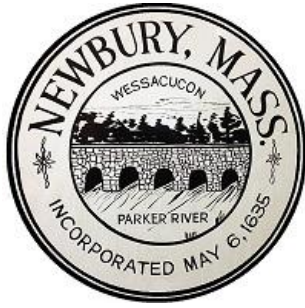




Town of Newbury
Municipal Town Offices
12 Kent Way
Byfield, MA 01922
Phone: 978-465-0862
Fax: 978-572-1228

**PUBLIC NOTICE POSTING REQUEST
TO OFFICE OF TOWN CLERK AND TOWN WEBSITE**

(Required to select all appropriate boxes)

BOARD/COMMITTEE/ORGANIZATION: Finance Committee

DAY of WEEK/DATE: Tuesday, November 4 2025

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, 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

Call to Order

- Roll call to establish quorum
- Review & approve meeting minutes: September 2, 2025 (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 segment will be limited to 15 minutes.
 - Chair to share written/email communications received since September 2, 2025
- Town Administrator's report
 - FY2026
- Old Business
 - DCC report
 - Capital Planning Committee report
- Schedule of upcoming meetings
 - Thr Nov 6th – DCC –6:00 PM at the Salisbury Town Library
 - Tue Dec 2nd 7:00pm
 - Tue Jan 6th 7:00pm

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

Town Offices, 2nd Floor Meeting Room

September 2, 2025

DRAFT - Meeting Minutes

Members present: **Erica Jacobsen (chair), Richard Keys, Vanessa Rossi, Frank Visconti, Stephen Kenney, Amy Crouch and 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 asked for and received approval (6-0-0) of the July 2nd, 2025, meeting minutes. Minor spelling fixes to be made before posting.

Public Comment / Communications

- No public attendees; no comments.
- No written/email communications since July 2, 2025. Future inquiries will be acknowledged, BCC'd to the Committee, and summarized for the record.

New Member Introduction

- Amy Crouch: 9-year Newbury resident; two children at Newbury Elementary; background in digital marketing and retail analytics.

Town Administrator's report (Tracy)

- FY25 closed June 30; July–Sept focused on reconciliations and DOR reporting (informs free cash).
- FY26 appropriations posted; operations running since July 1.
- Early Nov: tax classification hearing; then tax bills issued.
- **Budget cycle:** starts Nov 1; department budgets requested by early Dec; regional school numbers typically arrive in March.
- **Town Meeting:** moved one week later—first Tuesday in May, at Triton HS auditorium (better acoustics/parking). Elections the following week.
- Special Town Meeting; Select Board can call with two weeks' notice.
- Expect **higher-than-usual free cash** this year (impact from closing PEG account ~\$1M/yr), pending DOR certification.
- Noted increased state reporting/audit rigor and recent finance office recognition.

DCC / Capital Planning

- **Capital Planning:** no recent meeting; submissions open Nov 1; updated forms for consistency.
- **DCC:** first meeting next week at Triton; schedule to be added to calendar.
- Salisbury briefing set for Nov 6 (post-override planning).
- MSBA advanced the school project to next module ahead of plan; Triton and Whittier both moving forward.

Committee Roles

- DCC reps: **Richard Keys, Vanessa Rossi**
- Capital Planning reps: **Steve Kenney, Amy Crouch**
- Notetaker: **Erica Jacobsen**
- Vice Chair: **Frank Visconti**
- Chair: **Erica Jacobsen**
- Erica/Chair signaled intent to step down at term end; encouraged prospective volunteers to apply via Select Board (letter + résumé/LinkedIn).

Schedule

- Regular meetings: first Tuesday monthly at 7:00 p.m.; no meetings on election days.
- Next town election: May.

Adjournment - Adjourned at 7:29 p.m. (unanimous).