



**Town of Newbury**  
Municipal Town Offices  
12 Kent Way  
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 March 5, 2024

**TIME (AM/PM):** 7:00pm

**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, 2<sup>nd</sup> 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](http://www.townofnewbury.org)) WEBSITE.

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## Agenda

- Roll call to establish quorum
- Review & approve meeting minutes: February 6, 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 February 6, 2024
- Planning Board Presentation –
  - Two zoning articles that will be on the Annual Town Meeting Warrant, in particular the MBTA Communities Multi-Family Zoning article
- Town Administrator's report
  - Financial update FY 2024
  - Budget planning for FY 2025
    - Education budget updates: Triton, Whittier, Essex Tech
  - Draft ATM Warrant review
- Old Business
- New Business
- Schedule of upcoming meetings
  - Tue March 12 - Joint Meeting with Select Board for Warrant Review
  - Tue March 26 - Select Board meeting (no Finance Committee)
  - Tue April 2 - Finance Committee Meeting
  - Tue April 9 - Select Board meeting, signing warrants (no Finance Committee) – to be posted Wed April 10
  - Tue April 16 – Finance Committee review of ATM Warrant articles
  - *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.*

**DRAFT**

**Town of Newbury  
Finance Committee Meeting**

**Tuesday, 6 February 2024, 7:00 PM**

**Town Offices, 2nd Floor Meeting Room**

**Meeting Minutes**

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

Not in attendance: **Tracy Blais, Town Administrator**

**Erica Jacobsen called the meeting to order at 7:01pm, and a quorum was established by roll call vote.**

Public Comment initiated by the Chair; no public comments were made.

Chair moved to the Reserve Fund Transfers portion of the agenda and took up each request in the order suggested by Town Administrator Tracy Blais:

- \$9,500 to be transferred to Health Expense to pay for expenses associated with the failure of a landfill monitoring well. Deborah Rogers, Health Director, explained the request for and after discussion, the motion to transfer the funds passed unanimously, 7-0;
- \$8,000 to be transferred to Town Clerk Salary and Wages to pay for a temporary employee to address *Vote by Mail*-related needs. After discussion, informed by remarks from Town Clerk Gretchen Girard, the motion to transfer the funds passed unanimously, 7-0; and,
- \$40,000 to be transferred to Tax, Title, and Foreclosure to meet expenses associated with a foreclosure. Town Administrator Blais explained the circumstances and after discussion, the motion to transfer the funds passed unanimously, 7-0.

The Chair noted that \$92,500 remains in the Reserve Fund

Approval of meeting minutes from December 5th, 2023; approved 5-0 by the five Finance Committee members who attended the meeting, with no edits.

Town Administrator's report included discussions on:

- Planned upcoming meetings;
- Fiscal 2025 budget; and,
- The January 25<sup>th</sup> DCC meeting and proposed/tentative Triton Regional School District budgets;

The next meeting of the Finance Committee set for March 5<sup>th</sup> and the meeting adjourned at approximately 8:00pm.