

**WARRANT FOR
MONDAY, MAY 1, 2017 at 7:00 PM
ANNUAL TOWN MEETING
TOWN OF LITTLETON**

**Commonwealth of Massachusetts
Middlesex, ss.**

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

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Littleton qualified to vote in the elections and Town affairs, to meet in the **Charles Forbes Kaye Gymnasium, Littleton Middle School, 55 Russell Street in said Littleton on Monday, the first day of May, 2017, at 7:00 o'clock in the evening** by posting a printed copy of this warrant, by you attested, at eight meeting houses, at the Town Office Building on Shattuck Street, at the Post Office at Littleton Common, at the Post Office at Littleton Depot, at the Baptist Church, at the Unitarian Church, at the Catholic Church, at the Congregational Church, and at the Mormon Church, in said Town, seven days at least before the first day of May, 2017, then and there to act on the following Articles:

**ARTICLE 1
Board of Selectmen
Town Officers**

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

**ARTICLE 2
Board of Selectmen
Annual Report**

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

**ARTICLE 3
Planning Board
Zoning Amendment: Senior Residential Development
*[2/3rds vote required]***

To see if the Town will vote to amend the Zoning By-law as follows:

1. By deleting from §173-26.A, Principal Uses, the phrase “Over-55 Housing Development” and inserting, in place thereof, “Senior Residential Development,” leaving the use designation for the Residence District unchanged, and changing the use designation from “N” to “P” for the Village Common District, Business District, Industrial A District and Industrial B District.
2. By deleting existing Article XXIII, Over 55 Housing Developments, and inserting, in place thereof, new Article XXIII, Senior Residential Development, to read as follows:

Article XXIII, Senior Residential Development

§173-145. Purposes.

The purpose of this article is to provide for a variety of housing types, settings, and residential services to meet the needs of people as they age.

§173-146. Applicability.

- A. The Planning Board may grant a Special Permit for a Senior Residential Development in accordance with this Article XXIII on any tract of land meeting the following requirements:
 - (1) Two or more acres of land;
 - (2) Minimum of 100 feet of frontage on a public way; and
 - (3) Public water available at the street frontage.
- B. A Senior Residential Development is intended for people age 55 or over. As such, buildings and site improvements in a Senior Residential Development shall provide for visitability and universal design in accordance with the provisions of this article.

§173-147. Uses.

- A. A Senior Residential Development in the Residence, Village Common, or Business District shall include one or more of the following uses:
 - (1) Detached single-family dwellings
 - (2) Two-family dwellings
 - (3) Townhouse dwellings
 - (4) Independent living units
 - (5) Assisted living residence, with or without memory care units
 - (6) Continuing care retirement community, which shall include an assisted living residence and one or more of the other uses listed above, and may include a skilled nursing facility or physical rehabilitation facility with not more than 100 beds.

- B. A Senior Residential Development in an Industrial District shall include one or any combination of the following uses:
- (1) Independent living units
 - (2) Assisted living residence, with or without memory care units
 - (3) Skilled nursing facility or physical rehabilitation facility with not more than 100 beds
- C. An assisted living residence or continuing care retirement community may include the following nonresidential uses, provided that aggregate floor area for the nonresidential uses shall not exceed 10 percent of the total gross floor area of the buildings in the development.
- (1) Retail, up to a maximum of 2,500 sq. ft.
 - (2) Personal services
 - (3) Medical office or clinic
 - (4) Community center or senior center
- D. A Senior Residential Development may also include the following uses:
- (1) Adult day care center
 - (2) Accessory uses for residents, employees, and guests, such as central or common dining facilities or laundry facilities, or indoor or outdoor recreation facilities
 - (3) Conservation or agricultural uses

§173-148. Basic Requirements.

- A. A Senior Residential Development shall comply with the following density regulations:

Use	Maximum Density	Maximum Building Height (Feet)
Detached single-family dwellings or two-family dwellings	4 units/acre	32
Townhouse dwellings	8 units/acre	32
Independent living units	20 units/acre	55
Assisted living residence	16 units/acre	40

- B. Maximum building coverage shall not exceed 35 percent of the lot area for new construction or expansion of existing structures.
- C. For detached single-family dwellings, two-family dwellings, and townhouses, the minimum setback shall be 30 feet from all property lines in the Residence District, and 15 feet in the Village Common or Business District, unless the Planning Board determines that a reduced setback is necessary to achieve the purposes of this section and will not have a detrimental impact on the neighborhood. The minimum setback for an assisted living residence, independent living units, or any buildings in a continuing care retirement community shall be 50 feet in all districts.
- D. The minimum common open space in the development shall be 30 percent of the lot area, and not more than 25 percent of the required minimum common open space shall consist of wetlands. A permanent conservation restriction running to or enforceable by the Town shall be recorded for the common open space area and shall include restrictions that the land be retained in perpetuity for conservation or passive recreation.
- E. Minimum off-street parking requirements shall be as follows:
- (1) Detached single-family dwellings, two-family dwellings, or townhouses: 2 spaces per unit
 - (2) Independent living units: 1 space per unit
 - (3) Assisted living residence: 1 space per two units
 - (4) Skilled nursing facility or physical rehabilitation center, if included in a continuing care retirement community: 1 space per two beds
 - (5) Guest parking: 1 space per 3 units or 3 beds, as applicable

§173-149. Age-Appropriate Design.

- A. A Senior Residential Development shall be designed to provide senior housing services in a setting that encourages and supports aging in community. While units do not have to be age restricted to adults 55 years and over, they must be “visitable” and age-appropriate by design. At minimum, these terms mean that a Senior Residential Development shall have the following features:
- B. Single-family, two-family, and townhouse units shall provide for:
- (1) At least one zero-step entrance,
 - (2) Doorways with a 36-inch clear passage space,
 - (3) Master bedroom and an accessible bathroom located on the same floor as the kitchen, living room, and dining room, all being on the same floor as the zero-step entrance, and
 - (4) Indoor or structured parking.
- C. Independent living units and assisted living facilities shall comply with the accessibility requirements of the Massachusetts Architectural Access Board.

- D. Outdoor facilities, such as walkways, gardens, and recreation areas, shall be designed for universal access.

§173-150. Development Standards.

As part of the Planning Board's special permit review process, the Board shall evaluate the proposed Senior Residential Development for conformance to the following minimum design standards.

- A. Architectural planning and design shall incorporate energy efficient design techniques, such as natural heating and cooling systems, use of sun and wind energy generation systems, and so forth.
- B. Structures located near the project property lines shall be designed and located in a manner that reflects consistency and compatibility with neighboring areas, and shall include appropriate use of building density, heights and design to minimize any intrusion on neighbors.
- C. Outdoor recreation or gathering areas, particularly those that may generate significant noise and/or light and glare, shall be located to minimize intrusion on neighboring properties.
- D. Structures shall be clustered to reduce site disturbance and protect open spaces, natural and environmentally sensitive areas.
- E. Building design shall avoid use of long, unbroken facades, and shall include use of balconies, offset walls, trellises and other design features.
- F. Building design, colors, and materials shall generally correspond to the natural setting of the project site, and to any prevalent design styles that may occur in neighborhoods within the general project area.
- G. The development shall be served by public water.

§173-151. Procedures.

- A. The special permit application, public hearing, and decision procedures shall be in accordance with this article, the Planning Board's Rules and Regulations, and Section 173-7 of this Zoning By-law.
- B. The Applicant shall submit a Senior Residential Development special permit application together with the size, form, number, and contents of the required plans and any supplemental information as required in the Planning Board's Rules and Regulations.

§173-152. Decision.

- A. The Planning Board may grant a Senior Residential Development special permit with any conditions, safeguards, and limitations it deems necessary to mitigate the project's impact on the surrounding area and to ensure compliance with this article, only upon finding that:
- (1) the Senior Residential Development meets the purposes, requirements, and development standards of this Article XXIII, and
- (2) the Senior Residential Development is consistent with the goals of the Littleton Master Plan.

3. By deleting from §173-2, Definitions, the existing definition of Dwelling, Single-Family, and inserting the following new definitions in appropriate alphabetical order:

ASSISTED LIVING RESIDENCE -- An assisted living residence is a long-term senior residential facility that provides personal care support services such as meals, medication management, bathing, dressing, and transportation, principally for people age 55 years and over, and certified by the Massachusetts Office of Elder Affairs.

CONTINUING CARE RETIREMENT COMMUNITY -- A Senior Residential Development that provides a continuum of senior housing and care services principally for people age 55 years and over, operated or sponsored as a coordinated unit by a corporation or organization, having among its principal purposes the provision of housing and associated services for senior citizens. A CCRC shall include a variety of housing types and may also include semi-institutional facilities such as skilled nursing care or a rehabilitation facility.

INDEPENDENT LIVING UNITS -- Multi-family buildings in a Senior Residential Development that are designed and intended for occupancy principally by people age 55 years and over, with units that include some basic services such as meals, housekeeping, grounds maintenance, security, and common areas and common facilities for events and activities benefiting residents of the development.

DWELLING, SINGLE-FAMILY DETACHED -- A dwelling other than a mobile home, singly and apart from any other building, designed or intended or used exclusively as the residence of one family.

DWELLING, TOWNHOUSE OR SINGLE-FAMILY ATTACHED -- A residential building of at least three but not more than eight single-family dwelling units sharing at least one common or party or fire wall, and with each building having at least one floor at ground level with a separate entrance.

DWELLING, TWO-FAMILY -- A detached residential building designed or intended or used exclusively as the residence of two families. A two-family dwelling shall not include a detached single-family dwelling with an accessory apartment.

DWELLING, MULTI-FAMILY -- A building designed or intended or used as the residence of three or more families, each occupying a separate dwelling unit and living independently of each other, and who

may have a common right in halls and stairways; with the number of families in residence not exceeding the number of dwelling units provided.
or to take any other action in relation thereto.

[FINANCIAL ARTICLES]

ARTICLE 4
Finance Committee/Board of Selectmen
FY 2018 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, 2017, or to take any other action in relation thereto.

ARTICLE 5
Board of Selectmen
FY 2018 Revolving Funds

To see if the Town will vote to authorize the following Fiscal Year 2018 Revolving Funds, in accordance with Chapter 44, section 53E½ of the General Laws, each with the prior year's fund balance to be available for expenditure; or to take any other action in relation thereto.

- (1) Wiring/Plumbing/Gas Inspections: to allow receipts from wiring and plumbing fees to be segregated into a special account; and with funds therefrom, up to a limit of \$100,000 annually, to be expended to compensate the Wiring, Plumbing and Gas Inspectors, under the direction of the Building Commissioner;
- (2) Alarm Box Repairs: to allow receipts from alarm box fees to be segregated into a special account; and with funds therefrom, up to a limit of \$5,000 annually, to be expended for repairs to alarm boxes, under the direction of the Fire Department;
- (3) CPR Courses: to allow receipts from CPR course fees to be segregated into a special account; and with funds therefrom, up to a limit of \$2,000 annually, to be expended for CPR course costs, under the direction of the Fire Department;
- (4) Sealer of Weights and Measures: to allow receipts from sealer fees to be segregated into a special account; and with funds therefrom, up to a limit of \$3,000 annually, to be expended to compensate the Sealer, under the direction of the Board of Selectmen;
- (5) MART bus fees: to allow receipts from reimbursement from the Montachusett Regional Transit Authority (MART) bus fees to be segregated into a special account; and with funds therefrom, up to a limit of \$68,000 annually, to be expended for wages and expenses for senior van operation, under the direction of the Director of Elder and Human Services;
- (6) Pet Cemetery: to allow receipts from pet cemetery fees to be segregated into a special account; and with funds therefrom, up to a limit of \$20,000 annually, to be expended for associated administrative costs, under the direction of the Cemetery Commission;
- (7) Spectacle Pond Cell Tower: to allow receipts from the Spectacle Pond Cell Tower Clean Lakes Fund established by Article 6 of the May 8, 2000 Special Town Meeting to be segregated into a special account; and with funds therefrom, up to a limit of \$46,000 annually, to be expended for expenses associated with the Clean Lakes program, under the direction of the Clean Lakes Committee;
- (8) Legal Advertisements: to allow receipts paid by applicants for advertising costs to be segregated into a special account; and with funds therefrom, up to a limit of \$5,000 annually, to be expended for legal advertising costs, under the direction of the Board of Appeals;
- (9) Cemetery Revolving: to allow a portion of receipts received from sales of lots to be segregated into a special account; and with funds therefrom, up to a limit of \$10,000 annually, to be expended for expenses associated with maintenance of such under the direction of the Cemetery Commissioners;
- (10) Permitting Software: to allow a portion of receipts received from land use permit fees to be segregated into a special account; and with funds therefrom, up to a limit of \$15,000 annually, to be expended for expenses associated with maintenance of permitting software under the direction of the Board of Selectmen;
- (11) Police Cruisers sale proceeds: to allow the proceeds resulting from the sale/disposal of retired police vehicles to be segregated into a special account; and with funds therefrom, up to a limit of \$25,000 annually, to be expended for expenses associated with purchasing Police replacement vehicles authorized under the Capital Plan under the direction of the Board of Selectmen;
- (12) Composting Bins: to allow the proceeds resulting from the disposal/sale of composting bins to be segregated into a special account; and with funds therefrom, up to a limit of \$5,000 annually, to be expended for expenses associated with the expenses of said program under the direction of the Highway Operations Manager;
- (13) LCTV Buxborough IMA: to allow the proceeds resulting from the provision of LCTV cable services to the Town of Buxborough through an intermunicipal agreement to be segregated into a special account; and with funds therefrom, up to a limit of \$65,000 annually, to be expended for expenses

TOWN OF LITTLETON, MASSACHUSETTS

- associated with the provision of said services under the direction of the LCTV Executive Director with the approval of the Board of Selectmen;
- (14) School Department Transportation: to allow the proceeds resulting from user fees from providing school bus transportation to be segregated into a special account; and with funds therefrom, up to a limit of \$150,000 annually, to be expended for expenses associated with providing student bus transportation under the direction of the School Committee; and
- (15) School Department One to One Technology: to allow the proceeds resulting from user fees from technology lease purchases to be segregated into a special account; and with funds therefrom, up to a limit of \$150,000 annually, to be expended for expenses associated with one to one technology initiative for students under the direction of the School Committee; and
- (16) Conservation Community Gardens: to allow receipts from fees for community gardens on Conservation Commission properties to be segregated into a special account; and with funds therefrom, up to a limit of \$1,000 annually, to be expended for maintenance and improvements of said gardens under the direction of the Conservation Commission.

ARTICLE 6
Board of Water Commissioners
FY 2018 Water Enterprise Fund Operating Budget

To see if the Town will vote to appropriate \$3,464,735 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, 2017 (*detail below*), or to take any other action in relation thereto.

I. Water Enterprise Revenues	FY 2017	FY 2018
User Charges	\$2,850,000	\$3,464,735
Enterprise Available Funds	200,000	0
Investment Income	0	0
Total Revenues	\$3,050,000	\$3,464,735
II. Costs Appropriated for the Enterprise Fund		
Salaries and Wages	\$850,000	\$862,050
Expenses	1,200,000	1,277,950
Capital Outlay – Equipment	65,000	60,000
Capital Outlay – Improvements	301,751	552,000
Reserve Fund	100,000	160,000
Debt Principal and Interest	533,249	507,205
Budgeted Surplus	0	45,530
Total Costs Appropriated for Enterprise Fund	\$3,050,000	\$3,464,735
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	\$3,050,000	\$3,464,735

ARTICLE 7
Park & Recreation Commission
FY 2018 Park, Recreation & Community Education Enterprise Fund Operating Budget

To see if the Town will vote to appropriate \$987,277 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, 2017 (*detail below*), or to take any other action in relation thereto.

I. PRCE Enterprise Revenues	FY 2017	FY 2018
User Charges	\$871,102	\$815,107
Transfer In from Recreation Fund	0	0
Transfer In from General Fund	113,226	171,670
Enterprise Available Funds	0	0
Investment Income	500	500
Total Revenues	\$984,828	\$987,277
II. Costs Appropriated for the Enterprise Fund		
Salaries and Wages	\$343,555	\$371,330
Expenses	508,094	492,738
Transfer to General Fund – Field Maintenance	0	26,000

TOWN OF LITTLETON, MASSACHUSETTS

Capital Outlay – Equipment	0	0
Capital Outlay – Improvements	0	0
Reserve Fund	50,000	50,000
Debt Principal and Interest	0	0
Budgeted Surplus	83,179	47,209
Total Costs Appropriated for Enterprise Fund	\$984,828	\$987,277
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	\$984,828	\$987,277

ARTICLE 8
Board of Selectmen/ Finance Committee
FY 2018 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 Replacements - \$117,000 to be expended by the Police Department for replacement of two police patrol vehicles with Ford Police Inceptors.
- B. 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.
- C. Police Vehicle Maintenance -\$7,000 to be expended by the Police Department for tire replacement and equipment maintenance of its fleet of vehicles.
- D. K-9 Vehicle Replacement - \$30,000 to be expended by the Police Department to replace the K-9 Patrol Vehicle.

II. FIRE DEPARTMENT

- A. Fire Major Equipment Repair -\$25,000 to be expended by the Fire Department for major equipment repairs and upkeep.
- B. Protective Clothing Replacement - \$12,000 to be expended by the Fire Department for the fourth year of an annual replacement program for turnout gear.
- C. Engine 4 Refurbishment - \$125,000 to be expended by the Fire Department to refurbish a 2007 Smeal Pump Truck.
- D. Fire Station Renovation Project Community Room - \$44,000 transferred from the LCTV PEG Access and Cable Related Fund, to be expended by Littleton Community Television and the Permanent Municipal Building Committee for the Fire Station Community Room with broadcast media equipment necessary to outfit the new facility for local programming on LCTV, specifically in the area of Government Programming.

III. HIGHWAY DEPARTMENT

- A. Highway Major Equipment Repair - \$18,000 to be expended by the Highway Department for major equipment repairs and upkeep.
- B. Administrative Vehicle – \$25,601 to be expended by the Highway Department for the purchase of a Ford Escape to be used by the Director of Public Works.
- C. One-ton Dump Truck, Plow Replacement - \$68,536 to be expended by the Highway Department to replace a 2009 Ford F-450 dump truck and plow.
- D. Front End Loader Replacement - \$175,000 to be expended by the Highway Department to replace a 1998 model John Deere front end loader.

IV. SCHOOLS

- A. Technology, Chromebook Replacements - \$115,000 to be expended by the School Committee to replace miscellaneous technology equipment and Chromebooks.
- B. School Resource Materials - \$100,000 to be expended by the School Committee for school resource materials, textbooks, and training.
- C. Custodial Equipment – \$44,500 to be expended by the School Committee to replace custodial equipment throughout the school district.
- D. Café POS Hardware - \$8,000 to be expended by the School Committee for purchase and installation of Café POS (point of sale) hardware in all schools.

TOWN OF LITTLETON, MASSACHUSETTS

- E. Folding Chairs/Carts - \$15,000 to be expended by the School Committee for folding chair and cart replacements and additions for all schools.
- F. Shaker Lane School Phone System Replacement - \$35,000 to be expended by the School Committee to replace the current 15-year-old telephone system at the Shaker Lane School.

V. CEMETERY

- A. Backhoe Angle Plow - \$8,100 to be expended by the Cemetery Commission for the purchase of an angle plow for the backhoe for snow removal.
- B. Mower - \$15,700 to be expended by the Cemetery Commission to replace a 20-year old mower for the Cemetery Department.
- C. Casket Lowering Device - \$3,100 to be expended by the Cemetery Commission to replace a casket lowering device.

VI. LIBRARY

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

VII. PARK & RECREATION

- A. Twelve-Passenger Van - \$25,000 to be expended by the Park and Recreation Commission to purchase a twelve-passenger van to replace the existing vehicle shared with Schools.
- B. Recreation Major Equipment and Repairs - \$50,000 to be expended by the Park and Recreation Commission for major equipment/facility repair and maintenance.

VIII. FACILITIES AND INFRASTRUCTURE

- A. Facility Capital Improvements Recommendations – \$299,000 to be expended by the Permanent Municipal Building Committee to implement recommendations of the Facility Needs Assessment Study.
- B. Financial Software - \$350,000 to be expended by the Finance Director to convert all Finance Offices and end users to a fully integrated financial software solution as a replacement for the 10 year old existing software.
- C. Town Offices Meeting Room 103 Upgrades- \$21,600 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 103.
- 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 second year of funding to address compliance issues with new MS4 Stormwater Permit.
- 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 Lakes Committee as part of the Town’s cost of the Federally funded project, estimated at \$3 million.
- F. Clean Lakes Projects - \$25,000 transferred from the Spectacle Pond Cell Tower Clean Lakes Fund established by Article 6 of the May 8, 2000 Special Town Meeting, to be expended by the Clean Lakes Committee to address signage needs, Long Lake level control and Long Lake wetlands park maintenance.
- G. Master Plan - \$35,000 to be expended by the Planning Board for needs associated with implementation of the Town’s Master Plan.

ARTICLE 9

Community Preservation Committee

FY 2018 Community Preservation Budget

To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the Fiscal Year 2018 Community Preservation Budget, to appropriate or reserve from FY 2018 Community Preservation Fund annual revenues and reserves the following amounts, as recommended by the Community Preservation Committee, with each item considered a separate appropriation; or to take any other action in relation thereto:

Appropriations	TOTAL	Open Space	Historic	Housing	Admin	Recreation	Undesignated
Administration Expenses	\$5,000				\$5,000		
Debt Service for Prior Issues - from FY 2018 Surcharge	51,138	26,176	14,725				10,237
Oak Hill Parking Lot - from FY 2018 Surcharge	17,000						17,000
Regional Housing Services - From 2018 Surcharge	5,000			5,000			

TOWN OF LITTLETON, MASSACHUSETTS

PRCE Bathhouse Feasibility/ Design - from Recreation Reserve	30,000						30,000
PRCE 300 King St Improvements - From Recreation Reserve	30,000						30,000
Appropriation to Reserve Balances - from 2018 Surcharge	200,619	11,451	21,176				150,992
TOTAL	\$321,757	\$26,176	\$26,176	\$26,176	\$5,000	\$60,000	\$178,229

ARTICLE 10
Board of Selectmen/Personnel Board
Personnel By-law Amendments

To see if the Town will vote to amend the Personnel By-law and Classification and Compensation Plan, Chapter 33 of the Town Code, as recommended by the Personnel Board as follows:
1. By amending Schedule A, Permanent Full and Part-time Employees, effective July 1, 2017, by applying a two percent (2%) salary schedule adjustment so that said schedule reads as follows:

GRADE		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
Employees									
1	hourly annual	\$14.33 \$29,921.04	\$14.83 \$30,965.04	\$15.35 \$32,050.80	\$15.89 \$33,178.32	\$16.44 \$34,326.72	\$17.01 \$35,516.88	\$17.61 \$36,769.68	\$18.22 \$38,043.36
2	hourly annual	15.33 32,009.04	15.88 33,157.44	16.43 34,305.84	17.00 35,496.00	17.60 36,748.80	18.21 38,022.48	18.85 39,358.80	19.51 40,736.88
3	hourly annual	16.41 34,264.08	16.98 35,454.24	17.57 36,686.16	18.19 37,980.72	18.82 39,296.16	19.48 40,674.24	20.17 42,114.96	20.87 43,576.56
4	hourly annual	17.55 36,644.40	18.17 37,938.96	18.80 39,254.40	19.46 40,632.48	20.15 42,073.20	20.84 43,513.92	21.57 45,038.16	22.33 46,625.04
5	hourly annual	18.78 39,212.64	19.44 40,590.72	20.12 42,010.56	20.82 43,472.16	21.55 44,996.40	22.31 46,583.28	23.09 48,211.92	23.90 49,903.20
6	hourly annual	20.10 41,968.80	20.80 43,430.40	21.53 44,954.64	22.29 46,541.52	23.06 48,149.28	23.88 49,861.44	24.72 51,615.36	25.58 53,411.04
7	hourly annual	21.51 44,912.88	22.27 46,499.76	23.03 48,086.64	23.85 49,798.80	24.68 51,531.84	25.54 53,327.52	26.44 55,206.72	27.37 57,148.56
8	hourly annual	23.01 48,044.88	23.83 49,757.04	24.65 51,469.20	25.52 53,285.76	26.42 55,164.96	27.35 57,106.80	28.28 59,048.64	29.27 61,115.76
9	hourly annual	24.76 51,698.88	25.61 53,473.68	26.51 55,352.88	27.44 57,294.72	28.40 59,299.20	29.38 61,345.44	30.41 63,496.08	31.48 65,730.24
10	hourly annual	27.21 56,814.48	28.17 58,818.96	29.16 60,886.08	30.18 63,015.84	31.24 65,229.12	32.33 67,505.04	33.47 69,885.36	34.64 72,328.32
11	hourly annual	30.49 63,663.12	31.56 65,897.28	32.67 68,214.96	33.81 70,595.28	35.00 73,080.00	36.22 75,627.36	37.49 78,279.12	38.80 81,014.40
Senior Management									
12	hourly annual	35.98 75,126.24	37.24 77,757.12	38.55 80,492.40	39.89 83,290.32	41.29 86,213.52	42.74 89,241.12	44.23 92,352.24	45.78 95,588.64
13	hourly annual	42.45 88,635.60	43.93 91,725.84	45.47 94,941.36	47.06 98,261.28	48.72 101,727.36	50.42 105,276.96	52.17 108,930.96	54.01 112,772.88
14	hourly annual	47.54 99,263.52	49.22 102,771.36	50.93 106,341.84	52.70 110,037.60	54.56 113,921.28	56.47 117,909.36	58.44 122,022.72	60.49 126,303.12
15	hourly annual	53.24 111,165.12	55.12 115,090.56	57.06 119,141.28	59.05 123,296.40	61.11 127,597.68	63.26 132,086.88	65.47 136,701.36	67.77 141,503.76

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

TOWN OF LITTLETON, MASSACHUSETTS

Library Technician
P/T Communications Officer
LCTV – P/T Program Coordinator
GRADE 6
Administrative Assistant – Building
Administrative Assistant – Conservation
Administrative Assistant– Human Resources
Administrative Assistant – Parks & Recreation
Administrative Clerk – Collector / Clerk
Program Specialist I
Senior Library Technician
Special Programs Instructor
GRADE 7
Assessing Clerk/Field Lister
Community Education Coordinator
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
Program Specialist II
Recreation Coordinator
Special Events & Aquatics Coordinator
GRADE 9
Assistant Assessor
Assistant Director-PRCE
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
LCTV Production Supervisor

Senior Librarian
Technical Services/Senior Librarian
Young Adult Services/Reference Services/ Senior
Librarian
Zoning Assistant / Permit Technician / Business
Administrator
GRADE 10
Assistant Library Director
Inspector of Wires
Plumbing & Gas Inspector
GRADE 11
Assistant Treasurer and HR Administration
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 Operations Manager and 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*

2. By amending Schedules B, B-1, B-2, and D, effective July 1, 2017, by applying a two percent (2%) salary schedule adjustment so that said schedules read as follows:

Schedule B

On-Call Meeting Clerk, \$12.36; Election Warden, \$17.57

Schedule B-1, Other Employees

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
1 hourly	\$11.76	\$12.00	\$12.24	\$12.48	\$12.73
2 hourly	\$14.71	\$15.00	\$15.30	\$15.61	\$15.92

GRADE 1
COA Dispatcher

GRADE 2
COA Van Driver

Schedule B-2, Temporary/Seasonal Employees

GRADE	STEP 1	STEP 2	STEP 3	STEP 4
1 hourly	\$14.33	\$14.62	\$14.91	\$15.21
2 hourly	\$15.33	\$15.64	\$15.95	\$16.27
3 hourly	\$16.41	\$16.74	\$17.07	\$17.41
4 hourly	\$17.55	\$17.90	\$18.26	\$18.63

GRADE 1
No positions assigned

GRADE 3
No positions assigned

GRADE 2
Seasonal Highway Laborer

GRADE 4
Seasonal Truck Driver/Laborer

Schedule D, Fire Department On-Call

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
1 hourly	\$11.00					
2 hourly	\$14.86	\$15.16	\$15.46	\$15.77	\$16.09	\$16.41
3 hourly	\$15.45	\$15.76	\$16.08	\$16.40	\$16.73	\$17.06
4 hourly	\$16.07	\$16.39	\$16.72	\$17.05	\$17.39	\$17.74
5 hourly	\$16.54	\$16.87	\$17.21	\$17.55	\$17.90	\$18.26
6 hourly	\$17.04	\$17.38	\$17.73	\$18.08	\$18.44	\$18.81
7 hourly	\$17.55	\$17.90	\$18.26	\$18.63	\$19.00	\$19.38
8 hourly	\$18.08	\$18.44	\$18.81	\$19.19	\$19.57	\$19.96
9 hourly	\$18.63	\$19.00	\$19.38	\$19.77	\$20.17	\$20.57
10 hourly	\$18.81	\$19.19	\$19.57	\$19.96	\$20.36	\$20.77

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

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

3. By amending Schedule C, as requested by the Park & Recreation Commission, to adjust the listing of Seasonal/Temporary/fee based positions, to read as follows effective January 1, 2017:

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

or to take any other action in relation thereto.

ARTICLE 11
Board of Selectmen
Stabilization Fund

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

ARTICLE 12
Board of Selectmen
Capital Stabilization Fund

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

ARTICLE 13
Board of Selectmen
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 two-and-one-half, so called; said fund as authorized by Chapter 40, Section 5B of the General Laws; or to take any other action in relation thereto.

ARTICLE 14
Board of Selectmen/ Trust Fund Commissioners
Trust Fund Grant

To see if the Town will vote to transfer \$4,000 in Trust Funds for the following purpose and costs related thereto; or to take any other action in relation thereto: DEHS Animal Assistance Care Program - \$4,000 to the Elder and Human Services Department for creation of an animal care assistance program from the Bradford Sampson Relief of Animals Fund.

ARTICLE 15
Board of Selectmen
Senior Citizens and Veterans Tax Work-off Abatement Programs

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

ARTICLE 16
Board of Selectmen
Use of MassDOT Chapter 90 Funds

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

[ARTICLES REQUIRING SUPERMAJORITY VOTE]

ARTICLE 17
Planning Board
Zoning Amendment: Accessory Apartment
[2/3rds vote required]

To see if the Town will vote to amend the Zoning By-law as follows:
1. By changing Accessory dwelling (see Article XIII) 173-26.B in the Use Regulations to “Accessory apartment (see Article XIII) and changing the use designation in the columns labeled R, VC, B, IA, and IB from “A” or “N” to “Y”, and by adding a new footnote 11 to the use

“Accessory apartment (see Article XIII)” to read as follows: Accessory apartment is permitted only if it conforms to §173-58 or §173-59; otherwise, it shall require a special permit from the Zoning Board of Appeals.

2. By deleting Article XIII, Accessory Dwellings, in its entirety and inserting, in place thereof, a new Article XIII, Accessory Apartment, to read as follows:

Article XIII, Accessory Apartment

§173-58. Standards for Permitted Accessory Apartments.

An accessory dwelling that conforms to all of the following requirements shall be permitted as an accessory use in any district in a lawfully existing detached single-family dwelling.

- A. There shall not be more than one accessory apartment on a lot.
- B. The accessory apartment shall be located inside a detached single-family dwelling (an “interior unit”).
- C. The accessory apartment shall be designed to maintain the appearance of a single-family dwelling, subject to the following requirements.
 1. Construction of an accessory apartment shall not create more than a 15 percent increase in the gross floor area of the single-family dwelling;
 2. All stairways to an accessory apartment above the first floor shall be enclosed within the exterior walls of the single-family dwelling or on the rear of the dwelling if constructed on an outer wall.
 3. Where two or more entrances exist on the front façade the single-family dwelling, one entrance shall appear to be the principal entrance and other entrances shall appear to be secondary.
- D. The accessory apartment shall not exceed the greater of 40 percent of the gross floor area of the single-family dwelling or 1,200 square feet, and shall not have more than two bedrooms except by special permit from the Zoning Board of Appeals.
- E. The owner(s) of the single-family dwelling in which the accessory apartment is created must continue to occupy one of the units as their primary residence, except for bona fide temporary absences.
- F. There shall be one off-street parking space for the accessory apartment in addition to off-street parking spaces required for the principal dwelling. The parking space shall be constructed of materials consistent with the existing driveway and shall have vehicular access to the driveway.
- G. Where the driveway is located within 15 feet of the side lot line, at least four feet of the driveway side yard, measured from the side lot line, shall be a buffer zone landscaped with non-invasive plantings.

§173-59. Provision for Accessory Apartments under Prior Special Permits.

An accessory apartment that exists under and conforms to the conditions of a special permit granted by the Zoning Board of Appeals prior to May 1, 2017 shall be deemed a permitted accessory use under this Article XIII.

§173-60 Accessory Apartments by Special Permit.

The Zoning Board of Appeals may grant a special permit for an accessory apartment under the following circumstances, provided the Board finds that the proposed apartment will not have a detrimental impact on the neighborhood:

- A. An interior unit that exceeds the maximum floor area or limitation on number of bedrooms under §173-58(D) above.
- B. An accessory apartment in a detached accessory structure (an “exterior unit”) if the following criteria are met:
 1. The apartment complies with the requirements of ~173-58 (E) through (G).
 2. The Board determines that the exterior appearance of the accessory structure is compatible with the principal dwelling on the same lot and with dwellings and accessory structures on adjoining lots.
 3. By deleting from §173-2, Definitions, the term “Accessory Dwelling” and its definition and inserting, in appropriate alphabetical order, the following new definition:

ACCESSORY APARTMENT -- A second dwelling unit either in or added to an owner-occupied, detached single-family dwelling (“interior unit”), or in a separate accessory structure on the same lot as the principal dwelling (“exterior unit”), for use as a complete living unit, with provisions for cooking, eating, sanitation, and

sleeping within the accessory apartment. Both the principal residence and the accessory apartment shall be in the same ownership or to take any other action in relation thereto.

ARTICLE 18
Planning Board
Zoning Amendment: Temporary Moratorium on
Marijuana Establishments
[2/3rds vote required]

To see if the Town will vote to amend the Zoning By-law by adopting new Article XXVIII, Temporary Moratorium on Marijuana Establishments, to read as follows:

§173-193. Purpose. By vote at the State election on November 8, 2016, the voters of the Commonwealth approved a law regulating the cultivation, manufacture, processing, distribution, sale, possession, testing and use of marijuana. The law provides that it is effective on December 15, 2016, and that a new state agency, the Cannabis Control Commission (CCC), is required to issue regulations regarding implementation by September 15, 2017. The regulation of such Marijuana Establishments raises novel and complex legal, planning, and public safety issues. The Town needs time to consider and address these issues, as well as the potential impact of the forthcoming Cannabis Control Commission regulations, by means of a comprehensive planning process to consider amending the Zoning By-law to regulate Marijuana Establishments. The temporary moratorium provided in Section 173-195 is intended to allow sufficient time for the Town to engage in such a planning process and to adopt suitable Zoning By-law provisions in a manner consistent with sound land-use planning objectives.

§173-194. Definition. As used in Sections 173-193 through 173-195, the term “Marijuana Establishment” shall mean a marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer, or any other type of marijuana-related business, subject to regulation under Chapter 94G of the Massachusetts General Laws; provided, however, that a Registered Marijuana Dispensary shall not be deemed to be a Marijuana Establishment.

§173-195. Temporary Moratorium. For the reasons set forth above and notwithstanding any other provision of the Zoning By-law to the contrary, the Town hereby adopts a temporary moratorium on the use of land or structures as a Marijuana Establishment. The moratorium shall be in effect through August 31, 2018, unless extended, continued, or modified as a subsequent Town Meeting. During the moratorium period, the Town shall undertake a planning process to address the potential impacts of Marijuana Establishments and other related land uses and structures, consider the Cannabis Control Commission regulations regarding Marijuana Establishments when they are issued, and shall consider adopting new provisions of the Zoning By-law governing the location, operation and effects of Marijuana Establishments for consideration by the 2018 Annual Town Meeting.
or to take any other action in relation thereto.

ARTICLE 19
Board of Selectmen / School Committee
Town Offices / Middle School / Russell Street School Parcel U19-21-0
[2/3rds vote required]

To see if the Town will vote as follows:

Whereas the Town-owned parcel of land described as Assessor’s Lot U19-21-0 is comprised of eight separate parcels of land that were acquired by the Town for either school purposes or general municipal purposes; and

Whereas portions of the land held in the care, custody, management and control of the School Committee are actually used for general municipal purposes; and

Whereas portions of the land held in the care, custody, management and control of the Board of Selectmen are actually used for school purposes; and

Whereas the Board of Selectmen and School Committee wish to confirm the boundaries of the land held by each board, as depicted on a plan entitled “Town Parcel U19-21-0 Delineation Littleton, MA”, dated March 27, 2017;

Therefore, the Town votes as follows:

(a) to transfer the care, custody, control and management of the land acquired by deeds from Roland G. Houghton, Langdon Prouty and James D. Christie as Trustees of the Alice M. Whitcomb Trust dated July 27, 1942 and September 9, 1955 and recorded in the Middlesex South District Registry of Deeds in Book 6617, Page 394 and Book 8560, Page 118, respectively and shown as “Lot “1-A” Athletic Field” containing 6± acres, on a plan entitled “Town Parcel U19-21-0 Delineation Littleton, MA”, dated March 27, 2017 and prepared by the Town of

Littleton, from the Board of Selectmen for general municipal purposes to the School Committee for school purposes; and

(b) to transfer the care, custody, control and management of portions of the land acquired by (1) orders of taking recorded in the Middlesex South District Registry of Deeds in Book 4506, Page 249 and Book 7729, Page 552; (b) deeds from Augustus Hager dated February 21, 1868 and June 30, 1868 and (c) deed from Austin L. and Albert W. Hartwell filed with the Middlesex South Registry District of the Land Court as Document #251062, Certificate #14552, as shown as “Lot “2” Town Offices” containing Lot 7.80± acres, on a plan entitled “Town Parcel U19-21-0 Delineation Littleton, MA”, dated March 27, 2017 and prepared by the Town of Littleton, from the School Committee for school purposes to the Board of Selectmen for general municipal purposes; or to take any other action in relation thereto.

ARTICLE 20

Board of Selectmen / Clean Lakes Committee

Acquire Land at Parcel U39-4-14 for Mill Pond Restoration Project

[2/3rds vote required]

To see if the Town will vote (i) to authorize the Board of Selectmen to acquire by purchase, gift, or eminent domain the fee interest in a certain parcel of land on Harwood Avenue at Mill Pond, containing 9.00 acres, more or less, shown as Assessors’ Map U39, Parcel 4-14, together with and subject to all rights, restrictions and easements of record, on such terms and conditions as the Selectmen may determine; (ii) to authorize the Board of Selectmen to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town of Littleton to effect said acquisition or purchase or gift; or (iii) to take any other action in relation thereto.

ARTICLE 21

Board of Selectmen

Acquire Land at 31 Boxborough Road for Conservation Purposes

[2/3rds vote required]

To see if the Town will vote

(i) to authorize the Board of Selectmen to acquire by purchase, gift or eminent domain, for a purchase price of \$1,273,758, for conservation and passive recreational purposes, the fee interest in a two parcels of land located at 31 Boxborough Road, specifically: Parcel A on a plan entitled: Plan of Land in Littleton, Mass., owned By Joyce W. Williams, February 2017” (the “Plan”) containing approximately 35.11 acres, more or less, and an easement over the 12 foot wide parcel identified as Parcel B as shown on the Plan for peaceable, non-motorized trail purposes for use by the general public, said land being a portion of the property described in a deed recorded in the Middlesex South Registry of Deeds in Book 14640, Page 109, and which Plan is on file in the Office of the Town Clerk, together with and subject to all rights, restrictions and easements of record, on such terms and conditions as the Selectmen may determine; provided that said land is to be conveyed to the Town of Littleton under the provisions of Chapter 40, Section 8C of the General Laws, as it may be hereafter amended, and other Massachusetts statutes relating to conservation and passive recreation, to be managed and controlled by the Littleton Conservation Commission;

(ii) to appropriate the funds necessary to pay the costs of acquiring the property described herein, including the payment of all costs incidental and related thereto, (a) by transferring from CPA Open Space Reserve the sum of \$581,273; (b) by transferring from CPA Undesignated Reserve the sum of \$392,485; (c) by appropriating and borrowing the sum of \$300,000, and authorizing the Treasurer, with the approval of the Board of Selectmen, to issue any bonds or notes that may be necessary for that purpose, as authorized by M.G.L. Chapter 44B, or any other enabling authority; and

(iii) to authorize the Board of Selectmen and any other applicable boards or commissions of the Town to apply for any and all grants and reimbursements from the Commonwealth of Massachusetts, including, but not limited to, reimbursements under the Land and Water Conservation Fund grant (PL 88-578, 78 Stat 897), and accept such funds, and that the amount authorized to be borrowed for this purpose shall be reduced to the extent of any grants, reimbursements, or gifts received by the Town on account of this project; and to authorize the Board of Selectmen and the Conservation Commission to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town of Littleton to effect said acquisition or purchase or grants; or

(iv) to take any other action in relation thereto.

[OTHER ARTICLES, INCLUDING ROUTINE AUTHORIZATIONS & REAUTHORIZATIONS]

ARTICLE 22
Board of Selectmen
Town By-law Amendment: Town Meeting Procedures

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

(1) by amending Chapter 18 of the Town Code, §18-6, Manner of authorizing indebtedness, to read as follows:

§ 18-6. Manner of authorizing indebtedness: Whenever a two-thirds vote is required by law to authorize the Town to incur indebtedness, the manner of voting *shall be determined by the Moderator, and shall be by ballot, and a checklist of the voters of the Town shall be used; provided, however, that, such the* vote may be declared as *such a two-thirds vote* by the Moderator without a count and ~~to shall~~ be recorded as such by the Clerk ~~upon such declaration provided, however, that if seven or more voters at a town meeting may challenge such declaration, at which time then a count shall be held by ballot, and a checklist of the voters of the Town shall be used and the vote to incur indebtedness may be conducted in such manner as the Moderator determines.~~

(2) by amending Chapter 41 of the Town Code, Town Meetings, by adding a new §41-4 to read as follows:

§41-4 Town Meeting Procedure. Whenever a two-thirds vote is required by statute for adoption of any action by a town meeting, such vote may be declared as such by the moderator without a count and to be recorded as such by the Clerk upon such declaration provided, however, that seven or more voters at a town meeting may challenge such declaration, all as provided by Chapter 39, Section 15 of the Mass. General Laws at which time a count shall be held.

or to take any other action in relation thereto.

ARTICLE 23
Board of Selectmen
Town By-law Amendment: Departmental Revolving Funds

To see if the Town will vote to amend the Town Code by adding a new Article V, Departmental Revolving Funds, to Chapter 18, Finances, as follows:

ARTICLE V, Departmental Revolving Funds.

§18-11. Purpose. This by-law establishes and authorizes revolving funds 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. These revolving funds are established under and governed by General Laws Chapter 44, § 53E½.

§18-12. Expenditure Limitations. A department or agency head, board, committee or officer may incur liabilities against and spend monies from a revolving fund established and authorized by this by-law without appropriation subject to the following limitations:

A. Fringe benefits of full-time employees whose salaries or wages are paid from the fund shall also be paid from the fund.

B. No liability shall be incurred in excess of the available balance of the fund.

C. The total amount spent during a fiscal year shall not exceed the amount authorized by Annual Town Meeting on or before July 1 of that fiscal year, or any increased amount of that authorization that is later approved during that fiscal year by the Board of Selectmen and Finance Committee.

§18-13. Interest. Interest earned on monies credited to a revolving fund established by this by-law shall be credited to the general fund.

§18-14. Procedures and Reports. Except as provided in General Laws Chapter 44, § 53E½ and this by-law, the laws, charter provisions, by-laws, rules, regulations, policies or procedures that govern the receipt and custody of town monies and the expenditure and payment of town funds shall apply to the use of a revolving fund established and authorized by this by-law. The Town Accountant shall include a statement on the collections credited to the fund, the encumbrances and expenditures charged to each fund and the balance available for expenditure in the regular report the Town Accountant provides the department, board, committee, agency or officer on appropriations made for its use.

§18-15. Authorized Revolving Funds. The Table establishes:

A. Each revolving fund authorized for use by a town department, board, committee, agency or officer,

TOWN OF LITTLETON, MASSACHUSETTS

B. The department or agency head, board, committee or officer authorized to spend from each fund.

C. The fees, charges and other monies charged and received by the department, board, committee, agency or officer in connection with the program or activity for which the fund is established that shall be credited to each fund by the Town Accountant,

D. The expenses of the program or activity for which each fund may be used,

E. Any restrictions or conditions on expenditures from each fund;

F. Any reporting or other requirements that apply to each fund, and

G. The fiscal years each fund shall operate under this by-law.

A	B	C	D	E	F	G
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	Salaries or wages of full-time employees shall be paid from the annual budget appropriation of the Building Inspector and not from the Fund		Fiscal Year 2019 and subsequent years
Alarm Box Repairs	Fire Department	Fees charged from false alarm calls	Expenses related to alarm box repairs			Fiscal Year 2019 and subsequent years
CPR Courses	Fire Department	Fees charged and received by the Fire Department for CPR courses	Expenses related to providing CPR courses	No salaries or wages of full-time employees shall be paid from the Fund		Fiscal Year 2019 and subsequent years
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	No Salaries or wages of full-time employees shall be paid from the Fund		Fiscal Year 2019 and subsequent years
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	Salaries or wages of full-time employees shall be paid from the annual budget appropriation of the Elder & Human Services Budget and not from the Fund	Within 30 days of the end of month, the Director must provide a report on Fund revenues and expenditures during the month to MART.	Fiscal Year 2019 and subsequent years
Pet Cemetery	Cemetery Commission	Fees charged and received by the Cemetery Commission for Pet Cemetery fees	Contractual Services or expenses related to those services	Salaries or wages of full-time employees shall be paid from the annual		Fiscal Year 2019 and subsequent years

TOWN OF LITTLETON, MASSACHUSETTS

A	B	C	D	E	F	G
				budget appropriation of the Cemetery Budget and not from the Fund		
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	Transfer out from the fund will serve as an offset to the Clean Lakes budget appropriated in the General Fund		Fiscal Year 2019 and subsequent years
Legal Advertisements	Board of Appeals	receipts paid by applicants for advertising costs	Advertising or publishing related expenses for the applicant			Fiscal Year 2019 and subsequent years
Cemetery Revolving	Cemetery Commission	allow a portion of receipts received from sales of lots	Expenses related to the maintenance of lots	Salaries or wages of full-time employees shall be paid from the annual budget appropriation of the Cemetery Budget and not from the Fund		Fiscal Year 2019 and subsequent years
Permitting Software	Board of Selectmen	a portion of receipts received from land use permit fees	expenses associated with maintenance fees of permitting software			Fiscal Year 2019 and subsequent years
Police Cruiser Sales	Board of Selectmen	proceeds resulting from the sale/disposal of surplus/retired police vehicles	expenses associated with purchasing Police replacement vehicles	Purchase must be authorized under the Annual Capital Plan		Fiscal Year 2019 and subsequent years
Composting Bins	Highway	proceeds resulting from the disposal/sale of composting bins	expenses associated with the Sustainability program			Fiscal Year 2019 and subsequent years
LCTV Boxborough IMA	Board of Selectmen	proceeds resulting from the provision of LCTV cable services to the Town of Boxborough through an intermunicipal agreement	expended for expenses associated with the provision of said services	Salaries or wages of full-time employees shall be paid from the annual budget appropriation of the Cemetery Budget and not from the	Within 30 days of the end of the quarter, the Director must provide an invoice to Boxborou	Fiscal Year 2019 and subsequent years

A	B	C	D	E	F	G
				Fund. A Transfer out from the fund will serve as an offset to the LCTV budget appropriated in the General Fund	gh for Services.	
School Department Transportatio n	School Committee	proceeds resulting from user fees from providing school bus transportation	Contractual expenses associated with providing student bus transportation	No Salaries or wages of full-time employees shall be paid from the Fund		Fiscal Year 2019 and subseque nt years
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	No Salaries or wages of full-time employees shall be paid from the Fund		Fiscal Year 2019 and subseque nt years
Community Gardens	Conservation Commission	Fees paid for community gardens	Contractual services for maintenance and improvements of said gardens	No Salaries or wages of full-time employees shall be paid from the Fund		Fiscal Year 2019 and subseque nt years

; or to take any other action in relation thereto.

ARTICLE 24

Board of Selectmen

Home Rule Petition – Two Additional All Alcoholic Package Store Licenses

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for special legislation as set below; provided, however, that the General Court may make clerical or editorial changes of form only to said bill, unless the Board of Selectmen approves amendments to the bill prior to 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 this petition, or take any other action in relation thereto.

AN ACT AUTHORIZING THE TOWN OF LITTLETON TO GRANT TWO ADDITIONAL LICENSES FOR THE SALE OF ALL ALCOHOLIC BEVERAGES NOT TO BE DRUNK ON THE PREMISES.

SECTION 1. (a) Notwithstanding the maximum number of licenses authorized to be granted under section 17 of chapter 138 of the General Laws, Chapter 335 of the Acts of 2016, and any other law to the contrary, the licensing authority of the Town of Littleton may grant up to two (2) additional licenses for the sale of all alcoholic beverages not to be drunk on the premises pursuant to section 15 of said chapter 138. The licenses shall be subject to all of said chapter 138, except said section 17.

(b) Once issued, the licensing authority shall not approve the transfer of a license granted pursuant to this act to a person, corporation, organization or entity for a period of 3 years after the date of issuance. Any such transfer shall be rendered null and void.

(c) If a license granted pursuant to this act is revoked, cancelled or no longer in use, it shall be returned physically, with all of the legal rights, privileges and restrictions pertaining thereto, to the licensing authority and the licensing authority may then grant the license to a new applicant.

(d) The issuance or transfer of the license shall comply with chapter 138 of the General Laws and any other General Law, Special Act, or Town By-law related to the payment of taxes and fees.

(e) Notwithstanding the foregoing, this act shall not prohibit the licensing authority of the Town of Littleton from modifying, suspending, revoking or cancelling a license issued pursuant to this

Act as authorized by chapter 138 of the General Laws, Chapter 335 of the Acts of 2016, and any other General Law, Special Act, or Town By-law.

SECTION 2. This act shall take effect upon its passage.

ARTICLE 25

Voter Petition

Non-binding Resolution – Affirming Littleton’s Rights – Nagog Pond

To see if the Town will vote as follows: Resolved that Town Meeting direct the Board of Selectmen to petition the Legislature of the Commonwealth of Massachusetts to affirm Littleton’s right to draw water from Nagog Pond, as defined in Legislature’s Acts and Resolves 1884 Acts 201 Section 10, and to initiate the process required for Littleton to exercise that right; or take any other action relative thereto.

ARTICLE 26

Voter Petition

Non-binding Resolution – Water Resource Sharing – Nagog Pond

To see if the Town will vote as follows: Resolved that Town Meeting direct the Board of Selectmen to engage with the Towns of Acton and Concord and the Commonwealth of Massachusetts to reach an accord on equitable access to water from Nagog Pond; or take any other action relative thereto.

ARTICLE 27

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, 2017, 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 28

Board of Selectmen

**Supplement Prior Borrowing Votes to Permit the Application
of Sale Premium to Pay Project Costs**

To see if the Town will vote to supplement each prior vote of the Town that authorizes the borrowing of money to pay costs of capital projects to provide that, in accordance with Chapter 44, Section 20 of the General Laws, the premium received by the Town upon the sale of any bonds or notes thereunder, less any such premium applied to the payment of the costs of issuance of such bond or notes, may be applied to pay project costs and the amount authorized to be borrowed for each such project shall be reduced by the amount of any such premium so applied; or to take any other action in relation thereto.

ARTICLE 29

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 2018, pursuant to Chapter 44, Section 53F of the General Laws, or to take any other action in relation thereto.

ARTICLE 30

Board of Selectmen

FY 2018 Personal Exemption Amounts

To see if the Town will vote to accept Chapter 73 of the Acts and Resolves of 1986, as amended by Chapter 126 of the Acts and Resolves of 1988, and under the provisions thereof to grant additional real estate tax exemptions for fiscal year 2018 to those persons who otherwise qualify for an exemption under Clauses 17D, 22, 22A, 22B, 22C, 22D, 22E, 37A or 41C of section 5 of Chapter 59 of the General Laws (elderly persons, disabled veterans, or blind persons), in an amount equal to fifty percent (50%) of said exemption, or to take any other action in relation thereto.

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

SELECTMEN OF LITTLETON

Chairman

Vice Chairman

Clerk

Member

Member

Date of Execution

A TRUE COPY ATTEST:

Constable, Town of Littleton

CONSTABLE'S CERTIFICATION

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

Attest: _____

Constable

Date: _____