

**WARRANT FOR
SPECIAL TOWN MEETING
June 11, 2007
THE COMMONWEALTH OF MASSACHUSETTS
Town of Littleton**

Middlesex, ss.

To any Constable of the Town of Littleton in the County of Middlesex,

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Littleton qualified to vote in the elections and Town affairs, to meet in the **Littleton Middle School Cafetorium, Russell Street in said Littleton on Monday, the eleventh day of June, at 7:00 o'clock in the evening** by posting a printed copy of this warrant, by you attested, at eight meeting houses, at the Town Office Building on Shattuck Street, at the Post Office at Littleton Common, at the Post Office at Littleton Depot, at the Baptist Church, at the Unitarian Church, at the Catholic Church, at the Congregational Church, and at the Mormon Church, in said Town, fourteen days at least before the eleventh day of June, 2007, then and there to act on the following Articles:

**ARTICLE 1
Board of Selectmen
Middle School**

To see if the Town will vote to raise and appropriate, borrow and/or transfer an additional sum or sums of money to add to the monies appropriated pursuant to Article 10 of the May 7, 2001 Annual Town Meeting and Article 2 of the March 7, 2005 Special Town Meeting for the construction of a new Middle School and for the payment of all other costs incidental and related thereto, or to take any other action in relation thereto.

**ARTICLE 2
Board of Selectmen
Department of Finance and Budget**

To see if the Town will vote to rescind its vote under Article 11 of the May 5, 2007 Annual Town Meeting and to vote, pursuant to Chapter 43C, Sections 11 and 14 of the General Laws, to establish a Department of Finance and Budget and to amend the Town Code by adding a new Chapter thereto as follows:

Section 1. There is hereby established in the Town of Littleton a Department of Finance and Budget ("Department"). The Department shall be managed by an Assistant Town Administrator for Finance and Budget ("AAFB") who shall be appointed by, and may be removed by, the Town Administrator, subject to the approval of the Board of Selectmen. The Assistant Town Administrator for Finance and Budget shall report to the Town Administrator.

Section 2. The AAFB may also serve in the capacity of and have all the

powers and duties presently vested in one of the following positions: Town Accountant, Treasurer (if appointed), or Tax Collector (if appointed). The following positions, if appointed, and the respective staff shall become part of the Department and report to the AAFB: Town Accountant, Town Treasurer, Tax Collector, and Chief Assessor.

Section 3A, The Assistant Town Administrator for Finance and Budget shall have direct authority over and conduct performance reviews for the following current and future department heads unless otherwise specified in by law or statutes as structured below. The department heads shall be appointed by, and can be removed by, the Assistant Town Administrator for Finance and Budget and the Town Administrator subject to the approval of the Board of Selectmen.

- (1) Town Accountant
- (2) Town Treasurer if appointed
- (3) Town Tax Collector if appointed

Section 3B, The Assistant Town Administrator for Finance and Budget, subject to the approval of the Board of Assessors, shall have direct authority over, conduct performance reviews, appoint and remove the Chief Assessor.

Section 4. The powers and duties of the AAFB shall include, but not be limited to, the following:

- 1) Coordinating, managing budgetary and financial information, forecasting revenues for the forthcoming fiscal year and preparing the Finance Committee's annual budget in advance of the annual town meeting and coordinating and managing the budget and financial information throughout the year;
- 2) implementing policies and monitoring procedures for the collection of all revenues due to the Town;
- 3) reviewing, on a yearly basis, the various Town funds, and to ensure that the funds are prudently invested;
- 4) serving as chief procurement officer;
- 5) reporting to the Board of Selectmen and Finance Committee upon request concerning all financial conditions of the town;
- 6) ensuring the Town's timely reporting to the Massachusetts Department of Revenue (DOR) in accordance with all requirements of the DOR municipal calendar
- 7) performing other duties as directed by the Town Administrator.

Or to take any other action in relation thereto

Hereof fail not and make due return of the Warrant with your doings thereon to the Town Clerk at the time and place of meeting aforesaid.

SELECTMEN OF LITTLETON

Chairman

Clerk

Member

Member

Member

Date of Execution

A TRUE COPY ATTEST:

John M. Kelly, Constable
Town of Littleton

CONSTABLE'S CERTIFICATION

I hereby certify under the pains and penalties of perjury that I posted an attested copy of this Warrant at the Town Office Building on Shattuck Street, at the Post Office at Littleton Common, at the Post Office at Littleton Depot, at the Baptist Church, at the Unitarian Church, at the Catholic Church, at the Congregational Church, and at the Mormon Church, in said Town, on the date attested. I further certify that this Warrant was posted in accordance with the Code of the Town of Littleton and the provisions of M.G.L. c.39, §'10.

Attest: _____
Constable

Date: _____

**The full text of the Warrant is available in the Town Hall.
The Warrant will also be available at Town Meeting.**