administrator**

Erica Jacobsen called the meeting to order at 7:02pm, and a quorum was established by roll call vote. The Chair also asked for and received approval of the previous meeting's minutes. The Chair then recognized the following town employees and Select Board members present and gave approval to speak as needed during the discussions:

- Alicia Greco, Select Board Chair
- Marshall Jesperson, Capital Planning
- Martha Taylor and Kristin Grubbs, Planning Board
- Lisa Mead, Town Counsel

Public Comment initiated by the Chair, with additional explanation that additional time for public comment would be permitted prior to the Finance Committee discussing the draft Annual Town Meeting articles. As no members of the public were present, no public comments were made. The Chair noted and shared multiple emails received by the Finance Committee since the previous meeting.

Town Administrator Blais updated the Finance Committee on the town's budget and discussed the process for addressing Annual Town Meeting articles and the Finance Committee's votes. The Chair noted that the Government Finance Officers Association presented Newbury the "Distinguished Budget Presentation Award" for the fiscal year beginning July 1, 2023.

The Chair initiated an article-by-article review of the Annual Town Meeting Warrant, selecting only those articles relevant to the Finance Committee's remit. The Chair reviewed the process and purpose of the Finance Committee's votes. The discussion and votes to recommend or not recommend went as follows:

- Article 3: Members of the Finance Committee noted and the Town Administrator confirmed no significant change in the dollar figures from the previous year. Recommend: 7-0-0;
- Article 5: The Town Administrator confirmed the proposed budget would be balanced, that it included the full amount assessed by the Triton School Committee, and that the town's debt service continued declining. Recommend: 7-0-0;
- Article 6: The Town Administrator confirmed the current balance of the Stabilization Fund and reviewed the process for funds to be added and allocated from that fund. Recommend: 7-0-0;
- Article 7: The Town Administrator confirmed the funding stayed consistent with the previous year's budget. Recommend: 7-0-0;
- Article 8 and Article 21: regarding Article 8, members of the Finance Committee noted and the Town Administrator confirmed that a slight reduction in funding from the previous year's budget due to the actual expenses needed to fund PEG access;

- Regarding Article 21, the Town Administrator explained the various options available to the Finance Committee and the Select Board with respect to the funds currently held in the PEG Access and Cable Related Fund;
- Select Board Chair Greco related the relevant history of the town's Media Committee, including the current state and desired state of publicly available television coverage of town meetings. Select Board Chair Greco and Finance Committee Member Visconti discussed the various funding and technology components to reaching that desired state;
- The Chair noted the questions raised by members of the public in emails to the Finance Committee and Town Counsel Mead assured the Finance Committee that Article 21 had been thoroughly reviewed and the actions related to the PEG Access funds recommended in the article would be in compliance with relevant Commonwealth laws;
- Recommend Article 8: 7-0-0;
- Recommend Article 21: 7-0-0;
- Articles 9, 10, 11, and 12: The Town Administrator commented on various components and Finance Committee members held minimal discussion before voting 7-0-0 to recommend each of these articles.
- Article 13: The Town Administrator confirmed the funding noted for each item in the article were "not to exceed" amounts. Capital Committee Chair Jesperson explained how the Capital Committee came to recommend these specific projects, the process for rating each proposal, and the rationale behind a few of the specific items. Jesperson also answered specific questions, including which projects were one-time expenditures and which required or were part of multi-year budgets. Recommend: 7-0-0;
- Article 14: The Chair and Members of the Finance Committee discussed why the committee should vote to recommend or not recommend this article, despite the lack of an immediate financial effect on Newbury's budget or overall finances. The Chair noted that failure to pass this article by the Commonwealth's deadline could result in loss of grants and could force the town to pay for legal fees related to any measures taken by the Commonwealth. Finance Committee Visconti, the Planning Board's Taylor, Select Board Chair Greco, and Town Counsel Mead discussed the long-term implications of the article, should the zoning changes result in new housing in Newbury. Recommend: 6-1-0; and,
- Article 20: The Town Administrator explained that the family which had established the trust in question brought the article to the Select Board for consideration. Recommend: 7-0-0.

Concerning old business, the Chair reported on the most recent District Communication Committee meeting and discussion around a reinvigorated Alternative Assessment Committee, with the Chair and Finance Committee Member Keys committing to participate.

The next meeting of the Finance Committee is set for April 16th and the meeting adjourned at approximately 8:44pm.

**Town of Newbury – Finance Committee
Public Comment Policy - Adopted July 12, 2023**

Introduction:

The Town of Newbury Finance Committee welcomes engagement from residents of the Town of Newbury and sets forth a plan to receive oral communications during business meetings and electronic communications.

To facilitate on-going and open dialogue, the Finance Committee will include at least one opportunity at each business meeting to hear oral communications from members of the public.

- The public comment period will be at the beginning of the meeting with the following parameters:
 - Each speaker may address the Finance Committee for up to 3 minutes.
 - The public comment period will be limited to 15 minutes in total.
 - The Finance Committee will not engage in discussion on topics raised during public comment but may choose to add the topic to a future meeting agenda.
- These parameters may be extended at the discretion of the Chair. Any extensions will be announced before the public comment period begins.
 - The Chair will read the following statement before the public comment period:
 - *“To receive oral communications from members of the public. Members of the public may address the Finance Committee for up to 3 minutes. The Finance Committee will not engage in discussion on topics raised during public comment but may choose to add the topic to a future agenda. This agenda segment will be limited to 15 minutes.”*
 - The underlined portions of the statement may be adjusted if the Chair determines that additional time may be warranted.
- The Chair may also add a public comment session to individual agenda items with the following parameters:
 - The opportunity for oral communications from the public will be noted on the agenda for the posted open meeting.
 - The parameters of the public comment section will be specified in the agenda item – including: the length of time each speaker will be allowed and the total time of the public comment section.
 - The public comments must be relevant to the agenda item.
 - The Chair can interrupt public comments if they are not relevant to the agenda item.
 - The Chair will read the following statement before the public comment period:
 - *“To receive oral communications from members of the public. Members of the public may address the Finance Committee for up to X minutes. This agenda segment will be limited to XX minutes. Please note, the comments must be relevant to the agenda item, and the Chair may interrupt comments if they are not relevant to the agenda item.”*
 - The underlined portions of the statement detail time rules will be updated by the Chair in the posted agenda.

Additionally, members of public may contact the Finance Committee via email

financecommittee@townofnewbury.org.

- Receipt of emails will be acknowledged by the Chair with members of the Finance Committee BCC'd to avoid any potential violations of the Open Meeting law.
- The Finance Committee Chair may add topics raised via email from members of the public to upcoming meeting agendas.