

**Town of Westminster  
Commonwealth of Massachusetts**

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**Report and Recommendations of the Advisory Board**

**Fiscal Year 2025**

**Annual Town Meeting**

**Westminster Elementary School**

**Saturday, May 4, 2024 - 10:00 a.m.**



**Westminster Advisory Board**

Lisa A. Rocheleau, Chair  
Erin K. Casali, Vice Chair  
David E. Libby, Secretary  
John F. Fairbanks  
Peter J. Normandin



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# **Advisory Board Report**

## **Introduction**

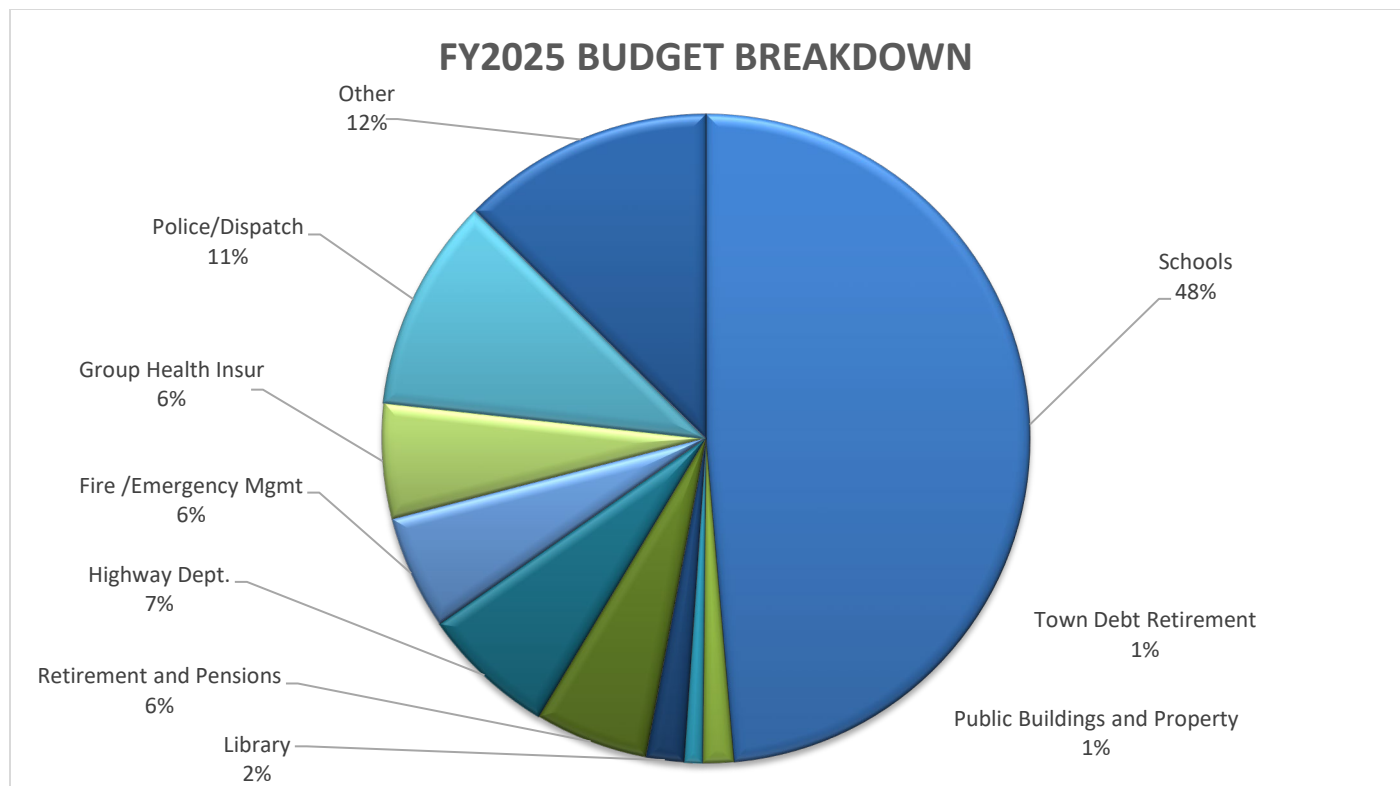
The following is the recommended budget proposal for the Town of Westminster from the Advisory Board for FY2025. The operating budget for the Town is presented in one article on the Annual Town Meeting Warrant (Article 7). The remaining FY2025 budget is comprised of additional articles that cover capital 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 Advisory Board is pleased to present the current budget recommendation, which is a responsible balanced budget within the 2 ½ plus growth guidelines and available levy set forth by the Chairs of the Select Board and Advisory Board and State of Massachusetts.

The recommended operating budget (Article 7) for FY2025 is \$26,836,512. This is an increase of \$1,455,707 (5.74%) over the FY2024 operating budget. The increase is due to several factors which include:

- ★ A 5.46% increase in the net school budgets between Ashburnham-Westminster Regional School District and Monty Tech
  - AWRSD: \$671,929 assessment increase (5.9%) due a number of factors:
    - A 3% increase in their operating budget associated with contractual and fixed costs;
    - The school received only \$67,230 in additional state funding based on a districtwide reduction in enrollment;
    - An increase in Westminster enrollment over Ashburnham;
  - Monty Tech: -\$6,008 assessment reduction (-0.74%), due to a small decrease in enrollment.
- ★ An increase of \$154,738 (11.59%) in “Retirement and Pensions”, over last year due to an increase in the Unfunded Accrued Liability. In order to lessen the impact, \$750,000 of this expense will be offset by a transfer from the Pension Stabilization fund.
- ★ An increase of \$ 131,870 in “Group Health Insurance” which is a 9.51% increase over FY25, due to increases to the cost of health insurance for retirees and new enrollees; this is to account for a 5% premium increase from the Town’s insurance provider, and the potential for new enrollees.
- ★ An increase of \$236,835 in “Police/Dispatch”, which is a 9.2% increase over FY2024, primarily due to inflation in regard to supply/service increases, contractual increases and overtime.
- ★ A net increase of \$119,311 between the Fire and Ambulance budgets. This accounts for fuel costs, increased training and overtime hours. The Ambulance budget, a total of \$619,534 will be covered by Ambulance Receipts Reserved, and as such will have no impact to the tax rate in the current year.
- ★ In an effort to accommodate and plan for fuel prices, all departments were asked to budget their Motor Vehicle Fuel lines at \$3.50/gal for FY2025. This impacted Police and Fire budgets significantly based on their high fuel usage.
- ★ Health Department shows an increase of \$19,006 (12.51%) due to the increase in full time status of the Assistant Health Agent to accommodate increased inspectional services requirements. The Board of Health will be adjusting their fee structure to accommodate this change as well.



The chart above shows the breakdown of the operating budget by department for FY2025. Reflected in “Other” are any departments that utilize less than 1% of the operating budget.

Below is a summary of the articles to be voted on at the Special and Annual Town Meetings (both monetary and non-monetary). The Advisory Board is unanimously in favor of all the articles for each meeting:

★ **Special Town Meeting:**

Article 1: Supplement the FY2024 Snow and Ice accounts from Free Cash. At the time this booklet is printed, the Snow and Ice budgets require +/- \$75,000 additional to accommodate their deficit. A final number will be presented at Town Meeting once all associated invoices are received and processed. This is a transfer the Town plans for annually as winter weather is nearly impossible to predict or budget for months in advance.

Article 2: At the time this booklet is printed, the Town has one prior year bill for the Department of Public Works, this was a late submission due to a billing error in the amount of \$1,250. Any changes will be presented at the Town Meeting. This is a free cash transfer.

Article 3. Vote to supplement Sewer Collection Charges to Fitchburg based on an anticipated increase in flows, and charges for FY2024.

Article 4. This is a vote to fund two Capital Requests from the DPW. Due to their time sensitive nature the Director and Public Works Commission have requested placement on the Special Town Meeting Warrant.

- Sewer Capacity Analysis: This will hire a consultant to perform an analysis of the current and future users on the public sewer system in order to adequately predict wastewater flows, and also to project sewer system impact related to potential new development or connections.
- Water Main Route 2A: The water main on State Road East/Route 2A over Route 2 was compromised

in January 2024, and requires investigation and repair. Due to its location on the Route 2A bridge this repair requires additional funding above and beyond our customary funding levels.

Each item has been reviewed and approved by the Capital Planning Committee.

Article 5. This is a vote to allocate \$125,000 in Free Cash to fund the Select Board's Small Projects Initiative (ARPA). Since FY2023 the Select Board has been closing a portion of the American Recovery Plan Act (ARPA) funding to Free Cash for the purpose of funding smaller projects for the volunteer boards for the overall betterment of the community. During the first round of requests, fifteen separate small project requests were received from six Boards/Committees. These projects are currently being reviewed by the Board, and this article will serve to fund those projects approved and more in the future.

Article 6 and 7. In accordance with the Town's newly adopted Financial Policies, these articles will first transfer the balances of the Road Maintenance, Information Technology, and Building Maintenance Stabilization into the Capital Equipment Stabilization, and; the balance of the Other Post Employment Benefits (OPEB) Stabilization in the Other Post Employment Benefits (OPEB) Trust Fund.

This comes as a recommendation from our auditors as well as our Bond Rating panel to streamline the Capital Planning process and spending procedures. Additionally, the Other Post Employment Benefits Stabilization fund balance will be transferred to the OPEB Trust fund to further benefit the Town to responsibly account for our long-term liabilities.

★ Annual Town Meeting:

Articles 1 through 4 are Customary Articles required annually to operate the Town as it relates to entering into various contracts for service, setting revolving fund limits and hearing Committee reports.

Article 5 is a request from the Board of Health and Health Department to increase the hours and status of the Assistant Health Agent from 19 hours/week to full time at 30 hours/week. This is to accommodate the increase in food related inspections and services.

Article 6 This article is request from the Town Clerk. This is a motion to petition the legislature to change the status of our Town Clerk position from elected to appointed. The position of Town Clerk has become very technical in the past decade, requiring a high level of education and expertise to effectively oversee our elections, vital records and ensure the Town of Westminster remains in compliance with all legal requirements set forth by the Secretary of State's office. The ability to appoint this critical staff position will protect the Town now and in the future.

Article 7 is for the annual operating budget and includes all operating departments, including the schools at \$26,836,512. The Operating budget is mainly funded through Raise and Appropriate (taxes); the remainder, \$1,392,142, is funded through transfers from Ambulance Receipts (\$619,534), the Pension Stabilization Fund (\$750,000), Septic Loan Management Program (\$15,000) and Wetlands fees (\$3,000).

The FY2025 budget is also comprised of enterprise funds (Sewer, Water and Transfer Station – articles 8, 9 and 10) which total approximately \$3,096,369 and are funded primarily by user fees; the remainder, \$85,579 is funded through Raise and Appropriate (taxes), as it relates to the capital costs of the loans associated with the Sewer In Line Storage and the Regional Treatment plant (this treatment was voted on at previous town meetings).

Articles 11 and 12 are customary money articles. These are articles that are on the warrant annually.

Article 13 is the customary article used to offset the tax rate. The Advisory Board recommends \$230,000 of free cash be used to balance the budget, which is consistent with approved funding in the previous seven (7) years.

Articles 14 through 18 are non-capital money articles that total \$143,000. These articles are requests submitted by various departments/committees but are not part of the Capital Plan as they do not exceed the Capital Plan scope and timeline. All articles are funded through either free cash or Ambulance Receipts, and as such, do not impact the tax rate in the current year.

Article 18 is for the proposed Capital Improvement Plan for FY2025. The funding for the FY2025 Capital Plan is broken down as follows:

- \$2,700,102 will be funded from Stabilization funds;
- \$300,000 will be funded from Raise & Appropriate;
- \$233,000 will be funded from Water and Sewer Enterprise funds;

For details please see the “Annual Report of the Capital Planning Committee” further on in this booklet.

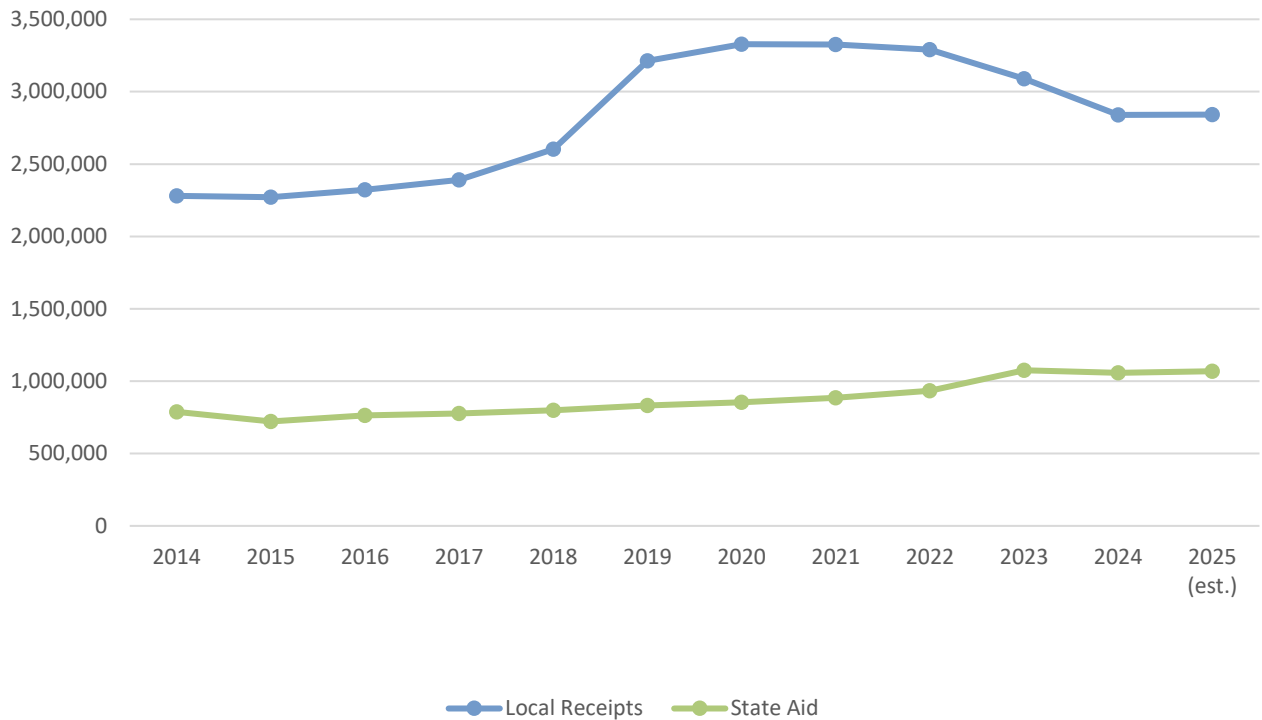
Articles 19 and 20 are borrowing requests which are reflected in the “Annual Report of the Capital Planning Committee” in this booklet. These articles are to replace a twenty-five year old apparatus in the Fire Department with two, smaller and more efficient pieces of equipment to serve the same purpose at a higher benefit to the community and reduced cost. This borrowing is part of the Capital Planning Debt Schedule. Funding for these items will be reflected in the FY2026 operating budget.

## **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.

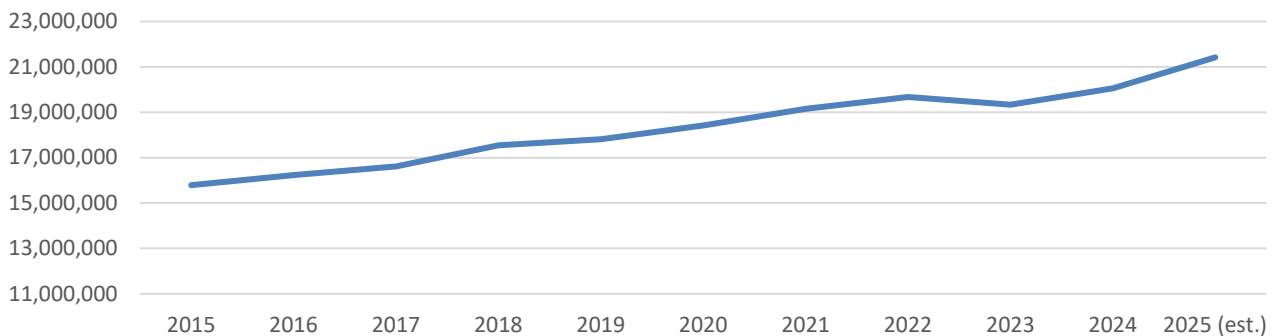
The graph on the next page shows the combined Local Receipts (including the landfill revenue estimate) and State Aid (\$3,911,608); the FY2025 estimate is consistent with the prior year. The State Aid estimate is also consistent for FY2025 for a total of \$1,068,917.

### 2025 Estimated Revenue from Local Receipts and State Aid



### Revenue – Property Tax Data

The following graph shows the Total Property Tax Levied for the Town since FY2015.



The current tax rate is **\$12.26** per \$1,000 of valuation. This is based upon the valuation of all property in Town for FY2024 was \$1,635,762,010; this rate is expected to change once the final FY2024 valuations are performed. Any increase of \$100,000 in spending will increase the tax rate by approximately \$0.10 per \$1,000 of assessed value.

The charts below are sorted based on the Average Single-Family Tax Bills and show how Westminster compares to our neighboring communities and communities of similar populations for FY2024. You'll see that Westminster falls in the center regionally, and has the lowest average tax bill in the comparison of communities of similar size.

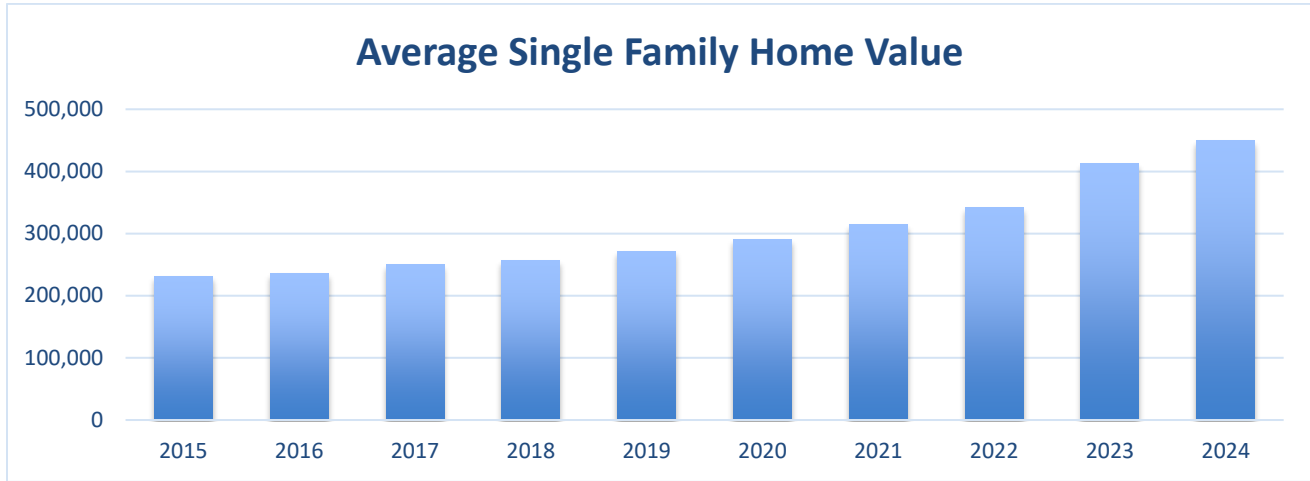


Municipality (nearby communities)	Average Single-Family Value	Single Family Tax Bill	Single Family Tax Bill as % of Value	Average Tax Bill as a % of Income
Hubbardston	\$403,232	\$4,754	1.18%	11.62%
Princeton	\$524,816	\$7,363	1.40%	10.53%
Ashburnham	\$371,248	\$5,847	1.58%	14.93%
<b>Westminster</b>	<b>\$449,567</b>	<b>\$5,512</b>	<b>1.23%</b>	<b>12.68%</b>
Gardner	\$326,380	\$4,892	1.50%	20.28%
Fitchburg	\$328,995	\$4,872	1.48%	20.60%

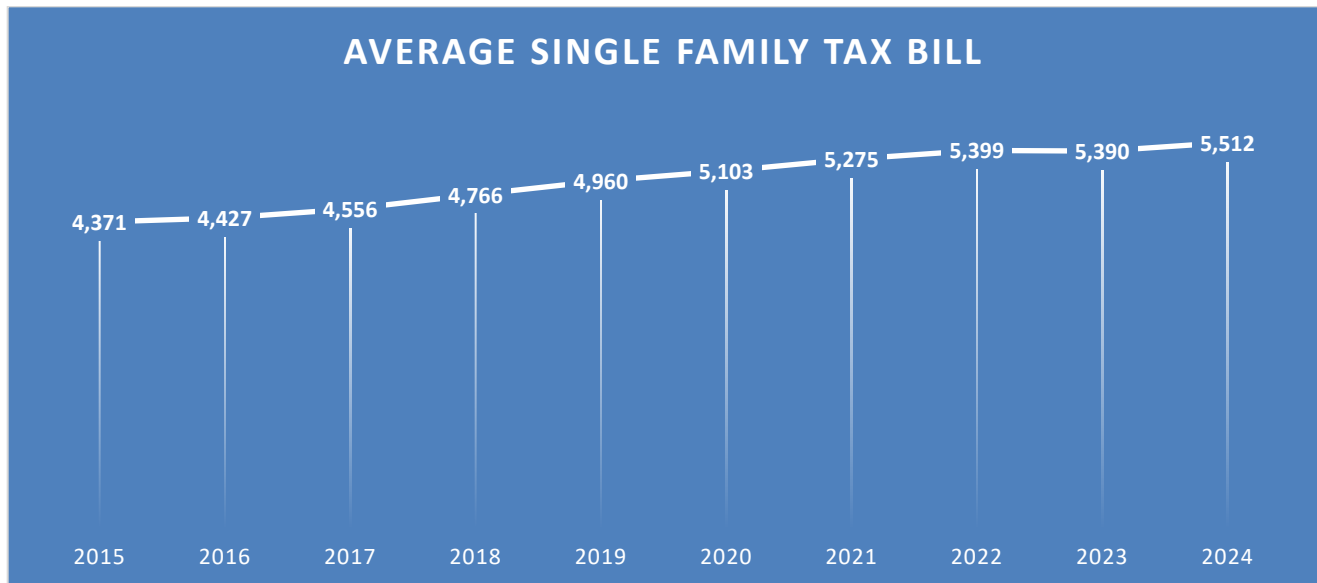
Municipality (similar populations)	Average Single-Family Value	Single Family Tax Bill	Single Family Tax Bill as % of Value	Average Tax Bill as a % of Income
<b>Westminster</b>	<b>\$449,567</b>	<b>\$5,512</b>	<b>1.23%</b>	<b>12.68%</b>
Ayer*	\$485,124	\$5,943	1.23%	14.74%
Rutland	\$427,268	\$6,336	1.48%	15.14%
West Boylston	\$467,342	\$6,907	1.48%	17.56%
Sterling	\$525,400	\$6,993	1.33%	13.54%
Lancaster	\$488,767	\$8,534	1.75%	21.18%

\*indicates communities that have a different residential, industrial and commercial tax rate

The following chart illustrates the average home value in the Town of Westminster since 2015.

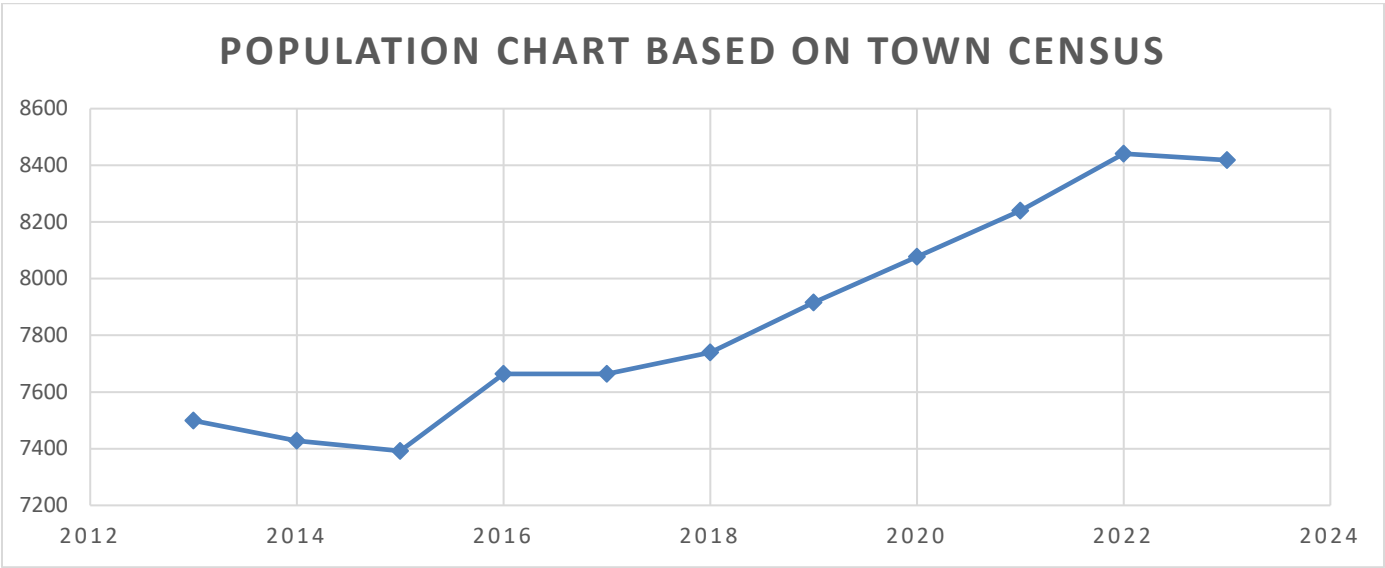


The following chart illustrates the average single-family tax bill for the Town of Westminster since 2015.



The average single-family tax bill for FY2024 is \$5,512; the increase in the average single-family tax bill is a function of both the increase in assessed value (see above) and the tax rate per \$1,000 of value. Relative to the rest of Massachusetts, Westminster's average single-family tax bill is 206<sup>th</sup> out of 351 towns/municipalities.

The “Population Chart” below illustrates the population growth from 2013 to 2023, with the data source as the local census collected annually by the Town Clerks office. The population in 2013 was 7,498 compared to 8,418 in 2023. Since 2013 the population has grown by 919, which is about an 10% increase in the last 10 years.



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**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 (CIP).

The purpose of the Capital Planning 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 Select Board 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.

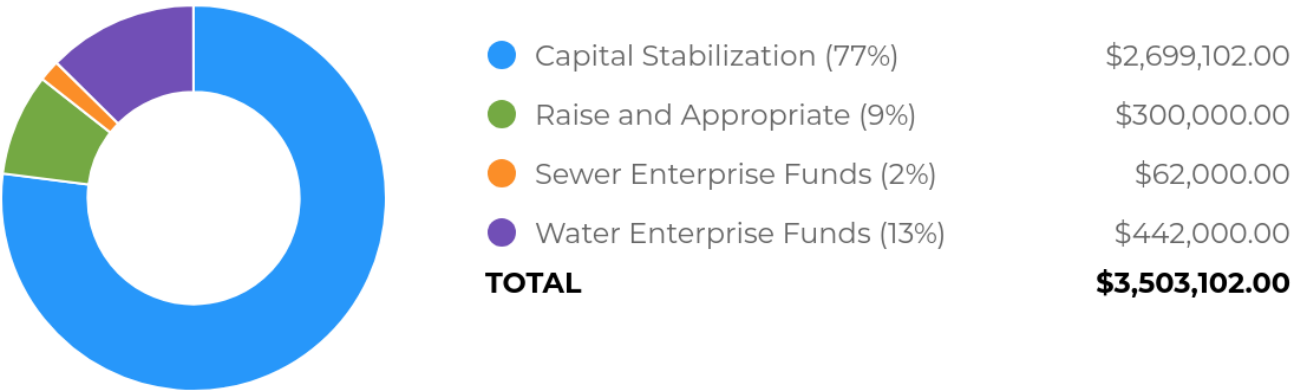
The Capital Planning Committee has met with the various department heads over the past year and developed the following five-year CIP. The committee is pleased to recommend the following report to the Town of Westminster.

**FY2025 Capital Plan**

The proposed CIP for FY2025 totals \$3,503,102. The FY2025 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 FY2025 Capital Plan.

Per the Financial Policies and Procedures adopted by the Select Board in 2023, the Capital Stabilization Funding Sources will be consolidated to one Capital Stabilization Account at the May 4, 2024 Special Town Meeting. This change was recommended by the Collins Center, our audit firm and was an integral part of attaining a AAA Bond Rating. The former funding sources, as well as the current Stabilization Fund makeup are outlined throughout this report..

Image 1



The following is the FY2025 Recommendation from the Capital Planning Committee.

Table 1  
FY2025 Capital Plan

Department	Project	Raise & Appropriate	Capital Equipment Stabilization	Previous Stabilization account	Water & Sewer Enterprise	Totals
<b>**DPW</b>	<b>Sewer Capacity Analysis</b>				\$ 20,000	\$ 20,000
<b>**DPW</b>	<b>Water Main Route 2A</b>				\$ 250,000	\$ 250,000
DPW	Road Maintenance	\$ 300,000				\$ 300,000
DPW	Road Improvement Program		\$ 500,000	<i>Road Maintenance</i>		\$ 500,000
DPW	Oakmont Ave Culvert Project		\$ 500,000	<i>Road Maintenance</i>		\$ 500,000
DPW	Replace 2005 Mack CV713		\$ 390,000			\$ 390,000
DPW	Septic System Replacement		\$ 42,000	<i>Building</i>	\$ 83,000	\$ 125,000
DPW	Replace Roof for Salt Dome		\$ 125,000			\$ 125,000
DPW	Replace 2014 Ford F350		\$ 115,000			\$ 115,000
DPW	Water Pumping Station-Hagar Park				\$ 150,000	\$ 150,000
Police	Replace 2019 Chevy Tahoe		\$ 67,300			\$ 67,300
Police	Replace 2018 Ford Interceptor		\$ 67,300			\$ 67,300
Fire	Replace 2008 Ford F550		\$ 275,000			\$ 275,000
Cemetery	Woodside & Whitmanville Paving		\$ 30,000	<i>Building</i>		\$ 30,000
Cemetery	Utility Detectoion Radar Kit		\$ 23,000	<i>Building</i>		\$ 23,000
Technology	Computer Replacement		\$ 50,000	<i>Technology</i>		\$ 50,000
Technology	Network Phases 1/2 Town Hall		\$ 21,000	<i>Technology</i>		\$ 21,000
Library	Fire Panel Replacement		\$ 18,000	<i>Building</i>		\$ 18,000
Schools	Meetinghouse Projects (New Boiler)		\$ 400,000	<i>Building</i>		\$ 400,000
Schools	Districtwide Capital Projects		\$ 19,688	<i>Building</i>		\$ 19,688
Schools	Overlook Projects		\$ 32,916	<i>Building</i>		\$ 32,916
Schools	Oakmont Projects		\$ 23,898	<i>Building</i>		\$ 23,898
<b>Totals</b>		<b>\$ 300,000</b>	<b>\$ 2,700,102</b>		<b>\$ 503,000</b>	<b>\$ 3,503,102</b>

**\*\*Due to the time sensitive nature of these projects, these two items will be presented for vote at the Special Town Meeting on May 4, 2024.**

### 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 a priority table. 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.

The certified free cash for FY2024 was approximately \$3 million dollars. The main contributing factor to this substantial free cash amount was due to local receipts from the landfill. Landfill revenue will continue to exceed the annual estimated amounts. Underestimating the receipts is a long-term strategy to eliminate this revenue stream from the

operating budget prior to the eventual closure of the landfill.

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.

#### 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 (Starting with the balance as of FY2024).

**Table 2**  
**Stabilization Fund FY2024 Balance and FY2025 – FY2029 Amounts Encumbered to fund the CIP**

<b>Stabilization Funds</b>	<b>FY2024</b>	<b>FY2025</b>	<b>FY2026</b>	<b>FY2027</b>	<b>FY2028</b>	<b>FY2029</b>
Capital Equipment Stabilization	\$ 2,262,974.00	\$ 1,223,374.00	\$ 642,974.00	\$ 435,974.00	\$ (79,026.00)	\$ (236,026.00)
Building Maintenance Stabilization	\$ 1,456,853.00	\$ 867,351.00	\$ 413,586.00	\$ (149,414.00)	\$ (570,283.00)	\$ (926,533.00)
Technology Stabilization	\$ 940,603.00	\$ 869,603.00	\$ 355,103.00	\$ 195,103.00	\$ 48,103.00	\$ (143,897.00)
Road Maintenance Stabilization	\$ 2,116,673.00	\$ 1,116,673.00	\$ 616,673.00	\$ 116,673.00	\$ (383,327.00)	\$ (883,327.00)

#### Stabilization Fund Balances after Consolidation

<b>Stabilization Funds</b>	<b>FY2024</b>	<b>FY2025</b>	<b>FY2026</b>	<b>FY2027</b>	<b>FY2028</b>	<b>FY2029</b>
Capital Equipment Stabilization	\$ 6,777,103.00	\$ 4,077,001.00	\$ 2,028,336.00	\$ 598,336.00	\$ (984,533.00)	\$ (2,189,783.00)

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 FY2028 and FY2029 fall below the minimum 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, considering 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 borrowing authorizations for the New Tanker Truck – Fire and the KME Fire Truck are reflected in Articles 19 and 20 in the May 4, 2024 Annual Town Meeting Warrant.

Table 3 below shows the current five-year debt projections. 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**

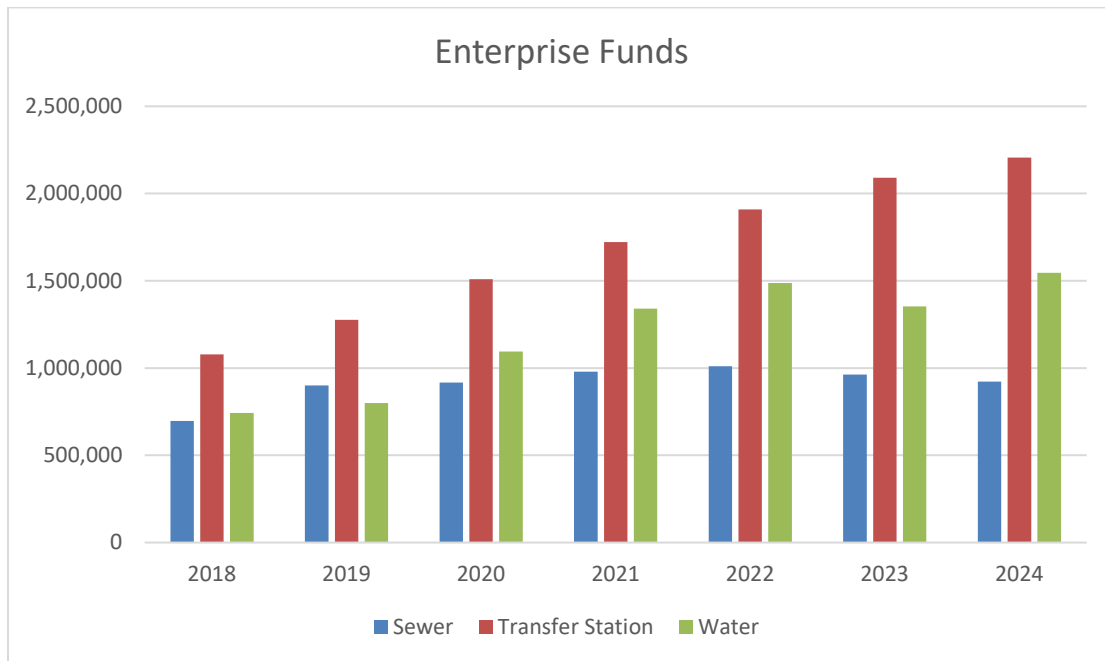
Description	Date of Vote/Issue	Debt Excluded	Amount Voted	Debt Matured	FY2025	FY2026	FY2027	FY2028	FY2029
Sewer In-Line Storage Project	4/11/2016	Yes	\$ 2,500,000	FY2056	\$ 53,554	\$ 53,554	\$ 53,554	\$ 53,554	\$ 53,544
Sewer In-Line Storage Project - Interest					\$ 47,128	\$ 45,655	\$ 44,182	\$ 42,709	\$ 41,237
Senior Center	4/1/2015	Yes	\$ 2,830,100	FY2030	\$ 190,000	\$ 190,000	\$ 190,000	\$ 190,000	\$ 185,000
Senior Center - Interest					\$ 32,500	\$ 27,750	\$ 22,200	\$ 16,650	\$ 11,100
Water Storage Tank - Ellis Road	11/17/2020	No	\$ 1,640,000	FY2034	\$ 165,000	\$ 165,000	\$ 165,000	\$ 165,000	\$ 165,000
Water Storage Tank - Ellis Road - Interest					\$ 77,486	\$ 70,550	\$ 62,300	\$ 54,050	\$ 45,800
Septic Management Plan	5/4/2013	No	\$ 300,000	FY2039	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Septic Management Plan - Interest									
<b>**New Tanker Truck - Fire</b>	5/4/2024	No	\$ 517,000	TBD	\$ 103,400	\$ 103,400	\$ 103,400	\$ 103,400	\$ 103,400
<b>**New Tanker Truck - Fire - Interest</b>									
<b>** (E2) KME Fire Truck</b>	5/4/2024	No	\$ 750,000	TBD	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
<b>** (E2) KME Fire Truck - Interest</b>									

## 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 needs 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 would be noted on the debt schedule).

Similar to the stabilization funds, the enterprise fund levels must be maintained at adequate levels for financial stability. The chart below shows the Sewer, Water and Transfer Station Enterprise levels from 2018 to 2024.

Chart 5  
(Enterprise Fund Levels)



Approximately 63% of the Sewer Enterprise expenditures are for collection charges paid to the City of Fitchburg. Another 7% is used to pay the debt for the inline sewer storage project.

Effective June 2023, the City of Fitchburg increased sewer rates by 7% each year for the next 5 years. This is to fund projects due to the City's EPA Consent Decree.

Overall, the status of the Town's financial position is positive. The five-year CIP is successfully leveraging the Stabilization funds for future capital expenses and thus keeping the amount needed to raise & appropriate from taxes consistent year over year. The Enterprise Fund levels are being monitored and the long-range plan is to grow these levels in order to support future capital projects.

The next page of the report is intended to expand on a few of the larger Capital Improvement Projects that are either currently on the plan or are expected to be added in the new few years. The goal is to inform and increase the awareness of these projects to the residents of Westminster.

#### **Water Storage Tank (Shady Avenue) Project**

A project for rehabilitation of the water storage tank off of Shady Avenue was approved at the May 7, 2022 Annual Town Meeting. The cost of this project is estimated to be \$550,000. Funding this project will be borrowed and paid back from the Water Enterprise Fund. The existing storage tank was built in 1970 and rehabilitation is planned for the Fall of 2023.

#### **Multi-Year Road Improvement Project**

A multi-year road improvement plan for repairing and improving town roads is part of the CIP. It is funded by a combination of the Annual Road Maintenance appropriation, MassDOT Chapter 90 and Road Maintenance Stabilization funds. Funding for this project is dependent on landfill revenue. Once the landfill is closed, transfers to the Road Maintenance Stabilization Fund from landfill revenue will cease. Paved roads under review for improvement in FY2024



include: Nichols Street, Ripley Road, Ellis Road, Bragg Hill Road, Battles Road, Merriam Road and North Common Road.

### **Public Safety Building**

A public safety building committee has been continuously working and meeting to come up with a plan for the Public Safety Building. The current building has limited storage and the committee is looking at options for expansion of the existing building or possibly moving one or both department(s) to a new location.

### **Tower Ladder**

A project for replacing the Tower Ladder is not yet on the five-year CIP but is currently slated for FY2030. Although FY2030 is a number of years away, it is important to start discussing funding options now in order to have the least amount of impact to the tax payers. A Tower Ladder provides significant advantages over the traditional ladder truck with the main advantage being safety. A fire fighter can safely maneuver the bucket into position to best fight a fire and does not have to climb up and down a ladder that is wet and sometimes frozen. In addition, in a rescue situation rescued persons can be lowered to the ground rather than having to climb down a ladder. Another advantage is reach - a tower can extend out as well as up thus allowing a fire fighter to reach a home from the road. With all light weight construction buildings are made to depend on each component to support its own weight. When fire weakens one or more the building fall down faster endangering the people and firefighters. Another major advantage to a tower is that it can operate in any angle fully extended without fear of collapsing. This vehicle also allows us to operate with fewer people because of the safety factor.

## 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, 2024  
AT 10:00 A.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 6, 2023 Annual Town Meeting for the Snow & Ice Removal accounts (Department 423), or act in relation thereto. (majority vote required). *(Select Board & Advisory Board unanimously in favor)*

(Amount requested: TBD)

ARTICLE 2. To see if the Town will vote to raise and appropriate or transfer a sum of money from available funds to pay any unpaid bills (or portions thereof) from a prior fiscal year, or act in relation thereto. (9/10 vote required) *(Select Board & Advisory Board unanimously in favor)*

(Amount requested: TBD)

ARTICLE 3. 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 6, 2023 Annual Town Meeting for the Sewer Enterprise account, or act in relation thereto. (majority vote required). *(Select Board & Advisory Board unanimously in favor)*

(Amount requested: \$50,000)

ARTICLE 4. To see if the Town will vote to transfer from available funds a sum of money to be spent for the following capital equipment and/or projects, including related incidental costs, or act in relation thereto. (2/3 vote required). *(Capital Planning, Select Board & Advisory Board unanimously in favor)*

04-01	DPW - Sewer Capacity Analysis	\$20,000.00	Sewer Enterprise Fund
04-02	DPW - Water Main Route 2A	\$250,000.00	Water Enterprise Fund

ARTICLE 5. To see if the Town will vote to transfer from Free Cash a sum of money to be spent for the purpose of the Small Projects and Initiatives program, under the direction of the Town Administrator, pursuant to approval of the Select Board, including related incidental costs, or act in relation thereto. *(Select Board & Advisory Board unanimously in favor)*

(Amount Requested: \$125,000)

ARTICLE 6. To see if the Town will vote to transfer a sum of money from the following Stabilization Funds as outlined below, or act in relation thereto. (2/3 vote required): *(Capital Planning, Select Board & Advisory Board unanimously in favor)*

- Transfer balance of Road Maintenance Stabilization into Capital Equipment Stabilization
- Transfer balance of Building Maintenance Stabilization into Capital Equipment Stabilization
- Transfer balance of Information Technology Stabilization into Capital Equipment Stabilization
- Transfer balance of Other Post-Employment Benefits (OPEB) Stabilization into Other Post-Employment Benefits (OPEB) Trust Fund

ARTICLE 7. To see if the Town will vote to close the following Stabilization Funds: Road Maintenance Stabilization, Building Maintenance Stabilization, Information Technology Stabilization and OPEB Stabilization, or act in relation thereto. (majority vote required). *(Capital Planning, Select Board & Advisory Board unanimously in favor)*

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 8th day of April in the year of our Lord two thousand and twenty-four.

_____	_____
Heather M. Billings	Date

_____	_____
Melissa A. Banks	Date

_____	_____
Salvatore J. Albert	Date

SELECT BOARD

## 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, 2024  
AT 10:00 A.M.

then and there to vote on the following articles:

### CUSTOMARY ARTICLES

ARTICLE 1. To see if the Town will vote to authorize the Select Board 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. (majority vote required). *(Select Board & Advisory Board unanimously in favor)*

ARTICLE 2. To see if the Town will vote pursuant to Chapter 40, section 4 of the General Laws to authorize the Select Board 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. (majority vote required). *(Select Board & Advisory Board unanimously in favor)*

ARTICLE 3. To hear reports of any committees appointed to act on Town affairs or in its behalf. (majority vote required).

ARTICLE 4. To see if the Town will vote pursuant to the provisions of Chapter 44, section 53E1/2 to set the following spending limits for each Revolving Fund authorized under Chapter 28-9 of the Town Bylaws for FY2025, or act in relation thereto (majority vote required): *(Select Board & Advisory Board unanimously in favor)*

- 1 Hazardous Materials Recovery - \$12,000
- 2 Agricultural Commission Programs - \$10,000
- 3 Public Health Clinic and Emergency Response - \$25,000
- 4 Private Road Maintenance - \$10,000

### OPERATING BUDGETS

ARTICLE 5. To see if the Town will vote to establish one (1) full-time Assistant Health Agent position, or act in relation thereto. (majority vote required). *(Personnel Board, Select Board & Advisory Board unanimously in favor)*

ARTICLE 6. To see if the Town will vote to authorize the Select Board to petition the General Court to enact special legislation to change the office of Town Clerk from elected to appointed, as set forth below; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Select Board approves amendments thereto before enactment by the General Court, which amendments shall be within the public purposes of said petition; or do or act in relation thereto. (*Town Clerk, Select Board & Advisory Board unanimously in favor*)

*An Act Establishing the Appointed Office of Town Clerk in the Town of Westminster.*

*Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:*

*SECTION 1. Notwithstanding the provisions of section 1 of chapter 41 of the general laws or any general or special law to the contrary, there shall be established in the town of Westminster the appointed position of town clerk. The town clerk shall be appointed by and may be removed by the select board, and such appointment to be for a term not to exceed three years. The town clerk shall have all the powers and duties and be subject to the liabilities and penalties imposed by law on town clerks.*

*SECTION 2. Notwithstanding the provisions of section 1 above, any incumbent, in the office of the town clerk upon the effective date of this act shall continue to hold said office and to perform the duties thereof until the appointment of a town clerk to perform said duties pursuant to the terms of this act, unless he or she sooner vacates such office. Thereafter, appointments to the position of town clerk shall be made in accordance with Section 1.*

*SECTION 3. This act shall take effect upon its passage.*

ARTICLE 7. 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. (majority vote required). (*Select Board & Advisory Board unanimously in favor*)

(Amount requested: \$26,836,512)

ACCOUNT NAME AND NUMBER	DESCRIPTION	FY2024 APPROVED	FY2025 REQUESTED	INCREASE (DECREASE)	% Change	% of Budget	COMMENTS
<b>Select Board</b>	Salaries	4,000	6,500	2,500	62.50%	0.02%	intern salary lines and Chief Procurement Officer stipend
<b>122</b>	Expenses	28,750	31,750	3,000	10.43%	0.12%	town wide copier maintenance contract
		32,750	38,250	5,500	16.79%	0.14%	
<b>Town Administration</b>	Salaries	154,750	176,750	22,001	14.22%	0.66%	contractual, COLA & Step
<b>129</b>	Expenses	7,200	7,200	0	0.00%	0.03%	
		161,950	183,950	22,001	13.58%	0.69%	
<b>Advisory Board</b>	Expenses	650	650	0	0.00%	0.00%	
<b>131</b>		650	650	0	0.00%	0.00%	
<b>Reserve Fund</b>	Expenses	98,400	126,900	28,500	28.96%	0.47%	
<b>132</b>		98,400	126,900	28,500	28.96%	0.47%	.5% of FY2024 operating budget per policies
<b>Accountant</b>	Salaries	112,312	118,101	5,789	5.15%	0.44%	3% COLA, and Step
<b>135</b>	Expenses	38,900	39,900	1,000	2.57%	0.15%	contractual audit increase
		151,212	158,001	6,789	4.49%	0.59%	
<b>Assessors</b>	Salaries	72,383	74,554	2,171	3.00%	0.28%	3% COLA
<b>141</b>	Expenses	21,695	23,408	1,713	7.90%	0.09%	increase in cost of revaluation software
		94,078	97,962	3,884	4.13%	0.37%	
<b>Treasurer/Collector</b>	Stipend	1,000	1,000	0	0.00%	0.00%	
<b>147</b>	Salaries	158,298	166,611	8,313	5.25%	0.62%	3% COLA and Step
	Expenses	19,916	20,304	388	1.95%	0.08%	
		179,214	187,915	8,701	4.86%	0.70%	

ACCOUNT NAME AND NUMBER	DESCRIPTION	FY2024 APPROVED	FY2025 REQUESTED	INCREASE (DECREASE)	% Change	% of Budget	COMMENTS
<b>Legal</b>	Expenses	75,000	80,000	5,000	6.67%	0.30%	increase in hourly legal assessment
<b>151</b>		75,000	80,000	5,000	6.67%	0.30%	
<b>Personnel Admin.</b>	Salaries	56,166	74,920	18,754	33.39%	0.28%	adjustment for new staff following a retirement
<b>152</b>	Expenses	21,175	21,325	150	0.71%	0.08%	Payroll software contractual increase
		77,341	96,245	18,904	24.44%	0.36%	
<b>Data Processing</b>	Salaries	72,918	72,918	0	0.00%	0.27%	
<b>155</b>	Expenses	132,100	145,600	13,500	10.22%	0.54%	ViewPoint, Zobrio and Cloud Services increases
		205,018	218,518	13,500	6.58%	0.81%	
<b>Town Clerk</b>	Stipend	1,200	1,200	0	0.00%	0.00%	
<b>161</b>	Salaries	93,945	105,585	11,640	12.39%	0.39%	
	Expenses	11,960	12,800	840	7.02%	0.05%	
		107,105	119,585	12,480	11.65%	0.45%	
	Stipend	700	700	0	0.00%	0.00%	
<b>Elections</b>	Salaries	9,620	14,473	4,853	57.72%	0.06%	
<b>164</b>	Expenses	20,425	24,125	3,700	18.12%	0.09%	Presidential Election Year
		30,745	39,298	8,553	27.82%	0.15%	
<b>Conservation</b>	Salary	42,072	43,335	1,263	3.00%	0.16%	3% COLA and Step
<b>171</b>	Expenses	1,050	1,050	0	0.00%	0.00%	
		43,122	44,385	1,263	2.93%	0.17%	
<b>Town Planner</b>	Salary	85,891	88,468	2,577	3.00%	0.33%	3% COLA
<b>172</b>	Expenses	4,500	5,000	500	11.11%	0.02%	
		90,391	93,468	3,077	3.40%	0.35%	

ACCOUNT NAME AND NUMBER	DESCRIPTION	FY2024 APPROVED	FY2025 REQUESTED	INCREASE (DECREASE)	% Change	% of Budget	COMMENTS
Planning Board	Salary	2,000	2,000	0	0.00%	0.01%	
175	Expenses	1,150	1,150	0	0.00%	0.00%	
		3,150	3,150	0	0.00%	0.01%	
Board of Appeals	Salary	1,000	1,000	0	0.00%	0.00%	
176	Expenses	300	300	0	0.00%	0.00%	
		1,300	1,300	0	0.00%	0.00%	
Agricultural Commission	Expenses	500	500	0	0.00%	0.00%	
179		500	500	0	0.00%	0.00%	
Economic Development	Expenses	1,300	1,300	0	0.00%	0.00%	
182		1,300	1,300	0	0.00%	0.00%	
Public Buildings and	Salaries	114,330	122,710	8,380	7.33%	0.46%	COLA and Step
Property	Expenses	262,550	284,250	21,700	8.27%	1.06%	increased utilities and contractual maintenance costs
192		376,880	406,960	30,080	7.98%	1.52%	
Town Report	Expenses	2,250	2,250	0	0.00%	0.01%	
195		2,250	2,250	0	0.00%	0.01%	
Crocker Pond	Salaries	22,983	24,362	1,379	6.00%	0.09%	3% COLA and Step for summer staff
199	Expenses	7,655	8,655	1,000	13.06%	0.03%	
		30,638	33,017	2,379	7.76%	0.12%	
Police/Dispatch	Salaries	2,171,429	2,398,072	226,643	10.44%	8.94%	contractual increases
210	Expenses	403,978	414,170	10,192	2.52%	1.54%	
		2,575,407	2,812,242	236,835	9.20%	10.48%	



ACCOUNT NAME AND NUMBER	DESCRIPTION	FY2024 APPROVED	FY2025 REQUESTED	INCREASE (DECREASE)	% Change	% of Budget	COMMENTS
<b>Fire</b>	Salaries	1,079,762	1,232,231	152,469	14.12%	4.59%	contractual increases
<b>220</b>	Expenses	209,595	215,195	5,600	2.67%	0.80%	
		1,289,357	1,447,426	158,069	12.26%	5.39%	
<b>Ambulance</b>	Salaries	485,111	431,380	-53,730	-11.08%	1.61%	
<b>231</b>	Expenses	173,182	188,154	14,972	8.65%	0.70%	
		658,293	619,534	-38,758	-5.89%	2.31%	to be funded from Ambulance Receipts Reserved
<b>Emergency Management</b>	Salaries	31,025	42,392	11,367	36.64%	0.16%	portion of Fire Chief salary is reflected in Emergency Management
<b>299</b>	Expenses	12,405	13,405	1,000	8.06%	0.05%	
		43,430	55,797	12,367	28.47%	0.21%	
<b>Building Dept.</b>	Salaries	228,405	233,485	5,080	2.22%	0.87%	
<b>241</b>	Expenses	20,000	20,000	0	0.00%	0.07%	
		248,405	253,485	5,080	2.05%	0.94%	
<b>Animal Control</b>							
<b>292</b>	Expenses	40,700	40,700	0	0.00%	0.15%	
		40,700	40,700	0	0.00%	0.15%	
				0			
<b>Tree Warden</b>	Salary	2,000	2,000	0	0.00%	0.01%	
<b>294</b>	Expenses	33,200	33,200	0	0.00%	0.12%	
		35,200	35,200	0	0.00%	0.13%	

ACCOUNT NAME AND NUMBER	DESCRIPTION	FY2024 APPROVED	FY2025 REQUESTED	INCREASE (DECREASE)	% Change	% of Budget	COMMENTS
<b>K-12 Schools</b>	Contribution to Fndn. Budget	8,297,014	8,884,912	587,898	7.09%	33.11%	
<b>390</b>	Additional Funds	2,073,708	2,085,126	11,418	0.55%	7.77%	
	Transportation	551,050	632,799	81,749	14.84%	2.36%	
	Comm. Serv.	4,330	4,491	161	3.72%	0.02%	
	Stabilization	0	0	0		0.00%	
	Capital	0	0	0		0.00%	
	Subtotal-Operating	10,926,102	11,607,328	681,226	6.23%	43.25%	
	WES Bond	232,953	224,030	-8,923	-3.83%	0.83%	Matures 6/30/2025
	Oakmont Bond	226,938	226,564	-374	-0.16%	0.84%	Matures 6/30/2026
	Subtotal-Debt	459,891	450,594	-9,297	-2.02%	1.68%	
	SUB-TOTAL K-12	11,385,993	12,057,922	671,929	5.90%	44.93%	
<b>Monty Tech</b>	Foundation State Minimum	771,335	767,439	-3,896	-0.51%	2.86%	
	Additional Funds			0		0.00%	
	Transportation	26,472	23,472	-3,000	-11.33%	0.09%	
	Capital	14,682	15,570	888	6.05%	0.06%	
	Bonds	0	0	0		0.00%	
	Sub-Total MTech	812,489	806,481	-6,008	-0.74%	3.01%	decreased enrollment for Westminster - less 3 students
<b>Total Schools, 390</b>	Total Schools	12,198,482	12,864,403	665,921	5.46%	47.94%	
<b>Highway Admin.</b>	Salaries	344,596	355,196	10,600	3.08%	1.32%	3% COLA
<b>421</b>		344,596	355,196	10,600	3.08%	1.32%	
<b>Highway Dept.</b>	Salaries	678,765	710,585	31,820	4.69%	2.65%	contractual increases
<b>422</b>	Expenses	266,670	316,670	50,000	18.75%	1.18%	
		945,435	1,027,255	81,820	8.65%	3.83%	

ACCOUNT NAME AND NUMBER	DESCRIPTION	FY2024 APPROVED	FY2025 REQUESTED	INCREASE (DECREASE)	% Change	% of Budget	COMMENTS
<b>Snow and Ice Control</b>	Salaries	77,000	77,000	0	0.00%	0.29%	
<b>423</b>	Expenses	320,000	320,000	0	0.00%	1.19%	
		397,000	397,000	0	0.00%	1.48%	
<b>Street Lighting</b>	Expenses	20,000	20,000	0	0.00%	0.07%	
<b>424</b>		20,000	20,000	0	0.00%	0.07%	
<b>Cemetery Dept.</b>	Salaries	172,525	184,069	11,544	6.69%	0.69%	COLA and step
<b>491</b>	Expenses	17,180	18,855	1,675	9.75%	0.07%	
		189,705	202,924	13,219	6.97%	0.76%	
<b>Health Dept.</b>	Salaries	132,115	150,721	18,606	14.08%	0.56%	FT (30hr) assistant health agent
<b>510</b>	Expenses	19,860	20,260	400	2.01%	0.08%	
		151,975	170,981	19,006	12.51%	0.64%	
<b>Council on Aging</b>	Salaries	65,770	67,225	1,455	2.21%	0.25%	Administrative staff and Meals on Wheels drivers
<b>541</b>	Expenses	15,700	16,450	750	4.78%	0.06%	
		81,470	83,675	2,205	2.71%	0.31%	
<b>Veteran's Services</b>							
<b>543</b>	Expenses	18,000	18,750	750	4.17%	0.07%	contractual regional agreement with Gardner
		18,000	18,750	750	4.17%	0.07%	
<b>Veteran's Assistance</b>	Expenses	75,000	77,500	2,500	3.33%	0.29%	
<b>544</b>		75,000	77,500	2,500	3.33%	0.29%	

ACCOUNT NAME AND NUMBER	DESCRIPTION	FY2024 APPROVED	FY2025 REQUESTED	INCREASE (DECREASE)	% Change	% of Budget	COMMENTS
<b>MART</b>	Salaries	95,038	97,889	2,851	3.00%	0.36%	COLA - COA Director and Van Drivers
<b>549</b>	Expenses	12,250	12,250	0	0.00%	0.05%	
		107,288	110,139	2,851	2.66%	0.41%	
<b>Library</b>	Salaries	323,119	333,686	10,567	3.27%	1.24%	COLA and Step
<b>610</b>	Expenses	162,765	167,941	5,176	3.18%	0.63%	
		485,884	501,627	15,743	3.24%	1.87%	
<b>Recreation Dept.</b>	Salaries	93,202	100,850	7,648	8.21%	0.38%	COLA and Step permanent and seasonal staff
<b>630</b>	Expenses	21,440	21,440	0	0.00%	0.08%	
		114,642	122,290	7,648	6.67%	0.46%	
<b>Concerts</b>	Expenses	3,000	3,000	0	0.00%	0.01%	
<b>631</b>		3,000	3,000	0	0.00%	0.01%	
<b>Hager Park Comm.</b>	Expenses	1,100	1,700	600	54.55%	0.01%	increased cost for grounds and trail maintenance
<b>661</b>		1,100	1,700	600	54.55%	0.01%	
<b>Historical Comm.</b>	Expenses	1,280	1,280	0	0.00%	0.00%	
<b>691</b>		1,280	1,280	0	0.00%	0.00%	
<b>Memorial Day</b>	Expenses	1,300	1,300	0	0.00%	0.00%	
<b>692</b>		1,300	1,300	0	0.00%	0.00%	
<b>Care of Town Clock</b>	Expenses	350	350	0	0.00%	0.00%	
<b>699</b>		350	350	0	0.00%	0.00%	

ACCOUNT NAME AND NUMBER	DESCRIPTION	FY2024 APPROVED	FY2025 REQUESTED	INCREASE (DECREASE)	% Change	% of Budget	COMMENTS
<b>Town Debt Retirement</b>	Senior Center Bond	190,000	190,000	0	0.00%	0.71%	Maturing 6/30/2030
<b>710</b>	Septic Management Program	15,000	15,000	0	0.00%	0.06%	Maturing 01/15/2039
	Total Expenses	407,000	205,000	-202,000	-49.63%	0.76%	<b>VOTE AS ONE LINE ITEM</b>
<b>Town Debt Interest</b>	Short Term Borrowing	5,000	5,000	0	0.00%	0.02%	
<b>750</b>	Senior Center Bond	37,250	32,500	-4,750	-12.75%	0.12%	Maturing 6/30/20230
	Total Expenses	51,290	37,500	-13,790	-26.89%	0.14%	<b>VOTE AS ONE LINE ITEM</b>
<b>Regional Plan. Council.</b>	Expenses	2,972	3,050	78	2.62%	0.01%	annual assessment
<b>840</b>		2,972	3,050	78	2.62%	0.01%	
<b>Other Employee Benefits</b>		40,000	40,000	0	0.00%	0.15%	
<b>910</b>		40,000	40,000	0	0.00%	0.15%	
<b>Retirement and Pensions</b>	Expenses	1,335,167	1,489,905	154,738	11.59%	5.55%	
<b>911</b>		1,335,167	1,489,905	154,738	11.59%	5.55%	Annual assessment increase from Worcester Regional Retirement System
<b>Group Health Insurance</b>	Expenses	1,387,184	1,519,054	131,870	9.51%	5.66%	
<b>914</b>		1,387,184	1,519,054	131,870	9.51%	5.66%	5% increase in insurance premiums and retiree benefits

ACCOUNT NAME AND NUMBER	DESCRIPTION	FY2024 APPROVED	FY2025 REQUESTED	INCREASE (DECREASE)	% Change	% of Budget	COMMENTS
Group Life Insurance	Expenses	4,900	5,145	245	5.00%	0.02%	
915		4,900	5,145	245	5.00%	0.02%	
Other Insurance	Expenses	2,500	2,500	0	0.00%	0.01%	Unemployment
945		50,000	55,000	5,000	10.00%	0.20%	Workman's Compensation
		230,000	235,000	5,000	2.17%	0.88%	Property and Liability
		77,500	84,500	7,000	9.03%	0.31%	Fire/Police Accident
		2,000	2,500	500	25.00%	0.01%	Deductibles
		362,000	379,500	17,500	4.83%	1.41%	VOTE AS ONE LINE ITEM
TOTAL OPERATING BUDGET		13,182,323	13,972,109	789,786	5.99%	52.06%	
TOTAL SCHOOL BUDGETS		12,198,482	12,864,403	665,921	5.46%	47.94%	
TOTAL BUDGET		25,380,805	26,836,512	1,455,707	5.74%	100.00%	

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 for Fiscal Year 2025, or act in relation thereto. (majority vote required). *(Select Board & Advisory Board unanimously in favor)*

(Amount requested: \$TBD)

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 for Fiscal Year 2025, or act in relation thereto. (majority vote required). *(Select Board & Advisory Board unanimously in favor)*

(Amount requested: \$TBD)

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 for Fiscal Year 2025, or act in relation thereto. (majority vote required). *(Select Board & Advisory Board unanimously in favor)*

(Amount requested: \$TBD)

#### 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, or act in relation thereto (majority vote required): *(Select Board & Advisory Board unanimously in favor)*

Westminster Cultural Council

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

Agricultural Commission, as provided in Section 8L, Chapter 40 of the General Laws

(Amounts requested: \$4,000 for Cultural Council; \$5,000 for Conservation Fund; \$1,500 for Agricultural)

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. (majority vote required). *(Select Board & Advisory Board unanimously in favor)*

(Amount requested: \$50,000)

ARTICLE 13. To see if the Town will vote to transfer a sum of money from Free Cash to reduce the Fiscal Year 2025 tax rate, or act in relation thereto. (majority vote required). *(Select Board & Advisory Board unanimously in favor)*

(Amount requested: \$230,000)

#### NON-CAPITAL MONEY ARTICLES

ARTICLE 14. To see if the Town will vote to transfer from Ambulance Receipts, a sum of money for Paramedic Training to be spent under the direction of the Fire Chief, or act in relation thereto. (majority vote required). *(Select Board & Advisory Board unanimously in favor)*

(Amount requested: \$33,000)

ARTICLE 15. 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 Board of Assessors for software upgrades, or act in relation thereto. (majority vote required). *(Select Board & Advisory Board unanimously in favor)*

(Amount requested: \$10,000)

ARTICLE 16. To see if the Town will vote to raise and appropriate, or appropriate from available funds, a sum of money for a plow for the Cemetery Department; said sum to be spent under the direction of the Cemetery Superintendent, or act in relation thereto. (majority vote required). *(Select Board & Advisory Board unanimously in favor)*

(Amount requested: \$11,000)

ARTICLE 17. To see if the Town will vote to transfer from Free Cash sum of money to be spent under the direction of the Town Administrator for a Building and Equipment Maintenance Fund, or act in relation thereto. (majority vote required). *(Select Board & Advisory Board unanimously in favor)*

(Amount Requested: \$100,000)



## CAPITAL ARTICLES

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 for the following capital equipment and/or projects, including related incidental costs, or act in relation thereto. (2/3 vote required). *(Capital Planning, Select Board & Advisory Board unanimously in favor)*

18	Department	Amount Requested	Funding Source
18-01	DPW - Road Maintenance	\$300,000.00	Raise and Appropriate
18-02	DPW - Road Improvement Program	\$500,000.00	Capital Equipment (fmr Roads)
18-03	DPW - Oakmont Ave Culvert Project	\$500,000.00	Capital Equipment (fmr Roads)
18-04	DPW - Replace 2005 Mack CV713	\$390,000.00	Capital Equipment Stabilization
18-05	DPW - Septic System Replacement	\$125,000.00	Water & Sewer Enterprise/Capital (fmr Bldg)
18-06	DPW - Replace Old Salt Shed Dome	\$125,000.00	Capital Equipment Stabilization
18-07	DPW - Replace 2014 Ford F350	\$115,000.00	Capital Equipment Stabilization
18-08	DPW - Water Pumping Station-Hager Park	\$150,000.00	Water Enterprise Fund
18-09	Police - Replace 2019 Chevy Tahoe	\$67,300.00	Capital Equipment Stabilization
18-10	Police - Replace 2018 Ford Interceptor	\$67,300.00	Capital Equipment Stabilization
18-11	Fire - Replace 2008 Ford F550	\$275,000.00	Capital Equipment Stabilization
18-12	Cemetery - Woodside & Whitmanville Paving	\$30,000.00	Capital Equipment (fmr Building)
18-13	Cemetery - Utility Detection Radar Kit	\$23,000.00	Capital Equipment (fmr Building)
18-14	Tech - Computer Replacement	\$50,000.00	Capital Equipment (fmr Tech)
18-15	Tech - Network Phases 1/2 Town Hall	\$21,000.00	Capital Equipment (fmr Tech)
18-16	Library - Fire Panel Replacement	\$18,000.00	Capital Equipment (fmr Building)
18-17	Meetinghouse Projects (New Boiler)	\$400,000.00	Capital Equipment (fmr Building)
18-18	Districtwide Capital Projects	\$19,688.00	Capital Equipment (fmr Building)
18-18	Overlook Projects	\$32,916.00	Capital Equipment (fmr Building)
18-20	Oakmont Projects	\$23,898.00	Capital Equipment (fmr Building)

ARTICLE 19. To see if the Town will vote to raise and appropriate, transfer from available funds and/or borrow a sum of money to be spent under the direction of the Fire Chief to replace 2001 Engine 2, or act in relation thereto. (2/3 vote required). *(Capital Planning, Select Board & Advisory Board unanimously in favor)*

(Amount Requested: \$750,000)

ARTICLE 20.To see if the Town will vote to raise and appropriate, transfer from available funds and/or borrow a sum of money to be spent under the direction of the Fire Chief for one (1) Tanker truck in the Fire Department, or act in relation thereto. (2/3 vote required). *(Capital Planning, Select Board & Advisory Board unanimously in favor)*

(Amount Requested: \$517,000)

AND YOU ARE DIRECTED to serve this warrant by posting attested copies thereof at the Town Hall and the U.S. Post Office in said Town, 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 twenty-four.

_____ Heather M. Billings	_____ Date
_____ Melissa A. Banks	_____ Date
_____ Salvatore J. Albert	_____ Date

SELECT BOARD