



Town of Littleton, Massachusetts
TOWN MEETING REPORT

VOTER INFORMATION

Please bring this with you to the
**MAY 7, 2018 ANNUAL &
SPECIAL TOWN MEETINGS**

Monday, May 7, 2018 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

Keith A. Bergman, Town Administrator
Anthony Ansaldi, Jr., Assistant Town Administrator
Bonnie Fleck, Director of Finance and Budget

More information is available online at www.littletonma.org

May 7, 2018 Town Meeting Articles

SPECIAL TOWN MEETING at 7:30 PM – *beginning on Page 14*

1. Bills of Prior Years
2. FY 2018 Operating Budget Line Item Transfers
3. Appropriation of Bond Anticipation Note Premium
4. Stabilization Fund
5. FY 2018 Appropriations, Stabilization Fund into Blended Community Preservation Act Fund
6. Establish Special Injury Leave Indemnity Fund for Payment of Police Officer or Firefighter compensation or medical bills; fund from Stabilization Fund
7. Home Rule Petition

ANNUAL TOWN MEETING at 7 PM - *beginning on Page 18*

1. Town Officers
2. Annual Reports

Financial Articles

3. FY 2019 Revolving Funds
4. FY 2019 Operating Budget
5. Use of Debt Exclusion Stabilization Fund for FY 2019 Excluded Debt
6. FY 2019 Water Enterprise Fund Operating Budget
7. FY 2019 Park, Recreation & Community Education Enterprise Fund Operating Budget
8. FY 2019 Capital Items from Available Funds
9. FY 2019 Community Preservation Budget (Community Preservation Committee)
10. Fund Collective Bargaining Agreements
11. Personnel By-law Amendments
12. Stabilization Fund
13. Capital Stabilization Fund
14. Debt Exclusion Stabilization Fund
15. Trust Fund Grants
16. Senior Citizens and Veterans Tax Work-off Abatement Programs
17. Use of MassDOT Chapter 90 Funds

Articles requiring supermajority vote

18. Easements for Water Supply (Water Commissioners)
19. Borrowing: New Well Field & Water Treatment Plant at Whitcomb Ave. (Water Commissioners)
20. Zoning: Adult Use Marijuana By-law (Planning Board)
21. Tax Title Properties, Abutter Land Sales, Conservation

Other articles, including routine authorizations and reauthorizations

22. Voter Petition: Town By-law Amendment: Plastic Check-out Bag Reduction
23. Town By-law Amendment: Historically Significant Building Demolition (Historical Commission)
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**

Charles DeCoste, Chair

Paul Glavey, Vice Chair

Joseph S. Knox, Clerk

Chase Gerbig

Cindy Napoli

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 last year’s Annual Town Meeting, to speed up the passage of warrant articles which should generate no controversy and can be properly voted without debate allowing additional time to debate more significant articles.

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

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

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

More information about Town Meeting is available online at
<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 2019

To the residents of Littleton:

The Finance Committee conducted the FY 2019 budget process continuing the process we've used for the past several years, fine-tuning and progressing toward more efficiency, transparency, and effectiveness. If additional detailed information on town finances is sought please contact the Finance Committee or the town Finance Department office.

Over the past several years the Town of Littleton has financially benefited from exceptional new growth, primarily coming from large projects including FIBA Technologies, The Potpourri Group, The Point, and increased housing units. Of the FY 2018 New Growth totaling \$1,202,231 - \$608,098 was attributed to an increase in the Residential Class; consisting of 22 new Homes, 15 new detached condominiums, 30 new buildable lots, and 21 building lots released by Planning and now at 100% valuation. The \$594,133 increase to Commercial/Industrial/Personal Property classes was primarily due to vacancy factors being removed upon Commercial review as well as personal property equipment increases.

The FY 2018 sustainable New Growth revenue was used to fund approximately 14 FTEs in additional staff positions-- School and Town-- with 7 as mid-year hires in FY 2018 that were needed due to the additional growth and increased service expectations of the citizens. FY 2019 will bear the first full year impact of those mid-year additions. A summary of the FY 2018 staffing additions as approved by the 2017 Town Meetings are detailed below:

Department	Staffing Request	\$ Salary
Highway	1 Laborers (parks)	\$47,853
	Increase Business Admin from 37 to 40 hours	4,584
Fire	6 Paramedics (1/1/2018 start)	147,116
Information Technology	1 FT Support (1/1/2018 start)	25,000
Police	1 FT Police Officer	55,380
Schools	1 FT ELL Teacher RS	55,000
	1 FT Teacher RS	55,000
	1 PT Title 1 Math	16,000
	1 FT Shared Specialist RSS/SL	55,000
	1 FT Assistant Principal LMS	95,000
Elder/Human Services	1 Outreach Coordinator	55,352
	1 - 19.5 hour Admin	14,973
TOTAL		\$626,258

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No additional staff increases are included in the FY 2019 budget, with the exception of a Full Time Consolidated (School and Town) Facilities Director to be hired as of 1/1/2019 to address the need of having coordinated facilities management.

The FY 2019 fiscal plan includes a \$2,698,502 appropriation to the Capital Stabilization fund, which was drawn down by \$2.9 million last fiscal year to mitigate the impact of the Fire Station project. The Town has been successful in its financial management to replenish these funds in order to have the ability to help offset the cost of the next large project. At this point it is unlikely that the Town will be able to fund any major project (e.g., library, senior/mag center, new conservation land) for the next six to eight years without asking the taxpayers for a Proposition 2 1/2 override.

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."

S&P's report reflects its assessment of the Town of Littleton's

- very strong economy
- very strong management
- strong budgetary performance
- very strong budgetary flexibility
- very strong liquidity
- very strong debt and contingent liability profile.

The report is online at can be linked here

<https://www.littletonma.org/treasurer/files/littleton-bond-rating-report-standard-poor's>

Littleton first achieved its S&P AAA rating in February 2014, when we were upgraded from AA; and our rating has been affirmed at AAA ever since.

For the Fiscal Year 2019 the Littleton Finance Committee (FinCom) recommends Article 4 in the amount of \$46,475,799 representing an increase in total operating budget expenditures of \$3,583,294 from the FY 2018 level, not inclusive of School reserve spending.

The FinCom also supports a variety of warrant articles proposed by the Selectmen and other departments, as detailed elsewhere in this document. The process for developing the FY 2019 annual budget for the Town of Littleton has been one of cooperation between the Finance Committee, the Board of Selectmen, and the School Committee, as well as the various departments and elected officials. We believe that these fiscal recommendations reflect a balanced, prudent approach to providing the services of town government for its residents with respect for both the needs of the citizens and the interests of the taxpayers.

The budget proposal before the Town of Littleton for FY 2019 reflects those priorities put forward by the Board of Selectmen, School Committee, and other departments, with specific highlights including:

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- A \$898,300 increase in the Town Meeting appropriation funding combined with their use of other funds in the School Department supports the current staffing levels as well as operational increases including transportation and Special Education, and for the third year including an additional \$100,000 in capital to cover capital-qualified items that were originally in the School Department operating budget (technology, textbooks, and resource materials).
- \$696,000 in additional funding to OPEB within the budget article in accordance with the Town's adopted Financial Policies, to further allow for a drawdown in Undesignated Fund Balance (Free Cash) to set funding aside for Capital Planning as described below.
- \$2,698,502 to be deposited in the capital stabilization fund to start replenishing the remaining \$429,980 balance, which was drawn down by \$2,900,000 to offset the costs of the Fire Station in FY2017. There are no specified earmarks for these funds – there are many potential capital projects (fire ladder truck, library, roads, land purchases, etc.) in the future where this money could be applied. Appropriating this money for a specific capital project will require a 2/3 Vote at Town Meeting.
- \$242,871 to be transferred to the Debt Exclusion Stabilization Fund in order to meet the desire to reducing the amount excluded debt, allowing us to sustainably reduce the excluded debt payments down to the FY2025 level.
- Continued support of \$50,000 additional funding (capital) for the Parks, Recreation and Continuing Education Department, to be used for major equipment/facility repair and maintenance, in recognition of their mission to offer programs for the entire community (beach, playgrounds, Halloween parade, e.g.) and not just self-funded athletics, courses, and camps.
- \$549,123 from mitigation, Conservation Land Acquisition Funds (cell tower funds) and Undesignated Fund Balance (Free Cash) to be deposited into the adopted "Blended Community Preservation Act Fund" for the purpose of obtaining state matching funds.
- 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.
- Continued funding of Capital and Maintenance outside of the operating budget with a combination of accumulated retired debt service and the use of Undesignated Fund Balance. This year the total spending plan sits at \$2,057,221, and addresses both Capital Improvements/Maintenance issues as well as Equipment Replacements.
- Also included in Capital is a \$1,500,000 borrowing authorization for continued work on the Littleton Common Smart Sewer design, requiring a 2/3rds authorizing vote. It is estimated that should the design work be approved, there will be a request for construction funding at the Fall Town Meeting, with costs being assessed to property owners through a betterment process. At the time of printing this Town Meeting Booklet the Finance Committee does not have sufficient financial information to make an informed recommendation. We have scheduled a meeting with the Selectmen and the sewer working

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group the week prior to Town Meeting to review the most up to date information, which will hopefully be sufficient for the Finance Committee to vote a recommendation on the article.

- Called out separately within Article 4 are the Field Maintenance costs consolidated into one budget under the direction of the Public Works Director. These costs were reallocated from other department budgets, and do not reflect an increase in spending for this category. Previously those items identified as Field Maintenance Expenses were paid through several operating budgets – to include Highway and Parks & Recreation.

Even with the new staff positions and funding the fire station and Alumni Field inside the levy, due to following our Financial Policies along with the disciplines put in place by our Finance team, we are able to continue the practice of reducing the amount of excluded debt raised, reducing the tax burden for each household. This reduction reduced the single tax rate by 0.19 per thousand for FY 2018. While this reduction may not feel significant, the fact that we were 1) able to do it and 2) made it a priority to do it is significant.

With the likelihood of interest rates rising over the next several years, it remains imperative that the Town continues its focus on maintaining its AAA Bond rating to minimize interest costs to the Town.

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 is what really matters.

Littleton Finance Committee

Gregg Champney – Chairman

Gary Wilson – Vice Chairman

Thomas Porell - Clerk

Betsy Bohling

Fred Faulkner

Allen McRae

Stephen Moore

FY 2019 Budget Summary

	<i>FY 2019</i>	<i>FY 2018</i>	<i>\$ Variance</i>	<i>% Variance</i>
<u>Revenue</u>				
Levy Limit	\$38,412,701	\$36,759,272	\$1,653,429	4.50%
Other Funds				
Undesignated Fund Balance	4,693,880	1,219,509	3,474,371	284.90%
Cherry Sheets - Town State Aid	858,268	845,734	12,534	1.48%
Cherry Sheets - School State Aid	4,572,694	4,565,051	7,643	0.17%
School Department Reserves	1,788,560	2,327,100	(538,540)	-23.14%
Old Articles/Overlay Surplus & Other	622,146	429,988	192,158	44.69%
Other Available Funds	2,095,313	1,626,382	468,931	28.83%
Local Receipts	4,038,116	3,870,518	167,598	4.33%
Total Other Funds	18,668,977	14,884,282	3,784,695	25.43%
Total Revenue/Available Funds	\$57,081,678	\$51,643,554	\$5,438,124	10.53%
<u>Expenses</u>				
Town Operating Budgets	\$8,876,117	\$7,993,376	\$882,741	11.04%
School Appropriation	19,774,190	18,875,890	898,300	4.76%
School Reserve Spending	1,788,560	2,327,100	(538,540)	-23.14%
Technical School Assessments	520,198	453,828	66,370	14.62%
Other Charges, Facilities, Infrastructure	3,116,390	2,833,254	283,136	9.99%
Debt Service	4,485,517	4,382,740	102,777	2.35%
Employee/Retiree Benefits	9,715,380	8,353,416	1,361,964	16.30%
Total Operating Budget	48,276,352	45,219,604	3,056,748	6.76%
Capital Exclusions	-	-	-	-
Total Municipal Budget	48,276,352	45,219,604	3,056,748	6.76%
Capital Plan and Warrant Articles	4,781,332	2,762,596	2,018,736	73.07%
Total Appropriations	53,057,684	47,982,200	5,075,484	10.58%
Other Amounts to be Raised	450,000	227,000	223,000	98.24%
Payments of Previous FY Bills	5,000	5,000	-	-
Fiscal Policy Adjustments	318,542	538,746	(220,204)	-40.87%
Additions to General Stabilization	907,017	337,793	569,224	168.51%
Cherry Sheet Charges Offsets - Town	145,601	138,350	7,251	5.24%
Cherry Sheet Charges Offsets - School	1,597,309	1,560,632	36,677	2.35%
Allowance for Abatements	600,000	853,831	(253,831)	-29.73%
Total Other Amounts	4,023,469	3,661,352	362,117	9.89%
Total Expenditures	\$57,081,153	\$51,643,552	\$5,437,601	10.53%
Net Budget Variance	\$525	\$2		

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 2019 estimated residential property tax levy of \$26,671,288 for the average residential property assessed at \$422,839 its property tax bill is projected to increase by \$222.94 or 2.94% - from \$7,576.99 in FY 2018 to \$7,799.94 in FY 2019—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		-	-
STM-2. FY 2018 Operating Budget Line Item Transfers		-	-
STM-3. Appropriation of Bond Anticipation Note Premium	1,552	-	-
STM-4. Stabilization Fund	647,755	-	-
STM-5. Blended Community Preservation Fund	549,123	-	-
STM-6. Establish Special Injury Leave Indemnity Fund	350,000	-	-
STM-7. Home Rule Petition		-	-
ANNUAL TOWN MEETING			
ATM-1. Town Officers			
ATM-2. Annual Report			-
ATM-3. FY 2019 Revolving Funds	670,000		-
ATM-4. FY 2019 Operating Budget	46,475,799	26,205,524	7,692.57
ATM-5. Debt Exclusion Stabilization for FY 2019 Debt	338,236	(338,236)	(99.29)
ATM-6. FY 2019 Water Enterprise Fund Operating Budget	4,024,533		-
ATM-7. FY 2019 Park/Recreation Enterprise Fund Budget	990,071		-
ATM-8 I-A. Police Patrol Vehicle Replacements	60,965	60,965	17.90
ATM-8 I-B. Police Administrative Vehicle Replacement	67,427	67,427	19.79
ATM-8 I-C. Police Public Safety Radio Maintenance	11,580		-
ATM-8 I-D. Police Vehicle Maintenance	7,500		-
ATM-8 I-E. Police Interior Painting	3,500		-
ATM-8 II-A. Fire Major Equipment Repair	25,000		-
ATM-8 II-B. Fire Protective Clothing Replacement	12,000		-
ATM-8 II-C. Fire Ladder 2 Replacement	200,000	200,000	58.71
ATM-8 II-D. Fire Technical Rescue Equipment	10,000		-
ATM-8 III-A. Highway Major Equipment Repair	18,000		-
ATM-8 III-B. Highway Wide Format Color Printer/Plotter	35,000		-
ATM-8 III-C. Highway Mack 6-Wheel Dump Truck Replace	250,000		-
ATM-8 III-D. Highway Street Signs	20,000		-
ATM-8 IV-A. Schools Technology Chromebooks	135,000	135,000	39.63
ATM-8 IV-B. Schools Resource Materials	100,000	100,000	29.35
ATM-8 IV-C. School AED Devices	6,600		-
ATM-8 IV-D. School Washer-Dryer Replacement	5,000		-

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	<u>Article Amount</u>	<u>Levy Sensitive</u>	<u>Tax Bill Impact</u>
ATM-8 IV-E. School Playgrounds	15,000		-
ATM-8 IV-F. School Lighting Control System	15,000		-
ATM-8 IV-G. School Snow Removal Truck	55,000		-
ATM-8 V-A. Cemetery Leaf Vac Replacement	12,000		-
ATM-8 V-B. Cemetery Property Master Plan	10,000		-
ATM-8 V-C. Cemetery Kubota RTV Utility Vehicle Replace	30,000		-
ATM-8 V-D. Cemetery Niche Structure	39,000		-
ATM-8 VI-A. Library Furnishings Replacement	7,500		-
ATM-8 VII-A. Park & Rec Major Equipment and Repairs	50,000		-
ATM-8 VII-B. Park & Rec Sailboats	10,000		-
ATM-8 VII-C. Park & Rec Open-Air Cinema Equipment	13,000		-
ATM-8 VIII-A. Facility Capital Improvements	431,999	82,838	24.32
ATM-8 VIII-B. Town Building/Space Needs	200,000		-
ATM-8 VIII-C. Town Offices Meeting Room 307 Upgrades	22,600		-
ATM-8 VIII-D. Stormwater MS4 Permit Needs	100,000		-
ATM-8 VIII-E. Mill Pond Dredging	68,550		-
ATM-8 VIII-F. Littleton Common Smart Sewer Design	1,500,000		-
ATM-8 VIII-G. Master Plan	10,000		-
ATM-9. FY 2019 Community Preservation Budget	844,309		-
ATM-10. Fund Collective Bargaining Agreements	57,770	57,770	16.96
ATM-11. Personnel By-law Amendments			-
ATM-12. Stabilization Fund	42,000		-
ATM-13. Capital Stabilization Fund	2,698,502		-
ATM-14. Debt Exclusion Stabilization Fund	242,871		-
ATM-15. Trust Fund Grants	16,800		-
ATM-16. Senior & Veterans Tax Work-Off Programs			-
ATM-17. Use of MassDOT Chapter 90 Funds	397,966		-
ATM-18. Easements for Water Supply			-
ATM-19. Borrowing: New Well Field, Treatment Plant	7,000,000		-
ATM-20. Zoning: Adult Use Marijuana By-law			-
ATM-21. Tax Title Properties, Abutter Lot Sales		-	-
ATM-22. By-law: Plastic Check-out Bags			-
ATM-23. By-law: Historically Significant Building Demolition			-
ATM-24. Borrowing Authorization			-
ATM-25. Compensating Balance Agreement			-
Residential Property Tax Totals		26,571,288	7,799.94



May 7, 2018 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: To be made at town meeting.

Finance Committee and Board of Selectmen recommendations forthcoming.

ARTICLE 2

Board of Selectmen

FY 2018 Line Item Transfers

To see if the Town will vote to amend the FY 2018 Operating Budget, as adopted under Article 4 of the May 1, 2017 Annual Town Meeting and amended by Article 2 of the October 30, 2017 Special Town Meeting, by adjusting budget line items, or to take any other action in relation thereto.

[Article 2 adjusts the FY 2018 operating budget by moving money between line items.]

Motion: To be made at Town Meeting.

Finance Committee and Board of Selectmen recommendations forthcoming.

ARTICLE 3

Board of Selectmen

Appropriation of Bond Anticipation Note Premium

To see if the Town will vote to appropriate all or a portion of (a) \$1,005.67, representing the net premium paid to the Town upon the sale of the Town's \$5,959,000 General Obligation Bond Anticipation Note dated June 9, 2017, and (b) \$546.86, representing the net premium paid to the Town upon the sale of the Town's \$6,832,000 General Obligation Bond dated March 29, 2018, to pay costs of the fire station construction project authorized by the vote of the Town passed by Article 6 of the November 16, 2016 Special Town Meeting, and to reduce the amount appropriated from the Capital Stabilization Account for such project by a like amount, or to take any other action in relation thereto.

[Article 3 allows the Town to apply net premium, previously received on the short term borrowing for the Fire Station project and a permanent bond issue which included Alumni Field, to the permanent bond for the Fire Station that will occur on May 18, 2018. The use of this premium will reduce the total amount the Town needs to bond in May.]

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
Stabilization Fund

To see if the Town will vote to 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 4 would transfer \$647,755 from Free Cash into the Stabilization Fund. That balance would then be expended by the two articles which follow-- \$297,755 for Blended CPA and \$350,000 for police/fire indemnity fund. Such use of Free Cash complies with the Town's financial policy.]

Motion: Moved and seconded by the Board of Selectmen that the Town to transfer from the Undesignated Fund Balance the sum of \$647,755 for Article 4 as printed in the warrant.

Finance Committee and Board of Selectmen support Article 4.

ARTICLE 5
Board of Selectmen / Community Preservation Committee
FY 2018 Appropriations, Stabilization Fund into
Blended Community Preservation Act Fund
[2/3rs vote required]

To see if the Town will vote, pursuant to MGL C.44B, §3b½, to appropriate/transfer to the Community Preservation Fund additional municipal revenues totaling \$523,514 or any other sum, which also increases the base for CPA state matching funds, as follows:

- (1) \$209,405 (40%) to the CPA Open Space Reserve for conservation and passive recreation purposes, of which \$52,880 is 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 \$47,667 is from The Potpourri Group Mitigation Reserve for Appropriation, \$108,858 is from the Stabilization Fund;
 - (2) \$104,703 (20%) to the CPA Community Housing Reserve, of which \$23,790 is from the Reed Meadow Mitigation Reserve for Appropriation, \$26,484 is from The Potpourri Group Mitigation Reserve for Appropriation, and \$54,429 is from the Stabilization Fund;
 - (3) \$104,703 (20%) to the CPA Recreation Reserve, of which \$6,698 is from the Fifteen Great Road Mitigation Reserve for Appropriation, \$43,576 is from The Potpourri Group Mitigation Reserve for Appropriation, and \$54,429 is from the Stabilization Fund;
 - (4) \$78,527 (15%) to the CPA Historic Resources Reserve, of which \$37,705 is from The Potpourri Group Mitigation Reserve for Appropriation, and \$40,822 is from the Stabilization Fund; and
 - (5) \$26,176 (5%) to CPA Undesignated Reserve, of which \$12,568 is from The Potpourri Group Mitigation Reserve for Appropriation, and \$13,608 is from the Stabilization Fund;
- 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. For Fiscal Year 2018, Littleton's 1% CPA surcharge will raise \$274,561, so the Town could deposit up to \$549,123 in additional municipal revenues as the 2% equivalent. By this vote, Littleton would fully

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implement the Blended CPA for a fourth year-in-a-row, qualifying again for maximum CPA state matching funds.

[There is a total of \$251,368 in identified mitigation funds for the Blended CPA: from cell towers for conservation, \$52,880; Potpourri Group mitigation, \$168,000; Reed Meadow, \$23,790; and Fifteen Great Road, \$6,698. This falls \$297,755 short of the maximum the Town could deposit to fully implement the Blended CPA at an equivalent of two percent of the surcharge. That remaining amount would be transferred from the Stabilization Fund (2/3rds vote required).]

Motion: Moved and seconded by the Board of Selectmen that the Town vote, pursuant to MGL C.44B, §3b½, to appropriate/transfer to the Community Preservation Fund additional municipal revenues totaling \$549,123, which also increases the base for CPA state matching funds, as follows:

(1) \$219,649 (40%) to the CPA Open Space Reserve for conservation and passive recreation purposes, of which \$52,880 is 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 \$47,667 is from The Potpourri Group Mitigation Reserve for Appropriation, \$119,102 is from the Stabilization Fund;

(2) \$109,825 (20%) to the CPA Community Housing Reserve, of which \$23,790 is from the Reed Meadow Mitigation Reserve for Appropriation, \$26,484 is from The Potpourri Group Mitigation Reserve for Appropriation, and \$59,551 is from the Stabilization Fund;

(3) \$109,825 (20%) to the CPA Recreation Reserve, of which \$6,698 is from the Fifteen Great Road Mitigation Reserve for Appropriation, \$43,576 is from The Potpourri Group Mitigation Reserve for Appropriation, and \$59,551 is from the Stabilization Fund;

(4) \$82,368 (15%) to the CPA Historic Resources Reserve, of which \$37,705 is from The Potpourri Group Mitigation Reserve for Appropriation, and \$44,663 is from the Stabilization Fund; and

(5) \$27,456 (5%) to CPA Undesignated Reserve, of which \$12,568 is from The Potpourri Group Mitigation Reserve for Appropriation, and \$14,888 is from the Stabilization Fund;

Finance Committee, Board of Selectmen, and Community Preservation Committee support Article 5.

ARTICLE 6

Board of Selectmen

Establish Special Injury Leave Indemnity Fund for Payment of Police Officer, Firefighter Compensation, Medical Bills; Fund from Stabilization Fund

[2/3rds vote required]

To see if the Town will vote to accept the fourth paragraph of section 111F of Chapter 41 of the General Laws, added by the Municipal Modernization Act of 2016, and establish pursuant thereto a special injury leave indemnity fund for payment of police officer and firefighter compensation and medical bills; and further to transfer a sum or sums into said special injury leave indemnity fund from the Stabilization Fund; or to take any other action in relation thereto.

[Article 6 creates and funds a special injury leave indemnification fund for payment of compensation and medical bills for police officers and firefighters injured on duty. \$350,000 would be transferred from Stabilization Fund, which requires a 2/3rds vote of town meeting.]

Motion: Moved and seconded by the Board of Selectmen that the Town vote to accept the fourth paragraph of section 111F of Chapter 41 of the General Laws, added by the Municipal Modernization Act of 2016, and establish pursuant thereto a special injury leave indemnity fund for payment of police officer and firefighter compensation and medical bills; and further to transfer the sum of \$350,000 into said special injury leave indemnity fund from the Stabilization Fund.

Finance Committee and Board of Selectmen support Article 6.

**ARTICLE 7
Board of Selectmen
Home Rule Petition**

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for a special act authorizing the payment of certain retirement, health insurance, and/or other benefits to Fire Fighter Scott Holt; 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 7 files home rule legislation for a special act authorizing the payment of certain retirement, health insurance, and/or other benefits to injured-on-duty Fire Fighter Scott Holt after his retirement. The Town's collective bargaining agreement with the Fire Union has long provided that the Town's obligation to pay hospital and medical expenses for an IOD fire fighter continues after his retirement. Labor Counsel opines that the Town needs to obtain statutory authority for this.]

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 special legislation as set forth below; and to authorize the General Court to 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:

AN ACT GRANTING CERTAIN RETIREMENT BENEFITS TO FIRE FIGHTER SCOTT HOLT

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. Notwithstanding section 7 of chapter 32 of the General Laws or any other general or special law or rule to the contrary, the Middlesex retirement board shall increase the accidental disability retirement allowance payable to Scott Holt, a retired fire fighter of the Town of Littleton, who, as a result of injuries sustained by him while in the performance of his duties, is totally and permanently disabled from further service as a fire fighter. The annual amount of accidental disability retirement allowance payable to Scott Holt shall be fixed at an amount equal to the regular rate of compensation which he would have received had he continued in service as a fire fighter in the Town of Littleton at the grade held by him at the time of his retirement. This increased accidental disability retirement allowance shall end on April 3, 2033, when he turns sixty-five (65) years old, at which time his accidental disability retirement allowance shall revert to an amount equal to what he would be eligible to receive under section 7 of chapter 32 of the General Laws, or upon his death, whichever first occurs. The accidental disability retirement allowance shall be subject to section 91A of chapter 32 of the General Laws.

SECTION 2: The Town agrees to annually reimburse Scott Holt for the remainder of his life for his own Out of Pocket Medical and Drug costs up to a maximum annual amount of \$6,450, adjusted for inflation each year.

SECTION 3. This act shall take effect upon its passage.

Finance Committee and Board of Selectmen support Article 7.



May 7, 2018 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 2019: 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 supports 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 2017 Annual Town Report.

Board of Selectmen supports Article 2.

ARTICLE 3

Board of Selectmen FY 2019 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, 2018 and ending June 30, 2019, 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 2019</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	\$100,000
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

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 2019</i>
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	\$3,000
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	\$46,000
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	\$10,000
Permitting Software	Board of Selectmen	a portion of receipts received from land use permit fees	expenses associated with maintenance fees of permitting software	\$15,000
Police Cruiser Sales	Board of Selectmen	proceeds resulting from the sale/disposal of surplus/retired police vehicles	expenses associated with purchasing Police replacement vehicles	\$25,000
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.]

TOWN OF LITTLETON, MASSACHUSETTS

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 2019 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, 2018, or to take any other action in relation thereto.

[Article 4 is the FY 2019 recommended budget and financing plan reached by the Finance Committee, Board of Selectmen, and School Committee. As shown in the table on page 11 above, the total spending plan for FY 2019 is in balance at \$57,081,153.

[On the Town side, recommended operating budget represents an increase of \$882,741, or 11.04% over FY 2018, to fund Town departments. Staffing increases by one full-time position, with the hiring of a Facilities Director in early 2019, and includes the full fiscal year impact of staffing hired January 2018 – 6 Full Time Paramedics and 1 Full Time Information Technology Support person.

[The School's appropriation increases by \$898,300 or 4.76%. The School Committee plans to augment the \$19,774,190 appropriated in this article with \$1,788,560 from so-called School Revolving Accounts, including "circuit breaker" and "school choice" reserve funds to meet its spending plan.

Included in the total spending plan are \$604,000 in contractually obligated wage increases as well as \$167,800 in Special Education increases and \$120,000 in Transportation cost increases.

[Employee/retiree benefit costs for Town/Schools increase by \$1,361,964 or 16.30%, due primarily to a \$696,376 increase in funding to the Other Post Employment Benefit (OPEB) as part of the plan to move funds from Undesignated Fund Balance to Other Reserves, including OPEB.]

Motion: Moved and seconded by the Finance Committee that the Town vote to raise and appropriate the sum of \$44,594,838, transfer \$522,897 from Undesignated Fund Balance, and transfer from the funds specified herein the sum of \$1,358,064, for a total of \$46,475,799 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, 2018.

	<i>Department</i>	<i>FY2017 Actual</i>	<i>FY2018 Budget</i>	<i>FY2019 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	243,632	294,140	314,541
	Expenses	11,870	12,870	12,870
	MAGIC/MAPC Expense	<u>12,000</u>	<u>12,000</u>	<u>12,000</u>
	Total 122	267,502	319,010	339,411
131	FINANCE COMMITTEE			
	Personal Services	800	700	800
	Expenses	<u>400</u>	<u>500</u>	<u>500</u>
	Total 131	1,200	1,200	1,300

TOWN OF LITTLETON, MASSACHUSETTS

	<i>Department</i>	<i>FY2017 Actual</i>	<i>FY2018 Budget</i>	<i>FY2019 Budget</i>
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	629,216	665,905	721,281
	Expenses	47,625	48,725	49,725
	Audit	<u>40,000</u>	<u>40,000</u>	<u>40,000</u>
	Total 135	716,841	754,630	811,006
151	LEGAL			
	Expenses	<u>250,000</u>	<u>250,000</u>	<u>250,000</u>
	Total 151	250,000	250,000	250,000
155	INFORMATION SYSTEMS			
	Personal Services	93,713	126,034	161,174
	Expenses	<u>303,290</u>	<u>324,000</u>	<u>464,509</u>
	Total 155	397,003	450,034	625,683
161	TOWN CLERK			
	Elected Salaries	71,639	75,628	80,347
	Personal Services	20,251	20,630	21,992
	Expenses	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
	Transfer In - Dog Tax Fund	93,390	97,758	103,839
	Total 161			
162	ELECTIONS & REGISTRATIONS	0	0	0
	Expenses	<u>12,200</u>	<u>8,700</u>	<u>12,200</u>
	Total 162	12,200	8,700	12,200
171	CONSERVATION COMMISSION			
	Personal Services	29,172	33,465	42,831
	Expenses	1,000	1,450	1,450
	Transfer In - Wetland Fund	<u>(8,000)</u>	<u>(8,000)</u>	<u>(8,000)</u>
	Total 171	22,172	26,915	36,281
175	PLANNING BOARD			
	Personal Services	69,456	70,890	75,711
	Expenses	<u>1,175</u>	<u>1,175</u>	<u>1,175</u>
	Total 175	70,631	72,065	76,886
176	APPEALS BOARD			
	Personal Services	5,427	5,730	4,801
	Expenses	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
	Total 176	6,427	6,730	5,801
191	BUILDING/FACILITY EXPENSE			
	Personal Services	62,306	60,220	114,207
	Expenses	<u>420,000</u>	<u>430,000</u>	<u>450,000</u>
	Total 191	482,306	490,220	564,207
193	GENERAL INSURANCE			
	Expenses	<u>375,000</u>	<u>375,000</u>	<u>400,000</u>
	Total 193	375,000	375,000	400,000

TOWN OF LITTLETON, MASSACHUSETTS

	<i>Department</i>	<i>FY2017 Actual</i>	<i>FY2018 Budget</i>	<i>FY2019 Budget</i>
194	EMPLOYEE/RETIREE BENEFITS			
	Expenses	6,150,011	6,970,478	7,344,119
	Other Post Employment Benefits Liability Fund		1,068,500	1,382,938
	Transfer In – Ambulance Fees		(25,200)	(51,714)
	Transfer In - Cable Studio Benefits	<u>0</u>	<u>(150,000)</u>	<u>0</u>
	Total 194	7,193,311	8,151,702	9,654,892
196	TOWN REPORT / TOWN MEETING			
	Expenses		<u>5,000</u>	<u>5,000</u>
	Total 196	5,000	5,000	10,000
197	CABLE STUDIO			
	Personal Services	136,315	143,650	169,670
	Expenses	34,225	34,225	34,225
	Transfer In - Cable Revolving	(57,665)	(50,000)	(60,000)
	Transfer In - Cable Access Fees	<u>(112,875)</u>	<u>(127,875)</u>	<u>(143,895)</u>
	Total 197	0	0	0
210	POLICE / DISPATCH			
	Personal Services	1,771,112	1,868,508	2,020,636
	Expenses	<u>150,421</u>	<u>150,421</u>	<u>150,421</u>
	Total 210	1,921,533	2,018,929	2,171,057
220	FIRE / EMS DEPARTMENT			
	Personal Services	1,041,606	1,231,478	1,502,659
	Expenses	114,588	184,035	239,705
	Transfer In -Ambulance Fees	<u>(300,000)</u>	<u>(500,000)</u>	<u>(500,000)</u>
	Total 220	856,194	915,513	1,242,364
241	BUILDING DEPARTMENT			
	Personal Services	218,703	229,040	286,536
	Expenses	5,060	5,060	6,060
	Transfer In - Inspectional Revolving	<u>(100,186)</u>	<u>(104,000)</u>	<u>(125,000)</u>
	Total 241	123,577	130,100	167,596
300	SCHOOL DEPARTMENT			
	Budget	<u>18,052,362</u>	<u>18,875,890</u>	<u>19,774,190</u>
	Total 300	18,052,362	18,875,890	19,774,190
301	TECHNICAL SCHOOL EXPENSE			
	Expenses	<u>507,219</u>	<u>453,828</u>	<u>520,198</u>
	Total 301	507,219	453,828	520,198
420	HIGHWAY DEPARTMENT			
	Personal Services	781,017	812,803	839,345
	Expenses	370,203	377,790	414,864
	Streetlights	33,000	25,000	25,000
	Wastewater/Stormwater	100,000	105,000	105,000
	B&M Crossing	2,808	2,808	2,808
	Gasoline	<u>125,000</u>	<u>125,000</u>	<u>125,000</u>
	Total 420	1,412,028	1,448,401	1,512,017

TOWN OF LITTLETON, MASSACHUSETTS

	<i>Department</i>	<i>FY2017 Actual</i>	<i>FY2018 Budget</i>	<i>FY2019 Budget</i>
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>633,100</u>	<u>711,000</u>	<u>720,000</u>
	Total 422	633,100	711,000	720,000
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	103,819	103,565	106,007
	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	77,722	77,468	79,910
510	HEALTH DEPARTMENT			
	Personal Services	24,424	25,785	21,602
	Expenses	2,587	2,587	2,587
	Assessment - Nashoba BOH	25,000	25,000	25,000
	Assessment - Nashoba Nursing	9,500	9,500	9,500
	Assessment - Eliot Clinic	4,000	4,000	4,000
	Assessment - SANS Program	12,000	12,500	12,000
	Animal Inspector	<u>2,450</u>	<u>2,450</u>	<u>2,450</u>
	Total 510	79,961	81,822	77,139
541	ELDER AND HUMAN SERVICES			
	Personal Services	116,748	192,328	198,925
	Expenses	<u>13,921</u>	<u>22,921</u>	<u>23,921</u>
	Total 541	130,669	215,249	222,846
543	VETERANS SERVICES			
	Personal Services	7,500	7,500	7,500
	Expenses	1,515	1,560	1,560
	Veteran Benefits	<u>175,000</u>	<u>185,000</u>	<u>185,000</u>
	Total 543	184,015	194,060	194,060
610	REUBEN HOAR LIBRARY			
	Personal Services	448,820	469,464	506,184
	Expenses	91,798	102,163	114,403

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	<i>Department</i>	<i>FY2017 Actual</i>	<i>FY2018 Budget</i>	<i>FY2019 Budget</i>
	Merrimack Valley Assessment	34,596	36,157	37,500
	Transfer In - Library Trust Fund	<u>(13,000)</u>	<u>(13,000)</u>	<u>(13,000)</u>
	Total 610	562,214	594,784	645,087
630	PARK AND RECREATION DEPT			
	Recreation Enterprise Subsidy	<u>121,643</u>	<u>171,670</u>	<u>211,110</u>
	Total 630	121,643	171,670	211,110
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	3,119,897	2,933,602	3,710,448
720	SHORT TERM DEBT	1,038,447	1,449,139	775,070
	Transfer In - Self Help Grant	(17,000)	0	0
	Transfer In - Wastewater Settlement	(17,274)	(17,274)	(17,274)
	Transfer In - Oak Hill Cell Tower	(33,269)	(32,269)	(31,269)
	Transfer In - Newtown Hill Cell Tower	(38,648)	(37,448)	(36,248)
	Transfer In - Bond Premium	(49,600)	(45,526)	(25,349)
	Transfer In - Community Preservation	(194,823)	(51,138)	(90,556)
	Transfer In - Light Department	<u>(147,084)</u>	<u>(140,378)</u>	<u>(133,088)</u>
	Total 700	4,058,708	4,151,734	4,151,734
	FUNDING SUMMARY			
	Net Budgets	39,891,987	42,892,505	46,475,799
	Transfers In	<u>(1,204,521)</u>	<u>(1,418,519)</u>	<u>(1,358,064)</u>
	Total Appropriated Budgets	38,687,466	41,473,986	45,117,735

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

ARTICLE 5

Board of Selectmen

Use of Debt Exclusion Stabilization Fund for FY 2019 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 2 1/2, an amount of up to \$338,236.39 to apply to pay for excluded debt service for the fiscal year beginning July 1, 2018, or to take any other action in relation thereto.

[Article 5 uses funds from the Debt Exclusion Stabilization Fund to reduce the cost of debt passed onto property taxpayers for capital projects excluded from Proposition 2½, including the Middle School, which was recently refinanced in FY 2018, and its debt costs further reduced. Use of stabilization funds requires a two-thirds vote of town meeting]

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 2019 Water Enterprise Fund Operating Budget

To see if the Town will vote to appropriate \$4,024,533 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, 2018 (*detail below*), or to take any other action in relation thereto.

I. Water Enterprise Revenues	FY 2018	FY 2019
User Charges	\$3,464,735	\$3,677,608
Other Departmental Revenue	0	78,300
Enterprise Available Funds	0	268,625
Investment Income	0	0
Total Revenues	\$3,464,735	\$4,024,533
II. Costs Appropriated for the Enterprise Fund		
Salaries and Wages	\$862,050	\$893,000
Expenses	1,277,950	1,423,340
Capital Outlay – Equipment	60,000	75,000
Capital Outlay – Improvements	552,000	766,000
Reserve Fund	160,000	200,000
Debt Principal and Interest	507,205	667,193
Budgeted Surplus	45,530	0
Total Costs Appropriated for Enterprise Fund	\$3,464,735	\$4,024,533
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	\$3,464,735	\$4,024,533

[Article 6 funds the Water Enterprise Fund for FY 2019. The Water Department's budget request is an increase from FY 2018. The budget reflects a 3.33% water rate increase effective July 1, 2018, 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 development of the new Cobb's well site. There is no General Fund subsidy for the Water Enterprise Fund, which is fully funded by water revenues. Water Enterprise Fund free cash balance for 7/1/17 is estimated at \$1,000,000, of which \$268,625 is proposed to be applied to FY 2019. The water enterprise fund free cash balance was \$814,285 on 7/1/16; \$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 2019 Park, Recreation & Community Education Enterprise Fund Operating Budget**

To see if the Town will vote to appropriate \$990,071 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, 2018 (*detail below*), or to take any other action in relation thereto.

I. PRCE Enterprise Revenues	FY 2018	FY 2019
User Charges	\$815,107	\$746,271
Transfer In from Recreation Fund	0	0
Transfer In from General Fund	171,670	193,300
Enterprise Available Funds	0	50,000
Investment Income	500	500
Total Revenues	\$987,277	\$990,071
II. Costs Appropriated for the Enterprise Fund		
Salaries and Wages	\$371,330	\$392,380
Expenses	492,738	523,691
Transfer to General Fund – Field Maintenance	26,000	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	47,209	0
Total Costs Appropriated for Enterprise Fund	\$987,277	\$990,071
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	\$987,277	\$990,071

[Article 7 funds the FY 2019 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 2019, the general fund subsidy for PRCE is \$193,300, which covers the salaries and benefits of both the director and assistant director. PRCE Enterprise Fund free cash balance for 7/1/17 is estimated at \$300,000, of which \$50,000 is proposed to be applied to FY 2019. The free cash balance was \$226,049 on 7/1/16; \$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 2019 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 - \$60,965 to be expended by the Police Department for replacement of one police patrol vehicle with a Ford Police Inceptor.

[This the purchase 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 - \$67,427 to be expended by the Police Department for replacement of one unmarked police administrative vehicle.

[This funds the purchase one police administrative vehicle either a sedan or SUV to replace an eight-year-old vehicle. Also includes full replacement of now outdated equipment for the administrative vehicle.]

- C. Police Public Safety Radio Maintenance - \$11,580 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 repair and maintenance of all public safety radios and outlying infrastructure, equipment worth more than one million dollars.]

- 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 purchase of seventy-five pursuit-rated tires for the Police Department's fleet.]

- E. Interior Painting - \$3,500 to be expended by the Police Department to repaint the interior squad room and offices at Littleton Police Department Headquarters.

[This funds interior painting upkeep in several of the offices, public areas and squad room of the police headquarters building, which is now nine years old and new paint is needed in these areas.]

II. FIRE DEPARTMENT

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

[This 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 - \$12,000 to be expended by the Fire Department for the fifth year of an annual replacement program for turnout gear.

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[This allows the Fire Department to purchase six 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.]

- C. Ladder 2 Replacement - \$200,000 to be expended by the Fire Department as a local match for a grant application submitted to the FEMA Assistance to Firefighters Grant program to replace a 1988 Seagrave Ladder truck at a total cost of \$1,250,000.

[This funds the local match towards a federal grant application for a new aerial / ladder truck for the Fire Department to replace a 1988 ladder truck, which has reached its useful service life. The 1988 equipment is becoming increasingly expensive to repair. No longer supported by the manufacturer, parts procurement is difficult. With continuing hydraulic problems, it has the potential to become a safety hazard for department personnel.]

- D. Technical Rescue Equipment - \$10,000 to be expended by the Fire Department for confined space rescue equipment.

[This funds necessary equipment for the Fire Department to facilitate initial rescue efforts for confined spaces, such as private treatment plants at a growing number of facilities in Littleton.]

III. HIGHWAY DEPARTMENT

- A. Highway Major Equipment Repair - \$18,000 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. Wide Format Color Plotter/Scanner - \$35,000 to be expended by the Highway Department to purchase equipment to digitize existing paper plans.

[This funds the purchase of a wide format plotter/scanner. This machine will be used to digitize all the paper plans within the DPW. This machine will be used to print project bid documents as well as color maps for departmental use.]

- C. Mack 6 Wheel Dump Truck Replacement - \$250,000 to be expended by the Highway Department to Replace a 1992 Mack 6 Wheel Dump Truck with Plow/Attachments.

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

- D. Street Sign Replacements - \$20,000 to be expended by the Highway Department to Replace Street Signs should new speed limits be adopted per the 10/30/17 STM Article 15 passage.

[This funds the purchase and installation of new street signs around town should new speed limits be adopted.]

IV. SCHOOLS

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

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[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. AED Devices – \$6,600 to be expended by the School Committee for four automated external defibrillator (AED) devices for the High School fields and track.

[This funds replacements for AED Devices that have reached end of life, and purchase and installation of two additional AED devices, one for the outside Track Accessibility at the Russell Street School, and one outside at Littleton High School near the fields for users of those facilities.]

- D. Washer/Dryer replacement - \$5,000 to be expended by the School Committee to purchase and install new washer/dryer equipment at the High School.

[This funds a commercial / industrial grade machine to replace the residential grade washing machine and dryer at the High School in the maintenance department used to wash mops, cleaning cloths, and general maintenance items.]

- E. Playgrounds - \$15,000 to be expended by the School Committee to purchase mulch needed for the Shaker and Russell Street playgrounds.

[This funds additional approved engineered playground mulch on the playgrounds and near the play equipment at both the Shaker Lane and Russell Street Playgrounds.]

- F. Lighting Control System - \$15,000 to be expended by the School Committee for replacement of the High School parking lot and external lighting control system.

[This funds replacement of the light control panel at the High School. This panel controls the outside and exterior lighting at the High School and has reach end of life with parts not available for repairs.]

- G. Snow Removal Truck - \$55,000 to be expended by the School Committee to replace a School-owned plow truck.

[This funds replacement of a 2004 Ford pickup truck due to age, high mileage and overall poor condition of the vehicle. The Truck is used to plow sidewalk and parking lot areas, as well as moving equipment around the district as needed.]

V. CEMETERY

- A. Leaf Vac replacement - \$12,000 to be expended by the Cemetery Commission for the replacement of a 1993 Giant-Vac leaf vacuum.

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[This funds the replacement of a 1993 Giant-Vac leaf vacuum. This machine is used to remove leaves in the cemetery.]

- B. Property Master Plan - \$10,000 to be expended by the Cemetery Commission to develop a master plan of the property donated by Charlotte Hartwell for future build out.

[This funds the development of a master plan for future buildout of the cemetery. This project will develop a phasing sequence to allow for future planning and development as the cemetery continues to grow.]

- C. Kubota RTV Utility Vehicle Replacement - \$30,000 to be expended by the Cemetery Commission to replace the existing 2004 utility vehicle.

[This funds the replacement of a 2004 utility vehicle. This vehicle is used year round for general maintenance and use around the cemetery. This vehicle is also used for snow clearing during the winter months.]

- D. Niche Structure - \$39,000 to be expended by the Cemetery Commission to design and construct a niche structure for cremated remains.

[This funds the design and construction of a niche structure that will house cremated remains. The structure will give people another option for interment of remains. The structure will be located on the cemetery grounds so people will be able to visit anytime.]

VI. LIBRARY

- A. Furnishings replacement - \$7,500 to be expended by the Library Trustees for the replacement of worn and damaged furnishings.

[This funds replacement shelving systems, staff furniture, and patron study tables and seating for the Reuben Hoar Library.]

VII. 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.]

- B. Sailboats - \$10,000 to be expended by the Park and Recreation Commission to purchase Sunfish sailboats for sailing programs.

[This funds purchase and delivery of two new sailboats by Summer 2018, allowing PRCE to expand the youth sailing summer program and add an adult sailing program at Long Lake. PRCE's program is now certified with US Sailing.]

- C. Open-Air Cinema Equipment - \$13,000 to be expended by the Park and Recreation Commission to purchase projection and technical equipment to facilitate an open-air cinema location.

[This funds equipment for free outdoor movies to be offered to the community by PRCE, including weekly family movie nights beginning Summer 2018. Currently, equipment is rented. Owning the equipment would allow for more events to be held.]

VIII. FACILITIES AND INFRASTRUCTURE

- A. Facility Capital Improvements Recommendations – \$431,999 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 envelope, building systems, IT/security building infrastructure, interior finishes, and building site/grounds issues. The sum includes \$177,000 for highway administration/garage roof repairs, and \$20,000 to be used for the roof replacement on the salt shed.]

- B. Town Building Space Needs - \$200,000 to be expended by the Board of Selectmen to address Town building space needs.

[The Board of Selectmen has established a Town Building & Space Needs Analysis Working Group comprised of two Selectmen, two citizens at-large, and one member of each of the following boards: 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. Town Offices Meeting Room 307 Upgrades- \$22,600 transferred from the LCTV PEG Access and Cable Related Fund, to be expended by Littleton Community Television and the Permanent Municipal Building Committee for HD camera upgrades to Town Offices Meeting Room 307.

[This funds video equipment upgrades for the third floor meeting room in the Town Offices, using Public/Education/Government (PEG) access funds from cable subscribers.]

- D. Stormwater MS4 Permit Needs - \$100,000 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 Board of Selectmen for a third year of funding to address compliance issues with new MS4 Stormwater Permit.

[This implements requirements of the Town's MS4 (municipal stormwater) permit for the U.S. Environmental Protection Agency which is scheduled to take effect July 1, 2018. Projects for FY 2019 include public education and outreach, outfall inventory and screening, drainage system mapping, catchment investigations, and wet weather outfall monitoring. The Clean Lakes Committee has recommended \$300,000 in Spectacle Pond cell tower funds be made available for MS4 implementation costs over three years- \$100,000 per year. FY 2019 is year three. Use of cell tower funds helps ensure that project costs are not borne by the property taxes or new user fees.]

- E. Mill Pond Dredging - \$68,550 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

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Lakes Committee as part of the Town's share of the Federally funded project, estimated at \$3,000,000.

[This funds the second half of the Town's remaining financial obligation for feasibility study costs to dredge Mill Pond. The Town is only responsible for these costs pending the successful outcome of the feasibility study, which is currently underway.]

- F. Littleton Common Smart Sewer Design - \$1,500,000 to be expended by the Board of Selectmen to pay costs of design to sewer the Littleton Common area, including the payment of all costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Selectmen, is authorized to borrow said amount under and pursuant to M.G.L. c. 44, §7(7) or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor. The Selectmen are authorized to determine and assess betterments upon all properties benefited by these improvements. In accordance with M.G.L. c. 44, §20, the premium received by the Town upon the sale of any bonds or notes authorized by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to pay project costs and the amount authorized to be borrowed pursuant to this vote shall be reduced by the amount of any such premium so applied.



Art. 8. VIII-F. Littleton Common Smart Sewer Design - Study Area.

[This item-- which requires a two-thirds vote of town meeting for borrowing-- funds \$1.5-million for design of the initial phase of the proposed Littleton Common Smart Sewer, including a community water and energy resource center (CWERC), groundwater discharge site, pipe network infrastructure, and necessary right of way reconstruction.

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[The Smart Sewer is a limited collection system and small treatment facility, serving a targeted area without encouraging sprawl, focusing on the Littleton Common commercial area to support best use of properties that cannot thrive on septic systems. [Benefits of the Smart Sewer include: advanced treatment returns high quality effluent for water reuse (irrigation, etc.) and to recharge aquifer; recharge preserves local water balance between basins; CWERC recovers renewable energy (thermal and electric) from sewer and trucked wastes, for localized use, and provides local disposal of grease and food wastes, and reduces greenhouse gas/carbon footprint (e.g. trucking). [The costs of the Smart Sewer would be borne by sewer users through betterment assessments, user fees, and connection costs paid by owners of property hooking up to the sewer. As a property owner itself, the Town of Littleton and its taxpayers would be responsible for costs for the Town Offices / Library on Shattuck Street, Police Station on Great Road, Fire Station and Houghton Memorial Building on Foster Street, Highway/LELWD on Ayer Road, Littleton High School on King Street, and Littleton Middle and Russell Street Schools on Russell Street. [Construction funding for a first phase would be sought at the Fall 2018 Special Town Meeting. If approved, project construction could start late 2019 with first connections in early 2021. More at <https://www.littletonma.org/departments-public-works/smart-sewer>]

- G. Master Plan - \$10,000 to be expended by the Planning Board for needs associated with implementation of the Town's Master Plan.

[This funds Planning Board's efforts to develop zoning amendments to address the top one or two priority Master Plan implementation items in FY 2019.]

Motion 1: Moved and seconded by the Board of Selectmen that the Town vote to raise and appropriate \$704,070; transfer \$191,150 from the funds named herein and \$1,162,001 from the Undesignated Fund Balance; for a total of \$2,057,221, for capital projects and purchases itemized and described in Article 8, Sections I to VII, and Items A to E and Item G in Section VIII, as printed in the warrant.

Finance Committee, Board of Selectmen, and School Committee support Article 8, Sections I to VII, and Items A to E and Item G in Section VIII.

Motion 2: Moved and seconded by the Board of Selectmen that the Town vote to approve Article 8, Item VIII-F, Littleton Common Smart Sewer Design, as printed in the warrant. [2/3rd vote required: borrowing.]

Board of Selectmen, Board of Health, Board of Electric Light and Water Commissioners, Planning Board, Economic Development Committee and Master Plan Implementation Committee support Article 8, Item VIII-F. Finance Committee recommendation forthcoming.

ARTICLE 9
Community Preservation Committee
FY 2019 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 2019 Community Preservation Budget, to appropriate or reserve from FY 2019 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. Administrative Expenses - \$5,000 from FY 2019 CPA Surcharge;

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2. Debt Service for Prior Issues – \$90,388 from FY 2019 CPA Surcharge, of which \$75,988 is for Open Space and \$14,400 is for Historic Preservation;
3. Open Space Reserve - \$37,352 to Open Space Reserve from FY 2019 CPA Surcharge;
4. Community Housing Reserve - \$37,352 to Community Housing Reserve from FY 2019 CPA Surcharge;
5. Undesignated Reserve - \$9,167 to Undesignated Reserve from FY 2019 CPA Surcharge;
6. Regional Housing Services - \$5,000 from FY 2019 CPA Surcharge for Community Housing;
7. Parks & Recreation Bathhouse Construction at Long Lake property - \$400,000, of which \$56,670 is from FY 2019 CPA Surcharge for Recreation and \$343,330 is transferred from Recreation Fund Balance;
8. Cemetery Liberty Square Monument - \$9,900 from FY 2019 CPA Surcharge for Historic Resources; and
9. Acquisition of Baker Homestead, 12 Robinson Road - \$250,000, of which \$32,370 is from FY 2019 CPA Surcharge for Historic Resources and \$217,630 is from Historic Resources Fund Balance, for the acquisition by gift, purchase, or eminent domain of a fee simple or lesser interest in the so-called Baker Homestead, a parcel of land approximately 0.836 acres, more or less, together with all flowage rights and easements and subject to all well rights and easements appurtenant thereto, located at 12 Robinson Road, Littleton, Massachusetts, as described in a certain deed recorded in the Middlesex South District Registry of Deeds in Book 7912, Page 106 and shown as Assessors Parcel U07 15 0, a copy of which map is on file in the Office of the Town Clerk; to provide that said parcel shall be under the care, custody, management and control of the Board of Selectmen and held for the purposes of historic preservation under M.G.L. Chapter 44B; to authorize the Board of Selectmen to delegate management of said parcel to a nonprofit organization created under M.G.L. Chapter 180 or M.G.L. Chapter 203 in accordance with M.G.L. Chapter 44B, Section 12(b); to direct the Board of Selectmen to grant a perpetual historic preservation restriction in said parcel meeting the requirements of M.G.L. Chapter 44B, Section 12 and M.G.L. Chapter 184, Sections 31-33; and to authorize the Board of Selectmen to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town to effectuate, or further the purposes of, said acquisition.
or to take any other action in relation thereto.

[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.

[Regional housing services would continue to be used to monitor and maintain affordable units on the Town's subsidized housing inventory.

[Park & Recreation would undertake a construction project for its bathhouse at Long Lake, to consolidate the snack shack, restrooms, lifeguard office, and boat and dock storage into one building; address subsurface disposal needs, and provide a shelter space for beach goers, camps, and other community programs in the case of inclement weather.

[The Historical Commission would conserve and rehabilitate monuments (3) and gravestones (13) at the town's Old Burying Ground and at Liberty Square.

[The Community Preservation Committee recommends the Town acquire the Baker Homestead property at 12 Robinson Road for \$250,000. An historic preservation deed restriction approved by the Massachusetts Historical Commission would be placed on the



*Art. 9. Baker Homestead, 12 Robinson Road
May 7, 2018 Annual & Special Town Meetings*

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property. The Board of Selectmen would be authorized to delegate management of the property to a non-profit organization. A two-thirds vote is required for this disposition of land. [See summary of FY 2019 Community Preservation Fund activity, below.]

Community Preservation Revenues	283,349	1% Surcharge			10%	28,335.00		
	40%	20%	15%		20%	5%	100%	
	Open Space	Historic	Housing	Admin	Recreation	Undesignated	TOTAL	
6/30/2018 Estimated Ending Balance	241,060.93	375,430.81	451,690.01	22,895.53	401,689.68	183,657.35	1,676,424.31	
2019 Revenue Allocation	113,340.00	56,670.00	42,502.00	5,000.00	56,670.00	9,167.00	283,349.00	
TOTAL AVAILABLE	354,400.93	432,100.81	494,192.01	27,895.53	458,359.68	192,824.35	1,959,773.31	
Community Preservation Expenses	Open Space	Historic	Housing	Admin	Recreation	Undesignated	TOTAL	
Administrative Expenses				5,000.00			5,000.00	
Yapp Debt OS	12,800.00						12,800.00	
Houghton Debt HR		14,400.00					14,400.00	
Cobb Debt OS	22,688.00						22,688.00	
Williams Property Debt OS	40,500.00						40,500.00	
PRCE Bathhouse					400,000.00		400,000.00	
Cemetery Liberty Square Monument		9,900.00					9,900.00	
Regional Housing Services			5,000.00				5,000.00	
Robinson Rd - House		250,000.00					250,000.00	
TOTAL Expenses	75,988.00	274,300.00	5,000.00	5,000.00	400,000.00	-	760,288.00	
Adjusted Balances	278,412.93	157,800.81	489,192.01	22,895.53	58,359.68	192,824.35	1,199,485.31	
2019 Budget - from Surcharge	Open Space	Historic	Housing	Admin	Recreation	Undesignated	TOTAL	
Administrative Expenses				5,000.00			5,000.00	
Debt Service for Prior Issues	75,988.00	14,400.00				-	90,388.00	
Regional Housing Services			5,000.00				5,000.00	
PRCE Bathhouse					56,670.00		56,670.00	
Cemetery Liberty Square		9,900.00					9,900.00	
Baker Homestead		32,370.00					32,370.00	
To Open Space Reserve	37,352.00						37,352.00	
To Housing Reserve			37,502.00				37,502.00	
To Undesignated Reserve						9,167.00	9,167.00	
TOTAL Expenses from 2019 surcharge	113,340.00	56,670.00	42,502.00	5,000.00	56,670.00	9,167.00	283,349.00	
2019 Budget - from Reserves	Open Space	Historic	Housing	Admin	Recreation	Undesignated	TOTAL	
PRCE Bathhouse					343,330.00		343,330.00	
Baker Homestead		217,630.00					217,630.00	
TOTAL Expenses from Reserves	-	217,630.00	-	-	343,330.00	-	560,960.00	
Total All Appropriations	113,340.00	274,300.00	42,502.00	5,000.00	400,000.00	9,167.00	844,309.00	

Art. 9. FY 2019 Community Preservation Budget

Motion 1: Moved and seconded by the Community Preservation Committee that the Town vote to approve the appropriations and reserves itemized and described in Article 9, Items 1 to 8, as printed in the warrant.

Community Preservation Committee, Finance Committee, Board of Selectmen, Park & Recreation Commission, and Historical Commission support Article 9, Items 1 to 8.

Motion 2: Moved and seconded by the Community Preservation Committee that the Town vote to approve Article 9, Item 9, Acquisition of Baker Homestead, 12 Robinson Road, as printed in the warrant. [2/3rd vote required: disposition of land.]

Community Preservation Committee, Board of Selectmen, Historical Commission, Master Plan Implementation Committee, and Cultural Council support Article 9, Item 9. Finance Committee recommendation forthcoming.

ARTICLE 10
Board of Selectmen
Fund Collective Bargaining Agreements

To see if the Town will vote to raise and appropriate or transfer from available funds a sum or sums of money for the purpose of funding any new collective bargaining agreements between the Town and its employee unions, or to take any other action in relation thereto.

[Article 10 funds the first year of collective bargaining agreements reached with the Town's police, fire, highway, and dispatch unions. Agreements reached by the date of town meeting will be presented for funding.]

Motion: Moved and seconded by the Board of Selectmen that the Town vote to raise and appropriate the following sums necessary to fund the cost items contained in collective bargaining agreements reached between the Town and its employee unions:

<i>Collective Bargaining Agreement</i>	<i>Department/Budget</i>	<i>Amount</i>
AFSCME Council 93, Local 1703	Highway	\$13,800

Board of Selectmen supports Article 10. Finance Committee recommendation forthcoming.

ARTICLE 11
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; or to take any other action in relation thereto.

[Article 11 amends the classification and compensation plans for non-union Town employees for FY 2019 by implementing a salary study for permanent full- and part-time employees and applying a two-percent adjustment to salary schedules.]

Motion: Moved and seconded by the Personnel Board that the Town 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 §33-21. HOLIDAYS by replacing item B and adding item C as follows:
 - B. If such holiday falls on a Saturday, the preceding Friday will be observed as a holiday for those departments who are not staffed on Saturday. If the holiday falls on a Sunday, the holiday will be observed on the following Monday for those departments not open on a Sunday.
 - C. If an employee is on vacation and a holiday falls within the vacation time period, the employee will not be required to use a vacation day for the holiday. If an employee is not scheduled to work the day the department closes for the holiday, the employee will be entitled to one floating holiday to be used during the same pay period, when possible, but not later than thirty (30) days from the holiday.

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2. By amending Schedule A, by implementing a salary study and by applying a 2 percent (2%) salary schedule adjustment effective July 1, 2018, so that said schedule read as follows:

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
Employees										
1	\$15.99 \$33,387.12	\$16.39 \$34,222.32	\$16.80 \$35,078.40	\$17.22 \$35,955.36	\$17.65 \$36,853.20	\$18.09 \$37,771.92	\$18.54 \$38,711.52	\$19.00 \$39,672.00	\$19.48 \$40,674.24	\$19.97 \$41,697.36
2	17.11 35,725.68	17.54 36,623.52	17.98 37,542.24	18.43 38,481.84	18.89 39,442.32	19.36 40,423.68	19.84 41,425.92	20.34 42,469.92	20.85 43,534.80	21.37 44,620.56
3	18.31 38,231.28	18.77 39,191.76	19.24 40,173.12	19.72 41,175.36	20.21 42,198.48	20.72 43,263.36	21.24 44,349.12	21.77 45,455.76	22.31 46,583.28	22.87 47,752.56
4	19.59 40,903.92	20.08 41,927.04	20.58 42,971.04	21.09 44,035.92	21.62 45,142.56	22.16 46,270.08	22.71 47,418.48	23.28 48,608.64	23.86 49,819.68	24.46 51,072.48
5	20.96 43,764.48	21.48 44,850.24	22.02 45,977.76	22.57 47,126.16	23.13 48,295.44	23.71 49,506.48	24.30 50,738.40	24.91 52,012.08	25.53 53,306.64	26.17 54,642.96
6	22.43 46,833.84	22.99 48,003.12	23.56 49,193.28	24.15 50,425.20	24.75 51,678.00	25.37 52,972.56	26.00 54,288.00	26.65 55,645.20	27.32 57,044.16	28.00 58,464.00
7	24.00 50,112.00	24.60 51,364.80	25.22 52,659.36	25.85 53,974.80	26.50 55,332.00	27.16 56,710.08	27.84 58,129.92	28.54 59,591.52	29.25 61,074.00	29.98 62,598.24
8	25.68 53,619.84	26.32 54,956.16	26.98 56,334.24	27.65 57,733.20	28.34 59,173.92	29.05 60,656.40	29.78 62,180.64	30.52 63,725.76	31.28 65,312.64	32.06 66,941.28
9	27.61 57,649.68	28.30 59,090.40	29.01 60,572.88	29.74 62,097.12	30.48 63,642.24	31.24 65,229.12	32.02 66,857.76	32.82 68,528.16	33.64 70,240.32	34.48 71,994.24
10	30.37 63,412.56	31.13 64,999.44	31.91 66,628.08	32.71 68,298.48	33.53 70,010.64	34.37 71,764.56	35.23 73,560.24	36.11 75,397.68	37.01 77,276.88	37.94 79,218.72
11	34.01 71,012.88	34.86 72,787.68	35.73 74,604.24	36.62 76,462.56	37.54 78,383.52	38.48 80,346.24	39.44 82,350.72	40.43 84,417.84	41.44 86,526.72	42.48 88,698.24
Senior Management										
12	40.13 83,791.44	41.13 85,879.44	42.16 88,030.08	43.21 90,222.48	44.29 92,477.52	45.40 94,795.20	46.54 97,175.52	47.70 99,597.60	48.89 102,082.32	50.11 104,629.68
13	47.35 98,866.80	48.53 101,330.64	49.74 103,857.12	50.98 106,446.24	52.25 109,098.00	53.56 111,833.28	54.90 114,631.20	56.27 117,491.76	57.68 120,435.84	59.12 123,442.56
14	53.03 110,726.64	54.36 113,503.68	55.72 116,343.36	57.11 119,245.68	58.54 122,231.52	60.00 125,280.00	61.50 128,412.00	63.04 131,627.52	64.62 134,926.56	66.24 138,309.12
15	59.39 124,006.32	60.87 127,096.56	62.39 130,270.32	63.95 133,527.60	65.55 136,868.40	67.19 140,292.72	68.87 143,800.56	70.59 147,391.92	72.35 151,066.80	74.16 154,846.08

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

P/T Communications Officer

LCTV – Video Production Coordinator

GRADE 6

Administrative Assistant – Building

Administrative Assistant – Conservation

Administrative Assistant – Human Resources

Administrative Assistant – Parks & Recreation

Administrative Clerk – Collector / Clerk

Senior Library Technician

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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 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 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
 Planning Administrator/Permit Coordinator
 Police Lieutenant*
 Tax Collector
 Town Clerk**
 Town Engineer
 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.*

3. By amending Schedules B, B-1, B-2, and D, effective July 1, 2018, by applying a 2 percent (2%) salary schedule adjustment so that said schedules read as follows:

SCHEDULE B

On-Call Meeting Clerk, \$12.61; Election Warden, \$17.92

SCHEDULE B-1, Other Employees

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
1 hourly	\$12.00	\$12.24	\$12.48	\$12.73	\$12.98
2 hourly	\$15.00	\$15.30	\$15.61	\$15.92	\$16.24

GRADE 1
 COA Dispatcher

GRADE 2
 COA Van Driver

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SCHEDULE B-2, Temporary/Seasonal Employees

GRADE	STEP 1	STEP 2	STEP 3	STEP 4
1 hourly	\$14.62	\$14.91	\$15.21	\$15.51
2 hourly	\$15.64	\$15.95	\$16.27	\$16.60
3 hourly	\$16.74	\$17.07	\$17.41	\$17.76
4 hourly	\$17.90	\$18.26	\$18.63	\$19.00

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	\$11.22					
2 hourly	\$15.16	\$15.46	\$15.77	\$16.09	\$16.41	\$16.74
3 hourly	\$15.76	\$16.08	\$16.40	\$16.73	\$17.06	\$17.40
4 hourly	\$16.39	\$16.72	\$17.05	\$17.39	\$17.74	\$18.09
5 hourly	\$16.87	\$17.21	\$17.55	\$17.90	\$18.26	\$18.56
6 hourly	\$17.38	\$17.73	\$18.08	\$18.44	\$18.81	\$19.19
7 hourly	\$17.90	\$18.26	\$18.63	\$19.00	\$19.38	\$19.77
8 hourly	\$18.44	\$18.81	\$19.19	\$19.57	\$19.96	\$20.36
9 hourly	\$19.00	\$19.38	\$19.77	\$20.17	\$20.57	\$20.98
10 hourly	\$19.19	\$19.57	\$19.96	\$20.36	\$20.77	\$21.19
11 hourly	\$21.00					

On-Call Stipend \$4.00/hour

GRADE 1

On-Call Probationary Firefighter or EMT

GRADE 2

No positions assigned

GRADE 3

On-Call Firefighter

On-Call EMT

GRADE 4

On-Call Firefighter/EMT

GRADE 5

No positions assigned

GRADE 6

No positions assigned

GRADE 7

On-Call Firefighter/EMT (Firefighter I/II or advanced EMT certification)

GRADE 8

On-Call Lieutenant

GRADE 9

On-Call Captain

GRADE 10

On-Call Deputy Chief

GRADE 11

Per Diem Firefighter/Paramedic

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

4. By partially amending Schedule C Park & Recreation Department as follows:

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SCHEDULE C, Park & Recreation Department

GRADE 1

Program Aide I

Camp Junior Counselor

Snack Hut Attendee

GRADE 2

Program Aide II

Lifeguard I

Junior Sailing Instructor

Maintenance Technician

GRADE 3

Camp Senior Counselor

GRADE 4

Intern

Junior Guard Coordinator

Snack Hut Manager

GRADE 5

Camp Lead I

Lifeguard II

Water Safety Instructor

Sailing Instructor

GRADE 6

Camp Lead II

Program Coordinator

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

Personnel Board and Board of Selectmen support Article 11. Finance Committee forthcoming.

**ARTICLE 12
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, \$42,000 needs to be added this year. The resulting balance in this fund would be \$2,230,377 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 \$42,000 for Article 11 as printed in the warrant.

Finance Committee and Board of Selectmen support Article 12.

**ARTICLE 13
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

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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, \$35,000) be appropriated annually into the Capital Stabilization fund. This article adds \$2,698,502 bringing the fund balance to \$3,128,482.]

Motion: Moved and seconded by the Board of Selectmen that the Town vote to transfer from the Undesignated Fund Balance the sum of \$2,698,502 for Article 13 as printed in the warrant.

Finance Committee and Board of Selectmen support Article 13.

ARTICLE 14
Board of Selectmen
Debt Exclusion 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 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, so called; said fund as authorized by Chapter 40, Section 5B of the General Laws; or to take any other action in relation thereto.

[Since excluded debt costs can be added to a property tax bill beyond the limits of Proposition 2½, defraying those costs by use of this Debt Exclusion Stabilization Fund would reduce the cost of debt passed onto property taxpayers. Article 14 would add \$242,871 to the fund, with a resulting balance of \$698,578 as of 6/30/19, and one year to our target, now set at FY 2025.]

Motion: Moved and seconded by the Board of Selectmen that the Town vote to transfer from the Undesignated Fund Balance the sum of \$242,871 for Article 14.

Finance Committee and Board of Selectmen support Article 14.

ARTICLE 15
Board of Selectmen/ Trust Fund Commissioners
Trust Fund Grant

To see if the Town will vote to transfer \$16,800 in Trust Funds for the following purposes and costs related thereto; or to take any other action in relation thereto.

(1) LHS Innovation Center - \$12,800 to the Littleton School Department for the furniture, fixtures, equipment, and construction costs related to Phase III of the renovations to the Littleton High School Innovation Center, from the following Trust Funds: M.H. Kimball Fund, \$9,000; J. Goldsmith Fund, \$300; \$C. Hildreth Fund, \$2,500; L. Johnson Fund, \$500; and L.H. Zappy Fund, \$500;

(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 15 funds an innovative center for Littleton High School 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 15 as printed in the warrant.

Trust Fund Commissioners, Finance Committee, and Board of Selectmen support Article 15.

ARTICLE 16
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. This year, the senior citizens program has 95 participants; the veterans program, 9 participants.]

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

Finance Committee, Board of Selectmen and Council on Aging support Article 16.

ARTICLE 17
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.

[Article 17 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 2019, Littleton will receive \$397,966 in Chapter 90 funds from a \$200-million statewide bond issue. Littleton received \$397,288 last year, and \$395,107 the year before.]

Motion: Moved and seconded by the Board of Selectmen that the Town vote to appropriate funds available in the amount of \$397,966 for authorized road improvements and other projects provided for under Chapter 90 of the General Laws.

Finance Committee and Board of Selectmen support Article 17.

[ARTICLES REQUIRING SUPERMAJORITY VOTE]

ARTICLE 18
Water Commissioners
Easements for Water Supply
[2/3rds vote required]

To see if the Town will vote to acquire any and all easements necessary to protect, permit and operate the three public water supply wells located at Cobbs Pond, or to take any other action in relation thereto.

[Article 18 authorizes the Board of Water Commissioners to acquire water supply protection easements on those portions of properties within a 400-foot radius of the three public water supply wells located at Cobbs Pond. The acquisition of the water supply protection easements is required by the Massachusetts Department of Environmental Protection for the approval of the Cobbs Pond public water supply wells.]

Motion: Moved and seconded by the Board of Water Commissioners that the Town vote to approve Article 18 as printed in the warrant.

Board of Water Commissioners, Finance Committee, and Board of Selectmen support Article 18.

ARTICLE 19

Water Commissioners

Borrowing: New Well Field & Water Treatment Plant at Whitcomb Ave.

[2/3rds vote required]

To see if the Town will vote to borrow a sum or sums of money for the purpose of funding a new well field and water treatment plant at Whitcomb Avenue for the Town of Littleton Water Department, and that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow said sum under and pursuant to Chapter 44, Section 8(5), of the General Laws, or pursuant to and any other enabling authority, and to issue bonds or notes of the Town therefor, and further, that although the borrowing authorized by this vote must constitute a general obligation of the Town pursuant to Chapter 44 of the General Laws, it is the intention of the Town that the repayment of any borrowing authorized hereunder shall, in the first instance, be made from water system revenues. In accordance with M.G.L. c. 44, §20, the premium received by the Town upon the sale of any bonds or notes authorized by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to pay project costs and the amount authorized to be borrowed pursuant to this vote shall be reduced by the amount of any such premium so applied. Or to take any other action in relation thereto.

[Article 19 would fund a new well field and water treatment plant at the existing Whitcomb Avenue site, with total borrowing not to exceed \$7,000,000. The purpose of this project is to increase the amount of water withdrawal to meet increased water demand, and treat the water for iron and manganese. The current Whitcomb Ave. well field water production cannot keep up with current and future demand, and is not treated. This new well field and treatment plant will ensure that all drinking water in Littleton is treated. Needs 2/3rds vote for borrowing]

Motion: Moved and seconded by the Board of Water Commissioners that the Town vote to appropriate and borrow the sum of \$7,000,000 for Article 19 as printed in the warrant.

Board of Water Commissioners, Finance Committee, and Board of Selectmen support Article 19.

ARTICLE 20

Planning Board / Board of Selectmen

Zoning Amendment: Adult Use Marijuana By-law

[2/3rds vote required]

To see if the Town will vote to amend the Zoning Bylaw as follows:

1. By amending the definition of MARIJUANA in Article II, Definitions, Section 173-2, so that said definition reads as follows:

MARIJUANA – Means marijuana as defined in MGL c.94G, §1, 935 CMR 500 et seq. and 105 CMR 725 et seq.

2. By inserting in Article II, Definitions, Section 173-2, the following in appropriate alphabetical order:

CANNABIS – See MARIJUANA.

CRAFT MARIJUANA COOPERATIVE – Means a Marijuana Cultivator comprised of residents of the Commonwealth and organized as a limited liability company, limited liability partnership, or cooperative corporation under the laws of the Commonwealth, and

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which is licensed to cultivate, obtain, manufacture, process, package and brand cannabis or marijuana products to transport marijuana to Marijuana Establishments, but not to consumers.

MARIJUANA CULTIVATOR – Means an entity licensed to cultivate, process and package marijuana, to transfer marijuana to Marijuana Establishments, but not to consumers.

MARIJUANA ESTABLISHMENT – Means a Marijuana Cultivator, Craft Marijuana Cooperative, Marijuana Product Manufacturer, Marijuana Retailer, Marijuana Testing Laboratory, Marijuana Research Facility, Marijuana Transporter, or any other type of licensed marijuana-related business, except a Medical Marijuana Treatment Center.

MARIJUANA ESTABLISHMENT AGENT – Means a board member, director, employee, executive, manager, or volunteer of a Marijuana Establishment, who is 21 years of age or older. Employee includes a consultant or contractor who provides on-site services to a Marijuana Establishment related to the cultivation, harvesting, preparation, packaging, storage, testing, or dispensing of marijuana.

MARIJUANA FOR ADULT USE – Means Marijuana and Marijuana products that are not designated and restricted for use by, and for the benefit of, Qualifying Patients in the treatment of Debilitating Medical Conditions as defined in 105 CMR 725 et seq.

MARIJUANA TESTING LABORATORY – Means either an independent testing laboratory or a standard testing laboratory that is licensed by the Cannabis Control Commission to test cannabis or marijuana products in compliance with 935 CMR 500.

MARIJUANA MICRO-BUSINESS — Means a colocated Marijuana Establishment that can be either a Tier 1 Marijuana Cultivator or Product Manufacturer or both, in compliance with the Cannabis Control Commission’s operating procedures for each license; provided, however, that a Micro-Business that is a Marijuana Product Manufacturer may purchase no more than 2,000 pounds of marijuana per year from other Marijuana Establishments.

MARIJUANA PRODUCT MANUFACTURER — Means an entity licensed to obtain, manufacture, process and package cannabis or marijuana products and to transfer these products to other Marijuana Establishments, but not to consumers.

MARIJUANA RESEARCH FACILITY – Means an entity licensed to engage in research projects by the Commission.

MARIJUANA RETAILER – Means an entity licensed to purchase and transport cannabis or marijuana product from Marijuana Establishments and to sell or otherwise transfer this product to Marijuana Establishments and to consumers.

MARIJUANA TRANSPORTER – Means an entity that is licensed to purchase, obtain, and possess cannabis or marijuana product solely for the purpose of transporting, temporary storage, sale and distribution to Marijuana Establishments, but not to consumers. Marijuana Transporters may be an Existing Licensee Transporter or Third Party Transporter.

3. By deleting from Article V, Section 173-22.A.(2) the words “and” where they appear, and inserting after the words “Registered Marijuana Dispensary Overlay Districts” the following:
and Adult Use Marijuana Retail Overlay District.

4. By deleting Article XXVIII, Temporary Moratorium on Marijuana Establishments, and inserting in place thereof, the following:

Article XXVIII, Adult Use Marijuana Establishments

§173-194. Purpose

A. To provide for Marijuana Establishments in suitable locations and under strict conditions.

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- B. To regulate the siting, design, placement, operation, safety, monitoring, modification and removal of any Marijuana Establishment that may be located within the Town.
- C. To minimize the adverse impacts of any Marijuana Establishment on the Town, nearby properties, residential neighborhoods, schools and other places where minors congregate, local historic districts, and other land uses incompatible with said establishments.
- D. To limit the overall number of Marijuana Retailers that may be located within the Town to an appropriate amount, which shall not exceed the minimum number of Marijuana Retailers that are required by M.G.L. c.94G to be allowed within the Town absent a ballot vote.
- E. To establish that on-premises consumption shall not be permitted unless the Town votes to authorize on-premises consumption pursuant to M.G.L. c.94G, §3.

§173-195. Applicability.

- A. The commercial cultivation, production, processing, manufacturing, packaging, testing, retail or wholesale trade, distribution, transporting, dispensing, researching and studying of Marijuana for Adult Use is prohibited unless permitted as a Marijuana Establishment under this Article XXVIII.
- B. No Marijuana Establishment shall be established except in compliance with the provisions of this Article XXVIII.
- C. Nothing in this Article XXVIII shall be construed to supersede federal and state laws governing the sale and distribution of narcotic drugs; nor shall any special permit issued pursuant to this Article XXVIII supersede federal, state or local laws.
- D. Where not expressly defined in Section 173-2, all terms used herein shall be as defined in MGL C. 94G and 935 CMR 500 et seq.

§173-196. Siting.

- A. The Adult Use Marijuana Retail Overlay District is hereby established as an overlay district as shown on the map entitled “Adult Use Marijuana Establishment Overlay District-Retail” dated March 27, 2018, on file with the Town Clerk and hereby made a part of this chapter. A Marijuana Retail Establishment may be sited within this Overlay District only, subject to all of the provisions of this Article.
- B. The following classes of Marijuana Establishments may be sited within the Industrial A and Industrial B Districts only, subject to all of the provisions of this Article:
 - (1) Marijuana Cultivator;
 - (2) Craft Marijuana Cooperative;
 - (3) Marijuana Product Manufacturer;
 - (4) Marijuana Research Facility;
 - (5) Marijuana Testing Laboratory;
 - (6) Marijuana Transporter; and
 - (7) Marijuana Micro-business.

§173-197. Limitations on Marijuana Retailers.

- A. The number of Marijuana Retailers within the Town shall not exceed the minimum number that are required by M.G.L. c.94G, §3(a)(2)(ii) to be allowed within the Town absent a ballot vote.
- B. All Marijuana Establishments are prohibited from delivering cannabis or marijuana products to consumers, and from offering cannabis or marijuana products for consumption on the premises of a Marijuana Establishment.

§173-198. Administration and Procedure.

- A. A Marijuana Establishment may be allowed in locations set forth in 173-196 by special permit from the Planning Board (the “SPGA”) in accordance with M.G.L. c.40A, §9, only subject to the procedures, regulations, requirements, conditions and limitations set forth herein. Only an applicant holding a valid

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license from the Cannabis Control Commission issued pursuant to M.G.L. c.94G and 935 CMR 500 et. seq., is eligible to apply for a special permit pursuant to this Article.

- B. Applicants for a special permit pursuant to this Article XXVIII are strongly encouraged to meet with the SPGA at a public meeting to discuss the proposed application for a new Marijuana Establishment and to discuss in general terms of the proposed Marijuana Establishment prior to the formal submission of an application.
- C. In addition to the standard Special Permit Application form, an applicant for a special permit under this Article shall also submit the following:
 - (1) A copy of the final, executed Host Community Agreement (“HCA”) between the applicant and the Town of Littleton.
 - (2) A written description of the status of its application to the Cannabis Control Commission relative to the establishment at issue, or a copy of such license, as applicable.
 - (3) A list of any waivers of regulations that the applicant seeks to obtain from the Cannabis Control Commission, or a copy of any such waivers that the Commission has issued to the applicant, as applicable.
 - (4) Copies of all policies and procedures approved by the Cannabis Control Commission including without limitation the Marijuana Establishment’s operating and safety procedures, or copies of such policies and procedures that the applicant intends to submit to the Commission, as applicable.
 - (5) For applications for a Marijuana Cultivator, a Craft Marijuana Cooperatives, or a Marijuana Micro-Business, information demonstrating that the applicant has considered the following factors in its design and its operating plan:
 - i. Identification of potential energy use reduction opportunities (such as natural lighting and energy efficiency measures), and a plan for implementation of such opportunities;
 - ii. Consideration of opportunities for renewable energy generation, including, where applicable, submission of building plans showing where energy generators could be placed on the site, and an explanation of why the identified opportunities were not pursued, if applicable;
 - iii. Strategies to reduce electric demand (such as lighting schedules, active load management, and energy storage); and
 - iv. Engagement with energy efficiency programs offered pursuant to M.G.L. c.25, §21, or through the Littleton Light Department.
 - (6) The quantity and source or sources of all marijuana and marijuana products that will be sold at the proposed Marijuana Establishment, as applicable.
 - (7) The quantity of marijuana and marijuana products that will be cultivated, processed, manufactured, packaged, transported, tested, or studied at the Marijuana Establishment, as applicable.
 - (8) Written statement confirming that no marijuana or marijuana products will be smoked, burned, or consumed on the premises as part of the cultivation, manufacturing, testing or researching operations, as applicable, or a statement explaining how any such uses have been authorized by the Commission.
 - (9) Names and addresses of each owner of the Marijuana Establishment, and where the owner is a business entity, the names and address of each owner of that establishment.
 - (10) If applicable, a copy of the Applicant’s Articles of Organization, a current Certificate of Legal Existence from the Commonwealth, and the most recent annual report.
 - (11) Copies of all licenses and permits issued to the Applicant by the Commonwealth of Massachusetts and any of its agencies.

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- (12) Evidence that the applicant has site control and the right to use the proposed site as a Marijuana Establishment. Such evidence shall be in the form of a deed, purchase and sale agreement, lease, or other legally binding document.
 - (13) In addition to what is otherwise required to be shown on a site plan pursuant to Article IV, the applicant shall provide details showing all exterior proposed security measures for the premises, including but not limited to lighting, fencing, gates and alarms to ensure the safety of employees and patrons and to protect the premises from theft or other criminal activity. The site plan shall further delineate various areas of the Marijuana Establishment (indoors and outdoors) such as public access areas, employee only access areas, storage, cultivation, preparation, waste disposal, administrative, transportation, loading and parking areas. Site plans and/or application narrative shall contain sufficient information so that the SPGA can evaluate the design and operational standards contained in this Article XXVIII.
 - (14) Certification to the SPGA that the applicant has filed copies of the special permit application as required by §173-198.D.
- D. Upon the filing of the special permit application with the SPGA, the Applicant shall simultaneously deliver copies of the full application to the Board of Selectmen, the Building Commissioner, the Board of Health, the Police Department and the Fire Department.

§173-199 Special Permit Requirements.

- A. No Marijuana Establishment shall be located within 500 feet of any lot containing a school; licensed child care facility; public park, playground, athletic field or other public recreational land or facility; any use or facility where persons under the age of 18 commonly congregate to participate in scheduled or structured activities; religious facility; drug or alcohol rehabilitation facility; correctional facility, halfway house or similar facility; or any other non-located Marijuana Establishment or RMD. For purposes of this section, distances shall be measured in a straight line from the nearest point of the property line in question to the nearest point of the property line where the Marijuana Establishment is or will be located.
- B. The SPGA may reduce the minimum distance requirement in Section 173-198.A as part of the issuance of a special permit in the following instances only:
 - (1) Issuance of a special permit for a Marijuana Establishment collocated with an existing RMD.
 - (2) Renewal of a special permit for an existing Marijuana Establishment where the use described in Section 173-198.A has been established after issuance of the original special permit.
 - (3) Change of permit holder for an existing Marijuana Establishment where the use described in Section 173-198.A has been established after issuance of the original special permit.
- C. Marijuana Establishment that seeks to expand or alter its operations so as to come within a new class or sub-class of Marijuana Establishment, as identified 935 CMR 500.050(d), shall obtain a new special permit prior to undertaking such expansion or alteration.
- D. The SPGA shall not issue any special permit that would cause the Town to exceed the limits on Marijuana Retailers set forth in §173-197.
- E. An RMD licensed under 105 CMR 725 et seq., and that holds a special permit pursuant to Article XXVII shall obtain a new special permit prior to converting to a Marijuana Establishment or commencing any operations regulated by M.G.L. c.94G and 935 CMR 500 et seq.
- F. No smoking, burning, or consumption of any marijuana product shall be permitted at any Marijuana Establishment, except as may be authorized by 935 CMR 500 et seq for purposes of cultivation, testing, research, or manufacturing.
- G. All shipping and receiving areas shall serve the Marijuana Establishment exclusively. In the case of a multi-use or multi-tenant site, the Marijuana Establishment shall be laid out and designed to ensure separation from other uses or tenants at the site.

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- H. The Marijuana Establishment shall have adequate water supply, stormwater systems, sewage disposal, and surface and subsurface drainage.
- I. Adequate lighting, including night lighting that provides for monitoring or building and site security, including those measures to prevent diversion of marijuana and marijuana products cultivated outdoors.
- J. A Marijuana Retailer shall post at a conspicuous location at the public entrance a sign that states “Only individuals 21 years of age or older, unless in possession of a registration card issued by the MA Department of Public Health.” The required text shall be a minimum of two inches in height. Signage shall otherwise be limited to that which is permitted under 935 CMR 500 et. seq. and the Town’s sign bylaw.
- K. The Marijuana Establishment shall provide and keep up to date contact information as required by the Chief of Police and Building Commissioner such as name, telephone number and electronic mail address of a contact person who must be available 24 hours a day, seven days a week.
- L. No special permit shall be issued unless the applicant has executed a Host Community Agreement with the Town in accordance with M.G.L. c.94G, §3.
- M. No special permit shall be issued until the Applicant has held a community outreach hearing consistent with the Commission’s Guidance for License Applicants on Community Outreach and 935 CMR 500.101(1)(a)(9) or (2)(b)(7), unless the proposed use is exempt from the hearing requirement under the regulations.

§173-200. Special Permit Approval Criteria.

The SPGA may issue a special permit for a Marijuana Establish only if it finds that the project satisfies the requirements of §173-7.C, this Article XXVIII, and the following additional special permit criteria:

- A. The Marijuana Establishment is fully permitted by all applicable agencies within the Commonwealth of Massachusetts and is in compliance with all State laws and regulations; provided, however, that issuance of a valid license pursuant to M.G.L. c.94G may be a condition of the special permit.
- B. The proposed use is designed to minimize any adverse impacts on the on the residents of the Town;
- C. For a Marijuana Retail Establishment, there shall be a secure indoor area for all customers.
- D. The Marijuana Establishment adequately addresses issues of vehicular and pedestrian traffic, circulation and parking, especially during peak periods at the facility, and adequately mitigates the impacts of vehicular and pedestrian traffic on neighboring uses.

§173-201. Special Permit Conditions.

- A. In addition to compliance with M.G.L. c.94G, and 935 CMR 500 et seq., the SPGA may impose reasonable conditions to improve site design, traffic flow, public safety, water quality, air quality, protection of significant environmental resources and the preservation of community character of the surrounding area including, without limitation, the following:
 - (1) Minimization of the impacts of increased noise and traffic.
 - (2) Imposition of security precautions related to the high value of products and case transactions.
 - (3) Deterring the presence of unauthorized or ineligible persons at, or near, the Marijuana Establishment.
 - (4) Imposition of measures to prevent diversion of marijuana and marijuana products.
 - (5) Conditions related to the design and construction of the facility to improve safety, security and conformance with community character.
 - (6) Conditions, consistent with the State Building Code, relating to energy efficiency and conservation.
- B. The SPGA shall include conditions concerning the following in any special permit granted pursuant to this Article:
 - (1) Hours of operation, including dispatch for any home delivery.
 - (2) Compliance with the Host Community Agreement.

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- (3) The submission of a copy of the license from the Cannabis Control Commission with the SPGA and the Building Commissioner prior to the issuance of a building permit, certificate of occupancy, or commencement of use, whichever occurs first.
- (4) The reporting of any incidents to the Building Commissioner as required pursuant to 935 CMR 500.110(7) within 24 hours of their occurrence. Such reports may be redacted as necessary to comply with any applicable state or federal laws or regulations.
- (5) The reporting of any cease and desist order, quarantine order, suspension order, limiting sales order, notice of hearing or final action by the Cannabis Control Commission or the Division of Administrative Law Appeals, as applicable, regarding the Marijuana Establishment to the Building Commissioner within 48 hours of the applicant's receipt.
- (6) Copies of all reports submitted to any state agency, including, but not limited to, the reports required by 935 CMR 500.105(10)(d) describing the establishment's liability insurance coverage and the annual security system audits required by 935 CMR 500.110(8) shall be submitted to the SPGA within 5 business days of submission to the State. Such reports may be redacted as necessary to comply with any applicable state or federal laws or regulations.
- (7) Documentation to the SPGA that each Marijuana Establishment Agent has completed training regarding the proper handling of marijuana prior to performing job functions. Such documentation must be provided to the Board within 5 business days of the completion of such training. Annually, the establishment shall provide documentation to the SPGA and the Board of Selectmen that all Marijuana Establishment Agents have received at least eight hours of on-going training.

C. The issuance of a special permit pursuant to this Article shall also be subject to the following:

- (1) The special permit shall expire within five (5) years of the date of issue. If the applicant wishes to renew the special permit, an application to renew must be submitted at least 120 days prior to the expiration of the special permit
- (2) Special permits shall be limited to the original applicant(s) and shall expire on the date the special permit holder ceases operation of the Marijuana Establishment.
- (3) The holder of a special permit shall annually file an affidavit with the Building Commissioner demonstrating that it is in good standing with respect to its license from the Cannabis Control Commission and any other applicable State licenses.
- (4) The holder of a special permit shall notify the Building Commissioner and the SPGA in writing within 48 hours of the cessation of operation of the Marijuana Establishment or the expiration or termination of the permit holder's license from the Department of Public Health.
- (5) Special permits shall lapse upon the expiration or termination of an applicant's license from the Cannabis Control Commission.

173-202. No Accessory Use Marijuana Establishments.

Use of property as a Marijuana Establishment shall necessarily be deemed a principal use for purposes of the Zoning Bylaw, and shall be permitted exclusively in accordance with this Article XXVIII. No Marijuana Establishment may be allowed within Town on the basis that such use qualifies as a permissible accessory use.

or to take any other action in relation thereto.

[Article 20 would amend the Zoning By-laws relative to recreational / non-medical / adult use marijuana. This proposed zoning bylaw amendment would delete Article XXVIII, a temporary moratorium on marijuana establishments through December 31, 2018, and define the locations where the various categories of adult use marijuana establishments, including adult use marijuana retail, cultivation, testing, delivery, and processing may be located, and the strict

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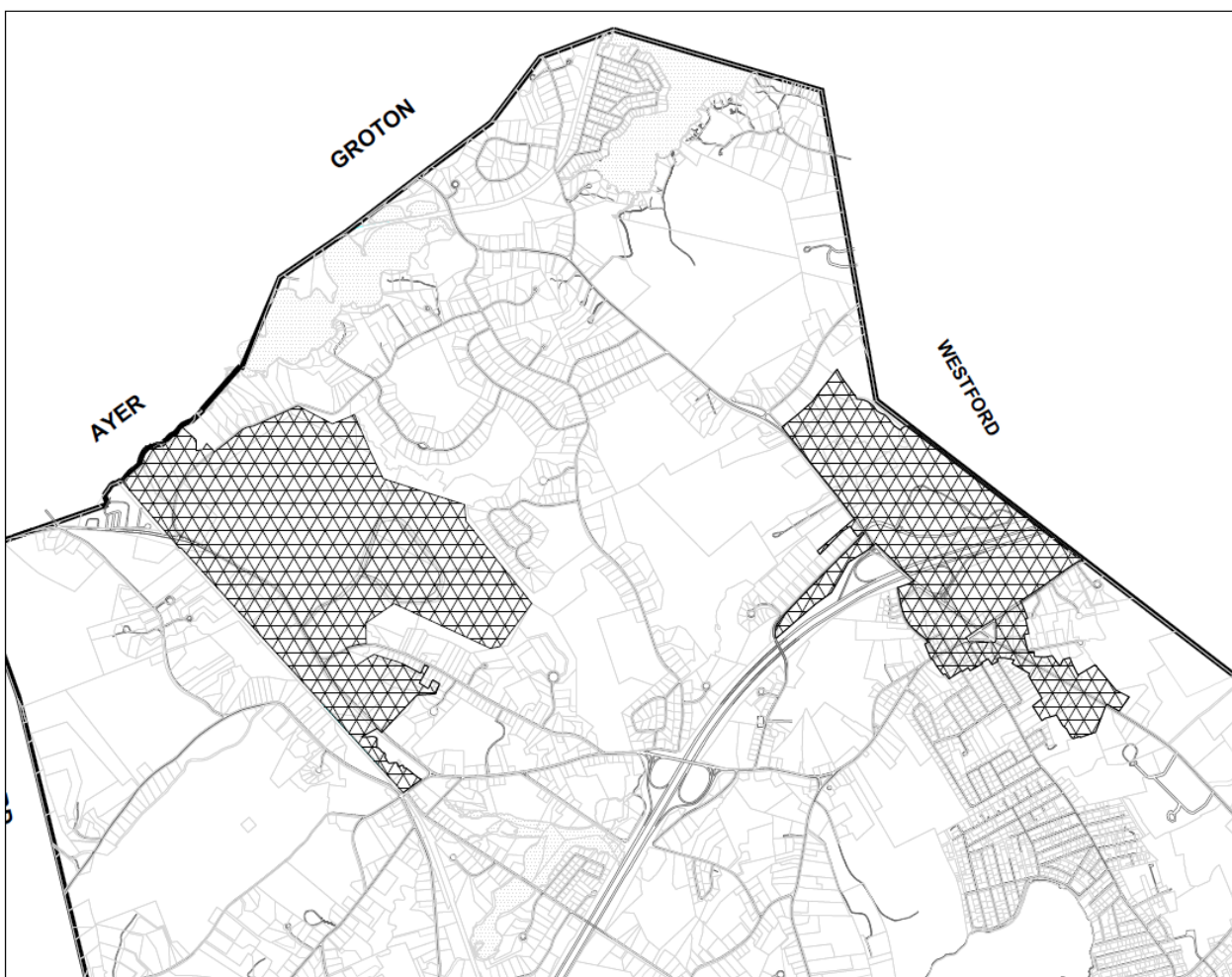
conditions and permitting requirements applicable for such uses. Marijuana cultivation, product manufacturing, testing, and similar uses could be approved by Special Permit from the Planning Board only within existing Industrial A and Industrial B Districts. A marijuana retail establishment could be approved by Special Permit from the Planning Board only within the Adult Use Marijuana Establishment Overlay District-Retail shown on the map dated March 27, 2018, shown below.

[Littleton voters approved the November 2016 statewide ballot Question 4 to legalize recreational marijuana by a margin of 54.4% (3,233) to 45.6% (2,713). Absent a further town election on a ballot question to prohibit or limit recreational marijuana here, state law authorizes 2 marijuana retailers for Littleton. The calculation is 20% of the number of package store alcohol licenses issued locally, rounded up to the nearest whole number, per the Cannabis Control Commission ($7 \times 0.2 = 1.4$, rounded up to 2).

[The Planning Board conducted a public hearing on this proposed zoning amendment on April 5, 2018 and vote to recommend the article.]

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

Planning Board and Board of Selectmen support Article 20.



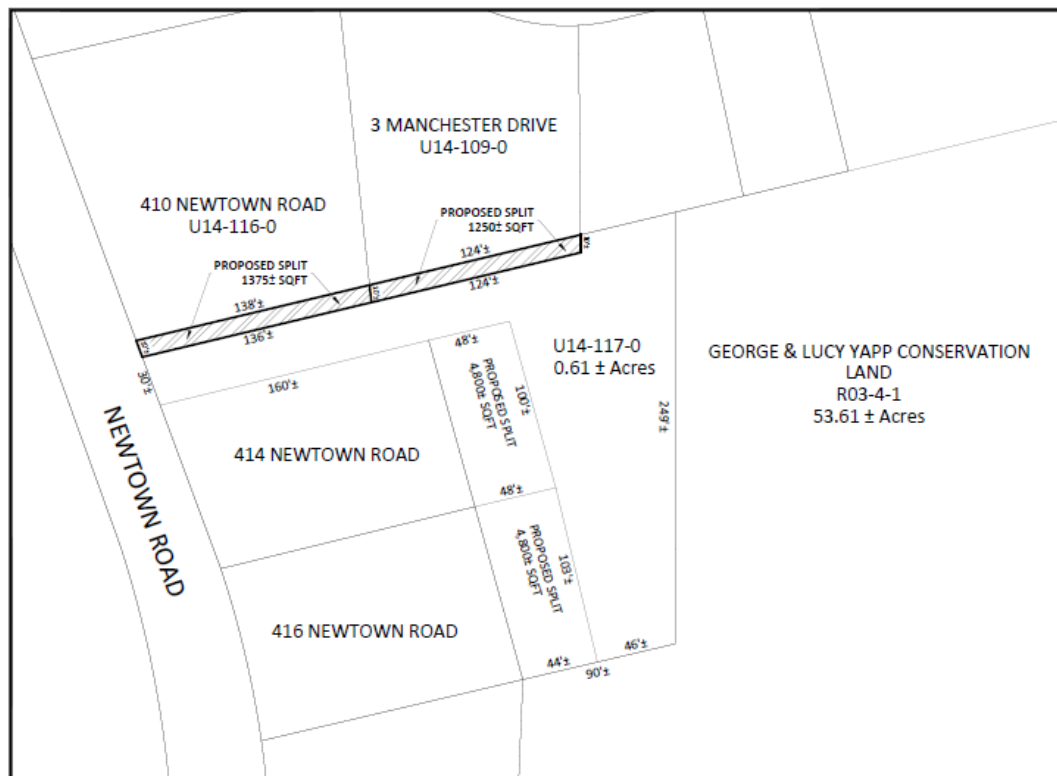
Art. 20. Zoning Amendment: Adult Use Marijuana By-law

ARTICLE 21
Board of Selectmen
Tax Title Properties, Abutter Land Sales, Conservation
[2/3rds vote required]

To see if the Town will vote to add the following properties to the “Tax Title Abutter Lot Sales Program” established by Article 10 of the November 14, 2011 Special Town Meeting: (A) an up to 1,250 square-foot portion of tax title parcel U14-117-0 on Newtown Road abutting 3 Manchester Drive; and (B) an up to 1,375 square-foot portion of said parcel U14-117-0 abutting 410 Newtown Road; and, further, to transfer the care, custody, management and control of the remainder of tax title parcel U14-117-0 to the Conservation Commission for open space purposes, and provided further that either of the parcels described in (A) and (B) above or in Article 11 of the October 30, 2017 Special Town Meeting that remain in the Town’s possession as of December 31, 2018 shall automatically be transferred to the care, custody, management and control of the Conservation Commission for open space purposes, or to take any other action in relation thereto.

[Article 21 would add two parcels carved out of a Town-owned tax title property on Newtown Road to the Tax Title Abutter Lot Sales Program established to give abutting property owners a chance to acquire a vacant parcel, improve their current parcel and encourage private ownership and maintenance of land that is not suitable for development. This article would also transfer to the Conservation Commission the remainder of that Newtown road property which abuts the George and Lucy Yapp Conservation Land.]

Motion: Moved and seconded by the Board of Selectmen that the Town vote to approve Article 21 as printed in the warrant.
Board of Selectmen and Conservation Commission support Article 21.



Art. 21 Newtown Road Tax Title

[OTHER ARTICLES, INCLUDING ROUTINE AUTHORIZATIONS & REAUTHORIZATIONS]

ARTICLE 22

Voter Petition

Town By-law Amendment: Plastic Check-out Bag Reduction

To see if the Town will vote to amend the Town Code by adding a new Chapter 140 for the purposes of regulating the distribution of plastic bags at retail establishments and promoting the use of recyclable and reusable bags, or to take any other action in relation thereto.

Chapter 140: Plastic Check-Out Bag Reduction.

Section I Findings and Purpose

Plastic check-out bags have a significant impact on the marine and terrestrial environment, including but not limited to: 1) harming marine and terrestrial animals through ingestion and entanglement; 2) polluting and degrading the terrestrial and marine environments; 3) clogging storm drainage systems; 4) creating a burden for solid waste disposal and recycling facilities; 5) requiring the use of non-renewable fossil-fuel in their composition. Studies have shown that even alternative “compostable” or “biodegradable” bags require very specific and controlled conditions in order to biodegrade, and have potentially negative environmental effects similar to conventional plastic bags. Such bags should therefore be subject to the same restrictions as conventional plastic check-out bags.

The purpose of this Bylaw is to protect the Town’s unique natural beauty and irreplaceable natural resources by reducing the number of single-use plastic check-out bags that are distributed in the Town of Littleton and to promote the use of reusable bags.

Section II Definitions

The following words shall, unless the context clearly requires otherwise, have the following meanings:

- a. “Check-out bag” shall mean a bag provided by a store to a customer at the point of sale. Check-out bags shall not include bags, whether plastic or not, in which loose produce or products are placed by the consumer to deliver such items to the point of sale or check out area of the store.
- b. “Department” shall mean the Littleton Health Department.
- c. “Health Agent” shall mean the Health Agent for the Littleton Board of Health or his/her designee.
- d. “Recyclable paper bag” shall mean a paper bag that is 100% recyclable, contains at least 40% post-consumer recycled content, contains no old growth fiber, and displays in a visible manner on the outside of the bag (1) the word “recyclable” or a symbol identifying the bag as recyclable and (2) a label identifying the bag as being made from post-consumer recycled content and the percentage of post-consumer recycled content in the bag.
- e. “Reusable Check-out bag” shall mean a sewn bag with stitched handles that is specifically designed for multiple reuse and that (1) is machine washable; and (2) is made of natural fibers (such as cotton or linen).
- f. “Retail Establishment” shall mean any business facility, whether for profit or not for profit, that sells goods directly to the consumer, including, but not limited to, retail stores, restaurants, pharmacies, convenience and grocery stores, liquor stores, seasonal and temporary businesses.

Section III Regulated Conduct

- a. No Retail Establishment in the Town of Littleton shall provide Plastic Check-Out Bags to customers.
- b. If a Retail Establishment provides or sells Check-out Bags to customers, the bags must be one of the following: 1. Recyclable paper bag; or 2. Reusable Check-out bag.

Section IV Exemption: Thin-film plastic bags typically without handles which are used to contain dry cleaning, newspapers, produce, meat, bulk foods, wet items, and other similar merchandise are not prohibited under this bylaw.

Section V Enforcement

- a. The Board of Health and its Health Agent shall have the authority to administer and enforce this bylaw. In addition to any other means of enforcement, the provisions of this bylaw and any regulations adopted pursuant thereto may be enforced by non-criminal disposition in accordance with the provisions of Section 1.4 of the Town Code and Massachusetts General Laws, Chapter 40, Section 21D.
- b. For the first violation, the enforcing authority, upon a determination that a violation has occurred, shall issue a written warning notice to the establishment specifying the violation.
- c. The following penalties shall apply: 1. A fine of \$50 shall apply for the first violation following the issuance of a written warning notice. 2. A fine of \$100 shall apply for the second violation and each additional violation of this by-law after the issuance of a written warning notice.
- d. Fines shall be cumulative and each day on which a violation occurs shall constitute a separate offense.

Section VI Effective Date

- a. This bylaw shall take effect six (6) months following satisfaction of the posting/publishing requirements set forth in in Massachusetts General Laws, Chapter 40, Section 32, or January 1, 2019, whichever is later. The Board of Health may exempt a Retail Establishment from the requirements of this section for a period of up to six (6) months upon a finding by the Board of Health that (1) the requirements of this section would cause undue hardship; or (2) a Retail Establishment requires additional time in order to draw down an existing inventory of thin-film, single-use check-out plastic bags.

Section VII Regulations

- a. The Board of Health may adopt and amend rules and regulations to effectuate the purposes of this bylaw.

Section VIII Severability

- a. If any provision of this bylaw is declared invalid or unenforceable the other provisions shall not be affected thereby.

[Article 22 is a proposed amendment to the Town By-laws inserted by voter petition, which states, "Reducing plastic bag consumption will benefit everyone in our community. We support a bylaw to limit the distribution of plastic bags at check-out counters of retail establishments in Littleton, MA. Though the growing problem of plastic waste is worldwide, this local effort will help to clean up our town. If passed, retail establishments could not use regular plastic bags as check-out bags, and would instead be required to use paper bags."]

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

Board of Health supports Article 22.

ARTICLE 23

Board of Selectmen / Historical Commission

Town By-law Amendment: Historically Significant Building Demolition

To see if the Town will vote to amend the Town Code Chapter 65, Building Demolition, Article I, Historically Significant Buildings and Structures, as follows:

1. By inserting in §65-2. Definitions, in appropriate alphabetical order, the following new definitions:
APPLICANT-Any person or entity who files an application for a demolition permit. If the applicant is not the owner of the premises upon which the BUILDING or STRUCTURE is situated, the owner must indicate on the application his/her consent to the filing of the application.
WEATHER-PROOFING – The BUILDING or STRUCTURE's resistance to the effects of bad weather such as the presence of a roof, windows, and doors.

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SECURITY – Resistance against unauthorized entry. Measures taken to protect a BUILDING or STRUCTURE from harm.

3. By adding a new sentence at the end of §65-4.A, to read as follows: “The application should include photographs of all street façade elevations and should include a general description of the property’s security and weather-proofing.”

4. By amending §65-4.D.(2) to read as follows: “Photographs of internal spaces and additional views of street façade elevations.”

5. By amending §65-4.D.(5) to read as follows: “A description of the proposed reuse of the parcel on which the building or structure to be demolished is located.”

6. By amending §65-4.G to extend from six to twelve months the period during which the Building Commissioner shall not issue a demolition permit for an historically significant building or structure which the Historical Commission determines should be preferably preserved, so that said section reads as follows:

G. If, following the demolition plan review, the Historical Commission determines that the building or structure should preferably be preserved, then the Building Commissioner shall not issue a demolition permit for a period of twelve (12) months from the date of the filing of the Historical Commission's report unless the Historical Commission informs the Building Commissioner prior to the expiration of such twelve (12) month period that it is satisfied that the applicant for the demolition permit has made a bona fide, reasonable and unsuccessful effort to locate a purchaser for the building or structure who is willing to preserve, rehabilitate or restore the building or structure, or has agreed to accept a demolition permit on specified conditions approved by the Historical Commission.

7. By amending §65-6. Noncompliance to read as follows:

Anyone who demolishes a building or structure identified in § 65-3 of this article without first obtaining and complying fully with the provisions of a demolition permit, voluntary demolition, shall be subject to a fine of not less than \$100 nor more than \$300. In addition, unless a demolition permit was obtained for such demolition, and unless such permit was fully complied with, the Commissioner shall not issue a building permit pertaining to any parcel on which a building or structure identified in § 65-3 of this article has been demolished for a period of three years after the date of demolition.

Upon date of application for demolition, the owner shall be responsible for properly securing and waterproofing the building, to the satisfaction of the Building

Commissioner. Should the owner fail to secure the building, the loss or partial deconstruction of such building through other cause, including fire, shall be considered "voluntary demolition."

Should the owner remove parts, weatherproofing, or fail to secure the building, they shall be subject to a fine of not less than \$100 nor more than \$300 for each occurrence of a violation.

or take any other action in relation thereto.

[Article 23 is the Historical Commission’s proposal to amend Town Code Chapter 65 to extend from six (6) to twelve (12) months the period during which the Building Commissioner shall not issue a demolition permit for an historically significant building or structure which the Historical Commission determines should be preferably preserved.]

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

Historical Commission and 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, 2018, 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 2019, 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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