

**Town of Westminster
Commonwealth of Massachusetts**

Report and Recommendations of the Advisory Board

Fiscal Year 2013

Annual Town Meeting

Westminster Elementary School

Saturday, May 5, 2012 - 1:00 p.m.



Prepared by the Westminster Advisory Board:

Jim DeLisle, Chairman
Keith Harding, Vice Chairman
Pete Normandin, Secretary
Brian Ruland
Joe Serio
Lisa Rocheleau
Burt Gendron

It is our belief that an informed citizen is a better prepared citizen. With that in mind, please thoroughly read and bring this report with you to the Annual Town Meeting (ATM). This is your chance to have a say on how your town spends your hard earned money. That amount could increase or decrease depending upon the actions made by those citizens present during the ATM. Your absence negates your ability to take part in that vote. Please consider the *Volunteer Application Form* on the back cover and get involved.

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SECTION 1 – The Town Meeting **Town Meeting Etiquette**

Arrival Time

Town Meetings typically have a full agenda so please arrive early. Everyone should be checked in and in their seats by the start of the meeting.

Attendance

Town Meetings are a proven and valuable means for voters to voice their opinions and directly effect change in their communities. If you must leave prior to the Town Meeting being officially adjourned please exit as quietly as possible. Remember the meeting is still in progress and someone may be speaking. Also, until the Town Meeting is officially adjourned it is possible that previous articles may be reconsidered.

Voting

In an open Town Meeting all of a town's registered voters may speak and vote. Non-voters may speak with Town Meeting Approval.

Speaking in the Meeting

If you wish to speak in the Town Meeting you must be recognized by the Moderator. Stand up **approach the microphone** and wait for the Moderator to acknowledge you. When the Moderator acknowledges you, **state your name and your address**.

Speak about the specific topic or article being discussed.

It is acceptable to debate a previous speaker's argument, but do not attack the previous speaker. Please refrain from personal references and attacks upon individual persons.

Town Meeting Terms & Definitions

Bond Rating - An evaluation of the fiscal soundness of the Town's financial condition determined by an independent rating service such as Standard & Poor's. Factors, which are taken into consideration, are the current debt of the Town, certified Free Cash, and the Stabilization Fund balance. A good bond rating reduces the interest paid on a bond issue. Hence, it is important to make regular contributions to the various Stabilization Funds.

Cherry Sheet - An annual statement from the Massachusetts Department of Revenue detailing estimated reimbursements to the Town. Its name derives from the fact that it was once written on cherry colored paper. In this manner the Town receives its share of various state funds and aid accounts, and is charged its share of running state and county government. Although the Cherry Sheet is required to be distributed by the first of March of each year, in actuality it is sent after the Legislature has passed the budget, which may not occur until June. A Town cannot set its tax rate until it has received its

cherry sheet and knows its estimated revenues and charges.

Debt Exclusion - A vote by a community at an election to exclude debt service payments for a particular capital project from the levy limit. The amount necessary to cover annual debt service payment is added to the levy limit for the life of the debt only.

Enterprise Funds – Fund which establishes a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods and services. The Town voted water and sewer operations as enterprise funds.

Fiscal Year - The Fiscal Year 2012 runs from July 1, 2011 to June 30, 2012. The number of the fiscal year is that of the calendar year in which it ends.

Free Cash - Money appropriated in the budget but not spent plus local receipts that are higher than anticipated, less any unpaid back taxes. This amount is certified annually by the Massachusetts Department of Revenue and thereafter is available for appropriation by a Town Meeting. A simple majority of voters at a Town Meeting is needed to spend these funds.

General Fund - All money, not specifically reserved by statute, taken in or paid out by the Town, including state reimbursements, must go into the General Fund.

Local Receipts - Income derived by the Town from motor vehicle excise taxes, interest, various fees, permits, licenses, etc.

Overlay Reserve - Funds set aside to cover Property Tax Abatements.

Overlay Surplus Funds in the Overlay Reserve from previous years that are deemed to be greater than what is needed to cover abatements.

Override - A vote by a community at an election to permanently increase the levy limit. An override question on the election ballot must state a purpose for the override and the dollar amount.

Raise and Appropriate - A type of funding for Town expenditures voted at Town Meetings. The funds are raised through taxes, local receipts, and state reimbursements. Funds raised and appropriated in warrant articles are available until a time set by the article or until voted on by a subsequent Town Meeting.

Reserve Fund - A fund, established by each Town Meeting, for extraordinary or unforeseen expenses in the upcoming fiscal year. The Advisory Board alone may transfer money from this fund, thus eliminating the need for frequent special town meetings. The fund may not exceed 5% of the tax levy of the preceding year.

Revolving Fund – Allows a Town to raise revenues from a specific service and use those revenues to support the service without appropriation. For departmental revolving funds,

the law stipulates that each fund must be reauthorized each year at the annual town meeting and that a limit on the total amount that may be spent from each fund must be established at that time.

Stabilization Fund - Money voted by past Town Meetings for the purpose of lessening the financial impact to the Town of planned or unanticipated major capital expenditures. A two-thirds vote at a Town Meeting is required to spend these funds.

Override – A vote by the Town to permanently decrease the tax levy limit. As such, it is the opposite of an override.

At Town Meeting

The operating budget for the Town is presented in one article of the warrant. The budget is divided into sections covering separate functional areas of government. These are listed by “Account Name and Number” in the center of this booklet. For each section, a motion will be made proposing the individual line items to be spent on that section. In all cases, attendees of the Town Meeting should feel free to discuss the items within any section and to provide advice and direction.

Capital expenditures and requests for special services by the Town appear in separate articles to be approved or denied by the citizens of the Town. Any participant at the Town Meeting may propose to reduce or increase the amount of an appropriation when it is discussed. Attendees who want to make an alternate motion are encouraged to seek assistance from the Selectmen, Moderator, Advisory Board, or an appropriate town official before introducing the amendment.

The issues covered under each motion are complex, especially in sections of the budget that are funded from a variety of sources. If you should propose an amendment, it is essential that you clearly explain what your amendment is intended to accomplish. Please remember that increases in the operating budget will require additional funds to cover the increase. Those funds could bring a reduction elsewhere in the budget, could bring an override or exclusion referendum, or could tap reserves. In general, the amounts of money stated in the spending articles cannot be increased significantly on the floor of Town Meeting. Please consult the Moderator with questions on procedural issues.

SECTION 2- The Town Budget and Warrant

Introduction

The Westminster Advisory Board is pleased to provide this publication to guide you through our Annual Town Meeting (ATM) for Fiscal Year 2013 (FY13).

The Town of Westminster has many fine employees and they have done an outstanding job providing services during difficult economic times. We must balance revenues (money coming in to the town) against our expenses (money the town must pay out).

Your Advisory Board has a fiduciary responsibility to you, the taxpayer, to ensure that the town's revenues are managed properly and its expenses are not greater than necessary. We prefer to end the year with excess funds that we can transfer back into one of our Stabilization Funds as opposed to spending every penny appropriated. The sizes of these funds are a primary reason for our excellent bond rating which allows us to borrow money at favorable rates, thus saving money. This FY, we recommend using a portion of our Stabilization Funds to meet our needs with the intent of returning any "free cash" back into those funds at the Fall Special Town Meeting (STM). This is why we are against spending articles in the Fall STM. We believe the Fall STM is an opportunity to balance our books and address emergency spending issues.

The success of any local government depends largely on the participation of its citizen volunteers. Please consider the Volunteer Application Form at the end of the booklet. Thank you for taking the time to view this information and we invite you to volunteer to serve. Working together, we can make this great town even better.

Timeline

Planning begins in the fall with a memo to all department heads, boards, commissions and committees that receive town funds. This memo provides specific guidance and is signed by the Advisory Board Chair and the Board of Selectmen Chair. Over the winter months, budgets are scrutinized and department heads may present further details to justify requests for increased funds. The process is concluded in early spring with joint sessions of the Advisory Board and Selectmen to ensure a budget is made available to the voters before the Annual Town Meeting. A typical year:

Budget Schedule

<i>Memo with guidelines sent out:</i>	<i>Late October</i>
<i>Budgets due back to Administrator</i>	<i>Mid-December</i>
<i>Budget Review:</i>	<i>January thru March</i>
<i>All Article Submissions due:</i>	<i>Mid-January</i>
<i>Budget Book to Printer:</i>	<i>First Week of April</i>

Town Tax Rate

The current tax rate is **\$17.24** per \$1,000 of valuation. The projected valuation of all property in Town for FY12 was \$837,708,656. Any increase of \$100,000 in spending will increase the tax rate by approximately \$.11 per \$1,000 of assessed value.

Average Property Tax Bills

Below are the average “Single Family Home” tax bills, and the percentage of home value these tax bills represent. This is for Fiscal Year 2012 for some of our neighboring communities, and for some nearby communities of similar population.

The source for this information is from the www.mass.gov website

Municipality (neighboring towns)	Population	Average Home Value	Tax Rate	Average Tax bill
ASHBURNHAM	6,081	\$204,859	\$18.34	\$ 3,757 or 1.83%
ASHBY	3,074	\$212,281	\$16.42	\$ 3,486 or 1.64%
FITCHBURG	40,318	\$165,319	\$17.62	\$ 2,913 or 1.76%
GARDNER	20,228	\$171,817	\$16.67	\$ 2,864 or 1.67%
LEOMINSTER	40,759	\$217,724	\$16.72	\$ 3,640 or 1.67%
LUNENBURG	10,086	\$248,038	\$16.83	\$ 4,174 or 1.68%
PRINCETON	3,413	\$302,636	\$16.84	\$ 5,096 or 1.68%
Municipality (similar populations)	Population	Average Home Value	Tax Rate	Average Tax Bill
AYER	7,427	\$271,598	13.10	\$ 3,558 or 1.31%
LANCASTER	8,055	\$291,603	17.94	\$ 5,231 or 1.79%
RUTLAND	7,973	\$244,119	15.30	\$ 3,735 or 1.53%
SHIRLEY	7,211	\$264,953	14.98	\$ 3,969 or 1.50%
STERLING	7,808	\$290,398	15.65	\$ 4,545 or 1.57%
TEMPLETON	8,013	\$178,935	14.60	\$2,612 or 1.46%
WEST BOYLSTON	7,669	\$258,742	16.81	\$4,349 or 1.68%
WESTMINSTER	7,277	\$231,402	17.24	\$3,989 or 1.72%

FY13 Revenue Estimates

We have three sources; State Aid, Local Receipts, and Property Taxes. The past ten years are presented below:

<u>Year</u>	<u>Net State Aid</u>	% Change (over previous year)	<u>Local Receipts</u>	% Change (over previous year)	<u>Property Taxes</u>	% Change (over previous year)	<u>Total Revenues</u>	% Change (over previous year)
2013 Est	711,245	-0.0082	2,785,000	0.0926	14,980,000	0.0372	18,476,245	0.0204
2012 Est	717,143	-0.0458	2,549,000	-0.0538	14,442,097	0.0511	17,708,240	0.0204
2011	751,603	0.0044	2,694,054	-0.1167	13,740,204	0.0306	17,185,861	-0.0013
2010	748,317	-0.1702	3,050,075	-0.0366	13,332,626	0.0000	17,131,018	-0.0321
2009	901,771	-0.0667	3,166,040	-0.2844	13,332,795	0.1209	17,400,606	0.0115
2008	966,213	0.0269	4,424,327	-0.1877	11,895,003	0.0074	17,285,543	-0.0547

When compiling the budget, the Advisory Board considers the budget proposals presented by each department within the context of Tax Rates and Revenue Estimates. Then we consider the balance of our Stabilization Funds, as shown below:

Stabilization Funds Available

	2007	2008	2009 (F)	2010 (F)	2011 (F)
Building Maintenance	\$528,594	\$806,911	\$823,968	\$678,684	\$422,278
Capital Equipment & Improvements	\$550,542	\$830,035	\$432,079	\$459,818	\$565,186
Technology Stabilization	\$292,796	\$558,482	\$464,005	\$422,101	\$268,865
General Stabilization Fund	\$1,131,534	\$1,226,281	\$624,415	\$1,002,418	\$935,996
Road Maintenance				\$80,000	\$85,710
Pension/Retirement				\$80,000	\$85,710
Sewer Enterprise Retained Earnings				\$769,035	\$613,836
Water Enterprise Retained Earnings				\$484,744	\$539,539
Transfer Station Enterprise Retained Earnings				\$294,266	\$280,462

Next we consider the report from the Capital Planning Committee, very important for both budget and capital expenses that appear as Articles within the Warrant.

Annual Report of the Capital Planning Committee

The committee consists of the following voting members: Chair- Michael Morin, (Citizen at Large) Secretary-Keith Harding, (representing Advisory Board), Vice-Chair-Steve Rocheleau (Citizen at Large), and Laila Michaud (representing Board of Selectmen). The committee also consists of the following ex-officio members: Donna Allard (Town Accountant), Melody Gallant (Treasurer/Collector) and Karen Murphy (Town Administrator).

The purpose of the committee is to study capital (tangible assets and projects) spending requests with a dollar value greater than \$15,000. The committee is charged with preparing annual capital spending recommendations to be submitted to the Board of Selectmen and Advisory Board and to be published in the Advisory Board booklet. The committee is also charged with developing a long range capital plan of at least five years.

Department	Project	Total Estimated Expenditures	Raise & Appropriate	Building Maint Stabilization	Capital Equip Stabilization	Technology Stabilization	Water Enterprise	Transfer from Articles	Borrowing Authorization
Department of Public Works	Road Maintenance	400,000	400,000						
Department of Public Works	Ventilation System for DPW Garages	45,000		45,000					
Department of Public Works	New 6-Wheel Dump Truck with Plow and Equipment	175,500			175,500				
Department of Public Works	Truck Lift for DPW Garage	25,000		25,000					
Sewer Department	Sewer Treatment Plant Feasibility Study	22,000						22,000	
Water Department	Water Main Replacement Bacon, Elliott, Pleasant St.	600,000							600,000
Water Department	Refurbish two pressure reducing valves	20,000					20,000		
Fire Department	New Fire Engine and Equipment (Engine 4 Replacement)	550,000							550,000
Fire Department	New Utility Vehicle and Equipment (Captain)	40,000	40,000						
Police Department	(1) Police Cruiser	34,000	34,000						
Public Buildings	Generator for Town Hall	TBD		TBD					
Public Buildings	Senior Center Design	250,000						66,000	184,000
Data Processing	Replace and/or Upgrade Mail Servers	25,000				25,000			
Data Processing	Computer System Updates	30,000	30,000						
Schools	Floor scrubber, HVAC controllers, drains/ parking lot repairs	36,178		36,178					
	Totals	2,226,500	504,000	106,178	175,500	25,000	20,000	88,000	1,334,000

Report of the Superintendent, AWRSD

Last but certainly not least is the AWRSD budget which is very comprehensive and available at this link <http://www.awrsd.org/>. Click on “District Info” then on the FY2013 budget.

NOTE: After taking all the information presented above into consideration, we present this budget to you. What the Town Meeting attendees vote upon becomes the Town Budget for the following Fiscal Year.

ANNUAL TOWN MEETING WARRANT



WORCESTER, SS.

To either of the Constables of the TOWN OF WESTMINSTER in the County of Worcester,
GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of said Town qualified to vote in elections and in Town affairs, to meet at the

**WESTMINSTER ELEMENTARY SCHOOL
9 ACADEMY HILL ROAD
WESTMINSTER, MASSACHUSETTS**

**on
SATURDAY, MAY 5, 2012
AT 1:00 P.M.**

then and there to vote on the following articles:

CUSTOMARY ARTICLES

ARTICLE 1. To see if the Town will vote to authorize the Board of Selectmen to enter into a contract with the Massachusetts Department of Transportation or other appropriate state agency for the construction and maintenance of public highways for the ensuing fiscal year, or act in relation thereto.

ARTICLE 2. To see if the Town will vote pursuant to Chapter 40, section 4 of the General Laws to authorize the Board of Selectmen to enter into any and all contracts on behalf of the Town for the ensuing fiscal year unless otherwise provided by law, on such terms and conditions as it deems to be in the best interests of the Town, or act in relation thereto.

ARTICLE 3. To hear reports of any committees appointed to act on Town affairs or in its behalf.

ARTICLE 4. To see if the Town will vote to authorize the establishment of a Hazardous Materials Recovery Revolving Account as provided for under section 53E1/2 of Chapter 44 of the Massachusetts General Laws, into which account receipts for charges to responsible parties for the disposal of hazardous materials collected pursuant to Chapter 251, section 8 of the Town Bylaws shall be deposited, and to authorize the Fire Chief to expend funds received and deposited into said account for the purpose of paying expenses incurred by the Fire Department for the recovery and disposal of hazardous materials, and that the total amount which may be expended in the current fiscal year for this purpose shall not exceed \$12,000, or act in relation thereto.

ARTICLE 5. To see if the Town will vote to authorize the establishment of an Agricultural Commission Programs Revolving Account as provided for under section 53E1/2 of Chapter 44 of the Massachusetts General Laws, into which account shall be deposited receipts received as payment for all programs and activities of the Agricultural Commission and from which account expenditures reasonably related to the programs and activities may be made by the Agricultural Commission; the total amount which may be expended in the current fiscal year for this purpose shall not exceed \$10,000, or act in relation thereto.

ARTICLE 6. To see if the Town will vote to authorize the establishment of a Board of Health Public Health Clinic and Emergency Response Revolving Account as provided for under section 53E1/2 of Chapter 44 of the Massachusetts General Laws, into which account shall be deposited receipts received by the Board of Health as payment for purchasing and administering flu and other vaccines and medications, and from which account expenditures reasonably related to the administering of such programs by the Board of Health may be made; the total amount which may be expended in the current fiscal year for this purpose shall not exceed \$25,000, or act in relation thereto.

MISCELLANEOUS SCHOOL-RELATED ARTICLE

ARTICLE 7. To see if the Town will vote to amend the Agreement between the Towns of Ashburnham and Westminster, Massachusetts as pertains to the Ashburnham-Westminster Regional School District, a copy of which has been placed on file with the Town Clerk, or act in relation thereto.

OPERATING BUDGETS

ARTICLE 8. To see if the Town will vote to fix the compensation of officers, provide for a Reserve Fund, and determine what sums of money the Town will raise and appropriate, including appropriations from available funds, to defray charges and expenses of the Town, including debt and interest, for the ensuing fiscal year, or act in relation thereto.

SECTION 3 FY13 Operating Budget Recommendations

ACCOUNT NAME AND NUMBER	DESCRIPTION	FY2012 APPROVED	FY2013 REQUESTED	RECOMMENDED	% Change	% of Budget	COMMENTS
Town Moderator 114	Salary Expenses	0	0	0			
		0	0	0			
Selectmen 122	Temporary Labor Salaries	4,000	4,000	4,000			
	Expenses	0	0	0			
	Lease Copiers	3,750	4,000	4,000			
	Johnny Appleseed	12,000	12,000	12,000			
		10,000	10,000	10,000			
		29,750	30,000	30,000	0.8%	0.2%	
Town Administration 129	Salaries Expenses	113,093	116,110	116,110			
		800	1,650	1,650			
		113,893	117,760	117,760	3.4%	0.7%	
Advisory Board 131	Expenses	3,185	3,185	3,185			
		3,185	3,185	3,185	0.0%	0.0%	
Reserve Fund 132	Expenses	30,000	40,000	40,000			
		30,000	40,000	40,000	33.3%	0.2%	
Accountant 135	Salaries Expenses	70,456	72,378	72,378			
		25,833	21,390	21,390			
		96,289	93,768	93,768	-2.6%	0.5%	
Assessors 141	Stipends	0	3,945	0			Requesting restoration of elected officials' stipends
	Salaries	45,514	46,894	46,894			
	Expenses	16,327	17,450	17,450			Requesting restoration of prior year reductions
		61,841	68,289	64,344	4.0%	0.4%	

Planning Board 175	Salary Expenses	0	0	0			
		1,000	900	900			
Board of Appeals 176	Salary Expenses	1,000	900	900	-10.0%		
		1,600	1,600	1,600			
		500	500	500			
		2,100	2,100	2,100	0.0%		
Public Buildings and Property 192	Salaries Expenses	87,348	90,149	90,149			
		216,850	216,550	216,550			
		304,198	306,699	306,699	0.8%		
Town Report 195	Expenses	2,500	2,500	2,500			
		2,500	2,500	2,500	0.0%		
Crocker Pond 199	Salaries Expenses	12,800	12,800	12,800			
		10,350	10,350	10,350			
		23,150	23,150	23,150	0.0%		
Police/Dispatch 210	Salaries Expenses	1,342,152	1,377,434	1,376,780			
		214,479	217,978	217,978			
		1,556,631	1,595,412	1,594,758	2.4%		
Fire 220	Salaries Expenses	733,556	769,809	769,809			
		105,832	106,882	106,882			
		839,388	876,691	876,691	4.4%		
Ambulance 231	Salaries Expenses	101,325	115,883	115,883			
		75,115	76,565	76,565			
Emergency Management (299)	Stipend Expenses	176,440	192,448	192,448	9.1%		
		1,000	1,000	1,000			
		9,580	12,770	12,770			
		10,580	13,770	13,770	30.2%		
					Transfer from Ambulance Receipts Reserved for appropriation; any remaining balance to revert back at end of year	1.1%	Reverse 911

Building Dept.	Salaries	126,115	123,473	123,473	
	Expenses	12,950	12,950	12,950	
		139,065	136,423	136,423	-1.9% 0.8%
Animal Control	Salary	18,168	18,732	18,732	
292	Expenses	16,473	16,473	16,473	
		34,641	35,205	35,205	1.6% 0.2%
Tree Warden	Salary	0	0	0	
294	Expenses	15,600	15,600	15,600	
		15,600	15,600	15,600	0.0% 0.1%
K-12 Schools	Contribution to Fndh. Budget				
390	Additional Funds	6,167,209	6,339,100	6,339,100	
	Transportation	954,165	1,699,804	954,165	
	Comm. Serv.	703,222	749,692	749,692	
	SUBTOTAL	4,347	4,414	4,414	
	Meetinghouse & Overlook Debt	7,828,943	8,793,010	8,047,371	2.8%
	WES Bond	157,950	151,922	151,922	
	Oakmont Bond	344,840	335,490	335,490	
	Oakmont Field Bond	324,512	321,193	321,193	
	SUBTOTAL	69,712	67,894	67,894	
	Sub-total K-12	897,014	876,499	876,499	
		8,725,957	9,669,509	8,923,870	2.3% 49.3%
Monty Tech	Foundation State Minimum				
390	Additional Funds				
	BAN				
	Sub-Total MTech	460,264	528,202	528,202	14.8% 2.9%
Total Schools, 390	Total Schools	9,186,221	10,197,711	9,452,072	2.9% 52.3%
Highway Admin.	Salaries	239,752	246,869	246,869	
421		239,752	246,869	246,869	3.0% 1.4%

Highway Dept. 422	Salaries	485,962	497,578	497,578	
	Expenses	224,922	246,050	246,050	
		710,884	743,628	743,628	4.6% 4.1%
Snow and Ice Control 423	Salaries	52,000	52,000	52,000	
	Expenses	298,100	298,100	298,100	
		350,100	350,100	350,100	0.0% 1.9%
Street Lighting 424	Expenses	21,750	22,000	22,000	
		21,750	22,000	22,000	1.1% 0.1%
Cemetery Dept. 491	Salaries	86,766	89,374	89,374	
	Expenses	10,890	10,890	10,890	
		97,656	100,264	100,264	2.7% 0.6%
Health Dept. 510	Stipends	0	0	0	
	Salaries	101,487	106,715	106,715	
	Expenses	5,930	6,630	6,630	
	107,417	113,345	113,345	5.5% 0.6%	
Council on Aging 541	Salaries	19,770	24,685	24,685	
	Expenses	12,050	12,050	12,050	
		31,820	36,735	36,735	15.4% 0.2%
Veteran's Services 543	Salaries	4,859	4,981	4,981	
	Expenses	620	620	620	
		5,479	5,601	5,601	2.2% 0.0%
Veteran's Assistance 544	Expenses	10,000	10,000	10,000	
		10,000	10,000	10,000	0.0% 0.1%
MART 549	Salaries	68,052	69,742	69,742	
	Expenses	7,450	12,250	12,250	
		75,502	81,992	81,992	8.6% 0.5%

Cell phone for Asst Agent, Joining
Montachusett Reg Health Group

Requesting increase in Clerk hours,
from 13 to 19 hrs.

Increase for fuel

Library	Salaries	207,110	207,113	Requesting increased hours; 2 hrs. each for 4 p/time positions
610	Expenses	112,450	111,000	Requesting increase in expenses to meet state minimum requirement
		310,257	318,113	1.8%
		329,710		2.5%
				1.8%
Recreation Dept.				
630	Salaries	15,000	15,000	
	Expenses	13,515	14,215	
		28,515	29,215	2.5%
				0.2%
Concerts				
631	Expenses	3,000	3,000	
		3,000	3,000	0.0%
				0.0%
Hager Park Comm.				
661	Expenses	250	250	
		250	250	0.0%
				0.0%
Historical Comm.				
691	Expenses	1,280	1,280	
		1,280	1,280	0.0%
				0.0%
Memorial Day				
692	Expenses	1,025	1,025	
		1,025	1,025	0.0%
				0.0%
Care of Town Clock				
699	Expenses	250	250	
		250	250	0.0%
				0.0%
Town Debt Retirement				
710	South Street Land Takings	87,500	87,500	
	Forest Legacy	47,160	47,160	
	Police/Fire Renovations	0	0	
	Library Renovations	161,000	98,000	
	Town Hall	370,000	370,000	
	Crocker Pond	180,000	175,000	
	Wastewater Mgmt.	34,742	35,444	
	Total Expenses	868,322	813,104	-6.4%
				4.5%

VOTE AS ONE LINE ITEM

SECTION 4 – The Warrant (cont'd)

ARTICLE 9. To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to operate the Sewer Enterprise, or act in relation thereto.

ARTICLE 10. To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to operate the Water Enterprise, or act in relation thereto.

ARTICLE 11. To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to operate the Solid Waste Transfer Facility Enterprise, or act in relation thereto.

CUSTOMARY MONEY ARTICLES

ARTICLE 12. To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money for the Conservation Fund as provided for in Section 8C of Chapter 40 of the General Laws, or act in relation thereto.

(Proposing: \$1,000)

ARTICLE 13. To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money for the Westminster Cultural Council, or act in relation thereto.

(Proposing: \$1,000)

ARTICLE 14. To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to fund a portion of the cost of retaining a professional consultant to perform the revaluation of real and personal property in the Town as required under Massachusetts General Laws, or act in relation thereto.

(Proposing: \$50,000)

NON-CAPITAL MONEY ARTICLES

ARTICLE 15. To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to provide grant writing services for the Historical Commission, or act in relation thereto.

(Proposing: \$1,000)

ARTICLE 16. To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to be spent under the direction of the Parks and Recreation Commission to provide custodial coverage at the school gymnasiums for youth sports activities, said appropriation to expire on June 30, 2013, or act in relation thereto.

(Proposing: \$9,000)

ARTICLE 17. To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to fund the cost of updating and providing copies of various maps associated with the Master Plan Update process, or act in relation thereto.

(Proposing: \$6,000)

ARTICLE 18. To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to repair and refurbish Engine 1, said sum to be spent under the direction of the Fire Chief; or act in relation thereto.

(Proposing: \$4,000)

ARTICLE 19. To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to conduct appraisals for insurance purposes of town-owned items located at the Forbush Memorial Library, said items including fine art, musical instruments, antique weapons, and other various artifacts, or act in relation thereto.

(Proposing: \$5,000)

ARTICLE 20. To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to purchase police handguns and related equipment, or act in relation thereto.

(Proposing: \$13,600)

ARTICLE 21. To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise appropriate a sum of money for expenses related to rebuilding and/or replacing the water pressure reducing valves and related equipment/appurtenances located on Turnpike Road and Marshall Hill Road, or act in relation thereto.

(Proposing: \$20,000)

ARTICLE 22. To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to provide Internet-based town mapping services, or act in relation thereto.

(Proposing: \$10,000)

ARTICLE 23. To see if the Town will vote to transfer a sum of money from Free Cash to reduce the Fiscal Year 2013 tax rate, or act in relation thereto.

(Proposing: \$325,000)

CAPITAL ARTICLES

ARTICLE 24. To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money for oiling, sealing, resurfacing, installing drainage and guardrail, removing trees/brush, or other such activities related to the reconstruction of town roads, or act in relation thereto.

(Proposing: \$400,000)

ARTICLE 25. To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to purchase a new 6-wheel dump truck with plow and related equipment for the Highway Department, said appropriation to include the trade-in of a 6-wheel dump truck, or act in relation thereto.

(Proposing: \$175,500)

ARTICLE 26. To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money for the replacement and installation of the truck lift and related equipment at the Highway Department, or act in relation thereto.

(Proposing: \$25,000)

ARTICLE 27. To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money for the addition, replacement and installation of ventilation and exhaust systems at the Highway Department buildings, or act in relation thereto.

(Proposing: \$45,000)

ARTICLE 28. To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to purchase a used pickup truck and related equipment for the Highway Department, said appropriation to include the trade-in of a pickup truck, or act in relation thereto.

(Proposing: \$14,000)

ARTICLE 29. To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money for a study to determine the feasibility of locating a sewer treatment facility in the Town of Westminster, or act in relation thereto.

(Proposing: \$22,000)

ARTICLE 30. To see if the Town will vote to raise and appropriate, transfer from available funds, and/or appropriate by borrowing, a sum of money for engineering design and construction services to remove, replace and install water mains, hydrants and valves located on Bacon Street, Elliott Street, and Pleasant Street, or act in relation thereto.

(Proposing: \$600,000)

ARTICLE 31. To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to purchase a police cruiser and related equipment for the Police Department, said appropriation to include the trade-in of a Police Department vehicle, or act in relation thereto.

(Proposing: \$34,000)

ARTICLE 32. To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to purchase a new utility vehicle and related equipment for the Fire Department, said appropriation to include the trade-in of a Fire Department vehicle, or act in relation thereto.

(Proposing: \$40,000)

ARTICLE 33. To see if the Town will vote to raise and appropriate, transfer from available funds, and/or appropriate by borrowing, a sum of money for the purchase of a new fire engine and related equipment, said appropriation to include the trade-in of two Fire Department vehicles, or act in relation thereto.

(Proposing: \$550,000)

ARTICLE 34. To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to replace and/or upgrade the computer mail servers and related software; said amount to be expended under the direction of the Town Administrator, or act in relation thereto.

(Proposing: \$25,000)

ARTICLE 35. To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money for ongoing computer system updates and technology-related items for the various town departments; said amount to be expended under the direction of the Town Administrator, or act in relation thereto.

(Proposing: \$30,000)

ARTICLE 36. To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$7,325 to be used to purchase a riding floor scrubber at Overlook Middle School; further, that said appropriation is subject to the Town of Ashburnham also voting to fund its share of the cost of this article, or act in relation thereto.

(Proposing: \$7,325)

ARTICLE 37. To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$12,207 to be used to fund the replacement of two network controllers for the HVAC system at Oakmont Regional High School; further, that said appropriation is subject to the Town of Ashburnham also voting to fund its share of the cost of this article, or act in relation thereto.

(Proposing: \$12,207)

ARTICLE 38. To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$16,646 to be used to fund repairs to storm drains and parking lot pavement at Oakmont Regional High School; further, that said appropriation is subject

to the Town of Ashburnham also voting to fund its share of the cost of this article, or act in relation thereto.

(Proposing: \$16,646)

ARTICLE 39. To see if the Town will vote to raise and appropriate, transfer from available funds, and/or appropriate by borrowing a sum of money for architectural and engineering services for the development of plans and specifications for the construction of a new Senior Center at 69 West Main Street, or act in relation thereto.

(Proposing: \$250,000)

ARTICLE 40. To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money for the purchase and installation of a generator for the Town Hall, or act in relation thereto.

(Amount: tbd)

MISCELLANEOUS ARTICLES

ARTICLE 41. To see if the Town will vote to accept as a public way the roadway known as Mark Newton Road, as heretofore laid out by the Public Works Commission and shown on a plan of land entitled: "Layout Plan of Mark Newton Road in Westminster, MA, November 16, 2011, Szoc Surveyors, 32 Pleasant St., Gardner, MA," with additional details added April 4, 2012, and recorded with the Worcester Northern District Registry of Deeds, a copy of which is on file with the Town Clerk, and to authorize the Public Works Commission to acquire, on behalf of the Town, by purchase, gift, eminent domain or otherwise, rights sufficient to use said ways for all purposes for which public ways are used in the Town of Westminster, or act in relation thereto.

ARTICLE 42. To see if the Town will vote to accept the provisions of MGL Chapter 41, section 111(m), which provides emergency medical technicians leave without loss of pay for periods of incapacity due to injuries sustained in the performance of their duties, or act in relation thereto.

ARTICLE 43. To see if the Town will vote to accept the provisions of MGL Chapter 41, section 111(n), which authorizes the Town to indemnify emergency medical technicians for medical expenses incurred as a result of injuries sustained in the performance of their duties, or act in relation thereto.

ARTICLE 44. To see if the Town will vote to amend the Westminster Zoning Bylaw by adding a new Section 205.39.3 under Article IX: Special Provisions and amending the Table of Use Regulations to regulate experimental, residential and small-scale commercial wind energy facilities, as follows, or act in relation thereto:

A. Purpose:

The purpose of this Section is to:

- 1) Provide a permitting process for wind energy facilities so they may be utilized in a cost effective, efficient and timely manner to reduce the consumption of utility-supplied electricity.
- 2) Integrate these facilities in the community in a manner that does not disrupt the character of existing neighborhoods and minimizes their impacts on nearby property values and on the scenic, historic, and environmental resources of the Town; and
- 3) Protect health and safety of the community, while allowing wind energy technologies to be utilized for citizens' general welfare.

B. Applicability:

This section applies to small wind energy facilities no greater than 750 kilowatts per hour of rated nameplate capacity in total that are proposed to be constructed after the effective date of this section.

For residential wind energy facilities, this section applies to facilities of no greater than 15 kilowatts per hour of measured capacity in total. With the exception of a net metering agreement between the owner of a residential wind energy facility and a utility company, residential wind facilities shall provide electricity only to the lot they are placed on. Experimental wind turbines shall not be tied into the utility electric grid.

C. Definitions:

A-WEIGHTED SOUND LEVEL (dBA): A measure of overall sound pressure level designed to reflect the response of the human ear, which does not respond equally to all frequencies. It is used to describe sound in a manner representative of the human ear's response. It reduces the effects of the low frequencies with respect to the frequencies centered around 1000 Hz. The resultant sound level is said to be A-weighted and the units are dBA.

C-WEIGHTED SOUND LEVEL (dBC): Similar in concept to the A-Weighted sound level (dBA), but C-weighting does not de-emphasize the frequencies below 1000 Hz as A-weighting does. It is used for measurements that must include the contribution of low frequencies in a single number representing the entire frequency spectrum. Sound level meters have a C-weighting network for measuring C-weighted sound levels (dBC) meeting the characteristics and weighting specified in ANSI S1.43-1997 Specifications for Integrating Averaging Sound Level meters for Type 1 instruments.

DAYTIME SOUND: The ambient sound level heard during the daytime between the hours of 7:00 AM and 7:00 PM.

EXPERIMENTAL WIND FACILITY: A wind turbine and associated equipment that is used for experimental, demonstration, educational and/or research purposes that does not have a rated nameplate and is not connected to the electrical grid. Experimental wind facilities that are not anchored to an existing structure shall be considered temporary structures for the purposes of this Bylaw.

FALL ZONE: An area surrounding the wind turbine into which the turbine and/or turbine components might fall due to inclement weather, poor maintenance, faulty construction methods, or any other condition causing turbine failure that shall remain unobstructed and confined within the property lines of the primary parcel where the turbine is located at, the purpose being that if the turbine should fall or otherwise become damaged, the falling structure will be confined to the primary parcel and will not fall onto dwellings, accessory buildings, and will not intrude onto a neighboring property. The fall zone area shall be the circumference of the area around the turbine equal to the height of the turbine as measured from the bottom of the base of the tower to the tip of the wind turbine blade at its highest point.

HEIGHT: The height of a wind turbine measured from natural grade to the tip of the rotor blade at its highest point, or blade tip height.

HERTZ: Frequency of sound expressed by cycles per second.

LOW FREQUENCY SOUND (LFN): Refers to sounds with energy in the lower frequency range of 20 to 200Hz. LFN is deemed to be excessive when the difference between a C-weighted sound pressure level and an A-weighted sound pressure level is greater than 20 decibels at any measurement point outside or inside a sound sensitive receptor.

MEASURED CAPACITY: The maximum rated output of electric power production equipment. This output is typically measured by mathematical extrapolation of mean wind over voltage multiplied by resistance or test meters connected to the equipment.

NIGHT-TIME SOUND: The ambient sound level heard during the nighttime between the hours of 7:00 PM and 7:00 AM.

QUALIFIED INDEPENDENT ACOUSTICAL CONSULTANT: Qualifications for persons conducting baseline and other measurements and reviews related to a small wind energy facility application or for enforcement action against operational wind facilities include demonstration of competence in the specialty of sound testing and full membership in the Institute of Sound Control Engineers.

RATED NAMEPLATE CAPACITY: The maximum rated output of electric power production equipment. This output is typically specified by the manufacturer with a "nameplate" on the equipment.

RESIDENTIAL WIND ENERGY FACILITIES: All equipment, machinery and structures utilized in connection with the conversion of wind to electricity. This includes, but is not limited to, storage, electrical collection and supply equipment, transformers, service and access roads, and one or more wind turbines, which have a measured capacity of 15kW or less.

SENSITIVE RECEPTOR: Places or structures intended for human habitation, whether occupied or not, public parks, institutional uses (places of public assembly, churches, schools, health care facilities), state and federal wildlife areas, recreation areas used by the public.

SMALL WIND ENERGY FACILITIES: All equipment, machinery and structures utilized in connection with the conversion of wind to electricity. This includes, but is not limited to, storage, electrical collection and supply equipment, transformers, service and access roads, and one or more wind turbines, which have a rated nameplate capacity of 750 kW or less.

SPECIAL PERMIT: A permit provided by the Special Permit Granting Authority for small wind energy facilities.

SPECIAL PERMIT GRANTING AUTHORITY: The Special Permit Granting Authority shall be the Planning Board, for the issuance of Special Permits to construct and operate small wind energy facilities.

WIND MONITORING OR METEOROLOGICAL TOWER (MET TOWERS): A temporary tower equipped with devices to measure wind speeds and direction, used to determine how much wind power a site can be expected to generate.

WIND TURBINE: A device that converts kinetic wind energy into rotational energy that drives an electrical generator. A wind turbine typically consists of a tower, nacelle body, and a rotor with two or more blades.

D. General Siting Standards: Note moved to bylaw from regulations.

1) Height:

Residential wind energy facilities shall be no higher than 35 feet above the current grade of the land to the tip of the wind turbine blade or 10 feet above the building structure which it is mounted to, including the tip of the wind turbine blade.

Small wind energy facilities shall be no higher than 225 feet above the current grade of the land, as measured from the bottom of the base of the tower to the tip of the wind turbine blade at its highest point.

The Planning Board may allow for a height up to 300 feet if all of the following conditions are met:

- a. The applicant demonstrating by substantial evidence that a greater height reflects industry standards for a similar sited wind facility.
- b. Demonstration that a greater height is necessary for the facility to be technically and financially feasible, to prevent financial hardship to the applicant, and
- c. The facility satisfies all other criteria for the granting of a Special Permit and Site Plan approval.

2) Setbacks:

a. Small wind facilities shall be setback a distance at least three times the total height of the wind turbine (as measured from the bottom of the base of the tower to the tip of the wind turbine blade at its highest point) from all inhabited structures, overhead utility lines, public road or right of way and properties boundaries, provided that no setback shall be required

from building or buildings which are on the same parcel and which are served by the wind energy facility. The SPGA may reduce the minimum setback distance if written permission is granted by the entity with care and control over the affected asset.

b. Residential wind facilities shall setback a distance equal to the total height of the wind turbine plus twenty-five (25) feet from all inhabited structures, overhead utility lines, public road or right of way and property boundaries, provided that no setback shall be required from building or buildings which are on the same parcel and which are served by the wind energy facility. No wind energy facility shall be erected within the front yard setback restriction of any residentially zoned parcel.

E. Maintenance and Removal: Note: moved to bylaw from regulations.

1) Maintenance:

The owner shall maintain the wind energy facility conversion system in good condition. Maintenance shall include, but not be limited to, painting, structural repairs, and security measures.

2) Abandonment or Decommissioning:

Any wind energy facility conversion system which has reached the end of its useful life or has been abandoned shall be removed. A wind energy facility conversion system shall be considered abandoned when it fails to operate continuously for one year (excluding periods of shutdown for the purpose of flicker control) and the turbine owner has not notified the SPGA of the need to temporarily suspend operation for a period of time lasting past one year.

3) Removal Plan:

The applicant shall submit a detailed plan for the removal of the wind facility and restoration of the site to its pre-existing condition upon abandonment or decommissioning. The removal plan shall be prepared by a qualified professional and include a detailed estimate of the anticipated removal and site restoration costs that includes a mechanism to account for inflation. Upon a Notice of Abandonment issued by the Building Commissioner, the wind energy system owner will have 30 days to provide sufficient evidence that the system has not been abandoned.

F. Temporary Wind Monitoring Towers (Met Towers):

Wind monitoring or meteorological towers shall be permitted in all zoning districts subject to issuance of a Building Permit for a temporary structure and shall be limited to eighteen (18) months after construction has commenced.

G. Approved Wind Turbines:

Small wind turbines must be approved under an Emerging Technology program such as the California Energy Commission, International Electrotechnical Commission, or any other small wind certification program recognized by the American Wind Energy Association (AWEA) or the U.S. Department of Energy.

H. Special Permit Criteria for Small Wind Energy Facilities:

Special Permits shall be granted by the SPGA only upon its written determination that the proposed use or structure(s) shall not cause substantial detriment to the neighborhood, or the town, taking into account the characteristics of the site and the proposal in relation to the site.

In addition to any specific factors that may be set forth elsewhere in this bylaw and its associated regulations, such determination shall include consideration of each of the following:

- 1) Social, economic, or community needs which are severed by the proposal;
- 2) Traffic flow and safety, including parking and loading;
- 3) Adequacy of utilities and other public services;
- 4) Neighborhood character;
- 5) Impacts on the natural environment; and
- 6) Potential fiscal impact, including impact on Town services, tax base and property values.

The SPGA's determination for each of the six criteria shall be set forth in the Special Permit Decision as Findings of Fact.

I. Expiration and Renewal:

- 1) Special Permits and/or Building Permits issued pursuant to this bylaw shall expire if:
 - a. The wind energy system is not installed and functioning within 24-months from the date the permit is issued; or,
 - b. The wind energy system is abandoned (failure to continuously operate for one year, excluding periods of shutdown for the purpose of flicker control), and the owner has not notified the SPGA of the need to temporarily suspend operation.
- 2) Special Permits for small wind energy facilities shall automatically expire after five years from the date of SPGA approval. Current owners wishing to renew the Special Permit must seek approval from the SPGA before the use is allowed to continue.

J. Regulations:

The SPGA may periodically adopt or amend rules and regulations for the implementation of this section by majority vote for the purpose of setting forth performance standards for sound levels and shadow flicker, as well as requirements for sureties and insurance for small wind energy facilities.

K. Severability:

The provisions of this bylaw are severable, and the invalidity of any section, subdivision, paragraph, or other part of this bylaw shall not affect the validity or effectiveness of the remainder of the bylaw.

205a Table of Use Regulations

Use	Residential			Commercial			Industrial	
H. Other principal uses	R-I	R-II	R-III	C-I	C-II	C-III	I-I	I-II
(7) Residential Wind Energy Facilities (See §205.39. 3)	Y	Y	Y	Y	Y	Y	Y	Y

Use	Residential			Commercial			Industrial	
H. Other principal uses	R-I	R-II	R-III	C-I	C-II	C-III	I-I	I-II
(8) Small Wind Energy Facilities (See §205.39.3)	N	SP- PB	N	N	N	N	N	N

ARTICLE 45. To see if the Town will vote to amend the Westminster Zoning Bylaw by deleting the existing Lot Area definition from Article II (Definitions), Section 205-4 of the Westminster Zoning Bylaw and adding a new footnote (#16) to Section 205, Attachment 2 (Land Space Requirements), as follows, or act in relation thereto:

“Note #16: With the exception of the C-III district, each lot shall have at least half of its minimum lot size required by zoning consists of contiguous upland. The upland area shall be exclusive of any resource area as defined by Massachusetts Wetland Protection Act Regulations 310 CMR 10.00 or Chapter 202 of the Westminster General Bylaws, and no more than 50% of the upland area may consist of required buffers for said resource areas.”

AND YOU ARE DIRECTED to serve this warrant by posting attested copies thereof at the Town Hall and the U.S. Post Office in said Town, seven days at least before the time of holding said meeting.

HEREOF FAIL NOT, and make due return of this warrant, with your doings thereon, to the Town Clerk, at the time and place of meeting, as aforesaid. Given under our hands this 9th day of April in the year of our Lord two thousand and twelve.

Laila J. Michaud

Joseph E. Flanagan

Wayne R. Walker

BOARD OF SELECTMEN



SPECIAL TOWN MEETING WARRANT

WORCESTER, SS.

To either of the Constables of the TOWN OF WESTMINSTER in the County of Worcester, GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of said Town qualified to vote in elections and in Town affairs, to meet at the

**WESTMINSTER ELEMENTARY SCHOOL
9 ACADEMY HILL ROAD
WESTMINSTER, MASSACHUSETTS
on
SATURDAY, MAY 5, 2012
AT 1:00 P.M.**

then and there to vote on the following articles:

ARTICLE 1 To see if the Town will vote to transfer a sum of money from available funds to supplement the amount voted under Article 8 of the May 7, 2011 Annual Town Meeting (department operating budgets), or act in relation thereto.

(Amount to be determined)

ARTICLE 2 To see if the Town will vote to transfer \$14,568 from Water Enterprise Retained Earnings to pay a prior fiscal year bill from the City of Fitchburg, or act in relation thereto.

ARTICLE 3 To see if the Town will vote to transfer a sum of money from Free Cash to conduct a noise impact assessment for a proposed Layover Facility to be located at the Westminster Business Park off Bartherick Road, or act in relation thereto.

(Proposed Amount: \$10,000)

AND YOU ARE DIRECTED to serve this warrant, by posting attested copies thereof at the Town Hall and the U.S. Post Office in said Town, fourteen days at least before the time of holding said meeting.

HEREOF FAIL NOT, and make due return of this warrant, with your doings thereon, to the Town Clerk, at the time and place of meeting, as aforesaid. Given under our hands this 9th day of April in the year of our Lord two thousand and twelve.

Laila J. Michaud

Joseph E. Flanagan

Wayne R. Walker

BOARD OF SELECTMEN

**TOWN OF WESTMINSTER
11 SOUTH STREET
WESTMINSTER MA 01473**

The success of any local government depends largely on the participation of its citizen volunteers. If you are interested in serving on one or more of the following town boards or commissions, please complete the application below and submit it with a letter of interest and/or resume to: Town Administrator, 11 South Street, Westminster MA 01473. For more information, contact Town Administrator Karen Murphy at (978) 874-7400 or email at kmurphy@westminster-ma.gov. (Applications are held on file, so there is no need to wait until a vacancy occurs to apply.)

VOLUNTEER APPLICATION FORM

Date: _____

Name: _____

Address: _____

Phone: (Daytime) _____ (Evening) _____

Email Address: _____

Minimum eligibility requirements:

- 1) Must be a registered Westminster voter;
- 2) Must live in Westminster.

I am interested in serving on the following board(s) and/or commission(s):

- | | |
|--|---|
| <input type="checkbox"/> Advisory Board | <input type="checkbox"/> Cable Advisory Committee |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Council on Aging |
| <input type="checkbox"/> Cultural Council | <input type="checkbox"/> Historical Commission |
| <input type="checkbox"/> Industrial Development Commission | <input type="checkbox"/> Liquor Commission |
| <input type="checkbox"/> Parks & Recreation Commission | <input type="checkbox"/> Personnel Board |
| <input type="checkbox"/> Public Works Commission | <input type="checkbox"/> Zoning Board of Appeals |
| <input type="checkbox"/> Capital Planning Committee | <input type="checkbox"/> Other _____ |