



Town of Littleton, Massachusetts
TOWN MEETING REPORT

VOTER INFORMATION

Please bring this with you to the

OCTOBER 28, 2019
SPECIAL TOWN MEETING

Monday, October 28, 2019 at 7:00 PM
Charles Forbes Kaye Gymnasium
Littleton Middle School
55 Russell Street, Littleton, MA 01460

TOWN OF LITTLETON, MASSACHUSETTS

OCTOBER 28, 2019 SPECIAL TOWN MEETING

SPECIAL TOWN MEETING ARTICLES – *beginning on Page 9*

1. Bills of Prior Years
2. FY2020 Budget Amendments
3. Supplemental FY2020 Capital Item
4. FY2020 Revolving Fund Amendments
5. Amend FY2020 Park, Recreation & Community Edu. Enterprise Fund Oper. Budget
6. Receipts Reserved for Appropriation from the PEG Access Fund
7. FY2020 Conservation Commission Open Space Budget
8. Amend FY 2020 Community Preservation Budget
9. Amendment to Home Rule Petition Authorized by May 6, 2019 ATM
10. Amendment to Appropriation and Borrowing Authorization for Littleton Common Smart Sewer Approved by October 29, 2018 Special Town Meeting
11. Property Acquisition for the Smart Sewer Project
12. Appropriation, Borrowing, and Home Rule Petition for Water Treatment Facility
13. Library Building Project Construction – Borrowing
14. Classification & Compensation Study
15. Personnel By-law Amendments
16. Town By-law Amendment: Firearms Dealer Licensing
17. Zoning Amendment: Marijuana Retail

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This Town Meeting Report is prepared by the

Office of the Board of Selectmen/Town Administrator
Town of Littleton
Littleton Town Offices
37 Shattuck Street
Littleton, MA 01460

More information is available online at www.littletonma.org

Board of Selectmen: Town Meeting Report

To the Voters of Littleton:

The Board of Selectmen is pleased to present this *Town Meeting Report*.

Town Code §41-3 provides that

For every annual and special town meeting, the Board of Selectmen shall mail to each occupied dwelling at least fourteen (14) days prior to said meeting a Town Meeting Report containing the full text of the articles as posted in the warrant; proposed motions and town board recommendations, if any; and concise explanations of each article, including the fiscal impact of any financial articles. The Town Meeting Report for the annual town meeting shall include the Finance Committee's report to the voters.

Here is the format in which information is presented for each article in this Report:

ARTICLE #
Article Sponsor/Insertor
Title of the Article

Full text of the warrant article as printed in the Town Meeting warrant, as posted.

[Brief explanation of the article.]

Motion proposed by the sponsor, as reviewed by Town Counsel.

Recommendations of Town Boards.

The Board of Selectmen welcomes your feedback. Thanks very much.

– **Littleton Board of Selectmen**

Joseph S. Knox, Chair

Cindy Napoli, Vice Chair

Chase Gerbig, Clerk

Charles DeCoste

Paul Glavey

Town Moderator:

Town Meeting Procedures

In our continuing effort to streamline and improve the efficiency of Town Meeting, and after having discussed ways to improve the process with the Board of Selectmen, the Town Clerk and Town Counsel; as Town Moderator I am proposing the following procedures for this Special Town Meeting:

- **Presentations** - The individual, board or committee responsible for placing an article on the warrant will be permitted ten (10) minutes to make a presentation once the main motion is properly before Town Meeting. A single presenter is greatly preferred and in the event of multiple presenters no additional time shall be granted. Presentations in opposition will likewise be limited to 10 minutes and must be approved in advance of Town Meeting by the Moderator. The Moderator reserves the right to grant no more than two minutes of additional time to presentations that he believes Town Meeting would benefit from hearing in their entirety.
- **Limits on length/number of speeches** - Speakers shall be limited to no more than four (4) minutes and no one shall speak more than once per article except for the following situations: responses to questions posed by and through the Moderator, brief clarification of a previous statement with the permission of the Moderator, or by majority vote of Town Meeting.
- **Time limit for consideration of new business** – The Town Meeting shall not begin consideration of any new warrant article after 10:30p.m., unless the Moderator determines that there is a reasonable likelihood of concluding the Town Meeting prior to 11:00 p.m. and a majority of the Town Meeting votes to continue its business later into the evening.

Town Moderator: “A Call of the Articles”

Additionally, we will continue with “**A Call of the Articles**” which was successfully introduced at this year’s Annual Town Meeting, to speed up the passage of warrant articles which should generate no controversy and can be properly voted without debate allowing additional time to debate more significant articles.

Specifically, as one of the first orders of business at Town Meeting, the Moderator will call out the numbers/ titles of the articles, one by one. Any voter who has doubts about passing any motion, or wishes an explanation of any article, should say the word “hold” in a loud voice when the article number is called by the Moderator. The Moderator will inquire as to whether the request is for a question or for debate. If the purpose of the request is merely a question then an attempt will be made to obtain a satisfactory answer. If the purpose is to hold the article for debate, the article will be removed from the list of articles included in the “Call” and restored to its original place in the warrant to be brought up, debated and voted in the usual manner. It is hoped that voters will remove articles from the “Call” only in cases of legitimate concern.

After calling each article on the Warrant, the Moderator will ask that all remaining articles in the “Call” be passed as a unit by unanimous vote. There will be a motion to take all the articles identified in the “Call” and act upon them by means of a single, brief affirmative main motion which will be inclusive of the separate and specific motions as printed in this Report.

The use of “A Call of the Articles” is intended to speed up passage of warrant articles which each Town Meeting voter believes should generate no controversy and can be properly voted without debate and give Town Meeting additional time to thoughtfully consider the rest of the warrant articles.

More information about Town Meeting is available online at <http://www.littletonma.org/townmeeting>.

Thank you for your cooperation in implementing these procedures and allowing me the privilege of serving as your Moderator.

Timothy D. Goddard, Town Moderator

FY2020 Tax Bill Impact Summary

This information summarizes the impact on the FY2020 property tax bill for an average residential property, as a result of the spending already approved by the May 6, 2019 Annual Town Meeting and the financial articles proposed for this October 28, 2019 Special Town Meeting.

Amounts transferred from account balances or free cash do not impact the property tax. As was the case at the May 6, 2019 Annual and Special Town Meeting, in total the FY2020 spending plan includes an estimated residential property tax levy of \$28,666,443. For the average residential property assessed at \$439,658 its property tax bill is projected to increase by \$237.72 or 2.99% - from \$7,944.32 in FY2019 to \$8,182.04 in FY2020—as a result of this recommended spending plan.

The FY20 spending plan also incorporates the use of \$295,891.26 in Debt Exclusion Stabilization Funds approved in Article 5 of the May 6, 2019 Annual Town Meeting. These funds will be applied towards the debt service of the previously authorized excluded debt of the Town for projects such as the Middle School and the Police Station. These funds are estimated to reduce the tax impact to the residential taxpayer from \$8,239.19 to the \$8,182.04 mentioned above, or by \$57.15 on the average residential property.



October 28, 2019 Special Town Meeting

7:00 p.m. Charles Forbes Kaye Gymnasium
Littleton Middle School

ARTICLE 1

Board of Selectmen

Bills of Prior Years

[9/10ths vote required]

To see if the Town will vote to raise and appropriate a sum or sums of money to pay unpaid bills from prior fiscal years, or to take any other action in relation thereto.

[Article 1 would pay any bills from prior fiscal years, which were not received before the books were closed, and for which prior year budget funds had not been encumbered.]

Motion: Moved and seconded by the Board of Selectmen that the Town vote to raise and appropriate \$10,825 to pay the Commonwealth of Massachusetts Division of Professional Licensure for elevator costs at Shattuck Street, the High School and the Russell Street School relating to Fiscal Years 2015 and 2016.

Finance Committee and Board of Selectmen support Article 1.

ARTICLE 2

Board of Selectmen

FY2020 Budget Amendments

To see if the Town will vote to amend the FY2020 Operating Budget, as adopted pursuant to Article 4 of the May 6, 2019 Annual Town Meeting, by adjusting budget line items (detail below), and to raise and appropriate the additional \$15,689 needed to make the adjustments; or to take any other action in relation thereto.

<u>Budget</u>	<u>Line Item</u>	<u>FY2020 Budget</u>	<u>Adjustment</u>	<u>FY2020 Budget Adjusted</u>
122	Selectmen Expenses	\$13,870	\$10,000	\$23,870
135	Finance & Budget Expenses	\$52,970	\$75,666	\$128,636
161	Town Clerk Expenses	\$1,500	\$2,300	\$3,800
162	Elections & Registrations Expenses	\$12,200	(\$3,000)	\$9,200
162	Elections & Registrations Salaries	\$0	\$3,000	\$3,000
194	Total Employee/Retiree Benefits	\$9,810,119	(\$57,697)	\$9,752,422
193	Property & Liability Insurance	\$400,000	(\$24,000)	\$376,000
210	Police/Dispatch Expenses	\$154,821	\$10,000	\$164,821
300	School Department (Chapter 70)	\$21,102,192	\$15,689	\$21,117,881
301	Technical School Expense	\$486,821	\$15,259	\$502,080
	Total Appropriated Budgets	\$32,034,493	\$47,217	\$32,081,710

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	Transfer in-PRCE Enterprise Field fees	(\$24,000)	\$24,000	\$0
	Transfer in to 194 from Recreation Enterprise	\$0	(\$55,528)	(\$55,528)
	Transfer in from Ambulance Receipts	(\$650,000)	\$0	(\$650,000)
	Total Transfers In	(\$674,000)	(\$31,528)	(\$705,528)
Total FY20 Net Appropriated Budget Adjustments		\$31,360,493	\$15,689	\$31,376,182

[Article 2 represents a number of different transactions, generally (1) for budget numbers 122-210, it represents adjustments to the FY2020 operating budget by moving money between budget line items, (2) for budget numbers 300 and 301, the final net Chapter 70 state aid figure for the Littleton School Department was \$2,989,239, which is \$30,948 more than the estimate of \$2,958,291 available at the May 2019 Town Meeting. Of that \$30,948, an unbudgeted assessment of \$15,259 is required to be reserved for payment to the Essex North Shore Agricultural & Technical School, resulting in a net amount of \$15,689 available to increase the School Department's appropriation. The School Committee requests to increase its FY2020 appropriation by the remaining amount of \$15,689, and (3) for the transfers listed, reduces the Park, Recreation and Community Education (PRCE) transfer into the general fund for field maintenance to zero dollars, includes a repayment from PRCE to the general fund in the amount of \$55,528, and re-authorizes, now that the funds are available, a total of \$650,000 from ambulance receipts to the general fund for FY2020.]

Motion: Moved and seconded by the Board of Selectmen that the Town vote to amend the FY2020 Operating Budget, as adopted pursuant to Article 4 of the May 6, 2019 Annual Town Meeting as printed in Article 2 of the warrant.

Finance Committee and Board of Selectmen support Article 2.

ARTICLE 3 Board of Selectmen Supplemental FY2020 Capital Item
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To see if the Town will vote to raise and appropriate \$85,000, to be expended by the Permanent Municipal Building Committee for design relative to repairs to the Police Station building's exterior and interior, and any temporary construction work associated with preventing further damage over the winter, or to take any other action in relation thereto.

[Article 3 would authorize the expenditure of up to \$85,000 to complete the design portion of the repairs needed for the Police Station building and to make any necessary temporary repairs to the building until permanent repairs can be made. The final design will be advertised for bid to determine the permanent repair costs and be presented at Spring Town Meeting.]

Motion: Moved and seconded by the Board of Selectmen to approve Article 3 as printed in the warrant.

Finance Committee and Board of Selectmen support Article 3.

ARTICLE 4
Board of Selectmen
FY2020 Revolving Fund Amendments

To see if the Town will vote pursuant to Town Code Chapter 18, Finances, Article V, Departmental Revolving Funds, which established and authorizes revolving funds governed by General Laws Chapter 44, § 53E½ for use by town departments, boards, committees, agencies and officers in connection with the operation of programs or activities that generate fees, charges or other receipts to support all or some of the expenses of those programs or activities, to amend the following annual expenditure limitations, voted on May 6, 2019 Article #3 Annual Town Meeting for the fiscal year beginning July 1, 2019 and ending June 30, 2020 (*detail below*), or to take any other action in relation thereto.

Revolving Fund	Authorized Department	Monies Received	Expenses for which funds may be used	Original Expenditure limit FY 2020	Revised Expenditure limit FY 2020
Inspectional Services	Building Inspector	Fees charged and received by the Building Inspector for gas, plumbing and electrical inspections	Salaries or wages of inspectors performing gas, plumbing or electrical inspections and expenses related to those inspections	\$130,000	\$135,000
Sealer of Weights & Measures	Board of Selectmen	Fees charged and received by the Town Sealer of Weights & Measures for equipment inspections	Contractual Services related to those inspections	\$8,000	\$14,000
Spectacle Pond Cell Tower	Clean Lakes Committee	Receipts from the Spectacle Pond Cell Tower rental agreements	Contractual Services or expenses related to the Clean Lakes Program	\$50,000	\$60,000
Cemetery Revolving	Cemetery Commission	a portion of receipts received from sales of lots	Expenses related to the maintenance of lots	\$20,000	\$35,000
Permitting Software	Board of Selectmen	a portion of receipts received from	expenses associated with maintenance fees	\$20,000	\$26,000

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		land use permit fees	of permitting software		
LCTV Boxborough IMA	Board of Selectmen	Proceeds resulting from the provision of LCTV cable services to Town of Boxborough through intermunicipal agreement	Expenses associated with the provision of said services	\$65,000	\$90,000

[Article 4 increases the expenditure limit of the listed revolving funds. All articles are funded by a separate revenue source and would not require additional funds to be raised. All revolving accounts are constrained by the revenue in the account. Therefore, if sufficient revenue is not available, the Authorized Department can only expend the available amounts.]

Motion: Moved and seconded by the Board of Selectmen that the Town vote to approve Article 4 as printed in the warrant.

Finance Committee and Board of Selectmen support Article 4.

ARTICLE 5

Park and Recreation Commission

Amend FY2020 Park, Recreation & Community Education Enterprise Fund Oper. Budget

To see if the Town will vote to amend the FY2020 Park, Recreation & Community Education Enterprise Budget, as adopted pursuant to Article 7 of the May 6, 2019 Annual Town Meeting, by adjusting budget line items (*detail below*), or to take any other action in relation thereto.

I. PRCE Enterprise Revenues	FY2020 Budget	Adjustment	FY2020 Budget Adjusted
User Charges	\$760,206	\$78,090	\$838,296
Transfer In from Recreation Fund	0	0	0
Transfer In from General Fund	230,000	0	230,000
Enterprise Available Funds	75,000	-14,518	60,482
Investment Income	500	0	500
Total Revenues	\$1,065,706	\$63,572	\$1,129,278
II. Costs Appropriated for the Enterprise Fund			0
Salaries and Wages	\$476,860	\$146,302	\$623,162
Expenses	514,846	(64,258)	450,588
Transfer to General Fund – Field Maintenance	24,000	(24,000)	0
Capital Outlay – Equipment	0	-	0
Capital Outlay – Improvements	0	-	0

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Reserve Fund	50,000	(50,000)	0
Debt Principal and Interest	0	-	0
Transfer to General Fund	0	55,528	55,528
Budgeted Surplus	0	-	0
Total Costs Appropriated for Enterprise Fund	\$1,065,706	\$63,572	\$1,129,278
III. Costs Appropriated for General Fund to be Charged to the Enterprise Fund			
Indirect Costs	\$0	-	\$0
Benefits	0	-	0
Pension Costs	0	-	0
Total Costs Appropriated for the General Fund.	\$0	\$0	\$0
Total Costs	\$1,065,706	\$63,572	\$1,129,278

[Article 5 adjusts the FY2020 PRCE enterprise budget to reflect the changes needed to the budget presented in Article 7 at the May 6, 2019 Town Meeting. This article also memorializes the transfer of \$55,528 to the General Fund to address a FY2019 shortfall, as voted by the Finance Committee, Park & Recreation Commission, and Board of Selectmen in June of 2019. This article will also remove the transfer of \$24,000 from PRCE to general fund for field maintenance, as reflected in Article 2.]

Motion: Moved and seconded by the Park & Recreation Commission that the Town vote to approve Article 5 as printed in this warrant.

Finance Committee, Park and Recreation Commission, and Board of Selectmen support Article 5.

ARTICLE 6

Littleton Community Television Advisory Committee

Receipts Reserved for Appropriation from the Public, Education and Government Access Fund

To see if the Town will vote to:

- (1) appropriate \$306,343 from the Receipts Reserved for Appropriation from the Public, Education and Government (PEG) Access and Cable Related Fund (as established under M.G.L. c.44 §53F¾ by vote of the November 2, 2015 Special Town Meeting, and which has a current balance of approximately \$536,986) for the operation of the Littleton Community Television cable television studio, as follows: \$183,135 for salaries, \$60,488 for employee/retirement benefits, \$34,720 for expenses and \$28,000 for capital projects; and
- (2) rescind the cable studio appropriation and transfers as voted under Article 4 (budget line item 197) of the May 6, 2019 Annual Town Meeting; and
- (3) credit all future revenue received in conjunction with the LCTV Inter-Municipal Agreement with the Town of Boxborough to the PEG Access fund as established under M.G.L. c.44, §53F¾, or to take any other action in relation thereto.

[Article 6 appropriates existing funds to be utilized for FY2020 salaries and expenses related to the operation of the Littleton Community Television cable television studio and it redirects all future revenue received through the Inter-Municipal Agreement with the Town of Boxborough to be deposited into the Receipts Reserved for Appropriation from the Public, Education and Government (PEG) Access and Cable Related Fund as opposed to the

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revolving fund with the goal to consolidate all revenues and expenditures into one place. In the future, when the funds currently existing in the LCTV Boxborough IMA Revolving Fund have been spent down, it is expected that the Revolving Fund will be closed. The article also appropriates \$8,000 for 2 iMac 27" computers for editing and \$20,000 for a Newtek Tricaster Production Switcher, for a total of \$28,000 in capital projects.]

Motion: Moved and seconded by the Littleton Community Television Advisory Committee that the Town vote to approve Article 6 as printed in the warrant.

Finance Committee, Littleton Community Television Advisory Committee and Board of Selectmen support Article 6.

ARTICLE 7
Conservation Commission
FY2020 Conservation Commission Open Space Budget

To see if the Town will vote to expend from the Oak Hill Cell Tower Fund (which fund is intended for use by the Conservation Commission for conservation lands purposes, pursuant to votes of the May 5, 1997 Annual Town Meeting, the September 28, 1998 Special Town Meeting, the May 6, 2002 Special Town Meeting, and the November 14, 2012 Special Town Meeting) the amount of \$18,500, or any other sum, to be used for projects under the direction and charge of the Conservation Commission or to take any other action in relation thereto.

[Article 7 authorizes the expenditure of \$18,500 from the Oak Hill Cell Tower Fund.]

Motion: Moved and seconded by the Conservation Commission that the Town vote to approve Article 7 as printed in the warrant.

Finance Committee and Board of Selectmen support Article 7.

ARTICLE 8
Community Preservation Committee
Amend FY 2020 Community Preservation Budget

To see if the Town will vote to hear and act on the amended report of the Community Preservation Committee on the FY2020 Community Preservation Budget, to appropriate or reserve from FY2020 Community Preservation Fund annual revenues and reserves the following amounts, as recommended by the Community Preservation Committee, with each item considered a separate appropriation:

1. Old Burying Ground Cemetery Preservation, Third Phase – \$9,900 from the CPA Historic Preservation Reserve; and
 2. 12 Robinson Road Roof Replacement – \$60,000 from the CPA Historic Preservation Reserve;
- or to take any other action in relation thereto.

[Article 8 adds two projects, the third phase to the Old Burying Ground Cemetery Preservation project and a roof replacement to the 12 Robinson Road Baker House, to the FY2020 Community Preservation Budget.]

Motion: Moved and seconded by the Community Preservation Committee that the Town vote to approve Article 8 as printed in the warrant.

Finance Committee, Community Preservation Committee, and Board of Selectmen support Article 8.

ARTICLE 9

Board of Selectmen

Amendment to Home Rule Petition Authorized by May 6, 2019 Annual Town Meeting

To see if the Town will vote to amend the vote under Article 21 of the May 6, 2019 Annual Town Meeting authorizing the Board of Selectmen to petition the General Court for a special act authorizing establishment of the Littleton Common Smart Sewer District, by substituting a revised version of the petition assigning supervision and control of the sewer district to the Board of Water Commissioners; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approve amendments to the bill before enactment by the General Court; and, provided further that the Board of Selectmen is hereby authorized to approve amendments which shall be within the scope of the general public objectives of the petition; or to take any other action in relation thereto.

[Article 9 would modify the Home Rule Petition voted under Article 21 of the May 6, 2019 Annual Town Meeting to move supervision and control of the sewer department from the Board of Selectmen to the Board of Water Commissioners. It would allow the Board of Selectmen to modify the language of the special act, before submitting to the State Legislature, if needed, and the State Legislature to make any clerical or editorial changes necessary to the bill.]

Motion: To be made at Town Meeting.

Board of Selectmen and Board of Water Commissioners support Article 9.

ARTICLE 10

Board of Selectmen

**Amendment to Appropriation and Borrowing Authorization for Littleton Common Smart Sewer
Approved by October 29, 2018 Special Town Meeting**

[2/3rds vote required]

To see if the Town will vote to amend the vote under Article 10 of the October 29, 2018 Special Town Meeting regarding appropriation and borrowing for the Littleton Common Smart Sewer Design as follows: (1) by increasing the sum appropriated and authorized for borrowing; (2) by including costs of construction as eligible costs (in addition to design and engineering); and (3) by providing that the board authorized to determine and assess betterments shall be either the Board of Selectmen or other board designated by the anticipated special act authorizing establishment of the Littleton Common Smart Sewer District; or to take any other action in relation thereto.

[Article 10 would increase the amount authorized by Article 10 of the October 28, 2018 Special Town Meeting from the \$2,200,000 previously authorized to be borrowed to an amount to be presented at Town Meeting. The total project cost is anticipated to be approximately \$25 million. Debt and interest costs would be the responsibility of the town until such time that the enterprise is self-sustaining. These funds will be used to pay the costs of design, engineering, and construction needed to sewer the Littleton Common area. The Town has not yet borrowed against the original authorization. The Smart Sewer is a limited collection system and small treatment facility, serving the Littleton Common commercial area. The costs of the Smart Sewer would be borne by sewer users through betterment assessments, user fees, and connection costs paid by owners of property hooking up to the sewer. As a property owner itself, the Town of Littleton and its taxpayers would be responsible for costs for the Town Offices / Library on Shattuck Street, Police Station on Great Road, Fire Station and Houghton

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Memorial Building on Foster Street, Highway / LELWD on Ayer Road, Littleton High School on King Street, and Littleton Middle and Russell Street Schools on Russell Street.]

Motion: To be made at Town Meeting.

Finance Committee, Board of Water Commissioners, and Board of Selectmen recommendations forthcoming.

ARTICLE 11

Board of Selectmen

Property Acquisition for the Smart Sewer Project

[2/3rds vote required]

To see if the Town will vote (i) to authorize the Board of Selectmen to acquire by purchase, gift, or eminent domain, for the purpose of constructing a Smart Sewer, the fee interest in a parcel or parcels of land within the Town of Littleton, on such terms and conditions as the Selectmen may determine; (ii) to authorize the Board of Selectmen to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town of Littleton to effect said purchase, gift or taking; and (iii) to appropriate a sum of money to pay costs of acquisition of the property, and to determine whether this amount shall be raised by taxation, transfer from available funds, borrowing or otherwise; or to take any other action in relation thereto.

[Article 11 would authorize the Board of Selectmen to acquire land for the location of the Smart Sewer System. In addition, the article authorizes the Town to borrow funds to acquire this parcel. If a parcel has been finalized by the date of the Special Town Meeting, it will be presented at Town Meeting, otherwise this article may be passed over.]

Motion: To be made at Town Meeting.

Finance Committee, Board of Water Commissioners, and Board of Selectmen recommendations forthcoming.

ARTICLE 12

Board of Selectmen/Board of Water Commissioners

Appropriation, Borrowing, and Home Rule Petition for Water Treatment Facility

[2/3rds vote required]

To see if the Town will vote:

(1) To appropriate approximately \$6,000,000 (with the final number to be presented by the Board of Water Commissioners at Town Meeting) to pay costs of installing water department facilities and infrastructure to reduce concentrations of per- and poly-fluoroalkyl substances (PFAS) at any location deemed by the Board of Water Commissioners to be in the best interests of the Town of Littleton and for the study, analysis, and design of a permanent water treatment facility capable of lowering iron, manganese, PFAS, and/or any other regulated substance below their respective Massachusetts drinking water standards; to determine whether this amount shall be transferred from available funds, borrowed or otherwise provided; to designate parcels U41-38-0 and U41-44-0, or any other land under the control of the Board of Water Commissioners or in the town right of way, as land required for the construction of said water treatment facilities and infrastructure, said lots being a portion of the property described in

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a deed recorded in the Middlesex South Registry of Deeds in Book 19902, Page 089, or to take any other action in relation thereto; and

(2) To authorize the Board of Selectmen to petition the General Court, on behalf of the Town, for passage of a special law to allow the town to designate the parcels of land located off Whitcomb Avenue and shown as Assessor's Map U41, Parcels 38-0 and 44-0 as water department land to be used for the construction of a water treatment facility, said lots being a portion of the property described in a deed recorded in the Middlesex South Registry of Deeds in Book 19902, Page 089, and to remove any Article 97 designation from the lots, if such designation exists, and to place Article 97 protections on parcels shown as Assessor's U-40-15-0 and U-41-35-0 (to remain in the custody of the Board of Water Commissioners for water supply protection purposes) or to take any other action in relation thereto.

[LWD voluntarily tested its water sources for a family of chemical contaminants known as PFAS. The man-made pollutant was found in the Spectacle Pond well in June, and the most recent sampling in August also discovered it in the Whitcomb Avenue wells. The levels are below current federal and state guidance values. However, LWD plans to install PFAS filtration to remove it.

With a new treatment plant already planned for the Whitcomb Avenue wells, LWD is exploring the option of piping Spectacle Pond well water to that facility for treatment. This may be a more cost-effective option than building a second new treatment plant to replace the outdated Spectacle Pond facility. However, our consulting engineers are currently evaluating multiple options and LWD will proceed with the one identified as the most expedient, effective, and fiscally responsible.

For the next steps in this project, LWD is asking Town Meeting to approve approximately \$6 million for:

- Installing temporary, emergency facilities and infrastructure to reduce concentrations of PFAS in the near term.
- Designing and beginning construction of permanent facilities and infrastructure to remove PFAS from the water supply.

The article would also clarify the planned site of the Whitcomb Avenue treatment plant is for water department use and is not conservation land. LWD plans to seek Article 97 conservation protection for land across Whitcomb Avenue in exchange for the new plant location. This property, located in the aquifer protection zone, is far more ecologically valuable and is currently being restored to its natural state.]

Motion: To be made at Town Meeting.

Board of Water Commissioners support Article 12. Finance Committee and Board of Selectmen recommendations forthcoming.

ARTICLE 13
Board of Library Trustees
Library Building Project Construction - Borrowing
[2/3rds vote required]

To see if the Town will vote to borrow, transfer from available funds, and/or otherwise provide a sum of money to be expended under the direction of the Permanent Municipal Building Committee for architectural, engineering, project management, construction management (pursuant to M.G.L. c. 149A) or general contracting (pursuant to M.G.L. c. 149, 44A-44J, et seq.) as determined by the Permanent Municipal Building Committee, and/or other services necessary for the design, construction, equipping, and furnishing of a new Reuben Hoar Library (the "Project"), including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Selectmen, is authorized to borrow said amount under and pursuant to M.G.L. c. 44, §7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor. The total amount authorized to be borrowed by this vote shall be reduced by: (i) any and all grants received by the Town from the Massachusetts Board of Library Commissioners for this Project; and (ii) the amount of any and all gifts, grants and donations received by the Town for this Project, as long as said grants, gifts and donations are received prior to the issuance of any bonds or notes. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with M.G.L. c. 44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount. While not a legal condition to the borrowing of funds authorized by this vote, it is the expectation of this Town Meeting that a Proposition 2½ debt exclusion question, so-called, relating to this project will be placed before the voters of the Town at an election, or to take any other action in relation thereto.

[Article 13 would authorize the borrowing of a sum of money to undertake construction of the new library building to be sited behind Shattuck Street Town Offices. At the time of printing the cost of this project is \$14,503,938, of which \$1,500,000 was authorized by Article 5 of the May 6, 2019 Special Town Meeting. The final total cost of this project will be offset by the provisional grant award made by the Massachusetts Board of Library Commissions in the amount of \$5,844,744 which will be paid to the Town in five installments after certain project milestones are met. In addition, the Board of Library Trustees have been fundraising and those funds will be applied to reduce the total project cost. At the time of printing, the Board of Library Trustees raised \$519,912.88 and received pledges in the amount of \$162,000. This article would not be contingent upon a Proposition 2 ½ vote, however, voters will have the option at a future town election (i.e. ballot vote), which is anticipated to be on May 9, 2020, to decide whether or not the debt and interest payments would be paid within the tax levy or excluded from the tax levy.]

Motion: To be made at Town Meeting.

Board of Library Trustees support Article 12. Finance Committee and Board of Selectmen recommendations forthcoming.

ARTICLE 14
Board of Selectmen/Personnel Board
Classification & Compensation Study

To see if the Town will vote to raise and appropriate a sum of money for a Classification & Compensation Study, or to take any other action in relation thereto.

[Article 14 would raise funds for the purpose of revising the Classification and Compensation Plan, as has been the Town's recent practice, every 3 years. A Request for Proposals has been solicited and as of the printing of this warrant, the cost of the project was not available. The amount requested will be presented at Town Meeting.]

Motion: To be made at Town Meeting.

Finance Committee, Personnel Board, and Board of Selectmen support Article 14.

ARTICLE 15
Board of Selectmen/Personnel Board
Personnel By-law Amendments

To see if the Town will vote to amend the Personnel By-law and Classification and Compensation Plan, Chapter 33 of the Town Code, as recommended by the Personnel Board as follows:

1. By amending Schedules B-1, C-1 and D, as shown in **bold** below, effective January 1, 2020, as follows:

Schedule B-1, Other Employees

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
1 hourly	\$12.75	\$13.00	\$13.26	\$13.53	\$13.80
2 hourly	\$15.30	\$15.61	\$15.92	\$16.24	\$16.56

Schedule C-1, Community Education

GRADE	STEP 1	STEP 2	STEP 3
1 hourly	12.75		
2 hourly	14.00	14.35	14.71
3 hourly	20.00	20.50	21.01
4 hourly	25.00	25.63	26.27
5 hourly	30.00	30.75	31.52
6 hourly	35.00	35.88	36.77

Schedule D, Fire Department On-Call

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
1 hourly	\$12.75					
2 hourly	\$15.46	\$15.77	\$16.09	\$16.41	\$16.74	\$17.07
3 hourly	\$16.08	\$16.40	\$16.73	\$17.06	\$17.40	\$17.74
4 hourly	\$16.72	\$17.05	\$17.39	\$17.74	\$18.09	\$18.45
5 hourly	\$17.21	\$17.55	\$17.90	\$18.26	\$18.56	\$18.93

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GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
6 hourly	\$17.73	\$18.08	\$18.44	\$18.81	\$19.19	\$19.57
7 hourly	\$18.26	\$18.63	\$19.00	\$19.38	\$19.77	\$20.17
8 hourly	\$18.81	\$19.19	\$19.57	\$19.96	\$20.36	\$20.77
9 hourly	\$19.38	\$19.77	\$20.17	\$20.57	\$20.98	\$21.40
10 hourly	\$19.57	\$19.96	\$20.36	\$20.77	\$21.19	\$21.61
11 hourly	\$21.42					

On-Call Stipend \$4.00/hour

2. By amending Section 22, by deleting and adding words as shown below with strikethrough/underlining:

Personal days provide a means for employees to secure time off when such time is needed for important personal reasons, allowing that reasonable notice be provided the Department Head and the absence does not interfere with the operation of the Department. All full time benefit eligible employees shall receive 24 hours of ~~three~~ paid personal time on July 1st to use during the fiscal year. Part-time benefit eligible employees will be granted pro-rated personal leave according to the percentage of their regularly scheduled hours relative to full-time service of 40 hours per week. Personal time may be taken in hourly increments but may not be carried over to the next fiscal year and are not paid out upon separation of service.

A new full time benefit eligible employee hired after July 1st shall in that year receive paid personal days as follows:

- ~~Three personal days~~ 24 hours of personal time if hired prior to October 1st;
- ~~Two personal days~~ 16 hours of personal time if hired prior to January 1st;
- ~~One personal day~~ 8 hours of personal time if hired prior to April 1st.

New part-time benefits eligible employees will be granted pro-rated personal leave according to the percentage of their regularly scheduled hours relative to the above schedule.

or to take any other action in relation thereto.

[Article 15 updates Schedules B-1, C-1, and D to address the minimum wage change effective January 1, 2020 and revises references to personal days in the Personnel By-law so that they are consistent with the current calculation of personal days, given the recent change to a new payroll software (Munis).]

Motion: Moved and seconded by the Board of Selectmen that the Town vote to approve Article 15 as printed in the warrant.

Finance Committee, Personnel Board and Board of Selectmen support Article 15.

ARTICLE 16
Board of Selectmen
Town By-law Amendment: Firearms Dealer Licensing

To see if the Town will vote to amend the General By-laws of the Town of Littleton by adding a new section 94-4, "Firearms Dealers," to Chapter 94 of the Town Code, to read as follows:

§ 94-4. Firearms Dealers.

- A. The objectives of this Bylaw are to:
 - 1. Ensure that firearms dealers licensed by the Town of Littleton operate in a manner that protects public safety; and
 - 2. Ensure that the Town of Littleton has adequate financial resources to carry out required inspections of firearms dealers.
- B. This Bylaw is adopted under the authority granted by the Home Rule Amendment of the Massachusetts Constitution and the Home Rule Procedures Act.
- C. Terms used in this Bylaw shall have the definitions set forth in M.G.L. c. 140, §121.
- D. Safety Requirements
 - 1. The Chief of Police shall adopt, and from time to time may revise, regulations, subject to approval by the Board of Selectmen, governing the safety of the premises and proper operation of businesses situated in the Town of Littleton engaged in the sale rental or lease of firearms or operating as a gunsmith. Such regulations shall include a requirement that all such businesses maintain on file with the Town Clerk copies of all licenses under which they are operating. Upon approval by the Board of Selectmen, such regulations shall be provided to the Littleton Town Clerk.
 - 2. Violation of such regulations shall be punished by a fine of \$300 per violation. Each day of noncompliance shall constitute a separate violation. Violations may be penalized by a noncriminal disposition as provided in M.G.L. c. 40, §21D; police officers shall be the enforcing agents for such noncriminal dispositions.
- E. Inspection Fees
 - 1. The Chief of Police shall calculate a fee for annual inspections (as required by M.G.L. c. 140, § 123) of licensees under M.G.L. c. 140, §122, that reflects the costs incurred by the Town in performing those inspections. Such fee amount shall be stated in a notice signed by the Chief of Police and provided to the Littleton Town Clerk. The Chief of Police may modify the fee annually.
 - 2. The total amount of annual inspection fees for the three-year license term must be paid by the licensee within 30 days of license issuance or renewal. Licensees possessing licenses on the effective date of this bylaw shall pay the annual fee prior to each annual inspection for the remainder of the term of their existing licenses. Failure to pay such fees by the time required shall be considered refusal to submit to an annual inspection;

or to take any other action in relation thereto.

[Article 16 adds a new section to the Town By-Laws to allow the Town to charge firearms dealers the costs associated with carrying out necessary inspections, to protect public safety. It authorizes the Police Chief to adopt regulations governing the safety requirements of businesses in the Town that are engaged in the sale, rental, or lease of firearms or operating as

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a gunsmith, subject to the approval of the Board of Selectmen. It also authorizes the Police Department to issue fines for violations of the By-Law.]

Motion: Moved and seconded by the Board of Selectmen that the Town vote to approve Article 16 as printed in the warrant.

Finance Committee and Board of Selectmen support Article 16.

ARTICLE 17
Voter Petition
Zoning Amendment: Marijuana Retail
[2/3rds vote required]

To see if the Town will vote to prohibit or further limit the retail sale of marijuana in the Town, by amending the certain provisions of Article XXVIII, voted on by Town Meeting on May 7, 2018, as follows:

Article XXVIII, Section 173-194 D: To substitute the following language: “To limit the overall number of Marijuana Retailers that may be located within the Town to zero”, and to submit that limit to ballot vote as and if required by M.G.L. Chapter 94G.

Article XXVIII, Section 173-196A: To strike this section in order to eliminate the Adult Use Marijuana Retail Overlay District.

Article XXVIII, Section 173-197: To substitute the following language: “Marijuana Retailers will not be permitted within the Town of Littleton absent a ballot vote.”

or to take any other action in relation thereto.

[Article 17 is a petitioned article submitted by over 100 registered voters.]

Motion: Moved and seconded by the petitioner that the Town vote to approve Article 17 as printed in the warrant.

TOWN OF LITTLETON, MASSACHUSETTS



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