

TOWN OF LITTLETON, MASSACHUSETTS



Town of Littleton, Massachusetts
TOWN MEETING REPORT

VOTER INFORMATION

Please bring this with you to the
**MAY 1, 2017 ANNUAL &
SPECIAL TOWN MEETINGS**

Monday, May 1, 2017 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, Assistant Town Administrator
Bonnie Holston, Director of Finance and Budget

More information is available online at www.littletonma.org

CHILD CARE SERVICES AT TOWN MEETING.

The Littleton High School Class of 2018 is happy to continue the tradition of providing child care services to the residents of Littleton during the Annual Town Meeting, which this year takes place on Monday, May 1, 2017. Child care will once again take place at the Littleton Middle School, 55 Russell Street, between the hours of 7 pm and 9 pm for those members of the community attending Town Meeting in the Charles Forbes Kaye Gymnasium at the Middle School. Please email either Mr. Schultz, the class advisor (eschultz@littltonps.org), or Abbi Hartzel, the class president (ahartzel.2018@littltonps.org), by no later than April 27, 2017, if you wish to book a spot. Look forward to seeing you there!

May 1, 2017 Town Meeting Articles

SPECIAL TOWN MEETING at 7:30 PM – beginning on Page 13

1. Bills of Prior Years *[9/10ths vote]*
2. FY 2017 Operating Budget Line Item Transfers
3. FY 2017 Appropriations into Blended Community Preservation Act Fund
4. Library Building Project *[2/3rds vote]*
5. FY 2017 Capital Plan Amendments
6. Amend Source of Funding for Acquisition of 34 Cedar Road - Water Commissioners

ANNUAL TOWN MEETING at 7 PM - beginning on Page 17

1. Town Officers
 2. Annual Reports [including Littleton Master Plan Update]
 3. Zoning Amendment: Senior Residential Development *[2/3rds vote]*
- Financial Articles*
4. FY 2018 Operating Budget
 5. FY 2018 Revolving Funds
 6. FY 2018 Water Enterprise Fund Operating Budget
 7. FY 2018 Park, Recreation & Community Education Enterprise Fund Operating Budget
 8. FY 2018 Capital Items from Available Funds
 9. FY 2018 Community Preservation Budget
 10. Personnel By-law Amendments
 11. Stabilization Fund
 12. Capital Stabilization Fund
 13. Debt Exclusion Stabilization Fund
 14. Trust Fund Grant
 15. Senior Citizens and Veterans Tax Work-off Abatement Programs
 16. Use of MassDOT Chapter 90 Funds

Articles requiring supermajority vote

17. Zoning Amendment: Accessory Apartment *[2/3rds vote]*
18. Zoning Amendment: Temporary Moratorium on Marijuana Establishments *[2/3rds vote]*
19. Town Hall / Middle School / Russell Street School Parcel *[2/3rds vote]*
20. Acquire Land at Parcel U39-4-14 for Mill Pond Restoration Project *[2/3rds vote]*
21. Acquire Land at 31 Boxborough Road [Joyce Williams] for Conservation Purposes *[2/3rds vote]*

Other articles, including routine authorizations and reauthorizations

22. Town By-law Amendment: Town Meeting Procedures
23. Town By-law Amendment: Departmental Revolving Funds
24. Home Rule Petition: Two Additional All Alcoholic Package Store Licenses
25. Voter Petition: Non-binding Resolution – Affirming Littleton's Rights – Nagog Pond
26. Voter Petition: Non-binding Resolution – Water Resource Sharing – Nagog Pond
27. Borrowing Authorization
28. Supplemental Prior Borrowing Votes to Permit Application of Sale Premium to Pay Project Costs
29. Compensating Balance Agreement
30. FY 2018 Personal Exemption Amounts

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's 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.

Order in which articles appear. The Board of Selectmen has largely continued the practice to order articles in the town meeting warrant so that financial articles come first, followed by those requiring a supermajority vote, with all other articles coming last. This year, articles were ordered so we could also give approximate times of when topics of particular interest might come up for debate, as shown below:

<i>Approximate times</i>	<i>Subject matter</i>
7:00 to 7:30 PM	Annual Town Meeting begins: - “Call of the Articles” by the Town Moderator (see p. 5) - ATM-2 Annual Reports, including Master Plan update (see p. 55) - ATM-3 Zoning: Senior Residential Development (pp. 17-21)
7:30 to 8:30 PM	Special Town Meeting , all STM articles, including - STM-4 Library Building Project (pp. 14-15) - STM-5-A Littleton Common Sewer Strategic Plan - Supplemental Funding (p. 16)
8:30 PM to end	Annual Town Meeting completes action on remaining ATM articles, including: -ATM-4 FY 2018 Operating Budget (pp. 21-25) -ATM-8 FY 2018 Capital Items from Available Funds (pp.29-34) -ATM-17 Zoning: Accessory Apartment (pp. 40-42) -ATM-21 Acquire Land at 31 Boxborough Road [Joyce Williams property] (pp.46-47)

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

– **Littleton Board of Selectmen**

Melissa Hebert, Chair

Charles DeCoste, Vice Chair

James F. Karr, Clerk

Joseph S. Knox

Paul Glavey

Town Moderator: Town Meeting Procedures

“A Call of the Articles”

In our continuing effort to streamline Town Meeting and save time for discussion of key issues, and after discussing ways to improve Town Meeting, the Moderator, the Board of Selectmen, Town Clerk and Town Counsel have agreed to discontinue the procedure called the “*Consent Calendar*.”

Instead, we recommend instituting a new procedure called “*A Call of the Articles*.” Like the “*Consent Calendar*,” the idea is 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. However, instead of the Board of Selectmen, Moderator and Town Counsel choosing those articles-- which was the case with the “*Consent Calendar*”-- “*A Call of the Articles*” puts the decision in the hands of Town Meeting voters. This new procedure is very similar to the way we handle debate on the Town Operating budget and should be familiar to most Town Meeting voters.

Specifically, as one of the first orders of business at the Annual 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 the 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.

Thank you for your cooperation in implementing this new procedure.

Timothy D. Goddard
Town Moderator



Finance Committee

Report for Fiscal Year 2018

To the residents of Littleton:

The Finance Committee conducted the FY 2018 budget process continuing the process we have 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's 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. This sustainable revenue has enabled the Town's Article 4 operating budget to fund additional staff positions (discussed in detail below) needed due to the additional growth and increased service expectations of the citizens.

Funding the new Fire Station and Alumni Field inside the Town's levy limit, and thus minimizing additional taxes, required drawing down the Capital Stabilization Fund. The Town should strive 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/multi-age group community center, new conservation land purchases) for the next six to eight years without asking the taxpayers for a Proposition 2½ debt exclusion override.

For Fiscal Year 2018, the Littleton Finance Committee (FinCom) recommends May 1, 2017 Annual Town Meeting Article 4 in the amount of \$42,837,806, representing an increase in total operating budget expenditures of \$2,965,819 from the FY 2017 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 2018 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 2018 reflects those priorities put forward by the Board of Selectmen, School Committee, and other departments, with specific highlights including:

TOWN OF LITTLETON, MASSACHUSETTS

- Level-staffing budgets for most municipal departments with the following exceptions noted:

Department	Staffing Request	Salary	Fringe
Highway	1 Laborers (parks)	\$47,853	\$19,628
	Increase Business Admin from 37 to 40 hours	4,584	96
Fire ¹	6 Paramedics (1/1/2018 start)	147,116	143,927
Police ²	1 FT Police Officer	55,380	32,648
Schools	1 FT ELL Teacher RS	55,000	23,110
	1 FT Teacher RS	55,000	23,110
	1 PT Title 1 Math	16,000	304
	1 FT Shared Specialist RSS/SL	55,000	23,110
	1 FT Assistant Principal LMS	95,000	23,700
Elder/Human Services	1 Outreach Coordinator	55,352	22,685
	1 - 19.5 hour driver	14,973	218
TOTAL		\$601,258	\$312,536

- A \$807,638 increase in the School Department's town meeting appropriation, combined with the School Committee's use of other funds, to support five additional positions (referenced above), and for the second 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).
- \$386,739 to be deposited in the Capital Stabilization Fund to start replenishing the remaining \$28,626 balance, which was drawn down by \$2,900,000 to offset the costs of the Fire Station in FY 2017. There are no specified earmarks for these funds – there are many potential capital projects (fire ladder truck, library, roads, land purchases, etc.) in the offing where this money could be applied. Appropriating this money for a specific capital project will require a 2/3rds vote at town meeting.
- \$166,574 to be transferred to the Debt Exclusion Stabilization Fund in order to meet the desire to allocate one half of one percent (0.5%) of the 2.5% increase towards reducing excluded debt, requiring an appropriation of \$166,574 allowing us to sustainably reduce the excluded debt payments down to the FY 2022 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.

¹The Fire Department request is proposed to be fully offset (i.e., budget neutral) by an increase in the transfer from Ambulance Receipts account.

² Police request is accommodated within the original level staffing requested amount. If not approved, actual salary savings would be \$24,000 due to overtime increase required.

TOWN OF LITTLETON, MASSACHUSETTS

- \$527,998 from mitigation and conservation land acquisition funds (cell tower funds) to be deposited into the adopted “Blended Community Preservation Act Fund” for the purpose of obtaining additional 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 \$2,256,407, and addresses both Capital Improvements/ Maintenance issues as well as Equipment Replacements.
- Continue the work of better identifying and addressing Field Maintenance costs through the following budget cycle. For FY2018 the following items are identified as Field Maintenance Expenses, and are paid through several operating budgets – to include Highway, Schools and Park & Recreation, as follows:

Department	Budget Line	Amount	Description
Highway	Wages: Parks Laborers	\$58,245 ³	3 Highway/Parks employees at 60/40 split
Highway	Wages: Parks Summer	\$10,000	Temporary/Seasonal help
Recreation	Field Maintenance	\$26,000	Enterprise Fund field fees collected from outside groups
School	Water	\$4,628	Current water use for HS Irrigation
School	Lights	\$922	2016 Electric cost for Alumni lights
School	Water Requested	\$30,000	FY2018 Increase requested for irrigation
TOTAL		\$129,795	

Going forward the Finance Committee recommends that the Field Maintenance Budget should be a line item budget under the Highway Department.

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 were able to also pay off early some older loans funded by debt exclusion, reducing the tax burden for each household. This reduction reduced the single tax rate by 0.17 per thousand – or an average of \$68 per household on the single rate. 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.

³ Highway wages represents the three employees in the Department (the third newly added in FY2018) are allocated specifically to Field Maintenance at a 40% rate (approximately 5 months) due to the seasonal nature of the work.

TOWN OF LITTLETON, MASSACHUSETTS

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.

Respectfully submitted,
Littleton Finance Committee
Fred Faulkner, Chairman
Gregg Champney, Vice Chairman
Betsy Bohling
Allen McRae
Stephen Moore
Thomas Porell
Gary Wilson

FY 2018 Budget Summary

	<u>FY 2018</u>	<u>FY 2017</u>	<u>\$ Variance</u>	<u>% Variance</u>
<u>Revenue</u>				
Levy Limit	\$36,346,074	\$34,845,775	+1,500,299	4.31%
Other Funds				
Undesignated Fund Balance	1,269,509	3,770,830	(2,501,321)	-66.33%
Cherry Sheets - Town State Aid	841,206	831,760	9,446	1.14%
Cherry Sheets - School State Aid	4,506,935	4,380,720	126,215	2.88%
School Department Reserves	1,375,508	1,323,146	52,362	3.96%
Old Articles/Overlay Surplus & Other	-	3,313,924	(3,313,924)	-100.00%
Other Available Funds	1,844,438	1,699,719	144,719	8.51%
Local Receipts	3,766,232	2,981,232	785,000	26.33%
Total Other Funds	13,603,828	18,301,331	(4,697,503)	-25.67%
Total Revenue/Available Funds	49,949,902	53,147,106	(3,197,204)	-6.02%
<u>Expenses</u>				
Town Operating Budgets	7,985,011	7,265,642	719,369	9.90%
School Appropriation	18,860,000	18,052,362	807,638	4.47%
School Reserve Spending	1,375,508	1,323,146	52,362	3.96%
Technical School Assessments	453,828	507,219	(53,391)	-10.53%
Other Charges, Facilities, Infrastructure	2,802,810	2,669,909	132,901	4.98%
Debt Service	4,382,741	4,158,344	224,397	5.40%
Employee/Retiree Benefits	8,353,416	7,218,511	1,134,905	15.72%
Total Operating Budget	44,213,314	41,195,133	3,018,181	7.33%
Capital Exclusions	-	-	-	-
Total Municipal Budget	44,213,314	41,195,133	3,017,181	7.33%
Capital Plan and Warrant Articles	2,640,570	8,474,836	(5,834,266)	-68.84%
Total Appropriations	46,853,884	49,669,969	(2,816,085)	-5.67%
Other Amounts to be Raised	470,000	29,684	440,316	1483.34%
Payments of Previous FY Bills	5,000	1,440	3,560	247.22%
Fiscal Policy Adjustments	229,475	205,726	23,749	11.54%
Additions to General Stabilization	80,894	634,066	(553,172)	-87.24%
Cherry Sheet Charges Offsets - Town	138,069	136,202	1,867	1.37%
Cherry Sheet Charges Offsets - School	1,561,663	1,413,251	148,412	10.50%
Allowance for Abatements	600,000	847,836	(247,836)	-29.23%
Total Other Amounts	3,085,101	3,268,205	(183,104)	-5.60%
Total Expenditures	49,938,985	52,938,174	(2,999,189)	-5.67%
Net Budget Variance	10,917	208,932		

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 2018 estimated residential property tax levy of \$24,930,721. For the average residential property assessed at \$401,565 its property tax bill is projected to increase by \$174.56 or 2.40% - from \$7,245.15 in FY 2017 to \$7,419.71 in FY 2018—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	\$450	-	-
STM-2. FY 2017 Operating Budget Line Item Transfers		-	-
STM-3. FY 2017 Appropriations into Blended CPA Fund	527,998	-	-
STM-4. Library Building Project		-	-
STM-5-A. Littleton Common Sewer Strategy - Supplemental	200,000	-	-
STM-5-B. Elder Human Services Van – Local Match	11,640	-	-
STM-6. Amend Funding Source - 34 Cedar Road Acquisition	200,000	-	-
ANNUAL TOWN MEETING			
ATM-1. Town Officers			
ATM-2. Annual Report			-
ATM-3. Zoning: Senior Residential Development			
ATM-4. FY 2018 Operating Budget	42,837,806	23,578,316	7,017.21
ATM-5. FY 2018 Revolving Funds	670,000	-	-
ATM-6. FY 2018 Water Enterprise Fund Operating Budget	3,439,205	-	-
ATM-7. FY 2018 Park/Recreation Enterprise Fund Budget	987,277	-	-
ATM-8 I-A. Police Patrol Vehicle Replacements	117,000	117,000	34.82
ATM-8 I-B. Police Public Safety Radio Maintenance	11,580	11,580	3.45
ATM-8 I-C. Police Vehicle Maintenance	7,000	7,000	2.08
ATM-8 I-D. Police K-9 Vehicle Replacement	30,000	30,000	8.93
ATM-8 II-A. Fire Major Equipment Repair	25,000	25,000	7.44
ATM-8 II-B. Fire Protective Clothing Replacement	12,000	12,000	3.57
ATM-8 II-C. Fire Engine 4 Refurbishment	125,000	125,000	37.20
ATM-8 II-D. Fire Station Expansion Community Room	44,000	-	-
ATM-8 III-A. Highway Major Equipment Repair	18,000	18,000	5.36
ATM-8 III-B. Highway Administrative Vehicle	25,601	25,601	7.62
ATM-8 III-C. Highway One-ton Dump Truck	68,536	68,536	20.40
ATM-8 III-D. Highway Front End Loader Replacement	175,000	175,000	52.08
ATM-8 III-E. Highway Fork Lift (refurbished)	19,000	19,000	5.65
ATM-8 IV-A. Schools Technology Chromebooks	115,000	115,000	34.23
ATM-8 IV-B. Schools Resource Materials	100,000	100,000	29.76
ATM-8 IV-C. School Custodial Equipment	44,500	44,500	13.24
ATM-8 IV-D. Schools: Café POS Hardware	8,000	8,000	2.38

TOWN OF LITTLETON, MASSACHUSETTS

	<u>Article Amount</u>	<u>Levy Sensitive</u>	<u>Tax Bill Impact</u>
ATM-8 IV-E. Schools Folding Chairs/Carts	15,000	15,000	4.46
ATM-8 IV-F. Replace Shaker Lane School Phone System	35,000	35,000	10.42
ATM-8 V-A. Cemetery Backhoe Angle Plow	8,100	8,100	2.41
ATM-8 V-B. Cemetery Mower	15,700	15,700	4.67
ATM-8 V-C. Cemetery Casket Lowering Device	3,100	3,100	0.92
ATM-8 VI-A. Library Furnishings Replacement	7,500	7,500	2.23
ATM-8 VII-A. Park & Rec Twelve-Passenger Van	25,000	25,000	7.44
ATM-8 VII-B. Park & Rec Major Equipment and Repairs	50,000	50,000	14.88
ATM-8 VIII-A. Facility Capital Improvements	299,000	291,788	86.84
ATM-8 VIII-B. Financial Software	350,000	-	-
ATM-8 VIII-C. Town Offices Meeting Room 103 Upgrades	21,600	-	-
ATM-8 VIII-D. Stormwater MS4 Permit Needs	100,000	-	-
ATM-8 VIII-E. Mill Pond Dredging	68,550	-	-
ATM-8 VIII-F. Clean Lakes Projects	25,000	-	-
ATM-8 VIII-G. Master Plan	35,000	-	-
ATM-9. FY 2018 Community Preservation Budget		-	-
ATM-10. Personnel By-law Amendments		-	-
ATM-11. Stabilization Fund	80,894	-	-
ATM-12. Capital Stabilization Fund	398,379	-	-
ATM-13. Debt Exclusion Stabilization Fund	166,574	-	-
ATM-14. Trust Fund Grant	4,000	-	-
ATM-15. Senior & Veterans Tax Work-Off Programs		-	-
ATM-16. Use of MassDOT Chapter 90 Funds	397,288	-	-
ATM-17. Zoning: Accessory Apartment			
ATM-18. Zoning: Temporary Moratorium Marijuana Establishments			
ATM-19. Town Offices / Middle School / Russell Street School Parcel			
ATM-20. Acquire Land at Parcel U39 4 14 for Mill Pond Restoration			
ATM-21. Acquire Land 31 Boxborough Rd for Conservation	1,273,758	-	-
ATM-22. By-law Amendment: Town Meeting Procedures			
ATM-23. By-law Amendment: Departmental Revolving Funds			
ATM-24. Home Rule Petition: Add Two Package Store All Alcohol Licenses			
ATM-25. Voter Petition: Affirming Littleton's Rights – Nagog Pond			
ATM-26. Voter Petition: Water Resource Sharing – Nagog Pond			
ATM-27. Borrowing Authorization			
ATM-28. Prior Borrowing Votes: Sale Premium to Pay Project Costs			
ATM-29. Compensating Balance Agreement			
ATM-30. FY 2018 Personal Exemption Amounts			
Residential Property Tax Totals		\$24,930,721	\$7,419,71



May 1, 2017 Special Town Meeting

7:30 p.m. Charles Forbes Kaye Gymnasium
Littleton Middle School

ARTICLE 1

Board of Selectmen

Bills of Prior Years

[9/10ths vote required]

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

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

Motion: Moved and seconded by the Board of Selectmen that the Town vote to transfer from Undesignated Fund Balance the sum of \$450 to pay a FY 2014 bill owed by the Public Buildings/Facility Expense for boiler inspections completed by the Commonwealth of Mass Department of Public Safety. **Finance Committee and Board of Selectmen support Article 1.**

ARTICLE 2

Board of Selectmen

FY 2017 Line Item Transfers

To see if the Town will vote to amend the FY 2017 Operating Budget, as adopted under Article 4 of the May 2, 2016 Annual Town Meeting and amended by Article 3 of the November 16, 2016 Special Town Meeting, by adjusting budget line items, or to take any other action in relation thereto.

[Article 2 adjusts the FY 2017 operating budget by moving money between line items.]

Motion: To be made at Town Meeting.

ARTICLE 3

Board of Selectmen / Community Preservation Committee

FY 2017 Appropriations into Blended Community Preservation Act Fund

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 \$527,998 or any other sum, which also increases the base for CPA state matching funds, as follows:

- (1) \$290,399 (55%) to the CPA Open Space Reserve for conservation and passive recreation purposes, of which \$42,000 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 and \$248,399 is from the Fifteen Great Road Mitigation Reserve for Appropriation;
- (2) \$105,600 (20%) to the CPA Community Housing Reserve from the Fifteen Great Road Mitigation Reserve for Appropriation;
- (3) \$79,200 (15%) to the CPA Recreation Reserve from The Potpourri Group Mitigation Reserve for Appropriation; and

TOWN OF LITTLETON, MASSACHUSETTS

(4) \$52,800 (10%) to the CPA Historic Resources Reserve from The Potpourri Group Mitigation Reserve for Appropriation;
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 2017, Littleton's 1% CPA surcharge will raise \$263,999, so the Town could deposit up to \$527,998 in additional municipal revenues as the 2% equivalent. By this vote, Littleton would fully implement the Blended CPA for a third year-in-a-row, qualifying again for maximum CPA state matching funds.

[The Fifteen Great Road Mitigation Reserve for Appropriation has an available balance of \$360,696. A final total of \$991,882 was generated from this host community agreement, of which \$631,186 has already been deposited in the CPA fund. This article transfers another \$353,999, leaving a balance of \$6,697 in the Fifteen Great Road mitigation reserve.

[The Potpourri Group Mitigation Reserve for Appropriation has a balance of \$300,000— the full amount owed under the Host Community Agreement—from amounts received from the property owner and the company. \$132,000 would be transferred in this article, leaving a balance of \$168,000 in the Potpourri mitigation reserve.]

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

Community Preservation Committee, Board of Selectmen, and Finance Committee support Article 3.

ARTICLE 4
Library Trustees
Library Building Project
[2/3rds vote required]

To see if the Town will vote as follows:

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

Whereas, MBLC requires Town Meeting approval (a) of the schematic design of the library, (b) to apply for, accept and expend grant funds, and (c) to transfer the Slope Site to another municipal board for library purposes no later than June 17, 2017; and

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

Whereas, the School Committee voted on December 8, 2016 to make a determination, pursuant to Massachusetts General Laws Chapter 40, Section 15A, that the so-called "Slope Site", shown as the "Proposed Parcel Area" on a plan entitled "Littleton Town Library Topographic Plan", dated November 3, 2016 and prepared by BSC Group, is no longer needed by the School Committee for School Purposes and that the Town Meeting may transfer the care, custody, management and control of the Slope Site to another municipal board for another purpose, with said determination by the School Committee to be subject to the award of a grant by MBLC and the votes of town meeting by June 2017 and within 6 months after the provisional grant award is made by the MBLC as referenced above.

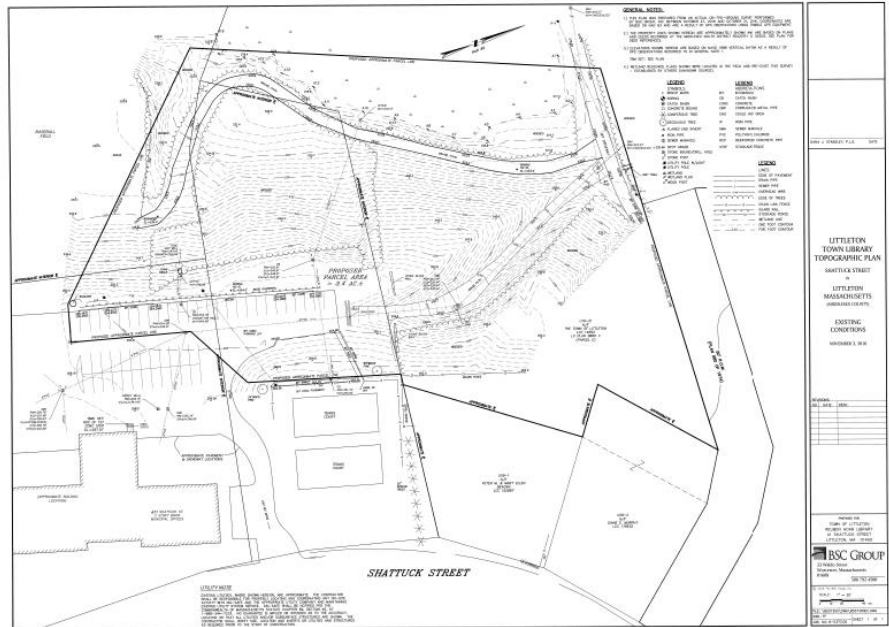
Therefore, the Town votes as follows:

TOWN OF LITTLETON, MASSACHUSETTS

(a) to accept the schematic design for the proposed new Reuben Hoar Library building dated January 5, 2017 and prepared by Johnson Roberts Associates, Inc., provided, however, that such acceptance shall be contingent upon Town receiving the award of a grant by the MBLC;

(b) to authorize the Library Trustees to apply for any state funds which might be available to defray all or part of the cost of the design, construction and equipping of the library project and to authorize the Permanent Municipal Building Committee to accept and expend any such funds when received without further appropriation; and

(c) to transfer the care, custody, control and management of the so-called “Slope Site”, shown as the “Proposed Parcel Area” on a plan entitled “Littleton Town Library Topographic Plan”, dated November 3, 2016 and prepared by BSC Group, from the School Committee for school purposes to the Board of Selectmen for library purposes, said parcel was acquired by the Town in the deeds from Augustus Hager to the Town of Littleton dated February 21, 1868 and June 30, 1896; and, said vote is conditioned upon the award of a grant by MBLC and the appropriation of funds for the new library within six months of receipt of grant funds; or to take any other action in relation thereto.



Article 4. Library Building Project “Slope Site” behind Town Offices on Shattuck Street.

[This vote is required for the Library Trustees to be able to pursue state grant funding for its proposed \$13,173,554-building project on the so-called “slope site” behind the Town Offices. If a state grant were to be awarded, a further vote of town meeting would be required to appropriate the Town’s share of funding, currently estimated at \$7,342,554. If that sum were borrowed for 20 years at 5% interest, the projected property tax bill impact for a median single-family property assessed at \$409,000 would be \$164.83 in year one. If the project were to proceed prior to FY 2026, then approval of a debt exclusion ballot question by Town election voters would also be needed. The Town would also incur costs for repurposing the existing space at 41 Shattuck Street for use by other Town departments.]

Motion: Moved and seconded by the Library Trustees that the Town vote to approve Article 4 as printed in the warrant.

Library Trustees support Article 4. Board of Selectmen, Finance Committee recommendations forthcoming.

ARTICLE 5
Board of Selectmen
FY 2017 Capital Improvements Plan Adjustments

To see if the Town will vote to transfer from available funds a sum or sums of money to be expended for the capital projects and purchases itemized and described; or to take any other action in relation thereto.

- A. Littleton Common Sewer Strategic Plan - Supplemental Funding – \$200,000 to be added to the sum appropriated by Article 5, Item 3 of the November 16, 2016 Special Town Meeting to be expended by the Board of Selectmen to develop a Littleton Common Sewer strategic plan.

[This increases from \$252,000 to \$452,000 the sum available to fund the feasibility, conceptual and preliminary design for a smart sewer project for the Littleton Common area. This design phase will conduct a financial evaluation and create estimated project costs for the proposed plan and impacted areas, as well as conduct site selection for the treatment facility and groundwater discharge location. This phase will create preliminary design plans based on the financial feasibility of various smart sewer innovative technologies.]

- B. Elder/Human Services Van – Local Match - \$11,640 to be expended by the Department of Elder and Human Services for the local match for a State grant funded Ford E-350 RV twelve passenger cutaway bus with wheelchair lift and wheelchair stations.

[Town's Elder & Human Services Department was successful in obtaining a State grant for a twelve-passenger vehicle valued \$61,170. This funds the local match of \$11,640 for that vehicle.]

Motion: Moved and seconded by the Board of Selectmen that the Town vote to transfer from the Undesignated Fund Balance the sum of \$211,640 for the capital projects and purchases itemized and described in Article 5.

Finance Committee and Board of Selectmen support Article 5.

ARTICLE 6
Board of Water Commissioners
Amend Source of Funding for Acquisition of 34 Cedar Road
[2/3rds vote required]

To see if the Town will vote to amend its vote under Article 10 of the November 16, 2016 Special Town Meeting for the acquisition of 34 Cedar Road for the Littleton Water Department as amending the source of funding by (1) rescinding the authority to borrow \$200,000 therefor, and (2) transferring from Water Enterprise Undesignated Fund Balance the sum of \$200,000 therefor; or to take any other action in relation thereto.

[The Water Department purchased the property at 34 Cedar Road for the purpose of constructing a new water tank in the future. This property is adjacent to the existing Cedar Hill water tank. The funds for this purchase were borrowed, with approval of the November 16, 2016 Special Town Meeting. Now the Water Department is asking for approval to fund this purchase from the Water Enterprise Undesignated Fund Balance. No new indebtedness in incurred by this article.]

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

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



May 1, 2017 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 2018: 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.

[This year, reports include the Littleton Master Plan 2030, summarized on page 55.]

Motion: Moved and seconded by the Board of Selectmen that the Town vote (1) to accept all printed reports of Town Officers and Committees as published in the 2016 Annual Town Report; and (2) to receive the "Littleton Master Plan 2030" as adopted by the Planning Board pursuant to MGL C.41, §81D, a copy of which is on file with the Town Clerk.

Board of Selectmen supports Article 2.

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.

TOWN OF LITTLETON, MASSACHUSETTS

- 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

TOWN OF LITTLETON, MASSACHUSETTS

- 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.

- F. 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:
- G. 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.
- H. Independent living units and assisted living facilities shall comply with the accessibility requirements of the Massachusetts Architectural Access Board.
- I. 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.

- J. 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.
- K. 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.

TOWN OF LITTLETON, MASSACHUSETTS

- L. 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.
- M. Structures shall be clustered to reduce site disturbance and protect open spaces, natural and environmentally sensitive areas.
- N. Building design shall avoid use of long, unbroken facades, and shall include use of balconies, offset walls, trellises and other design features.
- O. 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.
- P. The development shall be served by public water.

§173-151. Procedures.

- Q. 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.
- R. 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.

- S. 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.

TOWN OF LITTLETON, MASSACHUSETTS

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.

[Article 3 adopts a zoning by-law requiring a Senior Residential Development special permit from the Planning Board for construction of housing to meet the needs of people as they age; it includes architectural standards for age-targeted design for detached single-family dwellings; two-family dwellings; townhouse dwellings; independent living units; assisted living residence, and/or continuing care retirement community. The "Senior Residential Development" bylaw would replace the current "Over-55 Housing Developments" bylaw.]

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

Planning Board and Board of Selectmen support Article 3.

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 4 is the FY 2018 recommended budget and financing plan reached by the Finance Committee, Board of Selectmen, and School Committee. As shown in the table on page 10 above, the total spending plan for FY 2018 is in balance at \$42,837,806.]

[On the Town side, recommended operating budget represents an increase of \$719,369, or 9.90% over FY 2017, to fund Town departments. Staffing increases include a Highway/ Parks laborer, Police patrol officer, Elder/Human Services outreach coordinator and part-time van driver, and six Fire paramedics funded by ambulance receipts.

[The School's appropriation increases by \$807,638 or 4.47%. The School Committee plans to augment the \$18,860,000 million appropriated in this article with \$778,016 from so-called "circuitbreaker" and \$404,000 in "school choice" reserve funds to meet its spending plan. Included in the total spending plan is the addition of 4 full time and 1 part time education positions.]

[Employee/retiree benefit costs for Town/Schools increase by \$1,134,905 or 15.72%, due primarily to increases in group health insurance rates and enrollment; and retirement assessments.]

Motion: Moved and seconded by the Finance Committee that the Town vote to raise and appropriate the sum of \$41,419,287 and transfer from the funds specified herein the sum of \$1,418,519, for a total of \$42,837,806 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, 2017.

TOWN OF LITTLETON, MASSACHUSETTS

	<i>Department</i>	<i>FY2016 Actual</i>	<i>FY2017 Budget</i>	<i>FY2018 Budget</i>
114	MODERATOR			
	Expenses	<u>0</u>	<u>100</u>	<u>100</u>
	Total 114	0	100	100
122	SELECTMEN / TOWN ADMINISTRATOR			
	Personal Services	182,491	243,632	294,140
	Expenses	11,870	11,870	12,870
	MAGIC/MAPC Expense	<u>11,625</u>	<u>12,000</u>	<u>12,000</u>
	Total 122	205,986	267,502	319,010
131	FINANCE COMMITTEE			
	Personal Services	528	800	700
	Expenses	<u>176</u>	<u>400</u>	<u>500</u>
	Total 131	704	1,200	1,200
132	RESERVE FUND			
	Expenses	<u>61,982</u>	<u>150,000</u>	<u>150,000</u>
	Total 132	61,982	150,000	150,000
135	FINANCE AND BUDGET			
	Personal Services	603,012	629,216	657,540
	Expenses	41,452	40,625	48,725
	Audit	<u>40,000</u>	<u>40,000</u>	<u>40,000</u>
	Total 135	684,464	709,841	746,265
151	LEGAL			
	Expenses	<u>199,022</u>	<u>250,000</u>	<u>250,000</u>
	Total 151	199,022	250,000	250,000
155	INFORMATION SYSTEMS			
	Personal Services	92,224	93,713	95,590
	Expenses	<u>198,366</u>	<u>289,290</u>	<u>324,000</u>
	Total 155	290,590	383,003	419,590
161	TOWN CLERK			
	Elected Salaries	59,605	71,639	75,628
	Personal Services	18,675	20,251	20,630
	Expenses	1,500	1,500	1,500
	Transfer In - Dog Tax Fund	<u>(2,200)</u>	<u>0</u>	<u>0</u>
	Total 161	77,580	93,390	97,758
162	ELECTIONS & REGISTRATIONS			
	Expenses	<u>8,700</u>	<u>12,200</u>	<u>8,700</u>
	Total 162	8,700	12,200	8,700
171	CONSERVATION COMMISSION			
	Personal Services	25,097	29,172	33,465
	Expenses	1,450	1,000	1,450
	Transfer In - Wetland Fund	<u>(15,500)</u>	<u>(8,000)</u>	<u>(8,000)</u>
	Total 171	11,047	22,172	26,915
175	PLANNING BOARD			
	Personal Services	66,079	69,456	70,890
	Expenses	<u>1,022</u>	<u>1,175</u>	<u>1,175</u>

TOWN OF LITTLETON, MASSACHUSETTS

<i>Department</i>		<i>FY2016 Actual</i>	<i>FY2017 Budget</i>	<i>FY2018 Budget</i>
	Total 175	67,101	70,631	72,065
176 APPEALS BOARD				
Personal Services		4,540	5,427	5,730
Expenses		<u>920</u>	<u>1,000</u>	<u>1,000</u>
	Total 176	5,460	6,427	6,730
191 BUILDING/FACILITY EXPENSE				
Personal Services		62,121	62,306	60,220
Expenses		<u>387,500</u>	<u>420,000</u>	<u>430,000</u>
	Total 191	449,621	482,306	490,220
193 GENERAL INSURANCE				
Expenses		<u>368,003</u>	<u>375,000</u>	<u>375,000</u>
	Total 193	368,003	375,000	375,000
194 EMPLOYEE/RETIREE BENEFITS				
Expenses		5,450,313	6,150,011	6,970,478
Other Post Employment Benefits Liability Fund		851,200	1,068,500	1,382,938
Transfer In – Ambulance Fees			(0)	(150,000)
Transfer In - Cable Studio Benefits		<u>(24,029)</u>	<u>(25,200)</u>	<u>(51,714)</u>
	Total 194	6,277,484	7,193,311	8,151,702
196 TOWN REPORT / TOWN MEETING				
Expenses		<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
	Total 196	5,000	5,000	5,000
197 CABLE STUDIO				
Personal Services		126,533	136,315	143,650
Expenses		26,850	34,225	34,225
Transfer In - Cable Revolving		0	(65,000)	(50,000)
Transfer In - Cable Access Fees		<u>(153,383)</u>	<u>(105,540)</u>	<u>(127,875)</u>
	Total 197	0	0	0
210 POLICE / DISPATCH				
Personal Services		1,647,575	1,771,112	1,868,508
Expenses		<u>115,440</u>	<u>150,421</u>	<u>150,421</u>
	Total 210	1,763,015	1,921,533	2,018,929
220 FIRE / EMS DEPARTMENT				
Personal Services		1,003,669	1,041,606	1,231,478
Expenses		144,066	114,588	184,035
Transfer In -Ambulance Fees		<u>(300,000)</u>	<u>(300,000)</u>	<u>(500,000)</u>
	Total 220	847,735	856,194	915,513
241 BUILDING DEPARTMENT				
Personal Services		191,697	218,703	229,040
Expenses		4,513	5,060	5,060
Transfer In - Inspectional Revolving		<u>(77,772)</u>	<u>(100,186)</u>	<u>(104,000)</u>
	Total 241	118,438	123,577	130,100
300 SCHOOL DEPARTMENT				
Budget		<u>17,250,000</u>	<u>18,052,362</u>	<u>18,860,000</u>
	Total 300	17,250,000	18,052,362	18,860,000

TOWN OF LITTLETON, MASSACHUSETTS

	<i>Department</i>	<i>FY2016 Actual</i>	<i>FY2017 Budget</i>	<i>FY2018 Budget</i>
301	TECHNICAL SCHOOL EXPENSE			
	Expenses - Nashoba Tech	474,448	507,219	453,828
	Expenses – Minuteman Tech	<u>20,000</u>	<u>0</u>	<u>0</u>
	Total 301	494,448	507,219	453,828
420	HIGHWAY DEPARTMENT			
	Personal Services	733,121	879,017	955,803
	Expenses	335,648	383,203	390,790
	Streetlights	32,000	33,000	25,000
	Park Maintenance	9,700	10,000	10,000
	Wastewater/Stormwater	91,800	100,000	105,000
	B&M Crossing	2,808	2,808	2,808
	Gasoline	<u>73,511</u>	<u>125,000</u>	<u>125,000</u>
	Total 420	1,278,588	1,533,028	1,614,401
422	ROADWAY REPAIRS			
	Expenses	<u>695,394</u>	<u>633,100</u>	<u>711,000</u>
	Total 422	695,394	633,100	711,000
423	SNOW & ICE			
	Personal Services	57,844	68,000	68,000
	Expenses	<u>191,821</u>	<u>132,000</u>	<u>132,000</u>
	Total 423	249,665	200,000	200,000
450	CLEAN LAKES EXPENSES			
	Expenses	0	46,000	46,000
	Transfer In – Clean Lakes	<u>0</u>	<u>(46,000)</u>	<u>(46,000)</u>
	Total 450	0	0	0
491	CEMETERY DEPARTMENT			
	Personal Services	99,004	103,819	103,565
	Expenses	16,900	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	72,007	77,722	77,468
510	HEALTH DEPARTMENT			
	Personal Services	20,422	24,424	25,785
	Expenses	1,555	2,587	2,587
	Assessment - Nashoba BOH	20,214	25,000	25,000
	Assessment - Nashoba Nursing	8,700	9,500	9,500
	Assessment - Eliot Clinic	3,780	4,000	4,000
	Assessment - SANS Program	12,000	12,000	12,500
	Animal Inspector	2,400	2,450	2,450
	Transfer In - B. Sampson Trust	<u>(2,500)</u>	<u>0</u>	<u>0</u>
	Total 510	66,571	79,961	81,822
541	ELDER AND HUMAN SERVICES			
	Personal Services	115,741	116,748	192,328
	Expenses	<u>13,543</u>	<u>13,921</u>	<u>22,921</u>

TOWN OF LITTLETON, MASSACHUSETTS

<i>Department</i>	<i>FY2016 Actual</i>	<i>FY2017 Budget</i>	<i>FY2018 Budget</i>
Total 541	129,284	130,669	215,249
543 VETERANS SERVICES			
Personal Services	5,000	7,500	7,500
Expenses	916	1,515	1,560
Veteran Benefits	<u>133,768</u>	<u>175,000</u>	<u>185,000</u>
Total 543	139,684	184,015	194,060
610 REUBEN HOAR LIBRARY			
Personal Services	421,981	448,820	469,464
Expenses	81,007	91,798	102,163
Merrimack Valley Assessment	30,471	34,596	36,157
Transfer In - Library Trust Fund	<u>(11,500)</u>	<u>(13,000)</u>	<u>(13,000)</u>
Total 610	521,929	562,214	594,784
630 PARK AND RECREATION DEPT			
Recreation Enterprise Subsidy	<u>107,323</u>	<u>121,643</u>	<u>171,670</u>
Total 630	107,323	121,643	171,670
690 OTHER CULTURE & RECREATION			
Historical	220	700	700
Memorial Day	500	750	750
Patriot's Day	<u>50</u>	<u>50</u>	<u>50</u>
Total 690	770	1,500	1,500
700 DEBT			
710 LONG TERM DEBT	3,309,482	3,119,897	2,916,021
720 SHORT TERM DEBT	635,270	1,038,447	1,466,720
Transfer In - Self Help Grant	(17,000)	(17,000)	(0)
Transfer In - Wastewater Settlement	(17,274)	(17,274)	(17,274)
Transfer In - Oak Hill Cell Tower	(34,269)	(33,269)	(32,269)
Transfer In - Newtown Hill Cell Tower	(39,848)	(38,648)	(37,448)
Transfer In - Bond Premium	(54,067)	(49,600)	(45,526)
Transfer In - Community Preservation	(119,608)	(194,823)	(51,138)
Transfer In - Light Department	<u>(154,530)</u>	<u>(147,084)</u>	<u>(140,378)</u>
Total 700	3,508,156	3,660,646	4,058,708
FUNDING SUMMARY			
Net Budgets	37,023,158	39,871,987	42,837,806
Transfers In	<u>(1,071,913)</u>	<u>(1,211,856)</u>	<u>(1,418,519)</u>
Total Appropriated Budgets	35,951,245	38,660,131	41,419,287

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

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.

TOWN OF LITTLETON, MASSACHUSETTS

- (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 Boxborough IMA: to allow the proceeds resulting from the provision of LCTV cable services to the Town of Boxborough 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 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

TOWN OF LITTLETON, MASSACHUSETTS

of \$150,000 annually, to be expended for expenses associated with providing student bus transportation under the direction of the School Committee;

(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 5 allows the Town to raise revenues for specific services and use those revenues without appropriation to support the service. Wages or salaries for full-time employees may be paid from the revolving fund only if the fund is also charged for all associated fringe benefits.]

Motion: Moved and seconded by the Board of Selectmen that the Town vote, in accordance with Chapter 44, section 53E½ of the General Laws, to authorize Fiscal Year 2018 Revolving Funds precisely as set forth in Article 6 as printed in the warrant.

Finance Committee and Board of Selectmen support Article 5.

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 6 funds the Water Enterprise Fund for FY 2018. The Water Department's budget request is an increase from FY 2017. The budget reflects a 3.3% water rate increase adopted by

TOWN OF LITTLETON, MASSACHUSETTS

the Board of Water Commissioners 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.]

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 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	518,738
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 7 funds the FY 2018 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 2018, the general fund subsidy for PRCE is \$171,670, which covers the salaries and benefits of both the director and assistant director.]

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 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.

[This funds the purchase of two fully-marked patrol Ford Police interceptor SUVs to replace two line cars from the fleet. These vehicles are front-line response vehicles in the community.]

- 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.

[This funds the contract for maintenance of all public safety radios and outlying infrastructure, equipment worth more than one million dollars.]

- C. Police Vehicle Maintenance -\$7,000 to be expended by the Police Department for tire replacement and equipment maintenance of its fleet of vehicles.

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

- D. K-9 Vehicle Replacement - \$30,000 to be expended by the Police Department to replace the K-9 Patrol Vehicle.

[This replaces the current K-9 cruiser which has more than 130,000 miles. Replacement cost of \$58,500 is also met by \$28,500 from the Littleton Police K-9 Foundation.]

II. FIRE DEPARTMENT

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

[This allows the Fire Department to maintain all of the vehicles in the fleet to include regular vehicle maintenance as well as significant repairs.]

- 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.

[This allows the Fire Department to maintain an annual program to ensure that the firefighting clothing is compliant and safe for the membership to wear. The National Fire Protection Agency now mandates that all protective firefighting clothing be replaced after 10 years of service.]

- C. Engine 4 Refurbishment - \$125,000 to be expended by the Fire Department to refurbish a 2007 Smeal Pump Truck.

TOWN OF LITTLETON, MASSACHUSETTS

[This funds refurbishment of a 2007 fire truck to ensure a full twenty-year life span. With today's road salt chemicals and increased use, the truck should have the frame rails treated along with other corrosion. The pump needs to be overhauled and the electrical system and warning devices brought up to current standards.]

- 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.

[This sets aside Public/Education/Government (PEG) access funds from cable subscribers for future purchases of equipment to outfit the new fire facility for LCTV broadcasts.]

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 replacements, engine repairs, repairs to suspension, drive lines, major tire replacements on all equipment and trucks.]

- 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.

[This funds the purchase of a Ford Escape to be used by the Director of Public Works. The vehicle will be used for daily business within town and travel to and from work related events outside of town; but not for commuting.]

- 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.

[This funds the purchase of a Ford F-450 dump truck and plow to replace a 2009 year old Ford F-450. The dump truck and plow is used year round for general Highway Department work, and is a front line vehicle in snow removal operations.]

- D. Front End Loader Replacement - \$175,000 to be expended by the Highway Department to replace a 1998 model John Deere front end loader.

[This funds the purchase of a John Deere 544 wheel loader to replace a 1998 John Deere 544H wheel loader. The loader is used to clear snow at the schools, plow and clear snow from town roads, to load and stockpile various materials throughout the year.]

IV. SCHOOLS

- A. Technology, Chromebook Replacements - \$115,000 to be expended by the School Committee to replace miscellaneous technology equipment and Chromebooks.

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

TOWN OF LITTLETON, MASSACHUSETTS

- 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. Custodial Equipment – \$44,500 to be expended by the School Committee to replace custodial equipment throughout the school district.

[This funds purchase of custodial and maintenance equipment across the district for all four schools, including floor care machines, maintenance lift, replacement of vacuums, florescent bulb recycler and other maintenance items.]

- 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.

[This replaces the current point of sale equipment for the school cafeteria program—touch screen systems specific to the food service industry. The current hardware system that interfaces and integrates with the NutriKids Software program is over seven years old, experiences failures, and needs updating.]

- E. Folding Chairs/Carts - \$15,000 to be expended by the School Committee for folding chair and cart replacements and additions for all schools.

[This funds pf purchase of additional folding chairs across the district to replace broken chairs, and add some 350 additional chair inventory at schools, plus related storage equipment.]

- 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.

[This replaces and upgrades the existing, obsolete fifteen-plus-year-old telephone system at the Shaker Lane School operating on an old DOS-based computer. The Schools are exploring both voice-over-IP and internet-based phone systems.]

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.

[This funds an angle plow to allow for year-round access and funerals at the Town-owned Westlawn Cemetery.]

- B. Mower - \$15,700 to be expended by the Cemetery Commission to replace a 20-year old mower for the Cemetery Department.

[This funds replaces a mower at the cemetery.]

- C. Casket Lowering Device - \$3,100 to be expended by the Cemetery Commission to replace a casket lowering device.

TOWN OF LITTLETON, MASSACHUSETTS

[This funds replacement of an existing casket lowering device, which must be lowered manually, with a properly functioning one that will lower with gravity when the brake is released.]

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. 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.

[This funds the purchase of a vehicle that will replace an old van currently used for afterschool and summer programs. These programs have increased in participation and the need for transportation has increased accordingly.]

- B. 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. These funds would ensure the completion of scheduled and more importantly unscheduled maintenance for all of the areas listed. Also, as safety and ADA 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.]

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.

[A working group comprised of representatives of the Permanent Municipal Building Committee, Board of Selectmen, School Committee, and Finance Committee--brought forward this list of recommended facility projects to address life safety, code compliance, building envelope, building systems, IT/security building infrastructure, interior finishes, and building site/grounds issues.]

- 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.

[This funds the needed upgrade of the general ledger, accounts payable, collections, treasury, assessing, payroll, human resources, bid/project/work order management, and asset management to on-demand "software-as-a-service" (SaaS), a software licensing and delivery model on a subscription basis, centrally hosted. The Town will purchase from the State bid contract for these services from a software company solely focused on providing integrated software and technology services to the public sector. This will

TOWN OF LITTLETON, MASSACHUSETTS

address increased demand for data by the departments and boards, employees, and the general public.]

- 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.

[This funds video equipment upgrades for the first 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 second 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. Projects for FY 2018 include public education, outreach, and participation (\$2,500), outfall/interconnection inventory & dry weather screening (\$1,500), drainage system mapping (\$30,000), written Illicit Discharge Detention and Elimination (IDDE) program (\$1,000), outfall monitoring (wet weather) (\$1,000), catchment investigation and employee training (\$6,000), inventory Town-owned facilities and develop written operations and maintenance procedures (\$7,000), stormwater pollution prevention plans for highway garage (\$16,000). The Clean Lakes Committee has recommended \$300,000 in Spectacle Pond cell tower funds be made available for project MS4 implementation costs over three years -- \$100,000 per year. FY 2018 is year two. This use of cell tower funds would help 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 Lakes Committee as part of the Town's cost of the Federally funded project, estimated at \$3-million.

[This funds the first 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. 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.

[This funds small capital improvements at Long Lake, Spectacle Pond, and Mill Pond to enhance the ecological, recreational, and educational value of these resources]

- G. Master Plan - \$35,000 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 2018.]

TOWN OF LITTLETON, MASSACHUSETTS

Motion: Moved and seconded by the Board of Selectmen that the Town vote to raise and appropriate \$1,352,405, transfer \$259,150 from the funds named herein and transfer from the Undesignated Fund Balance the sum of \$373,212, for a total of \$1,984,767, for capital projects and purchases itemized and described in Article 8 as printed in the warrant.

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

ARTICLE 9
Community Preservation Committee
FY 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			
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 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. For greater accessibility to its Oak Hill conservation area, the Conservation Commission seeks funds to construct a small gravel parking lot off Harvard Road. Regional housing services would continue to be used to monitor and maintain affordable units on the Town's subsidized housing inventory. Park & Recreation would create a design for its bathhouse at Long Lake, to consolidate the snack shack, restrooms, lifeguard office, and boat and dock storage into one building; and address subsurface disposal needs. Park & Rec would also hire a landscape designer for 300 King Street for drought-resistant trees and plants and a seating plan to address needs for the athletic courts and picnic areas.]

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

Community Preservation Committee, Finance Committee, Board of Selectmen, and Park & Recreation Commission support Article 9.

TOWN OF LITTLETON, MASSACHUSETTS

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

GRADE 1

No positions assigned

GRADE 2

Cemetery Laborer

TOWN OF LITTLETON, MASSACHUSETTS

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 – 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:

TOWN OF LITTLETON, MASSACHUSETTS

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.

TOWN OF LITTLETON, MASSACHUSETTS

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

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

Aftercare Coordinator
Camp Lead I
Lifeguard II/WSI
Sailing Instructor

GRADE 6

Camp Lead II
Program Coordinator

GRADE 7

Camp Specialists

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

or to take any other action in relation thereto.

[Article 10 amends the classification and compensation plans for non-union Town employees by applying a two-percent salary schedule adjustment in FY 2018 (to match the schedule adjustment for union employees).]

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

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

**ARTICLE 11
Board of Selectmen
Stabilization Fund**

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

[The Town's adopted financial management policy requires that 5% of the operating budget be maintained in the Stabilization Fund. To meet that, \$80,894 needs to be added this year. The fund's current balance is \$2,055,093. 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 \$80,894 for Article 11 as printed in the warrant.

Finance Committee and Board of Selectmen support Article 11.

**ARTICLE 12
Board of Selectmen
Capital Stabilization Fund**

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to be deposited in the Capital Stabilization Fund established by Article 6 of the May 6, 2013 Special Town

TOWN OF LITTLETON, MASSACHUSETTS

Meeting for the purpose of funding any capital-related project, or pieces of capital equipment, or debt-service payment related thereto; said fund as authorized by Chapter 40, Section 5B of the General Laws, or to take any other action in relation thereto.

[The Town's adopted financial management policy requires that an amount equal to at least 1% of the total General Fund capital plan (this year, \$27,497) be appropriated annually into the Capital Stabilization fund. This article adds \$386,739 to start putting money aside for replacement of the Fire Department ladder truck (for which \$1,125,000 was requested for FY 2018 but is not funded in draft CIP). \$2,900,000 was transferred from this fund by Article 6 of the November 16, 2016 Special Town Meeting, Fire Station Facility Expansion Construction, leaving a balance of \$28,626 in Capital Stabilization.]

Motion: Moved and seconded by the Board of Selectmen that the Town vote to transfer from the Undesignated Fund Balance the sum of \$386,739 for Article 12 as printed in the warrant.

Finance Committee and Board of Selectmen support Article 12.

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.

[An initial deposit of \$532,801 was made into the Debt Exclusion Stabilization Fund by Article 4 of the November 16, 2016 Special Town Meeting. \$166,574 can be added to this fund, to allocate 0.5% of the 2½% increase towards reducing debt. Since excluded debt costs can be added to a property tax bill beyond the limits of Proposition 2 ½, defraying those costs by use of this stabilization fund would reduce the cost of debt passed onto property taxpayers.]

Motion: Moved and seconded by the Board of Selectmen that the Town vote to transfer from the Undesignated Fund Balance the sum of \$166,574 for Article 13.

Finance Committee and Board of Selectmen support Article 13.

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 14 funds an animal care assistance program for qualifying low income persons from a relief of animals trust fund.]

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

Trust Fund Commissioners, Finance Committee, Board of Selectmen support Article 14.

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.

[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 92 participants (a decrease from 105 last year); the veterans program has 9 participants.]

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

Finance Committee, Board of Selectmen, Council on Aging support Article 15.

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.

[Article 15 is an annual appropriation of state funds to reimburse for qualifying Town road improvements, which Littleton uses to help pay for the ten-year roadway improvement program. For FY 2018, Littleton will receive \$397,288 in Chapter 90 funds from a \$200-million statewide bond issue. In FY 2017, Littleton received \$395,107 from a similar bond issue.]

Motion: Moved and seconded by the Board of Selectmen that the Town vote to appropriate funds available in the amount of \$397,288 for authorized road improvements and other projects provided for under Chapter 90 of the General Laws.

Finance Committee and Board of Selectmen support Article 16.

[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 facade of 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:

TOWN OF LITTLETON, MASSACHUSETTS

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 ~~or~~ 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 17 replaces the current “Accessory Dwellings” bylaw with a zoning bylaw allowing a small accessory apartment in an existing single-family home by right, and requiring a special permit from the Zoning Board of Appeals for a larger accessory apartment, or for a detached accessory dwelling unit. Design standards include maintaining the appearance of a single-family dwelling, size limitations, and requiring that the property owner reside in one of the units.]

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

Planning Board and Board of Selectmen support Article 17.

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.

TOWN OF LITTLETON, MASSACHUSETTS

§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 18 would temporarily prohibit the cultivation, processing and sale of recreational marijuana as a use under the Zoning By-law, so as to allow the Town sufficient time to engage in a comprehensive planning process to consider amending the Zoning By-law to regulate such establishments, which were recently approved by voters in the November 8, 2016 State election. This temporary moratorium would not affect medical marijuana facilities, and would extend through August 31, 2018.]

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

Planning Board and Board of Selectmen support Article 18.

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

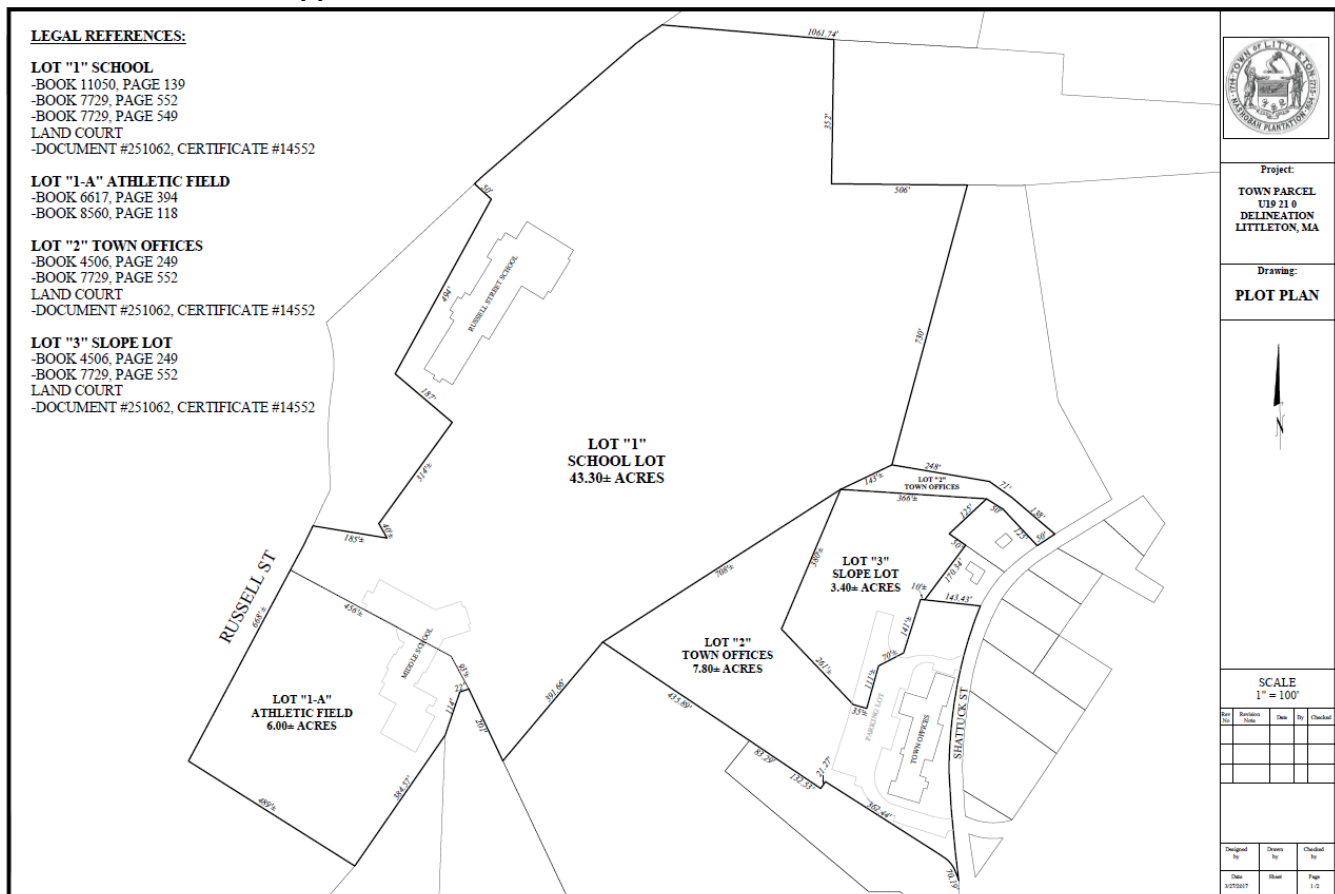
TOWN OF LITTLETON, MASSACHUSETTS

7729, Page 552; (2) deeds from Augustus Hager dated February 21, 1868 and June 30, 1868 and (3) 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 19 would address the circumstance that there are no town meeting votes on record placing the athletic field at the Middle School under the School Committee's care, custody, and control; nor the Town Office Building complex under the Board of Selectmen's.]

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

Board of Selectmen support Article 19.



Article 19. Parcel U19-21-0 – Town-owned property between Shattuck Street and Russell Street including the Town Offices, Littleton Middle School and Russell Street School.

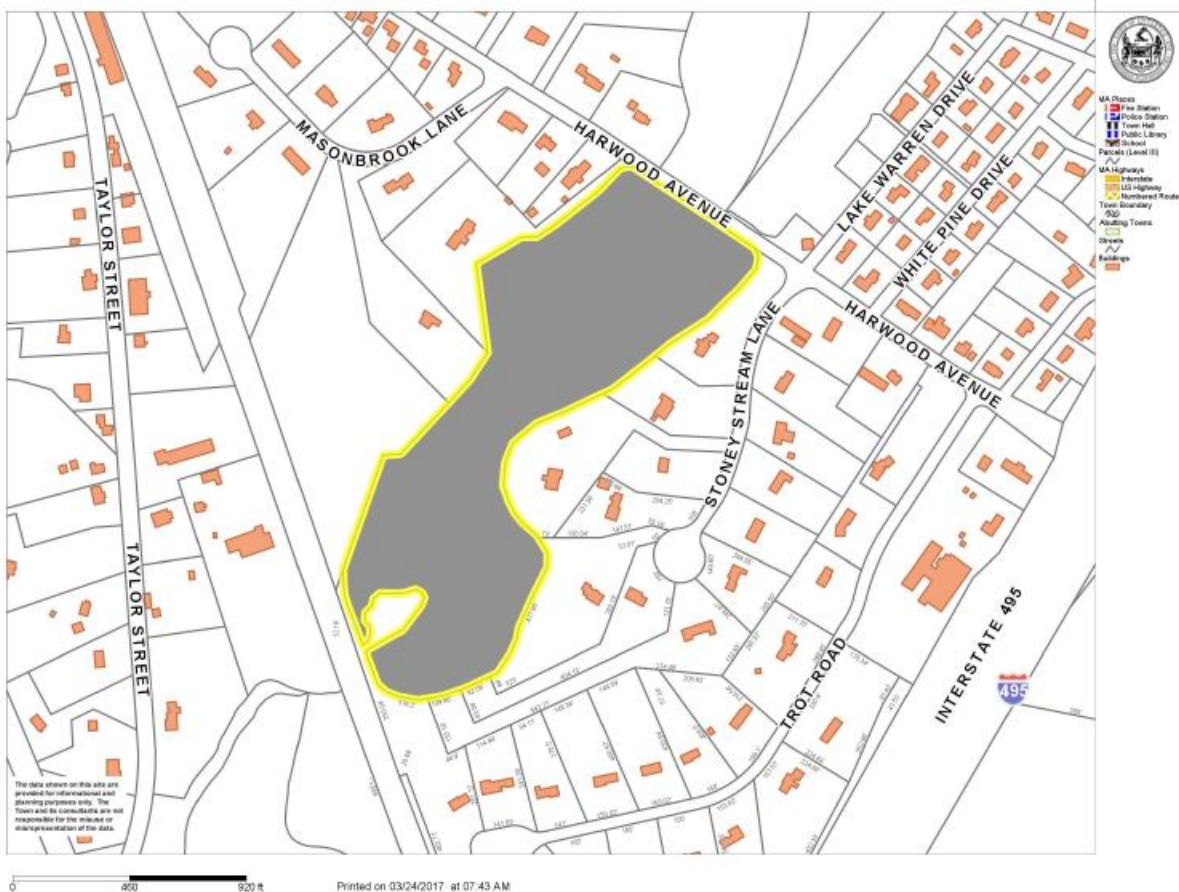
ARTICLE 20
Board of Selectmen / Clean Lakes Committee
Acquire Land at Parcel U39-4-14 for Mill Pond Restoration Project
[2/3rds vote required]

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 20 would transfer ownership of the main southern basin of Mill Pond from a private citizen to the Town. The land would be donated, with no cost to the Town.]

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

Board of Selectmen and Clean Lakes Committee support Article 20.



Article 20. Stenstrom property at Mill Pond on Harwood Avenue.

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

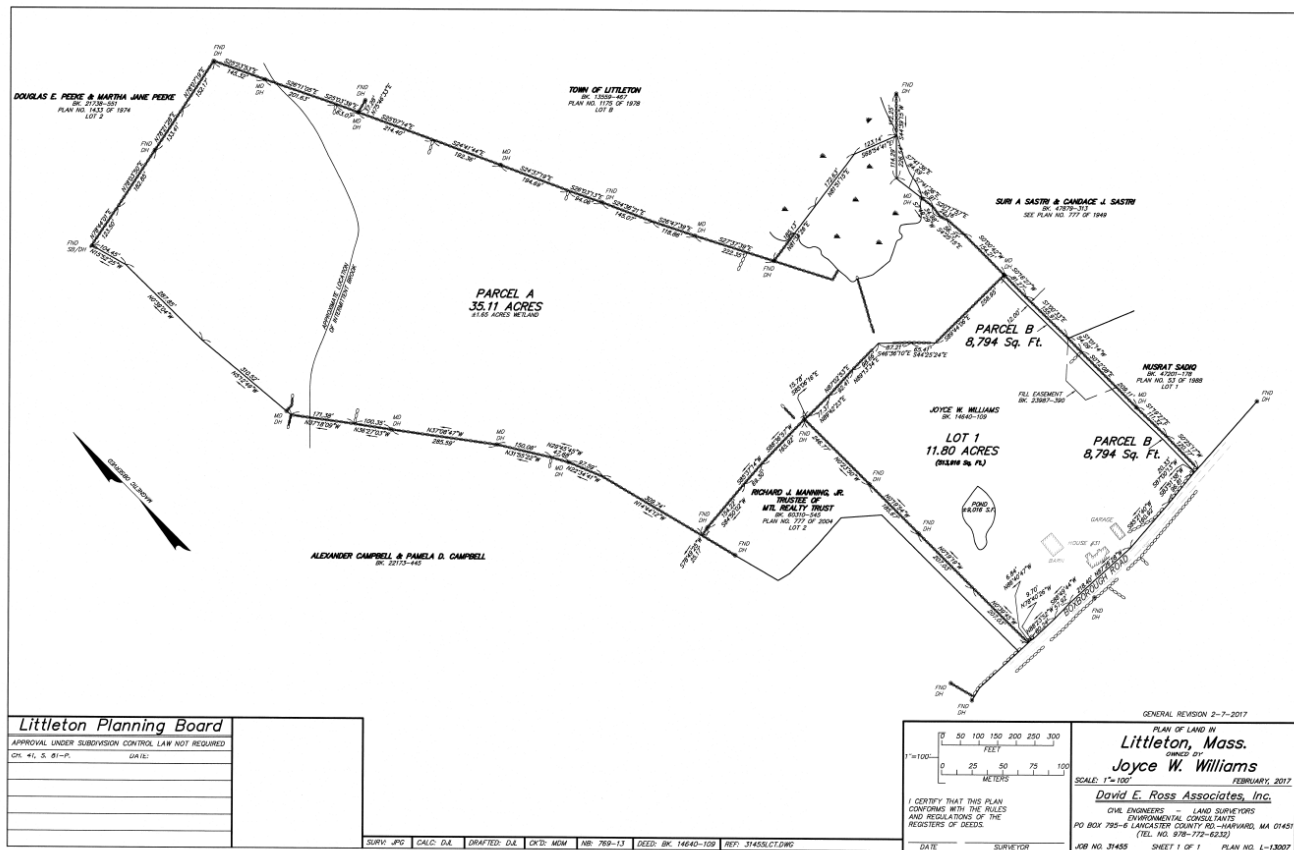
- (i) to authorize the Board of Selectmen to acquire by purchase, gift or eminent domain, for a purchase price of \$1,273,758, for conservation and passive recreational purposes, the fee interest in a two parcels of land located at 31 Boxborough Road, specifically: Parcel A on a plan entitled: Plan of 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.

[Article 21 would acquire for conservation purposes a portion of the property at 31 Boxborough Road. On February 13, 2017, the Board of Selectmen voted to execute a revised purchase and sales agreement with owner Joyce Williams, and to submit a \$300,000 grant application under the federal Land and Water Conservation Fund program towards this purchase. The purchase authorized by this article is not contingent upon award of that grant, however.]

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

Community Preservation Committee, Board of Selectmen, Conservation Commission support Article 21. Finance Committee does not support Article 21 (2-3).

TOWN OF LITTLETON, MASSACHUSETTS



Article 21. Joyce Williams property, 31 Boxborough Road.

[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:

TOWN OF LITTLETON, MASSACHUSETTS

§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.

[The current by-law provides that the ballot-and-checklist vote by town meeting for incurring debt—i.e., borrowing-- may be waived by unanimous vote only, allowing just one voter to require that procedure. Article 22 would increase the number of voters required from one to seven-- the maximum under M.G.L. c.39, §15.]

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

Board of Selectmen supports Article 22.

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,

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

TOWN OF LITTLETON, MASSACHUSETTS

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 budget appropriation of the Cemetery Budget and not from the Fund		Fiscal Year 2019 and subsequent years

TOWN OF LITTLETON, MASSACHUSETTS

A	B	C	D	E	F	G
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 Fund. A Transfer out from the fund will serve as an offset to the LCTV budget appropriated in the General Fund	Within 30 days of the end of the quarter, the Director must provide an invoice to Boxborough for Services.	Fiscal Year 2019 and subsequent years
School Department Transportation	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 subsequent years

TOWN OF LITTLETON, MASSACHUSETTS

A	B	C	D	E	F	G
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 subsequent 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 subsequent years

; or to take any other action in relation thereto.

[The departmental revolving fund statute, G.L. c. 44, §53E½, was amended by the Municipal Modernization Act. St. 2016, c. 218, §86. These amendments eliminated the caps on the amount that could be spent from the revolving funds authorized for a particular department and in total from all authorized revolving funds. In addition, the revolving funds are to be authorized by by-law or ordinance rather than an annual legislative body vote. The legislative body must still vote on or before July 1 on the amount that may be spent from each fund during the upcoming fiscal year.]

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

Board of Selectmen supports Article 23.

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 .

TOWN OF LITTLETON, MASSACHUSETTS

(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 24 proposes to submit a home rule petition for special state legislation allowing the Littleton Board of Selectmen to issue two additional all alcohol package store licenses anywhere in town. The statutory quota is two such licenses. Chapter 335 of the Acts of 2016 authorized one additional package store license for Littleton Common only.]

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

Board of Selectmen recommendation forthcoming.

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 25 seeks to encourage the Town to initiate negotiations with neighboring towns in order to reach an accord on sharing water from Nagog Pond. Currently, only the Town of Concord draws water from the pond, despite the fact that the pond is located entirely within the borders of Acton and Littleton.]

Motion: To be made at town meeting.

Board of Water Commissioners recommendation forthcoming.

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 25 seeks to direct the Town “to petition the Legislature. In 1884,⁴ the Legislature granted Concord the right to draw and use water from Nagog Pond, which lies in Acton and

⁴ Section 10 of Chapter 201 of the Acts of 1884: “Nothing contained in this act shall prevent the town of Acton nor the town of Littleton from taking the waters of said Nagog Pond whenever said towns or either of them may require the same for similar purposes, and in case of such taking by either of said towns or both of them, if from any reason the supply of water in said pond shall not be more than sufficient for the needs of the inhabitants of the towns of Acton and Littleton, then the needs of the inhabitants of said towns shall be first supplied; and if either of said towns of Acton or Littleton shall hereafter be authorized to take and shall take the waters of said Nagog Pond or any part thereof which the town of Concord may have

TOWN OF LITTLETON, MASSACHUSETTS

Littleton. Despite that action, a section of the Legislature's resolution granted Acton and Littleton priority rights to draw water from Nagog Pond, should the towns need that water.”]

Motion: To be made at town meeting.

Board of Water Commissioners recommendation forthcoming.

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 27 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 27 as printed in the warrant.

Finance Committee and Board of Selectmen support Article 27.

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.

[The Municipal Modernization Act, which became effective November 2016, changed how the Town can apply bond premiums. In the past for non-excluded debt, the premium was booked to the General Fund and available for appropriation. For excluded debt, the premium was amortized over the life of the bond. Accounting for the premium, in both cases, has been against how the IRS wants this premium to be treated. The legislation brought the State into agreement with the IRS by applying the premium to the project. First, by covering any issuance costs. Secondly, by applying any remaining premium to the project itself; in essence, allowing the Town to borrow less. By approving this article, the Town will be able to apply these new rules to borrowing authorizations that were approved by Town Meetings

taken under this act, said town so taking shall pay to said Concord a just and proportionate part of whatever sums the said town of Concord shall have paid or become liable to pay for water damages to any persons or corporations for the taking of water rights from said pond or the outlet thereof, to be ascertained, if the parties shall fail to agree, by three commissioners to be appointed upon the application of either party by the supreme judicial court ; the report of said commissioners made after hearing the parties, and returned to and accepted by said court shall be final between the said parties.”

TOWN OF LITTLETON, MASSACHUSETTS

prior to the enactment of the new legislation. This would include authorizations for the Fire Station, Alumni Field, road improvement funds and a Water Department project.]

Motion: Moved and seconded by the Board of Selectmen that the Town vote to approve Article 28 as printed in the warrant.

Finance Committee and Board of Selectmen support Article 28.

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.

[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 29 as printed in the warrant.

Finance Committee and Board of Selectmen support Article 29.

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.

[Article 30 permits the Town to grant an additional 50% in property tax exemptions to qualifying elderly, disabled veterans, and blind persons. The Town first so voted in 2001, and annual votes of Town Meeting are required to continue the practice.]

Motion: Moved and seconded by the Board of Selectmen that the Town vote to approve Article 30 as printed in the warrant.

Board of Selectmen supports Article 30. Finance Committee recommendation forthcoming.



Littleton Master Plan 2030

Read the full document online at <http://www.planlittleton.org>

On Thursday evening, April 20, 2017, the Littleton Planning Board is scheduled to act on adoption of the Littleton Master Plan 2030, pursuant to MGL C.41, §81D. Voters at the May 1, 2017 Annual Town Meeting will then be asked to receive this Plan under ATM Article 2, Annual Reports (see p. 17, above).

Littleton Master Plan 2030 is the result of over two years of work by Littleton residents, Master Plan consultants, RKG, Town staff and the Master Plan Update Steering Committee (MPUSC) to update the Town's 2002 Master Plan. Led by the 12-member MPUSC, the planning process has culminated in eight overarching strategy areas with 66 recommendations grouped thematically by: Littleton Common; Planned Growth; Thriving Town; Community Health and Well-Being; Equitable Development; Legacy; Active Government; and, Building Local Capacity, to guide growth and change, in order to achieve the best possible future for Littleton.

The Plan embraces this vision for the Town: In 2030, Littleton will be a place that values its history, preserves the characteristics that make it unique, plans for changes to the landscape, and supports the Town's sense of community. Littleton will continue to stand on a strong financial footing, while making investments to improve upon the quality and sustainability of the facilities and services offered in town. The Town will support its children, seniors, families, employees, and individuals by encouraging a variety of housing types and employment opportunities, and providing quality education, a well-connected and accessible transportation network, and services. Community leaders will consider the social, fiscal, and environmental impacts of proposed policies and regulations on future generations to come. Littleton will be a place where residents continue to feel welcomed and invited to share the responsibility and fulfillment of helping make decisions to improve the Town's future.

The Plan's sixty-six (66) recommendations address the following eight (8) goals:

- Maintain Littleton's small-town character as the town continues to develop through stewardship of its natural resources and open space, forests, working farms, and lakes;
- Establish and abide by land use policies that are effective at guiding sustainable development in a manner consistent with the goals of the Master Plan in terms of location, appearance, neighborhood and community impact, and efficiency of delivering town services;
- Encourage a variety of housing that meets the needs of different age groups and is affordable to people of different socio-economic backgrounds.
- Encourage a local economy that includes a variety of businesses, increases the tax base, provides local jobs, and results in more goods and services available to residents;
- Improve the safety and ease of getting around town and better connect the "pieces" of Littleton with safe and pleasant bike and walking paths, and public transportation;
- Continue to provide excellent town services, schools, and community facilities;
- Promote Littleton's unique history and preserve its variety of historic resources; and,
- Provide local government with both the structure and the resources needed to manage growth and change.

Several of the major Master Plan recommendations call for additional planning, mainly area plans that focus on particular parts of Town, infrastructure plans, and zoning amendments that can help Town officials and Town residents exercise greater control over Littleton's evolution.

Full scale **IMPLEMENTATION** will require patience and hard work over several years, with periodic reassessments of the **IMPLEMENTATION** schedule as the Town's priorities mature and evolve over time.

TOWN OF LITTLETON, MASSACHUSETTS



Town of Littleton
Board of Selectmen
P.O. Box 1305
Littleton, MA 01460

Prsrt Std
AUS Postage
Paid
Permit #19
Littleton, MA

Residential Customer
Littleton, MA 01460