



Town of Littleton, Massachusetts
TOWN MEETING REPORT

VOTER INFORMATION

Please bring this with you to the
**MAY 5, 2014 ANNUAL &
SPECIAL TOWN MEETINGS**

Monday, May 5, 2014 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
Bonnie Holston, Assistant Town Administrator for Finance and Budget

More information is available online at www.littletonma.org

TOWN OF LITTLETON, MASSACHUSETTS

To the Voters of Littleton:

The Board of Selectmen and its Study Committee to Increase Voter Participation continue to develop recommendations based on community input, research and other information to improve voter participation in the Town of Littleton. Upon the Study Committee's recommendation, the Board of Selectmen has again voted to order the articles in the Annual Town Meeting warrant so that financial articles come first, followed by those requiring a supermajority vote, with all other articles (including routine authorizations and reauthorizations) coming last.

One of the Study Committee's principal recommendations was adopted by voters at the November 14, 2012 Special Town Meeting in amending the Town Code to read as follows:

§41-3. Town Meeting Report. 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.

Accordingly, here is the format in which information for each article is presented 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.

For the multi-part capital improvements article, the brief explanation appears after each project, rather than at the end of the article.

The Board of Selectmen and the Study Committee to Increase Voter Participation welcome your feedback on this publication.

– Littleton Board of Selectmen

Ted Doucette
Joseph Knox
James F. Karr
Alex McCurdy

List of Articles, Tax Bill Impact Summary

This table lists all articles in the Annual and Special Town Meeting warrants, 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 2015 residential property tax levy of \$21,058,942. For the average residential property assessed at \$367,397, its property tax bill is projected to increase by \$143.11 or 2.237%—from \$6,398.51 in FY 2014 to \$6,541.62 in FY 2015—as a result of this recommended spending plan.

	<u>Article Amount</u>	<u>Levy Sensitive</u>	<u>Tax Bill Impact</u>
SPECIAL TOWN MEETING			
STM-1. Bills of Prior Years			
STM-2. FY 2014 Line Item Transfer			
STM-3. DEP Sustainable Water Management			
STM-4. Water Betterment – Rt. 495 Bridge Crossing			
ANNUAL TOWN MEETING			
ATM-1. Town Officers			
ATM-2. Annual Report			
ATM-3. FY 2015 Revolving Funds	306,000		
ATM-4. FY 2015 Operating Budget	36,851,824	20,361,653	6,370.30
ATM-5. FY 2015 Water Enterprise Fund Operating Budget	2,645,000		
ATM-6. FY 2015 Park/Recreation Enterprise Fund Budget	1,157,000		
ATM-7. <i>FY 2015 Capital Items from Available Funds</i>			
I-A. Police Interceptor Patrol Vehicles	97,378		
I-B. Police Interceptor Unmarked Vehicles	40,241		
I-C. Police Vehicle Maintenance	6,000		
I-D. Police Public Safety Radio Maintenance	10,104		
II-A. Fire Major Equipment Repair	15,000		
II-B. Fire UHF Radio System Upgrade	35,000		
II-C. Fire Protective Clothing Replacement	12,000		
II-D. Fire Command Vehicle Replacement	34,430		
III-A. Highway Major Equipment Repair	15,000		
III-B. Highway Dump Pickup Truck	65,000		
III-C. Highway Front Deck Mower	25,000		
III-D. Highway Infield Groomer	21,000		
III-E. Highway Asphalt Roller	35,000		
IV-A. Schools iPads & Carts	33,000		
IV-B. School Technology Computer Replacements	65,000		
IV-C. School Technology	25,000		
IV-D. School Security Upgrades	50,000		
IV-E. Shaker Lane School Network Technology	25,000		

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	<u>Article Amount</u>	<u>Levy Sensitive</u>	<u>Tax Bill Impact</u>
IV-F. Shaker Lane School WiFi Technology	25,000		
IV-G. High School Roof / Administrative Area	100,000	100,000	31.06
V-A. <i>Facility Needs Assessment Recommendations</i>			
V-A-i. Littleton High School building and site	27,324		
V-A-ii. Littleton Middle School site	1,680		
V-A-iii. Russell Street School and bus parking lot	4,400		
V-A-iv. Shaker Lane School	224,553	224,553	69.75
V-A-v. Town Office Building	143,600	143,600	44.61
V-A-vi. Council on Aging Kitchen	114,372	83,355	25.89
V-A-vii. Shattuck Street Tennis Courts	13,480		
V-B. Fire Station Modular Building	6,000		
V-C. Technology Upgrades / Virtual Server	10,000		
VI-A. Library Furniture	5,000		
VI-B. Assessor Transitional Services	25,000		
VI-C. Master Plan Update	100,000		
ATM-8. FY 2015 Community Preservation Budget	519,397		
ATM-9. Stabilization Fund	117,381		
ATM-10. Capital Stabilization Fun	14,095		
ATM-11. Library Design/Planning Project			
ATM-12. Nashoba Valley Tech High School / Roof Repair			
ATM-13. M.H. Kimball Trust School Grant Funds	20,000		
ATM-14. Senior Work Program	55,000		
ATM-15. Use of Chapter 90 MassDOT Funds	391,000		
ATM-16. Supplemental Borrowing: Roadway Improvements	1,000,000		
ATM-17. Zoning: Medical Marijuana Dispensaries/Cultivation			
ATM-18. Zoning: Accessory Dwellings			
ATM-19. Zoning: Flood Insurance Rate Maps			
ATM-20. Long Lake Park Lot Consolidation			
ATM-21. Borrowing Authorization			
ATM-22. Compensating Balance Agreement			
ATM-23. FY 2015 Personnel Exemption Amounts			
ATM-24. Personnel By-law Amendments			
ATM-25. By-law Amendment: Veterans Preference			
Residential Property Tax Totals	\$21,058,942		\$6,541.62

Consent Calendar Procedure

As part of an effort to streamline Town Meeting and save time for discussion of key issues, we will be continuing the procedure, instituted in 2007, called the “Consent Calendar”. Each year there are several warrant articles on which past experience suggests that action will be routine, predictable and non-controversial.

The Annual Town Meeting articles listed below have been selected for inclusion in the Consent Calendar. As one of the first orders of business at the Annual Town Meeting there will be a motion to take all of these articles identified in the Consent Calendar and act upon them by means of a single, brief affirmative main motion which will be inclusive of the separate and specific motions listed here below for each article. The use of the Consent Calendar speeds up the passage of warrant articles which the Selectmen, Moderator and Town Counsel believe should generate no controversy and can be properly voted without debate.

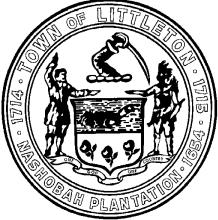
At the call of the Consent Calendar, the Moderator will call out the numbers of the articles, one by one. Any voter who has doubts about passing any motion, or wishes an explanation of any article included in the Consent Calendar, should say the word “hold” in a loud voice when the article number is 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 dropped from the Consent Calendar 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 Consent Calendar only in cases of genuine concern. After calling the individual articles on the Consent Calendar, the Moderator will ask that all remaining articles be passed as a unit by unanimous vote after a brief affirmative motion is made inclusive of all articles, and the printed motions thereunder.

Please carefully review the articles and motions proposed for the Consent Calendar. Thank you for your cooperation in again implementing this procedure.

- Timothy D. Goddard, *Town Moderator*

PROPOSED CONSENT CALENDAR ARTICLES May 5, 2014 Annual Town Meeting

1. Town Officers
3. FY 2015 Revolving Funds
9. Stabilization Fund (2/3rds vote)
10. Capital Stabilization Fund (2/3rds vote)
13. M.H. Kimball Trust School Grant Funds
14. Senior Work Program
15. Use of Chapter 90 MassDOT Funds
21. Borrowing Authorization
22. Compensating Balance Agreement
23. FY 2015 Personal Exemption Amounts



May 5, 2014 Special Town Meeting

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

ARTICLE 1
Board of Selectmen
Bills of Prior Years
[9/10ths vote required]

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

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

Motion: To be made at Town Meeting.

ARTICLE 2
Board of Selectmen
FY 2014 Line Item Transfers

To see if the Town will vote to amend the FY 2014 Operating Budget, as adopted under Article 4 of the May 6, 2013 Annual Town Meeting and amended by Article 3 of the November 4, 2013 Special Town Meeting, by adjusting budget line items, or to take any other action in relation thereto.

[Article 2 makes adjustments to the Fiscal Year 2014 budget by moving money between line items. There is no net increase or decrease in the total budget as a result of these transfers.]

Motion: Moved and seconded by the Board of Selectmen that the Town vote to amend the FY 2014 Operating Budget, as adopted under Article 4 of the May 6, 2013 Annual Town Meeting and amended by the Article 3 of the November 4, 2013 Special Town Meeting, by adjusting budget line items as follows:

Budget	Line Item	FY13 Budget	Adjustment	FY13 Adjusted
Legal - Expenses	151	\$175,000	\$35,000	\$210,000
General Insurance	193	340,000	(35,000)	305,000
Total Budget Appropriated		\$34,362,627	\$0	\$34,362,627

Board of Selectmen supports Article 2.

ARTICLE 3
Board of Water Commissioners
DEP Sustainable Water Management Initiative

To see if the Town will vote to transfer a sum or sums of money from Water Enterprise Fund Undesignated Fund Balance for the purpose of funding a reimbursable grant from the Massachusetts Department of Environmental Protection's Sustainable Water Management Initiative to the Littleton Water Department to "Maximize Sustainable Water Management by Minimizing the Cost of Meeting Human and Ecological Water Needs", or to take any other action in relation thereto.

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[The Littleton Water Department has been awarded a grant of \$95,822 under DEP's Sustainable Water Management Initiative. The total project cost is \$121,097 with a local match of \$25,275. Article 3 transfers water funds in anticipation of reimbursement of state grant funds.]

Motion: Moved and seconded by the Board of Water Commissioners that the Town vote to transfer the sum of \$95,822 from Water Enterprise Fund Undesignated Fund Balance for the purposes set forth in Article 3.

Board of Water Commissioners and Board of Selectmen support Article 3.

ARTICLE 4
Board of Water Commissioners
Water Betterment—Route 495 Bridge Crossing/Great Road/Route 119

To see if the Town will vote to transfer from Water Enterprise Fund Undesignated Fund Balance and/or authorize the Treasurer, with the approval of the Board of Selectmen, to borrow a sum or sums of money under and pursuant to Chapter 44, Section 8(5) of the General Laws, or pursuant to any other enabling authority, and to issue bonds and notes therefor, for the purpose of extending Town water service and appurtenances from its current location on the westerly side of Route 495 at Great Road/Route 119 to the easterly side of Route 495 at Great Road/Route 119 at a connection point with existing water main; and to authorize the Town to recover the full cost of such improvements, with interest, through the assessment of betterments on properties benefited thereby and/or by an agreement for funding with the owner(s) of one or more of the properties benefitted thereby, or otherwise as authorized by law, or to take any other action in relation thereto.

[The Littleton Water Department is reviewing a proposal to use the betterment assessment process to fund extension of the Town's water service across the Route 119 bridge over Interstate 495, with the costs to be borne by affected properties. The Board of Water Commissioners will have a recommendation in time for Town Meeting.]

Motion: To be made at Town Meeting.



May 5, 2014 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 2014: Fence Viewers: Timothy Harrison Whitcomb, Joseph Knox; Field Driver: Raymond C. O'Neil; Surveyor of Timber & Measurer of Wood Bark: Henry Parlee; Measurers and Weighers of Grain, Hay, Coal and Livestock: Tom Wood, Ronald Pollack, Michelle Roche, and Cindy McNiff.

Board of Selectmen supports Article 1.

ARTICLE 2 Board of Selectmen Annual Report

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

Motion: Moved and seconded by the Board of Selectmen that the Town vote to accept all printed reports of Town Officers and Committees as published in the 2013 Annual Town Report.

Board of Selectmen supports Article 2.

ARTICLE 3 Board of Selectmen FY 2015 Revolving Funds

To see if the Town will vote to authorize the following Fiscal Year 2015 Revolving Funds, in accordance with Chapter 44, section 53E½ of the General Laws, each with the prior year's fund balance to be available for expenditure; or to take any other action in relation thereto.

- (1) Wiring/Plumbing/Gas Inspections: to allow receipts from wiring and plumbing fees to be segregated into a special account; and with funds therefrom, up to a limit of \$100,000 annually, to be expended to compensate the Wiring, Plumbing and Gas Inspectors, under the direction of the Building Commissioner;
- (2) Dog By-law Enforcement: to allow receipts from dog license fees and fines to be segregated into a special account; and with funds therefrom, up to a limit of \$5,000 annually, to be expended for costs associated with by-law enforcement, under the direction of the Town Clerk;
- (3) 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;
- (4) 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;
- (5) 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;

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(6) *Fire Safety Act Compliance*: to allow receipts from Fire Safety Act fees and fines to be segregated into a special account; and with funds therefrom, up to a limit of \$3,000 annually, to be expended for associated administrative costs, under the direction of the Board of Selectmen;

(7) *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;

(8) *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;

(9) *Spectacle Pond Cell Tower*: to allow receipts from the Spectacle Pond Cell Tower rent to be segregated into a special account; and with funds therefrom, up to a limit of \$40,000 annually, to be expended for debt service for the Clean Lakes program, under the direction of the Board of Selectmen;

(10) *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;

(11) *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;

(12) *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;

(13) *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; and

(14) *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.

[Article 3 is for annual approval of revolving funds, allowing the Town to raise revenues from a specific service 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. The composting bins revolving fund is new for FY 2015, at the suggestion of the Sustainability Committee.]

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 2015 Revolving Funds precisely as set forth in Article 3 as printed in the warrant.

Finance Committee and Board of Selectmen support Article 3.

ARTICLE 4
Finance Committee/Board of Selectmen
FY 2015 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

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departments of the Town and to fix the salary and compensation of all elected officials for the Fiscal Year beginning July 1, 2014, or to take any other action in relation thereto.

[Article 4 is the FY 2015 recommended budget and financing plan proposed by the Finance Committee, whose full report to the voters begins on page 39, below. The Board of Selectmen and School Committee are also in agreement with this budget. As shown in the table on page 39, the total spending plan for FY 2015 is out of balance by \$95,701—a deficit which the finance team anticipates will be closed as state aid and local receipts are finalized. Any required adjustments could be made by the Fall 2014 Special Town Meeting within the Proposition 2½ levy limit.

On the Town side, the recommended operating budget represents an increase of \$289,672 or 4.07% over FY 2014. This includes \$13,000 to fund ten additional hours for the Elder & Human Services outreach coordinator, and a \$10,000 increase in Veteran's Services Benefits expenses. All other Town departments are budgeted at level staffing.

The School's appropriation increases by \$300,000, or 1.83%. The School Committee plans to augment the \$16.7-million appropriated in this article with \$750,000-- from so-called "school choice" and "circuit breaker" reserve funds—to meet its spending plan.

Employee/retiree benefit costs for Town and Schools increases by \$316,146 or 5.15%, due primarily to increases in group health insurance rates and retirement assessments.]

Motion: Moved and seconded by the Finance Committee that the Town vote to raise and appropriate the sum of \$35,702,206 transfer from the funds specified herein the sum of \$949,618, and transfer from the Undesignated Fund Balance the sum of \$200,000 for a total of \$36,851,824 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, 2014.

	Department	FY2013 Actual	FY2014	FY2015
			Budget	Budget
114 MODERATOR				
Expenses		92	100	100
	Total 114	92	100	100
122 SELECTMEN / TOWN ADMINISTRATOR				
Personal Services		160,569	166,720	172,420
Expenses		11,870	11,870	11,870
MAGIC/MAPC Assessments		11,625	11,625	11,625
	Total 122	184,064	190,215	195,915
131 FINANCE COMMITTEE				
Personal Services		609	0	700
Expenses		300	500	500
	Total 131	909	500	1,200
132 RESERVE FUND				
Expenses		150,000	150,000	150,000
	Total 132	150,000	150,000	150,000
135 FINANCE AND BUDGET				
Personal Services		527,781	554,380	580,115
Expenses		32,380	36,655	36,655
Audit		35,000	37,500	40,000
	Total 135	595,161	628,535	656,770
151 LEGAL				

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	<i>Department</i>	<i>FY2013 Actual</i>	<i>FY2014 Budget</i>	<i>FY2015 Budget</i>
	Expenses	<u>283,515</u>	<u>175,000</u>	<u>175,000</u>
	Total 151	283,515	175,000	175,000
155	INFORMATION SYSTEMS			
	Personal Services	63,002	87,030	90,080
	Expenses	<u>136,300</u>	<u>174,402</u>	<u>198,402</u>
	Total 155	199,302	261,432	288,482
161	TOWN CLERK			
	Elected Salaries	52,495	54,355	56,236
	Personal Services	16,844	17,625	18,220
	Expenses	1,256	1,500	1,500
	Transfer In - Dog Tax Fund	<u>(2,200)</u>	<u>(2,200)</u>	<u>(2,200)</u>
	Total 161	68,395	71,280	73,756
162	ELECTIONS & REGISTRATIONS			
	Expenses	<u>15,995</u>	<u>8,700</u>	<u>8,700</u>
	Total 162	15,995	8,700	8,700
171	CONSERVATION COMMISSION			
	Personal Services	22,610	23,490	24,315
	Expenses	905	1,000	1,000
	Transfer In - Wetland Fund	<u>(5,280)</u>	<u>(5,280)</u>	<u>(5,280)</u>
	Total 171	18,235	19,210	20,035
175	PLANNING BOARD			
	Personal Services	57,969	61,055	62,360
	Expenses	<u>1,175</u>	<u>1,175</u>	<u>1,175</u>
	Total 175	59,144	62,230	63,535
176	APPEALS BOARD			
	Personal Services	5,198	4,240	4,385
	Expenses	<u>453</u>	<u>1,200</u>	<u>1,000</u>
	Total 176	5,651	5,440	5,385
191	BUILDING MAINTENANCE			
	Personal Services	48,506	50,405	57,160
	Expenses	<u>359,964</u>	<u>365,000</u>	<u>365,000</u>
	Total 191	408,870	415,405	422,160
193	GENERAL INSURANCE			
	Expenses	<u>341,323</u>	<u>340,000</u>	<u>340,000</u>
	Total 193	341,323	340,000	340,000
194	EMPLOYEE/RETIREE BENEFITS			
	Expenses	4,520,529	5,323,003	5,787,547
	Other Post Employment Benefits Liability Fund	689,835	813,998	665,500
	Transfer In - Cable Studio Benefits	<u>(21,692)</u>	<u>(21,692)</u>	<u>(22,885)</u>
	Transfer In - Recreation Revolving	<u>(14,556)</u>	<u>(14,647)</u>	0
	Total 194	5,174,116	6,100,662	6,430,262
196	TOWN REPORT / TOWN MEETING			
	Expenses	<u>4,484</u>	<u>5,000</u>	<u>5,000</u>
	Total 196	4,484	5,000	5,000

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	<i>Department</i>	FY2013 Actual	FY2014 Budget	FY2015 Budget
197	CABLE STUDIO			
	Personal Services	70,727	83,400	85,650
	Expenses	20,250	20,250	20,250
	Transfer In - Cable Access Fees	<u>(90,977)</u>	<u>(103,650)</u>	<u>(105,900)</u>
	Total 197	0	0	0
210	POLICE / DISPATCH			
	Personal Services	1,583,398	1,543,047	1,618,463
	Expenses	<u>100,307</u>	<u>100,571</u>	<u>100,571</u>
	Total 210	1,683,705	1,643,618	1,719,034
220	FIRE / EMS DEPARTMENT			
	Personal Services	670,645	936,753	957,199
	Expenses	95,523	95,523	114,588
	Transfer In - Ambulance Fees	<u>(287,000)</u>	<u>(287,000)</u>	<u>(287,000)</u>
	Total 220	479,168	745,276	784,787
241	BUILDING DEPARTMENT			
	Personal Services	96,983	98,768	106,760
	Expenses	2,370	5,430	5,060
	Transfer In - Inspectional Revolving	<u>(3,000)</u>	<u>(3,000)</u>	<u>(3,000)</u>
	Total 241	96,353	101,198	108,820
300	SCHOOL DEPARTMENT			
	Budget	15,618,010	16,400,000	16,700,000
	Transfer In - LH Zappy Trust	(200)	(200)	(200)
	Transfer In - Hildreth Trust	(6,000)	(6,000)	(6,000)
	Transfer In - Goldsmith Trust	(500)	(500)	(500)
	Transfer In - Johnson Trust	<u>(750)</u>	<u>(750)</u>	<u>(750)</u>
	Total 300	15,610,560	16,392,550	16,692,550
301	TECHNICAL SCHOOL EXPENDITURES			
	Expenses – Nashoba Tech	692,374	689,712	534,493
	Expenses – Minuteman Tech	<u>38,092</u>	<u>40,000</u>	<u>40,000</u>
	Total 301	730,466	729,712	574,493
420	HIGHWAY DEPARTMENT			
	Personal Services	667,476	714,552	763,033
	Expenses	396,927	396,927	396,927
	Streetlights	29,351	30,693	31,750
	Park Maintenance	11,115	9,250	9,450
	Wastewater	70,800	65,000	70,800
	B&M Crossing	2,806	2,806	2,807
	Gasoline	<u>125,902</u>	<u>120,000</u>	<u>125,000</u>
	Total 420	1,304,377	1,339,228	1,399,767
422	ROADWAY REPAIRS			
	Expenses	<u>478,884</u>	<u>483,673</u>	<u>688,509</u>
	Total 422	478,884	483,673	688,509
423	SNOW & ICE			
	Personal Services	91,614	68,000	68,000

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	<i>Department</i>	<i>FY2013 Actual</i>	<i>FY2014 Budget</i>	<i>FY2015 Budget</i>
	Expenses	<u>270,192</u>	<u>132,000</u>	<u>132,000</u>
	Total 423	361,806	200,000	200,000
491	CEMETERY DEPARTMENT			
	Personal Services	86,575	91,445	96,385
	Expenses	17,465	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	60,143	65,348	70,288
510	HEALTH DEPARTMENT			
	Personal Services	17,225	19,065	19,732
	Expenses	625	3,235	3,235
	Assessment - Nashoba BOH	22,250	22,250	22,250
	Assessment - Nashoba Nursing	8,700	8,325	8,700
	Assessment - Eliot Clinic	3,780	3,780	3,780
	Assessment – SANS Program	0	0	5,000
	Animal Inspector	2,400	2,400	2,400
	Transfer In - B. Sampson Animal Fund	<u>(2,500)</u>	<u>(2,500)</u>	<u>(2,500)</u>
	Total 510	52,480	56,555	62,597
541	ELDER AND HUMAN SERVICES			
	Personal Services	67,515	70,195	89,015
	Expenses	<u>13,416</u>	<u>13,416</u>	<u>13,416</u>
	Total 541	80,931	83,611	102,431
543	VETERANS SERVICES			
	Personal Services	5,000	5,000	5,000
	Expenses	345	750	750
	Veteran Benefits	<u>36,569</u>	<u>25,000</u>	<u>35,000</u>
	Total 543	41,914	30,750	40,750
610	REUBEN HOAR LIBRARY			
	Personal Services	343,255	397,933	417,159
	Expenses	90,481	71,157	75,539
	Merrimack Valley Assessment	31,714	31,714	32,242
	Transfer In - Library Trust Fund	<u>(11,500)</u>	<u>(11,500)</u>	<u>(11,500)</u>
	Total 610	453,950	489,304	513,440
630	PARK AND RECREATION DEPARTMENT			
	Personal Services	154,850	168,095	0
	Expenses	0	0	0
	Transfer In - Revolving Wages	(114,850)	(128,095)	0
	Transfer out - Enterprise Fund	<u>0</u>	<u>0</u>	<u>144,000</u>
	Total 630	40,000	40,000	144,000
690	OTHER CULTURE & RECREATION			
	Historical	700	4,200	700
	Memorial Day	500	500	500
	Patriot's Day	<u>50</u>	<u>50</u>	<u>50</u>

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	Department	FY2013	FY2014	FY2015
		Actual	Budget	Budget
	Total 690	1250	4,750	1,250
710	LONG TERM DEBT	4,886,847	3,612,121	3,529,493
720	SHORT TERM DEBT	200,949	326,033	891,703
	Transfer In - Self Help Grant	(17,000)	(17,000)	(17,000)
	Transfer In - Wastewater Settlement	(17,274)	(17,274)	(17,274)
	Transfer In - Oak Hill Cell Tower	(37,206)	(36,269)	(35,269)
	Transfer In - Newtown Hill Cell Tower	(43,373)	(42,248)	(41,048)
	Transfer In - Bond Premium	(66,170)	(62,268)	(58,120)
	Transfer In - Community Preservation	(62,038)	(61,038)	(127,338)
	Transfer In - Light Department	<u>(175,477)</u>	<u>(168,687)</u>	<u>(161,957)</u>
	Total Debt Service	4,669,258	3,533,370	3,963,190
FUNDING SUMMARY				
	Net Budgets	34,677,541	35,408,347	36,851,824
	Transfers In	<u>(1,023,440)</u>	<u>(1,035,695)</u>	<u>(949,618)</u>
	Total Appropriated Budgets	33,654,101	34,372,652	35,902,206

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

ARTICLE 5 Board of Water Commissioners FY 2015 Water Enterprise Fund Operating Budget
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To see if the Town will vote to appropriate \$2,645,000 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, 2014 (*detail below*), or to take any other action in relation thereto.

I. Water Enterprise Revenues	FY 2014	FY 2015
User Charges	\$2,227,500	\$2,545,000
Enterprise Available Funds	100,000	100,000
Investment Income		
Total Revenues	\$2,327,500	\$2,645,000
II. Costs Appropriated for the Enterprise Fund		
Salaries and Wages	\$670,000	\$760,000
Expenses	876,500	954,500
Capital Outlay – Equipment	0	0
Capital Outlay – Improvements	0	0
Reserve Fund	100,000	100,000
Debt Principal and Interest	377,775	669,812
Budgeted Surplus	303,225	160,688
Total Costs Appropriated for Enterprise Fund	\$2,327,500	\$2,645,000
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	\$2,327,500	\$2,645,000

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[The Water Department's FY 2015 budget request increases by \$317,500, or 13.64%, from FY 2014, reflecting a 10% rate increase adopted by the Board of Water Commissioners and the need to continue setting aside funds to pay for debt service on the \$3,750,000 improvements to Beaver Brook Well #2 approved at the November 2012 town meeting. 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 appropriate \$2,645,000 from the Water Enterprise Fund to finance the operation of the Water Department for the fiscal year beginning July 1, 2014.

Finance Committee, Board of Water Commissioners, and Board of Selectmen support Article 5.

ARTICLE 6
Park & Recreation Commission
FY 2015 Park, Recreation & Community Education Enterprise Fund Operating Budget

To see if the Town will vote to appropriate \$1,157,000 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, 2014 (*detail below*), or to take any other action in relation thereto.

I. PRCE Enterprise Revenues	FY 2015
User Charges	\$745,000
Transfer In from Recreation Fund	297,776
Transfer In from General Fund	144,000
Enterprise Available Funds	0
Investment Income	500
Total Revenues	\$1,187,276
II. Costs Appropriated for the Enterprise Fund	
Salaries and Wages	\$465,000
Expenses	600,000
Capital Outlay – Equipment	22,000
Capital Outlay – Improvements	20,000
Reserve Fund	50,000
Debt Principal and Interest	0
Budgeted Surplus	0
Total Costs Appropriated for Enterprise Fund	\$1,157,000
III. Costs Appropriated for General Fund to be Charged to the Enterprise Fund	
Indirect Costs	\$30,276
Benefits	0
Pension Costs	0
Total Costs Appropriated for the General Fund.	\$30,276
Total Costs	\$1,187,276

[Article 11 of the November 4, 2013 Special Town Meeting created an enterprise fund for the Park, Recreation & Community Education Department, beginning with FY 2015. PRCE had been funded both by an annual operating budget and by a series of separate revolving funds. All fees generated by PRCE will now be retained by that enterprise fund, with the balance certified annually by the state's Department of Revenue. The general fund subsidy for PRCE is \$144,000 for FY 2015.]

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Motion: Moved and seconded by the Park and Recreation Commission that the Town vote to appropriate \$1,157,000 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, 2014.

Finance Committee, Park & Recreation Commission and Board of Selectmen support Article 6.

ARTICLE 7
Board of Selectmen/ Finance Committee
FY 2015 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, or to take any other action in relation thereto.

I. POLICE DEPARTMENT

- A. Police Interceptor Patrol vehicles as replacements - \$97,378 to be expended by the Police Department for police cruiser replacements.

[This funds the purchase of two Ford Interceptor marked cruisers to replace 2009 and 2010 Dodge Chargers, each with mileage in excess of 110,000.]

- B. Police Interceptor Unmarked vehicles as replacement - \$40,241 to be expended by the Police Department for unmarked cruiser replacement.

[This funds the purchase of a Ford Interceptor unmarked police vehicle to replace a 2007 Ford Crown Victoria with mileage in excess of 125,000.]

- C. Police Vehicle Maintenance -\$6,000 to be expended by the Police Department for tire replacement and equipment maintenance of its fleet of vehicles.

[This funds the purchase of some fifty pursuit-rated tires, for the Police Department fleet.]

- D. Police Public Safety Radio Maintenance - \$10,104 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.]

II. FIRE DEPARTMENT

- A. Fire Major Equipment Repair -\$15,000 to be expended by the Fire Department for major equipment repairs and upkeep.

[This funds preventative maintenance and repairs to keep the Fire Department fleet-- apparatus, ambulances, and service vehicles-- in good working order.]

- B. UHF Radio System Upgrade - \$35,000 to be expended by the Fire Department for the final step in the radio system upgrade.

[This funds the final phase of radio upgrades replacing the Fire Department's outdated radio equipment with a new modern communications system. This phase purchases new voice-activated pagers for initial dispatch, as well as new UHF-band portable radios, completing the changeover from a VHF system.]

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C. Protective Clothing Replacement - \$12,000 to be expended by the Fire Department for establishment of an annual replacement program for turnout gear.

[The funding of this article will allow for a replacement program for firefighters protective apparel. The current gear is reaching the end of its service life and must be replaced.]

D. Command Vehicle replacement - \$34,430 to be expended by the Fire Department for the replacement of the Chief's Command Vehicle.

[This funds a Ford Interceptor as a more fuel-efficient command vehicle for the Fire Chief to replace a Ford Expedition with significant mechanical issues.]

III. HIGHWAY DEPARTMENT

A. Highway Major Equipment Repair - \$15,000 to be expended by the Highway Department for major equipment repairs and upkeep.

[This funds such Highway Department expenses such as large truck/equipment transmission repairs or replacement, major engine repairs on trucks, loaders, backhoes, skid steer loaders, commercial field maintenance equipment, dump/sander trucks and dump/sander spring suspension repairs/replacement.]

B. Highway Dump Pickup truck - \$65,000 to be expended by the Highway Department to purchase a new pick-up truck with plow to replace an existing 2004 vehicle.

[This replaces a ten-year-old K-3500 Chevrolet one-ton dump truck with plow used in daily Highway maintenance operations.]

C. Highway Front Deck Mower – \$25,000 to be expended by the Highway Department for replacement of a 2001 Kubota 72" Mower.

[This funds the replacement of a 2001 Kubota front deck commercial lawn mower with grass catcher. This mower is used for mowing playing fields and park areas throughout the town on a daily basis during the growing season.]

D. Highway Infield Groomer – \$21,000 to be expended by the Highway Department for replacement of a 2001 Jacobson Infield Groomer.

[This funds the replacement of a 2001 Jacobsen infield groomer. This infield groomer is used to smooth and level baseball/softball infields and is also used to smooth and grade the sand at the town beach during the swimming season.]

E. Asphalt Roller - \$35,000 to be expended by the Highway Department for the purchase of an Articulated Vibratory Asphalt Roller to replace the existing Static Roller for roadway repairs and maintenance.

[This funds the replacement of a static asphalt roller with an articulated vibratory asphalt roller-- a newer technology for enhanced compaction of asphalt patches which is more maneuverable during repair operations.]

IV. SCHOOLS

- A. School iPads & Carts - \$33,000 to be expended by the School Committee for the final annual payment on the lease/purchase agreement for four complete carts, 120 iPads, MacBook Air laptops, carts, charging station and accessory hardware and equipment.

[This is the final payment of a three-year lease/purchase of iPads, laptops, and related equipment.]
- B. Technology Computer Replacements - \$65,000 to be expended by the School Committee to for replacements of computer systems.

[This will replace current desktop computers--many of which are more than six years old—with laptop computers, in the first year of a three-year lease/purchase agreement. Also purchases sixty additional Chromebooks, thirty iPads, software licenses, and related equipment for students' use.]
- C. School Technology - \$25,000 to be expended by the School Committee to upgrade the network infrastructure and firewalls/switching in the district.

[This is to complete network infrastructure upgrades—including network switches, routers and other system backbone hardware-- to better support current hardware, student one to one mobile devices, teacher and staff devices.]
- D. Security Upgrades - \$50,000 to be expended by the School Committee to upgrade the security systems in the district.

[This is for security enhancements and upgrades as recommended by a recent security audit review.]
- E. Shaker Lane School Network Technology - \$25,000 to be expended by the School Committee to upgrade the network infrastructure and firewalls/switching in the building.

[This is to upgrade and replace current network equipment at the Shaker Lane School. Equipment there is over ten years old and in need of upgrading.]
- F. Shaker Lane School WIFI Technology - \$25,000 to be expended by the School Committee to upgrade the WIFI infrastructure in the building.

[This is to install a building-wide wireless network in the Shaker Lane School, similar to the high and middle schools. This would replace a collection of small individual units.]
- G. High School Roof over Administrative Area - \$100,000 to be expended by the School Committee to replace/repair the roof system over the administrative wing at the High School.

[This would remove and replace with a PVC material the roofing coating over the administrative/guidance area of the High School. Numerous patches continue to cause roof issues and water leaks within that area. This would replace any damaged/wet insulation in identified areas and recover the entire section with new material.]

V. FACILITIES AND INFRASTRUCTURE

A. Facility Needs Assessment Study Recommendations – \$529,409 to be expended by the Permanent Municipal Building Committee to implement recommendations of the Facility Needs Assessment Study, as follows:

[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.]

i) Littleton High School building and site, \$27,324

[Includes \$17,500 for commercial gas-fired water heater; plus \$9,824 for replacing concrete curbs, cleaning storm drain inlet and piping, and repairing cracks at the basketball court.]

ii) Littleton Middle School site, \$1,680

[Install signage indicating Accessible Parking, pole mounted; paint van-accessible space with signage]

iii) Russell Street School and bus parking lot, \$4,400

[To address Americans with Disabilities Act (ADA) accessibility requirements, including installation of curb cut, parking lot access aisle striping, and required signage.]

iv) Shaker Lane School, \$224,553

[Includes \$75,000 to repave the Shaker Lane School's back lot; \$76,703 to replace two unit ventilators, air handler, and air unit; \$29,950 to replace carpeting; \$30,000 to replace a play structure; \$10,500 to remove/replace concrete sidewalk; plus ADA accessibility and signage.]

v) Town Office Building, \$143,600

[Includes \$90,000 to replace a portion of the Town Office Building roof; \$53,600 to replace condensers, fan coils, and rooftop units]

vi) Council on Aging kitchen, \$114,372

[For needed code improvements to the COA kitchen adjacent to the diner and multi-purpose room in the Town Office Building. Projected cost of \$140,500 is reduced by \$26,128 from an old article balance.]

vii) Shattuck Street tennis courts, \$13,480

[Resurface asphalt tennis court which is beyond its useful life.]

B. Fire Station Modular Building - \$6,000 to be expended by the Fire Department and the Permanent Municipal Building Committee to locate a modular building on site for sleeping quarters.

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[This enables the Fire Department to properly house staff that is on shift around the clock. The fire existing facility does not have living quarters, so a modular building is required for 24-hour staffing.]

C. Technology Upgrades - \$10,000 to be expended by the IT Department for Virtual Server Upgrades.

[This funds the purchase of a new server to replace five current servers, which are seven years old. This new replacement server will host five or more of our current physical servers, enabling the Town to further upgrade to a virtual environment, within the recommended version of Microsoft Server 2008/2012.]

VI. OTHER

A. Library Furniture \$5,000 – to be expended by the Library Trustees to replace worn and damaged furniture at the Reuben Hoar Library.

[This funds the ongoing replacement of outdated, aging library furniture and shelving.]

B. Assessor Transitional Services - \$25,000 to be expended by the Finance Department for vendor services/training for CIP assistance.

[This funds a one-time cost for training of new assessing staff, for continuation of the property valuation function by in-house staff, rather than by hiring outside vendors at a significantly higher annual cost.]

C. Master Plan Update - \$100,000 to be expended by the Planning Board to update the Town's Master Plan.

[The Planning Board is requesting an initial \$100,000, towards a total \$250,000 total cost of updating of the Town's Master Plan, which was last updated in 2002. A Master Plan Steering Committee will work with the Planning Board to develop a scope of services for this project, which is expected to take a couple of years to complete. Additional funding would be sought at future town meetings].

Motion: Moved and seconded by the Board of Selectmen that the Town vote to raise and appropriate \$551,508 and transfer from the Undesignated Fund Balance the sum of \$858,054 for a total of \$1,409,562 for capital projects and purchases itemized and described in Article 7 as printed in the warrant.

Finance Committee, Board of Selectmen, and School Committee support Article 7.

ARTICLE 8
Community Preservation Committee
FY 2015 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 2015 Community Preservation Budget, to appropriate or reserve from FY 2015 Community Preservation Fund annual revenues and reserves the following amounts, as recommended by the Community Preservation Committee, with each item considered a separate appropriation:

Appropriations

[1]	Administration	\$5,000
[2]	Debt service – from FY 2015 open space	13,975
[3]	Debt service – from FY 2015 historic resources	15,575

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[4]	Debt service – from FY 2015 undesignated	97,788
[5]	300 King Street Recreation [\$232,000 Total]	
	from FY2015 undesignated	43,343
	from undesignated reserve	188,657
[6]	Scenic Farmland Restoration [\$40,000 Total]	
	from FY2015 Open Space	6,900
	from Open Space reserve	33,100
[7]	Pine Tree Park Bath Sinks [\$13,816 Total]	
	from FY2015 Community Housing	13,816
[8]	Patriot Circle Fire Blocking [\$3,500 Total]	
	from FY2015 Community Housing	3,500
[9]	Patriot Circle Tree Removal & Siding Replacement [\$14,000 Total]	
	from FY2015 Community Housing	3,559
	from Community Housing reserve	10,441
[10]	Long Store Feasibility Study [\$20,000 Total]	
	from FY2015 Historic Resources	5,300
	from Historic Resources reserve	14,700
[11]	Congregational Church Stained Glass [\$45,488 Total]	
	from Historic Resources reserve	27,229
	from undesignated reserve	18,259
[12]	Morgan Property Feasibility Study – from Undesignated Reserve	
	Sub-Total	<u>18,255</u>
		<u>519,397</u>
Reserves		
[13]	Open Space (to reserve)	0
[14]	Community Housing (to reserve)	0
[15]	Historic Resources (to reserve)	0
[16]	Undesignated (to reserve)	<u>0</u>
	Sub-Total	<u>0</u>
	TOTAL	\$519,397

or to take any other action in relation thereto.

[Article 8 contains the recommendations of the Community Preservation Committee to apportion community preservation monies for open space, historic preservation, and community housing, including debt service for previously approved projects (lines 2, 3, and 4, above). In addition, the CPC recommends that town meeting approve the following:

Recreation: increase CPA funding from \$200,000 to \$432,000 for Park & Recreation's improvements to its property at 300 King Street (line 5).

Community Housing: \$31,316 for Littleton Housing Authority's Pine Tree Park and Patriot Circle properties (lines 7, 8, and 9).

Historic Resources: \$20,000 for the Historical Commission to undertake a feasibility study for restoring the Long Store (line 10); and \$45,488 for preservation of the Littleton Congregational Church's stained glass (line 11).

Open Space: \$40,000 for restoration of scenic farmland.

Also, a \$18,255 feasibility study of the Morgan property (line 12) would explore its use for both recreational and open space purposes.]

Motion: Moved and seconded by the Community Preservation Committee that the Town vote to approve the appropriations and reserves itemized and described in Article 8 as printed in the warrant. **Community Preservation Committee and Board of Selectmen support Article 8. Finance Committee does not support Article 8.**

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ARTICLE 9
Board of Selectmen
Stabilization Fund
[2/3rds vote required]

To see if the Town will vote to raise and appropriate a sum of money for the Stabilization Fund in accordance with the provisions of Massachusetts General Laws, Chapter 40, Section 5B for the twelve month period beginning July 1, 2014, 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 do so, \$117,381 needs to be added to that fund, to bring its total to \$1,880,091. 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 \$117,381 for the Stabilization Fund in accordance with the provisions of Massachusetts General Laws, Chapter 40, Section 5B for the twelve month period beginning July 1, 2014.

Finance Committee and Board of Selectmen support Article 9.

ARTICLE 10
Board of Selectmen
Capital Stabilization Fund
[2/3rds vote required]

To see if the Town will vote to raise and appropriate a sum of money for the purpose of supplementing the Capital Stabilization Fund established by Article 6 of the May 6, 2013 Special Town Meeting, 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 be appropriated annually into the Capital Stabilization fund. For FY 2015, that amount is \$14,095. Withdrawals can be made for capital purchases which comply with the capital / facility maintenance section of the financial policy.]

Motion: Moved and seconded by the Board of Selectmen that the Town vote to transfer from the Undesignated Fund Balance the sum \$14,095 for the purpose of supplementing the Capital Stabilization Fund established by Article 6 of the May 6, 2013 Special Town Meeting, as authorized by Chapter 40, Section 5B of the General Laws.

Finance Committee and Board of Selectmen support Article 10.

ARTICLE 11
Library Trustees
Library Planning/Design Project

To see if the Town will vote as follows:

Whereas, Article 8, Item M of the May 2, 2011 Annual Town Meeting appropriated the sum of \$20,000 to be expended by the Library Trustees for a planning and design study regarding library expansion or new construction; and

Whereas, the Library Trustees are applying for a Massachusetts Public Library Construction Program grant from the Massachusetts Board of Library Commissioners;

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Therefore, shall the Town vote:

- (1) To authorize the Library Trustees to proceed with a feasibility study to examine the options for expanding and renovating the Reuben Hoar Library or building a new facility; provided, however, that such authorization shall be contingent upon the receipt of a state grant for such feasibility study;
- (2) To authorize the Library Trustees to apply for, accept, and expend any state grants that may be available for a library building planning and design project; and
- (3) To utilize the sum appropriated under Article 8, Item M of the May 2, 2011 Annual Town Meeting for the purpose of making funds available to the Library Trustees to be able to apply for matching state grant funds for a Library Feasibility Study.

or to take any other action in relation thereto.

[Article 11 authorizes the Library Trustees to apply for \$40,000 in state grant funds towards a \$60,000 feasibility study to explore either expanding and renovating the current library or building a new facility. The local match of \$20,000 was already appropriated in May 2011. This is a first step in a process that could lead to construction funding from the Massachusetts Board of Library Commissioners.]

Motion: Moved and seconded by the Library Trustees that the Town vote to approve Article 11 as printed in the warrant.

Library Trustees, Finance Committee, and Board of Selectmen support Article 11.

ARTICLE 12
Board of Selectmen
Nashoba Valley Tech High School / Accelerated Roof Repair Project
[2/3rds vote required]

To see if the Town will vote to approve the sum of \$2,802,362 borrowing authorized by the Nashoba Valley Technical School District, for the purpose of paying costs of the Accelerated Roof Repair Project at the Nashoba Valley Technical High School, located at 100 Littleton Road, Westford Massachusetts, including the payment of all costs incidental or related thereto (the "Project"), which proposed repair project would materially extend the useful life of the school and preserve an asset that otherwise is capable of supporting the required educational program, and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended at the direction of the Nashoba Valley Technical School Committee. The MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any Project costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District and its member municipalities. Any grant that the District may receive from the MSBA for the Project shall not exceed the lesser of (1) fifty-two point twenty six percent (52.26%) of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA; or to take any other action in relation thereto.

[Article 12 would authorize the Nashoba Valley Technical High School District to undertake roof repairs under the accelerated repair program of the Massachusetts School Building Authority. Approval from each of the district towns is required. The cost of the roof repair would be apportioned according to enrollment.]

Motion: To be made at Town Meeting.

ARTICLE 13
Board of Selectmen/School Committee/Trust Fund Commissioners
M.H. Kimball Trust School Grant Funds

To see if the Town will vote to transfer \$20,000 from a grant from the M.H. Kimball Trust to the Littleton School Department for the purpose of funding the biology and United States History programs at Littleton High School and costs related thereto, or to take any other action in relation thereto.

[Article 13 transfers trust funds to the School Department, this year for biology and history programs at Littleton High School.]

Motion: Moved and seconded by the Board of Selectmen that the Town vote to approve Article 13 as printed in the warrant.

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

ARTICLE 14
Board of Selectmen
Senior Work Program

To see if the Town will vote to request the Board of Assessors to commit \$55,000, or any other sum or sums of money, from the Overlay Account for Abatements to fund the Senior Citizen Tax Work-off Abatement Program, or to take any other action in relation thereto.

[The Board of Selectmen has established a program under which local property owners over the age of 60 provide services to the Town in exchange for a reduction on the amount paid on their property tax. For FY 2014, the maximum amount a participant could earn under this program was \$632.]

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

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

ARTICLE 15
Board of Selectmen
Use of MassDOT Chapter 90 Funds

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

[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.]

Motion: Moved and seconded by the Board of Selectmen that the Town vote to appropriate funds available in the amount of \$391,000 for authorized road improvements and other projects provided for under Chapter 90 of the General Laws.

Finance Committee and Board of Selectmen support Article 15.

ARTICLE 16
Board of Selectmen
Supplemental Borrowing: Roadway Improvements Plan
[2/3rd vote required]

To see if the Town will vote to appropriate the sum of \$1,000,000 for the purpose of undertaking roadway improvements, and that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under and pursuant to Chapter 44, Section 7(6), of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor, or to take any other action in relation thereto.

[Article 16 continues the ten-year roadway improvement plan first adopted by the Board of Selectmen in 2008. Since its inception, some \$7,157,000 in roadway improvements have been completed with funding from a combination of annual budget appropriations, Chapter 90 state aid, and short-term borrowing within the Proposition 2½ levy limit. Roads are addressed on a priority basis established by the Selectmen in consultation with the Highway Department. Currently under construction is Nashoba Road, with engineering design in process for New Estate Road and Nagog Hill Road]

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

Finance Committee and Board of Selectmen support Article 16.

[ARTICLES REQUIRING SUPERMAJORITY VOTE]

ARTICLE 17
Planning Board
Zoning By-law Amendment: Medical Marijuana Dispensaries, Cultivation
[2/3rds vote required]

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

1. Delete Article XXVII, Temporary Moratorium on Medical Marijuana Treatment Centers.
2. Amend §173-2 by inserting, in alphabetical order, new definitions as follows:

MEDICAL MARIJUANA TREATMENT CENTER and/or **REGISTERED MARIJUANA DISPENSARY (RMD)**: means a not-for-profit entity registered under 105 CMR 725.100 that acquires, cultivates, possesses, processes (including development of related products such as edible MIPs, tinctures, aerosols, oils, or ointments), transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials to registered qualifying patients or their personal caregivers. Unless otherwise specified, RMD refers to the site(s) of dispensing, cultivation, and preparation of marijuana.

MARIJUANA: means marijuana as defined in 105 CMR 725 *et seq.*

MARIJUANA FOR MEDICAL USE: means Marijuana that is designated and restricted for use by, and for the benefit of, Qualifying Patients in the treatment of Debilitating Medical Conditions as defined in 105 CMR 725 *et seq.*

MARIJUANA INFUSED PRODUCT (MIP): means Marijuana Infused Product as defined in 105 CMR 725 *et seq.*

REGISTERED MARIJUANA DISPENSARY (RMD): see also MEDICAL MARIJUANA TREATMENT CENTER.

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3. Amend §173-22.A(2) to read as follows: “In addition, there are Wetlands, Floodplains, Aquifer Water Resource, Littleton Village Overlay District West—Beaver Brook Area, and Registered Marijuana Dispensary Overlay Districts.

4. Insert a new Article XXVII, Registered Marijuana Dispensaries, as follows:

§173-185. Purposes.

- A. To provide for the limited establishment of a Registered Marijuana Dispensary (“RMD”) in a suitable location and under strict conditions.
- B. To regulate the siting, design, placement, safety, monitoring, modification and removal of any RMD that may be located within the Town.
- C. To minimize the adverse impacts of any RMD on the Town, nearby properties, residential neighborhoods, schools and other places where minors congregate, local historic districts, and other land uses incompatible with said facilities.
- D. To limit the overall number of RMDs in the Town to the minimum required by applicable law.

§173-186. Applicability.

- A. The commercial cultivation, production, processing, assembly, packaging, retail or wholesale sale trade, distribution or dispensing of Marijuana for Medical use is prohibited unless permitted as a RMD under this Article XXVII.
- B. No RMD shall be established except in compliance with the provisions of this Article XXVII.
- C. Nothing in this Article XXVII shall be construed to supersede federal and state laws governing the sale and distribution of narcotic drugs; nor shall any special permit issued pursuant to this Article XXVII supersede federal, state or local laws.
- D. Where not expressly defined in the Section 173-2, all terms used herein shall be as defined in 105 CMR 725 *et seq.*

§173-187. Siting.

The Registered Marijuana Dispensary Overlay District is hereby established as an overlay district that shall include Assessors’ Parcel R18-6-0 (500 Great Road) and those certain parcels within the Industrial A (IA) Zoning District as are shown on the map entitled “Registered Marijuana Dispensary Overlay District Zoning Map” dated March 17, 2014, on file with the Town Clerk and hereby made a part of this chapter. A RMD may be sited within the Registered Marijuana Dispensary Overlay District only, subject to the provisions of this Article.

§173-188. Administration and Procedure.

- A. A RMD may be allowed within the Registered Marijuana Dispensary Overlay District by special permit from the Planning Board (the “SPGA”) in accordance with M.G.L. c.40A, §9, only subject to the procedures, regulations, requirements, conditions and limitations set forth herein. Only an applicant holding a valid Certificate of Registration from the Department of Public Health (DPH) is eligible to apply for a special permit pursuant to this Article.
- B. Applicants for a special permit pursuant to this Article XXVII are strongly encouraged to meet with the SPGA at a public meeting to discuss the proposed application for a new RMD and to discuss in general terms of the proposed RMD prior to the formal submission of an application.
- C. In addition to the standard Special Permit Application form, an applicant for a special permit under this Article shall also submit the following:
 - (1) A copy of its Certificate of Registration from the Massachusetts Department of Public Health.
 - (2) A copy of any waivers of regulations that the Department of Public Health has issued to the applicant.

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- (3) Copies of all policies and procedures approved by the Department of Public Health, including without limitation the RMD's operating procedures pursuant to 105 CMR 725.105(A).
- (4) The source or sources of all marijuana that will be sold or distributed at the proposed RMD, if applicable.
- (5) The quantity of marijuana that will be cultivated, processed, and/or packaged at the RMD, if applicable.
- (6) Names and addresses of each owner of the RMD and, where the owner is a business entity, the names and addresses of each owner of the business entity.
- (7) If applicable, a copy of the applicant's Articles of Organization, a current Certificate of Legal Existence from the Commonwealth, and the most recent annual report.
- (8) Copies of all licenses and permits issued to the applicant by the Commonwealth of Massachusetts and any of its agencies.
- (9) Evidence that the applicant has site control and the right to use the proposed site as a RMD. Such evidence shall be in the form of a deed, purchase and sale agreement, lease, or other legally binding document.
- (10) In addition to what is otherwise required to be shown on a site plan pursuant to Article IV, the applicant shall provide details showing all exterior proposed security measures for the premises, including but not limited to lighting, fencing, gates and alarms to ensure the safety of employees and patrons and to protect the premises from theft or other criminal activity. The site plan shall further delineate various areas of the RMD (indoors and outdoors) such as public access areas, employee only access areas, storage, cultivation, preparation, waste disposal, administrative, transportation, loading and parking areas. Site plans and/or application narrative shall contain sufficient information so that the SPGA can evaluate the design and operational standards contained in this Article XXVII.

D. Upon the filing of the special permit application with the SPGA, the applicant shall simultaneously deliver copies of the application to the Board of Selectmen, the Building Commissioner, the Board of Health, the Police Department and the Fire Department.

§173-189. Special Permit Requirements.

A. No RMD shall be located within 1,500 feet of any lot containing a school; licensed child care facility; public park, playground, athletic field or other public recreational land or facility; any use or facility where persons under the age of 18 commonly congregate to participate in scheduled or structured activities; religious facility; drug or alcohol rehabilitation facility; correctional facility, half-way house or similar facility; or any other RMD. For purposes of this section, distances shall be measured from the nearest property line containing one of the listed uses to the nearest point of the building in which the RMD is located.

B. The SPGA may reduce the minimum distance requirement in Section 173-189.A as part of the issuance of a Special Permit in the following instances only:

- (1) Renewal of a Special Permit for an existing RMD where the use described in Section 173-189.A has been established after issuance of the original Special Permit.
- (2) Change of permit holder for an existing RMD where the use described in Section 173-189.A has been established after issuance of the original Special Permit.
- (3) The applicant demonstrates to the satisfaction of the SPGA that application of Section 173-189.A will effectively prohibit the placement of a RMD within the Town.

C. A special permit for a RMD shall be limited to one or more of the following uses:

- (1) Cultivation of Marijuana for Medical Use;
- (2) Processing and packaging of Marijuana for Medical Use, including Marijuana that is in the form of smoking materials, food products, oils, aerosols, ointments, and other products;

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(3) Retail sale or distribution of Marijuana for Medical Use to Qualifying Patients. Any use involving any one of these activities is considered a RMD.

D. Only one RMD shall be permitted within Town.

E. The RMD shall be designed such that all processing, cultivation and storage of marijuana shall be conducted indoors. No materials, plants, equipment, supplies or byproducts shall be visible from outside of the premises/building. With the exception of loading areas, no operations shall be visible by the public.

F. No smoking, burning, or consumption of any product containing Marijuana shall be permitted at the RMD.

G. All shipping and receiving areas shall serve the RMD exclusively. In the case of a multi-use or multi-tenant site, the RMD shall be laid out and designed to ensure separation from other uses or tenants at the site.

H. The RMD shall have adequate water supply, stormwater systems, sewage disposal, and surface and subsurface drainage.

I. Adequate lighting, including night lighting that provides for monitoring or building and site security.

J. The RMD shall post at a conspicuous location at the public entrance a sign that states "Registration card issued by the MA Department of Public Health required." The required text shall be a minimum of two inches in height. Signage shall otherwise be limited to that which is permitted under 105 CMR 725.100(L) and the Town's sign bylaw.

K. The RMD shall provide and keep up to date contact information as required by the Chief of Police and Building Commissioner such as name, telephone number and electronic mail address of a contact person who must be available 24 hours a day, seven days a week.

L. No special permit shall be issued to a person who has been convicted of a felony or a violation of a state or federal statute prohibiting the unlawful possession, sale or distribution of narcotic drugs or prescription drugs. Further, no special permit shall be issued to any entity in which an owner, shareholder, member, officer, manager or employee has been convicted of a felony or violation of a state or federal statute prohibiting the unlawful possession, sale or distribution of narcotic drugs or prescription drugs.

§173-191. Special Permit Approval Criteria.

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

A. In the case of retail sale or distribution, the proposed use would serve a demonstrated demand that is currently unmet within the area.

B. The RMD is fully permitted by all applicable agencies within the Commonwealth of Massachusetts and is in compliance with all State laws and regulations.

C. The proposed use is designed to minimize any adverse impacts on the on the residents of the Town.

D. The RMD contains a secure indoor waiting area for qualifying patients.

E. The storage and/or location of cultivation of Marijuana is adequately secured in enclosed, locked facilities within the RMD.

F. The RMD adequately addresses issues of vehicular and pedestrian traffic, circulation, parking and queuing, especially during peak periods at the facility, and adequately mitigates the impacts of vehicular and pedestrian traffic on neighboring uses.

§173-192. Special Permit Conditions.

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A. The SPGA may impose reasonable conditions to improve site design, traffic flow, public safety, water quality, air quality, protection of significant environmental resources and the preservation of community character of the surrounding area including, without limitation, the following:

- (1) Minimization of the impacts of increased noise and traffic.
- (2) Imposition of security precautions related to the high value of products and cash transactions.
- (3) Deterring the presence of unauthorized or ineligible persons at, or near, the RMD.
- (4) Imposition of measures to prevent diversion of marijuana.
- (5) Conditions related to the design and construction of the facility to improve safety, security and conformance with community character.

B. The SPGA shall include conditions concerning the following in any special permit granted pursuant to this Article:

- (1) Hours of operation, including dispatch for any home delivery.
- (2) The reporting of any incidents to the Building Commissioner and Planning Board as required pursuant to 105 CMR 725.110(f) within 24 hours of their occurrence. Such reports may be redacted as necessary to comply with any applicable state or federal laws or regulations.
- (3) The reporting of any cease and desist order, quarantine order, suspension order, limiting sales order, notice of hearing or final action by the Department of Public Health or the Division of Administrative Law Appeals, as applicable, regarding the RMD to the Building Commissioner and the SPGA within 48 hours of the applicant's receipt.

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

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

or take any other action in relation thereto.

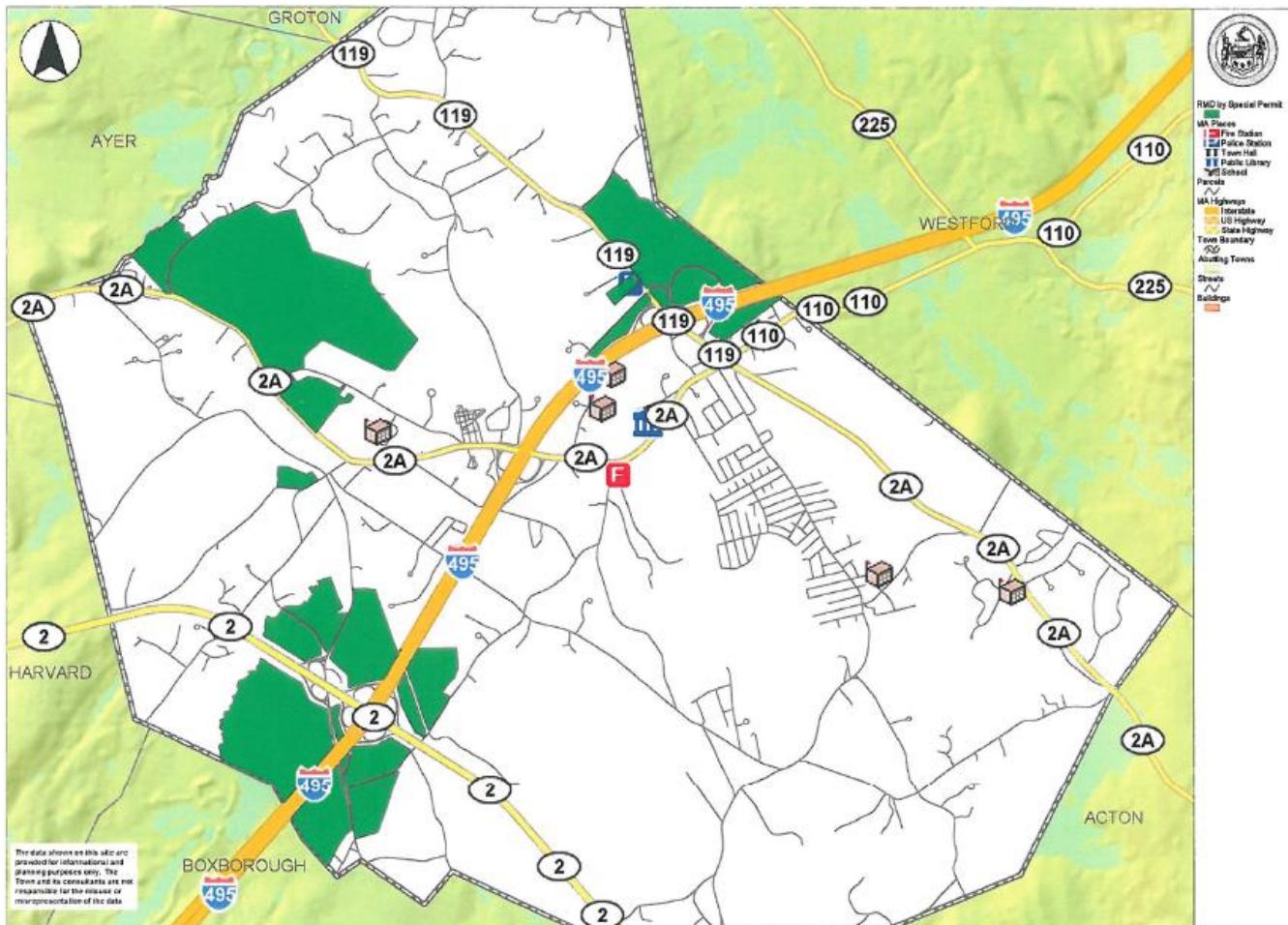
[Littleton's current temporary moratorium on medical marijuana facilities will expire on June 30, 2014, and the Attorney General will neither approve moratoria beyond that date nor allow a community to prohibit the use altogether. So in order to have some restrictions in place by the time the moratorium is lifted, Article 17 proposes to create a new RMD (Registered Marijuana Dispensary) overlay zoning district comprised of certain properties in the Industrial A zoning district, plus the police station (500 Great Road). No more than 1 RMD licensed by the Massachusetts Department of Public Health could be located in Littleton, and only in the RMD Overlay District, with the special permit issued by the Planning Board containing strict conditions. No RMD could be located within 1,500 feet of a lot containing a school, licensed childcare facility, public park, playground, athletic field, or religious facility. The

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Planning Board conducted its required public hearing under MGL C.40A,§5 on March 13, 2014 and voted to recommend this zoning amendment.]

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

Planning Board, Board of Health, and Board of Selectmen support Article 17.



ARTICLE 18
Planning Board
Zoning By-law Amendment: Accessory Dwellings
[2/3rds vote required]

To see if the Town will vote to amend the Zoning By-law of the Town of Littleton, by inserting a new Section 173-59, as follows:

§173-59. Conversion of Accessory Dwelling.

A. The Special Permit Granting Authority may amend a Special Permit issued pursuant to §173-58 to provide for occupancy by one (1) or more persons not related by blood or marriage or functionally dependent (for medical or other reasons) on the occupant(s) of the other unit, provided the following conditions are met:

(1) The unit is contained within an existing owner-occupied dwelling.

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- (2) The unit was established by special permit pursuant to §173-58 for the purpose of serving one (1) or more persons related by blood or marriage or functionally dependent (for medical or other reasons) on the occupant(s) of the other unit and the unit served as the *bona fide* residence for such an occupant or occupants for at least two (2) years, unless such residency concludes earlier by reason of death, medical condition, or similar good cause shown to the satisfaction of the Special Permit Granting Authority.
- (3) The unit is a complete, separate housekeeping unit with independent access and egress and containing a kitchen and at least one full bath.
- (4) There is no more than one accessory dwelling unit on the lot.
- (5) The owner(s) of the residence in which the accessory dwelling unit is to be located must continue to occupy at least one of the dwelling units as their primary residence, except for *bona fide* temporary absences.
- (6) All outside entrance(s) serving an accessory dwelling unit are located in the side or rear of the building.
- (7) The gross floor area of the accessory dwelling unit does not exceed one thousand (1,000) square feet.
- (8) The accessory dwelling unit may not be occupied by more than three (3) people nor have more than two bedrooms.

B. Conversion of an accessory dwelling unit pursuant to this Section requires the continued occupancy of one of the dwelling units by the property owner(s). Accordingly, as part of the special permit application, the applicant shall submit sworn affidavit stating that the applicant shall occupy one of the dwelling units on the premises as the applicant's primary residence.

C. When any accessory dwelling unit converted pursuant to this section is sold or conveyed in any manner, the new owner(s) shall upon closing record in the Middlesex South District Registry of Deeds, along with their deed, a sworn affidavit stating that the new owner(s) will, in accordance with the terms of the special permit, occupy one of the dwelling units on the premises as the new owner(s) primary residence, except for bona fide temporary absences. The new owner(s) shall provide the Building Commissioner with a copy of the affidavit and documentation of such recording. The special permit shall lapse upon failure of any new owner(s) to timely record said affidavit and/or failure to timely notify the Building Commissioner.

or take any other action in relation thereto.

[The proposed Accessory Dwelling Unit Bylaw would allow for properly permitted "in-law" apartments to be converted to use by non-related, non-dependent individuals under certain circumstances. The bylaw provides a permitting process to answer the question of how to deal with existing legal in-law apartments when the in-laws no longer occupy the previously-approved space. The goal is to allow more elderly Littleton residents to maintain their homes in Littleton and to offer more housing options in Town. The Planning Board conducted its required public hearing under MGL C.40A,§5 on March 13, 2014 and voted to recommend this zoning amendment.]

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

Planning Board supports Article 18.

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ARTICLE 19
Planning Board
Zoning By-law Amendment: Flood Insurance Rate Maps
[2/3rds vote required]

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

1. Delete the third and fourth sentences of existing Section 173-72 and replace them with the following: "The map panels of the Middlesex County FIRM that are wholly or partially within the Town of Littleton are panel numbers 25017C0209E, 25017C0216E, 25017C0217E, 25017C0218E, and 25017C0228E, dated June 4, 2010; and 25017C0219F, 25017C0236F, 25017C0237F, 25017C0238F, 25017C0239F, 25017C0241F, and 25017C0243F, dated July 7, 2014. The exact boundaries of the floodplain may be defined by the 100-year base flood elevations shown on the FIRM and further defined by the Middlesex County Flood Insurance Study (FIS) report, dated July 7, 2014."
2. Delete from Section 173-73.G the statement "Section of the Massachusetts State Building Code which addresses the floodplain and coastal high hazard areas (currently 780 CMR 120.G, "Flood Resistant Construction and Construction in Coastal Dunes");" and insert in its place the following: "Section of the Massachusetts State Building Code which addresses floodplain areas (currently 780 CMR)." or take any other action in relation thereto.

[Article 19 amends the Zoning By-law to reflect updated flood insurance rate maps (FIRM) and FEMA requirements which take effect July 7, 2014 in order to continue to qualify properties in Littleton under the National Flood Insurance Program. The Planning Board conducted its required public hearing under MGL C.40A,§5 on March 13, 2014 and voted to recommend this zoning amendment.]

Moved and seconded by the Planning Board that the Town vote to approve Article 19 as printed in the warrant.

Planning Board and Board of Selectmen support Article 19.

ARTICLE 20
Board of Selectmen
Long Lake Park Lot Consolidation
[2/3rds vote required]

To see if the Town will vote, pursuant to Sections 3, 8C and 15A of Chapter 40 of the Massachusetts General Laws, or any other enabling authority, to authorize the Board of Selectmen to transfer by deed to Conservation Commission the care, custody, management and control of the following Town-owned parcels located in Long Lake Park, so-called, identified by Assessors Map and Lot numbers: (A) those acquired by the Town through tax title: U32-57, U32-58, U32-62, U32-66A, U32-69, U32-70, U32-75, U32-132, U32-112, U23-2, U23-3, U23-8, U23-11, U23-19, U23-20, U23-25, and U23-37; and (B) such parcel acquired by the Town by gift: U32-64; provided, however, that, such transfers shall be subject to all existing infrastructure for drainage and provided further that the Town may construct upon any such parcel additional stormwater management infrastructure that is designed to protect the water quality of Long Lake, or to take any other action in relation thereto.

[Article 20 consolidates Town-owned properties in Long Lake Park by transferring certain properties obtained in tax title to the Conservation Commission, which already has care, custody and control of many other parcels in the area.]

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

Board of Selectmen, Conservation Commission, and Finance Committee support Article 20.

[OTHER ARTICLES, INCLUDING ROUTINE AUTHORIZATIONS & REAUTHORIZATIONS]

ARTICLE 21
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, 2014, 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 3 allows the Town to borrow in anticipation of revenues and/or to issue short-term notes to meet its cash flow needs.]

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

Board of Selectmen and Finance Committee supports Article 21.

ARTICLE 22
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 2015, pursuant to Chapter 44, Section 53F of the General Laws, or to take any other action in relation thereto.

[This article authorizes the Town Treasurer to enter into Compensating Balance Agreements between the depositor-- the 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 22 as printed in the warrant.

Finance Committee and Board of Selectmen support Article 22.

ARTICLE 23
Board of Selectmen
FY 2015 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 2015 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 twenty percent (20%) of said exemption, or to take any other action in relation thereto.

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[Article 23 permits the Town to grant an additional 20% 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 23 as printed in the warrant.

Finance Committee and Board of Selectmen support Article 23.

ARTICLE 24
Board of Selectmen/Personnel Board
Personnel By-law Amendments

To see if the Town will vote to amend Chapter 33 of the Town Code, Personnel, as follows:

1. By amending §33-7. DEFINITIONS, as follows:

- A. To reorder all definitions so that they appear in alphabetical order;
- B. By amending the following definition to read as follows:
 - _. Compensation Plan - Specified ranges of pay for each job classification included in the Classification Plan, appearing as Schedule A *through D* to these By-Laws.
- C. By adding the following definitions:
 - _. Exempt Employee – as defined in the federal Fair Labor Standards Act.
 - _. Non-exempt Employee – as defined in the federal Fair Labor Standards Act.
 - _. Promotion – For the purposes of this by-law, all positions being filled, including promotions must follow the hiring process stated in §33-9.
 - _. Workforce Development – a strategic approach to ensure that the necessary talent and skills will be available when needed and that essential knowledge and abilities will be maintained.

2. By adding a new section §33-7A. WORKFORCE DEVELOPMENT to read as follows:

§33-7A. WORKFORCE DEVELOPMENT

The Town is committed to providing the highest levels of excellence in the provision of all service. In order to sustain this level of excellence, it is imperative that the department/employee retain the highest levels of performance and adaptability in a changing work environment. The Town should seek to employ and retain motivated and competent employees. The foundation for this effort is the management of the entire workforce through short and long term planning for competencies and skills needed to carry out each Town position. This will be, in part, accomplished through ongoing workforce development as a concerted effort to develop both existing and future employees from within and outside the organization. Management should, when possible, identify and develop employees with the potential to fill key leadership positions throughout Town government. The Personnel Board and Town Administrator shall serve as a resource for workforce development.

3. By amending §33-9. HIRING AND RE-CLASSIFICATION to read as follows:

§33-9. HIRING

The filling of all open benefit eligible and non-benefit eligible positions covered by this By-Law must follow the procedures detailed in the Town's Hiring Policy & Procedures manual including, but not limited to the following:

- (1) A job description agreed to by both the Appointing Authority and the Personnel Board shall be completed prior to the announcement of the job opening.
- (2) The hiring grade and step for the job opening shall be in accordance with the Classification and Compensation Plan, or be developed with and agreed to by the Personnel Board prior to the announcement of the job opening.

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(3) The Appointing Authority, in order to find the most qualified candidates, shall determine if the job opening should be posted (a) internally within the Town, or (b) internally and externally. Internal only openings shall be posted for a minimum of one week and marked as "Internal Town Candidates Only". Internal/External postings must be posted for two weeks and, if appropriate, shall be advertised externally. All postings shall be made on the Town Hall Bulletin Board.

4. By amending §33-16. TRANSFER AND PROMOTION OF EMPLOYEES to read as follows:

§33-16. MOVEMENT AND RE-CLASSIFICATION OF EMPLOYEES

A. When a current employee is hired to a position with a higher-rated grade, he/she shall enter it at the step which provides an increase in salary. He/she may also receive a one step rate increase at the time if the Appointing Authority recommends that qualifications and performance warrant it, and the Personnel Board approves.

B. If the employee is transferred to a job at the same grade, he/she shall remain at his/her current step.

C. If the employee is transferred to a lower grade job, he/she shall enter it at his/her own step or at the maximum step for the job, whichever is lower, provided that the Personnel Board approves. The employee shall have the right of appeal to the Personnel Board and to be heard thereon.

D. No employee may be reclassified to a position in another grade either higher or lower until the Personnel Board determines that such a re-classification will be consistent with the provisions of the Classification Plan and this by-law.

5. By amending §33-18. OVERTIME AND COMPENSATORY TIME to read as follows:

§33-18. OVERTIME AND COMPENSATORY TIME

Non-exempt employees begin to accrue overtime after they have worked 40 hours in a work week. Overtime must be pre-approved by the supervisor. The applicable budget must have funds available to cover the overtime pay.

Compensatory time may be utilized, on an exception basis, as an alternative to overtime pay, subject to the following restrictions. If overtime is authorized by the supervisor, the choice to accrue compensatory time in lieu of being paid overtime wages must be stated by the employee. As with overtime wages, compensatory time is earned at one and one half hours for every hour worked. All compensatory hours should be logged on the standard compensatory time sheet and attached to the employee's regular time sheet each pay period. Employees should use accrued compensatory time in a timely matter. The use of accrued compensatory time must be pre-approved by the supervisor. In no case should the compensatory time accrual balance be allowed to exceed 24 hours. Compensatory time cannot be rolled over to the new fiscal year and therefore any accrued time must be paid out as overtime wages prior to June 30th of each year. Any unused compensatory time at time of separation of employment must be paid to the employee in their final paycheck.

Exempt employees are not eligible for compensatory time.

6. By amending §33-27. MILITARY LEAVE to read as follows:

§ 33-27. MILITARY LEAVE

A benefit eligible employee who has been granted a military leave of absence because the employee is a member of the Army National Guard, the Air National Guard or a reserve component of the Armed Forces of the United States called to active service in the armed forces of the United States shall be entitled to receive pay at his regular base salary as such an employee, and shall not lose any seniority or any accrued vacation leave, sick leave, personal leave, compensation time or earned overtime. An employee eligible under this section shall be paid his regular base salary as such an employee for each pay period of such military leave of

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absence, reduced by any amount received from the United States as pay or allowance for military service performed during the same pay period, excluding overtime pay, shift differential pay, hazardous duty pay or any other additional compensation. For the purposes of this section, the words "active service" shall not include active duty for training or temporary duty in the Army National Guard or Air National Guard or as a reservist in the Armed Forces of the United States.

7. By adding the following to the listing of positions under Schedule A, Permanent Full and Part-time Employees:

Grade 6 - Administrative Assistant – Human Resources

Grade 7 - Wellness Coordinator

Grade 10 - Plumbing Inspector

or to take any other action in relation thereto.

[Article 24 amends the Personnel By-Law by adding and updating certain definitions and providing additional guidance on subjects such as (§ 33-27) Military Leave, and (§33-18) Overtime and Compensatory Time. Amendments to the Hiring (§33-9) and Movement and Re-Classification of Employees (§33-16) sections eliminate procedural references that will be covered in a new Hiring Policy & Procedures Manual. A new section (§33-7A) Workforce Development emphasizes the Town's commitment to hiring, developing and maintaining competent and motivated employees in order to provide the Town with the highest levels of service possible.]

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

Board of Selectmen and Personnel Board support Article 24.

ARTICLE 25
Board of Selectmen
Town By-law Amendment: Veteran's Preference

To see if the Town will vote to amend the Town Code by adding a new Chapter 32, Veteran's Preferences, to read as follows,

Chapter 32, VETERAN'S PREFERENCE

§ 32-1. Application of Chapter.

This chapter shall apply to all Town of Littleton departments and to all positions of all employees in the service of the Town, whether benefit eligible, non-benefit eligible or seasonal, other than the School Department, Light and Water Departments, and other than those positions which are covered by separate agreement between any association of employees and the Town or any individual employee and the Town and developed through collective bargaining, except that all provisions of this chapter shall be applicable in so far as any collective bargaining agreement may refer to this chapter and to the extent applicable by statute or in the absence of any other provision.

§ 32-2. Veteran's Hiring Preference.

In the employment of individuals for all positions subject to this Chapter, preference shall be given to citizens of the Commonwealth who have been residents of the Commonwealth for at least six months at the commencement of their employment who are veterans as defined in G.L. c. 4, § 7, Clause 43, and who are qualified to perform the work to which the employment relates. "Preference" in this context means that if two or more individuals are equally qualified to

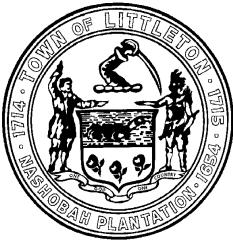
TOWN OF LITTLETON, MASSACHUSETTS

perform the work to which the employment relates, the qualified veteran, as defined in this provision, shall be offered the position over the other qualified candidates. or to take any other action relative thereto.

[Article 25 establishes a veterans preference for hiring in certain town positions.]

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

Board of Selectmen supports Article 25.



Finance Committee Report

To the residents of Littleton

For the Fiscal Year 2015, the Littleton Finance Committee (Fincom) recommends the budget warrant article as proposed by the Littleton Board of Selectmen in the amount of \$41,498,395, an increase in expenditure of 3.74% from the FY 14 budget. 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 15 annual budget for the Town of Littleton has been one of great 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, in both FY 15 and in the long view picture.

The budget proposal before the town of Littleton for FY 15 reflects those priorities put forward by the Board of Selectmen, and the School Committee, and other departments, with specific highlights including:

- Level-staffing budgets for all municipal departments (except as noted), including continued support for the significant increase in Fire Department staffing adopted last year. (That investment by the townspeople has already yielded documentable success in greatly improved response times.)
- A \$300,000 increase in funding for the School Department, in conjunction with a reconfigured plan for using school reserve funds, driven by state requirements and agreed upon by School Committee, Selectmen, and Fincom.
- Parks, Recreation and Continuing Education Department now managed in the budget as an Enterprise Fund (similar to the Littleton Water Department), a suggestion of the town's auditors.
- Department of Elder and Human Services (former Council on Aging) budget increased by 6.82% to add staff hours. Also renovation of senior meal site kitchen to address code issues, funded at \$114,372 in the capital budget.
- Initial installment allocation of \$100,000 for conducting the process of revising the town's Master Plan (total cost expected to be in the range of \$250,000).
- Budget and all warrant articles 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.

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The Finance Committee conducted the FY15 budget process continuing the process changes we instituted last year, fine-tuning and progressing toward more efficiency, transparency, and effectiveness, reconsidering all aspects of the annual budget review and creation process. If any other detailed information on town finances is sought please consult the town's recently updated website www.littletonma.org, or contact the Finance Committee or the town Finance Department office.

The Finance Committee oversaw a several month budget process, highlights including the following:

- We began the budget process in September, with early estimates of revenues and for expenditures in those areas where we could reasonably make accurate projections.
- We also asked the Board of Selectmen and the other departments to identify at the beginning of the process their priority policy objectives in advance of providing actual numerical budget requests. Fincom members then met individually with all the town departments to discuss current operations, long-term plans for operating expenses and capital needs, and future needs of their respective departments.
- We also continued the process adopted last year of holding a one-day marathon session of budget request reviews which was held in November. With all of the town's departments in succession presenting their budget requests, the Fincom, as well as the Board of Selectmen and School Committee members and others present, had the chance to get a snapshot picture of the town's finances and operations.
- A consistent theme from the various departments concerned the issue of maintenance, generally and specifically to buildings. The Selectmen, Town Administrator, and Permanent Municipal Building Committee engaged a consultant who conducted a comprehensive facilities assessment. A working group representing a number of committees is currently using these findings to help better plan and prioritize for building maintenance and related projects. Similarly the prioritization of long-term capital planning and annual requests by departments is undergoing a process of reassessment.

The Finance Committee led the direction this year of the financial policies and by-laws review subcommittee, with members from the Fincom, Board of Selectmen, and School Committee, as well as involvement from the Finance Department team. Presently we have adopted policies, guidelines or by-laws for financial issues such as: debt management; non-dedicated revenue; stabilization fund use; and undesignated fund balance disposition, among others. We have found that following these guidelines has proved beneficial to Littleton's financial solidity. Among the revisions adopted this year were: language including the town's plans for addressing OPEB (Other Post-Employment Benefits) requirements; standards for growing and withdrawing from the town's new capital stabilization fund; revisions to existing language concerning long-term debt and borrowing; and improvements in the format and presentation of the overall financial policy. The revised financial policies were brought before both the Selectmen and Finance Committee for an annual review and vote of adoption, which had not been done for a few years. The subcommittee will continue to conduct an annual review of existing policies, as well as consider developing policies for other topics such as: use of revolving funds; TIFs (tax increment financing) and PILOT (payment-in-lieu-of-taxes) agreements; costing out collective bargaining proposals; developing a revenue generation plan; stability in the school reserve accounts; the

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town budget calendar and process; and funding for non-department budget priorities. We also continue working with the Finance Department to move Littleton toward full adherence to the highest standards of municipal financial management practices, as promoted by the Government Finance Officers Association.

Although FY 15 looks to be a relatively stable budget year, the Finance Committee's message continues to be one of concern about our long-term budget projections which forecast a structural operating deficit. Throughout the past year we were presented with a variety of updated financial projections which stubbornly showed level-staffing expenditure costs representing an almost 4% growth factor, offset by projected revenues which reflected growth of only just under 3%. That we did not have any unanticipated budget crises in this cycle caused by major fluctuations in health insurance costs, SPED (special education), local aid, or other emergency needs, does not mean that we will be less vulnerable to a change in any of those next year. Of more certain import is the fact that revenues, primarily new growth figures, look to maintain only a modest level of increase, while expenditures, principally employee and retiree contractual and benefit costs (OPEB), project to grow at a higher rate than revenues in the years to come.

The bond rating agency Standard & Poor's recognized Littleton's good management practices and sound financial policies this year with a AAA bond rating, the highest attainable. This remarkable jump of two ratings levels, which may save the town millions of dollars in borrowing costs due to our new access to advantageous lower interest rates, was directly related by Standard & Poor's to the Town's policy-driven approach to municipal finances. But even in this glowing report, the threat from future OPEB costs was cited as an area of concern. The Finance Committee again strongly urges that the Town's elected officials pro-actively stay ahead of this looming problem by addressing the structural operating deficit, ideally with policy decisions that both control the growth of expenditure costs, and encourage the growth of needed new revenues.

Respectfully submitted,

<u>Finance Committee members</u>	<u>Appointed by</u>	<u>Term expires</u>	<u>Years on FinCom</u>
Paul Glavey, Chair	Board of Selectmen	2014	4
Chris Hinckley, Vice Chair	Board of Selectmen	2015	3
Peter Vilcans, Clerk	Moderator	2015	2
Fred Faulkner	Light & Water Board	2016	29
Allen McRae	Board of Assessors	2014	12
Brian Tarbox	School Committee	2014	5
Betsy Bohling	School Committee	2015	2

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FY 2015 Budget Summary

	FY 2015	FY 2014	Variance	% Variance
REVENUES				
Property Tax				
Property Tax Levy Limit	30,490,144	29,262,368	1,227,776	4.20%
Other Funds				
Undesignated Fund Balance	1,189,529	866,024	323,505	37.36%
Cherry Sheets - Town State Aid	677,885	677,885	-	-
Cherry Sheets - School State Aid	4,210,562	4,210,562	-	-
School Dept Reserves	750,000	547,000	203,000	37.11%
Old Articles/Overlay Surplus & Other	6,000	-	6,000	-
Other Available Funds	1,181,458	1,706,758	(525,300)	-30.78%
Local Receipts	<u>2,897,092</u>	<u>2,738,119</u>	<u>158,973</u>	<u>5.81%</u>
Total Other Funds	<u>10,912,526</u>	<u>10,746,348</u>	<u>166,178</u>	<u>1.55%</u>
Total Revenue/Available Funds	41,402,670	40,008,716	1,393,954	3.48%
EXPENSES				
Town Operating Budgets	7,399,479	7,109,807	289,672	4.07%
School Appropriation	16,700,000	16,400,000	300,000	1.83%
School Reserve Spending	750,000	547,000	203,000	37.11%
Technical School Assessments	574,493	729,712	(155,219)	-21.27%
Other Charges (incl. roadway exp)	1,303,509	1,093,673	209,836	19.19%
Debt Service	4,421,172	3,937,283	483,889	12.29%
Employee/Retiree Benefits	<u>6,453,147</u>	<u>6,137,001</u>	<u>316,146</u>	<u>5.15%</u>
Total Operating Budget	<u>37,601,800</u>	<u>35,954,476</u>	<u>1,647,324</u>	<u>4.58%</u>
Capital Exclusions	-	-	-	-
Total Municipal Budget	37,601,800	35,954,476	1,647,324	4.58%
Capital Plan and Warrant Articles	1,447,657	1,893,913	(446,256)	-23.56%
Total Appropriations	<u>39,049,457</u>	<u>37,848,389</u>	<u>1,201,068</u>	<u>3.17%</u>
Other Amounts to be Raised	450,000	59,102	390,898	661.40%
Payments of Previous FY Bills	1,000	-	1,000	-
Fiscal Policy Adjustments	99,956	132,849	(32,893)	-24.76%
Additions to Stabilization	117,380	4,310	113,070	2623.43%
Cherry Sheet Charges & Offsets - Town	141,889	141,889	-	-
Cherry Sheet Charges & Offsets - School	1,288,689	1,288,689	-	-
Allowance for Abatements	350,000	525,499	(175,499)	-33.40%
Total Other Amounts	<u>2,448,914</u>	<u>2,152,338</u>	<u>296,576</u>	<u>13.78%</u>
Total Expenditures	41,498,371	40,000,727	1,497,644	3.74%
*Net Budget Variance	(95,701)	7,989		

[Refer also to page 11, above.]

TOWN OF LITTLETON, MASSACHUSETTS



Town of Littleton
Board of Selectmen
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