



Town of Newbury
Municipal Town Offices
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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 December 5, 2023

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: Nov 7, 2023 (see 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.
- Town Administrator's report
- Old Business
- New Business
- Schedule of upcoming meetings
 - Tue Jan 2, 2024
 - Tue Feb 5, 2024
- 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, November 7, 7:00 PM
Town Offices, 2nd Floor Meeting Room
Meeting Minutes**

Members present: **Erica Jacobsen, Joe Ali, Frank Visconti, Vanessa Rossi, Richard Keys, Patrick Heffernan and Gene Case**

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

Erica Jacobsen called the meeting to order at 7:00pm, and a quorum was established by verbal roll call. 7 of 7 members attended.

Approval of meeting minutes from July 12th, 2023 – Erica, Joe & Frank (committee members present at the 7/12/23) voted to approve.

Erica Jacobsen read the public comment opening
There were no members of the public in attendance. No public comment.

Finance Committee member introductions: (in order)

- Joe Ali
- Richard Keys
- Gene Case
- Erica Jacobsen
- Patrick Heffernan
- Vanessa Rossi
- Frank Visconti

Leadership: Finance Committee for FY2024 (July 1, 2023 – June 30, 2024)

- Recording meeting minutes – advertising the role using for FinComm expense budget, Erica will do in the meantime
- Representation to the District Communications Committee (2 Finance Committee members) – Patrick Heffernan & Richard Keys (Approved unanimously)
- Finance Committee leadership – Vice-Chair Joe Ali, Chair – Erica Jacobsen (Approved unanimously)

Town Administrator's report from Tracy:

- FY2023 – finished the year strong, no reserve fund transfers needed – reports to be shared after the
- Future outlook – mostly facilities related
 - Select Board to discuss a plan for Town Hall operations as current lease is expiring
 - Triton Middle & High school campus – statement of interest was submitted, awaiting notification in December 2023
 - Whittier Building project – meeting with Maureen Sullivan and Select Board on Tue Nov 14th meeting with post-feasibility plan that in in front of the 11 member communities

- Cost per the regional agreement is based on the total student population across the 11 member communities
- 673 Newbury = 3.33% of the Whittier district student population
- 16 students from Newbury enrolled in 22/23 school year
- Very round numbers \$575,000 per year for Newbury – in theory, would be difficult to fund today from the Newbury operating budget while maintaining current Newbury town services
- Currently district wide vote – all 11 communities to approve the project – simple majority to pass – scheduled for Jan 23, 2024
- FY2025 budget cycle for Newbury is beginning
 - Contract negotiations: Police officers, Firefighters & librarians
 - Newbury Elementary School – HVAC being evaluated, could be a significant expense for replacement, looking at phased approach instead of a debit exclusion override
 - Town employee turnover: New fire Chief, town accountant, IT director, town clerk, police chief
 - Capital Planning Committee – Nov 1st deadlines – Tracy will bring CPC recommendations to FinComm
 - Department manager budget calculations in mid-Jan 2024
 - Triton budget cycle – 3rd week of January state releases – certified enrollment numbers and minimum local contribution (MLC) – since they are based on community’s ability to pay as determined by the state.
 - No major changes to how Newbury runs anticipated – but new fire chief may bring some changes
 - DPW – facilities check, including fire station on Morgan Ave
- Question from Joe Ali re: Plum Island road paving
 - Tracy confirms street paving completed for the year
 - Some side streets on Plum Island will be done next year
 - All road paving projects scheduled due to our proactive schedule
 - Successful road improvement program and Newbury taxpayer support for override a few years back plus Chap 90 funds
- End of year FY2023 – reports will be sent before December meeting
- Gene Case asked about renting basketball court at Manter – Tracy clarified that Recreation Committee only does field rentals, not court rentals
- Erica Jacobsen asked our bathrooms on Plum Island – Tracy says should be open by next spring. Work is done by DPW around other projects with recognition that it will be longer timeline.
- Joe Ali asked about Plum Island Grille – Erica & Tracy advised it is a private, civil matter
- No Reserve Fund Transfers

The next meeting of the Finance Committee is set for Tue Nov 14 7pm with the Select Board and Tue Dec 5th at 7:00pm. May not meet in January 2024.

There being no other business before the committee a motion was made and seconded to adjourn at approximately 8:00pm.