



Town of Littleton, Massachusetts
TOWN MEETING REPORT

VOTER INFORMATION

Please bring this with you to the
**MAY 6, 2013 ANNUAL &
SPECIAL TOWN MEETINGS**

**Monday, May 6, 2013 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.

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/Insertter Title of the Article
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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*

Gregg Champney
Ted Doucette
James F. Karr
Joseph Knox
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 2014 residential property tax levy of \$20,082,864. For the average residential property assessed at \$366,412, its property tax bill is projected to increase by \$135.57 or 2.179%—from \$6,221.68 in FY 2013 to \$6,357.25 in FY 2014—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 2013 Line Item Transfer			
STM-3. FY 2013 Minuteman Vocational Bill	\$ 40,000		
STM-4. Fund Collective Bargaining Agreements			
STM-5. FY 2013 Capital Item - Ambulance	250,000		
STM-6. Establish Capital Stabilization Fund			
STM-7. Fund Capital Stabilization Fund	196,914		
STM-8. Security Upgrades for Littleton Public Schools			
STM-9. Water Betterment on Gilson Road withdrawn			
ANNUAL TOWN MEETING			
ATM-1. Town Officers			
ATM-2. Annual Report			
ATM-3. Borrowing Authorization			
ATM-4. FY 2014 Operating Budget	\$ 35,171,772	\$ 19,688,175	\$6,232.31
ATM-5. FY 2014 Water Enterprise Fund Operating Budget	2,327,500		
ATM-6. Stabilization Fund	4,310		
ATM-7. FY 2014 Capital Items from Available Funds			
I-A. Police Cruiser leases	75,089	75,089	23.77
I-B. Police Vehicle Maintenance	5,000	5,000	1.58
I-C. Police Vehicle Refurbishment	13,000	12,600	3.99
I-D. Police Portable Radios	11,600		
II-A. Fire Major Equipment Repair	15,000	15,000	4.75
II-B. Fire UHF Radio System Upgrade	120,000		
III-A. Highway Major Equipment Repair	15,000	15,000	4.75
III-B. Highway Loader Refurbishment	35,000	35,000	11.08
III-C. Highway Dump Pickup truck	58,000		
III-D. Highway Asphalt Hot Box trailer	26,000		
IV-A. Schools iPads & Carts	33,000	33,000	10.45
IV-B. Shaker Lane School Univents	25,000	25,000	7.91
IV-C. High School WiFi Upgrades	40,000		

TOWN OF LITTLETON, MASSACHUSETTS

	<u>Article Amount</u>	<u>Levy Sensitive</u>	<u>Tax Bill Impact</u>
IV-D. School Technology	25,000	25,000	7.91
IV-E. Shaker Lane Playground & Fencing	30,000		
IV-F. Shaker Lane Bathroom Door Dividers	10,000		
IV-G. School Technology Computer Replacements	50,000	50,000	15.83
IV-H. School General Building Maintenance	10,000	10,000	3.17
V-A. Town Hall HVAC	30,000	30,000	9.50
V-B. Town Hall Bldg Equip Repairs/Maintenance	14,000	14,000	4.43
V-C. Cemetery Building Repairs	30,000	30,000	9.50
V-D. Salt Shed Building Repairs	20,000		
V-E. Fire Station Modular Building	38,410		
V-F. Sidewalk Repairs	20,000	20,000	6.33
VI-A. Cemetery Paving	15,000		
VI-B. Long Lake Security	6,700		
VI-C. Recreation Vehicle Lease	4,000		
VI-D. Library Furniture	3,000		
ATM-8. Borrowing: Littleton Common Sewer <i>withdrawn</i>			
ATM-9. M.H. Kimball Trust School Grant Funds	14,200		
ATM-10. FY 2014 Revolving Funds			
ATM-11. Personnel By-law Amendments			
ATM-12. Community Preservation Appropriation <i>withdrawn</i>			
ATM-13. FY 2014 Community Preservation Budget	403,238		
ATM-14. Home Rule Petition: Conservation, Recreation Land			
ATM-15. Acquisition of Congregational Church Meadow Property			
ATM-16. Compensating Balance Agreement			
ATM-17. FY 2014 Personnel Exemption Amounts			
ATM-18. Payment in Lieu of Taxes - Solar			
ATM-19. Tax Title Abutter Lots Sales Program - List of Parcels			
ATM-20. Zoning: Open Space Development			
ATM-21. Zoning: Medical Marijuana Moratorium			
ATM-22. Zoning: Extensive Recreation Special Permit Granting Authority			
ATM-23. Zoning: Extensive Recreation Definition			
ATM-24. By-law Amendment: Wetland Protection			
ATM-25. By-law Amendment: Director of Elder/Human Services			
ATM-26. Senior Work Program	55,000		
ATM-27. Use of Chapter 90 MassDOT Funds			
ATM-28. Drainage Easement on Harvard Road			
ATM-29. Sewer Easements on Grist Mill, Surrey Roads			
ATM-30. Community Septic System Repair Loan Program	300,000		
ATM-31. Rescind Unused Borrowing Authorizations			
Residential Property Tax Totals		\$ 20,082,864	\$ 6,357.25

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 6, 2013 Annual Town Meeting

1. Town Officers
3. Borrowing Authorization
6. Stabilization Fund
9. M.H. Kimball Trust School Grant Funds
10. FY 2014 Revolving Funds
16. Compensating Balance Agreement
17. FY 2014 Personal Exemption Amounts
26. Senior Work Program
27. Use of Chapter 90 MassDOT Funds
31. Rescind Unused Borrowing Authorizations



May 6, 2013 Special Town Meeting

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

ARTICLE 1 Board of Selectmen Bills of Prior Years

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 2013 Line Item Transfers

To see if the Town will vote to amend the FY 2013 Operating Budget, as adopted under Article 4 of the May 7, 2012 Annual Town Meeting, by adjusting budget line items, or to take any other action in relation thereto.

[Article 2 makes adjustments to the Fiscal Year 2013 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 2013 Operating Budget, as adopted under Article 4 of the May 2, 2012 Annual Town Meeting and amended by the Article 4 of the November 14, 2012 Special Town Meeting, by adjusting budget line items as follows:

<u>Budget</u>	<u>Line Item</u>	<u>FY13 Budget</u>	<u>Adjustment</u>	<u>FY13 Adjusted</u>
Legal - Expenses	151	\$175,000	\$35,000	\$210,000
Appeals Board - Personal	176	3,830	3,657	7,487
Building Maintenance - Expenses	191	321,556	30,000	351,556
Employee Benefits [Unemployment]	194	350,000	(68,657)	281,343
Total Budget Appropriated		\$34,724,233	\$0	\$34,724,233

Finance Committee and Board of Selectmen support Article 2.

ARTICLE 3 Board of Selectmen FY 2013 Minuteman Vocational Bill

To see if the Town will vote to transfer \$40,000 from available funds to pay FY2013 tuition for two Littleton students enrolled at Minuteman Vocational Technical High School, or to take any other action in relation thereto.

TOWN OF LITTLETON, MASSACHUSETTS

[Article 3 funds the cost of educating two Littleton students at a vocational school. The Town's operating budget includes funds for Nashoba Valley Technical High School, but not for Minuteman, so a separate appropriation is required.]

Motion: Moved and seconded by the Board of Selectmen that the Town vote to transfer \$40,000 from undesignated fund balance for the purposes set forth in Article 3.

Finance Committee and Board of Selectmen support Article 3.

ARTICLE 4
Board of Selectmen
Fund Collective Bargaining Agreements

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

[Agreements reached with the police, fire, and dispatch unions were funded by the November 14, 2012 Special Town Meeting. If an agreement is reached with the highway union by May 6, 2013, funding would be sought under this article.]

Motion: To be made at Town Meeting.

ARTICLE 5
Board of Selectmen/Finance Committee
FY 2013 Capital Items from Available Funds

To see if the Town will vote to 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.

A. Ambulance replacement - \$250,000 to be expended by the Fire Department to replace a 2006 Ambulance.

[Article 5 funds the replacement of an eight-year-old ambulance-- which has become plagued with electrical problems—with a new larger model, based on a truck chassis, for extended durability and lifespan.]

Motion: Moved and seconded by the Board of Selectmen that the Town vote to transfer \$250,000 from undesignated fund balance to be expended by the Fire Department to replace a 2006 ambulance.

Finance Committee and Board of Selectmen support Article 5.

ARTICLE 6
Board of Selectmen
Establish Capital Stabilization Fund

To see if the Town will vote to create a Capital Stabilization Fund for the purpose of funding any capital-related project, or pieces of capital equipment, or debt-service payment related thereto, as authorized by Chapter 40, Section 5B of the General Laws, or to take any other action in relation thereto.

[Article 6 creates a separate stabilization fund as a future funding source for capital project and equipment and debt service for capital projects.]

TOWN OF LITTLETON, MASSACHUSETTS

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

Finance Committee and Board of Selectmen support Article 6.

ARTICLE 7
Board of Selectmen
Fund Capital Stabilization Fund

To see if the Town will vote to transfer from available funds 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.

[A total of \$1,459,713 is available in the FY 2014 spending plan for capital projects. Of that, \$1,262,799 is recommended for capital projects in Article 5 of the Special and Articles 7 and 13 of the Annual Town Meeting. The remaining amount-- \$196,914—would be deposited in the capital stabilization fund for use by future town meetings.]

Motion: Moved and seconded by the Board of Selectmen that the Town vote to transfer the sum of \$196,914 from undesignated fund balance for the purpose of supplementing the Capital Stabilization Fund established by the preceding article.

Finance Committee and Board of Selectmen support Article 7.

ARTICLE 8
Board of Selectmen / School Committee
Security Upgrades for Littleton Public Schools

To see if the Town will vote to amend its vote under Article 6 of the October 20, 2008 Special Town Meeting, which raised and appropriated the sum of \$20,000 to be expended by the School Committee for replacement of the fire alarm system at the Shaker Lane School, to provide that said funds may also be expended by the School Committee “for security upgrades at the Littleton Public Schools,” or to take any other action in relation thereto.

[Article 8 expands the scope of an old article with an unexpended balance of \$5,123 to allow those funds to be used for school security upgrades.]

Motion: Moved and seconded by the Board of Selectmen that the Town vote to approve Article 8 as printed in the warrant.

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

ARTICLE 9
Board of Water Commissioners
Water Betterment on Gilson Road

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow a sum of money for the purpose of extending Town water service on Gilson Road; and to authorize the Town to recover the full cost of such improvements, with interest, through the assessment of betterments on the properties benefitted thereby, or to take any other action in relation thereto.

[Article 9 has been withdrawn by the Board of Water Commissioners. No action will be taken on this article at town meeting.]



May 6, 2013 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 2013: 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 2012 Annual Town Report.

Board of Selectmen supports Article 2.

ARTICLE 3 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, 2013, 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.]

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

Finance Committee and Board of Selectmen support Article 3.

ARTICLE 4 Finance Committee/Board of Selectmen FY 2014 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

TOWN OF LITTLETON, MASSACHUSETTS

departments of the Town and to fix the salary and compensation of all elected officials for the Fiscal Year beginning July 1, 2013, or to take any other action in relation thereto.

[Article 4 is the FY 2014 recommended budget and financing plan proposed by the Finance Committee, whose full report to the voters begins on page 36, 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 2014 is out of balance by \$96,213—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 2013 Special Town Meeting within the Proposition 2½ levy limit.

On the Town side, the recommended operating budget represents an increase of \$558,313 or 8.56% over FY 2013. \$165,000 would fund five additional firefighter/EMT positions to bring the Fire Department to 24-hour coverage. Adjustments of \$95,000 to the Information Technology budgets fully offset by the PILOT payment from the Electric Light Department.

The School's appropriation increases by \$781,990 or 5.01%, an amount which includes funding for employee step increases deferred from FY 2013 budget. The School Committee plans to augment the \$16.4-million appropriated in this article with \$500,000-- from so-called "school choice" and "circuit breaker" reserve funds—to meet its spending plan.

Fringe/Fixed Costs for all Town and School employees increases by \$213,803 or 3.74%, due primarily to increases in group health insurance rates, retirement assessments, and a \$55,000 programmed increase in the contribution to the Other Post Employment Benefits (OPEB) Fund.]

Motion: Moved and seconded by the Finance Committee that the Town vote to raise and appropriate the sum of \$34,136,077 and transfer from the funds specified herein the sum of \$1,035,695, for a total of \$35,171,772 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, 2013.

	<i>Department</i>	<i>FY2012 Actual</i>	<i>FY2013 Budget</i>	<i>FY2014 Budget</i>
114	MODERATOR			
	Expenses	<u>45</u>	<u>100</u>	<u>100</u>
	Total 114	45	100	100
122	SELECTMEN / TOWN ADMINISTRATOR			
	Personal Services	156,993	158,435	166,720
	Expenses	11,794	11,870	11,870
	MAGIC Assessment	<u>1,625</u>	<u>1,600</u>	<u>1,600</u>
	Total 122	170,412	171,905	180,190
131	FINANCE COMMITTEE			
	Expenses	<u>173</u>	<u>500</u>	<u>500</u>
	Total 131	173	500	500
132	RESERVE FUND			
	Expenses	<u>1,218</u>	<u>150,000</u>	<u>150,000</u>
	Total 132	1,218	150,000	150,000
135	FINANCE AND BUDGET			
	Personal Services	503,167	505,315	554,380
	Expenses	48,117	36,655	36,655
	Audit	<u>34,500</u>	<u>35,000</u>	<u>37,500</u>
	Total 135	585,784	576,970	628,535

TOWN OF LITTLETON, MASSACHUSETTS

	<i>Department</i>	<i>FY2012 Actual</i>	<i>FY2013 Budget</i>	<i>FY2014 Budget</i>
151	LEGAL			
	Expenses	<u>208,246</u>	<u>175,000</u>	<u>175,000</u>
	Total 151	208,246	175,000	175,000
155	INFORMATION SYSTEMS			
	Personal Services	60,263	62,610	87,030
	Expenses	<u>84,943</u>	<u>136,300</u>	<u>174,402</u>
	Total 155	145,206	198,910	261,432
161	TOWN CLERK			
	Elected Salaries	49,126	52,495	54,355
	Personal Services	16,397	16,635	17,625
	Expenses	1,500	1,500	1,500
	Transfer In - Dog Tax Fund	<u>(2,200)</u>	<u>(2,200)</u>	<u>(2,200)</u>
	Total 161	64,823	68,430	71,280
162	ELECTIONS & REGISTRATIONS			
	Expenses	<u>11,377</u>	<u>8,700</u>	<u>8,700</u>
	Total 162	11,377	8,700	8,700
171	CONSERVATION COMMISSION			
	Personal Services	20,730	21,960	23,490
	Expenses	941	1,000	1,000
	Transfer In - Wetland Fund	<u>(5,050)</u>	<u>(5,280)</u>	<u>(5,280)</u>
	Total 171	16,621	17,680	19,210
175	PLANNING BOARD			
	Personal Services	52,628	56,475	61,055
	Expenses	<u>1,175</u>	<u>1,175</u>	<u>1,175</u>
	Total 175	53,803	57,650	62,230
176	APPEALS BOARD			
	Personal Services	4,399	3,830	4,240
	Expenses	<u>557</u>	<u>1,200</u>	<u>1,200</u>
	Total 176	4,956	5,030	5,440
191	BUILDING MAINTENANCE			
	Personal Services	48,436	48,425	50,405
	Expenses	<u>355,027</u>	<u>321,556</u>	<u>365,000</u>
	Total 191	403,463	369,981	415,405
193	GENERAL INSURANCE			
	Expenses	<u>279,674</u>	<u>340,000</u>	<u>340,000</u>
	Total 193	279,674	340,000	340,000
194	EMPLOYEE/RETIREE BENEFITS			
	Expenses	3,758,525	5,027,865	5,326,503
	Other Post Employment Benefits Liability Fund	500,000	689,835	605,000
	Transfer In - Cable Studio Benefits	0	(21,692)	(21,692)
	Transfer In - Recreation Revolving	<u>(14,416)</u>	<u>(14,556)</u>	<u>(14,647)</u>
	Total 194	4,244,109	5,681,452	5,895,164

TOWN OF LITTLETON, MASSACHUSETTS

	<i>Department</i>	<i>FY2012 Actual</i>	<i>FY2013 Budget</i>	<i>FY2014 Budget</i>
196	TOWN REPORT / TOWN MEETING			
	Expenses	<u>4,915</u>	<u>5,000</u>	<u>5,000</u>
	Total 196	4,915	5,000	5,000
197	CABLE STUDIO			
	Personal Services	0	70,145	83,400
	Expenses	0	20,250	20,250
	Transfer In - Cable Access Fees	<u>0</u>	<u>-90,395</u>	<u>-103,650</u>
	Total 197	0	0	0
210	POLICE / DISPATCH			
	Personal Services	1,463,079	1,532,577	1,543,047
	Expenses	<u>117,523</u>	<u>100,571</u>	<u>100,571</u>
	Total 210	1,580,602	1,633,148	1,643,618
220	FIRE / EMS DEPARTMENT			
	Personal Services	652,004	670,645	936,753
	Expenses	95,523	95,523	95,523
	Transfer In - Ambulance Fees	<u>(485,000)</u>	<u>(287,000)</u>	<u>(287,000)</u>
	Total 220	262,527	479,168	745,276
241	BUILDING DEPARTMENT			
	Personal Services	99,059	91,625	98,768
	Expenses	5,430	5,430	5,430
	Transfer In - Inspectional Revolving	<u>(3,000)</u>	<u>(3,000)</u>	<u>(3,000)</u>
	Total 241	101,489	94,055	101,198
300	SCHOOL DEPARTMENT			
	Budget	14,977,076	15,618,010	16,400,000
	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	14,969,626	15,610,560	16,392,550
301	TECHNICAL SCHOOL EXPENDITURES			
	Expenses	<u>620,422</u>	<u>692,374</u>	<u>729,712</u>
	Total 301	620,422	692,374	729,712
420	HIGHWAY DEPARTMENT			
	Personal Services	651,324	690,000	697,000
	Expenses	389,847	396,927	396,927
	Streetlights	30,829	29,351	30,693
	Park Maintenance	6,800	6,936	9,250
	Wastewater	66,938	65,000	65,000
	B&M Crossing	2,806	2,806	2,806
	Gasoline	<u>102,054</u>	<u>120,000</u>	<u>120,000</u>
	Total 420	1,250,598	1,311,020	1,321,676
422	ROADWAY REPAIRS			
	Expenses	<u>474,142</u>	<u>478,884</u>	<u>483,673</u>
	Total 422	474,142	478,884	483,673

TOWN OF LITTLETON, MASSACHUSETTS

	<i>Department</i>	<i>FY2012 Actual</i>	<i>FY2013 Budget</i>	<i>FY2014 Budget</i>
423	SNOW & ICE			
	Personal Services	54,546	68,000	68,000
	Expenses	<u>162,469</u>	<u>132,000</u>	<u>132,000</u>
	Total 423	217,015	200,000	200,000
491	CEMETERY DEPARTMENT			
	Personal Services	77,778	85,215	91,445
	Expenses	17,482	17,800	17,800
	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	64,363	72,118	78,348
510	HEALTH DEPARTMENT			
	Personal Services	20,439	17,225	19,065
	Expenses	2,574	3,235	3,235
	Assessment - Nashoba BOH	21,651	22,250	22,250
	Assessment - Nashoba Nursing	8,182	8,325	8,325
	Assessment - Eliot Clinic	3,780	3,780	3,780
	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	56,526	54,715	56,555
541	COUNCIL ON AGING			
	Personal Services	63,210	67,515	70,195
	Expenses	<u>11,861</u>	<u>13,416</u>	<u>13,416</u>
	Total 541	75,071	80,931	83,611
543	VETERANS SERVICES			
	Personal Services	5,000	5,000	5,000
	Expenses	1,009	750	750
	Veteran Benefits	<u>31,952</u>	<u>12,000</u>	<u>25,000</u>
	Total 543	37,961	17,750	30,750
610	REUBEN HOAR LIBRARY			
	Personal Services	350,460	342,170	397,933
	Expenses	65,859	90,400	71,157
	Merrimack Valley Assessment	31,714	31,714	31,714
	Transfer In - Library Trust Fund	<u>(13,000)</u>	<u>(11,500)</u>	<u>(11,500)</u>
	Total 610	435,033	452,784	489,304
630	PARK AND RECREATION DEPARTMENT			
	Personal Services	151,638	154,850	168,095
	Expenses	7,500	0	0
	Transfer In - Revolving Wages	<u>(113,774)</u>	<u>(113,774)</u>	<u>(128,095)</u>
	Total 630	45,364	41,076	40,000
690	OTHER CULTURE & RECREATION			
	Historical	444	700	700
	Memorial Day	350	500	500
	Patriot's Day	<u>50</u>	<u>50</u>	<u>50</u>
	Total 690	844	1,250	1,250

TOWN OF LITTLETON, MASSACHUSETTS

	<i>Department</i>	<i>FY2012 Actual</i>	<i>FY2013 Budget</i>	<i>FY2014 Budget</i>
710	LONG TERM DEBT	5,004,135	4,886,847	3,612,121
720	SHORT TERM DEBT	147,289	200,000	326,033
	Transfer In - Cemerery Trust	(13,000)	(13,000)	(13,000)
	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	(38,113)	(37,206)	(36,269)
	Transfer In - Newtown Hill Cell Tower	(49,641)	(43,373)	(42,248)
	Transfer In - Clean Lakes	0	0	0
	Transfer In - Bond Premium	(70,086)	(66,170)	(62,268)
	Transfer In - Community Preservation	(67,111)	(62,038)	(61,038)
	Transfer In - Light Department	<u>(183,309)</u>	<u>(175,477)</u>	<u>(168,687)</u>
	Total Debt Service	4,695,890	4,655,309	3,520,370

FUNDING SUMMARY

Net Budgets	32,215,119	34,724,232	35,171,772
Transfers In	<u>(1,132,821)</u>	<u>(1,021,782)</u>	<u>(1,035,695)</u>
Total Appropriated Budgets	31,082,298	33,702,450	34,136,077

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

ARTICLE 5 Board of Water Commissioners FY 2014 Water Enterprise Fund Operating Budget
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To see if the Town will vote to appropriate \$2,327,500 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, 2013 (*detail below*), or to take any other action in relation thereto.

I. Water Enterprise Revenues	[FY 2013]	FY 2014
User Charges	\$2,060,554	\$2,227,500
Enterprise Available Funds	0	100,000
Investment Income	0	
Total Revenues	2,060,554	2,327,500
II. Costs Appropriated for the Enterprise Fund		
Salaries and Wages	665,000	670,000
Expenses	888,500	876,500
Capital Outlay – Equipment	0	0
Capital Outlay – Improvements	0	0
Reserve Fund	100,000	100,000
Debt Principal and Interest	387,000	377,775
Budgeted Surplus	20,054	303,225
Total Costs Appropriated for Enterprise Fund	\$2,060,554	\$2,327,500
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
Total Costs	\$2,060,554	\$2,327,500

TOWN OF LITTLETON, MASSACHUSETTS

[The Water Department's FY 2014 budget request increases by \$266,946, or 11.47%, from FY 2013, reflecting a 7.5% rate increase adopted by the Board of Water Commissioners and the need to begin setting aside funds to pay for future debt service on the \$3,750,000 improvements to Beaver Brook Well #2 approved at the November 2012 town meeting.]

Motion: Moved and seconded by the Board of Water Commissioners that the Town vote to appropriate \$2,327,500 from the Water Enterprise Fund to finance the operation of the Water Department for the fiscal year beginning July 1, 2013.

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

ARTICLE 6
Board of Selectmen
Stabilization Fund

To see if the Town will vote to raise and appropriate the sum of \$4,310 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, 2013, or to take any other action in relation thereto.

[The Town's adopted financial policies require that 5% of the operating budget be maintained in the Stabilization Fund. To do so, \$4,310 needs to be added to that fund, to bring its total to \$1,757,591. The Town's favorable bond rating is based in part on maintaining a healthy balance in this and other reserve accounts, as well for adhering to its financial policies.]

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

Finance Committee and Board of Selectmen support Article 6.

ARTICLE 7
Board of Selectmen/ Finance Committee
FY 2014 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 Cruiser Leases - \$75,089 to be expended by the Police Department for police cruiser leases, as follows: \$28,500 for third year (final) payment on two cruisers; \$16,145 for second year (final) payment on one cruiser, \$15,820 for third year (final) payment on one unmarked vehicle; and \$14,624 for second year (final) payment on one unmarked vehicle.

[This funds lease payment for five police vehicles-- three marked cruisers and two administrative vehicles.]

B. Police Vehicle Maintenance -\$5,000 to be expended by the Police Department for tire replacement and equipment maintenance of its fleet of vehicles.

[This funds the purchase of some sixty-five pursuit-rated tires, including snow tires, for Littleton police cruisers.]

C. Police Vehicle Refurbishment - \$13,000 to be expended by the Police Department for the refurbishment of a marked 2008 Dodge Charger.

TOWN OF LITTLETON, MASSACHUSETTS

[This funds the major refurbishment of a police cruiser with over 100,000 miles on it, which already had its engine replaced under warranty.]

D. Police Portable Radios - \$11,600 to be expended by the Police Department to replace portable radios in Command and Detective Vehicles.

[This funds the purchase of multi-channel VHF/UHF radios for the police department.]

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, including fire apparatus, ambulances and service vehicles, in good working order.]

B. UHF Radio System Upgrade - \$120,000 to be expended by the Fire Department for the radio system upgrade. The current system will require significant upgrades by the FCC imposed December 31, 2013 deadline for narrow banding.

[This replaces the Fire Department's outdated radio equipment with a new modern communications system which will improve interoperable communications with other Town departments, surrounding communities and mutual aid districts.]

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 as large truck transmission repairs or replacement, major engine repairs on loaders, backhoes, commercial field maintenance equipment, dump/sander trucks, and dump/sander truck spring suspension work.]

B. Highway Loader Refurbishment – \$35,000 to be expended by the Highway Department for refurbishment of a 2003 John Deere Loader.

[Refurbishment includes replacement/repair of worn parts, rust repair, sand blasting, complete painting, operator cab control parts, engine work, hydraulic hose replacement, and transmission maintenance.]

C. Highway Dump Pickup truck - \$58,000 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 nine-year-old Chevrolet K-3500 one ton dump truck with plow for daily use in highway maintenance operations.]

D. Asphalt Hot Box trailer - \$26,000 to be expended by the Highway Department for the purchase of a trailer mounted Asphalt Hot Box for roadway repairs and maintenance.

[This would allow the Highway Department to use asphalt in colder temperatures and for longer periods of time by purchasing a self-contained trailer with a heated, insulated, dumping body to keep bituminous asphalt at a usable temperature for up to 48 hours.]

IV. SCHOOLS

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

[This is the second of a three-year lease/purchase option for four complete carts, 120 I-Pads, MacBook Air laptops, carts, charging station, and related expenses.]

B. Shaker Lane Univents - \$25,000 to be expended by the School Committee to replace univent HVAC units at the Shaker Lane School.

[This continues the replacement of pneumatic and outdated heating unit ventilators at the Shaker Lane School with new, energy efficient, digitally controlled units.]

C. High School WIFI Upgrades - \$40,000 to be expended by the School Committee to upgrade the WIFI systems at the High School.

[This is for installation of a wireless system to support wireless devices and so-called "bring your own device" (BYOD) programs.]

D. School Technology - \$25,000 to be expended by the School Committee to upgrade the network infrastructure and firewalls/switching in the district.

[This is for upgrades to system infrastructure, including network switches, routers and other system backbone hardware.]

E. Shaker Lane Playground & Fencing - \$30,000 to be expended by the School Committee to upgrade the Shaker Lane School Playground and equipment.

[This is to install age-appropriate play structures in the upper, pre-kindergarten and kindergarten play area. Older structures were removed and have not yet been replaced.]

F. Shaker Lane Bathroom Door Dividers - \$10,000 to be expended by the School Committee to replace the bathroom door dividers at the Shaker Lane School.

[This updates and replaces aging stall dividers in the student bathrooms.]

G. Technology Computer Replacements - \$50,000 to be expended by the School Committee to for replacements of computer systems.

[This is to replace aging and obsolete desktop computers throughout the school district.]

H. General Building Maintenance - \$10,000 to be expended by the School Committee for major systems repairs and maintenance at School locations.

[This is for general and repair work on some school buildings, including exterior masonry brick work , sidewalk repairs, and other building repair work.]

V. FACILITIES AND INFRASTRUCTURE

A. Town Hall HVAC - \$30,000 to be expended by the Board of Selectmen and the Permanent Municipal Building Committee for major systems repairs and upkeep of the HVAC Roof Top Units at the Town Offices on Shattuck Street.

TOWN OF LITTLETON, MASSACHUSETTS

[This repairs and maintains the 20-year-old heating, ventilation, and air conditioning units on the roof of the Town Office Building.]

B. Town Building Major Equipment Repairs/Maintenance - \$14,000 to be expended by the Board of Selectmen for major systems and equipment repairs and maintenance of public buildings.

[This is for large system repairs and maintenance programs for Town buildings, including \$4,000 for the maintenance agreement for the police internal/external video and audio security system; as well as other building repairs beyond general maintenance.]

C. Cemetery Building Repairs - \$30,000 to be expended by the Cemetery Commissioners and the Permanent Municipal Building Committee for repairs to the exterior brick work of the Cemetery facility.

[This funds repointing and repair of the exterior brick work at the Cemetery Building located at 7 New Estate Road, along with other exterior painting.]

D. Salt Shed Building Repairs - \$20,000 to be expended by the Highway Department and the Permanent Municipal Building Committee for repairs to the salt shed facility.

[The funds will be used for repairs to the metal roof of the salt shed, repairs needed to the building roof structure and any structural repairs uncovered during the roof replacement.]

E. Fire Station Modular Building - \$38,410 to be expended by the Fire Department and the Permanent Municipal Building Committee to locate a modular building on site for sleeping quarters (should additional staffing be approved) .

[This enables the Fire Department to properly house the newly proposed night shift coverage. The existing facility does not have living quarters, so a modular building is required for 24-hour staffing.]

F. Sidewalk Repairs - \$20,000 to be expended by the Highway Department to repair the sidewalks and walkways located at the Shaker Lane and High Schools.

[This funds the replacement/repair of the concrete sidewalks and walkways at the Littleton High School and Shaker Lane Elementary School.]

VI. OTHER

A. Cemetery Paving - \$15,000 to be expended by the Cemetery Commission to repair pavement on the Foster Street site.

[This funds pavement repairs within the Cemetery grounds to keep the roadway condition in good maintenance.]

B. Long Lake Security - \$6,700 to be expended by the Recreation Commission to upgrade security at the Long Lake facility.

[This item funds installation of an outdoor vandal-resistant security system for the Long Lake beach area to combat the ongoing problem of vandalism and destruction of the Town Beach areas during off hours.]

C. Recreation vehicle lease - \$4,000 transferred from the Recreation Revolving account to be expended by the Park and Recreation Commission for the third year payment of a five-year lease for a Ford Ranger.

TOWN OF LITTLETON, MASSACHUSETTS

[The items funds the lease payment on a departmental vehicle used for community events, beach maintenance and transportation to and from trainings.]

D. Library Furniture \$3,000 – to be expended by the Library Trustees to replace worn and damaged furniture at the Reuben Hoar Library.

[This replaces the most worn and damaged furniture in the library.]

Motion: Moved and seconded by the Board of Selectmen that the Town vote to raise and appropriate \$394,689 and transfer from the Undesignated Fund Balance the sum of \$379,110 and transfer from the funds specified herein the sum of \$4,000 for a total of \$777,799 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

Board of Selectmen

Borrowing: Littleton Common Smart Sewering Preliminary Design

To see if the Town will vote to raise and appropriate and borrow a sum of money for the purpose of funding preliminary design services and preparation of a Preliminary Design Report and other tasks related to development of a sustainable wastewater management system for the Littleton Village Common District and the Village Overlay District West—Beaver Brook Common District, including sewers, pump stations, wastewater treatment facilities, treated wastewater disposal systems and other ancillary facilities; and that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow up to said sum under and pursuant to Chapter 44, Section 7 (1) 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 8 has been withdrawn by the Board of Selectmen at the request of the Littleton Common Sewer Feasibility Study Committee. No action will be taken at town meeting.]

ARTICLE 9

Board of Selectmen/School Committee/Trust Fund Commissioners

M.H. Kimball Trust School Grant Funds

To see if the Town will vote to transfer \$14,200 from a grant from the M.H. Kimball Trust to the Littleton School Department for the purpose of providing students with access to current technology through the purchase of additional technology items for students and staff at the Russell Street Elementary School and costs related thereto, or to take any other action in relation thereto.

[Article 9 transfers trust funds to the School Department to provide funding for a program that will make additional technology available to students and staff at the Russell Street Elementary School. The proceeds will enable the purchase of Chromebooks, charging carts, document cameras and other available technology to enhance the learning environment.]

Motion: Moved and seconded by the Board of Selectmen that the Town vote to approve Article 9 as printed in the warrant.

Finance Committee, Trust Fund Commissioners, School Committee, and Board of Selectmen support Article 9.

ARTICLE 10
Board of Selectmen
FY 2014 Revolving Funds

To see if the Town will vote to authorize the following Fiscal Year 2014 Revolving Funds, in accordance with Chapter 44, section 53E½ of the General Laws, 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, with the prior year's fund balance to be available for expenditure;
- (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, with the prior year's fund balance to be available for expenditure;
- (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, with the prior year's fund balance to be available for expenditure;
- (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, with the prior year's fund balance to be available for expenditure;
- (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, with the prior year's fund balance to be available for expenditure;
- (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, with the prior year's fund balance to be available for expenditure;
- (7) M.A.R.T.: to allow receipts from reimbursement from M.A.R.T. 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 Council on Aging, with the prior year's fund balance to be available for expenditure;
- (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, with the prior year's fund balance to be available for expenditure;
- (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, with the prior year's fund balance to be available for expenditure;
- (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, with the prior year's fund balance to be available for expenditure;
- (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

TOWN OF LITTLETON, MASSACHUSETTS

associated with maintenance of such under the direction of the Cemetery Commissioners, with the prior year's fund balance to be available for expenditure;

(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, with the prior year's fund balance to be available for expenditure;

(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, with the prior year's fund balance to be available for expenditure; and

(14) Paper Recycling: to allow the proceeds resulting from the disposal/sale of recyclable paper product collected to be segregated into a special account: and with funds therefrom, up to a limit of \$3,000 annually, to be expended for expenses associated with programming expenses of the Department of Elder and Human Services under the direction of the Council on Aging, with the prior year's fund balance to be available for expenditure.

[Article 10 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.]

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 2014 Revolving Funds precisely as set forth in Article 10 as printed in the warrant.

Finance Committee and Board of Selectmen support Article 10.

ARTICLE 11
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 adding the position of "Plumbing & Gas Inspector" to Grade 10 of Schedule A, Permanent Full and Part-time Employees, of the Classification and Compensation Plan; and

(2) By amending Schedule C of the Classification and Compensation Plan to read as follows:

SCHEDULE C: Temporary/Seasonal Park & Recreation Department positions, 2013 Season

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
1 hourly	8.00	8.16	8.40	8.66	8.92
2 hourly	8.25	8.42	8.67	8.93	9.20
3 hourly	9.20	9.38	9.67	9.96	10.25
4 hourly	9.75	9.95	10.24	10.55	10.87
5 hourly	9.80	10.00	10.30	10.60	10.92
6 hourly	11.10	11.32	11.66	12.01	12.37
7 hourly	11.35	11.58	11.92	12.28	12.65
8 hourly	12.55	12.80	13.19	13.58	13.99
9 hourly	13.50	13.77	14.18	14.61	15.05
10 hourly	17.00	17.34	17.86	18.40	18.95

TOWN OF LITTLETON, MASSACHUSETTS

GRADE 1

Program Aide I

GRADE 2

Junior Camp Counselor

Snack Hut Attendee

Program Aide II

GRADE 3

Lifeguard I

Junior Sailing Instructor

Maintenance Technician

GRADE 4

Snack Hut Manager

Camp Senior Counselor

Intern

GRADE 5

Lifeguard II/WSI

Sailing Instructor

Junior Guard Coordinator

Aftercare Coordinator

GRADE 6

Camp Lead Counselor

Summer Program Coordinator

GRADE 7

Camp Specialists

Head Lifeguard

GRADE 8

Seasonal Programs Instructor

Camp Assistant Director

Sailing Coordinator

GRADE 9

Special Course Coordinator

GRADE 10

Preschool Instructor

Camp Director

or to take any other action in relation thereto.

[Article 11 amends the classification and compensation plans for temporary and seasonal employees of the Park, Recreation & Community Education Department, based on a recent survey from the Massachusetts Recreation and Parks Association. It also adds the position of Plumbing and Gas Inspector to Schedule A, as that position moves from a paid contractor to employee status.]

Motion: Moved and seconded by the Board of Selectmen that the Town vote to amend Chapter 33 of the Town Code precisely as set forth in Article 11 as printed in the warrant.

Finance Committee, Personnel Board, Board of Selectmen, and Park & Recreation Commission support Article 11.

ARTICLE 12

Board of Selectmen

Community Preservation Fund Local Appropriation

To see if the Town will vote to dedicate revenue to the Community Preservation Fund in an amount not greater than 2% of the real estate tax levy against real property against other sources of municipal revenue as specified in MGL Chapter 44B, section 3(b1/2), and to raise and appropriate or transfer from available funds a sum of money to the Community Preservation Fund, and or to take any other action in relation thereto.

[Article 12 has been withdrawn by the Board of Selectmen, pending release of guidelines from the Department of Revenue on implementation of Community Preservation Act amendments enacted in July 2012. No action will be taken at town meeting.]

ARTICLE 13

Community Preservation Committee

FY 2014 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 2014 Community Preservation Budget, to appropriate or reserve from FY 2014

TOWN OF LITTLETON, MASSACHUSETTS

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

Administration	\$ 5,000
Debt service – from FY 2014 open space	13,400
Debt service – from open space reserve	775
Debt service – from FY 2014 historic resources	13,400
Debt service – from historic resources reserve	2,375
Debt service – from FY 2014 undesignated	31,088
Regional Housing Services – from FY 2014 community housing reserve	15,000
Town Clerk Vault/Dehumidifier – from FY 2014 historic resources reserve	20,000
300 King Street Recreation - from undesignated reserve	<u>200,000</u>
<i>Sub-total</i>	<i>\$301,038</i>

Reserves

Open Space (to Reserve)	\$0
Community Housing (to Reserve)	13,400
Budgeted Reserve (to Reserve)	<u>88,800</u>
<i>Sub-total</i>	<i><u>102,200</u></i>
TOTAL	\$403,238

[Article 13 apportions community preservation monies for open space, historic preservation, and community housing, including debt service for previously approved projects. New projects include \$200,000 for improvements to the 300 King Street property under the care and control of the Park & Recreation Commission; \$20,000 for a vault/dehumidifier for historic Town records; and \$15,000 for Littleton's participation in a regional housing services officer to help preserve and maintain the Town's subsidized housing inventory.]

Motion: Moved and seconded by the Community Preservation Committee to approve the appropriations and reserves itemized and described in Article 13 as printed in the warrant.

Community Preservation Committee, Finance Committee and Board of Selectmen support Article 13.

ARTICLE 14

Board of Selectmen

Home Rule Petition: Conservation, Recreation Land Exchange

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for special legislation as set forth below authorizing a land exchange between the Conservation Commission and the Park and Recreation Commission, provided, however, that the General Court may make clerical or editorial changes of form only to said bill, unless the Board of Selectmen approves amendments thereto prior to enactment by the General Court, and provided further that Board of Selectmen is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition:

SECTION 1. The conservation commission of the town of Littleton may transfer the care, custody, management and control of the dry (non-wetland) portion of the parcel shown as "Parcel A Open Space", on a certain plan of land entitled "Definitive Subdivision Plan for Shelburne Village at Littleton Over 55 Housing Development", prepared by R. Wilson and Associates dated September 27, 2006 and recorded with the Middlesex South District Registry of Deeds as Plan 1529 of 2006, which was acquired by the town and held for conservation purposes, to the Park and Recreation Commission for municipal recreation purposes. The dry

TOWN OF LITTLETON, MASSACHUSETTS

(non-wetland) portion of said parcel, shown on a plan entitled, "Plan of Parcel A Open Space", has been declared surplus by the conservation commission.

SECTION 2. The park and recreation commission of the town of Littleton may transfer the care, custody, management and control of the parcels of land shown as Lots 5A, 6A, 7A and 11A on a plan entitled "Apple D'Or Farms", prepared by J.D. Marquedant & Associates, Inc. dated November 20, 1998 and recorded with the Middlesex South District Registry of Deeds as Plan 623 of 1999, which together contain proximately 5.18 acres and were acquired by the town and held for municipal recreation purposes, to the Conservation Commission for open space and conservation purposes. These parcels have been declared surplus by the park and recreation commission.

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

And, further, provided that the special legislation is approved by the General Court in a form consistent with the provisions of this article, to transfer the care, custody, management and control of the affected parcels of land as described in the special legislation, or take any other action in relation thereto.

[Article 14 seeks required approval from the state legislature for a proposed land exchange unanimously approved by the Conservation and Park & Recreation Commission involving (1) repurposing a portion of the conservation land at the rear of the Shelburne Village Over-55 site instead for active recreation, and (2) repurposing park land off Great Road near the Apple D'Or subdivision instead as conservation land.]

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

Board of Selectmen, Park & Recreation Commission, & Conservation Commission support Article 14.

ARTICLE 15

Board of Selectmen

Acquisition of Congregational Church Meadow Property, 194 Great Road

To see if the Town will vote to:

1. Raise and appropriate and/or borrow a sum of money for the acquisition by gift, purchase, or eminent domain of a fee simple interest or lesser interest in a parcel of land approximately 7.61+/- acres, together with all flowage rights and easements and subject to all well rights and easements appurtenant thereto, currently owned by the Congregational Church of Littleton, located at 194 Great Road in the Town of Littleton and described by the Littleton Board of Assessors as Parcel U06 4 0, and to meet said appropriation with funds transferred and/or borrowed in accordance with M.G.L. Chapter 44B, the Community Preservation Act, and to authorize the Treasurer, with the approval of the Board of Selectmen, to issue any bonds or notes that may be necessary for that purpose, as authorized by M.G.L. Chapter 44, or any other enabling authority;
2. Authorize the Town Administrator, Board of Selectmen and/or Conservation Commission to file on behalf of the Town any and all applications deemed necessary under the Self-Help Act (M.G.L. Chapter 132A, Section 11) and the regulations described in 301 CMR 5.00, the Land and Water Conservation Fund (P.L. 88-578, 78 Stat 897), or any other applications for funds in any way connected with the scope of this acquisition;
3. Provide that said parcel, or such lesser interest as may be acquired, shall be under the care, custody, management and control of the Board of Selectmen and held for the purposes of (a) agricultural use and/or (b) sale or lease to third parties who shall engage in such agricultural use; and

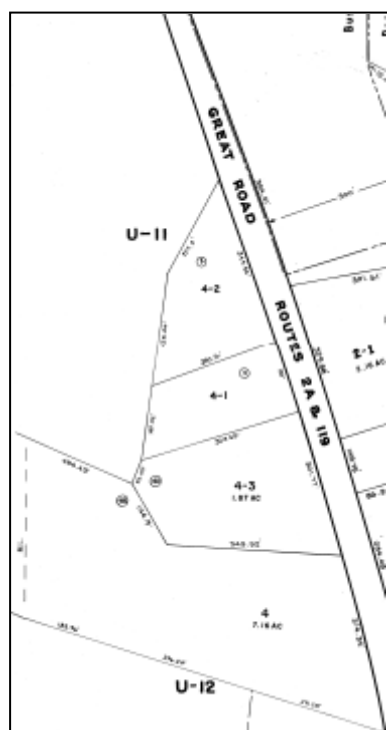
TOWN OF LITTLETON, MASSACHUSETTS

4. Authorize the Town Administrator and the Board of Selectmen, as they deem appropriate, to enter into all agreements and execute any and all instruments including the conveyance of a perpetual conservation or agricultural preservation restriction in accordance with M.G.L. Chapter 184 as required by Section 12(a) of Chapter 44B, as may be necessary on behalf of the Town to affect, or further the purposes of, said acquisition.

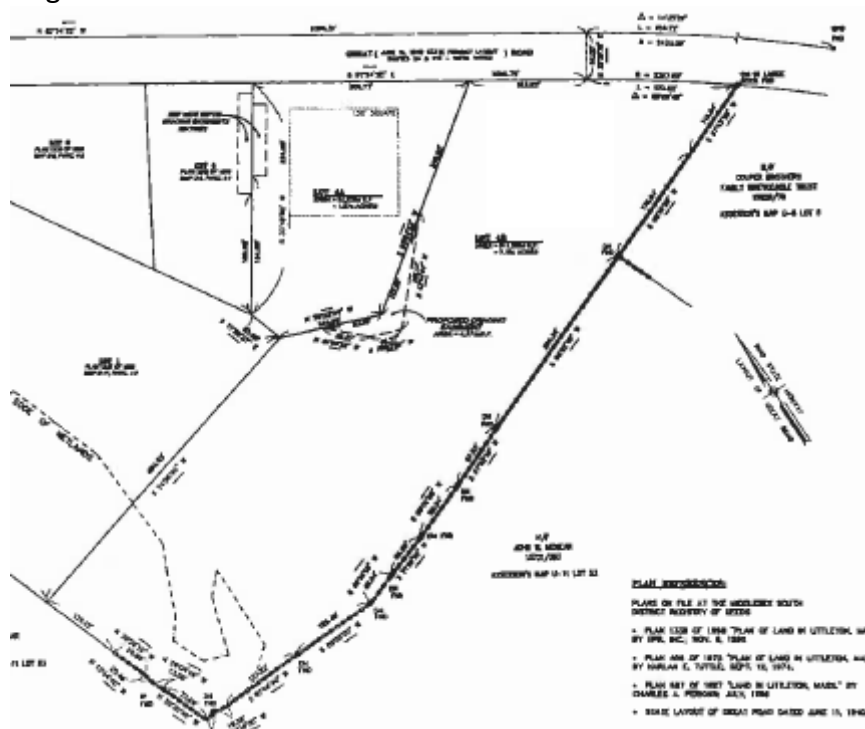
Or take any other action in relation thereto.

[Article 15 would fund the Town's acquisition for agricultural purpose of all or a portion of the Congregational Church meadow property. The appraised value of the 7.61-acre parcel is \$415,000. Negotiations with the Church are ongoing.]

Motion: To be made at Town Meeting.



Locus: Assessors Map U-6, Lot 4



194 Great Road (Article 15)

ARTICLE 16
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 2014, 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.]

TOWN OF LITTLETON, MASSACHUSETTS

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.

ARTICLE 17
Board of Selectmen
FY 2014 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 2014 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.

[Article 17 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 17 as printed in the warrant.

Finance Committee and Board of Selectmen support Article 17.

ARTICLE 18
Board of Selectmen
Payment In Lieu of Taxes - Solar

To see if the Town will vote to authorize the Board of Selectmen to enter into and execute on behalf of the Town a tax agreement, as authorized by MGL Chapter 59, section 38H, with NextSun Energy LLC with respect to annual payments in lieu of real and personal property taxes for a term of up to twenty years relative to a solar energy system with an AC-rated capacity of up to four megawatts, to be installed on a parcel of land owned by PR Littleton Expansion LLC and located at 1-3 Distribution Center Circle, Littleton, or to take any other action in relation thereto.

[Article 18 authorizes the Board of Selectmen to enter into a 20-year agreement negotiated by its Solar PILOT Subcommittee with NextSun Energy LLC for payments in lieu of taxes totaling \$1,500,000-- \$80,000 for each of the first ten years; \$70,000 per year thereafter.]

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

Finance Committee, Board of Selectmen, and Solar PILOT Subcommittee support Article 18.

ARTICLE 19
Board of Selectmen
Tax Title Abutter Lot Sales Program – List of Parcels

To see if the Town will vote to add the following list of properties to the “Tax Title Abutter Lot Sales Program” established by Article 10 of the November 14, 2011 Special Town Meeting:

TOWN OF LITTLETON, MASSACHUSETTS

Map/Parcel	Lot Size (sq.ft.)	Address
U12-110	4000.1	Narcissus Rd
U12-158	1999.8	Pine Rd
U12-151	2000	Pine Rd
U12-122	4000.1	Oak Rd
U15-95	4000.1	Suffolk Dr
U14-10	4799.9	Shaker Lane
U15-182	4000.1	Middlesex Dr
U15-44	4000.1	Ipswich Dr
U17-296	4000.1	Washington Dr
U17-196	4000.1	Forest St

or to take any other action in relation thereto.

[Article 19 adds ten lots to the Town's Tax Title Abutter Sales Program, which offers unbuildable lots less than 4,800 square feet to be sold to direct abutters of the parcels.]

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

Board of Selectmen supports Article 19.

<p style="text-align: center;">ARTICLE 20 Planning Board Zoning By-law Amendment: Open Space Development</p>

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

1. Amend §173-104.A by deleting subsection A therefrom in its entirety, and inserting in its place the following:

A. Except as modified by Subsection B below, the maximum number of dwelling units in an Open Space Development shall be calculated via a Density Yield Plan. A Density Yield Plan shall show the number of building lots that can be developed by right in a conventional subdivision under the zoning requirements of the Zoning By-Law (other than the Special Permit provisions under this Article XIX, Open Space Development) and all applicable land use regulations in the district (including wetlands protection), and complying with the Subdivision Rules and Regulations, as demonstrated by a preliminary subdivision density yield plan. The applicant must further certify that each lot identified on the Density Yield Plan can support the placement of an on-lot septic system for a four bedroom residential dwelling, as evidenced by a soils and percolation tests, consistent with Title 5. Such Density Yield Plan shall be submitted with the Open Space Development special permit application and shall be subject to the review and approval of the Planning Board. The applicant is encouraged to submit such material to the Planning Board office early in the development process, prior to submittal of a completed application, for verification and acceptance of the proposed development density.

2. Further amend §173-104 by deleting subsections B, C and D therefrom in their entirety and designating existing subsection E as subsection B to account for the deletions.

3. Amend §173-98.C by inserting a new subsection (2) as follows:

(2) A "Density Yield Plan" sketch (at a scale of no less than 1"=100') showing how development of the parcel would be achieved by a conventional subdivision plan, in accordance with all applicable land use regulations, to determine the maximum allowable density under this Special Permit.

TOWN OF LITTLETON, MASSACHUSETTS

and renumbering the existing subsections that follow to account for the new insertion, or to take any other action in relation thereto.

[Article 20 would amend the Zoning By-law by deleting the existing "density calculation formula" for Open Space Developments and replacing it with the requirement for a Density Yield Plan showing the number of building lots which would be permitted by a conventional subdivision layout, including the requirement for soils testing. The Planning Board conducted its required public hearing under MGL C.40A,§5 on March 25, 2013.]

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

Planning Board supports Article 20. Board of Selectmen does not support Article 20 [3-1-1]

ARTICLE 21
Planning Board
Zoning By-law Amendment: Temporary Moratorium
on Medical Marijuana Treatment Centers

To see if the Town will vote to amend the Zoning Bylaw of the Town of Littleton by adding a new Article XXVII, to read as follows:

ARTICLE XXVII, Temporary Moratorium on Medical Marijuana Treatment Centers

§173-185. Purpose.

By vote at the State election on November 6, 2012, the voters of the Commonwealth approved a law regulating the cultivation, distribution, possession and use of marijuana for medical purposes. The law provides that it is effective on January 1, 2013 and the State Department of Public Health is required to issue regulations regarding implementation within 120 days of the law's effective date. Currently under the Zoning Bylaw, a Medical Marijuana Treatment Center is not a permitted use in the Town and any regulations promulgated by the State Department of Public Health are expected to provide guidance to the Town in regulating medical marijuana, including Medical Marijuana Treatment Centers. The regulation of medical marijuana raises novel and complex legal, planning, and public safety issues and the Town needs time to study and consider the regulation of Medical Marijuana Treatment Centers and address such novel and complex issues, as well as to address the potential impact of the State regulations on local zoning and to undertake a planning process to consider amending the Zoning Bylaw regarding regulation of Medical Marijuana Treatment Centers and other uses related to the regulation of medical marijuana. The Town intends to adopt a temporary moratorium on the use of land and structures in the Town for Medical Marijuana Treatment Centers so as to allow the Town sufficient time to engage in a planning process to address the effects of such structures and uses in the Town and to adopt provisions of the Zoning Bylaw in a manner consistent with sound land use planning goals and objectives.

§173-185. Definition.

"Medical Marijuana Treatment Center" shall mean a not for profit entity, as defined by Massachusetts law only, registered by the Department of Public Health, that acquires, cultivates, possesses, processes (including development of related products such as food, tinctures, aerosols, oils or ointments), transfers transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials to qualifying patients or their personal caregivers.

§173-187. Temporary Moratorium.

For the reasons set forth above and notwithstanding any other provision of the Zoning Bylaw to the contrary, the Town hereby adopts a temporary moratorium on the use of land or structures for a Medical Marijuana Treatment Center. The moratorium shall be in effect through June 30, 2014. During the

TOWN OF LITTLETON, MASSACHUSETTS

moratorium period, the Town shall undertake a planning process to address the potential impacts of medical marijuana in the Town, consider the Department of Public Health regulations regarding Medical Marijuana Treatment Centers and related uses, and shall consider adopting new provisions of the Zoning Bylaw to address the impact and operation of Medical Marijuana Treatment Centers and related uses. or take any other action in relation thereto.

[Article 21 would establish a one-year moratorium on medical marijuana treatment centers in Littleton, modeled after a moratorium the Attorney General approved for Burlington on March 13, 2013. The Planning Board conducts its required public hearing under MGL C.40A,§5 on April 25, 2013.]

Motion: To be made at Town Meeting.
Planning Board recommendation forthcoming.

ARTICLE 22

Voter Petition

Zoning By-law Amendment: Extensive Recreation Special Permit Granting Authority

To see if the Town will vote to amend the Use Regulation Schedule 173-26 of the Town of Littleton Zoning Bylaws under Recreational Uses section “Extensive Recreation” to allow the Planning Board to be the special permit granting authority, or to take any other action in relation thereto.

[No action can be taken on Article 22 if the Planning Board has not held its required public hearing under MGL C.40A,§5 and made its recommendation to town meeting.]

ARTICLE 23

Voter Petition

Zoning By-law Amendment: Extensive Recreation Definition

To see if the Town will vote to amend the definition of “Extensive Recreation” to:

Golf Courses laid out substantially in accordance with the usual requirements or specifications of the United States Golf Association, ski areas, indoor and outdoor sports fields and recreational facilities which primarily use, preserve or provide open space, together with clubhouses and appurtenant facilities, whether or not operated for profit. Such appurtenant facilities may provide for recreational activities not directly connected with the use of open space, provided that in no event shall structures housing said recreational activities occupy more than five percent (5%) of the lot area. Additionally, such appurtenant facilities may also include the following commercial uses: office, restaurant and retail sales and services; provided that in no event shall structures housing said commercial uses occupy more than five percent (5%) of the lot area. In no event shall the appurtenant facilities housing recreational activities and the appurtenant facilities housing commercial activities combines occupy more than ten percent (10%) of the lot area.

or to take any other action in relation thereto.

[No action can be taken on Article 23 if the Planning Board has not held its required public hearing under MGL C.40A,§5 and made its recommendation to town meeting.]

ARTICLE 24

**Board of Selectmen / Conservation Commission
Town By-law Amendment: Wetlands Protection**

To see if the Town will vote to amend Chapter 171, Wetlands Protection, of the Town Code as follows:

1. Amend §171-1 by inserting a new subsection C, to read as follows:
 - C. The Commission may, with the approval of the Board of Selectmen, establish, in its rules and regulations, design specifications, performance standards, and other measures and safeguards, including setbacks, no-disturb areas, and other work limits for protection of such areas subject to protection.
2. Further amend §171-1 by renumbering the remaining existing subsections to account for the insertion of new Subsection 171-1.C.
3. Amend the title of §171-7 so that said title reads as follows:
General provisions, presumptions, performance standards, rules and regulations, and statute of limitations.
4. Amend §171-7.A so that said subsection reads as follows:
 - A. *Except as otherwise provided in this chapter or in the Rules and Regulations promulgated in accordance with this chapter*, the provisions set forth in M.G.L. c.131, § 40, 310 CMR 10.03(1) through 10.03(6)(Presumptions), 310 CMR 10.04 (Definitions), and 310 CMR 10.51 through 10.60 (Performance Standards) shall be used for the interpretation and implementation of this chapter.
5. Amend §171-7 by inserting a new subsection B, to read as follows:
 - B. After due notice and a public hearing, the Commission shall promulgate rules, regulations and procedures for compliance with this Bylaw, a copy of which shall be filed with the Town Clerk. Failure by the Commission to promulgate such rules, regulations or procedures or a legal declaration of their invalidity by a court of law shall not act to suspend or invalidate the effects of this Bylaw.
6. Further amend §171-7 by renumbering the remaining existing subsection to account for the insertion of new Subsection 171-7.B.
or to take any other action in relation thereto.

[Article 24 would amend the wetlands protection by-law by allowing the Conservation Commission, with the approval of the Board of Selectmen, to adopt rules and regulations to establish design specifications, performance standards, and other measures and safeguards, including setbacks, no-disturb areas, and other work limits for protection of wetlands.]

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

Board of Selectmen and Conservation Commission support Article 24.

ARTICLE 25

**Board of Selectmen / Council on Aging
Town By-law Amendment: Director of Elder and Human Services**

To see if the Town will vote to amend Chapter 3, Section 3 of the Town Code so that said section reads follows:

The Town Administrator shall directly supervise and conduct performance reviews for the following current and future department heads unless otherwise specified by statute: Assistant Town Administrator for Finance and Budget; Head of the Highway Department; Facilities

TOWN OF LITTLETON, MASSACHUSETTS

Manager; Head of Information Technology; Building Commissioner; Human Resources; *Director of Elder and Human Services*; and Littleton Community Television (LCTV) Executive Director. The department heads shall be appointed by, and can be removed by, the Town Administrator subject to the approval of the Board of Selectmen. *The appointment of the Director of Elder and Human Services shall also be subject to approval by the Council on Aging.* Employees of the heads of said departments shall be appointed by the department head subject to approval of the Town Administrator.”

or to take any other action in relation thereto.

[Article 25 amends the Town Code to add the Director of Elder and Human Services to those department head positions appointed by the Town Administrator with approval of the Selectmen. Approval of the Council on Aging would also be required. This reflects the unanimous desire of the Council on Aging to implement in Littleton, for the benefit of its seniors, “best practices” for councils on aging endorsed by the Massachusetts Executive Office of Elder Affairs, including establishing the COA in an advisory role.]

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 and Council on Aging support Article 25.

ARTICLE 26
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 2013, the maximum benefit for program participants was \$488.]

Motion: Moved and seconded by the Board of Selectmen that the Town vote to approve Article 26 as printed in the warrant.

Finance Committee, Board of Selectmen, and Council on Aging support Article 26.

ARTICLE 27
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 27 is an annual appropriation of state funds to reimburse for qualifying Town road improvements, which Littleton uses to help pay for the ten-year roadway improvement program. For FY 2014, so-called Chapter 90 funds are increasing by 50%—statewide, from \$200-million to \$300-million; and for Littleton, from \$367,150 to \$573,593.]

TOWN OF LITTLETON, MASSACHUSETTS

Motion: Moved and seconded by the Board of Selectmen that the Town vote to appropriate funds available in the amount of \$573,593 for authorized road improvements and other projects provided for under Chapter 90 of the General Laws.

Finance Committee and Board of Selectmen support Article 27.

ARTICLE 28
Board of Selectmen
Drainage Easement on Harvard Road

To see if the Town will vote to authorize the Board of Selectmen to acquire by purchase, gift or eminent domain an easement and/or rights in a portion of the parcel of land shown on Assessor's Map R16 as Parcel 1-0 for the purposes of making certain roadway improvements on Harvard Road, said portion being shown as "Proposed Permanent Easement for Drainage Purposes Area = 3,370 S.F. +/-" on the plan of land entitled "Permanent Easement Harvard Road," dated March 20, 2013 and prepared by Green International Affiliates, Inc., or take any other action in relation thereto.

[Article 28 authorizes approval of a drainage easement needed in connection with the roadway improvement project to reconstruct Harvard Road.]

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

Board of Selectmen supports Article 28.

ARTICLE 29
Board of Selectmen
Sewer Easements on Grist Mill Road and Surrey Road

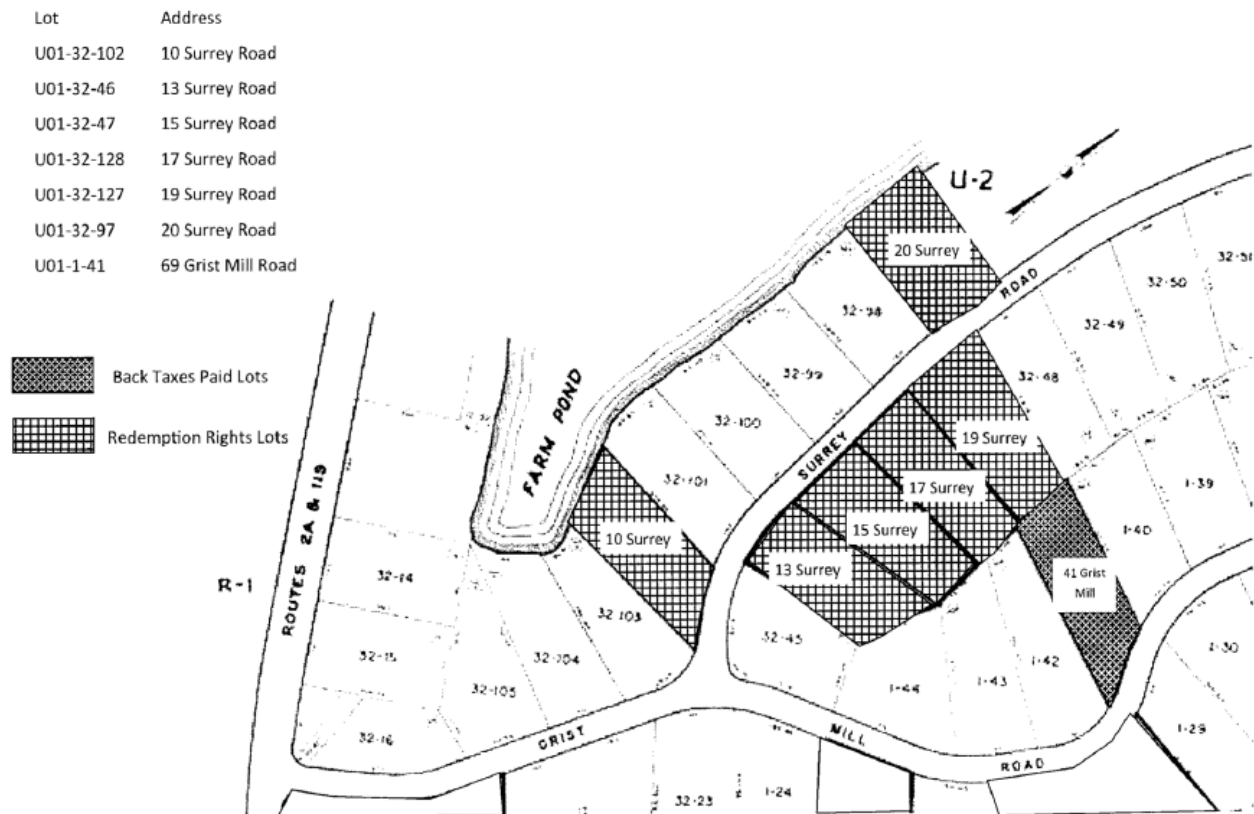
To see if the Town will vote to authorize the Board of Selectmen to convey to Fifteen Great Road, LLC, Fifteen Great Road II, LLC, John R. Keilty, as Trustee of Littleton Holding Realty Trust u/d/t dated April 8, 2010, John R. Keilty, as Trustee of Nashoba Place Realty Trust u/d/t dated December 22, 2011, recorded with Middlesex South District Registry of Deeds in Book 58154, Page 117, and/or Leslie J. French, as Trustee of JFM Realty Trust u/d/t dated February 24, 2005, recorded with Middlesex South District Registry of Deeds in Book 44725, Page 478 (individually and collectively, along with their respective successors and assigns, the "Developer") the easements and rights needed from the Town to allow the Developer to install and maintain underground sewer lines and cleanouts, manholes, markers, magnetic marking tape, insulation for the sewer lines, posts to identify where the sewer lines cross under the public way and such other appurtenances as are normally associated with the installation of such sewer lines on, above or beneath Grist Mill Road and Surrey Road in order to connect Lot 41A as shown on a plan entitled "PHASE II 'Apple D'Or Farms' Subdivision of Land in Littleton, Massachusetts", dated January 2, 1998, and recorded with the Middlesex South District Registry of Deeds as Plan No. 704 of 1998), Lots 46A, 47A, 97A, 102A, 127A and 128A as shown on a Plan of Land entitled "Plan of Land in Littleton, Massachusetts", dated September 8, 1999, and recorded in the Middlesex South District Registry of Deeds as Plan Number 1419 of 1999), to a wastewater treatment facility the Developer proposes to construct on Lot 1 as shown on the entitled "PLAN OF LAND, LOCATION; 15 GREAT ROAD, TOWN: LITTLETON, MASSACHUSETTS, PREPARED FOR: FIFTEEN GREAT ROAD LLC" Dated December 2, 2012, by Places Associates, Inc., recorded in the Middlesex South District Registry of Deeds as Plan No. 86 of 2013, or to take any other action in relation thereto.

TOWN OF LITTLETON, MASSACHUSETTS

[Article 29 brings to the voters that portion of the Host Community Agreement between the Board of Selectmen and the 15 Great Road developers and owners which seeks authorization for sewer lines under Grist Mill and Surrey roads to connect seven undeveloped “Easement Lots” located within the Apple D’Or Subdivision to the wastewater treatment facility to be located on the 15 Great Road property. If voters approve this article, the developer pays the Town \$250,000, along with some \$191,000 owed in back taxes on six of those seven lots.]

Motion: Moved and seconded that the Town vote to approve Article 29 as printed in the warrant.
Board of Selectmen has no recommendation [3-2].

Easement Lots on Surrey Road and Grist Mill Road (Article 29)



ARTICLE 30

Board of Selectmen / Board of Health Community Septic System Repair Loan Program

To see if the Town will vote to appropriate the sum of \$300,000 for the purpose of financing the following water pollution facility projects: repair, replacement and/or upgrade of septic systems, pursuant to agreements with the Board of Health and residential property owners, including without limitation all costs thereof as defined in Section 1 of Chapter 29C of the General Laws; that to meet this appropriation the Treasurer with the approval of the Board of Selectmen is authorized to borrow said sum and issue bonds or notes therefore under M.G.L. c.111, s.127B 1/2 and/or Chapter 29C of the General Laws; that project and financing costs shall be repaid by the property owners, in accordance with those agreements, but such bonds or notes shall be general obligations of the Town; that the Treasurer with the approval of the Board of Selectmen is authorized to borrow all or a portion of such

TOWN OF LITTLETON, MASSACHUSETTS

amount from the Massachusetts Water Pollution Abatement Trust established pursuant to Chapter 29C and in connection therewith to enter into a loan agreement and/or security agreement with the Trust and otherwise contract with the Trust and the Department of Environmental Protection with respect to such loan and for any federal or state aid available for the projects or for the financing thereof; and that the Board of Selectmen or other appropriate local body or official is authorized to enter into a project regulatory agreement with the Department of Environmental Protection, to expend all funds available for the projects and to take any other action necessary to carry out the projects, or to take any other action relative thereto.

[Article 30 has been requested by the Board of Health to authorize borrowing for repair of failed septic systems under a zero-interest loan program offered by the State.]

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

Board of Health supports Article 30. Finance Committee and Board of Selectmen recommendations forthcoming.

<p style="text-align: center;">ARTICLE 31 Board of Selectmen Rescind Unused Borrowing Authorizations</p>

To see if the Town will vote to rescind the borrowing authorized for the following articles and following un-issued amounts, or to take any other action in relation thereto:

<i>Town Meeting Vote</i>	<i>Project</i>	<i>Authorization</i>	<i>Amount Issued</i>	<i>Total to be Rescinded</i>
11/8/2010 STM Art. 9	Cobb Land Purchase	\$323,955.68	\$323,955.00	\$ 0.68
5/3/2010 STM Art. 7	Road Resurfacing/Water Mains	100,000.00	94,400.00	5,600.00
9/24/2001 STM Art. 5	Clean Lakes	50,000.00	-	50,000.00
5/3/1999 ATM Art. 25	Septic System Betterments	250,000.00	-	<u>250,000.00</u>
			Total	\$305,600.68

[Article 31 rescinds the unused portions of borrowing authorized by previous town meetings for projects completed or not undertaken.]

Motion: Moved and seconded by the Board of Selectmen that the Town vote to approve Article 31 as printed in the warrant.

Finance Committee and Board of Selectmen support Article 31.



Finance Committee Report

To the residents of Littleton

For the Fiscal Year 2014, the Littleton Finance Committee recommends the budget article as proposed by the Littleton Board of Selectmen in the amount of \$39,605,146, an increase in expenditure of .24% from the FY 2013 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 2014 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 14 and in the long view picture.

The budget proposal before the Town of Littleton for FY 2014 reflects those priorities put forward by the Board of Selectmen, and the School Committee, and other departments, with specific highlights including:

- Increased staffing for the Fire Department to address a growing concern with providing round-the-clock fire and ambulance coverage. We have also recently provided initial financing to address long-term building needs at the Fire Station.
- A 5% increase in funding for the School Department, to fund contractual obligations to provide 2-years worth of step-and-lane increases, following a deferral of the same in FY 2013.
- Continued funding of the new salary step-and-lane schedule for most other non-school town employees, adopted at the November Special Town Meeting, to allow for employee advancement and greater predictability in municipal budget forecasting. There is no COLA increase, and general level-staffing is maintained throughout the departments.
- Increased funding for the Senior Tax Discount work program, to provide some additional relief.
- Establishment of a Capital Stabilization Fund (similar to funds used in the past to finance school construction and open space purchases), specifically to save for future major capital building projects, to be held within the town's existing stabilization fund.
- 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.

The Finance Committee undertook the FY2014 budget process with a conscious eye toward reconsidering and improving all aspects of the annual budget review and creation process. The first change citizens may note is with this FY 2014 Finance Committee report to the town itself. For many years the Finance Committee's report to the

TOWN OF LITTLETON, MASSACHUSETTS

voters for the Annual Town Meeting has been a document of some twenty pages, including detailed descriptions of financial policies, and a number of other sections describing various intricacies of state law and regulation regarding municipal finance, as well as locally adopted by-laws and financial guidelines. Since much of this information is readily available online, and since the FinCom is committed to providing more, and more up-to-date, information itself through the town website, we decided to shorten this Annual Town Meeting financial report. If any other detailed information on town finances is sought please consult the town's website www.littletonma.org, or contact the Finance Committee or the town Finance Department office.

The Finance Committee believes there is value in looking at information with fresh eyes, and so this year we instituted a few simple changes to the process to better identify the priorities of the citizen and the elected officials, and incorporate them into the foundation of the town's budget and long-term financial plan:

- First, with the support of the town Finance Department and the Board of Selectmen, we began the budget process earlier, starting 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, so that they could be accounted for early in the budget process. 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 changed the budget calendar, which previously involved numerous weekly meetings starting in November and extending into February, to schedule a one-day marathon session of budget request reviews which was held in early December. 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. By accomplishing this in early December, the FinCom and the other participants in the budget process were able to devote time from that point forward to either resolving specific problems in the FY 2014 budget, working on long-term planning and policy development, or addressing other financial issues that we felt required particular attention.

The other significant development undertaken by the Finance Committee this year, was creation of a 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, to review existing financial guidelines for possible changes, or updates, as well as to review a variety of topics for which the town does not have a formally adopted policy but perhaps should. 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. The subcommittee will review the existing policies, as well as consider developing policies for other topics such as: use of revolving funds; TIFs and PILOT agreements; costing out collective bargaining proposals; stability in the school Chapter 70 accounts; the town budget calendar and process; revenue growth generation; and funding for non-department budget priorities. We are also working with the Finance Department to move Littleton toward full adherence to the highest standards of practice, as promoted by the Government Finance Officers Association.

Although FY 2014 looks to be a relatively uneventful budget year at the outset, the Finance Committee continues to be very concerned about our long-term budget projections which forecast a structural operating deficit. That

TOWN OF LITTLETON, MASSACHUSETTS

we did not have any unanticipated budget crises in this cycle caused by major fluctuations in health insurance costs, SPED, local aid, or other emergency needs, does not mean that we will be less vulnerable to a change in any of those next year. More significant 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, project to grow at a higher rate than revenues in the years to come. Good management practices and sound financial policies continue to serve the town well, specifically earning Littleton high marks from the bond rating agencies, but we need to continually improve our operations by the adoption, implementation, and adherence to prudent financial policies. Most importantly, the town's elected officials need to 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	3
Chris Hinckley, Vice Chair	Board of Selectmen	2015	2
Peter Vilcans, Clerk	Moderator	2015	1
Fred Faulkner	Light & Water Board	2013	28
Allen McRae	Board of Assessors	2014	11
Brian Tarbox	School Committee	2014	4
Betsy Bohling	School Committee	2015	1

TOWN OF LITTLETON, MASSACHUSETTS

FY 2014 Budget Summary

	<i>FY 2014</i>	<i>FY 2013</i>	<i>Variance</i>	<i>% Variance</i>
REVENUES				
Property Tax				
Property Tax Levy Limit	\$29,111,291	\$28,136,189	\$975,102	3.47%
Other Funds				
Undesignated Fund Balance	887,173	689,233	197,940	28.72%
Cherry Sheets - Town State Aid	652,085	658,097	(6,012)	-0.91%
Cherry Sheets - School State Aid	4,150,583	4,150,583	-	-
School Dept Reserves	500,000	500,000	-	-
Old Articles/Overlay Surplus & Other	-	-	-	-
Other Available Funds	1,496,758	2,904,830	(1,408,072)	-48.47%
Local Receipts	2,711,043	2,473,207	237,836	9.62%
<i>Total Other Funds</i>	<i>10,397,642</i>	<i>11,375,950</i>	<i>(978,308)</i>	<i>-8.60%</i>
Total Revenue/Available Funds	\$ 39,508,933	\$39,512,139	\$ (3,206)	-0.01%
EXPENSES				
Town Operating Budgets	\$7,078,730	\$6,520,417	\$558,313	8.56%
School Appropriation	16,400,000	15,618,010	781,990	5.01%
School Reserve Spending	500,000	500,000	-	-
Technical School Assessments	729,712	692,374	37,338	5.39%
Other Charges (<i>incl. roadway exp</i>)	1,093,673	1,088,884	4,789	0.44%
Debt Service	3,938,154	5,086,846	(1,148,692)	-22.58%
Employee/Retiree Benefits	5,931,503	5,717,700	213,803	3.74%
<i>Total Operating Budget</i>	<i>35,671,772</i>	<i>35,224,231</i>	<i>447,541</i>	<i>1.27%</i>
Capital Exclusions	-	-	-	-
<i>Total Municipal Budget</i>	<i>35,671,772</i>	<i>35,224,231</i>	<i>447,541</i>	<i>1.27%</i>
Capital Plan and Warrant Articles	1,530,752	2,012,380	(481,628)	-23.93%
<i>Total Appropriations</i>	<i>37,202,524</i>	<i>37,236,611</i>	<i>(34,087)</i>	<i>-0.09%</i>
Other Amounts to be Raised	450,000	-	450,000	-
Payments of Previous FY Bills	1,000	622	379	60.90%
Fiscal Policy Adjustments	318,363	327,263	(8,900)	-2.72%
Additions to Stabilization	4,310	119,845	(115,535)	-96.40%
Cherry Sheet Charges & Offsets - Town	123,586	122,305	1,281	1.05%
Cherry Sheet Charges & Offsets - School	1,305,363	1,305,363	-	-
Allowance for Abatements	200,000	400,000	(200,000)	-50.00%
<i>Total Other Amounts</i>	<i>2,402,622</i>	<i>2,275,398</i>	<i>127,225</i>	<i>5.59%</i>
Total Expenditures	\$ 39,605,146	\$39,512,009	\$ 93,137	+0.24%
*Net Budget Variance	\$ (96,213)	\$130		

[Refer also to page 11, above.]



Town of Littleton
Board of Selectmen
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