



Town of Newbury
Municipal Town Offices
12 Kent Way
Byfield, MA 01922
Phone: 978-465-0862
Fax: 978-572-1228

**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 2, 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: March 5, 2024 (attached)
- Recognize town officials/employees and give approval to speak as needed during our discussions
 - Alicia Greco, Select Board Chair
 - Marshall Jespersen, Capital Planning
 - Martha Taylor, Kristen Grubbs, Planning Board
 - Lisa Mead, Town Counsel
- Review of Public Comment Policy (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 March 5, 2024
- Town Administrator's report
 - FY2025 Budget & Annual report
 - Fund balances

- ATM Warrant review –

Process notes: The purpose of the ATM is to vote on the budget recommendations and bylaw changes for fiscal year 2025 (FY25) which begins on July 1, 2024. The Finance Committee is required to make a recommendation to the Town Meeting on those articles that call for the appropriation/expenditure of funds.

To this end, after the warrant articles are approved by the Select Board, the Finance Committee reviews each article. We will ask questions about funding sources, timing, estimates etc., and then take a vote on each article. Our votes and rationales are then presented in the Finance Committee Booklet that will be available for residents ahead of ATM. Votes are recorded as YAY-NAY-abstain in the booklet. (For example, a 4-2-1 would mean 4 members recommend, 2 members don't recommend, and 1 member abstained.)

Public Comment will be accepted for each of the designated groupings of articles before the committee discusses each article. Article groupings have been made to allow for relevant public comment. *Important note: Since the Finance Committee will not discuss nor vote to recommend/not recommend there will be no public comment on the 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 10 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 in this case, the comments must be relevant to the articles being discussed in each grouping.
- Groupings of warrant articles
 - Article 3 & Article 5 – Salaries & compensation for elected officials and Operating budget
 - Article 6 & Article 7 – Stabilization & OPEB
 - Articles 8 – 10 – Revolving funds

- Article 11 & Article 12 – Capital expenditures from Ambulance Enterprise Free Cash
- Article 13 – Capital expenditures from Free Cash
- Article 14 – MBTA Communities zoning overlay
- Article 20 - Newbury Improvement Trust
- Article 21 – PEG Access and Cable Related Fund
- Old Business
- New Business
- Schedule of upcoming meetings
 - Tue April 16 7:00pm
 - *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, 5 March 2024, 7:00 PM
Town Offices, 2nd Floor Meeting Room
Meeting Minutes – DRAFT

Members present: **Erica Jacobsen (chair), Joe Ali, Eugene Case, Richard Keys, Patrick Heffernan, Vanessa Rossi, and Tracy Blais (Town Administrator)**

Not in attendance: **Frank Visconti**

Erica Jacobsen called the meeting to order at 7:06pm, and a quorum was established by roll call vote.

The Finance Committee unanimously moved to adopt the minutes from the February 6 meeting (6-0), pending a change noting Blais' attendance at that meeting.

Public Comment initiated by the Chair; while no public comments were made, the Committee discussed numerous emails from Newbury residents received by the Chair and shared with the Committee members. Approximately one dozen letters were received on the topic of supporting Newbury community services, including schools, recreation, library, council on aging and public safety. Several asked the Select Board and Finance Committee to support overrides.

The committee and Tracy discussed and clarified that there are no overrides under consideration at this time for operating budget, education, or one-time capital expenditures.

The Chair recognized Martha Taylor, Newbury Planning Director/MVPC Commissioner, and Kristen Grubbs, Assistant Planner, for a presentation on the MBTA Communities Multi-Family Zoning article to be presented at the Annual Town Meeting on April 30.

Following a discussion with the Committee, Taylor presented a second zoning article related to Wireless Communications.

Town Administrator's report included discussions on:

- Current finances;
- Fiscal 2025 budget; and,
- Annual Town Meeting draft warrants

The next meeting of the Finance Committee is set for March 12th as a joint meeting with the Select Board for Warrant Review.

Following a Select Board meeting on March 26th, the Finance Committee will meet on Tuesday, April 2nd.

The meeting adjourned at approximately 8:40pm.

**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.