

**Town of Westminster  
Commonwealth of Massachusetts**

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**Report and Recommendations of the Advisory Board**

**Fiscal Year 2014**

**Annual Town Meeting**

**Westminster Elementary School**

**Saturday, May 4, 2013 - 1:00 p.m.**



**Prepared by the Westminster Advisory Board**

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# Advisory Board Report

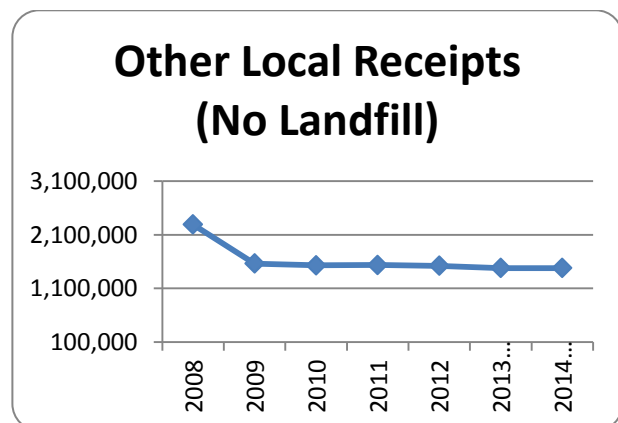
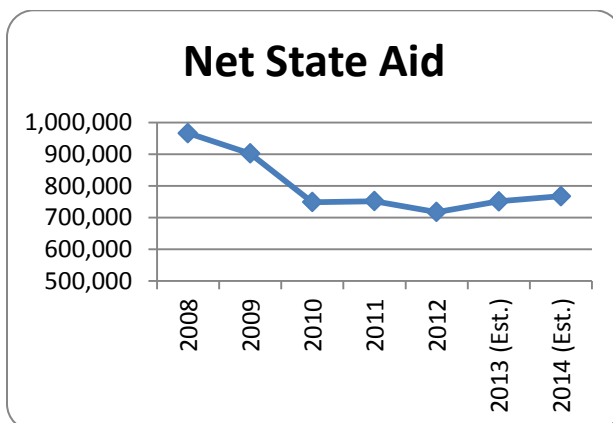
## Introduction

The following is the recommended budget proposal for the Town of Westminster from the Advisory Board for FY2014. The operating budget for the Town is presented in one article on the warrant (article 7). The remaining FY2014 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.

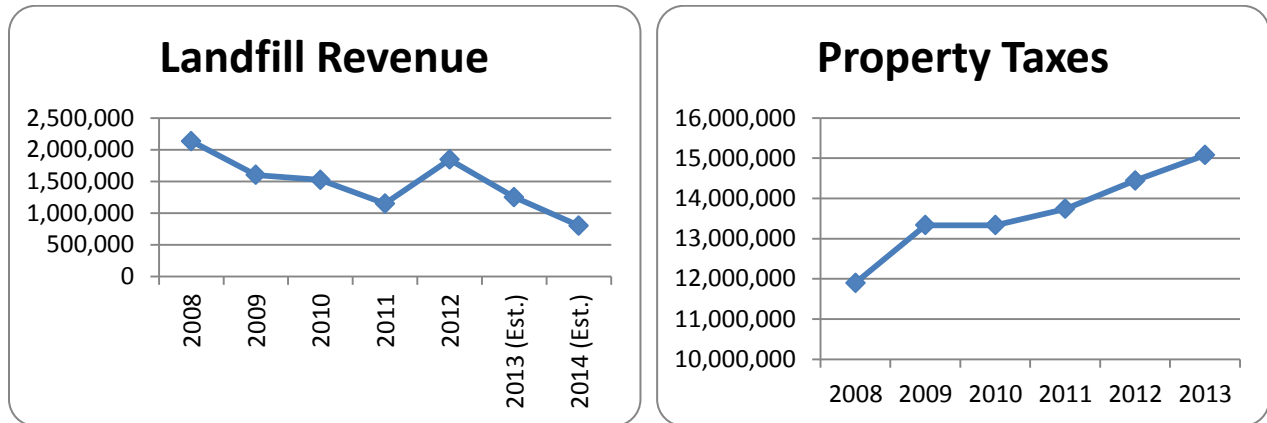
The FY2014 budget was a challenge due to a significant loss in revenue from the landfill. In prior years the landfill revenue estimate was 1.25 million dollars. In a meeting held on January 3<sup>rd</sup> 2013 with representatives from Waste Management the Town was informed that landfill revenue projection for FY2014 has decreased to just \$800,000. In order to make up for this sizable drop in revenue the Board of Selectmen, Advisory Board and Town Administrator worked to minimizing spending where possible.

## 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). State Aid has increased slightly since FY2012 but is down approximately \$200,000 overall since FY2008. Other Local Receipts declined in FY2009 but since then has been fairly flat.



The following graphs show the Landfill Receipts and Property Tax Levied. Landfill Receipts declined steadily from FY2008 until FY2011. In FY2012 we had an increase but in both FY2013 and FY2014 we are expecting a decrease. The property tax chart shows a significant increase in FY2009 and has also in the last two years.



## Stabilization Funds

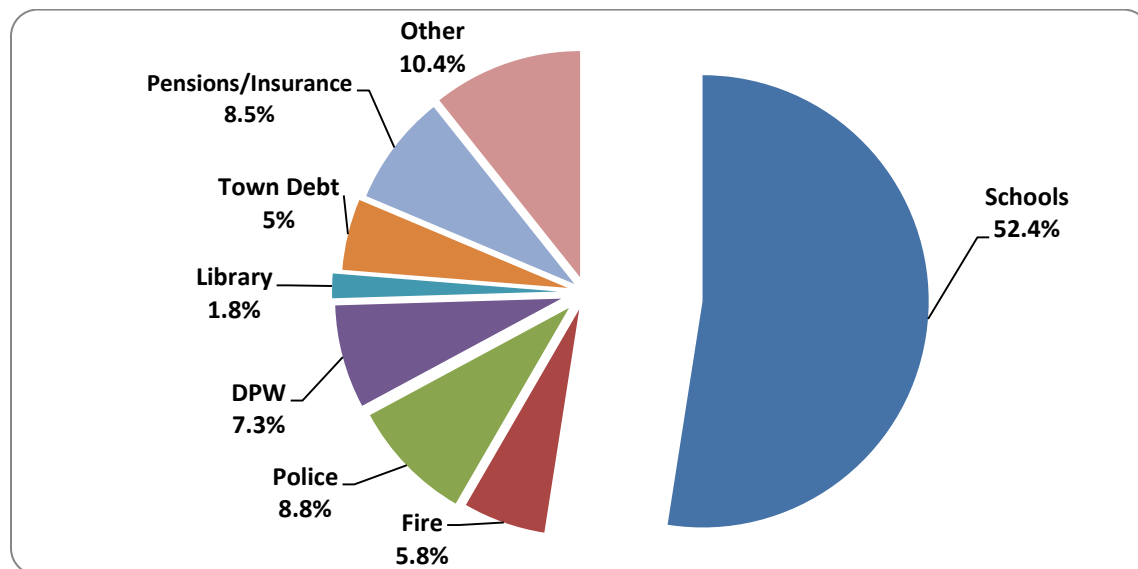
Stabilization Funds are used as a source of funding for many Capital Purchases. Please see the “Annual Report of the Capital Planning Committee” contained within this document or see the published “Capital Improvement Plan” on the Town Website at <http://www.westminster-ma.gov/pages/index>.

The following table illustrates the stabilization fund levels over the past 5 years

Stabilization Funds					
	2008	2009 (F)	2010 (F)	2011 (F)	2012 (F)
Building Maintenance	\$806,911	\$823,968	\$678,684	\$421,127	\$497,767
Capital Equipment & Improvement	\$830,035	\$432,079	\$459,818	\$564,406	\$891,567
Technology Stabilization	\$558,482	\$464,005	\$422,101	\$268,149	\$234,853
General Stabilization Fund	\$1,226,281	\$624,415	\$1,002,418	\$934,315	\$1,009,083
Road Maintenance			\$80,000	\$85,018	\$187,175
Pension/Retirement			\$80,000	\$85,018	\$187,175
Totals	\$3,421,709	\$2,344,467	\$2,723,021	\$2,358,033	\$3,007,620

## Budget and Budget Recommendations

The proposed operating budget (article 7) for FY2014 is \$18,594,380. This is an increase of \$391,522 (2.2%) over the FY2013 operating budget. 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 9, 10 and 11) which total \$2,021,182 and are funded primarily by user fees. There are miscellaneous money articles that total \$80,000 (articles 12 – 19).

Finally, in addition to the operating budget the proposed Capital Improvement Plan for FY2014 (articles 22 – 34) is for a total of \$639,444 of which \$310,000 will be funded from Raise & Appropriate and the remaining amount of \$329,444 will be funded from stabilization and enterprise funds.

To offset the decline in landfill receipts the overall budget for FY2014 was analyzed. There was no way that such a significant loss in revenue could be absorbed while maintaining the current spending trend. The following highlights the steps taken to close the gap due to the landfill revenue decline and balance the budget.

- The DPW Commission and DPW Director reduced the annual road maintenance article (article 22) to \$200,000. Chapter 90 funds will be used to augment the road maintenance costs. Chapter 90 funds are expected to increase from \$417,866 to \$626,799.
- The recommendation for school funding made at the Board of Selectmen Meetings on 3/18 and 3/25 was for level services. Level services are actually an increase in the school budget of \$243,786 (Foundation Budget line item plus the Additional Funds line item).
- Transfer \$325,000 from Free Cash to reduce the FY2014 tax rate. We have been reducing this amount each year but this year it was left at the same level as FY2013

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

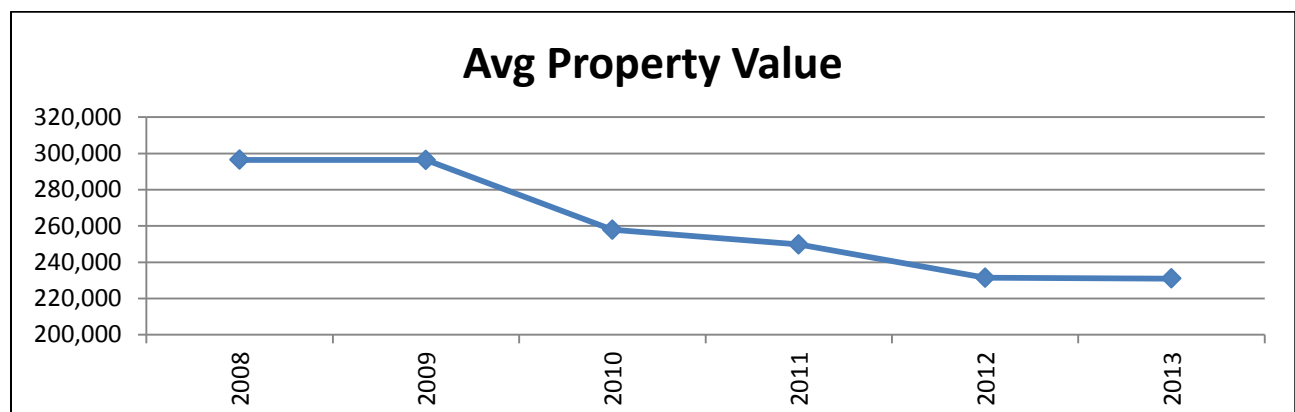
## Property Tax Data

The current tax rate is **\$18.36** per \$1,000 of valuation. The projected valuation of all property in Town for FY13 was \$ 821,114,124. Any increase of \$100,000 in spending will increase the tax rate by approximately \$ .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 Fiscal Year 2013 for some of our neighboring communities, and for some nearby communities of similar population.

<b>Municipality</b> (neighboring towns)	<b>Population (2010)</b>	<b>Average Home Value</b>	<b>Tax Rate</b>	<b>Average Tax bill</b>
ASHBURNHAM	6,081	\$205,007	\$18.85	\$ 3,864 or 1.88%
ASHBY	3,074	\$210,911	\$17.47	\$ 3,685 or 1.75%
FITCHBURG	40,318	\$156,482	\$19.05	\$ 2,981 or 1.91%
GARDNER	20,228	\$171,566	\$17.46	\$ 2,996 or 1.75%
LEOMINSTER	40,759	\$209,968	\$17.96	\$ 3,771 or 1.80%
LUNENBURG	10,086	\$247,776	\$17.30	\$ 4,287 or 1.73%
PRINCETON	3,413	\$303,034	\$17.50	\$ 5,303 or 1.75%
<b>Municipality</b> (similar populations)	<b>Population</b>	<b>Average Home Value</b>	<b>Tax Rate</b>	<b>Average Tax Bill</b>
AYER	7,427	\$267,738	13.63	\$ 3,649 or 1.36%
LANCASTER	8,055	\$270,254	19.08	\$ 5,156 or 1.91%
RUTLAND	7,973	\$235,651	16.66	\$ 3,926 or 1.67%
SHIRLEY	7,211	\$261,235	15.65	\$ 4,088 or 1.56%
STERLING	7,808	\$283,514	16.35	\$ 4,635 or 1.63%
WEST BOYLSTON	7,669	\$253,295	17.45	\$4,420 or 1.75%
<b>WESTMINSTER</b>	<b>7,277</b>	<b>\$230,987</b>	<b>18.36</b>	<b>\$4,241 or 1.84%</b>

The following chart illustrates the average home value in the Town of Westminster over the past 6 years. Home values have declined since 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), Joe Flanagan (representing the Board of Selectmen) and Jim DeLisle (representing the Advisory Board). The committee also consists of the following ex-officio members: Donna Allard (Town Accountant), Melody Gallant (Treasurer/Collector) and Karen Murphy (Town Administrator).

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

### Capital Planning Committee Recommendations Fiscal Year 2014

		Proposed Funding Sources						
Department	Project	Total	Raise &	Building	Capital	Technology	Water	Sewer
		Estimated Expenditures	Appropriate	Maintenance Stabilization	Equipment Stabilization	Stabilization	Enterprise	Enterprise
Department of Public Works	Road Maintenance	200,000	200,000					
Department of Public Works	VE-10 F350 Pickup Truck	75,000			75,000			
Department of Public Works	VE-20 F550 Truck	75,000			75,000			
Department of Public Works	VE-23 E250 Van	35,000					17,500	17,500
Fire Department	VE-18 Car 3 Pickup Truck	38,000			38,000			
Fire Department	Sprinkler System Repairs	20,000		20,000				
Police Department	VE-4 Chevy Tahoe Cruiser	40,000	40,000					
Police Department	VE-6 Ford Taurus Cruiser	40,000	40,000					
Police Department	Bullet Proof Vests	25,000			25,000			
Police Department	Fingerprint Scanner	18,000				18,000		
Data Processing	Technology Updates	30,000	30,000					
Regional Schools WES/Meetinghouse	Resin Floors, Fencing, Garage Door, Floor Scrubber, Water Bubbler	27,400		27,400				
Regional Schools Overlook/Oakmont	Snow Blower & Mower	16,044			16,044			
	<b>Totals</b>	<b>639,444</b>	<b>310,000</b>	<b>47,400</b>	<b>229,044</b>	<b>18,000</b>	<b>17,500</b>	<b>17,500</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 4, 2013  
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: \$18,594,380) *(Advisory Board and BOS Unanimously Approves)*

## FY14 Operating Budget Recommendations

ACCOUNT NAME AND NUMBER	DESCRIPTION	FY2013 APPROVED	FY2014 REQUESTED	RECOMMENDED	% Change	% of Budget	Comments
Town Moderator 114	Salary Expenses	0	0				
		0	0	0			
Selectmen 122	Temporary Labor	4,000	4,000	4,000			
	Salaries	0	0	0			
	Expenses	4,000	4,000	4,000			
	Lease Copiers	12,000	12,000	12,000			
	Johnny Appleseed	10,000	10,000	10,000			
		30,000	30,000	30,000	0.0%	0.2%	
Town Administration 129	Salaries	116,110	120,021	120,021			
	Expenses	1,650	3,175	3,175			Professional/technical consulting services
		117,760	123,196	123,196	4.6%	0.7%	
Advisory Board 131	Expenses	3,185	3,185	3,185			
		3,185	3,185	3,185	0.0%	0.0%	
Reserve Fund 132	Expenses	40,000	55,000	55,000			
		40,000	55,000	55,000	37.5%	0.3%	
Accountant 135	Salaries	72,378	76,125	73,827			
	Expenses	21,390	41,390	31,390			Increased audit expenses
		93,768	117,515	105,217	12.2%	0.6%	
Assessors 141	Stipends	0	0	0			
	Salaries	46,894	48,320	48,320			
	Expenses	17,450	17,450	17,450			
		64,344	65,770	65,770	2.2%	0.4%	
Treasurer/Collector 147	Stipend	1,000	1,000	1,000			
	Salaries	101,055	103,831	103,831			
	Expenses	9,521	9,026	9,026			
		111,576	113,857	113,857	2.0%	0.6%	

ACCOUNT NAME AND NUMBER	DESCRIPTION	FY2013 APPROVED	FY2014 REQUESTED	RECOMMENDED	% Change	% of Budget	Comments
<b>Legal 151</b>	Expenses	65,000	65,000	65,000			
		65,000	65,000	65,000	0.0%	0.3%	
<b>Personnel Admin. 152</b>	Salaries	53,579	54,970	54,970			
	Expenses	5,700	7,200	7,200			pre-employment exams
		59,279	62,170	62,170	4.9%	0.3%	
<b>Data Processing 155</b>	Expenses	63,900	67,050	67,050			increase in contractual services
		63,900	67,050	67,050	4.9%	0.4%	
<b>Town Clerk 161</b>	Stipend	1,175	1,175	1,175			
	Salaries	76,909	79,381	79,381			
	Expenses	6,575	6,575	6,575			
		84,659	87,131	87,131	2.9%	0.5%	
<b>Elections 164</b>	Stipend	600	600	600			
	Salaries	7,312	4,450	4,450			
	Expenses	12,930	9,930	9,930			
		20,842	14,980	14,980	-28.1%	0.1%	
<b>Conservation 171</b>	Salary Expenses	19,407	20,291	20,291			
		1,250	1,050	1,050			
		20,657	21,341	21,341	3.3%	0.1%	(Transfer \$3,000 from Wetlands Fees)
<b>Town Planner 172</b>	Salary Expenses	61,681	64,477	64,477			
		2,250	2,500	2,500			
		63,931	66,977	66,977	4.8%	0.4%	
<b>Planning Board 175</b>	Salary Expenses	0	0	0			
		900	1,200	1,200			
		900	1,200	1,200	33.3%	0.0%	
<b>Board of Appeals 176</b>	Salary Expenses	1,600	1,600	1,600			
		500	500	500			
		2,100	2,100	2,100	0.0%	0.0%	

ACCOUNT NAME AND NUMBER	DESCRIPTION	FY2013 APPROVED	FY2014 REQUESTED	RECOMMENDED	% Change	% of Budget	Comments
Public Buildings and Property 192	Salaries	90,149	93,151	93,151			
	Expenses	216,550	216,550	216,550			
		306,699	309,701	309,701	1.0%	1.7%	
Town Report 195	Expenses	2,500	2,000	2,000			
		2,500	2,000	2,000	-20.0%	0.0%	
Crocker Pond 199	Salaries	12,800	13,800	13,800			
	Expenses	10,350	8,655	8,655			
		23,150	22,455	22,455	-3.0%	0.1%	
Police/Dispatch 210	Salaries	1,376,780	1,408,390	1,408,390			
	Expenses	217,978	226,128	226,128			
		1,594,758	1,634,518	1,634,518	2.5%	8.8%	
Fire 220	Salaries	769,809	778,687	778,687			
	Expenses	106,882	112,332	112,332			
		876,691	891,019	891,019	1.6%	4.8%	
Ambulance 231	Salaries	115,883	111,941	111,941			
	Expenses	76,565	81,151	81,151			
		192,448	193,092	193,092	0.3%	1.0%	Transfer from Ambulance Receipts Reserved for appropriation; any remaining balance to revert back at end of year
Emergency Management (299)	Stipend	1,000	1,000	1,000			
	Expenses	12,770	11,985	11,985			
		13,770	12,985	12,985	-5.7%	0.1%	
Building Dept. 241	Salaries	123,473	125,808	125,808			
	Expenses	12,950	12,950	12,950			
		136,423	138,758	138,758	1.7%	0.7%	
Animal Control 292	Salary	18,732	18,732	0			
	Expenses	16,473	16,473	35,205			
		35,205	35,205	35,205	0.0%	0.2%	

ACCOUNT NAME AND NUMBER	DESCRIPTION	FY2013 APPROVED	FY2014 REQUESTED	RECOMMENDED	% Change	% of Budget	Comments
<b>Tree Warden 294</b>	Salary	0	2,000	2,000			police details
	Expenses	15,600	17,600	17,600			
		15,600	19,600	19,600	25.6%	0.1%	
<b>K-12 Schools 390</b>	Contribution to Fndn. Budget	6,339,100	6,236,727	6,236,727			
	Additional Funds	1,030,675	1,449,255	1,376,834			
	Transportation	749,692	621,144	621,144			
	Comm. Serv.	4,414	4,330	4,330			
	Stabilization		54,120	54,120			
	SUBTOTAL	8,123,881	8,365,576	8,293,155	2.1%		
	Meetinghouse & Overlook Debt	151,922					
	WES Bond	335,490					
	Oakmont Bond	321,193					
	Oakmont Field Bond	67,894					
	SUBTOTAL	876,499	842,332	842,332			
	Sub-total K-12	9,000,380	9,207,908	9,135,487	1.5%	49.1%	
<b>Monty Tech 390</b>	Foundation State Minimum Additional Funds BAN						
	Sub-Total MTech	528,202	602,904	602,904	14.1%	3.2%	
<b>Total Schools, 390</b>	Total Schools	9,528,582	9,810,812	9,738,391	2.2%	52.4%	
<b>Highway Admin. 421</b>	Salaries	246,869	251,801	251,801			
		246,869	251,801	251,801	2.0%	1.4%	
<b>Highway Dept. 422</b>	Salaries	497,578	498,188	498,188			
	Expenses	246,050	248,050	248,050			
		743,628	746,238	746,238	0.4%	4.0%	
<b>Snow and Ice Control 423</b>	Salaries	52,000	52,000	52,000			
	Expenses	298,100	298,100	298,100			
		350,100	350,100	350,100	0.0%	1.9%	

ACCOUNT NAME AND NUMBER	DESCRIPTION	FY2013 APPROVED	FY2014 REQUESTED	RECOMMENDED	% Change	% of Budget	Comments
Street Lighting 424	Expenses	22,000	22,000	22,000			
		22,000	22,000	22,000	0.0%	0.1%	
Cemetery Dept. 491	Salaries	89,374	92,347	92,347			
	Expenses	10,890	10,890	10,890			
		100,264	103,237	103,237	3.0%	0.6%	
Health Dept. 510	Stipends	0	1,530	0			
	Salaries	106,715	114,618	108,830			
	Expenses	6,630	6,680	6,680			
		113,345	122,828	115,510	1.9%	0.6%	
Council on Aging 541	Salaries	24,685	25,472	25,472			
	Expenses	12,050	12,050	12,050			
		36,735	37,522	37,522	2.1%	0.2%	
Veteran's Services 543	Salaries	4,981	5,081	5,081			
	Expenses	620	620	620			
		5,601	5,701	5,701	1.8%	0.0%	
Veteran's Assistance 544	Expenses	53,000	59,000	59,000			
		53,000	59,000	59,000	11.3%	0.3%	
MART 549	Salaries	69,742	74,677	72,213			
	Expenses	12,250	12,250	12,250			
		81,992	86,927	84,463	3.0%	0.5%	
Library 610	Salaries	207,113	217,000	217,000			
	Expenses	111,000	117,400	117,400			Increase to meet state minimum requirement
		318,113	334,400	334,400	5.1%	1.8%	
Recreation Dept. 630	Salaries	15,000		15,000			
	Expenses	14,215		13,339			
		29,215		28,339	-3.0%	0.2%	

ACCOUNT NAME AND NUMBER	DESCRIPTION	FY2013 APPROVED	FY2014 REQUESTED	RECOMMENDED	% Change	% of Budget	Comments
<b>Concerts</b>	Expenses	3,000	3,000	3,000			
<b>631</b>		3,000	3,000	3,000	0.0%	0.0%	
<b>Hager Park Comm.</b>	Expenses	250	250	250			
<b>661</b>		250	250	250	0.0%	0.0%	
<b>Historical Comm.</b>	Expenses	1,280	1,280	1,280			
<b>691</b>		1,280	1,280	1,280	0.0%	0.0%	
<b>Memorial Day</b>	Expenses	1,025	1,200	1,200			
<b>692</b>		1,025	1,200	1,200	17.1%	0.0%	
<b>Care of Town Clock</b>	Expenses	250	250	250			
<b>699</b>		250	250	250	0.0%	0.0%	
<b>Town Debt Retirement</b>	South Street Land Takings	87,500	87,500				
<b>710</b>	Forest Legacy	47,160	47,160				
	Senior Center Design	0	26,700				
	Library Renovations	98,000	98,000				
	Town Hall	370,000	370,000				
	Crocker Pond	175,000	175,000				
	Wastewater Mgmt.	35,444	36,160				
	Total Expenses	813,104	840,520	840,520	3.4%	4.5%	<b>VOTE AS ONE LINE ITEM</b>
<b>Town Debt Interest</b>	South Street Land Takings	2,100	2,100				
<b>750</b>	Forest Legacy	1,450	707				
	Senior Center Design	0	700				
	Library Renovations	1,560	479				
	Town Hall Bond	81,400	66,600				
	Crocker Pond Bond	15,750	8,750				
	Wastewater Mgmt.	2,761	1,992				
	Short Term Borrowing	5,000	5,000				
	Total Expenses	110,021	86,328	86,328	-21.5%	0.5%	<b>VOTE AS ONE LINE ITEM</b>
<b>Regional Plan.</b>	Expenses	2,145	2,250	2,198			
<b>Council.</b>		2,145	2,250	2,198	2.5%	0.0%	
<b>840</b>							

ACCOUNT NAME AND NUMBER	DESCRIPTION	FY2013 APPROVED	FY2014 REQUESTED	RECOMMENDED	% Change	% of Budget	Comments
Other Employee Benefits	Salaries		50,383	50,383			Contractual obligations
Retirement and Pensions 911	Expenses	522,194	502,762	502,762			
		522,194	502,762	502,762	-3.7%	2.7%	
Group Health Insurance 914	Expenses	800,000	805,000	805,000			
		800,000	805,000	805,000	0.6%	4.3%	
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	14,000	10,750				Unemployment
		53,000	35,000				Workman's Compensation
		155,000	175,000				Property and Liability
		50,000	51,250				Fire/Police Accident
		5,000	5,000				Deductibles
		277,000	277,000	277,000	0.0%	1.5%	<b>VOTE AS ONE LINE ITEM</b>
<b>BUDGET TOTALS</b>		18,202,858	18,660,594	18,594,380	2.2%	100.0%	



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

**ARTICLE 8.** To see if the Town will vote to raise and appropriate a sum of money for the operating budget of the Ashburnham-Westminster Regional School District, in addition to the sum voted under Article 7 for said operating budget, provided that no funds voted under this article shall be appropriated unless the Town has first voted by ballot at a special election to exempt this expenditure from the provisions of Proposition two and one-half, and further provided that the Town of Ashburnham also votes to appropriate its assessed share of said operating budget, or act in relation thereto.  
(Amount requested: tbd)

*(At the time of the printing of this booklet no information was provided to the BOS or Advisory Board in regards to an override. At this time neither the BOS nor Advisory Board support an override and it is possible this article may be passed over.)*

**ARTICLE 9.** To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to operate the Sewer Enterprise, or act in relation thereto.  
(Amount requested: \$1,111,551) *(Advisory Board and BOS Unanimously Approves)*

**ARTICLE 10.** To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to operate the Water Enterprise, or act in relation thereto.  
(Amount requested: \$647,206) *(Advisory Board and BOS Unanimously Approves)*

**ARTICLE 11.** To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to operate the Solid Waste Transfer Facility Enterprise, or act in relation thereto.  
(Amount requested: \$262,425) *(Advisory Board and BOS Unanimously Approves)*

## **CUSTOMARY MONEY ARTICLES**

**ARTICLE 12.** To see if the Town will vote to raise and appropriate, or transfer from available funds, 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 13.** To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money for the Westminster Cultural Council, or act in relation thereto.  
(Amount requested: \$1,000) *(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 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)*

## *NON-CAPITAL MONEY ARTICLES*

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

(Amount requested: \$5,000 --- \$1,000 raise and appropriate; \$4,000 by transfer from existing articles) (*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 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, 2014, or act in relation thereto.

(Amount requested: \$9,000) (*Advisory Board majority in favor (4-2) 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 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 18. To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to replace the window in the Dispatch center, said sum to be spent under the direction of the Police Chief; or act in relation thereto.

(Amount requested: \$1,500) (*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 purchase and install new wireless access points at the Town Hall, Public Safety Building, and Library; said sum to be spent under the direction of the Town Administrator, or act in relation thereto.

(Amount requested: \$8,000) (*Advisory Board and BOS Unanimously Approves*)

ARTICLE 20. To see if the Town will vote to appropriate the sum of Three Hundred Thousand Dollars (\$300,000) for the purpose of financing the following water pollution abatement facility projects: repair, replacement and/or upgrade of septic systems, pursuant to agreements with the Board of Health and residential property owners, including without limitation all costs thereof as defined in Section 1 of Chapter 29C of the General Laws; that to meet this appropriation the Treasurer with the approval of the Board of Selectmen is authorized to borrow said amount, and issue bonds or notes of the Town therefor under M.G.L. c111, s. 127b ½ and/or 29C of the General Laws, or pursuant to any other enabling authority; that project and financing costs shall be repaid by the property owners, in accordance with those agreements, but such bonds and notes shall be the general obligations of the Town; that the Treasurer with the approval of the Board of Selectmen is authorized to borrow all or a portion of such amount from the Massachusetts Water Pollution Abatement Trust established pursuant to Chapter 29C and in connection therewith to enter into a loan agreement and/or security agreement with the Trust and otherwise contract with the Trust and Department of Environmental Protection with respect to such loan and for any federal or state aid available for the projects or for the financing thereof; and that the Board of Selectmen, Board of Health, or other appropriate local body or official is authorized to enter into a project regulatory agreement with the Department of Environmental Protection, to expend all funds available for the projects and to take any other action necessary to carry out the projects; or act in relation thereto.

(*Advisory Board and BOS Unanimously Approves*)

ARTICLE 21. To see if the Town will vote to transfer a sum of money from Free Cash to reduce the Fiscal Year 2014 tax rate, or act in relation thereto.  
(Amount requested: \$325,000) (*Advisory Board and BOS Unanimously Approves*)

### CAPITAL ARTICLES

ARTICLE 22. 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 23. 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 and related equipment for the Highway Department, said appropriation to include the trade-in of a 2001 Ford F-350 pickup truck, or act in relation thereto.  
(Amount requested: \$75,000) (*Advisory Board and BOS Unanimously Approves*)

ARTICLE 24. 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 dump truck with a plow and related equipment for the Highway Department, said appropriation to include the trade-in of a 1999 Ford F-550 dump truck, or act in relation thereto.  
(Amount requested: \$75,000) (*Advisory Board and BOS Unanimously Approves*)

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 new utility van and related equipment for the Water and Sewer Departments, said appropriation to include the trade-in of a 2001 Ford E-250 van, 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 purchase a new pickup truck and related equipment for the Fire Department, or act in relation thereto.  
(Amount requested: \$38,000) (*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 make repairs to the sprinkler system at the Public Safety Building, said sum to be spent under the direction of the Fire Chief, or act in relation thereto.  
(Amount requested: \$20,000) (*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 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: \$40,000) (*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 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: \$40,000) (*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 fingerprint scanner for the Police Department, or act in relation thereto.

(Amount requested: \$18,000) (*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 replace 25 bullet proof vests for the Police Department, or act in relation thereto.

(Amount requested: \$25,000) (*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 \$16,044 to be used to purchase a snow blower/mower replacement at Oakmont Regional High School; further, that said appropriation is subject to the Town of Ashburnham also voting to fund its share of the cost of this article, or act in relation thereto.

(*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 the sum of \$27,400 to be used to fund the following projects at the elementary schools in Westminster, or act in relation thereto.

WES:	Replace resin floors in bathroom and entry	\$8,300
	Replace fencing; repair/reset posts	\$5,000
	Replace garage door	\$4,300
Meetinghouse:	Walk-behind floor scrubber	\$8,300
	Replace one water bubbler	\$1,500

(*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 for ongoing computer system updates and technology-related items for the various town departments; said amount to be expended under the direction of the Town Administrator, or act in relation thereto.

(Proposing: \$30,000) (*Advisory Board and BOS Unanimously Approves*)

### MISCELLANEOUS ARTICLES

ARTICLE 35. To see if the Town will vote to amend the Agreement between the Towns of Ashburnham and Westminster, Massachusetts as pertains to the Ashburnham-Westminster Regional School District, a copy of which has been placed on file with the Town Clerk, or act in relation thereto.

(*The proposed revisions have been sent to the DESC (Department of Elementary and*

*Secondary Education) for review. As of the printing of this booklet we have not received a response. If received the Advisory Board and BOS will vote prior to Town Meeting. If not this article may be passed over.*

ARTICLE 36. To see if the Town will vote to approve the establishment of a Stabilization Fund according to Massachusetts General Laws c. 71, s.16G ½ for the Montachusett Regional Vocational Technical School District, or act in relation thereto.

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

ARTICLE 37. To see if the Town will vote to amend the Town’s Zoning Bylaw by adding a new Section 205-39.4, TEMPORARY MORATORIUM ON MEDICAL MARIJUANA TREATMENT CENTERS, that would provide as follows, and further to amend the Table of Contents to add Section 205-39.4, “Temporary Moratorium on Medical Marijuana Treatment Centers,” as follows, or act in relation thereto:

Section 205-39.4. Temporary Moratorium on Medical Marijuana Treatment Centers

#### A. PURPOSE

In the November 2012 election, the voters of the Commonwealth approved a law regulating the cultivation, distribution, possession and use of marijuana for medical purposes. The law provides that it is effective on January 1, 2013 and the MA Department of Public Health is required to issue regulations regarding implementation within 120 days of the law’s effective date. Currently under the Zoning Bylaw, a Medical Marijuana Treatment Center is not a permitted use in the Town and any regulations promulgated by the State Department of Public Health are expected to provide guidance to the Town in regulating medical marijuana, including Medical Marijuana Treatment Centers. The regulation of medical marijuana raises novel and complex legal, planning, and public safety issues and the Town needs time to study and consider the regulation of Medical Marijuana Treatment Centers and address such novel and complex issues, as well as to address the potential impact of the State regulations on local zoning and to undertake a planning process to consider amending the Zoning Bylaw regarding regulation of medical marijuana treatment centers and other uses related to the regulation of medical marijuana. The Town of Westminster intends to adopt a temporary moratorium on the use of land and structures in the Town for Medical Marijuana Treatment Centers so as to allow the Town sufficient time to engage in a planning process to address the effects of such structures and uses in the Town and to enact bylaws in a manner consistent with sound land use planning goals and objectives.

#### B. DEFINITION

“Medical Marijuana Treatment Center” shall mean a “not-for-profit entity, as defined by Massachusetts law only, registered by the Department of Public Health, that acquires, cultivates, possesses, processes (including development of related products such as food, tinctures, aerosols, oils or ointments), transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational

materials to qualifying patients or their personal caregivers.”

### C. TEMPORARY MORATORIUM

For the reasons set forth above and notwithstanding any other provision of the Zoning Bylaw to the contrary, the Town hereby adopts a temporary moratorium on the use of land or structures for a Medical Marijuana Treatment Center. The moratorium shall be in effect through June 30, 2014. During the moratorium period, the Town shall undertake a planning process to address the potential impacts of medical marijuana in the Town, consider the Department of Public Health regulations Regarding Medical Marijuana Treatment Facilities and related uses, and shall consider adopting new Zoning Bylaws to address the impact and operation of Medical Marijuana Treatment Centers and related uses.

*(Advisory Board and BOS Unanimously Approves)*

ARTICLE 38. To see if the Town will vote to amend Chapter 31 of the general bylaws, “Licenses and Permits, Delinquent Taxpayers,” to comply with MGL Ch. 40, s. 57, as follows, or act in relation thereto:

Chapter 131. LICENSES AND PERMITS (proposed additions underlined)

#### ARTICLE I. Delinquent Taxpayers

§ 131-3. Written notice and hearing; use of findings limited.

A. The licensing authority may deny, revoke or suspend any license or permit, including renewals and transfers of any party whose name appears on said list furnished to the licensing authority from the Town Collector or with respect to any activity, event or other matter which is the subject of such license or permit and which activity, event or matter is carried out or exercised or is to be carried out or exercised on or about real estate owned by any party whose name appears on said list furnished to the licensing authority from the Town Collector; provided, however, that written notice is given to the party and the Town Collector, as required by applicable provisions of law, and the party is given a hearing, to be held not earlier than fourteen days after said notice. Said list shall be prima facie evidence for denial, revocation or suspension of said license or permit to any party. The Town Collector shall have the right to intervene in any hearing conducted with respect to such license denial, revocation or suspension.

§ 131-7. Non-Applicability.

The provisions of this article shall not apply to any of the licenses and permits exempted by MGL c. 40, § 57, which includes licenses or permits for open burning (G.L. c.48, §13); bicycles (G.L. c.85,§11A); sales of articles for charitable purposes (G.L. c.101,§33); children work permits (G.L. c.149,§69); clubs or associations dispensing food or beverage licenses (G.L. c.140, §21E); dog licenses (G.L. c.140, §137); fishing, hunting, trapping licenses (G.L. c.131, §12); marriage licenses (G.L. c.207, §28); theatrical events and public exhibition permits (G.L. c.140, §181); and any other local license or permit which the

Town chooses to exclude from this bylaw by further amendment to the bylaw.

*(Advisory Board and BOS Unanimously Approves)*

ARTICLE 39. To see if the Town will vote to amend Section 25-1 of the general bylaws, "Calling of Town Meeting," as follows, or act in relation thereto:

(Additions underlined, deletions indicated by strikethroughs)

"Every Town Meeting shall be called by posting attested copies of the warrant on the town website and at not fewer than two public places within the Town, which shall include the Town Hall and the Post Office; ~~and by publishing a notice at the time and place of said meeting, in a newspaper having circulation in the Town,~~ said postings ~~and publication~~ to be not less than seven days before the date of the annual town meeting, and not less than fourteen days before a special town meeting.

*(Advisory Board and BOS Unanimously Approves)*

ARTICLE 40. To see if the Town will vote to amend the general bylaws, pursuant to the provisions of G.L. c.40, §6N, to authorize the Westminster Department of Public Works to make necessary temporary repairs to private ways, at the expense of the residents of the private ways, by adding the following article to Chapter 173 Streets and Sidewalks. This by-law shall not be deemed to mandate the Town to make repairs to any private way.

## **Article V. Temporary Repairs to Private Ways**

### **173-28 Purpose.**

The purpose of this article is to establish a policy by which the Town can provide assistance to abutters of private ways who wish to maintain and make improvements in order to provide continued safe access for public safety services and to extend the useful lives of their private ways. Such maintenance and improvements, including engineering and permitting costs, if any, would be at the expense of the abutters or beneficiaries of said private ways.

### **173-29 Authority.**

Pursuant to the provisions of G.L. c.40, §6N, the Westminster Department of Public Works is authorized hereunder to make necessary temporary repairs to private ways in accordance with the procedures set forth in this by-law. This by-law shall not be deemed to mandate the Town to make repairs to any private way.

### **173-30 Definitions.**

For the purpose of this by-law, the following terms shall have the meanings indicated:

1. **Temporary Repairs** may include, but are not limited to maintenance or repairs to drainage systems, road base improvements, grading, filling with like material of potholes, depressions or ruts and application of calcium chloride for dust control.

2. **Private Way** is any way existing in the Town for at least five (5) years which has not been legally laid out by the Public Works Commission as a public way, or has not been accepted as a public way by Town Meeting, and has been open to public use and for access by public safety services.
3. **Petition** is the document to be submitted to the Westminster Department of Public Works, signed by at least 51% of property owners abutting a private way, requesting temporary repairs to the private way specified. The Petition includes language indemnifying the Town of Westminster from any and all liability related to temporary repairs to private ways.

**173-31 General Requirements.**

- A. Upon petition of at least fifty one (51) percent of the abutters and/or beneficiaries of a private way, the Public Works Commission, by a majority vote, may declare that the temporary repairs to said private way are necessary or advisable for public safety or convenience. Such petitions may request continuing annual temporary repairs, such as grading of gravel roads, for a period up to five (5) years without the need for submission of annual petitions.
- B. The Public Works Commission shall estimate the cost of individual requests for temporary repairs to private roads, and the Town shall be paid in advance of the work by the residents of the private way seeking assistance.
- C. An annually updated list of all private ways to which this section applies shall be maintained by the Department of Public Works.

**173-32 Liability.**

The Town of Westminster shall not be liable on account of any damages caused by temporary repairs made pursuant to this by-law in accordance with the terms of the petition.

*(Advisory Board and BOS Unanimously Approves)*

ARTICLE 41. To see if the Town will vote to designate the intersection of Oakmont Avenue and North Common Road as Ryan P. Jones Square, or act in relation thereto.

*(Advisory Board and BOS Unanimously Approves)*

ARTICLE 42. To see if the Town will vote to designate the intersection of Turnpike Road, Willard Road and Waterman Lane as Francis A. Bond Square, or act in relation thereto.

*(Advisory Board and BOS Unanimously Approves)*

ARTICLE 43. To see if the Town will vote to authorize the Board of Selectmen to adopt a Tax Increment Financing (TIF) Plan and TIF Agreement for the property located at 1 Bella Drive, Westminster, MA, as shown on Assessors Map 99, Parcel 40, including designation as a TIF Zone, under Chapter 40, Section 59 of the General Laws; to authorize the Board of Selectmen to execute the TIF Agreement, and any documents relating thereto, and to take such other actions as are necessary or appropriate to implement those



documents; and to authorize the Board of Selectmen to file an application with the Massachusetts Economic Assistance Coordinating Council for approval and designation of said property as an Economic Opportunity Area, or act in relation thereto.

*(At the time of the printing of this booklet the terms of the TIF were not defined. The Advisory Board and BOS have not voted and it is possible this article may be passed over.)*

ARTICLE 44. To see if the Town will vote to amend the scope of Article 21 of the May 5, 2012 Annual Town Meeting to allow expenses related to rebuilding and/or replacing the water pressure reducing valves and related equipment/appurtenances located on Turnpike Road and Marshall Hill Road to also include rebuilding and/or replacing the water pressure reducing valves on Elliott Street and State Road East, 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 8th day of April in the year of our Lord two thousand and thirteen.

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Joseph E. Flanagan

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Wayne R. Walker

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Heather M. Billings

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 4, 2013  
AT 1:00 P.M.**

then and there to vote on the following articles:

ARTICLE 1 To see if the Town will vote to transfer a sum of money from available funds to supplement the amount voted under Article 8 of the May 5, 2012 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*)

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 8<sup>th</sup> day of April in the year of our Lord two thousand and thirteen.

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Joseph E. Flanagan

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Wayne R. Walker

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Heather M. Billings

BOARD OF SELECTMEN