



Town of Littleton, Massachusetts
TOWN MEETING REPORT
VOTER INFORMATION

Please bring this with you to the

**MAY 6, 2019 ANNUAL &
SPECIAL TOWN MEETINGS**

Monday, May 6, 2019 at 7:00 PM
Charles Forbes Kaye Gymnasium
Littleton Middle School
55 Russell Street, Littleton, MA 01460

TOWN OF LITTLETON, MASSACHUSETTS

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

Anthony Ansaldi, Jr., Interim Town Administrator

More information is available online at www.littletonma.org

May 6, 2019 Town Meeting Articles

SPECIAL TOWN MEETING at 7:30 PM – *beginning on Page 12*

1. Bills of Prior Years *[9/10ths vote]*
2. FY 2019 Operating Budget Line Item Transfers
3. Use of MassDOT Chapter 90 Funds – FY 2019 supplemental
4. FY 2019 Appropriations into Blended Community Preservation Act Fund
5. Library Building Project Design – Borrowing *[2/3rds vote]*
6. Establish Senior Center Stabilization Fund *[2/3rds vote]*
7. Voter Petition – Senior Center at Old DCU Building *[2/3rds vote]*

ANNUAL TOWN MEETING at 7 PM - *beginning on Page 16*

1. Town Officers
2. Annual Reports

Financial Articles

3. FY 2020 Revolving Funds
4. FY 2020 Operating Budget
5. Use of Debt Exclusion Stabilization Fund for FY 2020 Excluded Debt
6. FY 2020 Water Enterprise Fund Operating Budget
7. FY 2020 Park, Recreation & Community Education Enterprise Fund Operating Budget
8. FY 2020 Capital Items from Available Funds
9. FY 2020 Community Preservation Budget
10. Personnel By-law Amendments
11. Stabilization Fund
12. Capital Stabilization Fund
13. Trust Fund Grants
14. Senior Citizens and Veterans Tax Work-off Abatement Programs
15. Use of MassDOT Chapter 90 Funds

Articles requiring supermajority vote

16. Nashoba Valley Technical High School Building Project – Borrowing *[2/3rds vote]*
17. Zoning Amendment: Aquifer and Water Resource District *[2/3rds vote]*
18. Voter Petition: Conservation of Whitcomb Ave. Area Field and Groves *[2/3rds vote]*
19. Rescind Unused Borrowing Authorizations *[2/3rds vote]*

Other articles, including routine authorizations and reauthorizations

20. Voter Petition: Keep Sewer / CWERC From Being Placed at Highway / LELWD Location
21. Home Rule Petition for Special State Legislation to Authorize Littleton Common Smart Sewer
22. Establish Littleton Common Smart Sewer Enterprise Fund
23. Increase Town Moderator Term from One to Three Years
24. Borrowing Authorization
25. Compensating Balance Agreement

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/Inserter
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**

Paul Glavey, Chair

Joseph S. Knox, Vice Chair

Cindy Napoli, Clerk

Chase Gerbig

Charles DeCoste

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 to continue the following procedures introduced at the October 30, 2017 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.

“A Call of the Articles”

Additionally, we will continue with **“A Call of the Articles”** which was successfully introduced at the May 1, 2017 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
<https://www.littletonma.org/town-meetings>

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

Timothy D. Goddard, Town Moderator



Finance Committee

Report for Fiscal Year 2020

To the residents of Littleton:

While we are still fortunate to be in a solid financial position, the desire for more services while not raising taxes is a continuing conundrum. The strong commercial growth we've seen over the past years is slowing down, as expected. Keeping spending to affordable levels is always a challenge and especially with less growth to sustain it.

The Town continues to add to its physical plant, such as the new fire station and Alumni Field, and plans now for a senior center and library. While building new things draws more attention (and votes), maintaining the buildings that we currently have should not be viewed as optional or something that can be skimmed on. The high school is getting close to 20 years old; the police station is 10 years old. It is important that we continue to adequately fund the ongoing repair and maintenance of these assets as well as all our municipal buildings.

Also important to note is that the Town is undergoing significant changes in leadership with both the Town Administrator and Director of Finance and Budget leaving. With them, leaves decades of experience and knowledge of the Town and its inner workings. We recognize change is also an opportunity to look at things with new perspectives and ideas. We look forward to working with the new Town Administrator and Town Accountant to continue Littleton on its solid financial path.

After careful review of the town's budget process, updated financial software, management feedback, as well as the personnel changes within the town, we are in a perfect position to create new budget timelines, aggressively engage managers, and capitalize on lessons learned from other financially healthy communities. The Finance Committee recommends the creation of a working group to address all of the aforementioned ideas and present the plan to the Board of Selectman for implementation on the next budget cycle.

The Town's latest bond rating was on March 20, 2018, with Standard and Poor's affirming the Town of Littleton's AAA bond rating with a stable outlook. S&P defines its AAA rating as "Extremely strong capacity to meet financial commitments. Highest Rating." While the Town has enjoyed good growth, the AAA rating is a result of good financial management during that growth and common-sense financial policies that are adhered to. This AAA rating means that the town can borrow at reduced interest rates. Keeping this AAA rating, especially with several new capital projects potentially on the horizon, should be a priority for all as it will save the town millions in unnecessary interest costs.

For Fiscal Year 2020, the Littleton Finance Committee (FinCom) recommends Article 4 in the amount of \$48,373,545 representing an increase in total operating budget expenditures of \$1,828,702 from the FY 2019 level, not inclusive of School reserve spending.

TOWN OF LITTLETON, MASSACHUSETTS

The budget proposal and related warrant articles before the Town of Littleton for FY 2020 reflects those priorities put forward by the Board of Selectmen, School Committee, and other departments, with specific highlights including:

- There were no staff increases in the Town Operating Budgets, which increased 5.85% to \$9,568,908.
- A \$1,311,922 (6.63%) increase in the School Appropriation, combined with the use of other funds in the School Department, supports the current staffing levels as well as operational increases including Special Education of \$636,150, and increased funding for full-day kindergarten. There are also capital allocations of \$135,000 for Technology and \$100,000 for textbooks, curriculum, training, etc.
- Article 6 of Special Town Meeting proposes to allocate funds (\$3,000,000) currently in the capital stabilization fund specifically for the building or acquisition of a Senior Center in some form. This is being done to show the town's commitment to moving forward with that project.
- Moving forward, prioritizing the use of capital will be even more vital as the town is faced with limited resources, a growing list of capital requests, and aging structures throughout the town. Utilizing capital stabilization funds to finance large projects, significantly lowering the amount of funding into the stabilization fund, and no funding of the debt stabilization fund, are all concerning indicators of a slowing economy.
- \$525,545 of Community Preservation Committee funds designated for Housing will be transferred to the Littleton Affordable Housing Trust which was created at last year's Town Meeting. The Trust will then be responsible for dispensing the funds according to their charter. The funds from CPC must still be used according to CPC guidelines, but the Trust is better equipped to allocate these funds appropriately and in a time-responsive manner.
- The Operating Budget and all warrant articles are funded entirely through appropriation from the general levy and other revenue sources (as well as financed borrowing), without any requested general tax override, or debt or capital exclusions.

Littleton is very fortunate to be in this financial position. Some is due to growth but we would not be here were it not for the professionalism and disciplines invoked by our Financial Team and Town Leadership. Short term good news is nice, but the long-term financial stability of the town needs to be the priority.

Littleton Finance Committee

Fred Faulkner – Chairman
Gary Wilson – Vice Chairman
Thomas Porell - Clerk
Betsy Bohling
Gregg Champney
Allen McRae
Stephen Moore

FY 2020 Budget Summary

	<i>FY 2020</i>	<i>FY 2019</i>	<i>\$ Variance</i>	<i>% Variance</i>
<u>Revenue</u>				
Levy Limit	\$41,156,860	\$39,405,131	\$1,751,729	4.45%
Other Funds				
Undesignated Fund Balance	1,348,023	5,316,026	(3,998,003)	-74.64%
Cherry Sheets - Town State Aid	883,715	858,507	25,208	2.94%
Cherry Sheets - School State Aid	4,569,371	4,564,005	5,366	0.12%
School Department Reserves	1,794,574	2,414,523	(619,949)	-25.68%
Old Articles/Overlay Surplus & Other	-	1,376,987	(1,376,987)	-100.00%
Other Available Funds	1,969,019	2,181,229	(212,210)	-9.73%
Local Receipts	4,106,116	3,791,116	315,000	8.31%
Total Other Funds	14,670,818	20,502,393	(5,831,575)	-28.44%
Total Revenue/Available Funds	\$55,827,678	\$59,907,524	4,079,846)	-6.81%
<u>Expenses</u>				
Town Operating Budgets	\$9,568,908	\$9,040,125	\$528,783	5.85%
School Appropriation	21,102,192	19,790,270	1,311,922	6.63%
School Reserve Spending	1,794,574	2,414,523	(619,949)	-25.68%
Technical School Assessments	486,821	520,198	(33,377)	-6.42%
Other Charges, Facilities, Infrastructure	3,300,796	3,121,390	179,406	5.75%
Debt Service	4,104,709	4,485,517	(380,808)	-8.49%
Employee/Retiree Benefits	9,810,119	9,587,343	222,776	2.32%
<i>Total Operating Budget</i>	50,168,119	48,959,366	1,208,753	2.47%
Capital Exclusions	-	-	-	-
<i>Total Municipal Budget</i>	50,168,119	\$48,959,366	1,208,753	2.47%
Capital Plan and Warrant Articles	2,291,209	6,729,893	(4,438,684)	-65.95%
Total Appropriations	52,459,328	55,689,259	(3,229,931)	-5.80%
Other Amounts to be Raised	470,000	294,728	175,272	59.47%
Payments of Previous FY Bills	5,000	5,000	-	-
Fiscal Policy Adjustments	328,471	610,942	(282,471)	-46.24%
Additions to General Stabilization	108,045	907,017	(798,972)	-88.09%
Cherry Sheet Charges Offsets - Town	151,223	143,413	7,810	5.45%
Cherry Sheet Charges Offsets - School	1,616,237	1,543,193	73,044	4.73%
Allowance for Abatements	686,110	700,000	(13,890)	-1.98%
<i>Total Other Amounts</i>	3,365,086	4,204,293	(839,207)	-19.96%
Total Expenditures	\$55,824,414	\$59,893,552	(4,069,138)	-6.79%
<u>Net Budget Variance</u>	\$3,264	\$13,972		

List of Articles, Tax Bill Impact Summary

This table lists all articles, and shows what impact each of the financial articles has in calculating the total property tax bill for an average residential property. Amounts transferred from account balances or free cash do not impact the property tax. The “levy sensitive” column shows how spending articles make up the total FY 2020 estimated residential property tax levy of \$28,672,621 for the average residential property assessed at \$439,658 its property tax bill is projected to increase by \$242.08 or 3.05% - from \$7,939.96 in FY 2019 to \$8,182.04 in FY 2020—as a result of this recommended spending plan.

	<u>Article Amount</u>	<u>Levy Sensitive</u>	<u>Tax Bill Impact</u>
SPECIAL TOWN MEETING			
STM-1. Bills of Prior Years	\$2,400	-	-
STM-2. FY 2019 Operating Budget Line Item Transfers		-	-
STM-3. MassDOT Chapter 90 Funds FY 2019 Supplemental	79,593	-	-
STM-4. Blended Community Preservation Fund	42,000	-	-
STM-5. Library Building Project Design – Borrowing	1,500,000	-	-
STM-6. Establish Senior Center Stabilization Fund	3,000,000	-	-
STM-7. Voter Petition – Senior Center at Old DCU Building	3,000,000	-	-
ANNUAL TOWN MEETING			
ATM-1. Town Officers			
ATM-2. Annual Report			-
ATM-3. FY 2020 Revolving Funds	699,000		
ATM-4. FY 2020 Operating Budget	46,988,480	27,997,481	7,989.38
ATM-5. Debt Exclusion Stabilization for FY 2020 Debt	295,891	(295,891)	(84.44)
ATM-6. FY 2020 Water Enterprise Fund Operating Budget	4,080,936		
ATM-7. FY 2020 Park/Recreation Enterprise Fund Budget	1,065,706		
ATM-8 I-A. Police Patrol Vehicle Replacements	65,000	65,000	18.55
ATM-8 I-B. Police Administrative Vehicle Replacement	48,000	48,000	13.70
ATM-8 I-C. Police Public Safety Radio Maintenance	25,000		
ATM-8 I-D. Police Vehicle Maintenance	7,500		
ATM-8 I-E. Police Station Carpet	4,560		
ATM-8 II-A. Fire Major Equipment Repair	25,000		
ATM-8 II-B. Fire Protective Clothing Replacement	15,000	15,000	4.28
ATM-8 II-C. Fire Hose Replacement	15,000	15,000	4.28
ATM-8 III-A. Highway Major Equipment Repair	20,000		
ATM-8 III-B. Highway Mack 6-Wheel Dump Truck Replace	251,000	251,000	71.63
ATM-8 III-C. Highway One-Town Dump Truck Replace	72,000	72,000	20.55
ATM-8 III-D. Sports Fields Major Repair/Maintenance	20,000		
ATM-8 III-E. High School Sidewalk Replacement	250,000		
ATM-8 III-F. Recreation Mower Replacement	25,000		

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	<u>Article Amount</u>	<u>Levy Sensitive</u>	<u>Tax Bill Impact</u>
ATM-8 III-G. Recreation Mower Replacement	65,000		
ATM-8 IV-A. Schools Technology Chromebooks	135,000	66,781	19.06
ATM-8 IV-B. Schools Resource Materials	100,000		
ATM-8 IV-C. School Security System Improvements	34,500	34,500	9.84
ATM-8 IV-D. High School Telephone System Replacement	55,000		
ATM-8 V-A. Cemetery Mower Replacement	15,699		
ATM-8 VI-A. Park & Rec Major Equipment and Repairs	50,000		
ATM-8 VII-A. Facility Capital Improvements	403,750	403,750	115.21
ATM-8 VII-B. Town Building Space Needs	85,000		
ATM-8 VII-C. Stormwater MS4 Permit Needs	100,000		
ATM-8 VII-D. Mill Pond Dredging	60,200		
ATM-8 VII-E. Lake Matawanakee Improvements	20,000		
ATM-8 VII-F. Age-Appropriate Housing Need Plan	12,000		
ATM-8 VII-G. Master Plan Implementation Land Use	12,000		
ATM-9. FY 2020 Community Preservation Budget			
ATM-10. Personnel By-law Amendments			
ATM-11. Stabilization Fund	117,994		
ATM-12. Capital Stabilization Fund			
ATM-13. Trust Fund Grants	24,000		
ATM-14. Senior & Veterans Tax Work-Off Programs			
ATM-15. Use of MassDOT Chapter 90 Funds	394,825		
ATM-16. Nashoba Valley Tech High School Building Project	3,704,616		
ATM-17. Zoning: Aquifer/Water Resource District			
ATM-18. Voter Petition: Whitcomb Ave Area Field, Gove			
ATM-19. Rescind Unused Borrowing Authorizations			
ATM-20 Voter Petition: Sewer/CWERC Location			
ATM-21. Home Rule Petition Littleton Common Sewer		-	-
ATM-22. Littleton Common Smart Sewer Enterprise Fund			
ATM-23. Increase Town Moderator Term from 1 to 3 Years			
ATM-24. Borrowing Authorization			
ATM-25. Compensating Balance Agreement			
Residential Property Tax Totals		\$28,672,621	\$8,182.04



May 6, 2019 Special Town Meeting

7:30 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 transfer a sum or sums of money from available funds 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 transfer from Undesignated Fund Balance the sum of \$2,400 to pay an FY 2018 bill owed by the Public Buildings/ Facility Expense for to the Commonwealth of Massachusetts Division of Professional Licensure for the Shattuck Street elevator.

Finance Committee and Board of Selectmen support Article 1.

ARTICLE 2

Board of Selectmen

FY 2019 Line Item Transfers

To see if the Town will vote to amend the FY 2019 Operating Budget, as adopted under Article 4 of the May 7, 2018 Annual Town Meeting and amended by Article 2 of the October 29, 2018 Special Town Meeting, by adjusting budget line items, or to take any other action in relation thereto.

[Article 2 adjusts the FY 2019 operating budget by moving money between line items.]

Motion: To be made at Town Meeting.

ARTICLE 3

Board of Selectmen

Use of MassDOT Chapter 90 Funds – FY 2019 Supplemental

To see if the Town will vote to amend its vote under Article 17 of the May 7, 2018 Annual Town Meeting by increasing from \$397,966 to \$477,559 the sum for authorized road improvements and other projects provided for under Chapter 90 of the General Laws for Fiscal Year 2019, or to take any other action in relation thereto.

[Article 3 appropriates \$79,593 in additional Chapter 90 funding for road projects on public ways. This is Littleton's share of a one-time supplemental increase in State Funds for FY 2019.]

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

Finance Committee and Board of Selectmen support Article 3.

ARTICLE 4

**Board of Selectmen / Community Preservation Committee
FY 2019 Appropriations into Blended Community Preservation Act Fund**

To see if the Town will vote, pursuant to MGL C.44B, §3b½, to appropriate/transfer a sum or sums of additional municipal revenues to the Community Preservation Fund, which also increases the base for CPA state matching funds, or to take any other action in relation thereto.

[By adoption of the so-called Blended CPA, the Town's one percent (1%) CPA property tax surcharge can be augmented by municipal revenues up to the equivalent of another two percent (2%), which increases the base for CPA state matching funds. The only available funding source this year is from Newtown Hill cell tower leases that are restricted to open space.]

Motion: Moved and seconded by the Board of Selectmen that the Town vote, pursuant to MGL C.44B, §3b½, to transfer \$42,000 to the CPA Open Space Reserve for conservation and passive recreation purposes from the Conservation Land Acquisition Funds established by Article 1 of the June 15, 2000 Special Town Meeting for cell tower leases at Newtown Hill.

Finance Committee, Board of Selectmen, and Community Preservation Committee support Article 4.

ARTICLE 5

**Library Trustees / Board of Selectmen
Library Building Project Design – Borrowing
[2/3rds vote required]**

To see if the Town will vote as follows:

Whereas, the Library Trustees selected the so-called “Slope Site” behind the Littleton Town Offices Building as its proposed site for a new library in the grant application submitted to the Massachusetts Board of Library Commissioners (“MBLC”) by January 2017 for the 2016-2017 Massachusetts Public Library Construction Program Grant Round; and

Whereas, the May 1, 2017 Special Town Meeting voted under Article 4 (a) to accept the schematic design for the proposed new Reuben Hoar Library building dated January 5, 2017 and prepared by Johnson Roberts Associates, Inc., provided, however, that such acceptance shall be contingent upon the Town receiving the award of a grant by the MBLC; (b) to authorize the Library Trustees to apply for any state funds which might be available to defray all or part of the cost of the design, construction and equipping of the library project and to authorize the Permanent Municipal Building Committee to accept and expend any such funds when received without further appropriation; and (c) to transfer the care, custody, control and management of the so-called “Slope Site”, shown as the “Proposed Parcel Area” on a plan entitled “Littleton Town Library Topographic Plan”, dated November 3, 2016 and prepared by BSC Group, from the School Committee for school purposes to the Board of Selectmen for library purposes, said parcel was acquired by the Town in the deeds from Augustus Hager to the Town of Littleton dated February 21, 1868 and June 30, 1896; and, said vote is conditioned upon the award of a grant by MBLC and the appropriation of funds for the new library within six months of receipt of grant funds; and

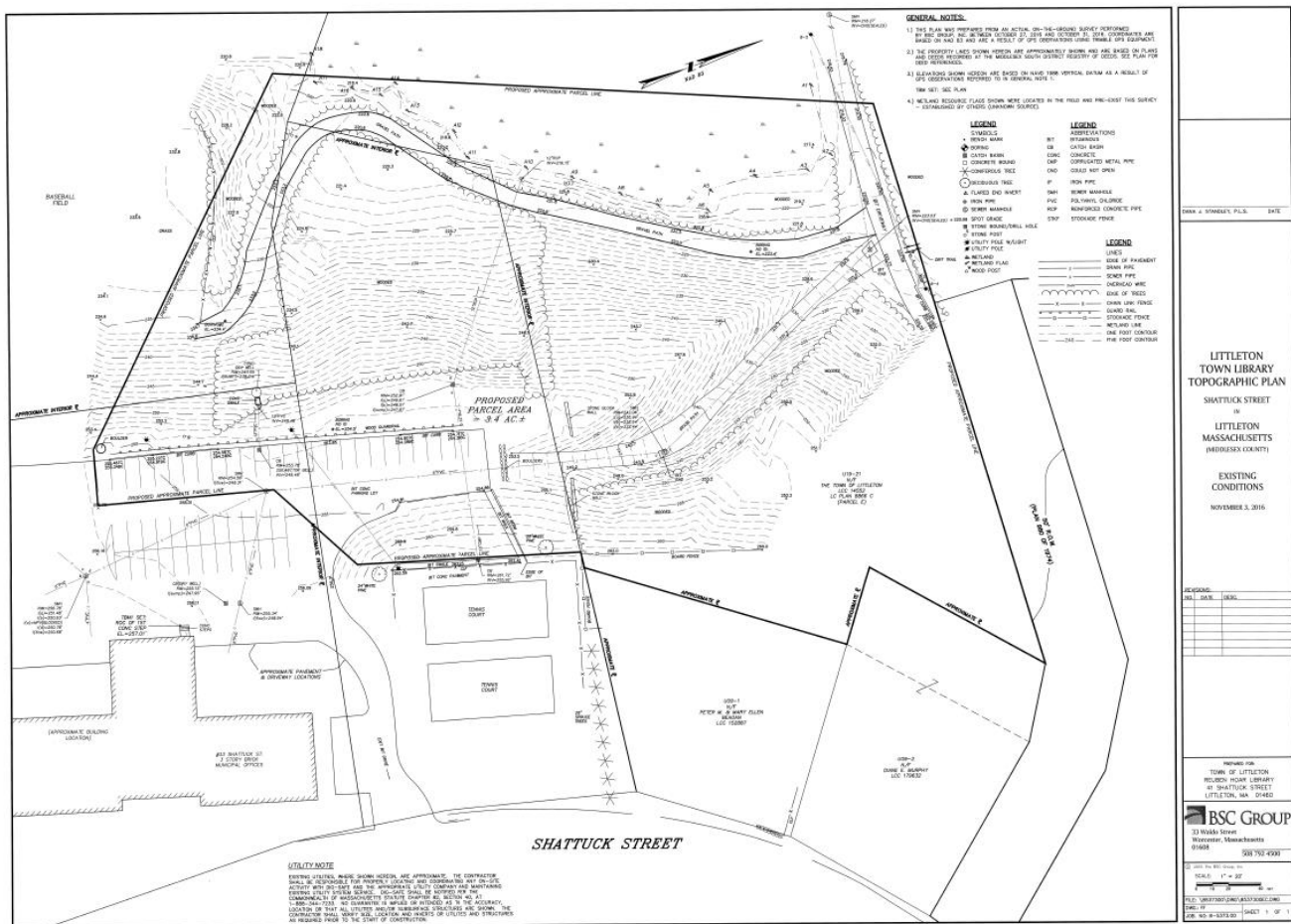
TOWN OF LITTLETON, MASSACHUSETTS

Whereas, the total library building project cost is \$13,173,554, towards which MBLC is expected to award a grant of \$5,844,747 in July 2019; and

Whereas, MBLC requires an appropriation of local funding for the project within 6 months after the provisional grant award is made by the MBLC; and

Whereas, in order to be able to accept said provisional grant award, the Library Trustees intend to seek authority for construction funding at the Fall 2019 Special Town Meeting, for which design funding is being sought at this town meeting;

Therefore, the Town votes to borrow the sum of \$1,500,000 or any other sum of money, to be expended by the Permanent Municipal Building Committee for the design of the new Reuben Hoar Library building at the so-called "Slope Site" behind the Littleton Town Offices Building; and that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said amount under and pursuant to M.G.L. c. 44, §7(7) or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor. Any premium received by the town from the sale of any bonds or notes authorized by this vote, less the costs of issuance of the bonds or notes paid from the premium, and any accrued interest may be applied to pay project costs in accordance with General Laws Chapter 44, Section 20 and the amount authorized to be borrowed to pay those costs shall be reduced by the same amount applied; or to take any other action in relation thereto.



Art. 5. Library Building Project Design – Borrowing

TOWN OF LITTLETON, MASSACHUSETTS

[Article 5 would authorize borrowing of \$1.5-million to undertake design of the new library building to be sited behind Shattuck Street Town Offices. If the Massachusetts Board of Library Commissioners makes a provisional grant award this summer, as anticipated, Fall 2019 Special Town Meeting voters would be asked to approve construction funding.]

Motion: Moved and seconded by the Library Trustees that the Town vote to approve Article 5 as printed in the warrant.

Finance Committee, Library Trustees, and Board of Selectmen support Article 5.

ARTICLE 6
Board of Selectmen
Establish Senior Center Stabilization Fund
[2/3rds vote required]

To see if the Town will vote, pursuant to Chapter 40, Section 5B of the General Laws to create a Senior Center Stabilization Fund for the purpose of funding a Senior Center; and further to transfer from available funds a sum of money to be deposited in said fund; or to take any other action in relation thereto.

[Article 6 establishes a new stabilization fund for future funding of a senior center project, towards which \$3,000,000 would be transferred from the Capitalization Stabilization Fund to this new Senior Center Stabilization Fund.]

Motion: Moved and seconded by the Board of Selectmen that the Town vote, pursuant to Chapter 40, Section 5B of the General Laws to create a Senior Center Stabilization Fund for the purpose of funding a Senior Center; and further to transfer \$3,000,000 from the Capital Stabilization Fund to be deposited in the Senior Center Stabilization Fund.

Finance Committee, Board of Selectmen, and Council on Aging support Article 6.

ARTICLE 7
Voter Petition
Senior Center at Old DCU Building
[2/3rds vote required]

To see if the Town will vote to appropriate \$3,000,000 for a Senior Center at the old DCU building located at 255 Great Road, Littleton, MA, or to take any other action in relation thereto.

[Article 7 is a petitioned article submitted by over 100 registered voters.]

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



May 6, 2019 Annual Town Meeting

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

ARTICLE 1 Board of Selectmen Town Officers

To choose all Town Officers and Committees necessary to be chosen at the Annual Town Meeting.

Motion: Moved and seconded by the Board of Selectmen that the following Officers be chosen for the year 2020: Fence Viewers: Timothy Harrison Whitcomb, Joseph Knox; Field Driver: Raymond C. O'Neill; Surveyor of Timber & Measurer of Wood Bark: Henry Parlee; Measurers and Weighers of Grain, Hay, Coal and Livestock: Tom Wood, Ron Polack, Michelle Roche, Cindy McNiff & Peter Wormell.

Board of Selectmen support Article 1.

ARTICLE 2 Board of Selectmen Annual Reports

To hear and act upon the reports of the Town Officers and Committees.

Motion: Moved and seconded by the Board of Selectmen that the Town vote to receive the reports of the Town Officers and Committees as contained in the 2018 Annual Town Report.

Board of Selectmen support Article 2.

ARTICLE 3 Board of Selectmen FY 2020 Revolving Funds

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 establish the following annual expenditure limitations pursuant to §18-12(C) for the fiscal year beginning July 1, 2019 and ending June 30, 2020, or to take any other action in relation thereto.

<i>Revolving Fund</i>	<i>Authorized Department</i>	<i>Monies Received</i>	<i>Expenses for which funds may be used</i>	<i>Expenditure limit FY 2020</i>
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
Alarm Box Repairs	Fire Department	Fees charged from false alarm calls	Expenses related to alarm box repairs	\$5,000

TOWN OF LITTLETON, MASSACHUSETTS

<i>Revolving Fund</i>	<i>Authorized Department</i>	<i>Monies Received</i>	<i>Expenses for which funds may be used</i>	<i>Expenditure limit FY 2020</i>
CPR Courses	Fire Department	Fees charged and received by the Fire Department for CPR courses	Expenses related to providing CPR courses	\$2,000
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
MART Bus fees	Elder & Human Services	Reimbursements from the Montachusett Regional Transit Authority (MART) and bus fees	Salaries or wages of van drivers related to the operation of the transportation program	\$68,000
Pet Cemetery	Cemetery Commission	Fees charged and received by the Cemetery Commission for Pet Cemetery fees	Contractual Services or expenses related to those services	\$20,000
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
Legal Advertisements	Board of Appeals	receipts paid by applicants for advertising costs	Advertising or publishing related expenses for applicants	\$5,000
Cemetery Revolving	Cemetery Commission	a portion of receipts received from sales of lots	Expenses related to the maintenance of lots	\$20,000
Permitting Software	Board of Selectmen	a portion of receipts received from land use permit fees	expenses associated with maintenance fees of permitting software	\$20,000
Composting Bins	Highway	proceeds resulting from the disposal/sale of composting bins	expenses associated with the Sustainability program	\$5,000
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
School Department Transportation	School Committee	proceeds resulting from user fees from providing school bus transportation	Contractual expenses associated with providing student bus transportation	\$150,000
School Department One to One Technology	School Committee	proceeds resulting from user fees from technology lease purchases	expenses associated with one to one technology initiative for students	\$150,000
Community Gardens	Conservation Commission	fees paid for community gardens	Contractual services for maintenance and improvements of said gardens	\$1,000

[Article 3 establishes annual expenditure limitations on revolving funds established by the Town By-law adopted by the May 1, 2017 Annual Town Meeting. Revolving funds are used to raise revenues for specific services and use those revenues without appropriation to support the service. Wages or salaries for full-time employees may be paid from the revolving fund only if the fund is also charged for all associated fringe benefits.]

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

Finance Committee and Board of Selectmen support Article 3.

ARTICLE 4
Finance Committee/Board of Selectmen
FY 2020 Operating Budget

To see if the Town will vote to raise and appropriate, transfer from available funds in the treasury or transfer from the Enterprise and Trust Funds, such sums of money to defray the expenses of the various departments of the Town and to fix the salary and compensation of all elected officials for the Fiscal Year beginning July 1, 2019, or to take any other action in relation thereto.

[Article 4 is the FY 2020 recommended budget and financing plan reached by the Finance Committee, Board of Selectmen, and School Committee. As shown in the table on page 9 above, the total spending plan for FY 2020 is in balance at \$55,824,414. The Town's proposed operating budget represents an increase of \$528,783, or 5.85% over FY 2019; the School Department's appropriation, an increase of \$1,311,92, or 6.6%; and employee/retiree benefit costs for Town/Schools, an increase of \$222,776, or 2.32%.]

Motion: Moved and seconded by the Finance Committee that the Town vote to raise and appropriate the sum of \$46,988,480 and transfer from the funds specified herein the sum of \$1,385,065, for a total of \$48,373,545 to defray the expenses of the various departments of the Town as specified herein and to fix the salary and compensation of all elected officials for the Fiscal Year beginning July 1, 2019.

	<i>Department</i>	<i>FY2018 Actual</i>	<i>FY2019 Budget</i>	<i>FY2020 Budget</i>
114	MODERATOR			
	Expenses	<u>\$100</u>	<u>\$100</u>	<u>\$100</u>
	Total 114	100	100	100
122	SELECTMEN / TOWN ADMINISTRATOR			
	Personal Services	294,140	314,541	329,598
	Expenses	12,870	12,870	13,870
	MAGIC/MAPC Expense	<u>12,000</u>	<u>12,000</u>	<u>32,000</u>
	Total 122	319,010	339,411	375,468
131	FINANCE COMMITTEE			
	Personal Services	700	800	800
	Expenses	<u>500</u>	<u>500</u>	<u>500</u>
	Total 131	1,200	1,300	1,300
132	RESERVE FUND			
	Expenses	<u>150,000</u>	<u>150,000</u>	<u>150,000</u>
	Total 132	150,000	150,000	150,000
135	FINANCE AND BUDGET			
	Personal Services	665,905	739,344	777,785
	Expenses	48,725	49,725	52,970
	Audit	<u>40,000</u>	<u>40,000</u>	<u>40,000</u>
	Total 135	754,630	829,069	870,755
151	LEGAL			
	Expenses	<u>250,000</u>	<u>250,000</u>	<u>250,000</u>
	Total 151	250,000	250,000	250,000

TOWN OF LITTLETON, MASSACHUSETTS

	<i>Department</i>	<i>FY2018 Actual</i>	<i>FY2019 Budget</i>	<i>FY2020 Budget</i>
155	INFORMATION SYSTEMS			
	Personal Services	126,034	161,174	170,700
	Expenses	<u>324,000</u>	<u>464,509</u>	<u>454,555</u>
	Total 155	450,034	625,683	625,255
161	TOWN CLERK			
	Elected Salaries	75,628	80,347	84,323
	Personal Services	20,630	21,992	46,485
	Expenses	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
	Total 161	97,758	103,839	132,308
162	ELECTIONS & REGISTRATIONS			
	Expenses	<u>8,700</u>	<u>12,200</u>	<u>12,200</u>
	Total 162	8,700	12,200	12,200
171	CONSERVATION COMMISSION			
	Personal Services	33,465	42,831	44,605
	Expenses	1,450	1,450	1,450
	Transfer In - Wetland Fund	<u>(8,000)</u>	<u>(8,000)</u>	<u>(8,000)</u>
	Total 171	26,915	36,281	38,055
175	PLANNING BOARD			
	Personal Services	70,890	75,711	111,220
	Expenses	<u>1,175</u>	<u>1,175</u>	<u>1,175</u>
	Total 175	72,065	76,886	112,395
176	APPEALS BOARD			
	Personal Services	5,730	4,801	4,920
	Expenses	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
	Total 176	6,730	5,801	5,920
191	BUILDING/FACILITY EXPENSE			
	Personal Services	60,220	114,207	166,816
	Expenses	<u>430,000</u>	<u>455,000</u>	<u>515,000</u>
	Total 191	490,220	569,207	681,816
193	GENERAL INSURANCE			
	Expenses	<u>375,000</u>	<u>400,000</u>	<u>400,000</u>
	Total 193	375,000	400,000	400,000
194	EMPLOYEE/RETIREE BENEFITS			
	Expenses	8,353,416	9,587,343	9,810,119
	Transfer In - Cable Studio Benefits	<u>(51,714)</u>	<u>(60,488)</u>	<u>(60,488)</u>
	Total 194	8,301,702	9,526,855	9,749,631
196	TOWN REPORT / TOWN MEETING			
	Expenses	<u>5,000</u>	<u>10,000</u>	<u>14,000</u>
	Total 196	5,000	10,000	14,000
197	CABLE STUDIO			
	Personal Services	143,650	169,670	183,135
	Expenses	34,225	34,225	34,720

TOWN OF LITTLETON, MASSACHUSETTS

	<i>Department</i>	<i>FY2018 Actual</i>	<i>FY2019 Budget</i>	<i>FY2020 Budget</i>
	Transfer In - Cable Revolving	(50,000)	(60,000)	(50,000)
	Transfer In - Cable Access Fees	<u>(127,875)</u>	<u>(143,895)</u>	<u>(167,855)</u>
	Total 197	0	0	0
210	POLICE / DISPATCH			
	Personal Services	1,868,508	2,107,725	2,245,885
	Expenses	<u>150,421</u>	<u>150,421</u>	<u>154,821</u>
	Total 210	2,018,929	2,258,146	2,400,706
220	FIRE / EMS DEPARTMENT			
	Personal Services	1,231,478	1,520,909	1,675,215
	Expenses	184,035	239,705	203,705
	Transfer In -Ambulance Fees	<u>(650,000)</u>	<u>(585,916)</u>	<u>(650,000)</u>
	Total 220	765,513	1,174,698	1,228,920
241	BUILDING DEPARTMENT			
	Personal Services	229,040	286,536	300,070
	Expenses	5,060	6,060	6,060
	Transfer In - Inspectional Revolving	<u>(104,000)</u>	<u>(125,000)</u>	<u>(125,000)</u>
	Total 241	130,100	167,596	181,130
300	SCHOOL DEPARTMENT			
	Budget	<u>18,875,890</u>	<u>19,790,270</u>	<u>21,102,192</u>
	Total 300	18,875,890	19,790,270	21,102,192
301	TECHNICAL SCHOOL EXPENSE			
	Expenses	<u>453,828</u>	<u>520,198</u>	<u>486,821</u>
	Total 301	453,828	520,198	486,821
420	HIGHWAY DEPARTMENT			
	Personal Services	955,803	881,945	905,690
	Expenses	390,790	414,864	424,575
	Streetlights	25,000	25,000	25,000
	Park Maintenance Personal Services	10,000	172,321	179,415
	Park Maintenance Expense	0	37,000	37,000
	Wastewater/Stormwater	105,000	105,000	110,000
	B&M Crossing	2,808	2,808	2,809
	Gasoline	125,000	125,000	135,000
	Transfer In - PRCE Ent. field fees	<u>0</u>	<u>(24,000)</u>	<u>(24,000)</u>
	Total 420	1,614,401	1,739,938	1,795,489
429	FIELD MAINTENANCE			
	Park Maintenance Personal Services	108,000	153,000	172,321
	Park Maintenance Expense	13,000	13,000	37,000
	Transfer In - PRCE Enterprise Field fees	<u>0</u>	<u>0</u>	<u>(24,000)</u>
	Total 429	121,000	166,000	185,321
422	ROADWAY REPAIRS			
	Expenses	<u>711,000</u>	<u>720,000</u>	<u>730,000</u>
	Total 422	711,000	720,000	730,000

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	<i>Department</i>	<i>FY2018 Actual</i>	<i>FY2019 Budget</i>	<i>FY2020 Budget</i>
423	SNOW & ICE			
	Personal Services	68,000	68,000	68,000
	Expenses	<u>132,000</u>	<u>132,000</u>	<u>132,000</u>
	Total 423	200,000	200,000	200,000
450	CLEAN LAKES EXPENSES			
	Expenses	46,000	46,000	46,000
	Transfer In – Clean Lakes	<u>(46,000)</u>	<u>(46,000)</u>	<u>(46,000)</u>
	Total 450	0	0	0
491	CEMETERY DEPARTMENT			
	Personal Services	103,565	106,007	117,800
	Expenses	17,800	17,800	17,800
	Transfer In - Cemetery Trust	(13,000)	(13,000)	(13,000)
	Transfer In - Sale of Cemetery Lots	(12,000)	(12,000)	(12,000)
	Transfer In - Graves	<u>(18,897)</u>	<u>(18,897)</u>	<u>(18,897)</u>
	Total 491	77,468	79,910	91,703
510	HEALTH DEPARTMENT			
	Personal Services	25,785	21,602	22,120
	Expenses	2,587	2,587	2,587
	Assessment - Nashoba BOH	25,000	25,000	26,250
	Assessment - Nashoba Nursing	9,500	9,500	9,975
	Assessment - Eliot Clinic	4,000	4,000	4,000
	Assessment - SANS Program	12,500	12,000	12,500
	Animal Inspector	<u>2,450</u>	<u>2,450</u>	<u>2,450</u>
	Total 510	81,822	77,139	79,882
541	ELDER AND HUMAN SERVICES			
	Personal Services	192,328	198,925	205,305
	Expenses	22,921	23,921	25,810
	Transfer Out to TREAD Tax Relief	<u>0</u>	<u>0</u>	<u>25,000</u>
	Total 541	215,249	222,846	256,115
543	VETERANS SERVICES			
	Personal Services	7,500	7,500	7,850
	Expenses	1,560	11,560	11,560
	Veteran Benefits	<u>185,000</u>	<u>185,000</u>	<u>185,000</u>
	Total 543	194,060	204,060	204,410
610	REUBEN HOAR LIBRARY			
	Personal Services	469,464	506,184	520,800
	Expenses	102,163	114,403	128,125
	Merrimack Valley Assessment	36,157	37,500	36,600
	Transfer In - Library Trust Fund	<u>(13,000)</u>	<u>(13,000)</u>	<u>(15,000)</u>
	Total 610	594,784	645,087	670,525
630	PARK AND RECREATION DEPT			
	Recreation Enterprise Subsidy	<u>171,670</u>	<u>211,110</u>	<u>230,000</u>

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<i>Department</i>		<i>FY2018 Actual</i>	<i>FY2019 Budget</i>	<i>FY2020 Budget</i>
	Total 630	171,670	211,110	230,000
690 OTHER CULTURE & RECREATION				
Historical		700	700	700
Memorial Day		750	750	750
Patriot's Day		<u>50</u>	<u>50</u>	<u>50</u>
	Total 690	1,500	1,500	1,500
700 DEBT				
710 LONG TERM DEBT		2,933,602	3,510,448	3,094,509
720 SHORT TERM DEBT		1,449,139	975,070	1,010,200
Transfer In - Self Help Grant		0	0	0
Transfer In - Wastewater Settlement		(17,274)	(17,274)	(17,274)
Transfer In - Oak Hill Cell Tower		(32,269)	(31,269)	(30,238)
Transfer In - Newtown Hill Cell Tower		(37,448)	(36,248)	(35,010)
Transfer In - Bond Premium		(45,526)	(25,349)	(23,315)
Transfer In - Community Preservation		(51,138)	(90,556)	(88,988)
Transfer In - Light Department		<u>(140,378)</u>	<u>(133,088)</u>	<u>0</u>
	Total 700	4,058,708	4,151,734	3,909,884
FUNDING SUMMARY				
Net Budgets		42,892,505	46,544,844	48,373,545
Transfers In		<u>(1,418,519)</u>	<u>(1,443,980)</u>	<u>(1,385,065)</u>
Total Appropriated Budgets		41,473,986	45,100,864	46,988,480

Finance Committee, Board of Selectmen, and School Committee support Article 4.

ARTICLE 5

Board of Selectmen

Use of Debt Exclusion Stabilization Fund for FY 2020 Excluded Debt

[2/3rds vote required]

To see if the Town will vote to transfer from the Debt Exclusion Stabilization Fund established by Article 12 of the May 2, 2016 Special Town Meeting for the purpose of reducing the amount of existing debt service and/or the amount of debt needed to be placed when final bonding occurs for borrowing authorizations, both having been exempted from the provisions of Proposition 2½, an amount of up to \$295,891.26 to apply to pay for excluded debt service for the fiscal year beginning July 1, 2019, or to take any other action in relation thereto.

[Article 5 uses the Debt Exclusion Stabilization Fund to reduce the cost of debt passed onto property taxpayers for projects previously voted and excluded from Proposition 2½.]

Motion: Moved and seconded by the Board of Selectmen that the Town vote to approve Article 5 as printed in the warrant.

Finance Committee and Board of Selectmen support Article 5.

ARTICLE 6
Board of Water Commissioners
FY 2020 Water Enterprise Fund Operating Budget

To see if the Town will vote to appropriate \$4,080,936 or any other sum or sums of money from the Water Enterprise Fund to finance the operation of the Water Department for the fiscal year beginning July 1, 2019 (*detail below*), or to take any other action in relation thereto.

I. Water Enterprise Revenues	FY 2019	FY 2020
User Charges	\$3,677,608	\$3,611,640
Other Departmental Revenue	78,300	84,825
Enterprise Available Funds	268,625	384,471
Investment Income	0	0
Total Revenues	\$4,024,533	\$4,080,936
II. Costs Appropriated for the Enterprise Fund		
Salaries and Wages	\$893,000	\$1,023,200
Expenses	1,423,340	1,454,053
Capital Outlay – Equipment	75,000	97,000
Capital Outlay – Improvements	766,000	507,000
Reserve Fund	200,000	200,000
Debt Principal and Interest	667,193	779,683
Budgeted Surplus	0	0
Total Costs Appropriated for Enterprise Fund	\$4,024,533	\$4,080,936
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
Total Costs	\$4,024,533	\$4,080,936

[Article 6 funds the Water Enterprise Fund for FY 2020. The Water Department's budget request is an increase from FY 2019. The increase of approximately 1.4%, is to be able to fund capital projects due to projected increased water demand, including improvements to the Spectacle Pond Treatment Plant, Whitcomb Ave. well field and treatment facility, the rehabilitation of the Newtown Storage Tank, and the demolition of the old highway garage at 74 Whitcomb Avenue. There is no General Fund subsidy for the Water Enterprise Fund, which is fully funded by water revenues. Water Enterprise free cash balance for 7/1/18 is estimated at \$782,738, of which \$384,471 is proposed to be applied to FY 2020. The water enterprise fund free cash balance was \$1,088,652 on 7/1/17; \$814,285 on 7/1/16; and \$549,826 on 7/1/15.]

Motion: Moved and seconded by the Board of Water Commissioners that the Town vote to approve Article 6 as printed in the warrant.

Finance Committee, Board of Water Commissioners, and Board of Selectmen support Article 6.

ARTICLE 7**Park & Recreation Commission****FY 2020 Park, Recreation & Community Education Enterprise Fund Operating Budget**

To see if the Town will vote to appropriate \$1,065,706 or any other sum or sums of money from the Park, Recreation & Community Education Enterprise Fund to finance the operation of the Park, Recreation and Community Education Department for the fiscal year beginning July 1, 2019 (*detail below*), or to take any other action in relation thereto.

I. PRCE Enterprise Revenues	FY 2019	FY 2020
User Charges	\$746,271	\$760,206
Transfer In from Recreation Fund	0	0
Transfer In from General Fund	211,110	230,000
Enterprise Available Funds	50,000	75,000
Investment Income	500	500
Total Revenues	\$1,007,881	\$1,065,706
II. Costs Appropriated for the Enterprise Fund		
Salaries and Wages	\$392,380	\$476,860
Expenses	523,691	514,846
Transfer to General Fund – Field Maintenance	24,000	24,000
Capital Outlay – Equipment	0	0
Capital Outlay – Improvements	0	0
Reserve Fund	50,000	50,000
Debt Principal and Interest	0	0
Budgeted Surplus	17,810	0
Total Costs Appropriated for Enterprise Fund	\$1,007,881	\$1,065,706
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
Total Costs	\$1,007,881	\$1,065,706

[Article 7 funds the FY 2020 enterprise fund for the Park, Recreation & Community Education Department. Prior to FY 2016, PRCE had been funded both by an annual operating budget and by a series of separate revolving funds. All fees generated by PRCE are now retained by its enterprise fund, with the balance certified annually by the state's Department of Revenue. For FY 2020, the general fund subsidy for PRCE is \$230,000, which covers the salaries and benefits of both the director and assistant director. PRCE Enterprise Fund free cash balance for 7/1/18 is estimated at \$220,530, of which \$75,000 is proposed to be applied to FY 2020. The free cash balance was \$304,449 on 7/1/17; \$226,049 on 7/1/16; and \$152,426 on 7/1/15.]

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

Finance Committee, Park & Recreation Commission, and Board of Selectmen support Article 7.

ARTICLE 8

**Board of Selectmen/ Finance Committee
FY 2020 Capital Items from Available Funds**

To see if the Town will vote to raise and appropriate, and/or transfer from available funds, a sum or sums of money, to be expended by the respective Departments or Officers indicated, for the capital projects and purchases itemized and described, and for costs incidental and related thereto, or to take any other action in relation thereto.

I. POLICE DEPARTMENT

- A. Police Patrol Vehicle Replacement - \$65,000 to be expended by the Police Department for replacement of one police patrol vehicle with a Ford Police Inceptor.

[This funds one fully marked patrol Ford Police Interceptor SUV to replace one line car from the fleet. This vehicle is a front line response vehicle in the community.]

- B. Police Administrative Vehicle Replacement - \$48,000 to be expended by the Police Department for replacement of one unmarked police administrative vehicle.

[This funds one police administrative vehicle to replace an existing vehicle.]

- C. Police Public Safety Radio Maintenance - \$25,000 to be expended by the Police Department for a maintenance agreement to cover public safety and public works radio system infrastructure.

[This funds the contract for maintenance and repair of police radios.]

- D. Police Vehicle Maintenance -\$7,500 to be expended by the Police Department for tire replacement and equipment maintenance of its fleet of vehicles.

[This funds all-season tires for police cruisers.]

- E. Police Station carpet -\$4,560 to be expended by the Police Department for new carpeting in the emergency operations center of the Police Station.

[This funds new carpeting in a portion of the Police Headquarters building.]

II. FIRE DEPARTMENT

- A. Fire Major Equipment Repair -\$25,000 to be expended by the Fire Department for major equipment repairs and upkeep.

[This funds an annual appropriation to ensure that the Fire Department's multi-million-dollar fleet of equipment is maintained properly, and to prepare for unforeseen major equipment repairs.]

- B. Protective Clothing Replacement - \$15,000 to be expended by the Fire Department for the fifth year of an annual replacement program for turnout gear.

[This allows the Fire Department to purchase five sets of structural firefighting gear. NFPA mandates that structural firefighting gear be replaced every ten years. This is an ongoing program to ensure department compliance and members' safety.]

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- C. Fire Hose Replacement - \$15,000 to be expended by the Fire Department for hose replacement for fire pumps.

[This funds replacement of all of the outdated hose line on one fire engine.]

III. HIGHWAY DEPARTMENT

- A. Highway Major Equipment Repair - \$20,000 to be expended by the Highway Department for major equipment repairs and upkeep.

[This funds Highway Department unforeseen repair expenses for large truck/equipment transmission repairs or replacement, engine repairs, repairs to suspensions, drive lines, major tire replacements on all equipment and trucks.]

- B. Mack 6 Wheel Dump Truck Replacement - \$251,000 to be expended by the Highway Department to replace a 1992 Mack 6-wheel dump truck with plow.

[This funds replacement of a 1992 Mack 6 Wheel Dump Truck used to plow snow, treat roads, and work on road construction projects. This is a front-line piece of equipment that is used year-round.]

- C. One-Ton Dump Truck, Plow Replacement - \$72,000 to be expended by the Highway Department to replace a 2004 one-ton dump truck with plow with a Ford F-550.

[This funds replacement of a 2004 one ton dump truck and plow used to plow snow, treat roads, and work on road construction projects. This is a front-line piece of equipment that is used year-round.]

- D. Sports Fields Major Repair and Maintenance - \$20,000 to be expended by the Highway Department for major repairs and maintenance to the Town's sports fields.

[This funds maintenance of the sports fields including but not limited to sod replacement, aeration, top dressing, infield mix, etc.]

- E. High School Sidewalk Replacement - \$250,000 to be expended by the Highway Department for replacement of sidewalks at Littleton High School.

[This funds replacement of a portion of the existing sidewalks and curbs at the high school with new granite curbs and concrete sidewalks with ADA-compliant curb ramps.]

- F. Recreation Mower Replacement - \$25,000 to be expended by the Highway Department for replacement of a 2001 mower.

[This funds replacement of a 2001 Kubota mower used to mow all the fields and municipal building grounds. This is a front line piece of equipment used every day in the mowing season.]

- G. Recreation Mower Replacement - \$65,000 to be expended by the Highway Department for replacement of a 1997 wide area mower.

[This funds replacement of a 1997 Jacobsen wide area mower used to mow all the sports fields. This is a frontline piece of equipment used every day in the mowing season.]

IV. SCHOOLS

- A. Technology, Chromebook Replacements - \$135,000 to be expended by the School Committee to replace miscellaneous technology equipment, computer laptops, and Chromebooks.

[This funds purchase and replacement of technology hardware, computers, Chromebooks, laptops, system network hardware, software, and other related technology equipment across the district.]

- B. School Resource Materials - \$100,000 to be expended by the School Committee for School resource materials, textbooks, and training.

[This funds purchase of curricular department materials across the district for elementary science materials, middle school and high school math program materials, professional development materials and training, online textbooks, license fees and other curriculum material needs.]

- C. School Security System Improvements - \$34,500 to be expended by the School Committee for school security system improvements, including radio signal booster devices.

[This funds \$19,500 for radio improvements; \$15,000 for Shaker Lane and Russell Street.]

- D. High School Telephone System Replacement - \$55,000 to be expended by the School Committee to replace the telephone system at Littleton High School.

[This replaces and upgrades the telephone system at Littleton High School.]

V. CEMETERY

- A. Cemetery Mower Replacement - \$15,699 to be expended by the Cemetery Commission for the replacement of a 1995 mower.

[This funds replacement of a mower for the cemetery.]

VI. PARK & RECREATION

- A. Recreation Major Equipment and Repairs - \$50,000 to be expended by the Park and Recreation Commission for major equipment/facility repair and maintenance.

[This funds ongoing maintenance to parks and facilities on parks land. Also, as safety and AAB standards change and improve and the population of the town increases the needs and policy compliance of the Parks and the facilities in them will also grow. These funds would allow PRCE to be proactive in response to this growth.]

VII. FACILITIES AND INFRASTRUCTURE

- A. Facility Capital Improvements Recommendations – \$403,750 to be expended by the Permanent Municipal Building Committee to implement recommendations of the Facility Needs Assessment Study.

[A working group comprised of representatives of the Permanent Municipal Building Committee, Board of Selectmen, School Committee, and Finance Committee—brought forward recommended facility projects to address life safety, code compliance, building

TOWN OF LITTLETON, MASSACHUSETTS

envelope, building systems, IT/security building infrastructure, interior finishes, and building site/grounds issues. Funding is included for these 10 projects: \$50,000 for LHS painting; \$30,000, LHS windows; \$32,000, LHS doors; \$73,000, Shaker Lane ADA lift replacement; \$190,000 for Highway roof replacement; \$40,000 for Houghton building; and \$38,750, Police Station building.]

- B. Town Building Space Needs - \$85,000 to be expended by the Board of Selectmen to address Town building space needs.

[This continues the work of the Town Building & Space Needs Analysis Working Group comprised of two Selectmen, two citizens at-large, and one member of each of the Finance Committee, Permanent Municipal Building Committee, Council on Aging, Board of Library Trustees, Parks and Recreation Commission, and School Committee. The Working Group's charge is to work collaboratively to establish a plan to recommend a long term and short term plan to address the Town Office space needs.]

- C. Stormwater MS4 Permit Needs - \$100,000 to be expended by the Board of Selectmen to address compliance issues with new MS4 Stormwater Permit.

[This implements requirements of the Town's MS4 (municipal stormwater) permit from U.S. EPA, which took effect July 1, 2019. Projects for FY 2020 include public education and outreach, outfall inventory and screening, drainage system mapping, catchment investigations, wet weather outfall monitoring, and employee training. Over the past three years, transfers totaling \$300,000 were made from the Spectacle Pond Cell Tower Clean Lakes Fund established by May 8, 2000 Special Town Meeting Article 6 to help ensure that project costs were not borne by property taxes or new user fees.]

- D. Mill Pond Dredging - \$60,200 transferred from the Spectacle Pond Cell Tower Clean Lakes Fund established by Article 6 of the May 8, 2000 Special Town Meeting, to be expended by the Clean Lakes Committee as part of the Town's share of the Federally funded project, including completion of the Army Corps of Engineers Mill Pond Feasibility Study and conduct of a Natural Resource Inventory of the potential dredge disposal site area in Mill Pond.

[This funds additional costs to complete the Town's remaining financial obligation for feasibility study costs to dredge Mill Pond. The study is expected to be completed in the summer of 2019.]

- E. Lake Matawanakee Improvements - \$20,000 transferred from the Spectacle Pond Cell Tower Clean Lakes Fund established by Article 6 of the May 8, 2000 Special Town Meeting, to be expended by the Clean Lakes Committee for Lake Matawanakee improvements.

[This funds the removal of a sandbar at the Lake Matawanakee outlet, which has been negatively impacting efforts to control invasive species in the lake. Full project costs will be shared with the Town of Westford and/or Friends of Forge Pond.]

- F. Age-Appropriate Housing Need Plan- \$12,000 to be expended by the Planning Board to study age appropriate housing needs in Littleton.

TOWN OF LITTLETON, MASSACHUSETTS

[This funds a study to determine how many age-appropriate housing units are required in the next five to ten years to meet the current need in Littleton, as a first step in updating the 2015 Housing Production Plan.]

- G. Master Plan Implementation Land Use Coordination - \$12,000 to be expended by the Planning Board for Master Plan Implementation Land Use Coordination Plan.

[This funds the Planning Board's efforts to work with other stakeholders on land use initiatives, to provide tools to preserve open space and foster resource-friendly residential development while preserving property owner rights and expanding housing choice.]

Motion: Moved and seconded by the Board of Selectmen that the Town vote to raise and appropriate \$971,031; transfer \$80,200 from the funds named herein and \$939,978 from the Undesignated Fund Balance; for a total of \$1,991,209, for capital projects and purchases itemized and described in Article 8, as printed in the warrant.

Finance Committee, Board of Selectmen, and School Committee support Article 8.

ARTICLE 9
Community Preservation Committee
FY 2020 Community Preservation Budget
[2/3rds vote required]

To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the Fiscal Year 2020 Community Preservation Budget, to appropriate or reserve from FY 2020 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. Debt Service for Prior Issues – \$88,988 from FY 2020 CPA Surcharge, of which \$74,988 is for Open Space and \$14,000 is for Historic Preservation;
2. Open Space Reserve - \$47,012 to Open Space Reserve from FY 2020 CPA Surcharge;
3. Community Housing Reserve - \$61,000 to Community Housing Reserve from FY 2020 CPA Surcharge;
4. Historic Preservation Reserve - \$31,750 to Historic Preservation Reserve from FY 2020 CPA Surcharge;
5. Recreation Reserve - \$61,000 to Recreation Reserve from FY 2020 CPA Surcharge;
6. Undesignated Reserve - \$15,250 to Undesignated Reserve from FY 2020 CPA Surcharge;

[Article 9 contains the recommendations of the Community Preservation Committee to apportion Community Preservation Act funds for open space, historic preservation, and community housing, including debt service for previously approved projects.]

7. Affordable Housing Trust Fund - \$525,545.80 from the CPA Community Housing Reserve to the Littleton Affordable Housing Trust Fund established in Town Code Chapter 8, Article VII;

[The Affordable Housing Trust Fund Board of Trustees established by Article 7 of the October 30, 2017 Special Town Meeting has requested that the CPA Community Housing Reserve balance of \$525,545.80 be transferred to the Affordable Housing Trust Fund. Pursuant to Town Code Chapter 8, Article VII that fund is for the exclusive purpose of creating, preserving, or rehabilitating affordable housing units in the Town of Littleton.]

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8. Long Lake Renovation Project - \$120,000 from the CPA Recreation Reserve for Long Lake Renovation Project; and

[The Park & Recreation Commission has requested \$120,000 for renovations at Long Lake, including updating the bathhouse with low flow toilets, outdoor showers and changing stalls; new picnic area created away from parking lot with outdoor cooking for more food offerings; ADA/AAB accessibility with seasonal walkways and availability of water wheelchairs; and reconfigured dock area for boating programs and public boaters, and creation of a dedicated fishing area.]

9. Parking for 300 King Street - \$250,000 from the CPA Recreation Reserve for parking at 300 King Street;

[Park & Recreation has also requested \$250,000 for a 9,000 square-foot extension to the area at the 300 King Street property, to add some 25-30 new parking spaces to this very popular facility (Castle in the Trees / basketball courts). This project also includes installation of sensor operated pedestrian signs at the crosswalk.]

or to take any other action in relation thereto.

Motion: Moved and seconded by the Community Preservation Committee that the Town vote to approve the appropriations and reserves itemized and described in Article 9, as printed in the warrant. **Community Preservation Committee, Finance Committee, and Board of Selectmen support Article 9.**

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ARTICLE 10
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 Schedule A Permanent Full and Part-time Employees and Schedules B, B-1, B-2, and D, effective July 1, 2019, by applying a 2 percent (2%) salary schedule adjustment so that said schedule reads as follows:

TOWN OF LITTLETON, MASSACHUSETTS
FY 2020 CLASSIFICATION & COMPENSATION PLAN
SCHEDULE A, Permanent Full and Part-time Employees
Salaries shown are hourly and annual based on 52.2 weeks / year.

Gr	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
<i>Employees</i>										
1	\$16.31 \$34,055.28	\$16.72 \$34,911.36	\$17.14 \$35,788.32	\$17.57 \$36,686.16	\$18.01 \$37,604.88	\$18.46 \$38,544.48	\$18.92 \$39,504.96	\$19.39 \$40,486.32	\$19.87 \$41,488.56	\$20.37 \$42,532.56
2	17.45 36,435.60	17.89 37,354.32	18.34 38,293.92	18.80 39,254.40	19.27 40,235.76	19.75 41,238.00	20.24 42,261.12	20.75 43,326.00	21.27 44,411.76	21.80 45,518.40
3	18.67 38,982.96	19.14 39,964.32	19.62 40,966.56	20.11 41,989.68	20.61 43,033.68	21.13 44,119.44	21.66 45,226.08	22.20 46,353.60	22.76 47,522.88	23.33 48,713.04
4	19.98 41,718.24	20.48 42,762.24	20.99 43,827.12	21.51 44,912.88	22.05 46,040.40	22.60 47,188.80	23.17 48,378.96	23.75 49,590.00	24.34 50,821.92	24.95 52,095.60
5	21.38 44,641.44	21.91 45,748.08	22.46 46,896.48	23.02 48,065.76	23.60 49,276.80	24.19 50,508.72	24.79 51,761.52	25.41 53,056.08	26.05 54,392.40	26.70 55,749.60
6	22.88 47,773.44	23.45 48,963.60	24.04 50,195.52	24.64 51,448.32	25.26 52,742.88	25.89 54,058.32	26.54 55,415.52	27.20 56,793.60	27.88 58,213.44	28.58 59,675.04
7	24.48 51,114.24	25.09 52,387.92	25.72 53,703.36	26.36 55,039.68	27.02 56,417.76	27.70 57,837.60	28.39 59,278.32	29.10 60,760.80	29.83 62,285.04	30.58 63,851.04
8	26.19 54,684.72	26.84 56,041.92	27.51 57,440.88	28.20 58,881.60	28.91 60,364.08	29.63 61,867.44	30.37 63,412.56	31.13 64,999.44	31.91 66,628.08	32.71 68,298.48
9	28.15 58,777.20	28.85 60,238.80	29.57 61,742.16	30.31 63,287.28	31.07 64,874.16	31.85 66,502.80	32.65 68,173.20	33.47 69,885.36	34.31 71,639.28	35.17 73,434.96
10	30.97 64,665.36	31.74 66,273.12	32.53 67,922.64	33.34 69,613.92	34.17 71,346.96	35.02 73,121.76	35.90 74,959.20	36.80 76,838.40	37.72 78,759.36	38.66 80,722.08
11	34.69 72,432.72	35.56 74,249.28	36.45 76,107.60	37.36 78,007.68	38.29 79,949.52	39.25 81,954.00	40.23 84,000.24	41.24 86,109.12	42.27 88,259.76	43.33 90,473.04
<i>Senior Management</i>										
12	40.93 85,461.84	41.95 87,591.60	43.00 89,784.00	44.08 92,039.04	45.18 94,335.84	46.31 96,695.28	47.47 99,117.36	48.66 101,602.08	49.88 104,149.44	51.13 106,759.44
13	48.30 100,850.40	49.51 103,376.88	50.75 105,966.00	52.02 108,617.76	53.32 111,332.16	54.65 114,109.20	56.02 116,969.76	57.42 119,892.96	58.86 122,899.68	60.33 125,969.04
14	54.10 112,960.80	55.45 115,779.60	56.84 118,681.92	58.26 121,646.88	59.72 124,695.36	61.21 127,806.48	62.74 131,001.12	64.31 134,279.28	65.92 137,640.96	67.57 141,086.16
15	60.59 126,511.92	62.10 129,664.80	63.65 132,901.20	65.24 136,221.12	66.87 139,624.56	68.54 143,111.52	70.25 146,682.00	72.01 150,356.88	73.81 154,115.28	75.66 157,978.08

TOWN OF LITTLETON, MASSACHUSETTS

GRADE 1

No positions assigned

GRADE 2

Cemetery Laborer

GRADE 3

Library Assistant

Library Processing Clerk

GRADE 4

Building Maintenance Custodian

Department Clerk

Financial Technician

GRADE 5

Assessing Clerk

Cemetery Groundskeeper

Library Technician

LCTV – Video Production Coordinator

Administrative Clerk – Tax Collector

GRADE 6

Administrative Assistant – Building

Administrative Assistant – Conservation

Administrative Assistant – Elder & Human Services

Administrative Assistant – Human Resources

Administrative Assistant – Parks & Recreation

P/T Communications Officer

Senior Library Technician

Teen Program Leader

GRADE 7

Assessing Clerk/Field Lister

Library Office Coordinator

Payroll and Finance Coordinator

Reserve Police Officer

Wellness Coordinator

GRADE 8

Assistant Town Clerk

Business Administrator-Public Works

Executive Assistant of Public Safety – Fire

Executive Assistant of Public Safety – Police

Community Education and Teen Coordinator

Recreation and Sports Coordinator

GRADE 9

Assistant Assessor

Assistant Human resources Administrator

Assistant Town Accountant

Building Maintenance Supervisor

Cemetery Superintendent

Children's Services/Senior Librarian

Conservation Coordinator

Elder and Human Services Outreach Coordinator and
Respite Care

Executive Assistant to the Town Administrator

Head of Circulation & Interlibrary Loan/Senior

Librarian

Information Systems Support Technician

LCTV Production Supervisor

Senior Librarian

Technical Services/Senior Librarian

Young Adult Services/Reference Services/ Senior
Librarian

GRADE 10

Assistant Director of Elder and Human Services

Assistant Library Director

Assistant PRCE Director

Assistant Zoning Officer/Permit

Coordinator/Business Administrator

Inspector of Wires

Plumbing & Gas Inspector

GRADE 11

Assistant Treasurer and HR Administrator

Director of Elder and Human Services

Littleton Community Television Executive Director

Parks, Recreation & Community Education Director

*Police Lieutenant**

Tax Collector

*Town Clerk***

Town Engineer

Town Planner

GRADE 12

Building Commissioner/Zoning Enforcement Officer

Chief Assessor/Appraiser

Highway Superintendent

Information Systems Manager

Town Treasurer

*Deputy Fire Chief**

*Deputy Police Chief**

*Library Director**

GRADE 13

Assistant Town Administrator

*Director of Finance and Budget / Town Accountant**

Director of Public Works

*Fire Chief**

GRADE 14

*Chief of Police**

GRADE 15

*Town Administrator**

Management contract () and elected (**) positions not
subject to this By-law.*

TOWN OF LITTLETON, MASSACHUSETTS

Schedule B

On-Call Meeting Clerk, \$12.86; Election Warden, \$18.28

Schedule B-1, Other Employees

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
1 hourly	\$12.24	\$12.48	\$12.73	\$12.98	\$13.24
2 hourly	\$15.30	\$15.61	\$15.92	\$16.24	\$16.56

GRADE 1

COA Dispatcher

GRADE 2

COA Van Driver

Schedule B-2, Temporary/Seasonal Employees

GRADE	STEP 1	STEP 2	STEP 3	STEP 4
1 hourly	\$14.91	\$15.21	\$15.51	\$15.82
2 hourly	\$15.95	\$16.27	\$16.60	\$16.93
3 hourly	\$17.07	\$17.41	\$17.76	\$18.12
4 hourly	\$18.26	\$18.63	\$19.00	\$19.38

GRADE 1

No positions assigned

GRADE 3

Engineering Technician

GRADE 2

Seasonal Highway Laborer

GRADE 4

Seasonal Truck Driver/Laborer

Schedule D, Fire Department On-Call

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
1 hourly	\$12.00					
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
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

GRADE 1

On-Call/Per Diem Probationary Firefighter or EMT

GRADE 2

No positions assigned

GRADE 3

On-Call/Per Diem Firefighter

On-Call/Per Diem EMT

GRADE 4

On-Call/Per Diem Firefighter/EMT

GRADE 5

No positions assigned

GRADE 6

No positions assigned

TOWN OF LITTLETON, MASSACHUSETTS

GRADE 7

On-Call/Per Diem Firefighter/EMT (advanced EMT certification)

GRADE 8

On-Call/Per Diem Lieutenant

GRADE 9

On-Call/Per Diem Captain

GRADE 10

On-Call/Per Diem Deputy Chief

GRADE 11

On-Call/Per Diem Firefighter/Paramedic

Step increases on Schedule D will be awarded on the basis of performance as determined by the Fire Chief

2. By amending Schedule C, as requested by the Park & Recreation Commission to read as follows effective May 1, 2019:

Schedule C, Park & Recreation Department

Seasonal/Temporary / Fee-based positions (hourly) – effective May 1, 2019

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
1 hourly	13.33	13.66	14.00	14.35	14.71
2 hourly	13.66	14.00	14.35	14.71	15.08
3 hourly	14.00	14.35	14.71	15.08	15.46
4 hourly	14.35	14.71	15.08	15.46	15.85
5 hourly	15.00	15.38	15.76	16.15	16.55
6 hourly	15.68	16.07	16.47	16.88	17.30
7 hourly	16.39	16.80	17.22	17.65	18.09
8 hourly	17.13	17.56	18.00	18.45	18.91
9 hourly	17.90	18.35	18.81	19.28	19.76
10 hourly	18.71	19.18	19.66	20.15	20.65
11 hourly	19.55	20.04	20.54	21.05	21.58
12 hourly	20.43	20.94	21.46	22.00	22.55

GRADE 1

Program Aide I
Camp Junior Counselor
Recreation Attendant

GRADE 2

Program Aide II

GRADE 3

Camp Senior Counselor

GRADE 4

Intern
Snack Hut Manager

GRADE 5

Camp Lead I
Lifeguard I

GRADE 6

Camp Lead II
Program Coordinator
Sailing Instructor

Lifeguard II

GRADE 7

Camp Specialists
Aftercare Coordinator

GRADE 8

Head Lifeguard
Camp Assistant Director
Sailing Coordinator

GRADE 9

Seasonal Programs Instructor

GRADE 10

Special Course Coordinator

GRADE 11

Preschool Instructor

GRADE 12

Aquatics Director
Camp Director

TOWN OF LITTLETON, MASSACHUSETTS

3. By amending Schedule C-1, as requested by the Park & Recreation Commission to read as follows effective July 1, 2019:

Schedule C-1, Community Education

GRADE	STEP 1	STEP 2	STEP 3
1 hourly	12.00		
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

; or to take any other action in relation thereto.

[Article 10 amends the classification and compensation plans for non-union Town employees for FY 2020 by applying a two-percent adjustment to salary schedules.]

Motion: Moved and seconded by the Personnel Board that the Town vote to approve Article 10 as printed in the warrant.

Personnel Board, Board of Selectmen, and Finance Committee support Article 10.

ARTICLE 11
Board of Selectmen
Stabilization Fund

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money for the Stabilization Fund in accordance with the provisions of Chapter 40, Section 5B of the General Laws, or to take any other action in relation thereto.

[The Town's adopted financial management policy requires that 5% of the operating budget be maintained in the Stabilization Fund. To meet that, \$108,045 needs to be added this year. The resulting balance in this fund is estimated to be \$2,495,512 as of 6/30/19. The Town's AAA bond rating is based in part on maintaining a healthy balance in this and other reserve accounts, as well as for adhering to its financial policies.]

Motion: Moved and seconded by the Board of Selectmen that the Town vote to transfer from the Undesignated Fund Balance the sum of \$108,045 for Article 11 as printed in the warrant.

Finance Committee and Board of Selectmen support Article 11.

ARTICLE 12
Board of Selectmen
Capital Stabilization Fund

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to be deposited in the Capital Stabilization Fund established by Article 6 of the May 6, 2013 Special Town Meeting for the purpose of funding any capital-related project, or pieces of capital equipment, or debt service payment related thereto; said fund as authorized by Chapter 40, Section 5B of the General Laws, or to take any other action in relation thereto.

[The Town's adopted financial management policy requires that an amount equal to at least 1% of the total General Fund capital plan (this year, \$19,912) be appropriated annually into the

TOWN OF LITTLETON, MASSACHUSETTS

Capital Stabilization Fund. This article adds \$300,000, bringing the fund balance to \$438,880, assuming STM Article 6 transfers \$3,000,000 from this fund to Senior Center Stabilization.]

Motion: Moved and seconded by the Board of Selectmen that the Town vote to transfer from the Undesignated Fund Balance the sum of \$300,000 for Article 12 as printed in the warrant.

Finance Committee and Board of Selectmen support Article 12.

ARTICLE 13

**Board of Selectmen/ Trust Fund Commissioners
Trust Fund Grants**

To see if the Town will vote to transfer \$24,000 in Trust Funds for the following purposes and costs related thereto; or to take any other action in relation thereto. (1) The Shared Studios: Portal to the World - \$20,000 to the Littleton School Department to fund the Shared Studios: Portal to the World project to allow students and community members of Littleton to connect with people around the world through a network of global portals, from the following Trust Funds: M.H. Kimball Fund, \$12,700; J. Goldsmith Fund, \$400; C. Hildreth Fund, \$5,500; L. Johnson Fund, \$700; and L.H. Zappy Fund, \$700; (2) DEHS Animal Assistance Care Program - \$4,000 to the Elder and Human Services Department for the animal care assistance program from the Bradford Sampson Relief of Animals Fund.

[Article 13 funds an innovative center for the Schools from several trust funds, and an animal care assistance program for qualifying low income persons from a dedicated trust fund.]

Motion: Moved and seconded by the Trust Fund Commissioners that the Town vote to approve Article 13 as printed in the warrant.

Finance Committee, Trust Fund Commissioners, Selectmen, and School Committee support Article 13.

ARTICLE 14

**Board of Selectmen
Senior Citizens and Veterans Tax Work-off Abatement Programs**

To see if the Town will vote to request the Board of Assessors to commit the following sums from the Overlay Account for Abatements to fund Property Tax Work-off Abatement Programs for Senior Citizens (\$80,000) and Veterans (\$7,000), or to take any other action in relation thereto.

[The Town has established programs under which local property owners over the age of 60, and qualifying veterans, provide services to the Town in exchange for a reduction on the amount paid on their property tax. The senior program has 130 participants; the veterans program, 11.]

Motion: Moved and seconded by the Board of Selectmen that the Town vote to approve Article 14 as printed in the warrant.

Finance Committee, Board of Selectmen, and Council on Aging support Article 14.

ARTICLE 15

**Board of Selectmen
Use of MassDOT Chapter 90 Funds**

To see if the Town will vote to transfer from available funds or authorize the Treasurer to borrow in anticipation of reimbursements, a sum of money for authorized road improvements and other projects provided for under Chapter 90 of the General Laws, or to take any other action in relation thereto.

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[Article 15 is an annual appropriation of state funds to reimburse for qualifying Town road improvements, which Littleton uses to help pay for the ten-year roadway improvement program. For FY 2020, Littleton will receive \$394,825 in Chapter 90 funds.]

Motion: Moved and seconded by the Board of Selectmen that the Town vote to appropriate funds available in the amount of \$394,825 for authorized road improvements and other projects provided for under Chapter 90 of the General Laws.

Finance Committee and Board of Selectmen support Article 15.

[ARTICLES REQUIRING SUPERMAJORITY VOTE]

ARTICLE 16
Board of Selectmen
Nashoba Valley Technical High School Building Project – Borrowing
[2/3rds vote required]

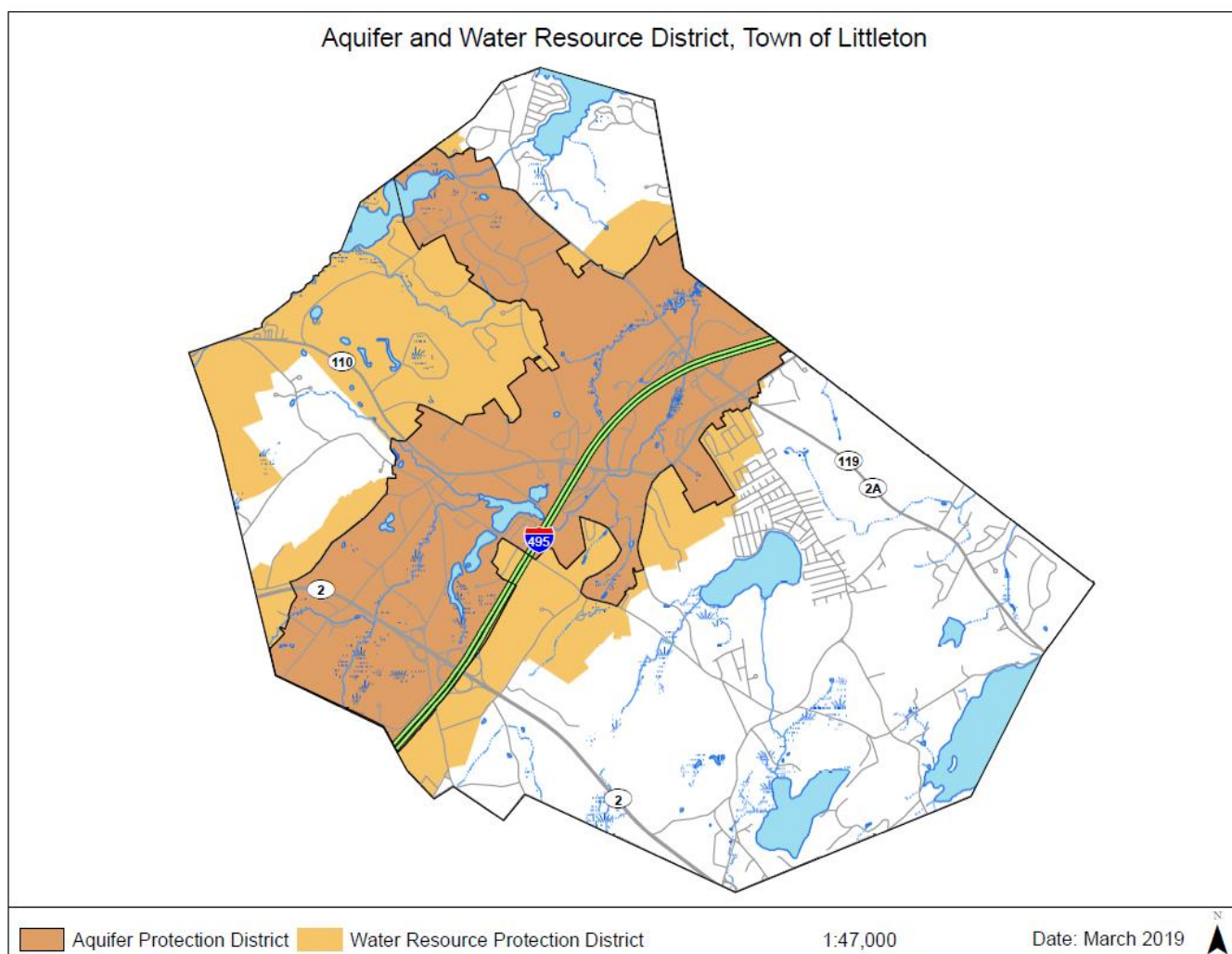
To see if the Town will vote to approve the Three Million, Seven Hundred Four Thousand, Six Hundred and Sixteen Dollars (\$3,704,616) borrowing authorized by the Nashoba Valley Technical High School District for the purpose of paying costs of the Replacement of Roofs, Windows, and Doors at Nashoba Valley Technical High School, 100 Littleton Road, Westford, MA 01886, including the payment of all costs incidental or related thereto (the “Project”), which proposed repair project would materially extend the useful life of the school and preserve an asset that otherwise is capable of supporting the required educational program, and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority (“MSBA”), said amount to be expended at the direction of the School Committee. The MSBA’s grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any Project costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District and its member municipalities. Any grant that the District may receive from the MSBA for the Project shall not exceed the lesser of (1) fifty-five percent (55%) of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA; or to take any other action in relation thereto.

[Article 16 authorizes borrowing for school building repairs to be undertaken by the Nashoba Valley Technical High School District, which qualify for grant funding from the Massachusetts School Building Authority. An authorizing vote is required from all 8 district member town meetings. The District’s first-year (FY 2021) debt service payment is estimated at between \$161,000 and \$263,000, which would be apportioned to each town based on enrollment. Currently, Littleton’s enrollment accounts for 4.5% of NVTHS’s total enrollment.]

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.

TOWN OF LITTLETON, MASSACHUSETTS



Art. 17. Zoning Amendment: Aquifer and Water Resource District

ARTICLE 17
Planning Board
Zoning Amendment: Aquifer and Water Resource District
[2/3rds vote required]

To see if the Town will vote to amend the Littleton Aquifer and Water Resource District Zoning Bylaw (Article XIV of the Littleton Zoning Bylaws) as follows, pursuant to requirements of the Massachusetts Department of Environmental Protection:

Amend §173-61 to reference a revised Aquifer and Water Resource District zoning map, entitled “Aquifer and Water Resource District, Town of Littleton” and dated March 2019, which is on file in the office of the Town Clerk; and

Make the following changes to the “Uses” table in §173-61:

Between “Sanitary landfill, junkyard, salvage yard” and “other solid waste disposal” add “wastewater residuals monofill, automobile graveyard,”; and

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Delete “Underground storage of gasoline or chemicals” and add in its place “Storage of liquid hazardous materials (as defined in M.G.L. c. 21E) and/or liquid petroleum products, not stored in accordance with DEP 310 CMR 22.21(2)(b)(5)”;

In §173-62.D(4), after “underground storage of toxic or hazardous materials” add “(to the extent that it may be permissible pursuant to §173-61)”;

or to take any other action in relation thereto.

[Article 17 amends the Aquifer and Water Resource District section of the Zoning Bylaw, as requested by the Board of Water Commissioners. It would further define allowed activities within the districts and update the extent of the Aquifer District (map) to include additional areas near Littleton Common. MassDEP recently granted the Littleton Water Department provisional approval to increase the pumping rate at the Beaver Brook Wells; however, that approval is contingent on Littleton approving a revised Aquifer and Water Resource District Map that includes the full extent of the new Aquifer District delineation. Article 17, including the new map, would do that and update the bylaw to meet current MassDEP standards. The Planning Board conducted a public hearing on this proposed zoning amendment on Thursday, April 4, 2019 and voted to recommend that Town Meeting approve this article.]

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

Planning Board and Board of Water Commissioners support Article 17.

ARTICLE 18

Voter Petition

Conservation of Whitcomb Ave. Area Field and Groves

[2/3rds vote required]

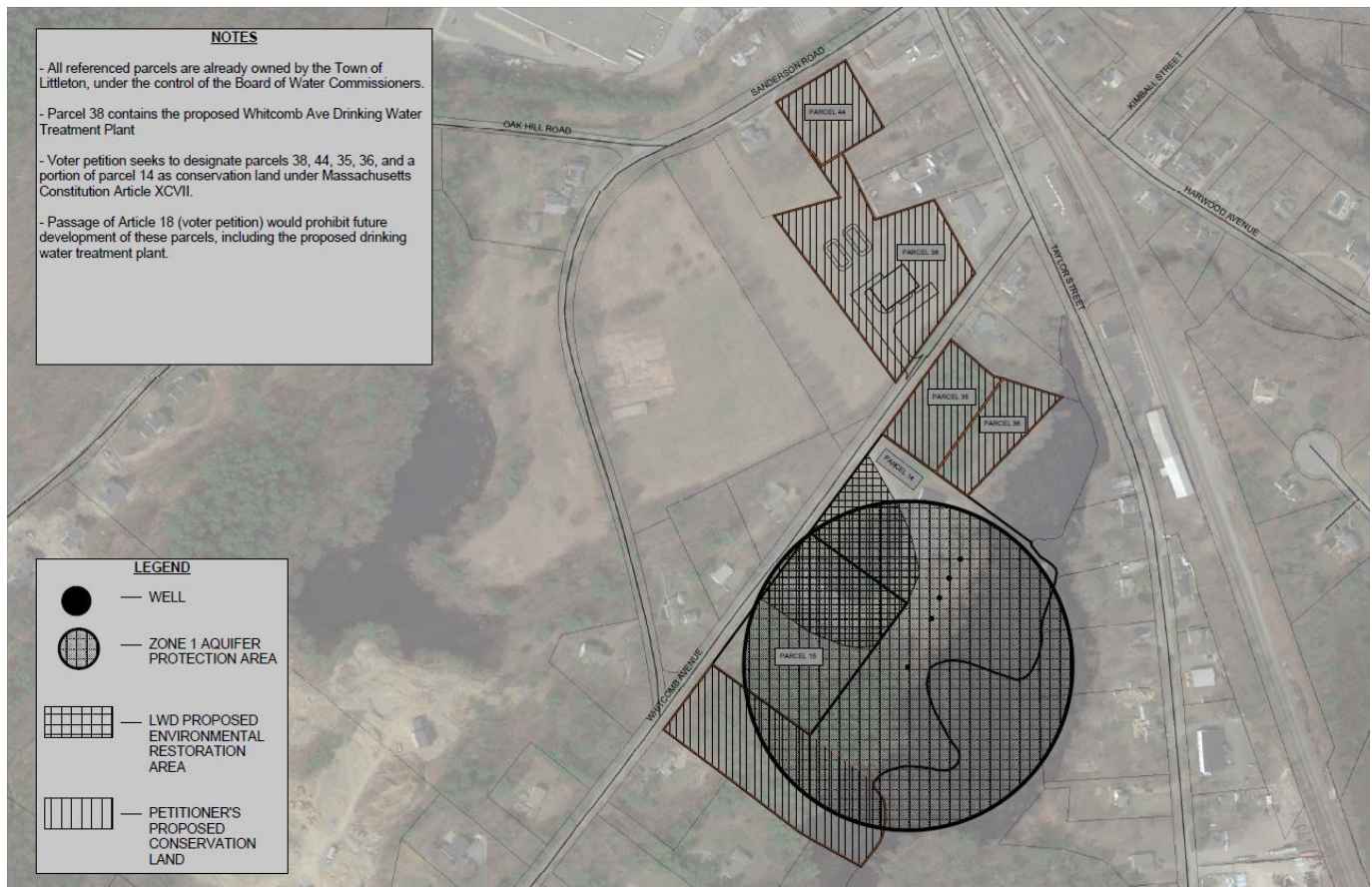
To see if the Town will vote to explicitly designate as conservation land under Massachusetts Constitution Article XCVII (Article 97) the following parcels: Lots U41-38-0 and U41-44-0, said lots being a portion of the property described in a deed recorded in the Middlesex South Registry of Deeds in Book 19902, Page 089, being “taken for aquifer land acquisition and protection purposes” – Generally described as an open field; Lots U41-35-0 and U41-36-0, said lots being the property described in a deed recorded in the Middlesex South Registry of Deeds in Book 18396, Page 491, being acquired for “the preservation and protection of its watershed resources” – Generally described as a wooded lot and posted as “Jim Hill Grove”; And the portion of lot U40-14-0 (no deed reference on tax card) that comprises a wooded lot posted as “Bud Sawyer Grove” at the south west side of the lot. The deeding of which shall be updated either directly and/or with a referenced order of conditions that affirms the long-standing undeveloped use of, protects the existing natural state of, and prohibits the future development of said parcels or portions of parcels. Additionally, a future Conservation Restriction held by a non-fee entity that further supports/complements the deeded restrictions/order of conditions may also be placed on this land at a later date.

[Article 18 is a petitioned article submitted by over 10 registered voters.]

Motion: Moved and seconded by the petitioner that the Town vote to approve Article 18 as printed in the Town Meeting Report.

Board of Water Commissioners and Board of Selectmen do not support Article 18.

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Art. 18. Conservation of Whitcomb Ave. Area Field and Groves

ARTICLE 19 Board of Selectmen Rescind Unused Borrowing Authorizations [2/3rds vote required]

To see if the Town will vote to rescind the borrowing authorized for the following articles and following un-issued amounts, or to take any other action in relation thereto:

<i>Town Meeting Vote</i>	<i>Project</i>	<i>Authorization</i>	<i>Amount Issued</i>	<i>Total to be Rescinded</i>
11/16/16 STM Art. 7	Alumni Field	\$3,836,000	\$2,355,000	\$1,481,000
11/16/16 STM Art. 6	Fire Station construction	\$6,000,000	5,560,100	349,900
5/5/14 STM Art. 4	Rt. 119 Water Betterment	\$870,000	803,900	<u>66,100</u>
			Total	\$1,897,000

[Article 19 rescinds the unused portion of borrowings previously authorized by town meeting for projects which have since been completed. The unused portion is a result of the use of appropriated cash towards the projects as well as the premium generated from the sale of the bonds, which is used to reduce the overall principal amount. Article 18 reduces the Town's total authorized and unissued debt on the books to \$3.0 million. As of June 30, 2018, the Town had a total of \$29.2-million in outstanding debt.]

Motion: Moved and seconded by the Board of Selectmen that the Town vote to approve Article 19 as printed in the warrant.

Finance Committee and Board of Selectmen support Article 19.

[OTHER ARTICLES, INCLUDING ROUTINE AUTHORIZATIONS & REAUTHORIZATIONS]

ARTICLE 20

Voter Petition

Keep Sewer / CWERC From Being Placed at Highway / LELWD Location

To see if the Town will vote to keep the Sewer from being placed at the Highway / LELWD Location and to consider other locations that are more conducive to the project, or to take any other action in relation thereto.

[Article 20 is a petitioned article requested by more than 10 registered voters.]

Motion: Moved and seconded by the petitioner that the Town vote to approve Article 20 as printed in the warrant.

ARTICLE 21

Board of Selectmen

**Home Rule Petition for Special State Legislation to
Authorize Littleton Common Smart Sewer**

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for a special act authorizing establishment of the Littleton Common Smart Sewer District in the Town of Littleton; 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.

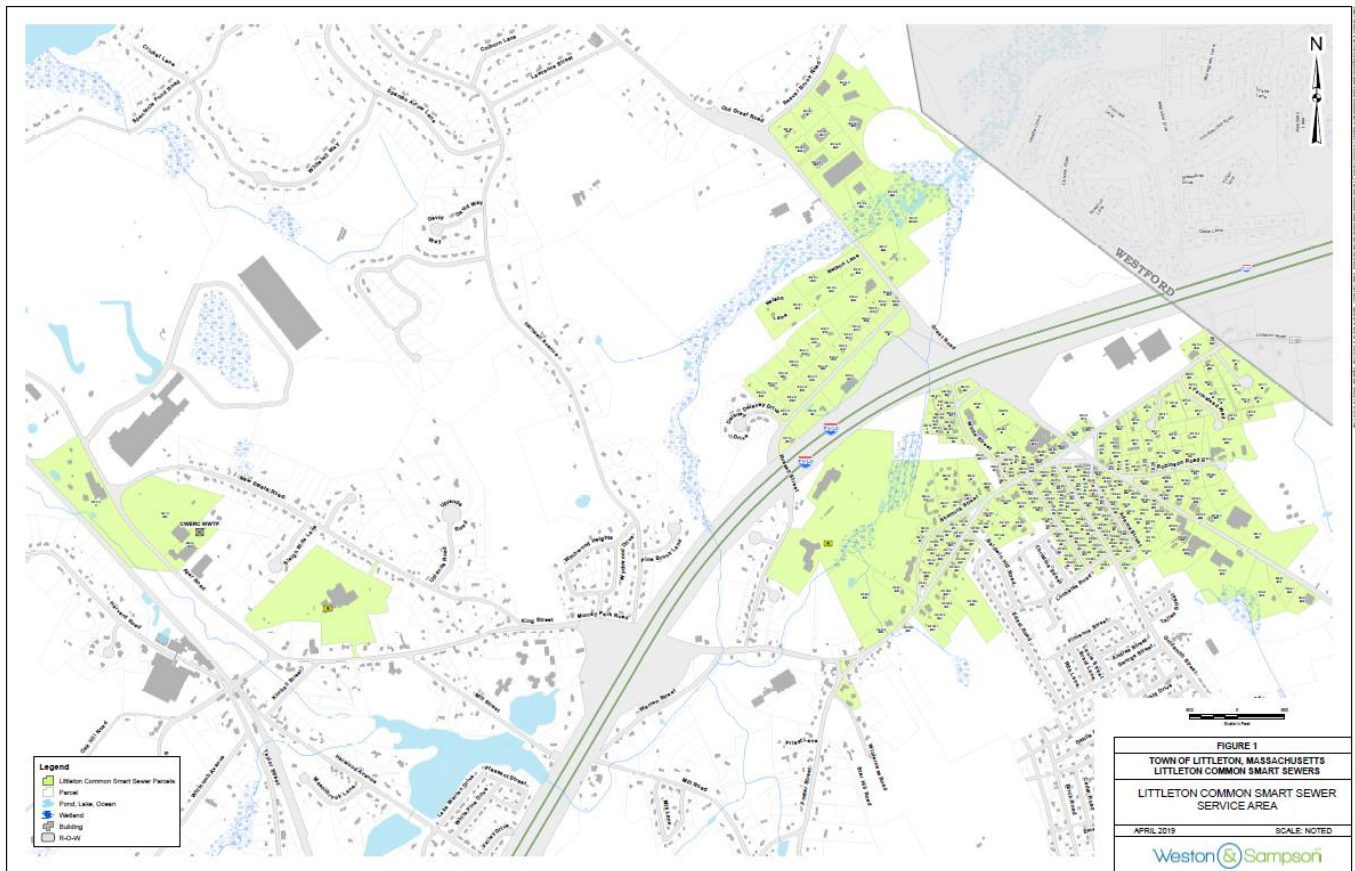
[Article 21 would authorize the Board of Selectmen to petition the State Legislature to establish the Littleton Common Smart Sewer District. Upon legislative approval, the petition would be a Session Law approved as a Special Act. Session Acts typically include matters affecting a particular town, in this case forming the Littleton Common Smart Sewer District. The District includes a specific area of the town close to the Town Common that is proposed to be served by a limited municipal sewer collection system, with treatment at a new Community Water and Energy Resource Center (CWERC). The legislation would:

- **establish the sewer district boundaries, but with a provision for future changes to the District with Board of Selectmen and Town Meeting approval.**
- **formalize the authority and powers of the Board of Selectmen, acting as a Sewer Commission, in accordance with MA General Laws.**
- **provide details on properties required to connect to the sewer system, as well as establishing requirements that residential property owners need to meet if they prefer to opt out of the District.**
- **set requirements for delaying the time for a property to connect to the available public sewer.**
- **provide for deferring of the sewer betterment payment for properties meeting specific criteria.**

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- accept by the Town specific sections of the MA General Laws, i.e., Chapter 80 (Betterments) and Chapter 83 (Sewers Drains and Sidewalks), that would otherwise require separate Town Meeting approvals.

This article does not authorize any funding for the project by the Town, but does clarify specific requirements relative to sewer assessments, and how those costs are to be paid, the means to allow eligible residential properties to opt out of the District completely, and to allow deferred betterment assessment payments and delayed connections to the sewer system for properties meeting set criteria.]



Art. 21. Home Rule Petition for Special State Legislation to Authorize Littleton Common Smart Sewer

Motion: Moved and seconded by the Board of Selectmen that the Town vote to authorize the Board of Selectmen to petition the General Court for a special act authorizing the establishment of the Littleton common smart sewer district in the Town of Littleton; 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 general public objectives of this petition, said petition reads as follows:

AN ACT ESTABLISHING THE LITTLETON COMMON SMART SEWER DISTRICT IN THE TOWN OF LITTLETON
SECTION 1. Notwithstanding any general or special law to the contrary, the town of Littleton is hereby authorized to lay out, construct, maintain and operate a system or systems of common sewers and drains in public or private ways for that part of its territory as it adjudges necessary for the public

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convenience or the public health with such connections and other works as may be required for a system or systems of sewerage and drainage, and sewage treatment and disposal. The resulting sewer district shall be called the Littleton common smart sewer district. The district shall be under the supervision and control of the board of selectmen, who shall act as sewer commissioners of the town of Littleton. The sewer system shall initially be laid out as depicted in the attached plan of the Littleton common smart sewer district and the properties that may be initially included within the district are described in the attached list which includes the assessor's map and lot number, street address, owner of record as of February 28, 2019 and approximate acreage of same. The sewer system and district may be expanded in the future by a vote of the board of selectmen and approval by town meeting; provided, however, that the process for including or excluding properties in the district shall conform to Sections 3 and 4, below. The district shall be organized, governed, and modified as set forth in this Act. All land and buildings on the properties included in the district shall be served by the town's Community Water and Energy Resource Center, as well as all sewer pipelines, pump stations and treatment and disposal facilities included in the Littleton common smart sewer project. Project phasing will limit the timing of sewer service to a subset of the properties included in the district, to be determined by the town of Littleton based, in part, on the relative need for sewer service and elective residential and tax-exempt property owner decisions to opt in or out of the district.

SECTION 2. The board of selectmen, in their capacity as sewer commissioners, shall have all the powers and perform the duties of sewer commissioners as set forth in section 4 of chapter 40N of the general laws. The board of selectmen shall have the authority to adopt rules and regulations for access to and use of the wastewater system, as well as for the establishment of sewer betterment assessments, sewer connection fees, and user fees and other charges which shall be paid by every person who may in the future be served by, or connects to the sewer system, as appropriate. Said fees shall be reasonably related to the capital and operational costs of the sewer system. Supervision of the operation of the Littleton common smart sewer district shall be the responsibility of the director of the town of Littleton department of public works, pursuant to section 69 of chapter 41 of the general laws.

SECTION 3. Properties that are abutting a private or public way in which a common sewer will be laid may have the opportunity to connect to the sewer system and become part of the Littleton common smart sewer district, as determined by the board of selectmen in accordance with Section 5, below. All commercial and industrial properties that are given access to the sewer system shall be required to connect and become part of the district. Single and two-family residential properties and properties owned by a tax-exempt organization that are given access to the sewer system shall have the opportunity to permanently opt out of connecting to, or making use of, the sewer system. However, if a property owner opts out of the Littleton common smart sewer district, that property shall not be permitted to rejoin the district in the future without approval of the board of selectmen and town meeting. Sufficient time will be allowed for the owners of improved eligible properties to determine whether to opt out of the connection to, or use of, the Littleton common smart sewer district. The town of Littleton shall develop, adopt, and enforce policies and procedures to provide the option to opt out of the Littleton common smart sewer district. Such policies and procedures shall include, at a minimum, the following requirements that must be met before a property can opt out of the Littleton common smart sewer district:

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(1) The property owner must demonstrate that the subject property is eligible to opt-out for one of the following reasons:

- (a) The property has a functioning onsite wastewater treatment and disposal system as evidenced by a Title 5 Inspection Report that demonstrates (i) that the existing onsite wastewater treatment and disposal system is fully compliant with current Title 5 (310 CMR 15.00) requirements except for lot line setback requirements for septic tank and/or leaching systems; and (ii) that the existing onsite wastewater treatment and disposal system is operating and in acceptable condition; or
- (b) The property has a functioning onsite wastewater treatment and disposal system as evidenced by (i) documentation that demonstrates that the existing on-site wastewater treatment and disposal system or repair of same was installed after December 31, 2017 and (ii) that the existing onsite wastewater treatment and disposal system is operating and in acceptable condition; or
- (c) The property is devoid of structures, has no on-site wastewater treatment and disposal system and is prevented from future development through a legally enforceable deed restriction on any such future development in perpetuity or has been previously deemed unbuildable by the Littleton building inspector, with or without access or connection to the sewer system, as demonstrated by documentation establishing these facts.

(2) A property owner's decision to opt out must be in writing and must acknowledge that the property owner understands that by opting out of the Littleton common smart sewer district, the property will not ever connect to, or make use of, the sewer system.

SECTION 4. Notwithstanding the provision of sections 1, 14, 15 of chapter 83 of the general laws to the contrary, the board of selectmen may establish policies and procedures addressing the assessment of sewer betterments to all properties that are located within the Littleton common smart sewer district.

SECTION 5. The board of selectmen shall have the sole discretion to determine which property owners shall be added to the Littleton common smart sewer district, subject to the approval of the Littleton town meeting. The board of selectmen shall also have the sole discretion to determine the amount of wastewater treatment system capacity allocated to each user of the system. Applications for connection shall be reviewed by a representative of the board of health, a representative of the planning board, and the director of the department of public works, or their designees, who shall present a recommendation to the board of selectmen regarding said application. In making said recommendation, the representatives and director, or designees, shall consider the overall existing use of the property as represented in the application, and, but for a change in use of the property, the economic benefit afforded by approval of the application, the amount of available wastewater treatment capacity, and such other factors as the representatives and director, or designees, shall deem appropriate, or as may be directed by the board of selectmen.

SECTION 6. Prior to or upon the start of construction of the sewer system, properties that have been given access to the sewer system and have not officially opted out of the Littleton common smart sewer district, shall be required by the board of selectmen, or other duly authorized officer having charge of the maintenance and repair of the sewer system, to connect such land to the sewer system within two years of the date that the sewer is "approved for use" and a "notice of sewer availability" has been issued by the board of selectmen or other duly authorized officer and received by the property owner. No property owner may postpone their connection to the sewer system later than this date unless an

application to postpone such a connection has been approved by the board of selectmen in accordance with section 7, below.

Such approved postponements shall delay connection to the public sewer but shall not entitle the property owner to defer any sewer betterment payment that is approved by the Town.

SECTION 7. Postponements for connection to the sewer system may be allowed in limited circumstances where all of the following have been satisfied: (a) the property is part of the Littleton common smart sewer district; (b) the property owner has submitted to the board of selectmen a signed and notarized application for a sewer connection postponement citing one or more of the following reasons: (i) the property owner has an existing on-site sewage treatment and disposal system operating and in acceptable condition, as demonstrated in a recent (within the previous 60 days) Title 5 Inspection Report, which shall be submitted with the application for sewer connection postponement; or (ii) the property has an existing on-site sewage treatment and disposal system that was installed after December 31, 2017 in compliance with all Title 5 requirements and required no variances, except for septic tanks and/or leaching facilities Lot line setback requirements, as demonstrated by documentation from the Littleton board of health or the Nashoba Associated Board of Health, that demonstrates that the date of installation and certification of the system or system repair meets the requirements set forth above, and states further that the system meets all such requirements. The board of selectmen shall develop policies and procedures within 180 days of approval of this Act, including procedures to apply for an application for sewer connection postponement and all additional requirements to permit such applications.

SECTION 8. The board of selectmen may enter into a payment deferral and recovery agreement on behalf of the town of Littleton with the owner of a property that meets the qualifications described herein and has been assessed a sewer betterment. In order to qualify for the deferral and recovery agreement, the property shall have an existing onsite sewage treatment system that is fully compliant with state regulations and meets the requirements established for deferrals enumerated in Section 3 of this petition related to the onsite sewage treatment system.

The deferral and recovery agreement shall: (1) provide the deferral period, which shall last no longer than ten years; (2) provide that the agreement shall terminate and the assessment shall be due before the agreed term if title to the property is conveyed, the Title 5 system is determined by the Littleton board of health to be a failed system, or the property is connected to the sewer system; (3) provide that the property owner shall pay interest annually upon the assessment from the time it was made; and (4) include the written approval of any joint owner or mortgagee on the property.

The deferral and recovery agreement shall be recorded in the registry of deeds and shall constitute a lien upon the property.

SECTION 9. Every decision by the board of selectmen, or duly authorized officer having charge of the sewer system, permitting or denying a connection to the sewer system, shall be made in writing. Any person aggrieved by such a decision may appeal said decision within 30 days of issuance pursuant to the provisions of Section 14 of chapter 30A of the General Laws.

SECTION 10. The board of selectmen may take by eminent domain pursuant to chapter 79 or chapter 80A of the general laws, or acquire by lease, purchase or otherwise, any lands, sewer rights, and public or private rights of way or easements, located within the district and necessary for accomplishing any purpose mentioned in this Act, and may construct such main drains and sewers under or over any

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bridge, railroad, railway, boulevard or other public or private way, or within the location of any railroad, and may enter upon and dig up any private land, public or private way, or railroad location for the purpose of laying such drains and sewers and of maintaining and repairing the same, and may do any other thing proper or necessary for the purposes of this Act; provided however, that they shall not enter upon or construct any drain or sewer within the location of any railroad corporation except at such time and in such manner as they may agree upon with such corporation, or, in the case of failure to agree, as may be approved by the department of public utilities, and that the manner in which all things done upon any way shall be subject to the applicable bylaws and regulations of the town of Littleton. Further, the board of selectmen or its employees or agents acting on behalf of the town of Littleton may enter upon any land for the purpose of making surveys, test wells or test pits and borings and may take or otherwise acquire the right to occupy temporarily any lands necessary for the construction of any work or for any other purpose authorized by this Act.

SECTION 11. All land taken or acquired under this act shall be managed, improved and controlled by the board of selectmen in a manner as they shall consider as in the best interest of Town in the operation of the sewer system.

SECTION 12. The board of selectmen shall have the benefit, without further acceptance by Littleton town meeting, of the provisions of section 13B of chapter 80 of the general laws and sections 16A to 16E, inclusive, and section 16G of chapter 83 of the general laws. Applications for abatements in accordance with said section 16E of chapter 83 shall be made to the board of selectmen within 30 days after the date of the demand.

SECTION 13. In carrying out the provisions of this Act, the town of Littleton shall not discriminate against any person on the grounds of race, color, marital status, physical disability, age, sex, sexual orientation, religion, ancestry or nation origin in any manner prohibited by the laws of the United States, the commonwealth or the town of Littleton.

SECTION 14. Insofar as the provisions of this act are inconsistent with the provisions of any general or special law, administrative order, or regulation, or any by-law, rule, regulation or code of the town, other than rules and regulations or orders of the board of health or by-laws of the town which require homes or facilities to be connected to the Littleton common smart sewer district sewer system involuntarily, the provisions of this act shall be controlling.

SECTION 15. This act shall take effect upon its passage.

Board of Selectmen and Board of Water Commissioners support Article 21.

<p style="text-align: center;">ARTICLE 22 Board of Selectmen Establish Littleton Common Smart Sewer Enterprise Fund</p>
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To see if the Town will vote to accept the provisions of Chapter 44, § 53F½ of the Massachusetts General Laws establishing the Littleton Common Smart Sewer as an enterprise fund effective fiscal year 2021; or take any other action in relation thereto.

[Article 22 adopt a local option state statute and establish a separate enterprise fund for the Littleton Common Smart Sewer, effective with the fiscal year beginning July 1, 2020.]

Motion: Moved and seconded by the Board of Selectmen that the Town vote to approve Article 22 as printed in the warrant.

Board of Selectmen and Board of Water Commissioners support Article 22.

ARTICLE 23
Board of Selectmen
Increase Town Moderator Term from One to Three Years

To see if the Town will vote to increase the term of the Town Moderator from one year to three years, provided that if this article is approved, the office of Moderator shall appear on the ballot the 2020 Annual Town Election for a term of three years, or take any other action in relation thereto.

[Article 23 would increase the term of the elected Town Moderator from 1 year-- the current practice-- to 3 years, the statutory maximum, beginning with the May 2020 Town Election.]

Motion: Moved and seconded by the Board of Selectmen that the Town vote to approve Article 23 as printed in the warrant.

Board of Selectmen support Article 23.

ARTICLE 24
Board of Selectmen
Borrowing Authorization

To see if the Town will vote to authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow money from time to time in anticipation of the revenue for the fiscal year beginning July 1, 2019, in accordance with the provisions of Chapter 44, Section 4 of the General Laws, and to issue a note or notes as may be given for a period of less than one (1) year, in accordance with Chapter 44, Section 17 of the General Laws, or to take any other action in relation thereto.

[Article 24 allows the Town to borrow in anticipation of revenues and/or to issue short-term notes to meet its cash flow needs.]

Motion: Moved and seconded by the Board of Selectmen that the Town vote to approve Article 24 as printed in the warrant.

Finance Committee and Board of Selectmen support Article 24.

ARTICLE 25
Board of Selectmen
Compensating Balance Agreement

To see if the Town will vote to authorize the Treasurer to enter into a Compensating Balance Agreement(s) for FY 2020, pursuant to Chapter 44, Section 53F of the General Laws, or to take any other action in relation thereto.

[This article authorizes the Treasurer to enter into agreements between the depositor (Town) and a bank in which the depositor agrees to maintain a specified level of non-interest bearing deposits in return for which the bank agrees to perform certain services for the depositor.]

Motion: Moved and seconded by the Board of Selectmen that the Town vote to approve Article 25 as printed in the warrant.

Finance Committee and Board of Selectmen support Article 25.

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