

**Commonwealth of Massachusetts  
Town of West Brookfield  
\*\*\*\*Annual Town Meeting\*\*\*\*  
June 2, 2026**

Worcester, ss.

To Either of the Constables of the Town of West Brookfield 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 **WEST BROOKFIELD SENIOR CENTER** on 73 Central Street in said **WEST BROOKFIELD ON TUESDAY**, the **FIFTH** day of **MAY, 2026** at **8:00 AM until 8:00 PM**, then and there to elect by ballot the following Town Officers in Article #1, and to warn the inhabitants of said town, qualified to vote in elections and in Town affairs, to meet at the **WEST BROOKFIELD ELEMENTARY SCHOOL, 89 NORTH MAIN STREET** in said **WEST BROOKFIELD** on **TUESDAY** the **SECOND** day of **JUNE 2026** at **7:00 PM**, then and there to act on the following articles:

**ARTICLE 1: LOCAL ELECTION**

To bring in their votes for one (1) Selectman for 3 years, one (1) Assessor for 3 years, one (1) Board of Health for 3 years, two (2) Library Trustees for 3 years, one (1) Common Committee Member for 3 years, one (1) Planning Board Member for 5 years, one (1) Housing Authority Member for 5 years, one (1) Water Commissioner for 3 years, three (3) Quaboag Regional School District School Committee Members as follows: two (2) members from West Brookfield for 3 years and one (1) member from Warren for 3 years.

*(Sponsored by Town Clerk)*

**ARTICLE 2: ANNUAL TOWN REPORTS**

To hear and act upon the Annual Reports of the Town Officers and Committees; or take any other action relative thereto.

*(Sponsored by Town Clerk)*

**ARTICLE 3: FY2026 ELECTED TOWN OFFICERS COMPENSATION**

To see what action the Town will take with regard to fixing the compensation of the elected Town Officers for the twelve-month period beginning July 1, 2026, in accordance with M.G.L. Chapter 41, Section 108; or take any other action relative thereto:

	<b>FY 2026</b>	<b>FY 2027 BOARD SELECTMEN</b>	<b>OF FY 2027 ADVISORY COMMITTEE</b>
	Approved	Recommended	
Moderator	\$450.00	\$450.00	
Selectmen, (each) 2 Members	\$1,500.00	\$0.00	
Selectmen, Chairman	\$1,500.00	\$0.00	
Assessors, (each) 2 Members	\$1,500.00	\$1,500.00	
Assessors, Clerk	\$2,000.00	\$2,000.00	
Board of Health, (each) 2 members	\$915.11	\$915.11	
Board of Health, Chairman	\$1,144.40	\$1,144.40	

Town Clerk	\$33,908.93	\$33,908.93	
Water Commissioners (each)	\$400.55	\$400.55	

*(Sponsored by the Board of Selectmen)*

**ARTICLE 4: FISCAL YEAR 2027 OPERATING BUDGETS**

To see if the Town will raise and appropriate, or transfer from available funds, including the Water Enterprise Fund in accordance with M.G.L. Chapter 44, Section 53F½, and the PEG Access and Cable Related Fund in accordance with M.G.L. Chapter 44, Section 53F3/4, such sums of money as listed in the Advisory Committee Fiscal Year 2027 Budget Request and as amended as may be necessary to defray the expenses of the Town for the Fiscal year beginning July 1, 2026 and ending on June 30, 2027 and to vote that any State reimbursements which result in available funds to the Quaboag Regional School District, in excess of the approved budget, shall be used to reduce the Town’s assessment; or take any other action relative thereto.

*(Sponsored by the Advisory Committee)*

**ARTICLE 5: SPENDING LIMITED ON REVOLVING FUNDS**

To see if the Town will vote pursuant to M.G.L. c. 44, 53E ½ to establish annual expenditure limits for the following revolving funds as established in the Town’s General Bylaws; or take any action relative thereto.

*(Sponsored by the Burial Grounds Commission)*

*(Sponsored by the Stormwater Authority)*

*(Sponsored by the Tree Warden)*

*(Sponsored by the Recreation Committee)*

Line	Revolving Fund	FY 2027 Spending Limit
1	Cemetery	\$16,000
2	Stormwater	\$25,000
3	Tree Warden	\$10,000
4	Recreation	\$15,000

**ARTICLE 6: REPAIRS TO PRIVATE WAYS ACCOUNT**

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to be placed in the “Repairs To Private Ways Account” to pay for repairs to private ways within West Brookfield pursuant to M.G.L. c. 40, 6N and Chapter XII, Section 8 of the General Bylaws, and further, that all repairs made to private ways will be completed in strict adherence to all applicable state laws and West Brookfield bylaws; or take any other action relative thereto.

*(Sponsored by the Board of Selectmen and Highway Department)*

**ARTICLE 7: TOWNWIDE BUILDING MAINTENANCE ACCOUNT**

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to be placed in the “Townwide Building Maintenance Account” or take any other action relative thereto.

*(Sponsored by the Board of Selectmen)*

**ARTICLE 8: TOWN ROAD MAINTENANCE ACCOUNT**

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to be placed in the "Town Road Maintenance Account"; or take any other action relative thereto.

*(Sponsored by the Highway Department)*

**ARTICLE 9: VARIOUS CAPITAL IMPROVEMENT PROJECTS**

To see if the Town will vote to raise and appropriate or transfer a sum of money from available funds for the purpose of funding various capital improvement projects or for purchasing capital improvement items as recommended by the Capital Improvement Committee; or take any other action relative thereto.

*(Sponsored by the Capital Improvement Committee)*

**ARTICLE 10: GENERAL BYLAW AMENDMENT – RENAMING BOARD OF SELECTMEN AS THE SELECT BOARD**

To see if the Town will vote to amend the General Bylaws of the Town of West Brookfield, copies of which are on file with the Town Clerk and available on the municipal website, to rename the Board of Selectmen as the Select Board, by striking out in every instance in which they appear, the words "Board of Selectmen" and inserting in place thereof the words "Select Board"; and by striking out in every instance in which they appear, the words "Selectman" and "Selectmen" and inserting in place thereof the words "Select Board Member" or "Select Board Members"; and further, to authorize the Town Clerk to make any non-substantive, ministerial revisions to ensure that gender and numerical issues in the related text of the General Bylaws are revised to properly reflect such change in title; and further to amend the General Bylaws, Chapter VII "Legal Affairs" Section 1, as set forth below (amended language shown in boldface type); or take any action relative thereto.

**CHAPTER VII**

**Legal Affairs**

**SECTION 1.**

**The Select Board shall have all the powers and duties of a Board of Selectmen under the General Laws and any special laws, bylaws, regulations, or policies applicable to the Town, as well as such other powers and duties as are provided in the Town's Bylaws. The Select Board shall be agents of the Town to institute, prosecute and defend claims, actions and proceedings to which the town is a party or in which the interests of the town are or may be involved.**

*(Sponsored by the Board of Selectmen)*

**ARTICLE 11: AUTHORIZATION TO ACQUIRE BY GIFT, GRANT, EMINENT DOMAIN OR OTHERWISE RIGHTS IN PARCELS RELATED TO LONG HILL ROAD BRIDGE REPLACEMENT**

To see if the town will vote to authorize the Board of Selectmen to acquire by gift, purchase, grant or eminent domain, or otherwise such easements and other rights in those parcels of land in the Town of West Brookfield upon such terms and conditions as the Board of Selectmen shall determine to be appropriate, for the purpose of obtaining a secure and public right of way for the Bridge Replacement W-19-002 (187), Long Hill Road over the Quaboag River, Project #613143 and to appropriate a certain sum of money therefor; and further to authorize the Board of Selectmen to acquire such interests through all legal means; or take any action relative thereto.

*(Sponsored by the Board of Selectmen)*

**ARTICLE 12: AMEND WEST BROOKFIELD ZONING BYLAWS - SECTION 5. SPECIAL REQUIREMENTS**

To see if the Town will vote to amend the West Brookfield Zoning Bylaws by deleting Section 5.12 titled Site Plan Classifications; amending the title of Section 5.13 General Requirements for Major Site Plan Review by renumbering the subsection to 5.12, deleting the term "Major" from the title, deleting the words "full or

major” and the words “the items required for a minor site plan review (Section 5.12.2.A) as well as” from this section; relocating language in Section 5.12.2.A pertaining to site plan submittal requirements to Section 5.12; amending the numbering of Section 5.13.1 through 5.13.7 to 5.12.g through 5.12.m; and deleting the term Major from Section 5.14; renumbering Section 5.14 to 5.13; deleting the term “major” from Section 5.15 and renumbering Section 5.15 to 5.14; renumbering Section 5.16 to 5.15; and renumbering Section 5.17 to 5.16; or take any other action relative thereto.

## SECTION 5. SPECIAL REQUIREMENTS

### 5.1 Site Plan Review

**5.11 Purpose and Intent:** The purpose of this Section is to provide for a comprehensive review of site plans to protect the health, safety, convenience and welfare of the citizens of the Town of West Brookfield. Site Plan Review regulates the development of structures and sites in a manner that considers the following concerns and, where necessary, requires modification of development proposals to eliminate or minimize potential problems and nuisances. The primary areas of concern are:

- 1.) Balancing the rights of landowners to use their land with the corresponding rights of abutting property owners to live without undue disturbances (e.g. noise, smoke, fumes, dust, odor, glare, storm water runoff, etc.);
- 2.) The convenience and safety of vehicular and pedestrian movement within the site, and in relation to adjacent areas or roads;
- 3.) The adequacy of parking, loading facilities, drainage and methods of waste disposal to protect from pollution of surface or groundwater; and
- 4.) The protection of historic and natural environmental features on the site under review, and in adjacent areas.

~~**5.12 Site Plan Classifications:** The Town of West Brookfield requires a Minor Site Plan Review for permitted or by right uses (Section 5.12.2) and a full or Major Site Plan Review for uses requiring approval of a Special Permit (as outlined in Sections 5.13 through 5.17). Uses that are exempt from Site Plan Review are indicated in Section 5.12.1.~~

- ~~1.) **Exemption from Site Plan Review:** Site Plan Review shall not be required for the following; however, a sketch may be required with a building permit application:
  - A. ~~The construction or enlargement of any single family or two family dwelling, or building accessory to such dwelling;~~
  - B. ~~The construction or alteration of any building used exclusively for agriculture, horticulture, or floriculture;~~
  - C. ~~Construction, expansion or alteration providing for not more than two hundred (500) square feet total floor area after construction; or,~~
  - D. ~~Customary home occupations as defined in this Bylaw.~~~~

~~2.) Minor Site Plan Review: Except for exempt uses, a minor site plan is required for uses that are indicated as permitted or by right uses in the Schedule of Use Regulations (Section 3.2). The Planning Board reviews minor site plans. The following includes information that should be included on a minor site plan; however, upon initial review by the Planning Board, it may be determined that additional items are needed or that some items may be waived. See Section 5.12.2.E for Waivers.~~

~~A. Information to be included on minor site plan~~

- ~~a. Property boundary, location map, scale of the plan, north arrow, and five (5) signature lines for the Planning Board approval~~
- ~~b. A diagram (which may be the same plan) showing to scale the true location, ground coverage outline and dimensions of buildings or structures proposed to be erected and future additions or expansions.~~
- ~~c. Name of all adjoining owners as found in the most recent tax list~~
- ~~d. Lot lines, easements, locations of existing public and private ways nearest such land, curbs, sidewalks, as well as fences and walls~~
- ~~e. Existing and proposed well and septic system locations~~
- ~~f. Driveway location — Each property shall be limited to one driveway per street frontage unless the Planning Board determines that the site specific conditions warrant an alternative configuration.~~

~~B. Procedures~~

- ~~a. An applicant for Minor Site Plan Review under this Bylaw shall file with the Planning Board, at a regularly scheduled meeting, 12 copies of the plans and any required written materials.~~
- ~~b. A filing fee of fifty dollars (\$50.00) shall be required at the time of submission.~~

~~C. Review by Other Boards~~

~~After reviewing the application for completeness and determining the site plan requirements have been met, the Planning Board shall transmit to the Conservation Commission, Board of Health, Board of Assessors, Building Inspector, Board of Appeals, Board of Selectmen, Fire and Police Departments, and other boards as deemed necessary, one copy of the site plan. Said boards and departments shall submit recommendations in writing to the Planning Board within twenty one (21) days for by right development regarding adequacy of the data, any potential impacts of the proposed development, and any recommended conditions.~~

~~D. Decision~~

~~The Planning Board shall deliver its decision in writing to the Building Inspector within thirty (30) days after determining that the application is complete to allow~~

~~the issuance of a building permit. The Planning Board's final action rendered in writing shall consist of either:~~

- ~~a. Approval of the minor site plan based upon a determination that the proposed plan is in compliance with the standards set forth in this Bylaw; or~~
- ~~b. Approval of the minor site plan subject to any conditions, modifications and restrictions as required by the Board which will ensure that the project meets the Standards for Review.~~

~~E. Waivers: The Planning Board may waive certain site plan requirements that are not applicable for all projects.~~

- ~~a. Literal compliance is impractical due to the nature of the proposed use;~~
- ~~b. The location, size, width, depth, shape, or grade of the lot makes compliance impossible;~~
- ~~c. Such waiver would be in the public interest; and/or~~
- ~~d. Such waiver would not sacrifice the protection of natural features. Applicants seeking waivers will submit a formal request for waiver of particular requirements along with the site plan application.~~

~~3.) Major Site Plan Review: For uses requiring approval of a special permit. See Sections 5.13 through 5.17 for the Major Site Plan Review process.~~

~~5.13~~ **5.12 General Requirements for Major Site Plan Review:** A full or major site plan review is a prerequisite for a special permit, when a special permit is required by the Board of Appeals, for uses in any District as specified in Section 3.2. The Board of Appeals will review major site plans.

Such Site Plan review shall be in accordance with the standards set forth below and only after a public hearing by the Board of Appeals, with due notice given on application in writing to said Board for site plan review of any initial proposal, or proposal for exterior alteration or building. Approval of such site plan or expansion or alteration thereof shall be endorsed by said Board in writing on the plan with such conditions as the Board may impose.

Each application to the Board of Appeals for site plan review of such an initial proposal or such an alteration or expansion proposal shall be submitted in duplicate in writing and shall include the following information which is to be prepared by a registered Engineer, register Land Surveyor, registered architect, or registered landscape architect.

Applicants shall submit to the Board of Appeals ~~the items required for a minor site plan review (Section 5.12.2.A)~~ as well as the following plans, drawings, supporting documents and other related information as specified above no later than the time of the public hearing.

- a. Property boundary, location map, scale of the plan, north arrow

- b. A diagram (which may be the same plan) showing to scale the true location, ground coverage outline and dimensions of buildings or structures proposed to be erected and future additions or expansions.
  - c. Name of all adjoining owners as found in the most recent tax list
  - d. Lot lines, easements, locations of existing public and private ways nearest such land, curbs, sidewalks, as well as fences and walls
  - e. Existing and proposed well and septic system locations
  - f. Driveway location – Each property shall be limited to one driveway per street frontage unless the Planning Board determines that the site-specific conditions warrant an alternative configuration.
- 1-) g. A diagram and a statement of the ownership, area, dimensions, and principal elevations of land for which site plan review is sought;
  - 2-) h. A plan, profile and representative cross-sections of all proposed driveways and parking areas, loading areas, service areas, and proposed surface drainage systems.
  - 3-) i. Other information shall be shown as may be required to ensure compliance with all provisions of this bylaw and the purposes of the Site Plan Review;
  - 4-) j. Plan showing proposed circulation of traffic within the proposed development and in all public ways adjacent thereto;
  - 5-) k. All facilities for sewerage, refuse and other waste disposal;
  - 6-) l. Provisions for surface water runoff and applicable landscape features.
  - 7-) m. A review fee of two hundred fifty dollars (\$250) shall be required at the time of submission.

**5-14 5.13 Notice of Hearing:** Notice of public hearing on each such application shall be given by the Board of Appeals in the manner prescribed in Section 17 of Chapter 40A of the General Laws.

**5-15 5.14 Building Permit:** No permit to build or alter or expand any building or structure requiring a ~~major~~ site plan review under this bylaw shall be issued by the Board of Selectmen or their designated agent until he shall have received from the Board of Appeals a written statement of final approval by said Board. The Board of Selectmen or their designated agent shall enforce the fulfillment of any conditions or revisions which the Board of Appeals may impose in order to satisfy any of the factors upon which the ~~Major~~ Site Plan review is based.

**5-16 5.15 Review:** In reviewing each such application, the Board of Appeals shall study the site plan with reference to the health, safety, and welfare of the prospective occupants, the occupants of neighboring properties and users of the adjoining streets or highways, and the welfare of the Town generally including its amenities. In addition to compliance with all of the land space and building requirements set forth herein the Board shall look for:

- 1.) Traffic safety and ease of access at street and highway entrances and exits of driveways, taking account of grades, sight distances, and distances between such driveway entrances, exits and the nearest existing street or highway intersections;
- 2.) Safety and adequacy of driveway layout, off-street loading areas for materials and products, off-street loading sites for customers, and sufficiency of access for service vehicles such as

- electricity, gas, fuel, telephone, laundry, rubbish removal, water, sewer, fire, police, ambulance or other routine or emergency vehicles;
- 3.) Safe and adequate means of disposal of sewage, of garbage and rubbish, safety and adequacy of water supply and distribution, and of firefighting facilities on the site, safety and adequacy of heating and ventilating as proposed, also of cooking facilities, if such are to be furnished;
  - 4.) Assurance of positive storm water drainage and snow-melt runoff from all driveways and from all parking and loading areas on the site.

**5.17 5.16 Report by the Zoning Board of Appeals:** The Board of Appeals shall within 30 (thirty) days meet to consider the plan, which if it complies with the provisions and requirements of this bylaw, may be approved by the Board of Appeals with or without conditions; if it does not comply with the provisions and requirements of this bylaw, it can be disapproved or approved with conditions which will bring about compliance. The applicant shall be notified within sixty (60) days from the date of submission of the plan of action taken or approval will be assumed. A building permit shall not be issued in a case requiring site plan approval unless such approval has been obtained.

*(Sponsored by the Planning Board)*

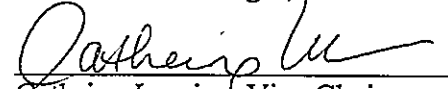
HEREOF FAIL NOT, and make do return of the Warrant, with your doing thereon, to the Town Clerk, the time and place of meetings, as aforesaid.

Given under our hands, this 12<sup>th</sup> day of May in the year of our Lord two thousand twenty-six.

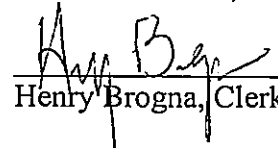
West Brookfield Board of Selectmen:



Roland Sickenberger, Chair

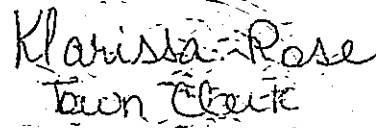


Cathrine Lamica, Vice Chair



Henry Brogna, Clerk

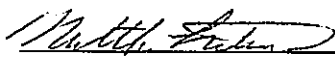
A TRUE COPY ATTEST:



Town Clerk

Pursuant to the within Warrant, I have notified and warned the inhabitants of the TOWN OF WEST BROOKFIELD by posting an attested copy of the same on the Bulletin Board in the front entrance of the WEST BROOKFIELD TOWN HALL fourteen (14) days at least before the time of holding said meeting.

Constable of West Brookfield:



Worcester, ss.

Date: May 12, 2026,

Time: \_\_\_\_\_ AM

12:30 PM