

**Town of Westminster  
Commonwealth of Massachusetts**

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**Report and Recommendations of the Advisory Board**

**Fiscal Year 2018**

**Annual Town Meeting**

**Westminster Elementary School**

**Saturday, May 6, 2017 - 1:00 p.m.**



Prepared by the Westminster Advisory Board

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# Advisory Board Report

## Introduction

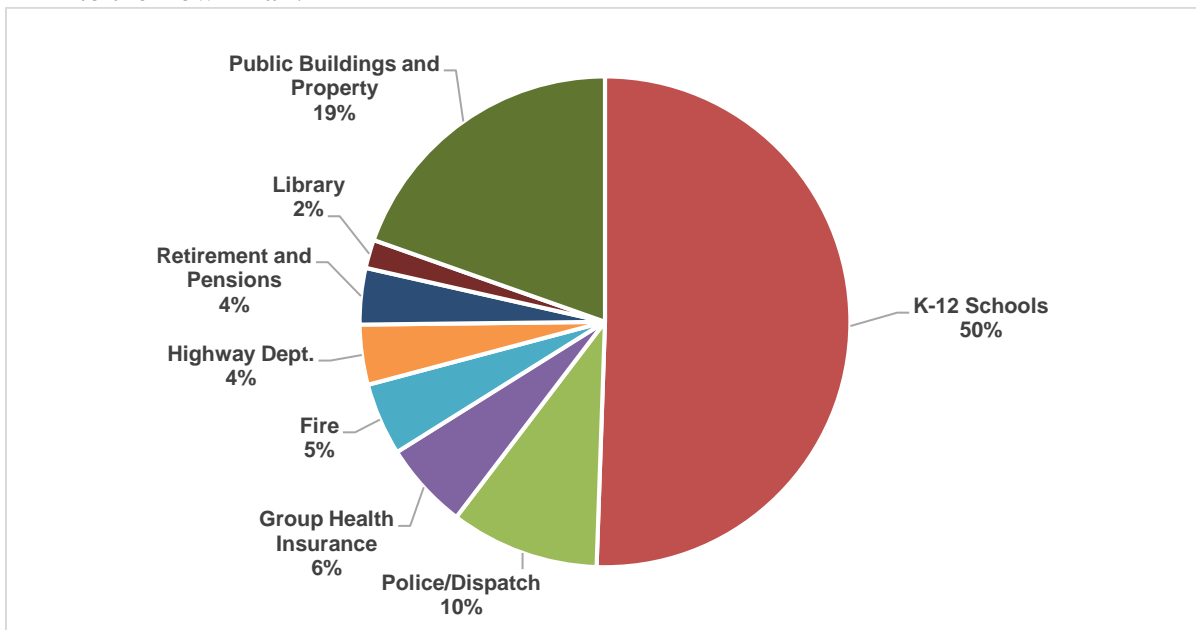
The following is the recommended budget proposal for the Town of Westminster from the Advisory Board for FY2018. The operating budget for the Town is presented in one article on the Annual Town Meeting Warrant (article 6). The remaining FY2018 budget is comprised of additional articles that cover capital 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 FY2018 is \$20,481,301. This is an increase of \$836,162 (4.3%) over the FY2017 operating budget. The increase is due to a number of factors which include:

- An increase of \$712,050 in “Schools” due the need to reinstate certain services which have been cut over prior years. This represents a 7% increase over last year.
- An increase of \$216,385 in “Group Health Insurance” which is up 23% over last year and an increase of \$12,000 in “Other Insurance” which is a 4% increase over last year; both increases are due to continuing increases in the cost to insure town employees.
- An increase of \$25,300 in “Ambulance” (salaries), an increase of 12%, due to the addition of a new full time firefighter.
- These increases are partially offset by a decrease of \$332,717 of debt obligations related to the Town Hall.



The chart above shows the breakdown of the operating budget by department for FY2018.

Below is a summary of the key monetary related articles to be voted on at Town Meeting: Article 5 is for establishing one additional Fire Fighter position. The money for this position has been included in the operating budget.

Article 6 is for the annual operating budget and includes all operating departments, including the schools. The Advisory Board is unanimously in favor of the operating budget as a whole, including in favor of a level services funding for the schools which results in an increase to the prior year budget of \$764,398. Level services indicates that it would cover all services as they existed in the prior year updated for current year costs.

Article 7 is for additional funds for the operating budget of the Ashburnham Westminster Regional School District. The Advisory Board is majority contingently in favor of the schools' Prioritized budget if Ashburnham approves it (an increase of \$591,479 over what is included in Article 6). Firstly, a separate article is needed since Ashburnham's portion requires funding that at the time of this printing was not known and is required by the Regional agreement. Secondly, the Prioritized budget includes services above those provided in the prior year.

The FY2018 budget is also comprised of enterprise funds (Sewer, Water and Transfer Station – articles 8, 9 and 10) which total \$2,194,458 and are funded primarily by user fees. There is a small amount funded from the tax levy for bonds (\$144,561).

Articles 11, 12 and 14 are customary money articles. These are articles that are on the warrant every year. Article 14 is the now customary article to be used to appropriate funds to the OPEB stabilization fund which was established in prior years to fund future other post-employment benefits for town employees. At the time of this printing, the amount of this article is unknown.

Article 13 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 is consistent with FY2016. The Town had been reducing the dependency on free cash from land fill receipts 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 amount will remain unchanged for the time being.

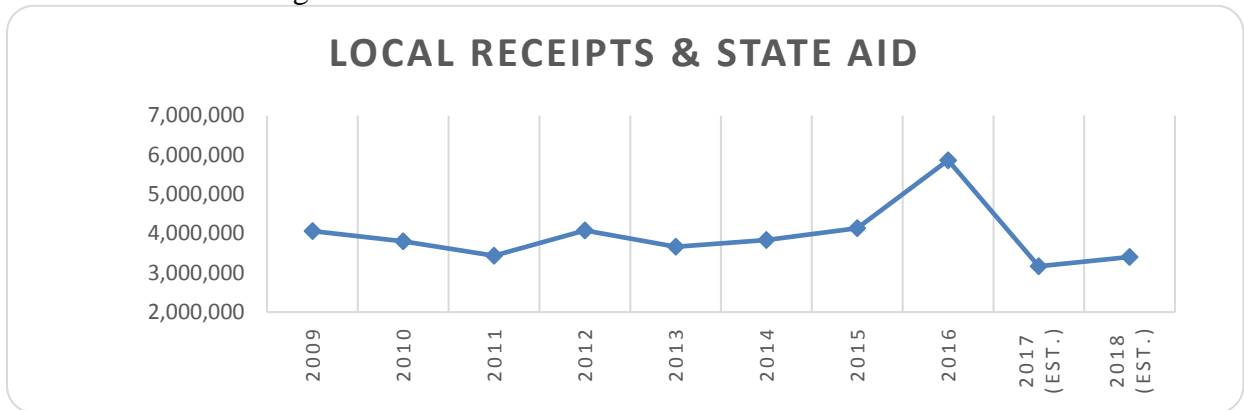
Articles 15 and 16 are non-capital money articles that total \$47,000. These articles are requests submitted by various departments/committees but are not part of the Capital Plan.

Articles 17 through 26 are for the proposed Capital Improvement Plan for FY2018. The funding for the FY2018 Capital Plan is broken down as follows - \$373,000 will be funded from Raise & Appropriate, \$50,000 from free cash, \$30,000 from ambulance receipts 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.

Articles 27 through 39 are non-monetary in nature and relate mainly to updates to the Town's zoning laws. Article 40 relates to the Town's plans to enter into further solar agreements and Article 41 relates to the donation of certain lands to the town.

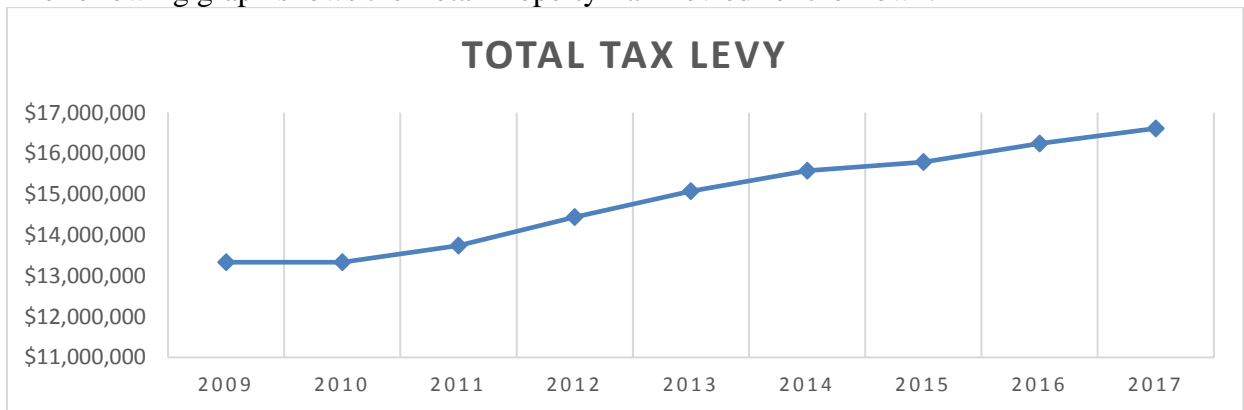
## Revenue

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 current tax rate is **\$18.19** per \$1,000 of valuation. The valuation of all property in Town for FY2017 is \$913,243,214. Any increase of \$100,000 in spending will increase the tax rate by approximately \$0.11 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 FY2017 for some of our neighboring communities, and for some nearby communities of similar population.

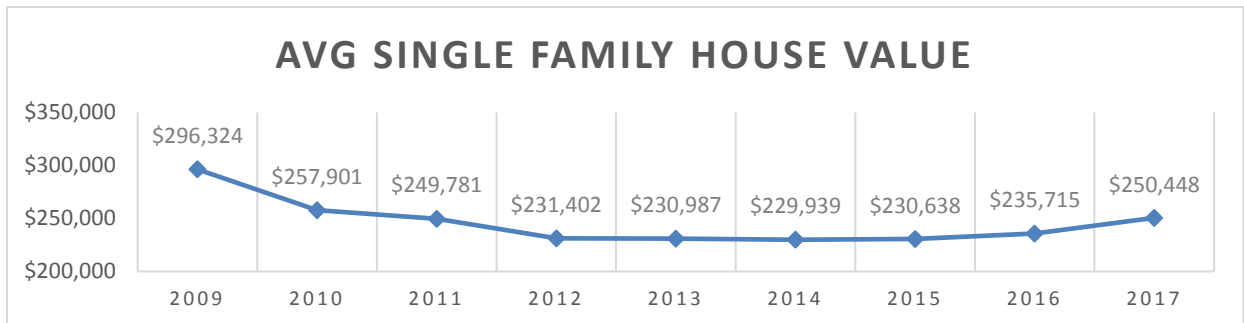
| <b>Municipality</b>        |                          |                           |                 |                          |
|----------------------------|--------------------------|---------------------------|-----------------|--------------------------|
| <i>(neighboring towns)</i> | <b>Population (2015)</b> | <b>Average Home Value</b> | <b>Tax Rate</b> | <b>Average Tax bill</b>  |
| PRINCETON                  | 3,470                    | \$310,432                 | \$17.78         | \$ 5,519 or 1.78%        |
| LUNENBURG                  | 11,241                   | \$267,155                 | \$19.98         | \$ 5,338 or 2.00%        |
| <b>WESTMINSTER</b>         | <b>7,570</b>             | <b>\$250,448</b>          | <b>\$18.19</b>  | <b>\$ 4,556 or 1.82%</b> |
| HUBBARDSTON                | 4,596                    | \$246,291                 | \$15.23         | \$ 3,751 or 1.52%        |
| LEOMINSTER                 | 41,569                   | \$231,360                 | \$19.73         | \$ 4,565 or 1.97%        |
| ASHBURNHAM                 | 6,209                    | \$204,110                 | \$22.97         | \$ 4,688 or 2.30%        |
| GARDNER                    | 20,333                   | \$173,468                 | \$20.48         | \$ 3,553 or 2.05%        |
| FITCHBURG*                 | 40,545                   | \$164,498                 | \$21.49         | \$ 3,535 or 2.15%        |

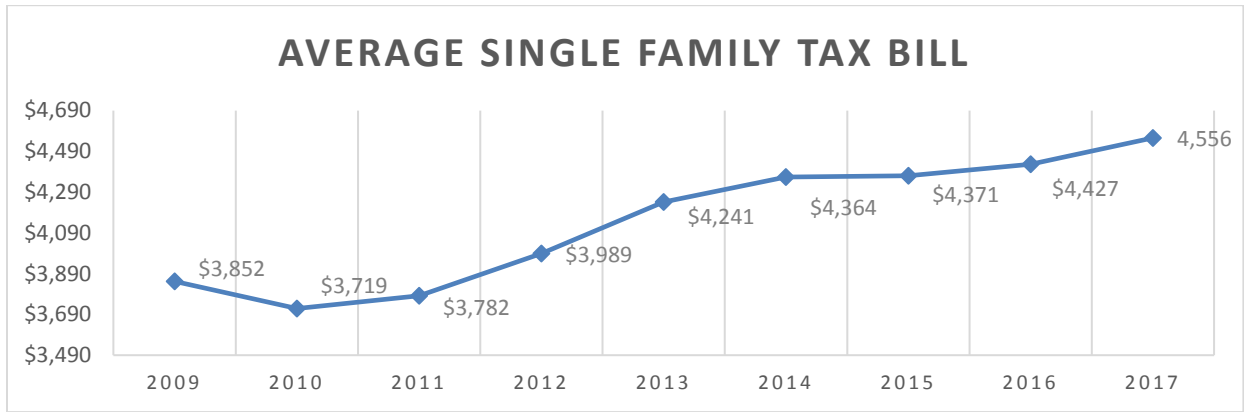
| <b>Municipality</b>          |                          |                           |                 |                          |
|------------------------------|--------------------------|---------------------------|-----------------|--------------------------|
| <i>(similar populations)</i> | <b>Population (2015)</b> | <b>Average Home Value</b> | <b>Tax Rate</b> | <b>Average Tax Bill</b>  |
| LANCASTER                    | 8,166                    | \$305,340                 | \$19.79         | \$ 6,043 or 1.98%        |
| STERLING                     | 7,992                    | \$301,793                 | \$18.03         | \$ 5,441 or 1.80%        |
| AYER*                        | 8,001                    | \$297,582                 | \$14.39         | \$ 4,282 or 1.44%        |
| SHIRLEY                      | 7,400                    | \$282,201                 | \$16.52         | \$ 4,662 or 1.65%        |
| WEST BOYLSTON                | 7,894                    | \$272,484                 | \$18.80         | \$ 5,123 or 1.88%        |
| RUTLAND                      | 8,527                    | \$261,738                 | \$18.32         | \$ 4,795 or 1.83%        |
| <b>WESTMINSTER</b>           | <b>7,570</b>             | <b>\$250,448</b>          | <b>\$18.19</b>  | <b>\$ 4,556 or 1.82%</b> |

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

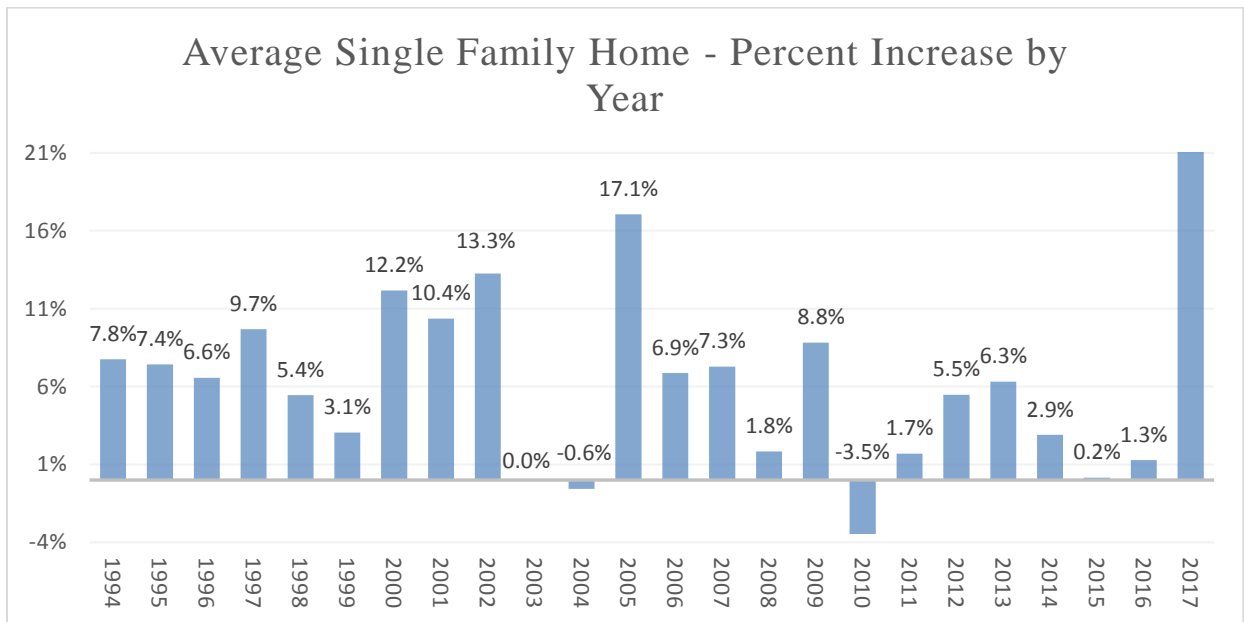
The following chart illustrates the average home value in the Town of Westminster over the past nine years. Home values declined from FY2009 until FY2014 with the sharpest decline from FY2009 to FY2010. FY2012 through FY2016 remained relatively stable, however, there was a 6% increase in values from FY2016 to FY2017.



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 \$1,016 more than it was in FY2009 or approximately 26% higher. This is an average increase of 2.9% per year.



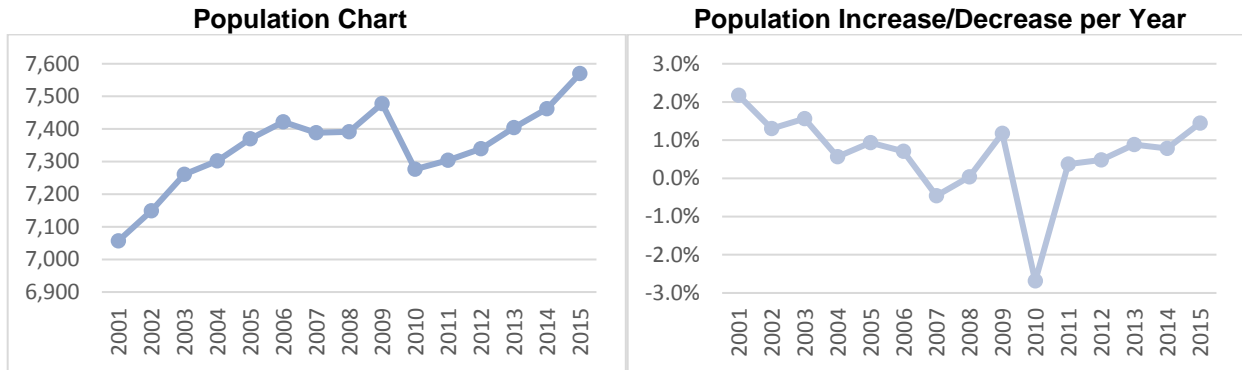
The following chart illustrates the percent increase of the average single-family tax bill by year for the Town of Westminster since 1993.



\*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 2015. The population in 2001 was 7,057 compared to 7,570 in 2015 (an increase of 663). The “Population Increase/Decrease per Year” chart shows the population increase/decrease year over year. The largest increase was in 2001, increase of 150, however, on average, the population has increased by 44 each year since. On average the population growth since 2001 is 0.6% 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

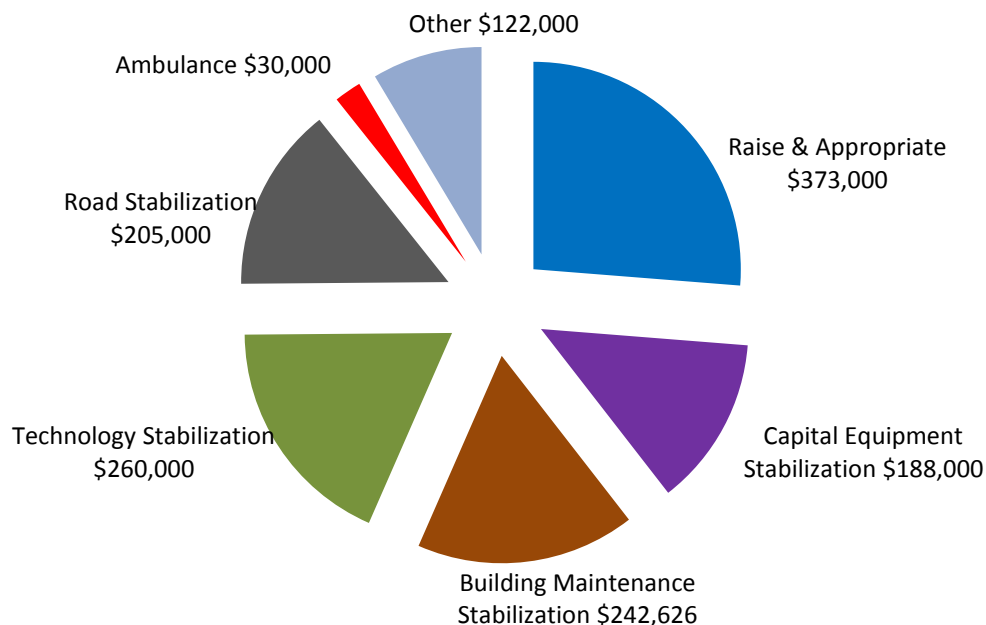
The primary focus of the Capital Planning Committee is to study, research and make recommendations on capital improvement projects. In addition the committee may develop processes and policies in order to maintain the capital improvement program. A set of financial policies have been created by the Capital Planning Committee and approved by the Board of Selectmen on October 27, 2014. These policies can be found in the Appendix at the end of this document and are key items to the Capital Planning Process.

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.

## FY2018 Capital Plan

The proposed CIP for FY2018 totals \$1,420,626. The FY2018 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 FY2018 Capital Plan.

**Chart 1 - FY2018 Capital Funding Chart**



For additional details regarding the FY2018 - FY2022 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/>.

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 is the FY2018 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 | Chapter 90 | Other     |
|-----------------------|-------------------------------|---------------------|---------------------------------|------------------------------------|--------------------------|--------------------------------|---|-----------|------------|-----------|
| Dept of Public Works  | Road Maintenance              | \$250,000           |                                 |                                    |                          |                                |   |           |            |           |
| Dept of Public Works  | Eng Design Rte. 140           |                     |                                 |                                    |                          | \$205,000                      | * Previously approved in May 2 2015 Annual Town Meeting - spread over 3 years |           |            |           |
| Dept of Public Works  | Wacker Roller                 | \$25,000            |                                 |                                    |                          |                                |   |           |            |           |
| Dept of Public Works  | Storm Water Permit            |                     |                                 |                                    |                          |                                |   |           |            | \$50,000  |
| Police Department     | 2013 Ford Interceptor         |                     | \$45,000                        |                                    |                          |                                |   |           |            |           |
| Police Department     | 2007 Radar 9000 Trailer       |                     | \$20,000                        |                                    |                          |                                |   |           |            |           |
| Police Department     | 2009 Message Board            |                     | \$18,000                        |                                    |                          |                                |   |           |            |           |
| Police Department     | 2008 Chevy Outlander          |                     | \$35,000                        |                                    |                          |                                |   |           |            |           |
| Police Department     | Portable Radios               |                     | \$70,000                        |                                    |                          |                                |   |           |            |           |
| Fire Department       | 2001 KME Fire Engine          | \$65,000            |                                 |                                    |                          |                                |   |           |            |           |
| Fire Department       | Portable Radios               |                     |                                 |                                    | \$75,000                 |                                |   |           |            |           |
| Fire Department       | Cardiac Monitors              |                     |                                 |                                    |                          |                                |   | \$30,000  |            |           |
| Public Safety         | Feasibility Study             |                     |                                 |                                    |                          |                                |   |           |            | \$25,000  |
| Technology            | Accounting Software           |                     |                                 |                                    |                          |                                |   |           |            | \$25,000  |
| Technology            | Computer Replacement          | \$33,000            |                                 |                                    |                          |                                |   |           |            |           |
| Technology            | Public Safety Radio Equipment |                     |                                 |                                    | \$150,000                |                                |   |           |            |           |
| Town Hall             | Upgrade Telephone System      |                     |                                 |                                    | \$35,000                 |                                |   |           |            |           |
| Town Hall             | Town Government Study         |                     |                                 |                                    |                          |                                |   |           |            | \$22,000  |
| Town Hall             | AC Condenser                  |                     |                                 | \$78,000                           |                          |                                |   |           |            |           |
| Schools (MHS &WES)    | See Detail sheets             |                     |                                 | \$55,800                           |                          |                                |   |           |            |           |
| Schools (Dist/Oak/OL) | See Detail sheets             |                     |                                 | \$108,826                          |                          |                                |   |           |            |           |
| Totals                |                               | \$373,000           | \$188,000                       | \$242,626                          | \$260,000                | \$205,000                      | \$0   | \$30,000  | \$0        | \$122,000 |

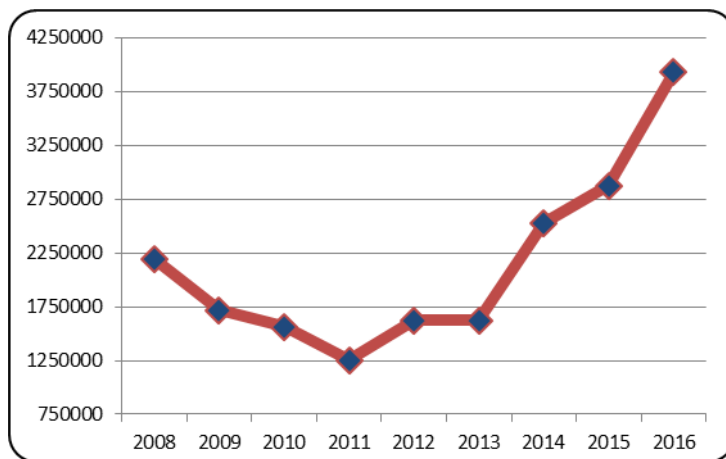
## Stabilization Fund Summary

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 the priority tables contained within this document. Furthermore, the five year CIP will be utilized as a planning tool to determine future Stabilization Fund Amounts.

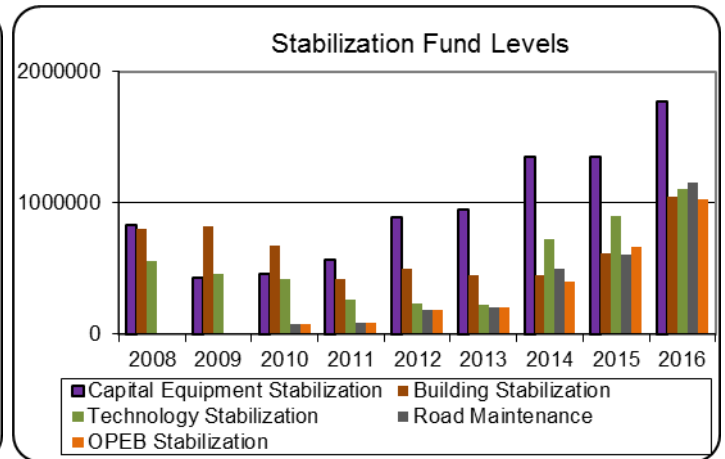
Part of the CIP is funded from Stabilization Funds. Maintaining adequate stabilization fund levels is important to the financial stability of the Town. The Capital Planning Committee has defined minimum levels for each stabilization fund. As the Capital Planning Committee refines the five year CIP and 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 2016 (amount includes the Capital Equipment, Building Maintenance and Technology Stabilization Funds). Chart 3 lists the stabilization fund amounts after the Fall Town Meeting on 11/29/2016.

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 FY2016 was approximately 3.7 million dollars. This is higher than the typical average. The main contributing factor to this higher than average free cash amount was due to local receipts from the landfill. The landfill receipts came in at approximately 2 million 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 Equipment, Building Maintenance and Technology)**



**Chart 3**  
**Stabilization Fund Amount on 11/29/2016**



## Stabilization Funds - Encumbered

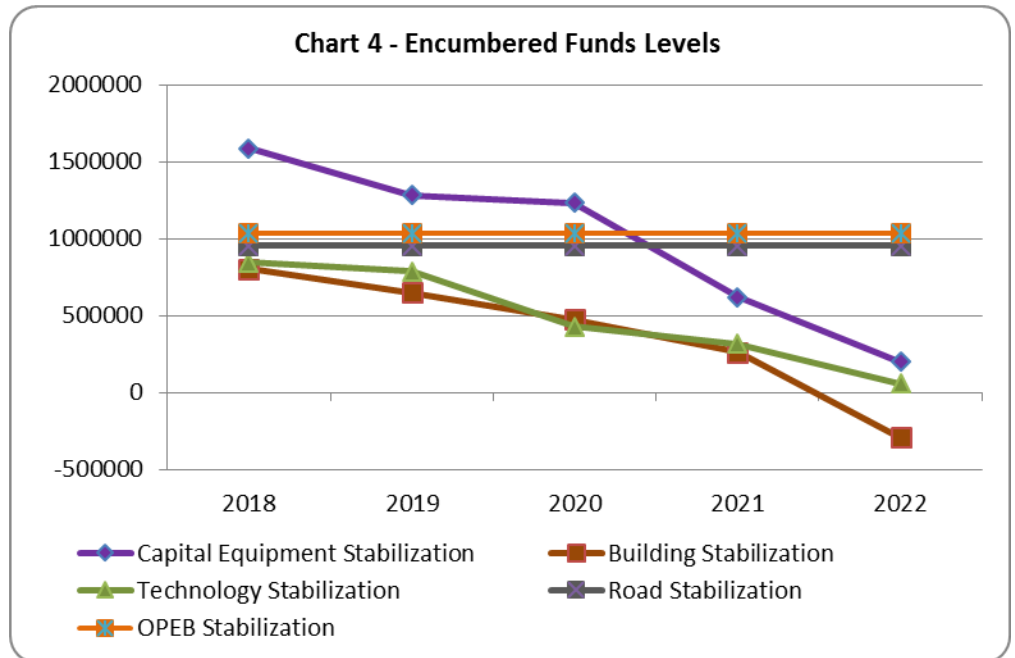
An important aspect of the Stabilization Funds is not only the current levels but also the levels over the next five years as they are used to fund the CIP. A portion of the amount in the Stabilization Funds are encumbered or reserved for future capital purchases. This encumbering of funds is essential 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                | 2018      | 2019      | 2020      | 2021      | 2022      | 5 Year Total |
|------------------------------------|-----------|-----------|-----------|-----------|-----------|--------------|
| Capital Equipment Stabilization    | \$188,000 | \$307,000 | \$47,000  | \$615,000 | \$420,000 | \$1,577,000  |
| Building Maintenance Stabilization | \$242,626 | \$154,461 | \$175,708 | \$210,192 | \$557,318 | \$1,340,305  |
| Technology Stabilization           | \$260,000 | \$57,500  | \$358,000 | \$115,000 | \$255,000 | \$1,045,500  |
| Road Maintenance Stabilization     | \$205,000 |           |           |           |           | \$205,000    |
| 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 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. Some of the amounts in the Stabilization Funds reflected in FY2022 fall below the minimum (some drop below \$0) stabilization fund levels established by the Capital Planning Committee in their Reserve Policy.

## 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 Table below shows the current five year debt projections: (updated on 3/18/17). 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 Voted | Debt Matured | FY2018   | FY2019                | FY2020                | FY2021                | FY2022                |
|---|--------------|---------------|--------------|--------------|--|-----------------------|-----------------------|-----------------------|-----------------------|
| *Sewer Extension Bond<br>*Sewer Extension Bond - Interest                         | 4/15/2004    | Yes           | \$3,515,000  | FY2019       | \$230,000<br>\$18,860                                    | \$230,000<br>\$9,545  |                       |                       |                       |
| ***Rte 140 Design<br>***Rte 140 Design - Interest                                 | 5/2/2015     | No            | \$410,000    |              |  |                       |                       |                       |                       |
| Senior Center Bond<br>Senior Center Bond - Interest                               | 4/1/2015     | Yes           | \$2,830,100  | FY2030       | \$190,000<br>\$61,000                                    | \$190,000<br>\$57,200 | \$190,000<br>\$53,400 | \$190,000<br>\$49,600 | \$190,000<br>\$45,800 |
| **South Street Water Main<br>**South Street Water Main - Interest                 | 5/1/2010     | No            | \$500,000    | FY2017       | 11/19/2013 transferred balance to Water Main Replacement |                       |                       |                       |                       |
| **Water Main Replacement<br>**Water Main Replacement - Interest                   | 2/6/2013     | No            | \$600,000    | FY2019       | \$240,000<br>\$2,752                                     |                       |                       |                       |                       |
| ***Septic Management Plan<br>***Septic Management Plan - Interest                 | 5/4/2013     | No            | \$300,000    |              |  |                       |                       |                       |                       |
| South Street Redesign<br>South Street Redesign - Interest                         | 3/1/2011     | No            | \$350,000    | FY2016       |  |                       |                       |                       |                       |
| 2014 KME Fire Engine<br>2014 KME Fire Engine - Interest                           | 7/10/2013    | No            | \$550,000    | FY2019       | \$110,000<br>\$2,200                                     | \$110,000<br>\$1,100  |                       |                       |                       |
| Town Hall Bond<br>Town Hall Bond - Interest                                       | 5/1/2007     | No            | \$3,700,000  | FY2017       |  |                       |                       |                       |                       |
| ****Sewer In-line Storage Project<br>****Sewer In-line Storage Project - Interest | 4/11/2016    | Yes           | \$2,500,000  |              | 0<br>18,000  | 50,725<br>55,798      | 50,725<br>54,403      | 50,725<br>52,907      | 50,725<br>51,512      |

\* 50% paid through betterment

\*\*\*\*85% taxation and 15% from sewer enterprise

\*\* Water Receipts Reserve

\*\*\*Authorized and Unissued Debt

## 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 pickup 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 2016. The Water Enterprise Fund level has increased from \$380,726 in 2009 to \$730,200 in 2013 but has slightly declined to \$506,859 in 2016. The Sewer Enterprise Fund level has declined since 2009. In 2009 the Sewer Enterprise fund was slightly under 1.2 million dollars. In 2015 the fund was at \$263,344. The Sewer Enterprise fund did increase in 2016 to \$538,551. 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.

# **SPECIAL TOWN MEETING WARRANT**

WORCESTER, SS.

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

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

**WESTMINSTER ELEMENTARY SCHOOL  
9 ACADEMY HILL ROAD  
WESTMINSTER, MASSACHUSETTS  
on  
SATURDAY, MAY 6, 2017  
AT 1:00 P.M.**

then and there to vote on the following articles:

**ARTICLE 1.** To see if the Town will vote to transfer a sum of money from available funds to supplement the amount voted under Article 6 of the May 7, 2016 Annual Town Meeting for the Snow & Ice Removal accounts (Department 423), or act in relation thereto.

(Amount to be determined) *(Advisory Board and BOS Unanimously Approves)*

**ARTICLE 2.** To see if the Town will vote to transfer a sum of money from available funds to upgrade the Town's financial software program, or act in relation thereto.

(Requesting \$25,000) *(Advisory Board and BOS Unanimously Approves)*

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

HEREOF FAIL NOT, and make due return of this warrant, with your doings thereon, to the Town Clerk, at the time and place of meeting, as aforesaid. Given under our hands this 10<sup>th</sup> day of April in the year of our Lord two thousand and seventeen.

Wayne R. Walker

Heather M. Billings

James A. DeLisle

BOARD OF SELECTMEN

# 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 6, 2017  
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:

- 1.) Establish Revolving Funds and amend the Code of the Town of Westminster by inserting a new Section 28-9 entitled "Revolving Funds" as follows, or act in relation thereto:

### **§28-9. Revolving Funds.**

- A. Pursuant to G.L. c. 44, §53E ½, as amended, there are hereby established the following Revolving Funds for the departments listed below which shall be credited with the receipts collected in connection with the stated programs and activities and which shall be expended by the authorized Town board, department or officer for the purposes of such programs and activities listed below:



|   | Revolving Fund                              | Authority to Spend      | Revenue Source   | Use of Fund  |
|---|---|-------------------------|--|--|
| 1 | 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 |
| 2 | Agricultural Commission Programs            | Agricultural Commission | Receipts received as payment for participation in programs and activities                      | Pay expenses reasonably related to programs and activities             |
| 3 | 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  |

B. Expenditures from each revolving fund set forth herein shall be subject to the limitation established annually by Town Meeting or any increase therein as may be authorized in accordance with G.L. c.44, §53E½.

2). And further, to see if the Town will set the following spending limits for each authorized Revolving Fund for FY2018, or act in relation thereto:

- A. Hazardous Materials Recovery - \$12,000
  - B. Agricultural Commission Programs - \$10,000
  - C. Public Health Clinic and Emergency Response - \$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 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. *(Advisory Board and BOS Unanimously Approves)*

| ACCOUNT NAME<br>AND NUMBER        | DESCRIPTION         | FY2017<br>APPROVED | FY2018<br>REQUESTED | FY2018<br>RECOMMENDED | INCREASE<br>(DECREASE) | %<br>Change | % of<br>Budget | COMMENTS  |
|-----------------------------------|---------------------|--------------------|---------------------|-----------------------|------------------------|-------------|----------------|---|
| <b>Town Moderator</b><br>114      | Salary<br>Expenses  | 0                  | 0                   | 0                     | 0                      |             |                |   |
| <b>Selectmen</b><br>122           | Temporary Labor     | 4,000              | 4,000               | 4,000                 | 0                      |             |                |   |
|                                   | Salaries            | 0                  | 0                   | 0                     | 0                      |             |                |   |
|                                   | Expenses            | 4,500              | 4,750               | 4,750                 | 250                    |             |                |   |
|                                   | Lease Copiers       | 12,000             | 12,000              | 12,000                | 0                      |             |                |   |
|                                   | Johnny<br>Appleseed | 10,000             | 10,000              | 10,000                | 0                      |             |                |   |
|                                   |                     | 30,500             | 30,750              | 30,750                | 250                    | 1%          | 0.2%           |   |
| <b>Town Administration</b><br>129 | Salaries            | 132,280            | 135,887             | 135,887               | 3,607                  |             |                |   |
|                                   | Expenses            | 3,175              | 6,675               | 6,675                 | 3,500                  |             |                | Additional professional consulting/engineering fees                   |
|                                   |                     | 135,455            | 142,562             | 142,562               | 7,107                  | 5%          | 0.7%           |   |
| <b>Advisory Board</b><br>131      | Expenses            | 650                | 650                 | 650                   | 0                      |             |                |   |
|                                   |                     | 650                | 650                 | 650                   | 0                      | 0%          | 0.0%           |   |
| <b>Reserve Fund</b><br>132        | Expenses            | 60,000             | 60,000              | 60,000                | 0                      |             |                |   |
|                                   |                     | 60,000             | 60,000              | 60,000                | 0                      | 0%          | 0.3%           |   |
| <b>Accountant</b><br>135          | Salaries            | 86,786             | 89,752              | 89,752                | 2,966                  |             |                |   |
|                                   | Expenses            | 36,900             | 36,900              | 36,900                | 0                      |             |                |   |
|                                   |                     | 123,686            | 126,652             | 126,652               | 2,966                  | 2%          | 0.6%           |   |
| <b>Assessors</b><br>141           | Stipends            | 0                  | 0                   | 0                     | 0                      |             |                |   |
|                                   | Salaries            | 53,390             | 56,432              | 56,432                | 3,042                  |             |                | Requesting additional part-time clerical hours (17 to<br>19 hrs./wk.) |
|                                   | Expenses            | 17,790             | 17,480              | 17,480                | -310                   |             |                |   |
|                                   |                     | 71,180             | 73,912              | 73,912                | 2,732                  | 4%          | 0.4%           |   |

| ACCOUNT NAME<br>AND NUMBER               | DESCRIPTION | FY2017<br>APPROVED | FY2018<br>REQUESTED | FY2018<br>RECOMMENDED | INCREASE<br>(DECREASE) | %<br>Change | % of<br>Budget | COMMENTS   |
|--|-------------|--------------------|---------------------|-----------------------|------------------------|-------------|----------------|--|
| <b>Treasurer/Collector</b><br><b>147</b> | Stipend     | 1,000              | 1,000               | 1,000                 | 0                      |             |                |  |
|  | Salaries    | 137,357            | 140,893             | 140,893               | 3,536                  |             |                |  |
|  | Expenses    | 9,526              | 9,486               | 9,486                 | -40                    |             |                |  |
|  |             | 147,883            | 151,379             | 151,379               | 3,496                  | 2%          | 0.7%           |  |
| <b>Legal</b><br><b>151</b>               | Expenses    | 70,000             | 70,000              | 70,000                | 0                      |             |                |  |
|  |             | 70,000             | 70,000              | 70,000                | 0                      | 0%          | 0.3%           |  |
| <b>Personnel Admin.</b><br><b>152</b>    | Salaries    | 44,414             | 45,730              | 45,730                | 1,316                  |             |                |  |
|  | Expenses    | 13,900             | 13,600              | 13,600                | -300                   |             |                |  |
|  |             | 58,314             | 59,330              | 59,330                | 1,016                  | 2%          | 0.3%           |  |
| <b>Data Processing</b><br><b>155</b>     | Salaries    |                    | 25,000              | 25,000                | 25,000                 |             |                |  |
|  | Expenses    | 105,550            | 82,800              | 82,800                | -22,750                |             |                | Software maintenance increases; backup<br>management program |
|  |             | 105,550            | 107,800             | 107,800               | 2,250                  | 2%          | 0.5%           |  |
| <b>Town Clerk</b><br><b>161</b>          | Stipend     | 1,175              | 1,175               | 1,175                 | 0                      |             |                |  |
|  | Salaries    | 74,614             | 76,634              | 76,634                | 2,020                  |             |                |  |
|  | Expenses    | 8,680              | 9,905               | 9,905                 | 1,225                  |             |                |  |
|  |             | 84,469             | 87,714              | 87,714                | 3,245                  | 4%          | 0.4%           |  |
| <b>Elections</b><br><b>164</b>           | Stipend     | 600                | 600                 | 600                   | 0                      |             |                |  |
|  | Salaries    | 9,282              | 5,956               | 5,956                 | -3,326                 |             |                |  |
|  | Expenses    | 11,180             | 10,380              | 10,380                | -800                   |             |                |  |
|  |             | 21,062             | 16,936              | 16,936                | -4,126                 | -20%        | 0.1%           |  |
| <b>Conservation</b><br><b>171</b>        | Salary      | 22,371             | 22,840              | 22,840                | 469                    |             |                |  |
|  | Expenses    | 1,050              | 1,050               | 1,050                 | 0                      |             |                |  |
|  |             | 23,421             | 23,890              | 23,890                | 469                    | 2%          | 0.1%           | (Transfer \$3,000 from Wetlands Fees)                        |

| ACCOUNT NAME<br>AND NUMBER              | DESCRIPTION | FY2017<br>APPROVED | FY2018<br>REQUESTED | FY2018<br>RECOMMENDED | INCREASE<br>(DECREASE) | %<br>Change | % of<br>Budget | COMMENTS   |
|---|-------------|--------------------|---------------------|-----------------------|------------------------|-------------|----------------|--|
| Town Planner<br>172                     | Salary      | 71,180             | 72,959              | 72,959                | 1,779                  |             |                |  |
|   | Expenses    | 2,750              | 3,450               | 3,450                 | 700                    |             |                |  |
|   |             | 73,930             | 76,409              | 76,409                | 2,479                  | 3%          | 0.4%           |  |
| Planning Board<br>175                   | Salary      | 0                  | 2,000               | 2,000                 | 2,000                  |             |                | Requesting new position -- part-time recording clerk |
|   | Expenses    | 1,200              | 1,100               | 1,100                 | -100                   |             |                |  |
|   |             | 1,200              | 3,100               | 3,100                 | 1,900                  | 158%        | 0.0%           |  |
| Board of Appeals<br>176                 | Salary      | 1,600              | 2,000               | 2,000                 | 400                    |             |                | Additional clerical hours                            |
|   | Expenses    | 500                | 300                 | 300                   | -200                   |             |                |  |
|   |             | 2,100              | 2,300               | 2,300                 | 200                    | 10%         | 0.0%           |  |
| Economic<br>Development<br>182          | Expenses    | 1,050              | 2,300               | 2,300                 | 1,250                  |             |                | Update/print new promotional brochures               |
|   |             | 1,050              | 2,300               | 2,300                 | 1,250                  | 119%        | 0.0%           |  |
|   |             |                    |                     |                       |                        |             |                |  |
| Public Buildings and<br>Property<br>192 | Salaries    | 100,562            | 102,508             | 102,508               | 1,946                  |             |                |  |
|   | Expenses    | 246,800            | 252,000             | 252,000               | 5,200                  |             |                |  |
|   |             | 347,362            | 354,508             | 354,508               | 7,146                  | 2%          | 1.7%           |  |
| Town Report<br>195                      | Expenses    | 2,000              | 2,000               | 2,000                 | 0                      |             |                |  |
|   |             | 2,000              | 2,000               | 2,000                 | 0                      | 0%          | 0.0%           |  |
|   |             |                    |                     |                       |                        |             |                |  |
| Crocker Pond<br>199                     | Salaries    | 18,180             | 18,180              | 18,180                | 0                      |             |                |  |
|   | Expenses    | 6,655              | 6,655               | 6,655                 | 0                      |             |                |  |
|   |             | 24,835             | 24,835              | 24,835                | 0                      | 0%          | 0.1%           |  |
| Police/Dispatch<br>210                  | Salaries    | 1,723,821          | 1,758,144           | 1,758,144             | 34,323                 |             |                |  |
|   | Expenses    | 220,800            | 220,800             | 220,800               | 0                      |             |                |  |
|   |             | 1,944,621          | 1,978,944           | 1,978,944             | 34,323                 | 2%          | 9.7%           |  |

| ACCOUNT NAME<br>AND NUMBER                | DESCRIPTION | FY2017<br>APPROVED | FY2018<br>REQUESTED | FY2018<br>RECOMMENDED | INCREASE<br>(DECREASE) | %<br>Change | % of<br>Budget | COMMENTS   |
|---|-------------|--------------------|---------------------|-----------------------|------------------------|-------------|----------------|--|
| <b>Fire<br/>220</b>                       | Salaries    | 817,900            | 836,775             | 836,775               | 18,875                 |             |                | Requesting additional full-time firefighter  |
|   | Expenses    | 124,306            | 126,506             | 126,506               | 2,200                  |             |                |  |
|   |             | 942,206            | 963,281             | 963,281               | 21,075                 | 2%          | 4.7%           |  |
| <b>Ambulance<br/>231</b>                  | Salaries    | 114,218            | 139,548             | 139,548               | 25,330                 |             |                | Transfer from Ambulance Receipts Reserved for<br>Appropriation; any remaining balance to revert back<br>at end of year |
|   | Expenses    | 90,560             | 90,560              | 90,560                | 0                      |             |                |  |
|   |             | 204,778            | 230,108             | 230,108               | 25,330                 | 12%         | 1.1%           |  |
| <b>Emergency<br/>Management<br/>(299)</b> | Stipend     | 1,000              | 1,000               | 1,000                 | 0                      |             |                |  |
|   | Expenses    | 11,985             | 11,985              | 11,985                | 0                      |             |                |  |
|   |             | 12,985             | 12,985              | 12,985                | 0                      | 0%          | 0.1%           |  |
| <b>Building Dept.<br/>241</b>             | Salaries    | 200,445            | 205,230             | 205,230               | 4,785                  |             |                |  |
|   | Expenses    | 22,000             | 20,000              | 20,000                | -2,000                 |             |                |  |
|   |             | 222,445            | 225,230             | 225,230               | 2,785                  | 1%          | 1.1%           |  |
| <b>Animal Control<br/>292</b>             | Salary      | 0                  | 0                   | 0                     | 0                      |             |                |  |
|   | Expenses    | 39,800             | 35,205              | 35,205                | -4,595                 |             |                |  |
|   |             | 39,800             | 35,205              | 35,205                | -4,595                 | -12%        | 0.2%           |  |
| <b>Tree Warden<br/>294</b>                | Salary      | 2,000              | 2,000               | 2,000                 | 0                      |             |                | Requesting additional tree trimming services   |
|   | Expenses    | 17,600             | 33,200              | 33,200                | 15,600                 |             |                |  |
|   |             | 19,600             | 35,200              | 35,200                | 15,600                 | 79.6%       | 0.2%           |  |

| ACCOUNT NAME<br>AND NUMBER          | DESCRIPTION                     | FY2017<br>APPROVED | FY2018<br>REQUESTED | FY2018<br>RECOMMENDED | INCREASE<br>(DECREASE) | %<br>Change  | % of<br>Budget | COMMENTS |
|-------------------------------------|---------------------------------|--------------------|---------------------|-----------------------|------------------------|--------------|----------------|----------|
| <b>K-12 Schools</b><br><b>390</b>   | Contribution to<br>Fndn. Budget | 6,471,892          | 6,754,291           | 6,754,291             | 282,399                |              |                |          |
|                                     | Additional Funds                | 1,448,122          | 2,496,464           | 1,904,984             | 456,862                |              |                |          |
|                                     | Transportation                  | 507,149            | 524,366             | 524,366               | 17,217                 |              |                |          |
|                                     | Comm. Serv.                     | 4,154              | 4,196               | 4,196                 | 42                     |              |                |          |
|                                     | Stabilization                   |                    |                     |                       | 0                      |              |                |          |
|                                     | Capital                         |                    |                     |                       | 0                      |              |                |          |
|                                     | Subtotal-<br>Operating          | 8,431,317          | 9,779,317           | 9,187,837             | 756,520                | 9%           | 44.9%          |          |
|                                     | WES Bond                        | 293,153            | 284,553             | 284,553               | -8,600                 |              |                |          |
|                                     | Oakmont Bond                    | 269,172            | 285,650             | 285,650               | 16,478                 |              |                |          |
|                                     | Subtotal-Debt                   | 562,325            | 570,203             | 570,203               | 7,878                  |              | 2.8%           |          |
| <b>SUB-TOTAL K-<br/>12</b>          | <b>8,993,642</b>                | <b>10,349,520</b>  | <b>9,758,040</b>    | <b>764,398</b>        | <b>8%</b>              | <b>47.6%</b> |                |          |
| <b>Monty Tech</b>                   | Foundation State<br>Minimum     | 743,854            | 690,092             | 690,092               | -53,762                |              |                |          |
|                                     | Additional Funds                |                    |                     |                       | 0                      |              |                |          |
|                                     | Transportation                  | 41,170             | 35,310              | 35,310                | -5,860                 |              |                |          |
|                                     | Capital                         | 1,649              | 8,938               | 8,938                 | 7,289                  |              |                |          |
|                                     | Bonds                           | 12,078             | 12,063              | 12,063                | -15                    |              |                |          |
|                                     | Sub-Total MTech                 | 798,751            | 746,403             | 746,403               | -52,348                | -7%          | 3.6%           |          |
| <b>Total Schools, 390</b>           | Total Schools                   | 9,792,393          | 11,095,923          | 10,504,443            | 712,050                | 7%           | 51.3%          |          |
| <b>Highway Admin.</b><br><b>421</b> | Salaries                        | 275,341            | 279,828             | 279,828               | 4,487                  |              |                |          |
|                                     |                                 | 275,341            | 279,828             | 279,828               | 4,487                  | 2%           | 1.4%           |          |
| <b>Highway Dept.</b><br><b>422</b>  | Salaries                        | 514,062            | 548,609             | 548,609               | 34,547                 |              |                |          |
|                                     | Expenses                        | 248,550            | 248,550             | 248,550               | 0                      |              |                |          |
|                                     |                                 | 762,612            | 797,159             | 797,159               | 34,547                 | 5%           | 3.9%           |          |

| ACCOUNT NAME<br>AND NUMBER                | DESCRIPTION | FY2017<br>APPROVED | FY2018<br>REQUESTED | FY2018<br>RECOMMENDED | INCREASE<br>(DECREASE) | %<br>Change | % of<br>Budget | COMMENTS |
|---|-------------|--------------------|---------------------|-----------------------|------------------------|-------------|----------------|----------|
| <b>Snow and Ice Control</b><br><b>423</b> | Salaries    | 52,000             | 52,000              | 52,000                | 0                      |             |                |          |
|   | Expenses    | 298,100            | 298,100             | 298,100               | 0                      |             |                |          |
|   |             | 350,100            | 350,100             | 350,100               | 0                      | 0%          | 1.7%           |          |
| <b>Street Lighting</b><br><b>424</b>      | Expenses    | 22,000             | 22,500              | 22,500                | 500                    |             |                |          |
|   |             | 22,000             | 22,500              | 22,500                | 500                    | 2%          | 0.1%           |          |
| <b>Cemetery Dept.</b><br><b>491</b>       | Salaries    | 100,406            | 102,879             | 102,879               | 2,473                  |             |                |          |
|   | Expenses    | 12,515             | 12,515              | 12,515                | 0                      |             |                |          |
|   |             | 112,921            | 115,394             | 115,394               | 2,473                  | 2%          | 0.6%           |          |
| <b>Health Dept.</b><br><b>510</b>         | Stipends    | 0                  | 0                   | 0                     | 0                      |             |                |          |
|   | Salaries    | 122,061            | 125,501             | 125,501               | 3,440                  |             |                |          |
|   | Expenses    | 7,080              | 8,930               | 8,930                 | 1,850                  |             |                |          |
|   |             | 129,141            | 134,431             | 134,431               | 5,290                  | 4%          | 0.7%           |          |
| <b>Council on Aging</b><br><b>541</b>     | Salaries    | 48,666             | 49,099              | 49,099                | 433                    |             |                |          |
|   | Expenses    | 12,050             | 12,050              | 12,050                | 0                      |             |                |          |
|   |             | 60,716             | 61,149              | 61,149                | 433                    | 1%          | 0.3%           |          |
| <b>Veteran's Services</b><br><b>543</b>   | Salaries    | 7,560              | 7,560               | 7,560                 | 0                      |             |                |          |
|   | Expenses    | 745                | 745                 | 745                   | 0                      |             |                |          |
|   |             | 8,305              | 8,305               | 8,305                 | 0                      | 0%          | 0.0%           |          |
| <b>Veteran's Assistance</b><br><b>544</b> | Expenses    | 70,000             | 70,000              | 70,000                | 0                      |             |                |          |
|   |             | 70,000             | 70,000              | 70,000                | 0                      | 0%          | 0.3%           |          |
| <b>MART</b><br><b>549</b>                 | Salaries    | 75,910             | 76,893              | 76,893                | 983                    |             |                |          |
|   | Expenses    | 12,250             | 12,250              | 12,250                | 0                      |             |                |          |
|   |             | 88,160             | 89,143              | 89,143                | 983                    | 1%          | 0.4%           |          |

| ACCOUNT NAME<br>AND NUMBER  | DESCRIPTION                      | FY2017<br>APPROVED | FY2018<br>REQUESTED | FY2018<br>RECOMMENDED | INCREASE<br>(DECREASE) | %<br>Change | % of<br>Budget | COMMENTS                     |
|-----------------------------|----------------------------------|--------------------|---------------------|-----------------------|------------------------|-------------|----------------|------------------------------|
| <b>Library</b>              | Salaries                         | 249,658            | 256,794             | 256,794               | 7,136                  |             |                |                              |
| <b>610</b>                  | Expenses                         | 119,000            | 122,370             | 122,370               | 3,370                  |             |                |                              |
|                             |                                  | 368,658            | 379,164             | 379,164               | 10,506                 | 3%          | 1.9%           |                              |
| <b>Recreation Dept.</b>     | Salaries                         | 16,920             | 16,920              | 16,920                | 0                      |             |                |                              |
| <b>630</b>                  | Expenses                         | 14,475             | 14,475              | 14,475                | 0                      |             |                |                              |
|                             |                                  | 31,395             | 31,395              | 31,395                | 0                      | 0%          | 0.2%           |                              |
| <b>Concerts</b>             | Expenses                         | 3,000              | 3,000               | 3,000                 | 0                      |             |                |                              |
| <b>631</b>                  |                                  | 3,000              | 3,000               | 3,000                 | 0                      | 0%          | 0.0%           |                              |
| <b>Hager Park Comm.</b>     | Expenses                         | 250                | 250                 | 250                   | 0                      |             |                |                              |
| <b>661</b>                  |                                  | 250                | 250                 | 250                   | 0                      | 0%          | 0.0%           |                              |
| <b>Historical Comm.</b>     | Expenses                         | 1,280              | 1,280               | 1,280                 | 0                      |             |                |                              |
| <b>691</b>                  |                                  | 1,280              | 1,280               | 1,280                 | 0                      | 0%          | 0.0%           |                              |
| <b>Memorial Day</b>         | Expenses                         | 1,300              | 1,300               | 1,300                 | 0                      |             |                |                              |
| <b>692</b>                  |                                  | 1,300              | 1,300               | 1,300                 | 0                      | 0%          | 0.0%           |                              |
| <b>Care of Town Clock</b>   | Expenses                         | 250                | 250                 | 250                   | 0                      |             |                |                              |
| <b>699</b>                  |                                  | 250                | 250                 | 250                   | 0                      | 0%          | 0.0%           |                              |
| <b>Town Debt Retirement</b> | Town Hall                        | 370,000            | 0                   | 0                     | -370,000               |             |                |                              |
| <b>710</b>                  | Fire Truck                       | 110,000            | 110,000             | 110,000               | 0                      |             |                |                              |
|                             | Senior Center<br>Bond            | 190,000            | 190,000             | 190,000               | 0                      |             |                |                              |
|                             | Rte. 140 Re-<br>design           |                    | 0                   | 0                     | 0                      |             |                |                              |
|                             | Sewer In-line<br>Storage Project |                    | 50,725              | 50,725                | 50,725                 |             |                |                              |
|                             | Total Expenses                   | 670,000            | 350,725             | 350,725               | -319,275               | -48%        | 1.7%           | <b>VOTE AS ONE LINE ITEM</b> |



| ACCOUNT NAME<br>AND NUMBER         | DESCRIPTION                                   | FY2017<br>APPROVED | FY2018<br>REQUESTED | FY2018<br>RECOMMENDED | INCREASE<br>(DECREASE) | %<br>Change | % of<br>Budget | COMMENTS                     |
|------------------------------------|---|--------------------|---------------------|-----------------------|------------------------|-------------|----------------|------------------------------|
| <b>Town Debt Interest</b>          | Town Hall Bond                                | 14,800             | 0                   | 0                     | -14,800                |             |                |                              |
| <b>750</b>                         | Short Term<br>Borrowing                       | 5,000              | 5,000               | 5,000                 | 0                      |             |                |                              |
|                                    | Senior Center<br>Bond                         | 64,800             | 61,000              | 61,000                | -3,800                 |             |                |                              |
|                                    | Fire Truck<br>Septic<br>Management<br>Program | 1,740              | 1,100               | 1,100                 | -640                   |             |                |                              |
|                                    | Rte. 140 Re-<br>design                        | 3,000              | 3,000               | 3,000                 | 0                      |             |                |                              |
|                                    | Sewer In-line<br>Storage Project              | 50,000             | 0                   | 0                     | 0                      |             |                |                              |
|                                    |   | 50,000             | 55,798              | 55,798                | 5,798                  |             |                |                              |
|                                    | <b>Total Expenses</b>                         | <b>139,340</b>     | <b>125,898</b>      | <b>125,898</b>        | <b>-13,442</b>         | <b>-10%</b> | <b>0.6%</b>    | <b>VOTE AS ONE LINE ITEM</b> |
| <b>Regional Plan.<br/>Council.</b> | Expenses                                      | 2,400              | 2,426               | 2,426                 | 26                     |             |                |                              |
| <b>840</b>                         |   | 2,400              | 2,426               | 2,426                 | 26                     | 1%          | 0.0%           |                              |
| <b>Other Employee<br/>Benefits</b> | Salaries                                      | 1,250              | 15,000              | 15,000                | 13,750                 | 1100.0%     | 0.1%           |                              |
| <b>910</b>                         |   |                    |                     |                       |                        |             |                |                              |
| <b>Retirement and<br/>Pensions</b> | Expenses                                      | 720,330            | 748,881             | 748,881               | 28,551                 |             |                |                              |
| <b>911</b>                         |   | 720,330            | 748,881             | 748,881               | 28,551                 | 4%          | 3.7%           |                              |
| <b>Group Health<br/>Insurance</b>  | Expenses                                      | 940,915            | 1,157,300           | 1,157,300             | 216,385                |             |                |                              |
| <b>914</b>                         |   | 940,915            | 1,157,300           | 1,157,300             | 216,385                | 23%         | 5.7%           |                              |
| <b>Group Life Insurance</b>        | Expenses                                      | 4,000              | 4,000               | 4,000                 | 0                      |             |                |                              |
| <b>915</b>                         |   | 4,000              | 4,000               | 4,000                 | 0                      | 0%          | 0.0%           |                              |
| <b>Other Insurance</b>             | Expenses                                      | 3,500              | 3,500               | 3,500                 | 0                      |             |                | Unemployment                 |
| <b>945</b>                         |   | 40,000             | 42,000              | 42,000                | 2,000                  |             |                | Workman's Compensation       |
|                                    |   | 212,000            | 225,000             | 225,000               | 13,000                 |             |                | Property and Liability       |
|                                    |   | 60,000             | 57,000              | 57,000                | -3,000                 |             |                | Fire/Police Accident         |
|                                    |   | 2,500              | 2,500               | 2,500                 | 0                      |             |                | Deductibles                  |
|                                    |   | 318,000            | 330,000             | 330,000               | 12,000                 | 4%          | 1.6%           | <b>VOTE AS ONE LINE ITEM</b> |

| ACCOUNT NAME<br>AND NUMBER | DESCRIPTION | FY2017<br>APPROVED | FY2018<br>REQUESTED | FY2018<br>RECOMMENDED | INCREASE<br>(DECREASE) | %<br>Change | % of<br>Budget | COMMENTS |
|----------------------------|-------------|--------------------|---------------------|-----------------------|------------------------|-------------|----------------|----------|
| TOTAL OPERATING<br>BUDGET  |             | 9,852,746          | 9,976,858           | 9,976,858             | 124,112                | 1%          | 48.7%          |          |
| TOTAL SCHOOL<br>BUDGETS    |             | 9,792,393          | 11,095,923          | 10,504,443            | 712,050                | 7%          | 51.3%          |          |
| TOTAL FY2018<br>BUDGET     |             | 19,645,139         | 21,072,781          | 20,481,301            | 836,162                | 4.3%        |                |          |

## The Warrant (cont'd)

ARTICLE 7. To see if the Town will vote to raise and appropriate a supplemental sum of money for the Town's proportional share of 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 its proportional share of the Fiscal Year 2018 District operating budget; and further provided that such appropriation shall be expressly contingent upon passage of a Proposition 2½ (so-called) override ballot question, permitting the Town to raise such additional amount outside the limits imposed by said Proposition 2½, all in accordance with Chapter 59, Section 21C(g) of the Massachusetts General Laws, 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 raise and appropriate or transfer from available funds a sum of money to operate the Sewer Enterprise, or act in relation thereto.

(Amount requested: \$1,122,998) (*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 Water Enterprise, or act in relation thereto.

(Amount requested: \$798,160) (*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 Solid Waste Transfer Facility Enterprise, or act in relation thereto.

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

### CUSTOMARY MONEY ARTICLES

ARTICLE 11. 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 12. 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 13. To see if the Town will vote to transfer a sum of money from Free Cash to reduce the Fiscal Year 2018 tax rate, or act in relation thereto.

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

ARTICLE 14. 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.

(Amount requested: tbd) (*Advisory Board and BOS Unanimously Approves*)

### NON-CAPITAL MONEY ARTICLES

ARTICLE 15. To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money to 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 16. To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money to hire a consultant to assist the Town Government Study Committee in evaluating the need for and, if deemed appropriate, drafting a Home Rule Charter, or act in relation thereto.  
 (Amount requested: \$22,000) *(Advisory Board and BOS Unanimously Approves)*

CAPITAL ARTICLES

ARTICLE 17. 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: \$250,000) *(Advisory Board, Capital Planning 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 Public Works Director for the purchase of a vibratory asphalt roller, or act in relation thereto.  
 (Amount requested: \$25,000) *(Advisory Board, Capital Planning 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 Public Works Director for consultant services to assist with Year 1 Compliance with the new Massachusetts Municipal Separate Storm Sewer System (MS4) General Five-Year Permit (effective July 1, 2017), or act in relation thereto.  
 (Amount requested: \$50,000) *(Advisory Board, Capital Planning 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 Police Chief for the following capital equipment and/or projects, including related incidental costs, or act in relation thereto.

| ITEM/PROJECT  | AMOUNT REQUESTED | PROPOSED FUNDING SOURCE |
|---|------------------|-------------------------|
| Police vehicle and related equipment (including trade-in) | \$45,000         | Capital Stabilization   |
| Police vehicle and related equipment (including trade-in) | \$35,000         | Capital Stabilization   |
| Portable message board                                    | \$18,000         | Capital Stabilization   |
| Radar trailer   | \$20,000         | Capital Stabilization   |
| Portable radios   | \$70,000         | Capital Stabilization   |

(Amount requested: \$188,000) *(Advisory Board, Capital Planning 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 Fire Chief for the following capital equipment and/or projects, including related incidental costs, or act in relation thereto.

| ITEM/PROJECT                              | AMOUNT REQUESTED | PROPOSED FUNDING SOURCE     |
|---|------------------|-----------------------------|
| Refurbish Engine 2 (2001 KME fire engine) | \$65,000         | Raise and appropriate       |
| Portable radios                           | \$75,000         | Technology Stabilization    |
| Two cardiac monitors                      | \$30,000         | Ambulance Receipts Reserved |

(Amount requested: \$170,000) *(Advisory Board, Capital Planning and BOS Unanimously Approves)*

ARTICLE 22. 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 improvements to the public safety communications system (South Ashburnham Road tower), or act in relation thereto.  
 (Amount requested: \$150,000) *(Advisory Board, Capital Planning and BOS Unanimously 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 Police Chief to hire a consultant to conduct a feasibility study relative to the building and space needs of the public safety facility, or act in relation thereto.  
 (Amount requested: \$25,000) *(Advisory Board, Capital Planning 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 Town Administrator for the following capital equipment and/or projects, including related incidental costs, or act in relation thereto.

| ITEM/PROJECT  | AMOUNT REQUESTED | PROPOSED FUNDING SOURCE                       |
|---|------------------|---|
| Scheduled computer system updates and technology-related items for the various town departments | \$33,000         | Raise and appropriate                         |
| Replace AC condenser units at Town Hall   | \$78,000         | Building Repair and Maintenance Stabilization |
| Upgrade telephone system at Town Hall   | \$35,000         | Technology Stabilization                      |

(Amount requested: \$146,000) *(Advisory Board, Capital Planning and BOS Unanimously Approves)*

ARTICLE 25. 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 the following districtwide capital projects; further, that said appropriation is subject to the Town of Ashburnham also voting to fund its share of the cost of this article, or act in relation thereto:

- 14,686 Phone system replacement (Administration)
- 19,859 Fire safety panel (Oakmont)
- 4,256 Auditorium lights (Oakmont)
- 4,569 Walk-behind floor scrubber (Oakmont)
- 11,192 Exterior board replacement (Oakmont)
- 31,008 Network cabling (Overlook)
- 18,088 Wireless upgrade (Overlook)
- 5,168 Floor replacement (Overlook)

(Amount requested: \$108,826) *(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 Ashburnham-Westminster Regional School District for the following capital projects, or act in relation thereto.

- 13,800 Replace windows (Meetinghouse)
- 12,000 Re-pave playground (Meetinghouse)
- 30,000 Wireless upgrade (Westminster Elementary)

(Amount requested: \$55,800) *(Advisory Board, Capital Planning and BOS Unanimously Approves)*

MISCELLANEOUS ARTICLES

ARTICLE 27. To see if the Town will vote to authorize the establishment of a Special Education Stabilization Fund for the Ashburnham-Westminster Regional School District, or act in relation thereto.  
*(Advisory Board and BOS Unanimously Approves)*

ARTICLE 28. To see if the Town will vote to amend the Westminster General Bylaws at Chapter 131, “Licenses and Permits,” by amending Article I, “Delinquent Taxpayers,” Section 131-2, “List of delinquent taxpayers,” as

follows, or act in relation thereto. (Newly proposed language signified in *italics and underlined*; text to be deleted signified by ~~strike through~~)

§131-2. List of delinquent taxpayers.

The Town Collector or other municipal official responsible for records of all municipal taxes, assessments, betterments and other municipal charges, hereinafter referred to as "the Town Collector," shall annually, *and may periodically*, furnish to each department, board, commission or division, hereinafter referred to as "the licensing authority," that issues licenses or permits, including renewals and transfers, a list of any person, corporation or business enterprise, hereinafter referred to as "the party," that has neglected or refused to pay any local taxes, fees, assessments, betterments or other municipal charges ~~for not less than a twelve month period~~ and that such party has not filed, in good faith, a pending application for an abatement of such tax or a pending petition before the Appellate Tax Board. (*Advisory Board and BOS Unanimously Approves*)

ARTICLE 29. To see if the Town will vote to accept MGL Chapter 200A, "Disposition of unclaimed property," §9A, "Disposition of abandoned funds by city or town; notice of period during which funds may be claimed; city treasurer authorized to hear claims; appeal; disbursement; or act in relation thereto. (*Advisory Board and BOS Unanimously Approves*)

ARTICLE 30. To see if the Town will vote to accept MGL Chapter 44, §53F3/4, which establishes a special revenue fund known as the PEG Access and Cable Related Fund, to reserve cable franchise fees and other cable-related revenues for appropriation to support PEG access services and oversight and renewal of the cable franchise agreement, the fund to begin operation for fiscal year 2018, which begins on July 1, 2017; further, that the balance in the existing fund for cable-related fees be transferred to this new fund, or act in relation thereto. (*Advisory Board and BOS Unanimously Approves*)

ARTICLE 31. 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 ~~strike through~~), or act in relation thereto.

ACCESSORY

- A. *ACCESSORY DWELLING UNIT - An accessory dwelling unit shall mean a self-contained, separate housekeeping unit, complete with its own sleeping, cooking and sanitary facilities and a separate means of egress that is substantially contained within a single-family structure and is clearly subordinate to the primary single-family dwelling unit.*

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 - *An attached dwelling occupied by not more than one family in each unit between sidewalls, provided that no row of such units shall consist of less than three (3) and no more than eight (8) such units. Townhouse apartments are subject to the dimensional requirements set forth in Section 205-37 (Apartments and Attached Dwellings). (Advisory Board and BOS Unanimously Approves)*

ARTICLE 32. 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 amend Article IX (Special Provisions), to add a new section governing the conversion of single family structures to multi-family structures:

**§ 205-37.4 Conversion of Single Family Structures to Multi-Family Structures**

*Conversion of a dwelling existing at the time of adoption of this chapter to accommodate not more than 2 families is allowed by right in all zoning districts provided that there is no external structural evidence of occupancy by more than 1 family other than a second exit for fire purposes for each unit, and further provided that each dwelling unit resulting from such conversion shall have not less than 450 square feet of habitable floor space.*

*Conversion of a dwelling existing at the time of adoption of this chapter to accommodate more than 2 families is allowed by Special Permit from the Zoning Board. (Advisory Board and BOS Unanimously Approves)*

ARTICLE 33. 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 amend Article IX (Special Provisions), to add a new section governing temporary residential structures:

**§ 205-37.5 Temporary Residential Structures**

*Residential use of a camper or trailer properly connected to an approved on-site water and sewerage system for a period of not more than 24 months is allowed by right in all zoning districts if the user is in the continuing process of building a home after the issuance of a temporary Building Permit from the Building Inspector. Nothing in this subsection shall be interpreted to allow the residential use of a lot where forbidden by other sections of this bylaw.*

*Mobile homes, camping trailers, utility trailers, horse trailers, trailers, boats or pickup campers not connected to permanent sewage and water installation may be occupied for occasional short-term use not to exceed 28 days in a calendar year, excluding designated camping grounds. (Advisory Board and BOS Unanimously Approves)*

ARTICLE 34. 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 amend Article VII (Land Space Requirements), Section 205.25 – Distance Between Buildings, to add a new section governing dimensional standards for accessory structures:

**§ 205-25.1 Accessory Structures - Dimensional Requirements for Residential Lots**

*Small accessory structures (120 square feet in size or less) can be located no closer than five (5) feet from a side or rear lot line in all zoning districts that allow residential development.*

*Accessory structures that are larger than 120 square feet but smaller than the principal structure (building used as a dwelling or domicile) can be located no closer than fifteen (15) feet from a side or rear lot line in all zoning districts that allow residential development.*

*In no cases shall an accessory structure of any size be located within the minimum required front yard setback.*

*Accessory structures that are used to house livestock shall not be located closer than 50 feet from any lot line. (Advisory Board and BOS Unanimously Approves)*

ARTICLE 35. 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 IV (Application of Regulations, Modifications and Exceptions), Section 205.13 – Minimum building requirements; subdivision, as follows, (new language appears in *italics* and deleted language appears as ~~strikethrough~~), or act in relation thereto.

**§ 205-13. Minimum Building Requirements; ~~Subdivision.~~**

- A. No building shall be erected, except on a lot fronting on a street, and there shall be not more than one principal building on any lot, except as allowed under this chapter. [Amended ATM 5-3-2005 by Art. 40]
- B. *Flag Lots:* In addition, any parcel larger than five acres may be further divided without process through the Subdivision Control Law, provided that each created lot either conforms with the appropriate land space requirements for that zoning district or the following:
  - (1) Each parcel shall have a minimum of 54 feet of frontage for an access to a Town road, this width to be maintained to the circumference of the radius described in Subsection ~~B(4)~~ C-1 below;
  - (2) Each parcel shall contain a minimum of two and one-half (2 1/2) times the land area it would normally require in each zoning district; *and*
  - (3) There shall be no more than two such accesses adjacent to each other.
- C. *Design Standards for Newly Created Lots: Whether created through the subdivision process or Approval Not Required (ANR) process, all lots created after March 13, 2017 shall be designed as follows:*
  - (1) There shall be a point on each lot from which a circle having a radius of ~~400~~ 50 feet can be drawn without touching any of the opposing lot lines.
  - (2) *At no point shall the width of a lot from side lot line to side lot line be less than fifty four (54) feet. (Advisory Board and BOS Unanimously Approves)*

**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) by revising the Land Space Requirements (Section 205, Attachment 2) as follows (new language appears in *italics* and deleted language appears in ~~strike through~~), 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>4</sup> (feet) | Minimum Yard Depth <sup>2</sup> |                            |                            | Maximum Building Height <sup>3</sup> |      | Maximum Percentage of Lot Coverage <sup>10</sup> |
|----------------------|--------------------------------|--|---------------------------------|----------------------------|----------------------------|--------------------------------------|------|--|
|                      |                                |  | Front <sup>1,4,5</sup> (feet)   | Rear <sup>1,4</sup> (feet) | Side <sup>1,4</sup> (feet) | Stories                              | Feet |  |
| Residence Districts  |                                |  |                                 |                            |                            |                                      |      |  |
| R-I                  | 50,000 <sup>10</sup>           | 150 <sup>4,10</sup>                      | 25                              | 20                         | 15                         | 2½                                   | 35   | 20% <sup>4</sup>                                 |
| R-II                 | 60,000 <sup>12</sup>           | 175 <sup>4,12</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   | --   |
| VC <sup>7</sup>      | --                             | --                                       | 15                              | 20                         | 10 <sup>6</sup>            | 2                                    | 30   | 80%  |
| Industrial Districts |                                |  |                                 |                            |                            |                                      |      |  |
| I-I                  | 40,000                         | 150                                      | 25                              | 50                         | 25 <sup>8</sup>            | 4                                    | 50   | 65%  |
| I-II <sup>11</sup>   | 40,000                         | 100                                      | 20                              | 30                         | 25 <sup>8</sup>            | 4                                    | 50   | 65%  |

Floodplain and/or Wetland Protection Districts<sup>9</sup>

**NOTES:**

<sup>1</sup> ~~Not less than the lot frontage requirements shall be maintained throughout the front yard depth.~~ *Lots that are zoned for industry shall maintain a twenty-foot non-disturbed vegetated buffer along any lot line that abuts a property used for residential purposes. (Advisory Board 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 revising the Table of Use Regulations (Section 205, Attachment 1) as follows (new language appears in *italics* and deleted language appears in strikethrough), or act in relation thereto:

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

| Use  | Residential     |                 |       | Commercial |      |                 | Industrial     |                |
|--|-----------------|-----------------|-------|------------|------|-----------------|----------------|----------------|
|  | R-I             | R-II            | R-III | C-I        | C-II | VC              | I-I            | I-II           |
| <b>A. Residential Uses</b>   |                 |                 |       |            |      |                 |                |                |
| (1) Detached dwelling on a separate lot occupied by not more than 1 family   | Y               | Y               | Y     | N          | N    | N               | N              | N              |
| (2) 1 2-family or 1 duplex dwelling on a separate lot  | Y               | Y               | N     | N          | N    | <del>N</del> Y  | N              | N              |
| (3) <del>Townhouse Apartments Attached dwelling occupied by not more than 1 family in each unit between side walls, provided that no row of such units shall consist of fewer than 3 or more than 8 such units (See Article IX.) (For dimensional requirements, see Section 205-37 "Apartments and Attached Dwellings").</del>   | <del>SP</del> Y | <del>N</del> SP | N     | N          | N    | <del>N</del> SP | N              | N              |
| (4) Apartments (For dimensional requirements, see Section 205-37 "Apartments and Attached Dwellings"). <del>Article IX.)</del>   | SP              | N               | N     | N          | N    | N               | N              | N              |
| (5) Motels and hotels (See Section 205-36 "Motels". <del>Article IX.)</del>  | N               | N               | N     | Y          | Y    | Y               | SP             | SP             |
| (6) Bed-and-Breakfast  | SP              | SP              | SP    | Y          | Y    | Y               | N              | N              |
| (7) Renting rooms in a dwelling existing at the time of adoption of this chapter to not more than 4 persons, provided that there are no separate cooking facilities  | Y               | Y               | Y     | Y          | Y    | Y               | Y              | Y              |
| (8) Renting of rooms in an existing dwelling to more than 4 persons  | N               | N               | N     | N          | SP   | SP              | N              | N              |
| (9) Conversion of a dwelling existing at the time of adoption of this chapter to accommodate not more than 2 families, <del>provided that there is no external structural evidence of occupancy by more than 1 family other than a second exit for fire purposes for each unit, and further provided that each dwelling unit resulting from such conversion shall have not less than 450 square feet of habitable floor space.</del>                             | Y               | Y               | Y     | Y          | Y    | Y               | <del>N</del> Y | <del>N</del> Y |
| (10) Conversion of a dwelling existing at the time of adoption of this chapter to accommodate more than 2 families. <del>For dimensional requirements, space standards, see Section 205-37 ("Apartments and Attached Dwellings").</del>  | SP              | SP              | SP    | SP         | SP   | SP              | <del>N</del> Y | <del>N</del> Y |
| (11) Trailer or Mobile Home  | N               | N               | N     | N          | N    | N               | N              | N              |
| (12) <del>Temporary Residential use of a Camper or Trailer properly connected to an approved on-site water and sewerage system for a period of not more than 24 months if the user is in the continuing process of building a home after the issuance of a temporary building permit from the Building Inspector. Nothing in this subsection shall be interpreted to allow the residential use of a lot where forbidden by other sections of this chapter.</del> | Y               | Y               | Y     | Y          | Y    | Y               | Y              | Y              |

| Use  | Residential |      |       | Commercial |      |    | Industrial |      |
|--|-------------|------|-------|------------|------|----|------------|------|
|  | R-I         | R-II | R-III | C-I        | C-II | VC | I-I        | I-II |
| (13) <del>Temporary Mobile homes, camping trailers, utility trailers, horse trailers, trailers, boats or pickup campers not connected to permanent sewage and water installation may be occupied for occasional short term use, not to exceed 28 days in a calendar year, excluding designated camping grounds</del>   | Y           | Y    | Y     | Y          | Y    | Y  | Y          | Y    |
| (14) Trailer park or mobile home park  | N           | N    | N     | N          | N    | N  | N          | N    |
| (15) <del>Dish antenna conforming to the building setbacks (front, side, rear) required in the zoning district in which it is located.</del>   | Y           | Y    | Y     | Y          | Y    | Y  | Y          | Y    |
| <b>I. Accessory uses and off-street parking</b>  |             |      |       |            |      |    |            |      |
|  | R-I         | R-II | R-III | C-I        | C-II | VC | I-I        | I-II |
| (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 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 - <del>office 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</del>   | Y           | Y    | Y     | Y          | Y    | Y  | Y          | Y    |
| (5) <del>Customary home occupation - contractor 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</del>                   | 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    |
| (9) <del>Customary home occupation - sales 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</del> | Y           | Y    | Y     | Y          | Y    | Y  | Y          | Y    |

| Use  | Residential |      |       | Commercial |      |    | Industrial |      |
|--|-------------|------|-------|------------|------|----|------------|------|
|  | R-I         | R-II | R-III | C-I        | C-II | VC | I-I        | I-II |
| (10) <i>Customary home occupation - personal services</i> <del>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</del> | Y           | Y    | Y     | Y          | Y    | Y  | Y          | Y    |
| (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 derogate 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    |
| (15) <i>Dish antenna conforming to the building setbacks for primary structures (front, side, rear) required in the zoning district in which it is located.</i>  | Y           | Y    | Y     | Y          | Y    | Y  | Y          | Y    |
| (16) <i>Accessory dwelling unit</i>  | Y           | Y    | Y     | Y          | Y    | Y  | Y          | Y    |

(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), to amend Article IX (Special Provisions), to add a new section governing home occupations:

**§ 205-39.5 Home Occupations**

A. Purpose and Intent:

*Conducting limited business activity from home has become more feasible and more widespread with modern technology and telecommunications. Residents of Westminster should have the ability to conduct reasonable business activities from home that are ancillary to the residential use and that will not be visible to the neighborhood or result in a negative impact.*

*The purpose of this bylaw is to set forth reasonable performance standards for home occupations that will ensure that such uses are compatible with surrounding permitted uses, do not adversely affect property values, and do not create any significant adverse impact on the quiet enjoyment of a residential neighborhood by others residing in the vicinity.*

B. Home Occupations - Types:

(1) *Contractors - Home-Based: 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.*

(2) *Home Office: The use of a portion of a dwelling or accessory building as an office for a resident physician, dentist, attorney-at-law, architect, engineer or member of other recognized profession similar to the aforementioned, provided that there is no external change which alters the residential appearance of the buildings, and further provided there is no exterior storage.*

(3) *Home Sales: 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 further provided there is no external change which alters the residential appearance of the buildings.*

(4) *Home Personal Services: The use of a portion of a dwelling or accessory building thereto by a resident service provider for personal services such as barbershops, beauty shops and like services provided there are no external changes which alter the residential appearance of the buildings.*

C. Performance Standards:

*All home occupations must register with the Building Commissioner who will verify that the occupation is in compliance with the following performance standards:*

(1) *The home occupation shall be conducted within a detached single-family dwelling or in an accessory building on the same property. If within the single-family dwelling, the total area devoted to the home occupation shall not exceed one third (33%) of the dwelling's gross floor*

areas.

(2) *The home occupation must be operated by the resident occupant of the dwelling and may not employ more than three (3) full-time equivalent persons on site who are not residents therein.*

(3) *There shall be no evidence of the occupation through persistent or excessive sound, or through vibration, smell, or sight discernable at the boundaries of the premises.*

(4) *Not more than one (1) commercial vehicle shall be regularly parked outdoors on the premises. Such vehicles shall not weigh more than 15,000 pounds or have more than two (2) axles.*

(5) *Traffic and parking generated by the home occupation shall not be more disruptive to the neighborhood than traffic normally resulting from residential development considering volume, type, hours and other traffic characteristics.*

(6) *The portion of any structure utilized for the home occupation shall conform to all applicable fire, building, electrical, plumbing and health codes.*

*(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), to amend Article IX (Special Provisions), to revise Section 205.37.1 – Accessory dwelling unit, as follows, (new language appears in *italics* and deleted language appears as strikethrough), or act in relation thereto.

**§ 205-37.1. Accessory Dwelling Unit.**

Accessory dwelling units *are allowed by right* ~~in the Residential III Zoning District may be allowed by special permit~~ in accordance with this section.

A. Purpose: The purposes of the accessory dwelling unit section are to:

- (1) Provide an opportunity for older homeowners who can no longer physically or financially maintain their single-family home to remain in the homes they might otherwise be forced to leave;
- (2) Make housing units available to moderate income households who might otherwise have difficulty finding homes within the Town;
- (3) Provide a variety of types of housing to meet the needs of its residents; and
- (4) Protect stability, property values, and the single-family character of a neighborhood.

B. *Performance Standards: The Building Commissioner shall issue a Building Permit and Certificate of Occupancy for an accessory dwelling unit upon verification* ~~Special permit procedures and conditions. The Zoning Board of Appeals shall be the special permit granting authority for the issuance of accessory dwelling unit permits. The Zoning Board of Appeals may authorize an accessory dwelling unit by special permit in any residential district, provided that the following standards and criteria are met:~~

- (1) The accessory dwelling unit will be a complete, separate housekeeping unit that functions as a separate unit from the principal single-family unit.
- (2) *The owners of the principal structure shall occupy, as their primary residence, either*

*the principal dwelling unit or the accessory dwelling unit.*

- (3) Only one accessory dwelling unit shall be created within a single-family structure.
- (4) The lot in which the single-family unit is created must have a determination from the Board of Health that there is adequate septic capacity or that the system may be expanded to provide adequate capacity. *No such verification is required if the lot is served by municipal sewer.*
- (5) The accessory dwelling unit shall be designed so that the appearance of the building remains that of a one-family residence as much as feasibly possible. ~~In general, any new entrances should be located on the side or rear of the building.~~
- (6) The accessory dwelling unit shall be clearly a subordinate part of the single-family dwelling. It shall be no greater than 700 square feet nor have more than two bedrooms.
- (7) At least three off-street parking spaces ~~are~~ *must be* available for use by the owner occupants and tenants.
- (8) The construction of the accessory dwelling unit shall be in conformity with the State Building Code.

~~C. Application Procedures~~

- ~~(1) An application for an accessory dwelling unit special permit shall be filed with the Zoning Board of Appeals accompanied by three copies of the plan accompanied by a notarized letter from the owner(s) stating that he/they will occupy one of the dwelling units on the premises.~~
- ~~(2) Upon receiving a special permit, the owner must file a declaration of covenants on the subject property at the Worcester County Registry of Deeds. The declaration shall state that the right to rent a temporary accessory dwelling unit ceases upon transfer of title. A time stamped copy of the recorded declaration shall be provided to the Zoning Board of Appeals and the Inspector of Buildings.~~

~~D. Transfer of ownership of a dwelling with an accessory dwelling unit.~~

- ~~(1) The special permit for an accessory dwelling unit in a single family dwelling shall terminate upon the sale or transfer of title of the dwelling.~~
- ~~(2) The new owner must apply for reapproval of a special permit for an accessory dwelling unit and shall submit a written request to the Zoning Board of Appeals, stating that conditions at the time of the original application remain unchanged. Minor changes may be approved without a hearing by the Zoning Board of Appeals. The Zoning Board of Appeals, in its sole discretion, at the reapplication of the new owner, may require compliance with all the procedures set forth herein.~~
- ~~(3) Upon receiving a special permit, the new owner must file a declaration of covenants on the subject property at the Worcester County Registry of Deeds. The declaration shall state that the right to rent a temporary accessory dwelling unit ceases upon transfer of title. A time stamped copy of the recorded declaration shall be provided to the Zoning Board of Appeals and the Inspector of Buildings.~~
- ~~(4) A filing fee as determined by the most recent Zoning Board of Appeals Fee Schedule shall be included with the application. The applicant shall also be responsible for the cost of legal notices and mailings. (Advisory Board and BOS Unanimously Approves)~~

ARTICLE 40. To see if the Town will vote authorize the Board of Selectmen to negotiate and execute Tax Agreements pursuant to M.G.L. Chapter 59, Section 38H(b), and Chapter 164, Section 1, and/or any other enabling authority and related regulations, for personal property taxes associated with the following proposed solar facility projects, each to be located on privately owned land, upon such terms and conditions as the Board of Selectmen deems to be in the best interest of the Town, and to take all actions necessary to implement and administer such agreements, or act in relation thereto:

| Entity                      | Location            | Size   | Term | Rate |
|-----------------------------|---------------------|--------|------|------|
| Ellis Road Development, LLC | Off Ellis Road      | 7.5 MW |      | tbd  |
| Nexamp                      | Livermore Hill Road | 1.3 MW |      | tbd  |

*(Advisory Board and BOS will vote before Town Meeting)*

ARTICLE 41. To see if the Town will vote to accept for passive recreation, conservation and/or forestry purposes and by gift, a parcel of land located off Worcester Road, containing 17 acres, more or less, and being a portion of the parcel of land shown on Assessors’ Map 149, Parcel 3, which is shown more particularly as the “Raymond Property” on a plan of land dated March 20, 2017, prepared by Trowbridge Engineering, LLC, a copy of which is on file with the Town Clerk, with the Hager Park Commission to have care, custody and control of said property, or act in relation thereto. *(Advisory Board and BOS Unanimously Approves)*

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 10th day of April in the year of our Lord two thousand and seventeen.

\_\_\_\_\_  
Wayne R. Walker

\_\_\_\_\_  
Heather M. Billings

\_\_\_\_\_  
James A. DeLisle

BOARD OF SELECTMEN