

**Town of Westminster  
Commonwealth of Massachusetts**

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**Report and Recommendations of the Advisory Board**

**Fiscal Year 2015**

**Annual Town Meeting**

**Westminster Elementary School**

**Saturday, May 3, 2014 - 1:00 p.m.**



**Prepared by the Westminster Advisory Board**

## TABLE OF CONTENTS

Advisory Board Report.....	3
Property Tax Data.....	6
Capital Planning Committee Report.....	7
Annual Town Meeting Warrant.....	8
FY2015 Operating Budget Recommendations .....	10
(7 page insert, middle of book)	
FY2015 Articles 8 – 37 .....	17
Special Town Meeting Warrant.....	23

# **Advisory Board Report**

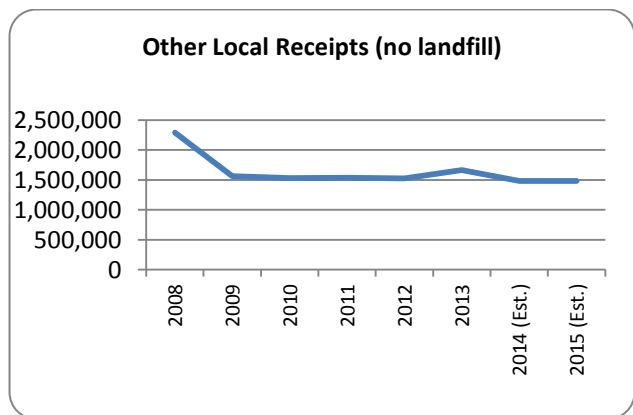
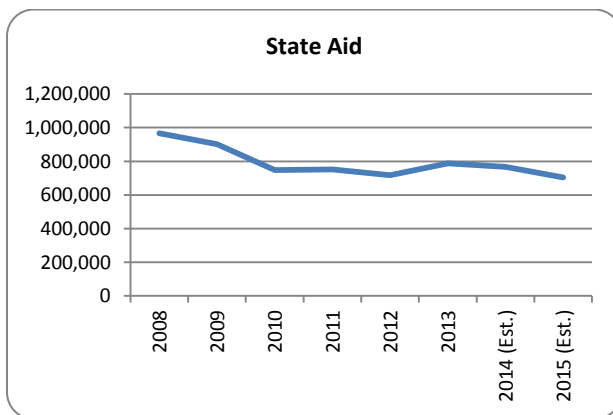
## **Introduction**

The following is the recommended budget proposal for the Town of Westminster from the Advisory Board for FY2015. The operating budget for the Town is presented in one article on the warrant (article 7). The remaining FY2015 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.

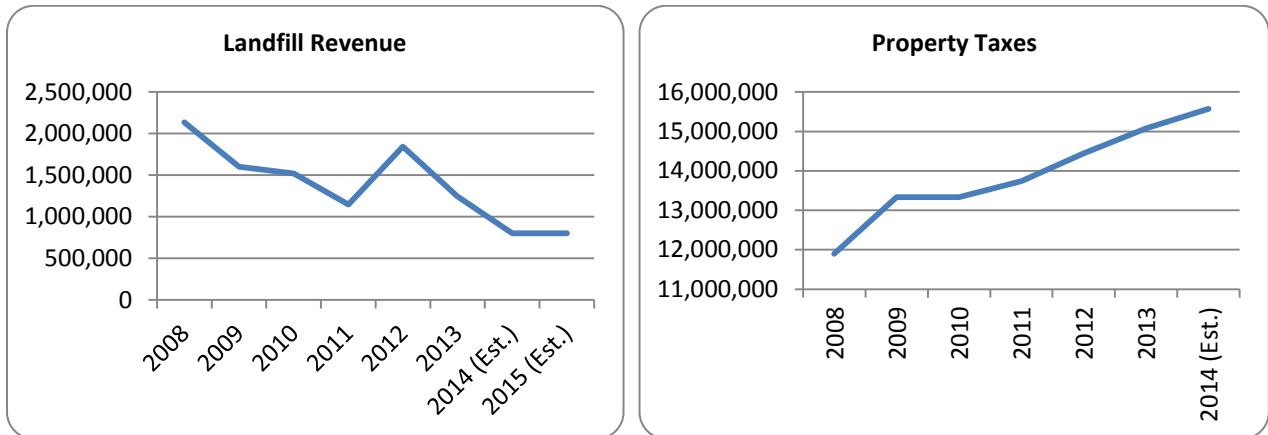
The revenue estimates have declined once again. The estimated State Aid is expected to decline by approximately \$80,000 for FY2015. This decline is due to the decreased value in State Owned Land. This is the second year in a row the revenue estimates for the Town of Westminster have declined. Last year the estimated landfill revenue projection for FY2014 went from 1.25 million to \$800,000. Fortunately, the Town has done a good job keeping budget increases reasonable. In addition the Town has benefited from the retirement of debt for Crocker Pond, Forest Legacy and the Library Renovations. This debt retirement totals \$212,711. The debt for the Senior Center will start in the next Fiscal Year; therefore, the Town will need to continue to manage its finances responsibly

## **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 graphs show the State Aid and Other Local Receipts (not including the landfill receipts). The State Aid estimate has declined by \$80,000 for FY2015 due to a decrease in the value of State Owned Land in Westminster. State Owned Land was re-evaluated in 2013 (every 4 years) and the value decreased by 46%. Other Local Receipts declined in FY2009 but since then has been fairly flat.



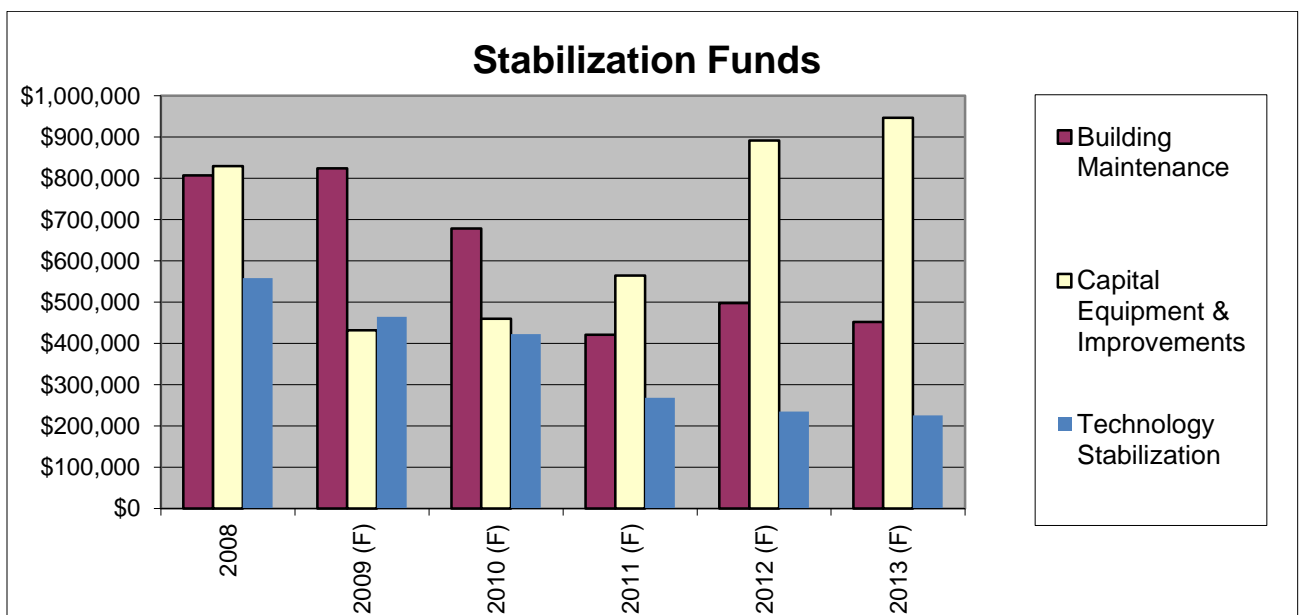
The following graphs show the Landfill Receipts and Property Tax Levied. Overall Landfill Receipts have been in decline. The current estimate for FY2015 for Landfill Receipts is \$800,000. The property tax chart shows a significant increase in FY2009 and a steady increase since FY2010.



## Stabilization Funds

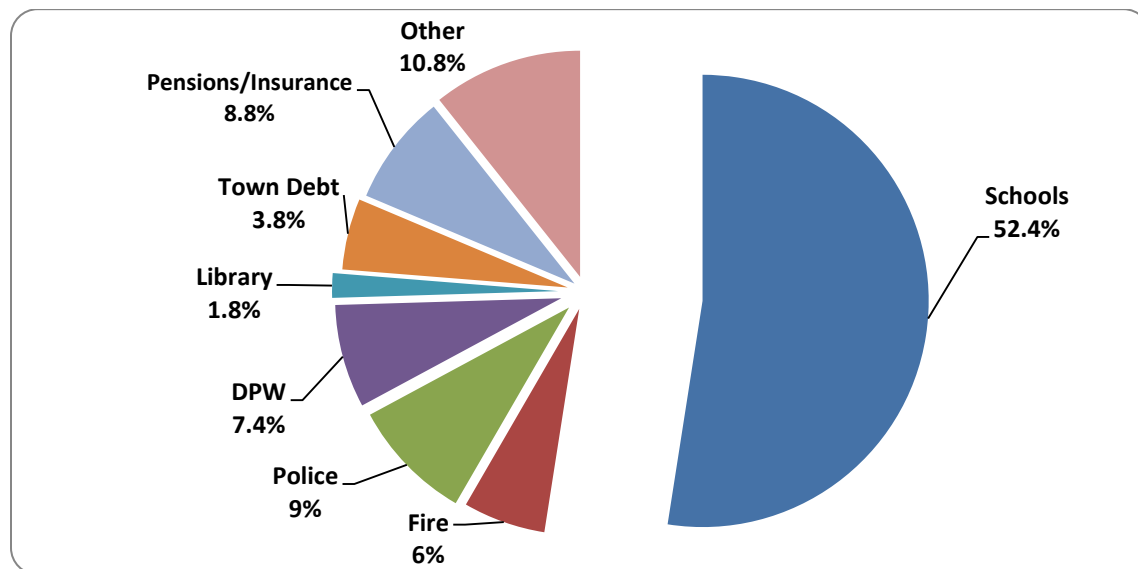
Stabilization Funds are used as a source of funding for many Capital Purchases. Please see the “Annual Report of the Capital Planning Committee” contained within this document or see the published “Capital Improvement Plan” on the Town Website at <http://www.westminster-ma.gov/pages/index>. Click on “Boards and Committees” then on “Capital Planning Committee” to find the report.

The following graph illustrates the stabilization fund levels over the past 6 years



## Budget and Budget Recommendations

The proposed operating budget (article 7) for FY2015 is \$18,493,808. This is a decrease of \$158,008 (-0.8%) over the FY2014 operating budget. The decrease is due to the retirement of debt and the final school certified budget being less than what was voted at the FY2014 Annual Town Meeting. The following chart illustrates the breakdown of the operating budget by department.



The FY2014 budget is also comprised of enterprise funds (Sewer, Water and Transfer Station – articles 8, 9 and 10) which total \$2,133,284 and are funded primarily by user fees. There are miscellaneous money articles that total \$132,100 (articles 11 – 24).

Finally, in addition to the operating budget the proposed Capital Improvement Plan for FY2015 (articles 25 – 34) is for a total of \$830,275 of which \$360,000 will be funded from Raise & Appropriate and the remaining amount of \$470,275 will be funded from stabilization funds, enterprise funds, ambulance receipts and other sources. Please see the “Annual Report of the Capital Planning Committee” further in this booklet.

To offset the tax increase \$250,000 of free cash is recommended to balance the budget. This amount is less than what was used in FY2014. We have in the past been reducing our dependency on free cash to balance the budget by \$75,000 per year. In FY2014 we used \$325,000 to balance the budget.

The current budget recommendation is a responsible balanced budget that maintains the current level of services.

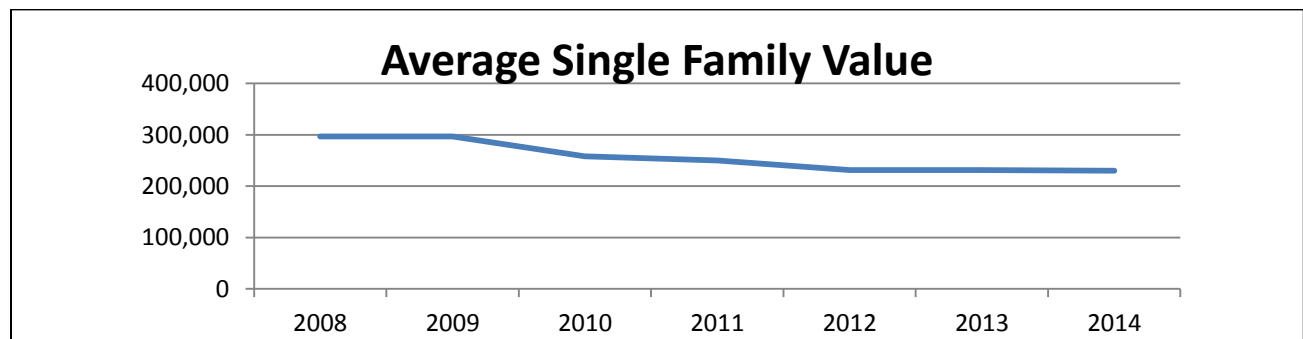
## Property Tax Data

The current tax rate is **\$18.98** per \$1,000 of valuation. The projected valuation of all property in Town for FY14 was \$ 820,651,452. Any increase of \$100,000 in spending will increase the tax rate by approximately \$ .12 per \$1,000 of assessed value.

Below are the average “Single Family Home” tax bills, and the percentage of home value these tax bills represent. This is for Fiscal Year 2014 for some of our neighboring communities, and for some nearby communities of similar population.

<b>Municipality</b> (neighboring towns)	<b>Population (2012)</b>	<b>Average Home Value</b>	<b>Tax Rate</b>	<b>Average Tax bill</b>
ASHBURNHAM	6,134	\$201,554	19.83	\$ 3,997 or 1.98%
FITCHBURG	40,411	\$155,241	19.83	\$ 3,078 or 1.98%
ASHBY	3,140	\$199,046	19.10	\$ 3,802 or 1.91%
<b>WESTMINSTER</b>	<b>7,339</b>	<b>\$229,939</b>	<b>18.98</b>	<b>\$4,364 or 1.90%</b>
LEOMINSTER	40,989	\$209,709	18.89	\$ 3,961 or 1.89%
GARDNER	20,254	\$161,929	18.87	\$ 3,056 or 1.89%
LUNENBURG	10,847	\$245,371	17.99	\$ 4,414 or 1.80%
PRINCETON	3,436	\$303,702	17.24	\$ 5,236 or 1.72%
<b>Municipality</b> (similar populations)	<b>Population</b>	<b>Average Home Value</b>	<b>Tax Rate</b>	<b>Average Tax Bill</b>
<b>WESTMINSTER</b>	<b>7,339</b>	<b>\$229,939</b>	<b>18.98</b>	<b>\$4,364 or 1.90%</b>
LANCASTER	7,956	\$280,826	18.91	\$ 5,310 or 1.89%
WEST BOYLSTON	7,779	\$252,024	17.66	\$4,451 or 1.77%
RUTLAND	8,185	\$237,882	17.11	\$ 4,070 or 1.71%
STERLING	7,858	\$282,277	16.93	\$ 4,779 or 1.69%
SHIRLEY	7,546	\$251,113	16.75	\$ 4,206 or 1.67%
AYER	7,688	\$266,254	14.08	\$ 3,749 or 1.41%

The following chart illustrates the average home value in the Town of Westminister over the past 7 years. Home values have declined over the past several years with the sharpest decline from 2009 to 2010. The source for this information is from the <http://www.mass.gov/dor/local-officials/> website



## **Annual Report of the Capital Planning Committee**

The committee consists of the following voting members: Chair- Keith Harding (Citizen at Large), Vice-Chair – Mike Morin (Citizen at Large), Secretary - Steve Rocheleau (Citizen at Large), John Fairbanks (representing the Board of Selectmen) and Jim DeLisle (representing the Advisory Board). The committee also consists of the following ex-officio members: Melody Gallant (Treasurer/Collector) and Karen Murphy (Town Administrator).

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

### **Capital Planning Committee Recommendations Fiscal Year 2015**

Department	Project	Proposed Funding Sources							
		Total Estimated Expenditures	Raise & Appropriate	Building Maintenance Stabilization	Capital Equipment Stabilization	Technology Stabilization	Sewer Enterprise	Ambulance	Other Funding
Department of Public Works	Road Maintenance	200,000	200,000						
Department of Public Works	VE-9 F350 4x4 Pick-Up Truck	45,000	45,000						
Department of Public Works	VE-14S sander dump body (10 wheel truck)	50,000	50,000						
Department of Public Works	Inflow/Infiltration reduction program	75,000					75,000		
Fire Department	SCUBA - Air Packs (28 Sets)	250,000			210,549				39,451
Fire Department	Chest compression machine	27,000						27,000	
Police Department	VE-2 Ford Interceptor	35,000	35,000						
Technology	Dispatch Radio System	75,000				75,000			
Technology	Technology Updates	30,000	30,000						
Regional Schools WES/Meetinghouse	boiler/storage tank, Freeze stats for unit ventilators, Roof Repair	43,275		43,275					
	<b>Totals</b>	<b>830,275</b>	<b>360,000</b>	<b>43,275</b>	<b>210,549</b>	<b>75,000</b>	<b>75,000</b>	<b>27,000</b>	<b>39,451</b>



## 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 3, 2014  
AT 1:00 P.M.**

then and there to vote on the following articles:

### CUSTOMARY ARTICLES

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

*(Advisory Board and BOS Unanimously Approves)*

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

*(Advisory Board and BOS Unanimously Approves)*

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

*(Advisory Board and BOS Unanimously Approves)*

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

*(Advisory Board and BOS Unanimously Approves)*



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

*(Advisory Board and BOS Unanimously Approves)*

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

*(Advisory Board and BOS Unanimously Approves)*

#### OPERATING BUDGETS

ARTICLE 7. To see if the Town will vote to fix the compensation of officers, provide for a Reserve Fund, and determine what sums of money the Town will raise and appropriate, including appropriations from available funds, to defray charges and expenses of the Town, including debt and interest, for the ensuing fiscal year, or act in relation thereto.

*(Amount requested: \$18,493,808) (Advisory Board and BOS Unanimously Approves)*

## FY15 Operating Budget Recommendations

ACCOUNT NAME AND NUMBER	DESCRIPTION	FY2014 APPROVED	FY2015 REQUESTED	FY2015 RECOMMENDED	% Change	% of Budget	COMMENTS
<b>Town Moderator 114</b>	Salary Expenses	0	0				
<b>Selectmen 122</b>	Temporary Labor	4,000	4,000	4,000			
	Salaries	0	0	0			
	Expenses	4,000	4,500	4,500			
	Lease Copiers	12,000	12,000	12,000			
	Johnny Appleseed	10,000	10,000	10,000			
		30,000	30,500	30,500	1.7%	0.2%	
<b>Town Administration 129</b>	Salaries	120,021	123,046	123,046			
	Expenses	3,175	3,175	3,175			
		123,196	126,221	126,221	2.5%	0.7%	
<b>Advisory Board 131</b>	Expenses	3,185	3,185	3,185			
		3,185	3,185	3,185	0.0%	0.0%	
<b>Reserve Fund 132</b>	Expenses	55,000	60,000	60,000			
		55,000	60,000	60,000	9.1%	0.3%	
<b>Accountant 135</b>	Salaries	73,827	73,827	73,827			
	Expenses	31,390	31,390	31,390			
		105,217	105,217	105,217	0.0%	0.6%	
<b>Assessors 141</b>	Stipends	0	0	0			
	Salaries	48,320	49,290	49,290			
	Expenses	17,450	17,450	17,450			
		65,770	66,740	66,740	1.5%	0.4%	
<b>Treasurer/Collector 147</b>	Stipend	1,000	1,000	1,000			
	Salaries	103,831	122,426	122,426			Moved part-time clerical position from
	Expenses	9,026	9,526	9,526			Personnel Dept.
		113,857	132,952	132,952	16.8%	0.7%	

ACCOUNT NAME AND NUMBER	DESCRIPTION	FY2014 APPROVED	FY2015 REQUESTED	FY2015 RECOMMENDED	% Change	% of Budget	COMMENTS
<b>Legal</b>	Expenses	65,000	67,500	67,500			
<b>151</b>		65,000	67,500	67,500	3.8%	0.4%	
<b>Personnel Admin.</b>	Salaries	54,970	41,034	41,034			Moved part-time clerical position to
<b>152</b>	Expenses	7,200	9,400	9,400			Treasurer/Collector Dept. Dependent eligibility
		62,170	50,434	50,434	-18.9%	0.3%	audit new health insurance requirement
<b>Data Processing</b>	Expenses	67,050	71,000	71,000			increase in contractual services
<b>155</b>		67,050	71,000	71,000	5.9%	0.4%	
<b>Town Clerk</b>	Stipend	1,175	1,175	1,175			
<b>161</b>	Salaries	79,381	81,317	81,317			
	Expenses	6,575	7,075	7,075			
		87,131	89,567	89,567	2.8%	0.5%	
<b>Elections</b>	Stipend	600	600	600			
<b>164</b>	Salaries	4,450	4,770	4,770			
	Expenses	9,930	11,930	11,930			
		14,980	17,300	17,300	15.5%	0.1%	
<b>Conservation</b>	Salary	20,291	20,698	20,698			
<b>171</b>	Expenses	1,050	1,050	1,050			
		21,341	21,748	21,748	1.9%	0.1%	(Transfer \$3,000 from Wetlands Fees)
<b>Town Planner</b>	Salary	64,477	65,772	65,772			
<b>172</b>	Expenses	2,500	3,000	3,000			
		66,977	68,772	68,772	2.7%	0.4%	
<b>Planning Board</b>	Salary	0	0	0			
<b>175</b>	Expenses	1,200	1,200	1,200			
		1,200	1,200	1,200	0.0%	0.0%	
<b>Board of Appeals</b>	Salary	1,600	1,600	1,600			
<b>176</b>	Expenses	500	500	500			
		2,100	2,100	2,100	0.0%	0.0%	

ACCOUNT NAME AND NUMBER	DESCRIPTION	FY2014 APPROVED	FY2015 REQUESTED	FY2015 RECOMMENDED	% Change	% of Budget	COMMENTS
<b>Economic Development 182</b>	Expenses		750	750			New department
			750	750		0.0%	
<b>Public Buildings and Property 192</b>	Salaries	93,151	94,697	94,697			Includes estimated utility increases for
	Expenses	216,550	229,550	229,550			new senior center
		309,701	324,247	324,247	4.7%	1.8%	
<b>Town Report 195</b>	Expenses	2,000	2,000	2,000			
		2,000	2,000	2,000	0.0%	0.0%	
<b>Crocker Pond 199</b>	Salaries	13,800	14,800	14,800			
	Expenses	8,655	7,655	7,655			
		22,455	22,455	22,455	0.0%	0.1%	
<b>Police/Dispatch 210</b>	Salaries	1,428,390	1,443,496	1,443,496			
	Expenses	226,128	227,303	227,303			
		1,654,518	1,670,799	1,670,799	1.0%	9.0%	
<b>Fire 220</b>	Salaries	778,687	783,334	783,334			(FY14 pay rates; in negotiations)
	Expenses	112,332	117,330	117,330			
		891,019	900,664	900,664	1.1%	4.9%	
<b>Ambulance 231</b>	Salaries	111,941	112,844	112,844			Transfer from Ambulance Receipts Reserved for
	Expenses	81,151	81,610	81,610			appropriation; any remaining balance to revert
		193,092	194,454	194,454	0.7%	1.1%	back at end of year
<b>Emergency Management (299)</b>	Stipend	1,000	1,000	1,000			
	Expenses	11,985	11,985	11,985			
		12,985	12,985	12,985	0.0%	0.1%	
<b>Building Dept. 241</b>	Salaries	125,808	137,809	137,809			Additional hours
	Expenses	12,950	12,950	12,950			
		138,758	150,759	150,759	8.6%	0.8%	

ACCOUNT NAME AND NUMBER	DESCRIPTION	FY2014 APPROVED	FY2015 REQUESTED	FY2015 RECOMMENDED	% Change	% of Budget	COMMENTS
Animal Control 292	Salary Expenses	0	0	0			
		35,205	35,205	35,205			
		35,205	35,205	35,205	0.0%	0.2%	
Tree Warden 294	Salary Expenses	2,000	2,000	2,000			
		17,600	17,600	17,600			
		19,600	19,600	19,600	0.0%	0.1%	
K-12 Schools  390	Contribution to Fndn. Budget	6,236,727	6,392,497	6,392,497			
	Additional Funds	1,414,270	1,248,946	1,248,946			
	Transportation	621,144	554,720	554,720			FY2014 approved amount exceeded actual school assessment by \$209,367; recommended amount represents \$133,000 increase over FY2014 actual assessment.
	Comm. Serv.	4,330	4,301	4,301			
	Stabilization	54,120	53,760	53,760			
	Capital						
	Subtotal-Operating	8,330,591	8,254,224	8,254,224			
	Meetinghouse & Overlook						
	Debt	152,106	0	0			
	WES Bond	319,490	310,353	310,353			
	Oakmont Bond	306,962	296,856	296,856			
	Oakmont Field Bond	63,774	60,540	60,540			
	Subtotal-Debt	842,332	667,749	667,749			
	SUB-TOTAL K-12	9,172,923	8,921,973	8,921,973	-2.7%	48.2%	
Monty Tech  390	Foundation State Minimum		701,665	701,665			(Amount underpaid in FY14)
	Additional Funds		21,475	21,475			
	Transportation		26,161	26,161			
	Capital		0	0			
	Bonds		12,725	12,725			
	Sub-Total MTech	602,904	762,026	762,026	26.4%	4.1%	
Total Schools, 390	Total Schools	9,775,827	9,683,999	9,683,999	-0.9%	52.4%	
Highway Admin. 421	Salaries	251,801	258,731	258,731			
		251,801	258,731	258,731	2.8%	1.4%	
Highway Dept. 422	Salaries Expenses	498,188	498,188	498,188			(FY14 rates; in negotiations)
		248,050	248,050	248,050			
		746,238	746,238	746,238	0.0%	4.0%	

ACCOUNT NAME AND NUMBER	DESCRIPTION	FY2014 APPROVED	FY2015 REQUESTED	FY2015 RECOMMENDED	% Change	% of Budget	COMMENTS
Snow and Ice Control 423	Salaries Expenses	52,000	52,000	52,000			
		298,100	298,100	298,100			
		350,100	350,100	350,100	0.0%	1.9%	
Street Lighting 424	Expenses	22,000	22,000	22,000			
		22,000	22,000	22,000	0.0%	0.1%	
Cemetery Dept. 491	Salaries Expenses	92,347	94,416	94,416			
		10,890	12,515	12,515			
		103,237	106,931	106,931	3.6%	0.6%	
Health Dept. 510	Stipends Salaries Expenses	0	0	0			
		108,830	113,840	113,840			
		6,680	6,680	6,680			
		115,510	120,520	120,520	4.3%	0.7%	
Council on Aging 541	Salaries Expenses	25,472	25,711	25,711			
		12,050	12,050	12,050			
		37,522	37,761	37,761	0.6%	0.2%	
Veteran's Services 543	Salaries Expenses	5,081	5,182	5,182			
		620	645	645			
		5,701	5,827	5,827	2.2%	0.0%	
Veteran's Assistance 544	Expenses	59,000	59,000	59,000			
		59,000	59,000	59,000	0.0%	0.3%	
MART 549	Salaries Expenses	72,213	74,364	74,364			
		12,250	12,250	12,250			
		84,463	86,614	86,614	2.5%	0.5%	
Library 610	Salaries Expenses	217,000	228,096	228,096			
		117,400	113,770	113,770			
		334,400	341,866	341,866	2.2%	1.8%	

ACCOUNT NAME AND NUMBER	DESCRIPTION	FY2014 APPROVED	FY2015 REQUESTED	FY2015 RECOMMENDED	% Change	% of Budget	COMMENTS
Recreation Dept. 630	Salaries	15,000	15,000	15,000			
	Expenses	13,339	14,475	14,475			
		28,339	29,475	29,475	4.0%	0.2%	
Concerts 631	Expenses	3,000	3,000	3,000			
		3,000	3,000	3,000	0.0%	0.0%	
Hager Park Comm. 661	Expenses	250	250	250			
		250	250	250	0.0%	0.0%	
Historical Comm. 691	Expenses	1,280	1,280	1,280			
		1,280	1,280	1,280	0.0%	0.0%	
Memorial Day 692	Expenses	1,200	1,200	1,200			
		1,200	1,200	1,200	0.0%	0.0%	
Care of Town Clock 699	Expenses	250	250	250			
		250	250	250	0.0%	0.0%	
Town Debt Retirement 710	South Street Redesign	87,500	87,500	87,500			
	Forest Legacy	47,160	0	0			
	Senior Center Design	26,700	26,700	26,700			
	Library Renovations	98,000	0	0			
	Town Hall	370,000	370,000	370,000			
	Crocker Pond	175,000	0	0			
	Wastewater Mgmt.	36,160	36,890	36,890			
	Fire Truck		110,000	110,000			
	Senior Center Construction						
	Total Expenses	840,520	631,090	631,090	-24.9%	3.4%	VOTE AS ONE LINE ITEM
Town Debt Interest 750	South Street Redesign	2,100	1,750	1,750			
	Forest Legacy	707	0	0			
	Senior Center Design	700	1,068	1,068			
	Library Renovations	479	0	0			
	Town Hall Bond	66,600	48,100	48,100			
	Crocker Pond Bond	8,750	0	0			
	Wastewater Mgmt.	1,992	1,206	1,206			
	Short Term Borrowing	5,000	5,000	5,000			
	Senior Center Construction		18,700	18,700			
	Fire Truck		3,025	3,025			
	Septic Management Program		3,000	3,000			
	Engman Conser Restriction		1,198	1,198			
	Total Expenses	86,328	83,047	83,047	-3.8%	0.4%	VOTE AS ONE LINE ITEM

ACCOUNT NAME AND NUMBER	DESCRIPTION	FY2014 APPROVED	FY2015 REQUESTED	FY2015 RECOMMENDED	% Change	% of Budget	COMMENTS
Regional Plan. Council. 840	Expenses	2,198	2,253	2,253			
		2,198	2,253	2,253	2.5%	0.0%	
Other Employee Benefits	Salaries	50,383	50,000	50,000			Contractual obligations
Retirement and Pensions 911	Expenses	502,762	528,022	528,022			
		502,762	528,022	528,022	5.0%	2.9%	
Group Health Insurance 914	Expenses	805,000	807,000	807,000			
		805,000	807,000	807,000	0.2%	4.4%	
Group Life Insurance 915	Expenses	4,000	4,000	4,000			
		4,000	4,000	4,000	0.0%	0.0%	
Other Insurance 945	Expenses	3,000	3,500	3,500			Unemployment
		27,000	28,000	28,000			Workman's Compensation
		190,000	195,000	195,000			Property and Liability
		55,000	56,000	56,000			Fire/Police Accident
		2,000	2,500	2,500			Deductibles
		277,000	285,000	285,000	2.9%	1.5%	VOTE AS ONE LINE ITEM
<b>BUDGET TOTALS</b>		18,651,816	18,493,808	18,493,808	-0.8%	100.0%	



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

**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: \$1,102,939) (*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: \$767,920) (*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: \$262,425) (*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, a sum of money for the Conservation Fund as provided for in Section 8C of Chapter 40 of the General Laws, or act in relation thereto.

(Amount requested: \$1,000) (*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 for the Westminster Cultural Council, or act in relation thereto.

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

**ARTICLE 13.** To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to fund a portion of the cost of retaining a professional consultant to perform the revaluation of real and personal property in the Town as required under Massachusetts General Laws, or act in relation thereto.

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

**ARTICLE 14.** To see if the Town will vote to 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 15.** To see if the Town will vote to transfer a sum of money from Free Cash to reduce the Fiscal Year 2015 tax rate, or act in relation thereto.

(Amount requested: \$250,000) (*Advisory Board and BOS Unanimously Approves*)

## NON-CAPITAL MONEY ARTICLES

ARTICLE 16. To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to be spent under the direction of the Treasurer/Collector to upgrade the Treasurer's Cash Management System software, or act in relation thereto.

(Amount requested: \$9,500) (*Advisory Board and BOS Unanimously Approves*)

ARTICLE 17. To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to be spent under the direction of the Economic Development Committee to design and publish a promotional brochure for the Town, or act in relation thereto.

(Amount requested: \$4,000) (*Advisory Board 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 Parks and Recreation Commission to provide custodial coverage at the school gymnasiums for youth sports activities; said appropriation to expire on June 30, 2015, or act in relation thereto.

(Amount requested: \$6,000) (*Advisory Board and BOS Unanimously Approves*)

ARTICLE 19. To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to be spent under the direction of the Parks and Recreation Commission for the purchase of team benches for the Lacrosse field, or act in relation thereto.

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

ARTICLE 20. To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money for the acquisition of a new K-9 police dog, or act in relation thereto.

(Amount requested: \$6,500) (*Advisory Board and BOS Unanimously Approves*)

ARTICLE 21. To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to make improvements and upgrades to the evidence room at the Police station, or act in relation thereto.

(Amount requested: \$14,600) (*Advisory Board 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 used for the hiring and training of call firefighters, or act in relation thereto.

(Amount requested: \$4,500) (*Advisory Board 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 Historical Commission for the restoration of the Civil War monument on Main Street, subject to the award of a matching grant for this purpose, or act in relation thereto.

(Amount requested: \$5,000) (*Advisory Board and BOS Unanimously Approves*)

ARTICLE 24. To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to be spent under the direction of the Hager Park Commission to hire a consultant/forester to develop a forest management plan at Hager Park, or act in relation thereto.

(Amount requested: \$3,000) (*Advisory Board and BOS Unanimously Approves*)

## CAPITAL ARTICLES

ARTICLE 25. To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money to purchase a police cruiser and related equipment for the Police Department, said appropriation to include the trade-in of a Police Department vehicle, or act in relation thereto.

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

ARTICLE 26. 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 Fire Chief to replace twenty-eight (28) Self-Contained Breathing Apparatus units (air packs), or act in relation thereto.

(Amount requested: \$250,000) (*Advisory Board and BOS Unanimously Approves*)

ARTICLE 27. 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 Fire Chief for the purchase of two (2) chest compression machines for the town ambulances, or act in relation thereto.

(Amount requested: \$27,000) (*Advisory Board and BOS Unanimously Approves*)

ARTICLE 28. To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money for oiling, sealing, resurfacing, installing drainage and guardrail, removing trees/brush, or other such activities related to the reconstruction of town roads, or act in relation thereto.

(Amount requested: \$200,000) (*Advisory Board and BOS Unanimously Approves*)

ARTICLE 29. To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money to purchase a new pickup truck with plow and related equipment for the Highway Department, said appropriation to include the trade-in of a 2006 Ford F-350 pickup truck, or act in relation thereto.

(Amount requested: \$45,000) (*Advisory Board and BOS Unanimously Approves*)

ARTICLE 30. To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money to purchase a new combination dump/sander body and related equipment for a 10-wheel truck at the Highway Department, or act in relation thereto.

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

ARTICLE 31. To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money to implement sewer inflow and infiltration reduction measures, including engineering, construction and other related expenses, or act in relation thereto.

(Amount requested: \$75,000) (*Advisory Board and BOS Unanimously Approves*)

ARTICLE 32. To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow the sum of \$43,275 to be used to fund the following projects at the elementary schools in Westminster, or act in relation thereto.

WES:	Boiler/storage tank for domestic hot water	\$18,275
Meetinghouse:	Freezestats to classroom unit ventilators	\$10,000
	Roof repair/membrane replacement, shingles	\$15,000

*(Advisory Board and BOS Unanimously Approves)*

ARTICLE 33. To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money for ongoing computer system updates and technology-related items for the various town departments; said amount to be expended under the direction of the Town Administrator, or act in relation thereto.  
(Amount requested: \$30,000) *(Advisory Board and BOS Unanimously Approves)*

ARTICLE 34. To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money to replace radio system components at the radio building on Ellis Road, or act in relation thereto.  
(Amount requested: \$75,000) *(Advisory Board and BOS Unanimously Approves)*

### MISCELLANEOUS ARTICLES

ARTICLE 35. To see if the Town will vote to amend the Town's Zoning Bylaw to regulate the location and operation of Medical Marijuana Treatment Centers/Registered Marijuana Dispensaries, as follows, or act in relation thereto.

Zoning Amendment #1: Add a definition for "Medical Marijuana Treatment Center/Registered Marijuana Dispensary" to Section 205-4 of the Zoning Bylaw  
(Definition):

"MEDICAL MARIJUANA TREATMENT CENTER/REGISTERED MARIJUANA DISPENSARY: A Registered Marijuana Dispensary (RMD) as defined in the regulations promulgated by the Massachusetts Department of Public Health (DPH), 105 CMR 725.000. Such facilities shall be operated and managed by a not-for-profit entity registered with the state that acquires, cultivates, possesses, processes, transfers, transports, sells, distributes, dispenses or administers medical marijuana, products containing marijuana, related supplies, or educational materials to qualifying patients and/or their personal caregivers."

Zoning Amendment #2: Delete Section 205-39.4 of the Zoning Bylaw (Temporary Moratorium on Medical Marijuana Treatment Centers) and insert the following in its place:

205-39.4 Medical Marijuana Treatment Center/Registered Marijuana Dispensaries (RMD)

A. Locational Standards:

A RMD shall comply with the locational standards set forth in regulations promulgated by the DPH, 105 CMR 725.110(A)(14).

B. Operational Standards:

1) All RMDs shall operate in full compliance with the regulations promulgated by the DPH as provided in 105 CMR 725.000.

2) RMDs who wish to produce edible marijuana infused products at their RMD must receive Board of Health approval for food processing and preparation.

C. Necessary Permits and Approvals:

A RMD shall require both a Special Permit and Site Plan Approval. The Planning Board is the Special Permit Granting Authority (SPGA) for such uses. The application and public hearing process for the Special Permit and Site Plan Approval shall be conducted concurrently by the SPGA. In evaluating a Special Permit application for a RMD, the SPGA shall not issue a permit unless the SPGA makes a finding that the RMD use is appropriate for the proposed site and that the use will not be unduly detrimental to the health, safety, morals or welfare of the community or neighborhood by reasons of noise, traffic, pollution, noxious gases or wastes, or demand on community services. In its final decision, the SPGA shall stipulate any conditions it deems necessary to ensure that the use will not become unduly detrimental to the Town.

D. Additional Site Plan Requirements:

1) All site plans for a RMD shall include a 10-foot non-vegetative buffer around all parking areas and buildings.

2) Interior building plans for a registered medical marijuana dispensary shall be submitted to and reviewed by the Building, Police and Fire Departments.

E. Special Permit Terms:

A Special Permit granted under this section shall expire within two (2) years of the date of permit issuance. Prior to the expiration of the Special Permit, the Applicant may request a renewal of the Special Permit for an additional two (2) year period. Said renewal shall not require the Applicant to go through the Site Plan Approval process, provided that conditions of the site and RMD have not changed materially from the original application.

F. Transfer of Special Permit:

The Special Permit shall have a term limited to the duration of the Applicant's ownership of the premises as a RMD. A Special Permit may be transferred only with the approval of the SPGA in the form of a modification of the original Special Permit and with all information required in this section and the Planning Board's Site Plan Rules and Regulations. No transfer may be approved unless it is also approved by the

DPH.

Zoning Amendment #3:

Add "Medical Marijuana Treatment Center/Registered Marijuana Dispensaries" as a new Item 9 under Section H (Other Principal Uses) within the Table of Use Regulations.

	R-1	R-2	R-III	C-I	C-II	C-III	I-I	I-II
(9) Medical Marijuana Treatment Center/Registered Marijuana Dispensaries (See Section 205.39.4)	N	N	N	N	N	N	SP	SP

*(Advisory Board and BOS Unanimously Approves)*

ARTICLE 36. To see if the Town will vote to authorize the Board of Selectmen to grant easements in, on, under and over a portion or portions of the property located at 69 West Main Street and described more particularly in a deed recorded with the Worcester North District Registry of Deeds in Book 5758, Page 370, for the transmission and/or distribution of electricity and/or intelligence, on such terms and conditions as the Board of Selectmen deems appropriate, or act in relation thereto.

*(Advisory Board and BOS Unanimously Approves)*

ARTICLE 37. To see if the Town will vote to authorize the Board of Selectmen to negotiate a tax agreement(s) pursuant to Massachusetts General Laws Chapter 59, Section 38H and related regulations, with one or more renewable energy generation companies operating solar generation facilities, 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 7th day of April in the year of our Lord two thousand and fourteen.

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Wayne R. Walker

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Heather M. Billings

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John F. Fairbanks

BOARD OF SELECTMEN



## SPECIAL TOWN MEETING WARRANT

WORCESTER, SS.

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

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

**WESTMINSTER ELEMENTARY SCHOOL  
9 ACADEMY HILL ROAD  
WESTMINSTER, MASSACHUSETTS  
on  
SATURDAY, MAY 3, 2014  
AT 1:00 P.M.**

then and there to vote on the following articles:

ARTICLE 38. To see if the Town will vote to transfer a sum of money from available funds to supplement the amount voted under Article 7 of the May 4, 2013 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 39. To see if the Town will vote to transfer \$40,469 from available funds for the purchase and installation of security equipment for the Westminster Elementary School, or act in relation thereto.  
(*Advisory Board Majority Approves 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 7<sup>th</sup> day of April in the year of our Lord two thousand and fourteen.

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Wayne R. Walker

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Heather M. Billings

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John F. Fairbanks

BOARD OF SELECTMEN