

**Town of Westminster  
Commonwealth of Massachusetts**

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**Report and Recommendations of the Advisory Board**

**Fiscal Year 2017**

**Annual Town Meeting**

**Westminster Elementary School**

**Saturday, May 7, 2016 - 1:00 p.m.**



Prepared by the Westminster Advisory Board

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# Advisory Board Report

## Introduction

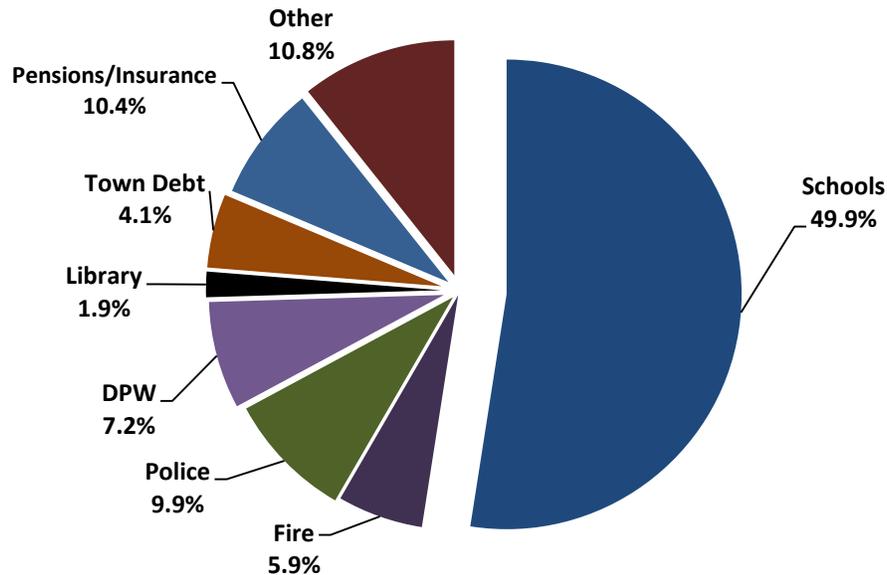
The following is the recommended budget proposal for the Town of Westminster from the Advisory Board for FY2017. The operating budget for the Town is presented in one article on the Annual Town Meeting Warrant (article 6). The remaining FY2017 budget is comprised of additional articles that cover capital expenditures and requests for special services by the Town. Each year Town Meeting reviews the proposed budget and adopts it by voting to appropriate funds for each warrant article.

## Budget Recommendations

The current budget recommendation is a responsible balanced budget that is within the 2 ½ plus growth guidelines.

The recommended operating budget (article 6) for FY2017 is \$19,640,601. This is an increase of \$546,416 (3.0%) over the FY2016 operating budget. The increase is due to a number of factors which include:

- An increase of \$103,100 in “Group Health Insurance” due to the increasing cost of health insurance. This represents a 12% increase over last year.
- An increase of \$55,698 in “Retirement & Pensions” which is up 8% over last year and an increase of \$12,000 in “Other Insurance” which is a 4% increase over last year.
- An increase of approximately \$284,921 in cost of living adjustments and contractual obligations (salaries). This amount does not include the schools.



The chart above shows the breakdown of the operating budget by department for FY2017.

Article 5 is for establishing one additional Fire Fighter position. The money for this position has been included in the operating budget.

Article 7 is for additional funds for the operating budget of the Ashburnham Westminster Regional School District. A separate article is needed since Ashburnham's portion requires funding that at the time of this printing is was not known if it was funded. Also, at the time of this printing the amount for this article is unknown.

Article 8 is for the creation of a sewer enterprise stabilization fund and to transfer money from the sewer betterment receipts account into this stabilization fund. This fund will be used to fund future debt and operating costs.

The FY2017 budget is also comprised of enterprise funds (Sewer, Water and Transfer Station – articles 9, 10 and 11) which total \$2,189,995 and are funded primarily by user fees. There is a small amount funded from the tax levy for bonds.

Articles 12, 13 and 15 are the customary money articles that total \$64,000. These are articles that are on the warrant every year. The Advisory Board may recommend increasing the amount transferred to the OPEB stabilization fund next year.

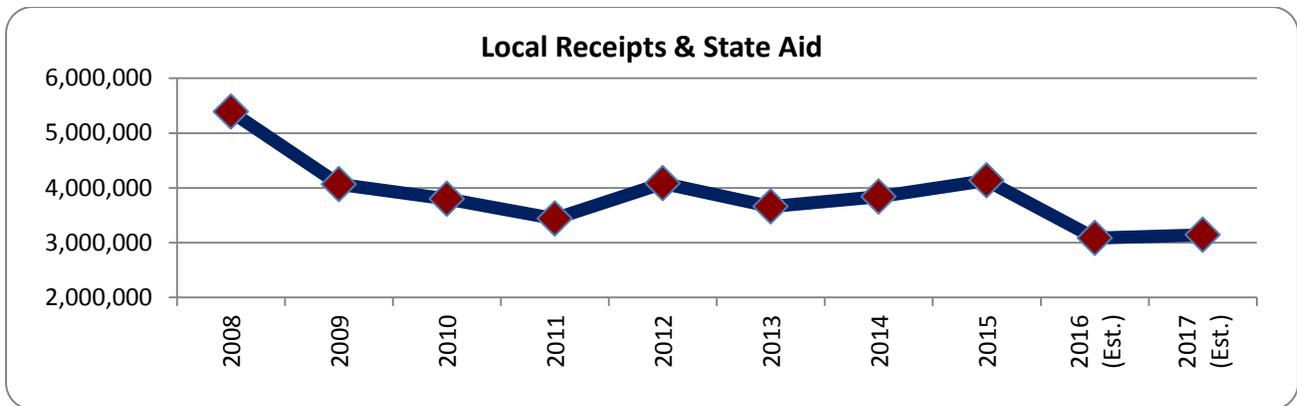
Article 14 is the customary article used to offset the tax increase. The Advisory Board recommends \$230,000 of free cash be used to balance the budget. This a \$20,000 reduction in the amount used in FY2016. In the past the Town has been reducing the dependency on free cash to balance the budget by \$75,000 per year. Since the date for the landfill closure is now estimated to be 2026 instead of 2017 the reduction is being changed to \$20,000 per year.

Articles 16 through 24 are non-capital money articles that total \$168,500. These articles are requests submitted by various departments/committees but are not part of the Capital Plan.

Finally Articles 25 through 35 are for the proposed Capital Improvement Plan for FY2017. The funding for the FY2017 Capital Plan is broken down as follows - \$358,667 will be funded from Raise & Appropriate, \$23,334 from the water/sewer enterprise fund and the remaining amount will be funded from stabilization funds. For details please see the “Annual Report of the Capital Planning Committee” further in this booklet.

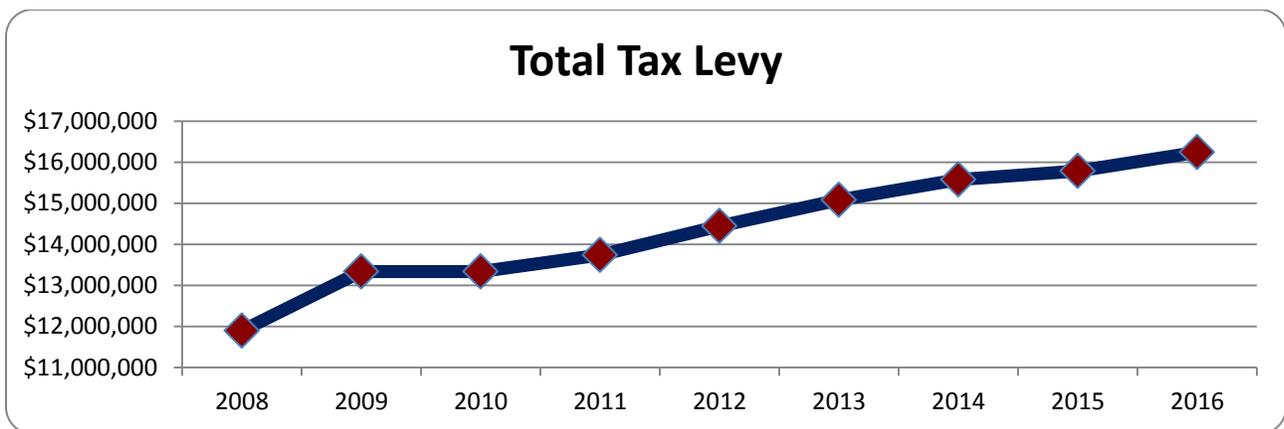
## **Revenue**

The sources of revenue for the Town of Westminster are State Aid, Property Taxes and Local Receipts. Local Receipts can be further broken down into Landfill Receipts and Other Local Receipts. Examples of Other Local Receipts include Excise Tax, Licenses/Permits, Fees and Fines/Penalties. The following graph below shows the combined Local Receipts (including the landfill revenue estimate) and State Aid (\$3,139,322). The State Aid estimate has increased by \$8,647 for FY2017 to a total of \$772,322. This is the second year that State Aid has increased, however, far below the amount received in FY2008 which was \$966,213. The estimate for Local Receipts has also increased by \$45,000. The FY2017 estimated increase in revenues has helped offset some of the budget increase mentioned above.



### Revenue – Property Tax Data

The following graph shows the Total Property Tax Levied for the Town. The property tax chart shows a significant increase in FY2009 and a steady increase since FY2010.



The current tax rate is **\$18.78** per \$1,000 of valuation. The valuation of all property in Town for FY2016 is \$864,642,103. Any increase of \$100,000 in spending will increase the tax rate by approximately \$ 0.12 per \$1,000 of assessed value.

Below are the average “Single-Family Home” tax bills, and the percentage of home value these tax bills represent. This is for FY2016 for some of our neighboring communities, and for some nearby communities of similar population.

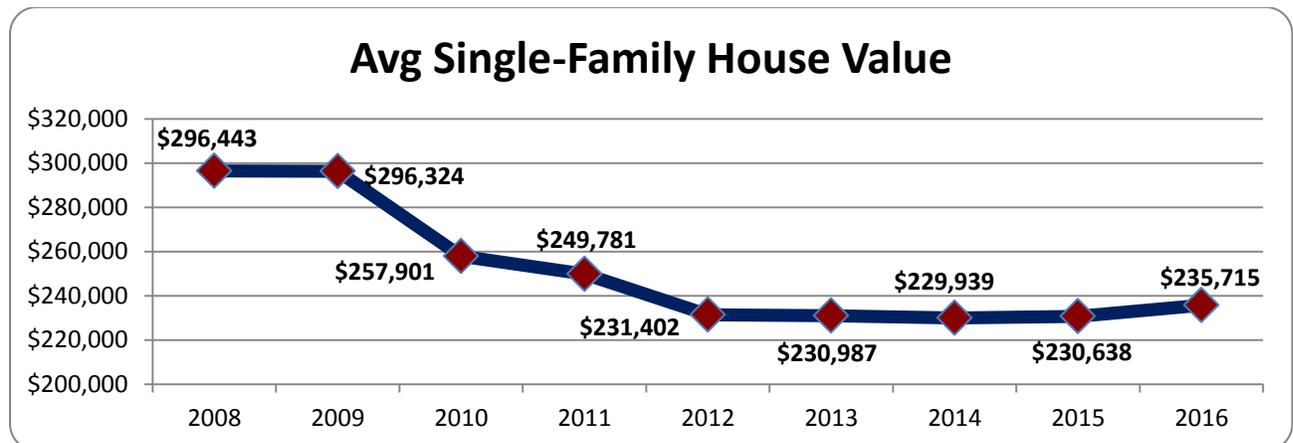
Municipality (neighboring towns)	Population (2013)	Average Home Value	Tax Rate	Average Tax bill
ASHBURNHAM	6,155	\$202,370	22.75	\$ 4,604 or 2.28%
FITCHBURG*	40,383	\$158,009	21.23	\$ 3,355 or 2.12%
GARDNER	20,354	\$164,136	20.47	\$ 3,360 or 2.05%
ASHBY	3,161	\$200,806	20.10	\$ 4,036 or 2.01%
LUNENBURG	10,969	\$256,969	19.61	\$ 5,039 or 1.96%
LEOMINSTER	41,002	\$224,271	19.58	\$ 4,391 or 1.96%
<b>WESTMINSTER</b>	<b>7,404</b>	<b>\$235,715</b>	<b>18.78</b>	<b>\$4,427 or 1.88%</b>
PRINCETON	3,436	\$310,370	17.80	\$ 5,525 or 1.78%

Municipality (similar populations)	Population	Average Home Value	Tax Rate	Average Tax Bill
LANCASTER	8,054	\$296,151	19.55	\$ 5,790 or 1.96%
W BOYLSTON	7,901	\$264,790	18.45	\$4,885 or 1.84%
<b>WESTMINSTER</b>	<b>7,404</b>	<b>\$235,715</b>	<b>18.78</b>	<b>\$4,427 or 1.88%</b>
STERLING	7,894	\$287,351	18.33	\$ 5,267 or 1.83%
RUTLAND	8,256	\$255,349	17.37	\$ 4,435 or 1.74%
SHIRLEY	7,613	\$274,080	16.51	\$ 4,525 or 1.65%
AYER*	7,821	\$281,418	14.53	\$ 4,089 or 1.45%

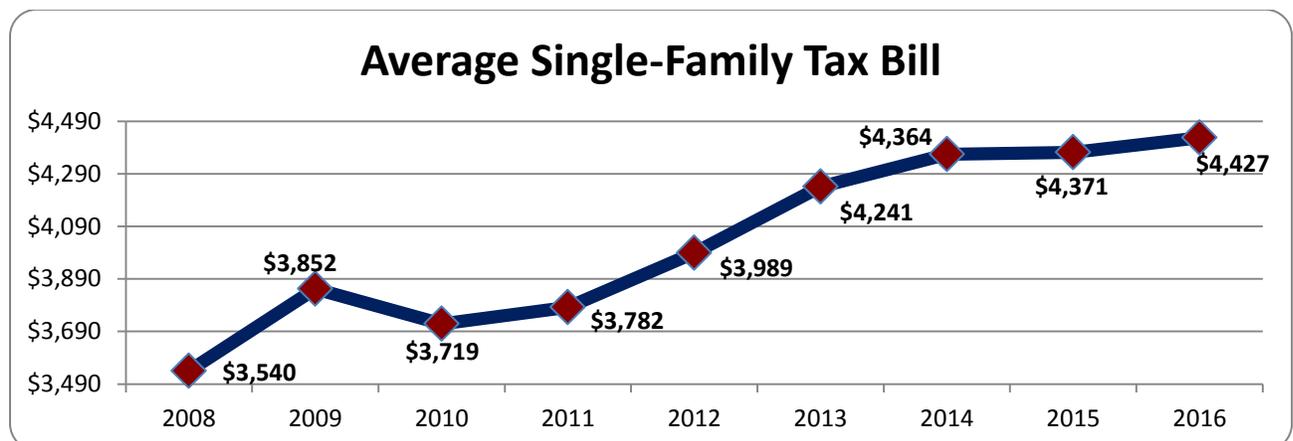
\* Residential tax rate different than industrial, commercial, open space and personal property

## Revenue – Property Tax Data

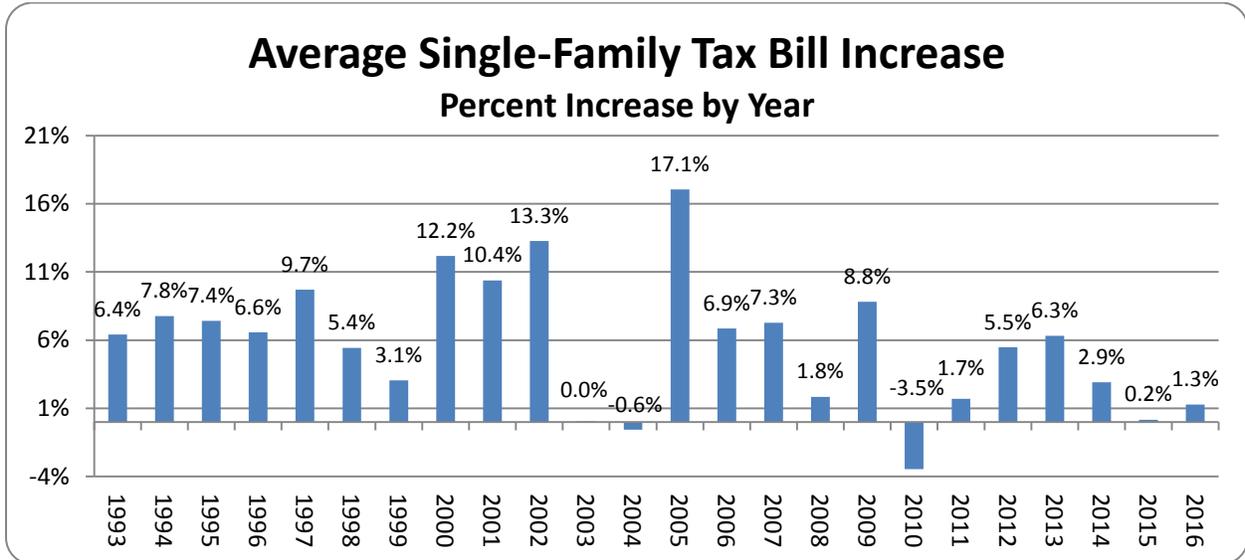
The following chart illustrates the average home value in the Town of Westminster over the past nine years. Home values have declined since FY2008 with the sharpest decline from FY2009 to FY2010. The last five years have remained steady with a slight increase in 2016.



The following chart illustrates the average single-family tax bill for the Town of Westminster over the past nine years. The average single-family tax bill is \$887 more than it was in FY2008 or approximately 25% higher. This is an average increase of 2.78% per year.



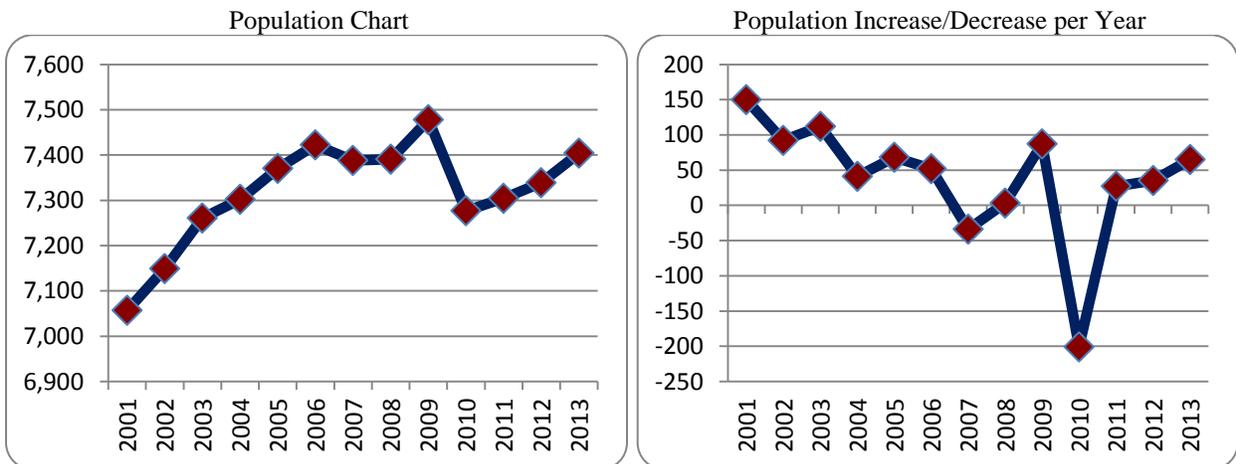
The following chart illustrates the percent increase of the average single-family tax bill by year for the Town of Westminster since 1993.



\*1994, 1997, 2000, 2001 & 2005 proposition 2.5 overrides were passed

\*\*2012 switch to the State "aggregate wealth model" formula for school funding took place

The "Population Chart" below illustrates the population growth from 2001 to 2013. The population in 2001 was 7,057 compared to 7,404 in 2013 (an increase of 497). The "Population Increase/Decrease per Year" chart shows the population increase/decrease year over year. In 2001 there was an increase of 150 in the population but since then all yearly increases have been lower including two years where the population decreased. In 2007 the population decreased by 34 and in 2010 the population decreased by 201. On average the population growth since 2001 is .5% (half a percent) per year.



The source for all the Levy, Property Tax and Population Data information is from the <http://www.mass.gov/dor/local-officials/> website

# Annual Report of the Capital Planning Committee

## Report from the Capital Planning Committee

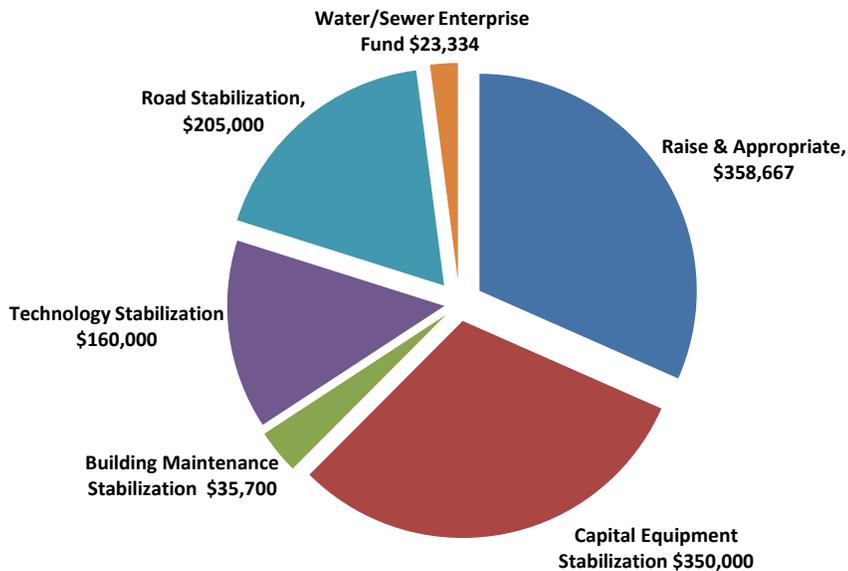
The primary focus of the Capital Planning Committee is to study, research and make recommendations on capital improvement projects. In addition the committee may develop processes and policies in order to maintain the capital improvement program. A set of financial policies have been created by the Capital Planning Committee and approved by the Board of Selectmen on October 27, 2014.

The Capital Planning Committee has met with the various department heads over the past year and developed the following five year CIP. The committee is pleased to recommend the following report to the Town of Westminster.

## FY2017 Capital Plan

The proposed CIP for FY2017 totals \$1,132,701. The FY2017 CIP is funded from a combination of sources: Raise & Appropriate (taxes), Stabilization Accounts, Enterprise Funds and Other funding (e.g. Chapter 90, Ambulance Receipts...etc). The following chart (Chart 1) illustrates the breakdown of the funding for the FY2017 Capital Plan.

Chart 1 - FY2017 Capital Funding Chart



For additional details regarding the FY2017 - FY2021 Capital Plan please see the published “Capital Improvement Plan” on the Capital Planning Committee’s web page on the Town Website at <http://www.westminster-ma.gov/>.

**FY2017 Capital Plan (cont.)**

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.

The following table is the FY2017 Recommendation from the Capital Planning Committee.

Department	Project	Raise & Appropriate	Capital Equipment Stabilization	Building Maintenance Stabilization	Technology Stabilization	Road Maintenance Stabilization	Water/Sewer Enterprise	Ambulance	Other
Department of Public Works	Road Maintenance	\$225,000							
Department of Public Works	Engineering Design Rte. 140					\$205,000	* Previously approved in May 2 2015 Annual Town Meeting - spread over three years		
Department of Public Works	1996 Galion Grader		\$350,000						
Department of Public Works	2005 Ford Explorer	\$11,667					\$23,334		
Police Department	2011 Ford Taurus	\$35,000							
Police Department	Cruiser Video Recorders				\$65,000				
Police Department	AED Portable Defibs	\$25,000							
Fire Department	UTV	\$30,000							
Technology	Server Virtualization				\$45,000				
Technology	Computer Replacement	\$32,000							
Technology	Dispatch Radio Equipment				\$50,000				
Schools	Projectors, Carpet & Tile			\$35,700					
<b>Totals</b>		<b>\$358,667</b>	<b>\$350,000</b>	<b>\$35,700</b>	<b>\$160,000</b>	<b>\$205,000</b>	<b>\$23,334</b>		

## FY2017 Capital Plan (cont.) - Stabilization Fund Summary

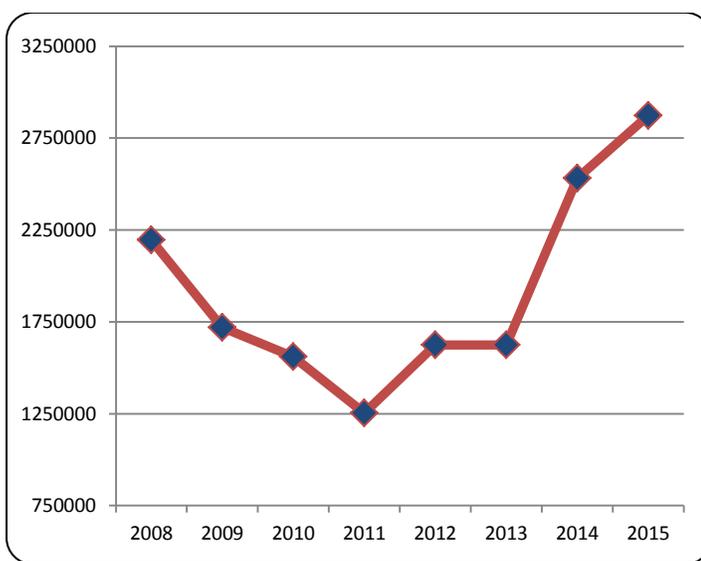
The goal of the Capital Planning Committee is to develop a fiscally responsible five year CIP and identify funding sources for at least the next three years of the plan. All Capital requests will be reviewed and prioritized by the Capital Planning Committee using defined priority tables. Furthermore, the five year CIP will be utilized as a planning tool to determine future Stabilization Fund Amounts.

Part of the CIP is funded from Stabilization Funds. Maintaining adequate stabilization fund levels is important to the financial stability of the Town. The Capital Planning Committee has defined minimum levels for each stabilization fund. As the Capital Planning Committee refines the five year CIP and identifies the funding sources the stabilization fund levels will be monitored. Adjustments to the five year CIP and/or funding sources may be required if future Stabilization Fund levels drop too low. Chart 2 illustrates the stabilization fund levels from 2008 through 2015 (amount includes the Capital Equipment, Building Maintenance and Technology Stabilization Funds). Chart 3 lists the stabilization fund amounts after the Fall Town Meeting on 11/17/2015.

The stabilization fund levels have improved over the past few years with the biggest increase in the past two years. The certified free cash for FY2015 was slightly under 2 million dollars. This is higher than the typical average. Contributing factors to this higher than average free cash amount was mainly due to local receipts from the landfill and motor vehicle excise tax. For example, the Town collected \$148,534 in motor vehicle excise tax which was higher than estimated. The landfill receipts came in at \$865,420 over the amount estimated. The landfill receipts are expected to continue to exceed the estimated amounts in the future since the long term plan is to eliminate this revenue from the operating budget. Since the landfill will close at some point it is critical that revenue from this source be removed from the operating budget. The recent influx of free cash greatly helped the stabilization fund levels and will help fund the five year CIP.

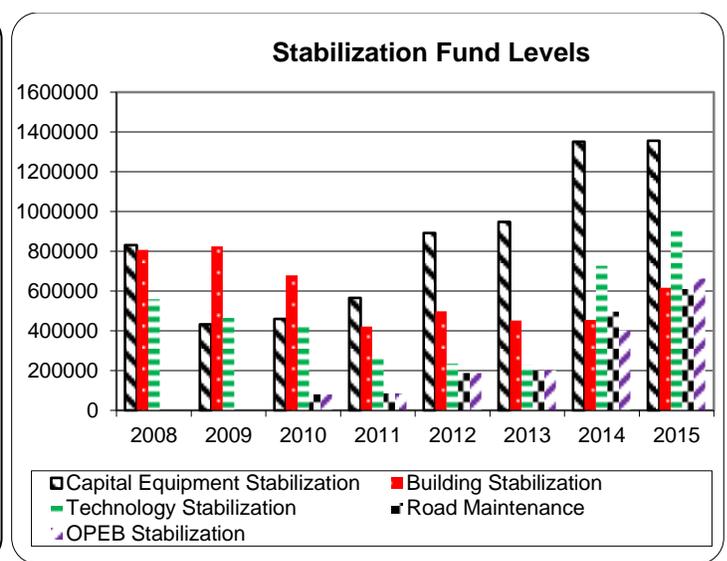
**Chart 2**

**Combined Amount in 3 Stabilization Funds  
(Capital Equip, Building Maint and Technology)**



**Chart 3**

**Stabilization Fund Amount on 11/17/2015**



## FY2017 Capital Plan (cont.) - Stabilization Funds - Encumbered

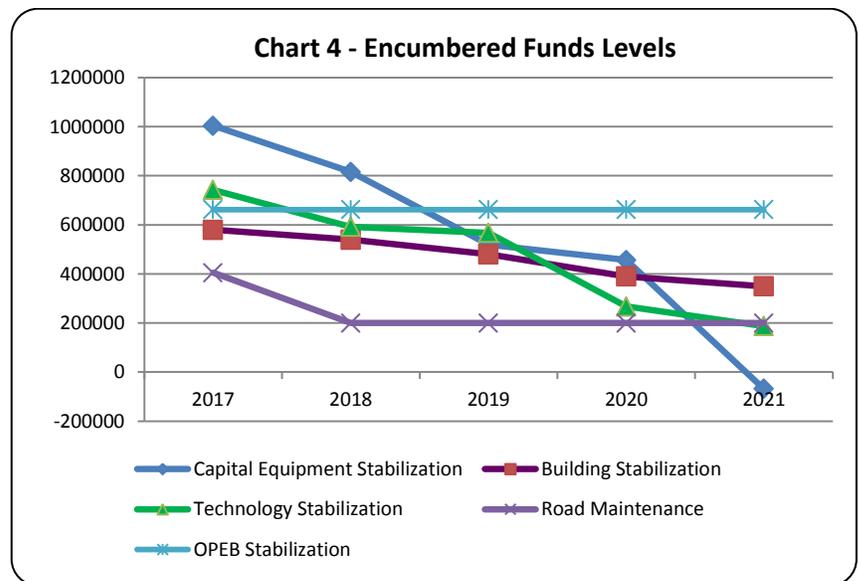
An important aspect of the Stabilization Funds is not only the current levels but also the levels over the next five years as they are used to fund the CIP. A portion of the amount in the Stabilization Funds are encumbered or reserved for future capital purchases. This encumbering of funds is essential in funding the five year CIP and ensures that not only will capital purchases happen in a timely manner but the impact of these projects have a minimum effect to the overall budget. The following Table reflects the amounts encumbered in each of the Stabilization Funds over the next five years based on the current CIP.

**Table 2**  
**Stabilization Fund Amounts Encumbered to fund the CIP**

Stabilization Funds	2017	2018	2019	2020	2021	5 Year Total
Capital Equipment Stabilization	\$350,000	\$188,000	\$297,000	\$62,000	\$525,000	\$1,422,000
Building Maintenance Stabilization	\$35,700	\$40,000	\$60,000	\$90,000	\$40,000	\$265,700
Technology Stabilization	\$160,000	\$150,000	\$25,000	\$300,000	\$80,000	\$715,000
Road Maintenance Stabilization	\$205,000	\$205,000				\$410,000
OPEB Stabilization						

Taking into account the future Stabilization Fund encumbrances the chart on the right shows the impact to the fund levels.

The fund levels will decline if no additional money is transferred back into the Stabilization Funds. This is an important factor to understand when considering the Stabilization Fund levels. Each year the Town votes to transfer money back into the Stabilization Funds from the Certified Free Cash. The Certified Free Cash is analyzed each year as part of the overall financial process.



The amount transferred back into the Stabilization Funds is something that the Capital Planning Committee recommends based on the five year CIP. The amount transferred into the Stabilization Funds is part of a plan based on what is expected to be used in the future

The amounts in the Stabilization Funds reflected in FY2021 are mostly above the minimum Stabilization Fund levels established by the Capital Planning Committee in their Reserve Policy. This status is a positive financial indicator on the overall five year CIP.

## FY2017 Capital Plan (cont.) - Debt Summary

A comprehensive CIP involves a strategy that includes a debt management plan. The debt management plan should be developed to meet the financing needs of the Town in a cost effective manner, taking into account Town priorities, as well as legal, financial, and structural considerations. The Capital Planning Committee has defined a debt policy to ensure that debt is managed within sustainable levels based upon annual revenues.

The following Tables below show the current five year debt projections: (updated on 2/24/16). The information is broken out to show the date of vote, debt excluded vs non-debt excluded, amount and mature date of the projects.

**Table 3**  
**Debt Summary - 5 year projection**

Description	Date of Vote	Debt Excluded	Amount Issued	Debt Matured	FY2017	FY2018	FY2019	FY2020	FY2021
*Sewer Extension Bond	4/15/2004	Yes	\$3,515,000	FY2019	\$235,000	\$230,000	\$230,000		
*Sewer Extension Bond – Int					\$28,260	\$18,860	\$9,545		
Wastewater Mgmt Plan Bond	11/16/2005	Yes	\$343,116	FY2016					
Wastewater Mgmt Plan – Int									
Senior Center Bond	4/1/2015	Yes	\$2,830,100	FY2030	\$190,000	\$190,000	\$190,000	\$190,000	\$190,000
Senior Center Bond - Int					\$64,800	\$61,000	\$57,200	\$53,400	\$53,400
**South Street Water Main	5/1/2010	No	\$500,000	FY2017	11/19/13 transferred balance to Water Main Replacement				
**South Street Water - Int									
**Water Main Replacement	2/6/2013	No	\$600,000	FY2019	\$220,000	\$240,000			
**Water Main Replace - Int					\$3,294	\$2,400			
***Septic Management Plan	5/4/2013	No	\$300,000		\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
***Septic Management - Int					\$3,000				
South Street Redesign	3/1/2011	No	\$350,000	FY2016					
South Street Redesign - Int									
2014 KME Fire Engine	7/10/2013	No	\$550,000	FY2019	\$110,000	\$110,000	\$110,000		
2014 KME Fire Engine - Int					\$1,740	\$1,210	\$605		
Town Hall Bond	5/1/2007	No	\$3,700,000	FY2017	\$370,000				
Town Hall Bond - Int					\$14,800				
Sewer In-line Storage Project		Yes	\$2,500,000			\$59,000	\$55,000	\$55,000	\$55,000
Sewer In-line - Interest					\$50,000	\$55,798	\$54,175	\$52,663	\$51,150

\* 50% paid through betterment

\*\* Water Receipts Reserve

\*\*\*Authorized and Unissued Debt

## FY2017 Capital Plan (cont.) - Enterprise Funds

Enterprise funds establish a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods and services. The Town has three enterprise funds (water, sewer and transfer station). Some of the items on the CIP are funded by the enterprise funds. For example, if a pick up truck used by the water/sewer department is in need of replacement, then the funding for a new truck would come from the water and sewer enterprise funds. In addition some items on the debt schedule are funded or partially funded by the enterprise funds (this is noted on the debt schedule - see previous page).

Similar to the stabilization funds, the enterprise fund levels must be maintained at adequate levels for financial stability. The chart on the right shows the Sewer, Water and Transfer Station Enterprise levels from 2009 to 2015.

The Water Enterprise Fund level has increased from \$380,726 in 2009 to \$730,200 in 2013 but has been declining the past two years. The Sewer Enterprise Fund level has declined since 2009. In 2009 the Sewer Enterprise fund was slightly under 1.2 million dollars. In 2014 the fund is at \$430,256. The Sewer Enterprise fund did increase slightly from 2013 to 2014 but has declined in 2015. Approximately 47% of the Sewer Enterprise expenditures are for collection charges paid to the City of Fitchburg. Another 26% is used to pay the debt for the sewer extension bond. The sewer expansion bond debt matures in FY2019 which will benefit the Sewer Enterprise fund by eliminating the debt payment.



Overall, the status of the Town's financial position is positive. The stabilization funds have been restored to adequate levels and the Town now has an adopted policy addressing these funds and their minimum levels. In addition the five year CIP is successfully leveraging these funds for future capital expenses and thus keeping the amount needed to raise & appropriate from taxes consistent year over year. The Town debt levels are expected to decrease in FY2018 once the bond for the Town Hall is retired. The Enterprise Fund levels are being monitored and the long range plan is to grow these levels in order to support future capital projects.



## 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 7, 2016  
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.  
*(Advisory Board and BOS Unanimously Approves)*

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.  
*(Advisory Board and BOS Unanimously Approves)*

ARTICLE 3. To hear reports of any committees appointed to act on Town affairs or in its behalf.  
*(Advisory Board and BOS Unanimously Approves)*

ARTICLE 4. To see if the Town will vote to authorize the establishment of the following revolving accounts as provided for under section 53E1/2 of Chapter 44 of the Massachusetts General Laws, into which accounts receipts for charges for the purposes specified shall be deposited, and from which accounts expenditures may be made in amounts not to exceed the amounts specified, or act in relation thereto.

REVOLVING FUND	AUTHORIZED ENTITY	REVENUE SOURCE	USE OF FUND	SPENDING LIMIT
Hazardous Materials Recovery	Fire Chief	Charges paid by responsible parties for disposal of hazardous materials	Pay expenses incurred for recovery and disposal of hazardous materials	\$12,000

Agricultural Commission Programs	Agricultural Commission	Receipts received as payment for participation in programs and activities	Pay expenses reasonably related to programs and activities	\$10,000
Public Health Clinic and Emergency Response	Board of Health	Payments received for the purchase and administering of flu and other vaccines and medications	Pay expenses reasonably related to the administering of such programs	\$25,000

*(Advisory Board and BOS Unanimously Approves)*

OPERATING BUDGETS

ARTICLE 5. To see if the Town will vote to establish one additional full-time Firefighter/EMT position, or act in relation thereto.

*(Advisory Board Majority Approves and BOS Unanimously Approves)*

ARTICLE 6. To see if the Town will vote to fix the compensation of appointed and elected 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.

(Amount requested: \$19,640,601)

*(Advisory Board Unanimously Approves and BOS will vote at Town Meeting)*

ACCOUNT NAME AND NUMBER	DESCRIPTION	FY2016 APPROVED	FY2017 REQUESTED	FY2017 RECOMMENDED	% Change	% of Budget	COMMENTS
<b>Town Moderator 114</b>	Salary Expenses	0					
<b>Selectmen 122</b>	Temporary Labor Salaries Expenses Lease Copiers Johnny Appleseed	4,000 0 4,500 12,000 10,000	4,000 0 4,500 12,000 10,000	4,000 0 4,500 12,000 10,000			
		30,500	30,500	30,500	0%	0.2%	
<b>Town Administration 129</b>	Salaries Expenses	127,663 3,175	132,280 3,175	132,280 3,175			
		130,838	135,455	135,455	4%	0.7%	
<b>Advisory Board 131</b>	Expenses	3,185	650	650			Some expenses moved to Dept. 192
		3,185	650	650	-80%	0.0%	
<b>Reserve Fund 132</b>	Expenses	60,000	60,000	60,000			
		60,000	60,000	60,000	0%	0.3%	
<b>Accountant 135</b>	Salaries Expenses	75,841 31,400	86,786 36,900	86,786 36,900			Additional hours - Assistant
		107,241	123,686	123,686	15%	0.6%	
<b>Assessors 141</b>	Stipends Salaries Expenses	0 51,328 17,450	0 53,390 17,790	0 53,390 17,790			
		68,778	71,180	71,180	3%	0.4%	
<b>Treasurer/Collector 147</b>	Stipend Salaries Expenses	1,000 125,462 9,526	1,000 130,172 9,526	1,000 130,172 9,526			
		135,988	140,698	140,698	3%	0.7%	
<b>Legal 151</b>	Expenses	77,500	70,000	70,000			
		77,500	70,000	70,000	-10%	0.4%	
<b>Personnel Admin. 152</b>	Salaries Expenses	43,117 9,400	44,414 13,900	44,414 13,900			
		52,517	58,314	58,314	11%	0.3%	

ACCOUNT NAME AND NUMBER	DESCRIPTION	FY2016 APPROVED	FY2017 REQUESTED	FY2017 RECOMMENDED	% Change	% of Budget	COMMENTS
<b>Data Processing</b> <b>155</b>	Expenses	83,050	105,550	105,550			Software maintenance increases; backup management program
		83,050	105,550	105,550	27%	0.5%	
<b>Town Clerk</b> <b>161</b>	Stipend	1,175	1,175	1,175			
	Salaries	83,763	74,614	74,614			
	Expenses	7,375	8,680	8,680			
		92,313	84,469	84,469	-8%	0.4%	
<b>Elections</b> <b>164</b>	Stipend	600	600	600			
	Salaries	5,185	9,282	9,282			
	Expenses	9,680	11,180	11,180			
		15,465	21,062	21,062	36%	0.1%	
<b>Conservation</b> <b>171</b>	Salary	21,718	22,371	22,371			
	Expenses	1,050	1,050	1,050			
		22,768	23,421	23,421	3%	0.1%	(Transfer \$3,000 from Wetlands Fees)
<b>Town Planner</b> <b>172</b>	Salary	69,113	71,180	71,180			
	Expenses	2,750	2,750	2,750			
		71,863	73,930	73,930	3%	0.4%	
<b>Planning Board</b> <b>175</b>	Salary	0	0	0			
	Expenses	1,000	1,200	1,200			
		1,000	1,200	1,200	20%	0.0%	
<b>Board of Appeals</b> <b>176</b>	Salary	1,600	1,600	1,600			
	Expenses	500	500	500			
		2,100	2,100	2,100	0%	0.0%	
<b>Economic Development</b> <b>182</b>	Expenses	700	1,050	1,050			
		700	1,050	1,050	50%	0.0%	
<b>Public Buildings and Property</b> <b>192</b>	Salaries	97,659	100,562	100,562			
	Expenses	243,300	246,800	246,800			
		340,959	347,362	347,362	2%	1.8%	
<b>Town Report</b> <b>195</b>	Expenses	2,000	2,000	2,000			
		2,000	2,000	2,000	0%	0.0%	
<b>Crocker Pond</b> <b>199</b>	Salaries	17,000	18,180	18,180			
	Expenses	6,655	6,655	6,655			
		23,655	24,835	24,835	5%	0.1%	

ACCOUNT NAME AND NUMBER	DESCRIPTION	FY2016 APPROVED	FY2017 REQUESTED	FY2017 RECOMMENDED	% Change	% of Budget	COMMENTS
<b>Police/Dispatch 210</b>	Salaries	1,562,894	1,723,821	1,723,821			Includes School Resource Officer and CAPPs Program
	Expenses	232,604	220,800	220,800			
		1,795,498	1,944,621	1,944,621	8%	9.9%	
<b>Fire 220</b>	Salaries	768,051	817,900	817,900			Includes additional full-time firefighter
	Expenses	122,151	124,306	124,306			
		890,202	942,206	942,206	6%	4.8%	
<b>Ambulance 231</b>	Salaries	113,950	114,218	114,218			Transfer from Ambulance Receipts Reserved for appropriation; any remaining balance to revert back at end of year
	Expenses	89,060	90,560	90,560			
		203,010	204,778	204,778	1%	1.0%	
<b>Emergency Management (299)</b>	Stipend	1,000	1,000	1,000			
	Expenses	11,985	11,985	11,985			
		12,985	12,985	12,985	0%	0.1%	
<b>Building Dept. 241</b>	Salaries	140,424	171,695	148,657			Requested amount reflects restoration of Building Commissioner position to full-time status
	Expenses	15,700	22,000	40,500			
		156,124	193,695	189,157	21%	1.0%	
<b>Animal Control 292</b>	Salary	0	0	0			
	Expenses	35,205	39,800	39,800			
		35,205	39,800	39,800	13%	0.2%	
<b>Tree Warden 294</b>	Salary	2,000	2,000	2,000			
	Expenses	17,600	17,600	17,600			
		19,600	19,600	19,600	0.0%	0.1%	
<b>K-12 Schools 390</b>	Contribution to Fndn. Budget	6,451,976	6,471,892	6,471,892	0%		
	Additional Funds	1,322,289	2,038,839	1,448,122	10%		
	Transportation	546,420	507,149	507,149	-7%		
	Comm. Serv.	4,244	4,154	4,154	-2%		
	Stabilization	0					
	Capital						
	Subtotal-Operating	8,324,929	9,022,034	8,431,317	0		
	Meetinghouse & Overlook						
	Debt	0					
	WES Bond	301,215	293,153	293,153			
	Oakmont Bond	283,984	269,172	269,172			
	Oakmont Field Bond						
	Subtotal-Debt	585,199	562,325	562,325	0		
SUB-TOTAL K-12	8,910,128	9,584,359	8,993,642	1%	45.8%		

ACCOUNT NAME AND NUMBER	DESCRIPTION	FY2016 APPROVED	FY2017 REQUESTED	FY2017 RECOMMENDED	% Change	% of Budget	COMMENTS
<b>Monty Tech</b>	Foundation State Minimum	716,205	743,854	743,854			
	Additional Funds						
	Transportation	46,187	41,170	41,170			
	Capital	0	1,649	1,649			
<b>390</b>	Bonds	13,149	12,078	12,078			
	Sub-Total MTech	775,541	798,751	798,751	3%	4.1%	
<b>Total Schools, 390</b>	Total Schools	9,685,669	10,383,110	9,792,393	1%	49.9%	
<b>Highway Admin.</b>	Salaries	265,201	275,341	275,341			
<b>421</b>		265,201	275,341	275,341	4%	1.4%	
<b>Highway Dept.</b>	Salaries	516,112	514,062	514,062			
<b>422</b>	Expenses	248,550	248,550	248,550			
		764,662	762,612	762,612	0%	3.9%	
<b>Snow and Ice Control</b>	Salaries	52,000	52,000	52,000			
<b>423</b>	Expenses	298,100	298,100	298,100			
		350,100	350,100	350,100	0%	1.8%	
<b>Street Lighting</b>	Expenses	22,000	22,000	22,000			
<b>424</b>		22,000	22,000	22,000	0%	0.1%	
<b>Cemetery Dept.</b>	Salaries	96,681	100,406	100,406			
<b>491</b>	Expenses	12,515	12,515	12,515			
		109,196	112,921	112,921	3%	0.6%	
<b>Health Dept.</b>	Stipends	0	0	0			
<b>510</b>	Salaries	116,669	122,061	122,061			
	Expenses	6,680	7,080	7,080			
		123,349	129,141	129,141	5%	0.7%	
<b>Council on Aging</b>	Salaries	40,123	48,666	48,666			
<b>541</b>	Expenses	12,050	12,050	12,050			
		52,173	60,716	60,716	16%	0.3%	
<b>Veteran's Services</b>	Salaries	7,388	7,560	7,560			
<b>543</b>	Expenses	895	745	745			
		8,283	8,305	8,305	0%	0.0%	
<b>Veteran's Assistance</b>	Expenses	70,000	70,000	70,000			
<b>544</b>		70,000	70,000	70,000	0%	0.4%	

ACCOUNT NAME AND NUMBER	DESCRIPTION	FY2016 APPROVED	FY2017 REQUESTED	FY2017 RECOMMENDED	% Change	% of Budget	COMMENTS
MART 549	Salaries	72,932	75,910	75,910			
	Expenses	12,250	12,250	12,250			
		85,182	88,160	88,160	3%	0.4%	
Library 610	Salaries	238,296	249,658	249,658			
	Expenses	115,520	119,000	119,000			
		353,816	368,658	368,658	4%	1.9%	
Recreation Dept. 630	Salaries	16,920	16,920	16,920			
	Expenses	14,475	14,475	14,475			
		31,395	31,395	31,395	0%	0.2%	
Concerts 631	Expenses	3,000	3,000	3,000			
		3,000	3,000	3,000	0%	0.0%	
Hager Park Comm. 661	Expenses	250	250	250			
		250	250	250	0%	0.0%	
Historical Comm. 691	Expenses	1,280	1,280	1,280			
		1,280	1,280	1,280	0%	0.0%	
Memorial Day 692	Expenses	1,200	1,300	1,300			
		1,200	1,300	1,300	8%	0.0%	
Care of Town Clock 699	Expenses	250	250	250			
		250	250	250	0%	0.0%	
Town Debt Retirement 710	South Street Redesign	87,500					
	Town Hall	370,000	370,000	370,000			
	Wastewater Mgmt.	37,636					
	Fire Truck	110,000	110,000	110,000			
	Senior Center Bond	195,100	190,000	190,000			
	Engman Conservation						
	Total Expenses	800,236	670,000	670,000	-16%	3.4%	VOTE AS ONE LINE ITEM

ACCOUNT NAME AND NUMBER	DESCRIPTION	FY2016 APPROVED	FY2017 REQUESTED	FY2017 RECOMMENDED	% Change	% of Budget	COMMENTS
<b>Town Debt Interest 750</b>	South Street Redesign	875					
	Town Hall Bond	29,600	14,800	14,800			
	Wastewater Mgmt.	405					
	Short Term Borrowing	5,000	5,000	5,000			
	Senior Center Bond	68,702	64,800	64,800			
	Fire Truck	2,376	1,740	1,740			
	Septic Management Program	3,000	3,000	3,000			
	Sewer In-line Storage Project		50,000	50,000			
	<b>Total Expenses</b>	<b>109,958</b>	<b>139,340</b>	<b>139,340</b>	<b>27%</b>	<b>0.7%</b>	<b>VOTE AS ONE LINE ITEM</b>
<b>Regional Plan. Council 840</b>	Expenses	2,309	2,400	2,400			
		<b>2,309</b>	<b>2,400</b>	<b>2,400</b>	<b>4%</b>	<b>0.0%</b>	
<b>Other Employee Benefits</b>	Salaries	0	30,000	30,000			
<b>Retirement and Pensions 911</b>	Expenses	664,632	720,330	720,330			
		<b>664,632</b>	<b>720,330</b>	<b>720,330</b>	<b>8%</b>	<b>3.7%</b>	
<b>Group Health Insurance 914</b>	Expenses	845,000	948,100	948,100			
		<b>845,000</b>	<b>948,100</b>	<b>948,100</b>	<b>12%</b>	<b>4.8%</b>	
<b>Group Life Insurance 915</b>	Expenses	4,000	4,000	4,000			
		<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>0%</b>	<b>0.0%</b>	
<b>Other Insurance 945</b>	Expenses	3,500	3,500	3,500			Unemployment
		30,000	40,000	40,000			Workman's Compensation
		210,000	212,000	212,000			Property and Liability
		60,000	60,000	60,000			Fire/Police Accident
		2,500	2,500	2,500			Deductibles
		<b>306,000</b>	<b>318,000</b>	<b>318,000</b>	<b>4%</b>	<b>1.6%</b>	<b>VOTE AS ONE LINE ITEM</b>
<b>BUDGET TOTALS</b>		<b>19,094,185</b>	<b>20,235,856</b>	<b>19,640,601</b>	<b>3%</b>	<b>100.0%</b>	

## **The Warrant (cont'd)**

**ARTICLE 7.** To see if the Town will vote to raise and appropriate a supplemental sum of money for the operating budget of the Ashburnham-Westminster Regional School District, in addition to the sum voted under Article 6 for said operating budget, provided that approval of this supplemental appropriation shall be contingent upon the Town of Ashburnham also appropriating a supplemental sum over and above its approval of the Fiscal Year 2017 District operating budget, or act in relation thereto.

(Amount requested: tbd ) *(Advisory Board and BOS will vote prior to the Annual Town Meeting)*

**ARTICLE 8.** To see if the Town will vote to establish a Sewer Enterprise Stabilization Account for the purpose of paying sewer debt, and to transfer a sum of money from sewer betterment receipts to said account, or act in relation thereto. (2/3 vote required)

*(Advisory Board and BOS Unanimously Approves)*

**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.

(Amount requested: \$1,133,591) *(Advisory Board and BOS Unanimously Approves)*

**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.

(Amount requested: \$783,104) *(Advisory Board and BOS Unanimously Approves)*

**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.

(Amount requested: \$273,300) *(Advisory Board and BOS Unanimously Approves)*

## **CUSTOMARY MONEY ARTICLES**

**ARTICLE 12.** To see if the Town will vote to raise and appropriate, or transfer from available funds, sums of money for the following purposes:

Westminster Cultural Council

Conservation Fund, as provided for in Section 8C of Chapter 40 of the General Laws

(Amounts requested: \$3,000 for Cultural Council; \$1,000 for Conservation Fund)

*(Advisory Board and BOS Unanimously Approves)*

**ARTICLE 13.** 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.

(Amount requested: \$50,000) *(Advisory Board and BOS Unanimously Approves)*

**ARTICLE 14.** To see if the Town will vote to transfer a sum of money from Free Cash to reduce the Fiscal Year 2017 tax rate, or act in relation thereto.

(Amount requested: \$230,000) *(Advisory Board and BOS Unanimously Approves)*

ARTICLE 15. To see if the Town will vote to raise and appropriate a sum of money for the OPEB Stabilization Account, or act in relation thereto. (2/3 Vote required)  
(Amount requested: \$10,000) (*Advisory Board and BOS Unanimously Approves*)

### NON-CAPITAL MONEY ARTICLES

ARTICLE 16. To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money to pay for legal fees, filing fees, court costs, advertising and other related costs of tax titles through foreclosure, including but not limited to the process of foreclosure through the land of low value method, or act in relation thereto.  
(Amount requested: \$25,000) (*Advisory Board and BOS Unanimously Approves*)

ARTICLE 17. To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money for engineering services to develop a Sewer District bylaw, or act in relation thereto.  
(Amount requested: \$25,000) (*Advisory Board Majority Approves and BOS Unanimously Approves*)

ARTICLE 18. 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 Hager Park Commission to hire a consultant/forester to develop a forest management plan at Hager Park on the westerly side of Route 140, or act in relation thereto.  
(Amount requested: \$3,000) (*Advisory Board and BOS Unanimously Approves*)

ARTICLE 19. 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 Hager Park Commission to make improvements to the Rambler area at Hager Park, or act in relation thereto.  
(Amount requested: \$14,500) (*Advisory Board and BOS Unanimously Approves*)

ARTICLE 20. 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 Town Planner to hire a professional housing consultant to draft, issue and administer a request for proposals for the private development of senior housing apartments on property owned by the Town located behind the new Community/Senior Center on West Main Street, or act in relation thereto.  
(Amount requested: \$9,500) (*Advisory Board and BOS Unanimously Approves*)

ARTICLE 21. 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 Crocker Pond Recreation Area Committee for the installation of a handicapped walkway at Crocker Pond, or act in relation thereto.  
(Amount requested: \$14,500) (*Advisory Board and BOS Unanimously Approves*)

ARTICLE 22.(a). To see if the Town will vote to become a member of the Central Massachusetts Mosquito Control project pursuant to Massachusetts General Laws Chapter 252, Section 5A, and other applicable sections of said law, or act in relation thereto.  
(Amount requested: \$74,000) (*Advisory Board Majority Opposes and BOS Unanimously Opposes*)

ARTICLE 22(b). To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to contract for mosquito control services, or act in relation thereto.  
(Amount requested: \$37,000) (*Advisory Board Unanimously Opposes and BOS Majority Approves*)

ARTICLE 23. 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 Historical Commission to hire an architectural preservationist to continue to research and prepare applications to list homes on the State Register of Historical Places, or act in relation thereto.

(Amount requested: \$2,000) (*Advisory Board and BOS Unanimously Approves*)

ARTICLE 24. 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 Historical Commission for the purchase of historic property plaques for the Commission's Housing Plaque/Historic Marker Program, or act in relation thereto.

(Amount requested: \$1,000) (*Advisory Board and BOS Unanimously Approves*)

### CAPITAL ARTICLES

ARTICLE 25. To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money to be spent under the direction of the Public Works Commission 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. (Amount requested: \$225,000)

(*Advisory Board, Capital Planning and BOS Unanimously Approves*)

ARTICLE 26. 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 Public Works Director for the purchase of an SUV and related equipment for the Public Works Department, said appropriation to include the trade-in of a 2005 Ford Explorer, or act in relation thereto.

(Amount requested: \$35,000) (*Advisory Board, Capital Planning and BOS Unanimously Approves*)

ARTICLE 27. 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 Public Works Director to purchase a motor grader with a snow plow/wing and related equipment for the Highway Department, said appropriation to include the trade-in of a 1996 Galion motor grader, or act in relation thereto. (Amount requested: \$350,000)

(*Advisory Board, Capital Planning and BOS Unanimously Approves*)

ARTICLE 28. 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 Police Chief to purchase a police vehicle with related equipment, said appropriation to include the trade-in of one Police Department vehicle, or act in relation thereto.

(Amount requested: \$35,000) (*Advisory Board, Capital Planning and BOS Unanimously Approves*)

ARTICLE 29. 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 Police Chief to purchase six (6) new video recorders for the police vehicles, or act in relation thereto.

(Amount requested: \$65,000) (*Advisory Board, Capital Planning and BOS Unanimously Approves*)

ARTICLE 30. 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 Police Chief to purchase eleven (11) new portable Automatic External Defibrillators, or act in relation thereto.

(Amount requested: \$25,000) (*Advisory Board, Capital Planning and BOS Unanimously Approves*)

ARTICLE 31. 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 Fire Chief to purchase a new Utility Terrain Vehicle with related equipment, or act in relation thereto.  
(Amount requested: \$30,000) (*Advisory Board, Capital Planning and BOS Unanimously Approves*)

ARTICLE 32. 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 Town Administrator for the virtualization of the Town's computer servers, or act in relation thereto.  
(Amount requested: \$45,000) (*Advisory Board, Capital Planning and BOS Unanimously Approves*)

ARTICLE 33. 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 Town Administrator for ongoing computer system updates and technology-related items for the various town departments, or act in relation thereto.  
(Amount requested: \$32,000) (*Advisory Board, Capital Planning and BOS Unanimously Approves*)

ARTICLE 34. 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 Town Administrator for the replacement of public safety radio communication equipment, or act in relation thereto.  
(Amount requested: \$50,000) (*Advisory Board, Capital Planning and BOS Unanimously Approves*)

ARTICLE 35. 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 Ashburnham-Westminster Regional School District for various capital projects, or act in relation thereto.  
(Amount requested: \$35,700) (*Advisory Board, Capital Planning and BOS Unanimously Approves*)

#### MISCELLANEOUS ARTICLES

ARTICLE 36. To see if the Town will vote to amend the Westminster Zoning Bylaw (Chapter 205 of the Code of the Town of Westminster, Massachusetts), to establish a new Village Center District, by:

- (1) amending the Zoning Map of the Town of Westminster, as referenced in Article III (Zoning Districts), Section 205-6 - Zoning Map, so as to establish the location and boundaries of the new Village Center District, as shown on a map entitled "Town of Westminster, Massachusetts: Proposed Village Center Zoning District Boundaries", prepared by Community Opportunities Group, Inc., dated January 4, 2016 on file in the office of the Town Clerk; and,
- (2) amending Article III (Zoning Districts), Section 205-5 – Zoning Districts Designated, to replace the words "C-III (Downtown)" with the words "VC (Village Center)"; and,
- (3) amending Article VIII (Off-Street Parking and Loading Requirements), Section 205-33 - Number of Required Spaces, Subsection A, to replace the words "Commercial III Districts" with the words "the Village Center District" in the listing of Minimum Number of Spaces for the following Principal Uses: "Retail stores and services"; "Restaurants, theaters and other places of assembly exclusive of churches"; and "Offices"; and,

- (4) amending Article IX (Special Provisions) to insert a new Section 205-39 - Village Center District Regulations, as follows, or act in relation thereto:

205.39 – Village Center District Regulations

A. Purpose

The purpose of the Village Center District is to protect and strengthen the traditional New England character of the Westminister Village Center, encourage sustainable and attractive site design, and promote a diverse and vibrant mix of commercial, residential, institutional, and recreational opportunities in support of the commerce, health, safety, and welfare of Westminister.

B. Applicability and Severability

The regulations within this section shall apply to those lots located in whole or part within the Village Center Zoning District. The regulations established herein shall be considered controlling wherein they should be found in conflict with other sections of this bylaw. The invalidity of any section or provision of this bylaw, or its application to any development proposal, shall not invalidate any other section, provision or application of this bylaw.

C. Special Use Regulations in VC District

(1) Upper Story Residential

Forgoing the limitations established for residential units in other sections of this Bylaw, this section shall control dimensional and density requirements for upper story residential units in the Village Center district. In order to encourage increased housing opportunities in Westminister, upper story residential uses above existing first floor commercial or institutional units may be created subject to the following limitations:

(a) Existing buildings

Upper story residential units may be created in buildings that existed at the time of the adoption of this bylaw (05/07/2016) provided that the following criteria are met:

- [1] The lot contains at least 7,500 square feet of area.
- [2] The provisions of Section 205.33 shall not apply to Upper Story Residential units. The parking requirement shall be one (1) parking space per unit.
- [3] Parking for any commercial uses shall be provided as established under Section 205.33. Spaces provided may be shared use spaces provided it can be demonstrated that the combination of uses do not have concurrent peak parking demands.
- [4] Any exterior alterations to provide adequate ingress or egress must be reviewed by the Planning Board as part of site plan review.
- [5] Dwelling units created must contain a minimum of 500 square feet of gross floor area.

(b) New construction

Upper story residential units may be provided as part of new construction provided that the following criteria are met:

- [1] The lot contains at least 15,000 square feet of area.
- [2] The proposed building does not contain more than 25,000 square feet of gross floor area. Dwelling units created must have a minimum of 500 square feet of gross floor area.
- [3] The provisions of Section 205.33 shall not apply to Upper Story Residential units. The parking requirement shall be one (1) parking space per unit.

- [4] Parking for any commercial uses shall be provided as established under Section 205.33. Spaces provided may be shared use spaces provided it can be demonstrated that the combination of uses do not have concurrent peak parking demands.

(2) Provisions for Multi-Use Lots

Lots may contain more than one principal use in addition to accessory uses in the Village Center District provided that all dimensional and parking requirements are met for all uses subject to the following exemptions:

- (a) Shared use parking spaces are allowed to count toward the parking requirement provided that it can be demonstrated the combination of uses do not have concurrent peak parking demands.

D. Additional Dimensional Requirements

The Planning Board may waive any additional setbacks by Special Permit provided that relief from such dimensions provides for site design that allows for additional landscaping, lighting, sidewalks, improved pedestrian or vehicular circulation, or other such amenities that provide a public benefit.

<b>Dimensional Requirement</b>	<b>Front</b>	<b>Side</b>	<b>Rear</b>
Maximum Building Setback <sup>1,2</sup>	20'	-	-
Minimum Parking Setback	20'	10'	-
Minimum Landscaped Buffer	5'	5'	-
Maximum Lot Coverage	80%		
Maximum Building Height for Upper Story Residential	35 feet		

- 1. Maximum building setback applies only to the principal structure on the lot; additional structures are not subject to this requirement.
- 2. Structures on lots with fifty (50) feet of frontage or less are exempted from this requirement.

E. Additional District Sign Regulations

- (1) Signs cabinets, moving signs, and other internally illuminated signs are prohibited.
- (2) Window and door signs shall not conceal more than 30% (thirty percent) of the total area of the windows and doors on a building façade that an individual business occupies.

F. Additional Site Plan Review Standards within the Village Center District

The following Site Plan Review standards shall apply within the Village Center District, in addition to the generally applicable standards in Section 205.34(F). The Planning Board may waive any additional site plan requirements provided that relief from such standards provides improved site design or other amenities that provide a public benefit.

(1) Building Placement and Orientation

- (a) Buildings and building entrances should be oriented to face Main Street. It is especially desirable for buildings to be oriented toward Main Street instead of parking lots.

- (b) Buildings should be placed on the front of lots near Main Street to gradually realign the buildings in the Village Center District and encourage a cohesive and consistent streetscape.
- (2) Landscaping
- (a) A 5' landscaped buffer should be maintained along the front property line between the public sidewalk and buildings to encourage a more hospitable pedestrian experience. The use of shade trees within the landscaped buffer area along the front lot line is highly encouraged.
  - (b) Landscaping should consist of a combination of non-invasive plantings that are inclusive of low ground cover plantings, trees, shrubs, flowers, and grasses.
  - (c) Landscaping should be designed to be attractive in all seasons.
  - (d) Landscaping should be used to help define spaces, entry sequences, and pedestrian areas as well as screen parking facilities, utilities, mechanical equipment, and waste management facilities.
  - (e) Landscaping should be maintained so as not to obscure buildings, signage, or handicap accessibility features.
- (3) Pedestrian Facilities
- (a) Sidewalks should be paved with concrete and integrated within site landscaping.
  - (b) Pedestrian connections should be constructed between building entrances, parking areas, and should provide connectivity with other pedestrian facilities such as public sidewalks or walkways on adjacent sites where they exist.
  - (c) Existing sites with insufficient pedestrian facilities, such as limited sidewalks or no separation for pedestrian and vehicular circulation, should upgrade those facilities when doing exterior building modifications or other site upgrades.
- (4) Design of Parking Facilities
- (a) Parking facilities should be screened from the streetscape with landscaping. The parking facilities serving commercial, institutional, and mixed use lots with more than five contiguous spaces or more than one row of parking spaces should be bordered by landscaped buffers. The landscaped buffers should be maintained in good condition and should utilize plantings that are attractive in all seasons.
  - (b) Parking should be located behind or to the side of buildings. Parking should not be located closer to the front lot line than the front façade of the principal structure on the lot.
  - (c) Parking lots should be marked with striping and signage as needed to clearly identify expected vehicular circulation patterns, queuing areas, temporary and handicap parking, and other parking limitations.
- (5) Building Facades and Materials
- (a) Exterior building materials inclusive of windows, siding, doors, trim, decking, and other typical materials should be selected for their consistency in appearance with the traditional New England architectural vernacular.
  - (b) High quality materials should be used on building exterior. Where synthetic materials are used, they should be close in approximation and appearance to traditional materials.

- (c) Sustainable and environmentally friendly building materials should be used whenever possible.
  - (d) Materials used on the front façade of a building should be carried around on all sides of the building.
  - (e) Windows in commercial structures inclusive of storefront window systems and doors should not be obscured by opaque glass.
- (6) Massing, Window Fenestration (arrangement, proportioning and design), and Doors
- (a) Buildings should utilize irregular footprints, material transitions, changes in roof slope, varying building heights and massing, and architectural features such as columns, bays, or other projections. Avoiding monotonous building facades or the appearance of out of scale buildings through architectural features is strongly encouraged.
  - (b) Buildings on corner lots should be oriented to face both streets and utilize high quality materials on both facades.
  - (c) Flat roofs are generally discouraged unless deemed otherwise appropriate by the Planning Board. Where flat roofs are constructed, they should be adorned with a decorative parapet wall or cornice to provide screening for rooftop equipment and maintain a consistent appearance with the traditional New England architectural vernacular.
  - (d) Roofs with gables, dormers, cupolas, chimneys, or other design features are encouraged.
  - (e) Building facades should have an appropriate and proportionate number of windows and doors. Windows should be selected for their consistency with the style of the building. Where windows are replaced in historic structures, the glazing of the replacement windows should be consistent with that of the original windows.
- (7) Utilities and Mechanicals
- (a) Open storage areas, service areas, loading facilities, and utility buildings should be screened from the view of neighboring properties, the street, and other structures using landscaping, fencing, or other appropriate methods.
  - (b) Garbage dumpsters should be enclosed by opaque fencing which should be kept closed except when being serviced and landscaping.
- (8) Signs and Illumination
- (a) Signs and banners should be constructed of substantial materials.
  - (b) Second story signage should be discouraged.
  - (c) Illumination for signs should be provided by lamps which cast light downward.
  - (d) Lighting for signage or parking should not be cast onto neighboring properties. The use of shields and other mechanisms to prevent light pollution and nuisance should be utilized to the extent necessary.
  - (e) The installation of pedestrian scale lamps adjacent to pedestrian areas is encouraged. Lamps should be selected for their consistency with the character of the Village Center and should be sited appropriately to avoid visual clutter. Tall lamp posts should not be used adjacent to building, but are acceptable in the interior of large parking areas.

*(Advisory Board Majority Approves and BOS Unanimously Approves)*

ARTICLE 37. To see if the Town will vote to amend the Westminster Zoning Bylaw (Chapter 205 of the Code of the Town of Westminster, Massachusetts) by amending Article II (Definitions), Section 205.4 – Terms Defined, as follows, (new language appears in *italics* and deleted language appears as ~~strikethrough~~), or act in relation thereto.

## ARTICLE II

### Definitions

#### § 205-4. Terms defined.

For the purposes of this chapter, the following words and phrases shall have the meanings or limitations of meanings herein defined. All present tenses shall include past and future tenses and all past tense the present. All singular terms shall include the plural and the plural the singular.

#### ACCESSORY

A. ACCESSORY BUILDING — A building devoted exclusively to a use accessory to the principal use of the lot on which it is located.

B. ACCESSORY USE — A use incident and subordinate to and on the same lot as a principal use.

ADULT BOOKSTORE — An establishment having a substantial or significant portion of its stock-in-trade printed matter, books, magazines, picture periodicals, motion-picture films, video cassettes, or coin-operated motion-picture machines for sale, barter or rental which are distinguished or characterized by their emphasis on matter depicting, describing or relating to sexual conduct as that term is defined in MGL c. 272, § 31; or an establishment having for sale sexual devices, which shall mean any device primarily designed, promoted or marketed to physically stimulate or manipulate the human genitals, pubic area or anal area, or an establishment with a segment or section devoted to the sale or display of such materials.

ADULT LIVE ENTERTAINMENT ESTABLISHMENTS (CABARET) — Establishments which feature live entertainment which consists of entertainers engaging in sexual conduct or nudity, or topless and/or bottomless wait persons or employees or any other form of nude or partially nude service or entertainment as defined in MGL c. 272, § 31.

ADULT MINI-MOTION-PICTURE THEATER — An enclosed building with a capacity for less than 50 persons used for presenting material distinguished or characterized by emphasis on matter depicting, describing or relating to sexual conduct as defined in MGL c. 272, § 31, for observation by patrons therein.

ADULT MOTION-PICTURE THEATER — An enclosed building with a capacity of 50 or more persons used for presenting material distinguished or characterized by an emphasis on matter depicting, describing or relating to sexual conduct as defined in MGL c. 272, § 31, for observation by patrons therein.

ADULT PARAPHERNALIA STORE — An establishment having as a substantial or significant portion of its stock devices, objects, tools or toys which are distinguished or characterized by their association with sexual activity, including sexual conduct or sexual excitement as defined in MGL c. 272, § 31.

**ADULT RETAIL USE** — An establishment having 35% or more of its stock-in-trade devoted to books, magazines, publications, tapes, films and/or other items that are distinguished or characterized by an emphasis on matter depicting, describing, or relating to sexual activities or anatomical genital areas.

**ADULT VIDEO STORE** — An establishment having a substantial or significant portion of its stock-in-trade, videos, movies or other film, material which is distinguished or characterized by its emphasis depicting, describing or relating to sexual conduct or sexual excitement as defined by MGL c.272, § 31.

## **APARTMENT**

A. **UNIT** — Any room or suite of rooms forming a habitable unit for one family with its own cooking and food storage equipment and its own bathing and toilet facilities and its own living, sleeping and eating areas wholly within such room or suite of rooms.

B. **APARTMENT BUILDING** — A building containing four or more apartment units, with no portion of the building below the first story or above the second story used for dwelling purposes.

C. **TOWNHOUSE APARTMENT** — A group of attached one-family dwellings.

*ARTISANAL MANUFACTURING* — A workshop for the production, in whole or in part, of custom-made goods by a skilled craft-worker or artisan which are to be sold on site.

*ASSISTED LIVING HOUSING* — Housing units and associated facilities designed for the elderly who require daily assistance but who do not require nursing home care. An Assisted Living Housing Unit consists of the same characteristics as a Congregate Living Housing Unit. Associated facilities typically provide additional services beyond Congregate Housing, including daily meals and personal services, medical monitoring and supervision. Assisted Living shall refer to certified Assisted Living Residences only, as regulated under EOEA 651 CMR 12.02.

*BIOTECHNOLOGY* — Any technology that uses living organisms or parts of organisms to make or modify products, to improve plants or animals, or to develop micro-organisms for specific uses as defined by the US Office of Technology Assessment.

**BUILD** — Includes the words "erect," "construct," "alter," "enlarge," "move," "modify," "excavate," "fill" and any others of like significance.

*BUILDABLE LOT* — With the exception of the Village Center district, each lot shall have at least half of its minimum lot size required by zoning consisting 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.

**BUILDING** — Includes the word "structure," unless the context unequivocally indicates otherwise. "Building" shall also mean any three-dimensional enclosure by any building materials of any space for use or occupancy, temporary or permanent, and shall include foundations in the ground; also, all parts of any kind of structure above the ground, except fences and field or garden walls or embankment retaining walls.

*BUILDING SUPPLY STORE — A retail store where building materials such as lumber, bricks, plywood, dry-wall, paneling, cement blocks and other cement products, and other building supplies are stored and sold. Such merchandise may be stored in the open, provided that all merchandise so stored is screened from ground level view from any abutting street or abutting property at the property line where such materials are stored.*

*BUSINESS OFFICES — Establishments primarily engaged in the rendering of services to other businesses, such as photo-copying, printing, blueprinting shops, advertising firms, mail and packaging services, data processing and office support services, janitorial and building maintenance, employment agencies, protective services, office equipment repair and leasing, and other similar services.*

*BUSINESS SERVICES — Establishments primarily engaged in rendering services to other businesses, such as photo copying, printing, and blueprinting shops, advertising firms, mail and packaging services, data processing and office support services, janitorial and building maintenance, employment agencies, protective services, office equipment repair and leasing, and other similar services.*

**COMMERCIAL BOARDING OR TRAINING KENNEL** - An establishment used for boarding, holding, day care, overnight stays or training of animals that are not the property of the owner of the establishment at which such services are rendered in exchange for consideration and in the absence of the owner of any animal; provided, however, that “commercial boarding or training kennel” shall not include an animal shelter or animal control facility, a pet shop licensed under MGL Chapter 129, Section 39A, a grooming facility operated solely for the purpose of grooming and not for overnight boarding or an individual who temporarily, and not in the normal course of business, boards or cares for animals owned by others.

**COMMERCIAL BREEDER KENNEL** - An establishment, other than a personal kennel, engaged in the business of breeding animals for sale or exchange to wholesalers, brokers or pet shops in return for consideration.

*CONGREGATE LIVING HOUSING — As defined by the MA Office of Elderly Affairs, congregate housing is a shared living environment designed to integrate the housing and services needs of elders and younger disabled individuals. The goal of Congregate Housing is to increase self-sufficiency through the provision of supportive services in a residential setting. Congregate Housing is neither a nursing home nor a medical care facility. It does not offer 24-hour care and supervision. Services are made available to aid residents in managing Activities of Daily Living in a supportive, but not custodial environment. Each resident has a private bedroom, but shares one or more of the following: kitchen facilities, dining facilities, and/or bathing facilities.*

*DAY CARE CENTER - Any facility operated on a regular basis whether known as a day nursery, nursery school, kindergarten, child play school, progressive school, child development center, or pre-school, or known under any other name, which receives children under seven (7) years of age, or under sixteen (16) years of age if such children have special needs, for nonresidential custody and care during part or all of the day separate from their parents.*

**DOMESTIC CHARITABLE CORPORATION KENNEL** — A facility operated, owned or maintained by a domestic charitable corporation registered with the Department of Agricultural Resources or an animal welfare society or other nonprofit organization incorporated for the purpose of providing for and promoting the welfare, protection and humane treatment of animals, including a veterinary hospital or clinic operated by a licensed veterinarian, which operates

consistent with such purposes while providing veterinary treatment and care.

## DWELLING

- A. DWELLING, ATTACHED — A building designed for or occupied as a one-family residence and separated from another attached dwelling on one or both sides by a vertical party wall.
- B. DWELLING, DETACHED — A building designed for or occupied as a one-family residence and separated from any other building except accessory buildings by side yards.
- C. UNIT — Same as "apartment unit."
- D. ONE-FAMILY DWELLING — A building designed for or occupied by one family.
- E. TWO-FAMILY DWELLING — A freestanding building, designed or intended exclusively for residential use containing two dwelling units. (This can be two attached dwelling units.)
- F. EXISTING DWELLING — A dwelling existing at the time of adoption of this chapter.

*ENTERTAINMENT AND RECREATIONAL FACILITIES - Buildings used for public recreation including but not limited to bowling alley, gyms, dance and yoga studios, skating rink, theater or sport arena or concert hall, provided that such use is housed indoors in sound-insulated structures.*

FAMILY — Any number of individuals, including domestic employees, living together in a dwelling unit and living as a single, nonprofit housekeeping unit, provided that a group of five or more persons who are not within the second degree of kinship to each other, as defined by civil law, shall not be deemed to constitute a "family."

*FAMILY CHILD CARE HOME - A private residence which, on a regular basis, receives for temporary custody and care during part or all of the day, children under 7 years of age, or children under 16 years of age if those children have special needs, and receives for temporary custody and care for a limited number of hours children of school age. The total number of children under 16 in a family child care home shall not exceed 6, including participating children living in the residence. Family child care home shall not mean a private residence used for an informal cooperative arrangement among neighbors or relatives, or the occasional care of children with or without compensation as defined and regulated under MGL Chapter 15D, Section 1A, provided that any outdoor play area is screened by fence, wall or planting line from any neighboring residential structure.*

*FARMS —Agriculture, orchard, horticulture, or silviculture, whether or not the farm is exempted under MGL Chapter 40A, §3, provided that any building housing farm animals be not less than 50 feet from the property boundary, unless the building was in existence at the time of adoption of this chapter.*

*FINANCIAL OFFICES - A bank, savings and loan, credit union, mortgage office, lending institution, investment-company, with or without drive-thru services and/or automated teller machine.*

*FRONTAGE - The continuous portion of the line separating a lot from a street to which the owner of the lot has a legal right of access and to which the owner could provide for vehicular access from a principal building or a required parking space. Frontage may be measured at the front yard setback line if the street is an arc of a curve with a radius of three hundred (300) feet or less, provided that there is, in any event, not less than a fifty-foot width of such frontage at the street.*

**HEIGHT OF BUILDING** — Measured as the vertical distance between the highest point of the roof and the mean finished grade of the ground adjoining the building.

**HOME OCCUPATION** — An activity customarily carried on by the permanent residents of a dwelling unit, inside the dwelling unit, requiring only customary home equipment. "Home occupations" do not include barbershops, beauty shops, commercial offices such as real estate or insurance, nor do they involve the sale of articles produced outside the dwelling unit nor the raising or production of products involving odor, vibration, smoke, dust, heat or other objectionable effects.

**HOTEL and MOTEL** — A structure containing sleeping rooms with or without a common eating facility, each room having its own private toilet facilities and each room let for compensation.

*INDEPENDENT LIVING HOUSING - Housing units and associated facilities designed for the elderly who are self-sufficient and require no on-site personal or health care services. An Independent Living Housing unit consists of a room or group of rooms designed or intended to provide a habitable unit for one or more persons with provisions for cooking, living, sanitation and sleeping for the exclusive use of the household unit. Associated facilities may include substantial common and socializing areas and other amenities as regulated under HHS 107 CMR 10:00.*

**KENNEL** - A pack or collection of dogs on a premise, including a commercial boarding or training kennel, commercial breeder kennel, domestic charitable corporation kennel, personal kennel or veterinary kennel.

*LARGE FAMILY CHILD CARE HOME - A private residence which, on a regular basis, receives for temporary custody and care during part, or all of the day, children under 7 years of age, or children under 16 years of age if such children have special needs, and receives for temporary custody and care for a limited number of hours children of school age, but the number of children under the age of 16 in a large family child care home shall not exceed 10, including participating children living in the residence. A large family child care home shall have at least 1 approved assistant when the total number of children participating in child care exceeds 6. Large family child care home shall not mean a private residence used for an informal cooperative arrangement among neighbors or relatives, or the occasional care of children with or without compensation as defined and regulated under MGL Chapter 15D, Section 1A, provided that any outdoor play area is screened by fence, wall or planting line from any neighboring residential structure.*

*LIFE SCIENCES - Advanced and applied sciences that expand the understanding of human physiology and have the potential to lead to medical advances or therapeutic applications including, but not limited to, agricultural biotechnology, biogenetics, bioinformatics, biomedical engineering, biopharmaceuticals, biotechnology, chemical synthesis, chemistry technology, diagnostics, genomics, image analysis, marine biology, marine technology, medical devices, nanotechnology, natural product pharmaceuticals, proteomics, regenerative medicine, RNA*

*interference, stem cell research and veterinary science. (M.G.L, Chapter 130 of the Acts of 2008). Facilities that utilize animal testing of products are not included in this definition.*

*LIGHT MANUFACTURING - Place of manufacturing, assembly or packaging of goods, provided that all resulting cinders, dust, flashing, fumes, gases, odors, refuse matter, smoke and vapor are effectively confined to the premises or are disposed of in a manner that does not create a nuisance or hazard to safety or health.*

*LIVESTOCK FARMS - Livestock or poultry, provided that any building housing livestock or poultry be not less than 50 feet from the property boundary unless the building was in existence at the time of adoption of this chapter. The raising of swine is permitted on parcels that are at least five acres in size.*

**LOADING AREA** - An off-street area for the loading and unloading of goods and materials from a vehicle.

**LOT** — The whole area of a single parcel of land undivided by a street under one ownership, with ascertainable boundaries established by deed or deeds of record or a segment of land ownership defined by lot boundary lines on a land division plan duly approved by the Planning Board under the Subdivision Control Statute.

**LOT COVERAGE** — The amount of area on a lot covered by the horizontal cross section of structures, *exclusive of recreational facilities such as swimming pools, tennis courts, etc. for the use of the residents.*

**LOT FRONTAGE** — The distance measured along the boundary of a lot coinciding with the street line, being an unbroken distance along a way currently maintained by a town, county, or state, or along ways shown on the definitive plans of approved subdivisions which have been secured or constructed, through which actual access to the potential building site shall be required.

**LOT LINE, FRONT** — A line dividing a lot from a street. On any lot bounded on more than one side by a street, the street boundary that is to be the lot front shall be so designated in any application for a permit to build on such lot.

**LOT LINE, REAR** — Except for a triangular lot, the lot line opposite the front lot line.

**LOT LINE, SIDE** — Any lot line not a front or rear lot line.

**LOT WIDTH** — As measured wholly within such lot, the shortest distance between side lot lines at the required front yard depth.

**MARINA** — A commercial enterprise having an area for the storage, mooring or service of boats, with frontage on a navigable body of water and with facilities for the landing of boats. If storage is to be on land and of a transient nature requiring frequent launchings and landings, it shall be inside a building.

**MEDICAL MARIJUANA TREATMENT CENTER/REGISTERED MARIJUANA DISPENSARY** - A Registered Marijuana Dispensary (RMD) as defined in the regulations promulgated by the Massachusetts Department of Public Health (DPH), 105 CMR 725.000. Such facilities shall be operated and managed by a not-for-profit entity registered with the state that

acquires, cultivates, possesses, processes, transfers, transports, sells, distributes, dispenses or administers medical marijuana, products containing marijuana, related supplies, or educational materials to qualifying patients and/or their personal caregivers.”

#### MOBILE HOME and/or TRAILER

A. MOBILE HOME — A transportable, single-family dwelling unit built on a chassis for year-round occupancy and containing the same water supply, waste disposal and electrical conveniences as immobile housing.

B. TRAILER — The following shall be considered a trailer.

(1) TRAVEL TRAILER — A vehicular portable structure built on a chassis, designed as a temporary dwelling for travel, recreation and vacation and having body width not exceeding eight feet and a body length not exceeding 32 feet.

(2) PICK UP COACH — A structure to be mounted on a truck chassis for use as a temporary dwelling for travel, recreation and vacation.

(3) MOTOR HOME — A portable temporary dwelling to be used for travel, recreation and vacation, constructed as an integral part of a self-propelled vehicle.

(4) CAMPING TRAILER — A folding structure mounted on wheels and designed for travel, recreation and vacation use.

MOBILE HOME OR TRAILER PARK — A parcel of land which has been planned and improved for the placement of mobile homes or trailers for transient or non-transient use and is designed to accommodate two or more mobile homes or trailers.

#### NONCONFORMING

A. LOT — A lot that does not conform to a dimensional regulation prescribed by this chapter for the district in which it is located but was in existence at the time of adoption of this chapter and was lawful at the time it was established and conforms to the requirements of MGL c. 40A.

B. USE — A use of a building or lot that does not conform to a use regularly permitted by this chapter for the district in which it is located, but was in existence at the time of the adoption of this chapter and was lawful at the time it was established.

OCCUPIED — Includes the words "designed, arranged or intended to be occupied."

PARKING SPACE — An area containing adequate space, as determined by the Planning Board, to be used exclusively as a parking stall for one motor vehicle.

PERSONAL KENNEL - A pack or collection of more than 4 dogs, 3 months or older, owned or kept under single ownership for private personal use; provided, however, that breeding of personally owned dogs may take place for the purpose of improving, exhibiting or showing the breed for use in legal sporting activity or for other personal reasons; provided further, that selling, trading, bartering or distributing such breeding from a personal kennel shall be to other breeders or individuals by private sale only and not to wholesalers, brokers or pet shops; provided further,

that a personal kennel shall not sell, trade, barter or distribute a dog not bred from its personally-owned dog; and provided further, that dogs temporarily housed at a personal kennel, in conjunction with an animal shelter or rescue registered with the Department of Agricultural Resources, may be sold, traded, bartered or distributed if the transfer is not for profit.

*PERSONAL SERVICES - Businesses where the primary occupation is the repair, care of, maintenance, or customizing of personal properties that are worn or carried about the person or are a physical component of the person. Personal service establishments shall include but not be limited to: barber shops, beauty salons, manicurists, laundry, dry-cleaning and other garment servicing establishments, tailors, dressmaking shops, shoe repair shops, watch repair shops, opticians, tanning salons, and other similar places of businesses, but not including offices for physicians, dentists, and veterinarians.*

*PRIVATE NONPROFIT SOCIAL CLUB OR LODGE - Buildings and facilities owned by a corporation, association, person or persons for a social, educational, or recreational purpose, to which membership is required for participation and not primarily operated for profit nor to render a service that is customarily carried on as a business.*

*PROFESSIONAL OFFICES - An office or offices of recognized professions such as doctors, lawyers, licensed massage/ muscular therapists, engineers, artists, musicians, designers and others who through training are qualified to perform services of a professional nature.*

*PUBLIC UTILITIES - Investor-owned electric power, natural gas, and water utilities in the Commonwealth.*

*PUBLIC SERVICE CORPORATIONS – Those corporations located within the Commonwealth of Massachusetts that provide a public service or services, regulated by the MA Department of Public Utilities or the MA Department of Telecommunications and Cable, and which may be exempted from local zoning after a public hearing held by either department to determine the applicability of MGL Chapter 40A, Section 3 where the Town is notified as an interested party.*

*RECYCLING FACILITY - The use of land and/or structures for the collection and/or processing of used materials, excluding motor vehicles and excluding bottle and can redemption, whereby the resultant product is to be re-used in the same or different form or matter, provided that all resulting cinders, dust, flashing, fumes, gases, odors, refuse matter, smoke and vapor are effectively confined to the premises or are disposed of in a manner that does not create a nuisance or hazard to safety or health.*

*RETAIL STORE - A business that sells consumer products directly to consumers and may include, but is not limited to department stores and stores that sell the following: furniture, clothing, hardware, household furnishing, sporting goods, electronics, and appliances., provided that all storage and sales of materials are conducted within a building and such building is no greater than 25,000 square feet of gross floor area.*

**SELF-SERVICE STORAGE (MINI-WAREHOUSE) FACILITY** — An establishment consisting of a structure or group of structures containing separate storage spaces of varying sizes leased or rented for dead storage as individual leases. Individual storage spaces shall be leased or rented to tenants who are to have access to said space for the purpose of storing or removing personal property. No individual storage space shall exceed 900 square feet of gross floor area. Trucking terminals are specifically excluded from this definition and the intent is to limit the definition to that use set forth in Massachusetts General Laws, Chapter 105A, Self-Storage Facilities.

*SHARED PARKING – Parking spaces that may be shared by different uses to be counted towards the parking requirement. Parking spaces to be shared should serve uses that have different hours of operation.*

**SIGNS** — Includes any permanent or temporary structure, device, letter, word, model, banner, pennant, insignia, trade flag or representation used as or which is in the nature of an advertisement, announcement or direction or is designed to attract the eye by intermittent or rapid motions or illumination.

**SPACE, HABITABLE** — Those areas within the exterior walls of a dwelling which have headroom of not less than seven feet measured vertically upward from the top of the finished floor, but excluding basement areas and excluding areas in any accessory structure attached to any dwelling.

**STORY** — That portion of a building contained between any floor and the floor or roof next above it, but not including any portion so contained if more than one-half (1/2) of such portion vertically is below the average natural grade of the ground adjoining such building.

**STREET** — A public way or private way on record at the Registry of Deeds which affords a principal means of adequate access to abutting property and open to travel by the general public or a way shown on a subdivision plan duly approved by the Planning Board under the Subdivision Control Statute.

**STRUCTURE** — A combination of material assembled at a fixed location to give support or shelter, such as a building, tower, framework, platform, bin, sign or the like.

*TRADE, PROFESSIONAL OR OTHER SCHOOL - A specialized instructional establishment that provides on-site training of business, commercial and/or trade skills (such as accounting, data processing, and computer repair).*

*UPPER STORY RESIDENTIAL – Dwelling units located above first floor commercial or institutional uses in the Village Center District.*

**USE** — The purpose for which land or a building is arranged, designed or intended or for which either land or a building is or may be occupied or maintained.

**USE, PRINCIPAL** — The main or primary purpose for which a structure or lot is designed, arranged or intended, or for which it is permitted to be used, occupied or maintained under this chapter.

**VETERINARY KENNEL** - A veterinary hospital or clinic that boards dogs for reasons in addition to medical treatment or care; provided, however, that “veterinary kennel” shall not include a hospital or clinic used solely to house dogs that have undergone veterinary treatment or observation or will do so only for the period of time necessary to accomplish that veterinary care.

## **YARD**

A. **FRONT YARD** — An open space extending the entire width of a lot from lot side line to lot side line between the front lot line or lines and the nearest point of a building.

B. REAR YARD — An open space extending the entire width of a lot line from side line to side line between the rear lot line or the corner of a triangular lot farthest from the front lot line and the nearest point of the building.

C. SIDE YARD — An open space extending along a side line of a lot (between the front yard and the rear yard on such lot) and extending between the side line of such lot to the nearest point of the building.

*(Advisory Board and BOS Unanimously Approves)*

ARTICLE 38. To see if the Town will vote to amend the Westminster Zoning Bylaw (Chapter 205 of the Code of the Town of Westminster, Massachusetts) by revising the Land Space Requirements (Section 205, Attachment 2) as follows (new language appears in italics and deleted language appears as strikethrough), or act in relation thereto:

*205 Attachment 2*

**Town of Westminster  
Land Space Requirements  
Chapter 205, Zoning**

Zoning District	Minimum Lot Size (square feet)	Minimum Lot Frontage <sup>1</sup> (feet)	Minimum Yard Depth <sup>2</sup>			Maximum Building Height <sup>3</sup>		Maximum Percentage of Lot Coverage <sup>4</sup>
			Front <sup>4,5</sup> (feet)	Rear <sup>4</sup> (feet)	Side <sup>4</sup> (feet)	Stories	Feet	
Residence Districts								
R-I	50,000 <sup>4,2-10</sup>	150 <sup>5 4,4,2-10</sup>	25	20	15	2½	35	20% <sup>4</sup>
R-II	60,000 <sup>4,5 12</sup>	175 <sup>5 4,4,5 12</sup>	30	20	15	2½	35	20% <sup>4</sup>
R-III	86,000	200	30	20	15	2½	35	20%
Commercial Districts								
C-I	40,000	150	40	40	20 <sup>6</sup>	2	30	--
C-II	10,000	100	25	20	20 <sup>6</sup>	2	30	--
<del>C-III</del> VC <sup>7</sup>	--	--	15	20	10 <sup>6</sup>	2	30	80%
Industrial Districts								
I-I	40,000	150 <del>200</del>	25 <del>40</del>	50	25 <del>30</del> <sup>8</sup>	4 <del>2</del>	50	65% <del>25%</del>
I-II <sup>4,3 11</sup>	40,000	100	20 <del>40</del>	30	25 <del>20</del> <sup>8</sup>	4 <del>2</del>	50	65%
Floodplain and/or Wetland Protection Districts <sup>9</sup>								

NOTES:

<sup>1</sup> Frontage may be measured at the front yard setback line if the street is an arc of a curve with a radius of three hundred (300) feet or less, provided that there is, in any event, not less than a fifty foot width of such frontage at the street.

<sup>1 2</sup> Not less than the *lot* frontage requirements shall be maintained throughout the front yard depth.  ~~, except as provided for in Note <sup>1</sup> above.~~

<sup>2 3</sup> On lots abutting streets on more than one (1) side, the front yard requirements shall apply to each of the abutting streets.

<sup>3 4</sup> These height restrictions shall not apply to chimneys, water towers, skylights and other necessary features appurtenant to buildings which are usually carried above roofs and are not used for human occupancy. ~~Note except that the height of wireless communications towers and associated facilities shall comply with the requirements of § 205-39.2, and the height of wind power generation facilities shall comply with the requirements of § 205-39.3. Wireless communications towers and facilities, of this chapter.~~ **[Amended STM 6-18-2001 by Art. 5]**

<sup>4 5</sup> See Article IX, *Section 205-37 (apartments and attached dwellings) for the dimensional requirements that apply to apartments and attached dwellings.* ~~regarding uses permitted by special permit.~~

<sup>5 6</sup> A dwelling need not be set back more than the average of the setbacks of dwellings on the lots adjacent to either side. If a vacant lot exists on one (1) side, it shall be considered as a dwelling set back the depth of the required front yard.

<sup>6 7</sup> Except there is no requirement when the side of a building abuts another building.

<sup>7</sup> *See also Section 205-39 (D): Additional Dimensional Requirements.*

<sup>8</sup> ~~Height restrictions may be waived by the Board of Appeals for office buildings and motels, subject to the following conditions and those set forth in Article IX.~~

~~A. Office buildings:~~

~~(1) Minimum land area: five (5) acres.~~

~~(2) Minimum frontage: three hundred (300) feet.~~

~~(3) Minimum yard depths in addition to required yard depths: one (1) foot for each foot of height in excess of maximum allowed as a matter of right for the zoning district in which it is located.~~

<sup>8 9</sup> Except fifty (50) feet when abutting a residential zone.

<sup>10</sup> ~~Exclusive of recreational facilities such as swimming pools, tennis courts, etc., for the use of the residents.~~

<sup>9 11</sup> Floodplain restrictions are set forth in Article XI.

<sup>10 12</sup> **[Amended STM 11-2-1978 by Art. 4]**

<sup>11 13</sup> **[Added STM 10-10-1995 by Art. 17]**

<sup>14</sup> ~~Except that if public wastewater disposal is not available, the yard depth and lot coverage for the I-II District shall be the yard depth and lot coverage specified for the I-I District.~~ **[Added STM 10-10-1995 by Art. 17]**

<sup>12 15</sup> **[Added STM 10-12-1999 by Art. 15]**

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.” ~~[Added STM 5-5-2012 by Art. 45]~~  
*(Advisory Board and BOS Unanimously Approves)*

ARTICLE 39. To see if the Town will vote to amend the Westminster Zoning Bylaw (Chapter 205 of the Code of the Town of Westminster, Massachusetts) by revising the Table of Use Regulations, Section 205, Attachment 1, Sections B through I, as follows (new language appears in *italics* and deleted language appears as ~~strikethrough~~), or act in relation thereto:

205 Attachment 1

**Town of Westminster  
 Table of Use Regulations  
 Chapter 205, Zoning  
 (Part 1)**

B. Institutional, recreational and educational uses	Residential			Commercial			Industrial	
	R-I	R-II	R-III	C-I	C-II	<del>C-III</del> <i>VC</i>	I-I	I-II
Use								
(1) Place of worship	Y	Y	Y	Y	Y	Y	Y	Y
(2) Religious, sectarian and nonsectarian denominational, private or public school. <del>not conducted as a private business for gain</del>	Y	Y	Y	Y	Y	Y	Y	Y
(3) <i>Federal, State and</i> Municipal buildings and related or supporting facilities	Y	Y	Y	Y	Y	Y	Y	Y
(4) Cemeteries	Y	Y	Y	Y	Y	Y	Y	Y
(5) Municipal park, playground or recreational facility	Y	Y	Y	Y	Y	Y	Y	Y
(6) Public utilities <del>not owned by a public service corporation</del>	SP	SP	SP	SP	SP	SP	SP	SP
<del>(7) Public utilities owned by a public service corporation and exempted under MGL Chapter 40A, Section 3</del>	<del>Y</del>	<del>Y</del>	<del>Y</del>	<del>Y</del>	<del>Y</del>	<del>Y</del>	<del>Y</del>	<del>Y</del>
(7) Private nonprofit libraries or museums	SP	SP	SP	Y	Y	Y	SP	SP
(8) Private nonprofit community center building, <del>settlement house</del> , adult education center or other similar facility	SP	SP	SP	SP	SP	SP	N	N
(9) Hospital or infirmary, <del>nursing home</del> , convalescent home, or assisted living facilities	<del>SP Y</del>	<del>SP-Y</del>	<del>SP-Y</del>	<del>SP Y</del>	<del>SP Y</del>	<del>SP Y</del>	<del>N Y</del>	<del>N Y</del>
10) <i>Nursing home, convalescent home, or assisted living facility</i>	Y	Y	Y	Y	Y	Y	Y	Y
(11) Day nursery, nursery school or kindergarten or other agency giving day care to children, provided that any outdoor play area is screened by fence, wall or planting line from any neighboring residential structure	Y	Y	Y	<del>SP Y</del>	<del>SP-Y</del>	<del>SP-Y</del>	<del>SP-Y</del>	<del>SP-Y</del>

Use	R-I	R-II	R-III	C-I	C-II	<del>C-III</del> VC	I-I	I-II
(12) Large family child care home	Y	Y	Y	Y	Y	Y	Y	Y
(13) Family child care home (considered an accessory use under Item I-12)	Y	Y	Y	Y	Y	Y	Y	Y
(14) Trade, professional or other school conducted as a private business for gain	SP	N	N	Y	Y	Y	SP	SP
(15) Private nonprofit membership or social club or lodge	SP	SP	SP	Y	Y	Y	SP	SP
(16) Country Club, golf, swimming, tennis or other recreational facility	SP	SP	SP	Y	Y	Y	SP	SP
(17) Entertainment and recreational facilities operated as a business for gain, including but not limited to bowling alley, skating rink, theater or sport arena or concert hall, provided that such use is housed indoors in sound insulated structures	N	N	N	Y	Y	Y	SP-N	SP-N
(18) Domestic charitable corporation kennel	SP-PB	SP-PB	SP-PB	N	N	N	N	N
<del>16) Government offices</del>	<del>N</del>	<del>N</del>	<del>N</del>	<del>N</del>	<del>N</del>	<del>Y</del>	<del>N</del>	<del>N</del>
<b>C. Agricultural Uses</b>								
(1) Farms: agriculture, orchard, horticulture, or silviculture, <del>exempted under MGL c. 40A, §3, provided that any building housing farm animals be not less than 50 feet from the property boundary, unless the building was in existence at the time of adoption of this chapter</del>	Y	Y	Y	Y	Y	Y	Y	Y
(2) Farms: agriculture, orchard, horticulture, or silviculture, <del>not exempted under MGL c. 40A, §3, provided that any building housing farm animals be not less than 50 feet from the property boundary, unless the building was in existence at the time of adoption of this chapter</del>	Y	Y	Y	Y	Y	Y	Y	Y
(2) Livestock Farms	Y	Y	Y	Y	Y	Y	Y	Y
(3) One roadside stand per farm for sale of agricultural or horticultural products	Y	Y	Y	Y	Y	Y	Y	Y
(4) Farms: <del>piggeries not exempted under MGL Chapter 40A, Section 3 on parcels less than five acres</del>	<del>N</del>	<del>N</del>	<del>N</del>	<del>N</del>	<del>N</del>	<del>N</del>	<del>N</del>	<del>N</del>
(4) Sales places for flowers, garden supplies or agricultural produce partly or wholly outdoors, including commercial greenhouses <del>not exempted under MGL Chapter 40A Section 3 on parcels less than 5 acres</del>	SP	SP	SP	Y	Y	Y	SP	SP
(5) <del>The raising of swine on parcels of five acres or more and exempted under MGL Chapter 40A, Section 3</del>	<del>Y</del>	<del>Y</del>	<del>Y</del>	<del>Y</del>	<del>Y</del>	<del>Y</del>	<del>Y</del>	<del>Y</del>

<b>D. Offices and laboratory</b>								
<b>Use</b>	<b>R-I</b>	<b>R-II</b>	<b>R-III</b>	<b>C-I</b>	<b>C-II</b>	<del>C-III</del> <b>VC</b>	<b>I-I</b>	<b>I-II</b>
(1) Business, financial, professional or governmental offices	N	N	N	Y	Y	Y	Y	Y
(2) <del>Medical offices and clinics</del> <b>Offices and clinics for medical, psychiatric or other health services for the examination or treatment of persons as outpatients, including laboratories that are part of such office or clinic</b>	N	N	N	Y	Y	Y	<del>SP-Y</del>	<del>SP-Y</del>
(3) Research and development laboratory or research facility, including life science and biotechnology laboratories having Biological Safety Levels 1, 2 and 3 as determined by the CDC	N	N	N	Y	Y	Y	Y	Y
(4) <del>Research and development laboratory or research facility, including life science and biotechnology laboratories having a Biological Safety Level of 4 as determined by the CDC</del>	<del>N</del>	<del>N</del>	<del>N</del>	<del>N</del>	<del>N</del>	<del>N</del>	<del>SP</del>	<del>SP</del>
(5) Radio, movie or television studio	N	N	N	<del>SP Y</del>	<del>SP Y</del>	<del>SP Y</del>	<del>SP-Y</del>	<del>SP Y</del>
(6) Radio or television transmission	N	SP	SP	SP	SP	SP	SP	SP
<b>E. Retail business and consumer service establishments</b>								
(1) Store for retail sale of merchandise, provided that all storage and sales of materials are conducted within a building and such building is no greater than 25,000 square feet of gross floor area	N	N	N	Y	Y	Y	<del>SP N</del>	<del>SP-N</del>
(2) Retail store containing more than 25,000 square feet of gross floor area	N	N	N	N	N	N	N	N
(3) Eating places serving food and beverages to be consumed within the building	N	N	N	Y	Y	Y	<del>SP N</del>	<del>SP-N</del>
(4) <del>Eating places serving food and beverages with an outside patio or deck</del>	<del>N</del>	<del>N</del>	<del>N</del>	<del>SP</del>	<del>SP</del>	<del>SP</del>	<del>N</del>	<del>N</del>
(5) Brewery with restaurant and/or retail component	N	N	N	Y	Y	Y	Y	Y
(6) Stores for the sale or rental of boats, marine supplies and associated items	N	N	N	Y	<del>N-Y</del>	<del>Y SP</del>	<del>SP-N</del>	<del>SP N</del>
(7) Marinas, including sales and repair of boats and related supplies	SP	SP	SP	Y	Y	<del>Y N</del>	SP	SP
(8) <del>Service business</del> <b>Personal services serving local needs such as barbershops, beauty shops, shoe repair, self service laundry or dry cleaning or pick up agency</b>	N	N	N	Y	Y	Y	N	N
(9) Studios for arts and handicrafts, provided not more than 5 persons are employed at any 1 time on the premises	SP	SP	SP	Y	Y	Y	<del>SP N</del>	<del>N</del>
(10) Mortuary, undertaking or funeral establishment	SP	N	N	Y	Y	Y	N	N

Use	R-I	R-II	R-III	C-I	C-II	<del>C-III</del> VC	I-I	I-II
(11) Veterinary kennel	SP-PB	SP-PB	SP-PB	SP-PB	SP-PB	SP-PB	SP-PB	SP-PB
(12) <del>Building Supply Store for retail sale of merchandise such as, but not limited to, lumberyards and building supply yards wherein merchandise is stored in the open, provided that all merchandise so stored is screened from ground level view from any abutting street or abutting property at the property line where such materials are stored</del>	N	N	N	Y	<del>N-Y</del>	N	<del>SP N</del>	<del>SP N</del>
(13) Glass sales and repairs, including auto glass repair and service	N	N	N	Y	Y	¥ SP	SP	SP
(14) Business services <del>such as copy center or office machine repairs</del>	N	N	N	Y	Y	Y	Y	Y
(15) Adult bookstores, adult live entertainment, adult motion picture theater, adult mini-motion picture theater, adult video store, or adult paraphernalia store (see Section 205-37.2)	N	N	N	N	N	N	SP	SP
(16) Self-storage (mini warehouse facilities)	N	N	N	N	N	N	SP	SP
(17) Commercial boarding or training kennel	SP-PB	SP-PB	SP-PB	SP-PB	SP-PB	SP-PB	SP-PB	SP-PB
(18) Commercial breeder kennel	N	SP-PB	SP-PB	N	N	N	N	N
(19) Drive-in eating places where the motorist does not have to leave his car or where food is normally consumed outside the building	N	N	N	Y	Y	¥ SP	N	N
(20) Place for exhibition, fabrication, lettering or sale of gravestones	N	N	N	<del>SP-Y</del>	<del>SP-Y</del>	<del>SP-Y</del>	Y	Y
<b>F. Automotive service and open air drive-in retail service</b>								
(1) Gasoline service stations	N	N	N	SP	SP	SP	<del>SP-N</del>	<del>SP-N</del>
(2) Sale or rental of automobiles, <del>boats</del> , or other motor vehicles and accessory storage	N	N	N	Y	N	N	<del>SP N</del>	<del>SP-N</del>
(3) Automobile <i>and motorcycle</i> repair shops, provided that all major work is carried out within the building	N	N	N	Y	<del>N-Y</del>	<del>N-SP</del>	SP	SP
(4) Bus or other large vehicle storage or repair	N	N	N	N	N	N	Y	Y
(5) Car washing establishments	N	N	N	Y	Y	Y	<del>SP-N</del>	<del>SP-N</del>
<del>(6) Sales places for flowers, garden supplies or agricultural produce partly or wholly outdoors, including commercial greenhouses</del>	<del>SP</del>	<del>SP</del>	<del>SP</del>	<del>¥</del>	<del>¥</del>	<del>¥</del>	<del>SP</del>	<del>SP</del>
<del>(7) Drive in banks</del>	<del>N</del>	<del>N</del>	<del>N</del>	<del>¥</del>	<del>¥</del>	<del>¥</del>	<del>¥</del>	<del>¥</del>
<del>(8) Drive in eating places where the motorist does not have to leave his car or where food is normally consumed outside the building</del>	<del>N</del>	<del>N</del>	<del>N</del>	<del>¥</del>	<del>¥</del>	<del>¥</del>	<del>N</del>	<del>N</del>

Use	R-I	R-II	R-III	C-I	C-II	<del>C-III</del> VC	I-I	I-II
<del>(9) Place for exhibition, fabrication, lettering or sale of gravestones</del>	<del>N</del>	<del>N</del>	<del>N</del>	<del>SP</del>	<del>N</del>	<del>N</del>	<del>Y</del>	<del>Y</del>
<b>G. Industrial, wholesale and transportation uses</b>								
(1) Laundries and dry-cleaning plants	N	N	N	<del>N-Y</del>	<del>N-Y</del>	<del>N-SP</del>	Y	Y
(2) Printing, binding, publishing and related arts and trades	N	N	N	<del>N-Y</del>	<del>N-Y</del>	<del>N-SP</del>	Y	Y
(3) Bottling of beverages, including spring water	N	N	N	N	N	N	Y	Y
(4) Plumbing, electrical or carpentry shop or other similar service or repair establishment	N	N	N	<del>SP-Y</del>	<del>SP-Y</del>	SP	Y	Y
(5) <del>Light Manufacturing Place of manufacturing, assembly or packaging of goods, provided that all resulting cinders, dust, flashing, fumes, gases, odors, refuse matter, smoke and vapor are effectively confined to the premises or are disposed of in a manner that does not create a nuisance or hazard to safety or health</del>	N	N	N	N	N	N	Y	Y
(6) Wholesale business and storage in an enclosed and roofed structure	N	N	N	Y	<del>N-SP</del>	<del>N-SP</del>	Y	Y
(7) Wholesale business with outside storage	N	N	N	N	N	N	SP	SP
(8) Truck terminals	N	N	N	N	N	N	SP	SP
(9) <i>Artisanal Manufacturing</i>	<i>N</i>	<i>N</i>	<i>N</i>	<i>Y</i>	<i>Y</i>	<i>Y</i>	<i>Y</i>	<i>Y</i>
<b>H. Other principal uses</b>								
(1) Mixed-use building containing retail, office, restaurant or consumer service establishments and residential dwelling units	N	N	N	N	Y	Y	N	N
(2) Open lot storage or sale of junk or salvaged materials	N	N	N	N	N	N	N	N
(3) Any use hazardous to health because of danger of flooding, inadequacy of drainage or inaccessibility to fire-fighting apparatus or other protective service	N	N	N	N	N	N	N	N
(4) Recycling facility	N	N	N	N	N	N	SP	SP
(5) Airports, air pads, private or commercial propeller, jet, helicopter, glider planes, <i>drone ports</i> , sale or rental of craft and storage	N	N	N	N	N	N	SP	SP
(6) Wireless communications towers and facilities	See Wireless Communications Overlay District Map August 2012.							
(7) Residential wind energy facilities – see Section 205.39.3	Y	Y	Y	Y	Y	Y	Y	Y
(8) Small wind energy facilities – see Section 205.39.3	N	SP-PB	N	N	N	N	N	N
(9) Medical Marijuana treatment center/registered marijuana dispensaries – see Section 205.39.4	N	N	N	N	N	N	SP-PB	SP-PB

Use	R-I	R-II	R-III	C-I	C-II	<del>C-III</del> VC	I-I	I-II
<b>I. Accessory Uses and off-street parking</b>								
(1) Private garage for residents of a dwelling on the same premises	Y	Y	Y	Y	Y	Y	Y	Y
(2) Private greenhouse, toolsheds, tennis courts, swimming pools or other similar building or structure for domestic use	Y	Y	Y	Y	Y	Y	Y	Y
(3) The raising or keeping of animals, livestock or poultry as pets or for use by the residents of the premises, provided that no sty, paddock, building or similar enclosure for any animal may be less than 50 feet from any lot line	Y	Y	Y	Y	Y	Y	Y	Y
(4) Customary home occupation of the office of a resident physician, dentist, attorney-at-law, architect, engineer or member of other recognized profession similar to the aforementioned, provided not more than 3 persons shall practice or be employed on the premises at any one time, and further provided that there is no external change which alters the residential appearance of the buildings, and further provided there is no exterior storage	Y	Y	Y	Y	Y	Y	Y	Y
(5) The use of a portion of a dwelling or accessory building thereto by a resident builder, carpenter, painter, plumber, mason, electrician or other artisan or by a resident tree surgeon or landscape gardener for incidental work and storage in connection with their off-premises occupation, provided that there is no external change which alters the residential appearance of the buildings, and further provided there is no exterior storage of goods or materials	Y	Y	Y	Y	Y	Y	Y	Y
(6) Restaurants inside a building for the use of the primary occupants of the building, provided that there is no exterior evidence of the same	N	N	N	Y	Y	Y	Y	Y
(7) Restaurants primarily for the use of residents of an apartment building or group of apartment buildings, provided that there is no exterior evidence of the same	SP	N	N	Y	Y	Y	N	N
(8) Beauty shop, barbershop or newsstand for the resident under the same conditions as set forth in Subsection I(7) above	SP	N	N	Y	Y	Y	N	N

Use	R-I	R-II	R-III	C-I	C-II	<del>C-III</del> VC	I-I	I-II
(9) The use of a portion of a dwelling or accessory building thereto by the residents of the dwelling for an office or for the sale of antiques or like merchandise, provided that there is no exterior storage, that all work or sale of goods is carried on inside a building and that not more than 1 person shall be employed on the premises at any 1 time exclusive of the residents, and further provided there is no external change which alters the residential appearance of the buildings	Y	Y	Y	Y	Y	Y	Y/N	Y/N
(10) Personal services such as barbershops, beauty shops and like services, provided that there are no nonresidential employees, and further provided there are no external change which alter the residential appearance of the buildings	Y	Y	Y	Y	Y	Y	Y/N	Y/N
(11) Uses accessory to activities permitted as a matter of right, which activities are necessary in connection with scientific research or scientific development or related production, provided that the proposed accessory use does not substantially <del>derogate</del> detract from the public good	SP	SP	SP	SP	SP	SP	SP	SP
(12) Family day-care service with no more than 6 children under 16 and no children sleeping overnight	Y	Y	Y	Y	Y	Y	Y	Y
(13) Retail use accessory to the principal manufacturing use	N	N	N	N	N	N	SP	SP
(14) Personal kennel	Y	Y	Y	Y	Y	Y	Y	Y

*(Advisory Board and BOS Unanimously Approves)*

ARTICLE 40. To see if the Town will vote to amend the Westminster General Bylaws at Chapter 28, "Finances," by deleting Section 28-6, "Competitive bids required for certain work; exemptions," or act in relation thereto.

*(Advisory Board Majority Approves and BOS will vote prior to the Annual Town Meeting)*

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 11th day of April in the year of our Lord two thousand and sixteen.

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John F. Fairbanks

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Wayne R. Walker

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Heather M. Billings

BOARD OF SELECTMEN