

**WARRANT FOR  
MONDAY, MAY 6, 2019 at 7:00 PM  
ANNUAL TOWN MEETING  
TOWN OF LITTLETON**

**Commonwealth of Massachusetts  
Middlesex, ss.**

To any Constable of the Town of Littleton in the County of Middlesex,  
**GREETINGS:**

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Littleton qualified to vote in the elections and Town affairs, to meet in the **Charles Forbes Kaye Gymnasium, Littleton Middle School, 55 Russell Street in said Littleton on Monday, the sixth day of May, 2019, at 7:00 o'clock in the evening** by posting a printed copy of this warrant, by you attested, at eight meeting houses, at the Town Office Building on Shattuck Street, at the Post Office at Littleton Common, at the Post Office at Littleton Depot, at the Baptist Church, at the Unitarian Church, at the Catholic Church, at the Congregational Church, and at the Mormon Church, in said Town, seven days at least before the seventh day of May, 2019, then and there to act on the following Articles:

**ARTICLE 1  
Board of Selectmen  
Town Officers**

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

**ARTICLE 2  
Board of Selectmen  
Annual Report**

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

**[FINANCIAL ARTICLES]**

**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
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

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<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>
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 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 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 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.

<b>I. Water Enterprise Revenues</b>	<b>FY 2019</b>	<b>FY 2020</b>
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
<b>Total Revenues</b>	<b>\$4,024,533</b>	<b>\$4,080,936</b>
<b>II. Costs Appropriated for the Enterprise Fund</b>		
Salaries and Wages	\$893,000	\$1,023,200
Expenses	1,423,340	1,454,053
Capital Outlay – Equipment	75,000	97,000

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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
<b>Total Costs Appropriated for Enterprise Fund</b>	<b>\$4,024,533</b>	<b>\$4,080,936</b>
<b>III. Costs Appropriated for General Fund to be Charged to the Enterprise Fund</b>		
Indirect Costs	\$0	\$0
Benefits	0	0
Pension Costs	0	0
<b>Total Costs Appropriated for the General Fund.</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Costs</b>	<b>\$4,024,533</b>	<b>\$4,080,936</b>

**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.

<b>I. PRCE Enterprise Revenues</b>	<b>FY 2019</b>	<b>FY 2020</b>
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
<b>Total Revenues</b>	<b>\$1,007,881</b>	<b>\$1,065,706</b>
<b>II. Costs Appropriated for the Enterprise Fund</b>		
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
<b>Total Costs Appropriated for Enterprise Fund</b>	<b>\$1,007,881</b>	<b>\$1,065,706</b>
<b>III. Costs Appropriated for General Fund to be Charged to the Enterprise Fund</b>		
Indirect Costs	\$0	\$0
Benefits	0	0
Pension Costs	0	0
<b>Total Costs Appropriated for the General Fund.</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Costs</b>	<b>\$1,007,881</b>	<b>\$1,065,706</b>

**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 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.
- B. Police Administrative Vehicle Replacement - \$48,000 to be expended by the Police Department for replacement of one unmarked police administrative 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.
- D. Police Vehicle Maintenance -\$7,500 to be expended by the Police Department for tire replacement and equipment maintenance of its fleet of vehicles.

- 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.

## **II. FIRE DEPARTMENT**

- A. Fire Major Equipment Repair -\$25,000 to be expended by the Fire Department for major equipment repairs and upkeep.
- 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.
- C. Fire Hose Replacement - \$15,000 to be expended by the Fire Department for hose replacement for fire pumps.

## **III. HIGHWAY DEPARTMENT**

- A. Highway Major Equipment Repair - \$20,000 to be expended by the Highway Department for major equipment repairs and upkeep.
- 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.
- 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.
- 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.
- E. High School Sidewalk Replacement - \$250,000 to be expended by the Highway Department for replacement of sidewalks at Littleton High School.
- F. Recreation Mower Replacement - \$25,000 to be expended by the Highway Department for replacement of a 2001 mower.
- G. Recreation Mower Replacement - \$65,000 to be expended by the Highway Department for replacement of a 1997 wide area mower.

## **IV. SCHOOLS**

- A. Technology, Chromebook Replacements - \$135,000 to be expended by the School Committee to replace miscellaneous technology equipment, computer laptops, and Chromebooks.
- B. School Resource Materials - \$100,000 to be expended by the School Committee for School resource materials, textbooks, and training.
- C. School Security System Improvements - \$34,500 to be expended by the School Committee for school security system improvements, including radio signal booster devices.
- D. High School Telephone System Replacement - \$55,000 to be expended by the School Committee to replace 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.

## **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.

## **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.
- B. Town Building Space Needs - \$85,000 to be expended by the Board of Selectmen to address Town building 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.
- 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.
- 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.
- F. Age-Appropriate Housing Need Plan- \$12,000 to be expended by the Planning Board to study age appropriate housing needs in Littleton.
- G. Master Plan Implementation Land Use Coordination - \$12,000 to be expended by the Planning Board for Master Plan Implementation Land Use Coordination Plan.

ARTICLE 9  
Community Preservation Committee  
FY 2020 Community Preservation Budget

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;
  - 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;
  - 8. Long Lake Renovation Project - \$120,000 from the CPA Recreation Reserve for Long Lake Renovation Project; and
  - 9. Parking for 300 King Street - \$250,000 from the CPA Recreation Reserve for parking at 300 King Street;
- or to take any other action in relation thereto.

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

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Gr	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
Senior Management										
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

**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.*

**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 2**  
Seasonal Highway Laborer

**GRADE 3**  
Engineering Technician

**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*

**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

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
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

<b>GRADE 1</b> Program Aide I Camp Junior Counselor Recreation Attendant	Lifeguard II
<b>GRADE 2</b> Program Aide II	<b>GRADE 7</b> Camp Specialists Aftercare Coordinator
<b>GRADE 3</b> Camp Senior Counselor	<b>GRADE 8</b> Head Lifeguard
<b>GRADE 4</b> Intern Snack Hut Manager	Camp Assistant Director Sailing Coordinator
<b>GRADE 5</b> Camp Lead I Lifeguard I	<b>GRADE 9</b> Seasonal Programs Instructor
<b>GRADE 6</b> Camp Lead II Program Coordinator Sailing Instructor	<b>GRADE 10</b> Special Course Coordinator
	<b>GRADE 11</b> Preschool Instructor
	<b>GRADE 12</b> Aquatics Director Camp Director

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 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.

**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.

**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 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.

**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.

**[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 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
  - 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)”; and

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 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 deed 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 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

[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 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 22**  
**Board of Selectmen**  
**Establish Littleton Common Smart Sewer Enterprise Fund**

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 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 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 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.

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

*SELECTMEN OF LITTLETON*

\_\_\_\_\_  
*Chairman*

\_\_\_\_\_  
*Vice Chairman*

\_\_\_\_\_  
*Clerk*

\_\_\_\_\_  
*Member*

\_\_\_\_\_  
*Member*

\_\_\_\_\_  
**Date of Execution**

A TRUE COPY ATTEST:

\_\_\_\_\_  
Constable, Town of Littleton

*CONSTABLE'S CERTIFICATION*

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

Attest: \_\_\_\_\_  
Constable

Date: \_\_\_\_\_