

TOWN OF LITTLETON, MASSACHUSETTS

**WARRANT FOR
MONDAY, MAY 2, 2011 at 7:00 PM
ANNUAL TOWN MEETING
TOWN OF LITTLETON**

Commonwealth of Massachusetts

Middlesex, ss.

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

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Littleton qualified to vote in the elections and Town affairs, to meet in the **Charles Forbes Kaye Gymnasium, Littleton Middle School, 55 Russell Street in said Littleton on Monday, the second day of May, 2011, at 7:00 o'clock in the evening** by posting a printed copy of this warrant, by you attested, at eight meeting houses, at the Town Office Building on Shattuck Street, at the Post Office at Littleton Common, at the Post Office at Littleton Depot, at the Baptist Church, at the Unitarian Church, at the Catholic Church, at the Congregational Church, and at the Mormon Church, in said Town, seven days at least before the second day of May, 2011, then and there to act on the following Articles:

**ARTICLE 1
Board of Selectmen
Town Officers**

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

**ARTICLE 2
Board of Selectmen
Annual Report**

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

**ARTICLE 3
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, 2011, 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 4
Finance Committee/Board of Selectmen
FY 2012 Operating Budget**

To see if the Town will vote to raise and appropriate, transfer from available funds in the treasury or transfer from the Enterprise and Trust Funds, such sums of money to defray the expenses of the various departments of the Town and to fix the salary and compensation of all elected officials for the Fiscal Year beginning July 1, 2011, or to take any other action in relation thereto.

ARTICLE 5
Board of Electric Light Commissioners
Electric Light Operating Budget

To see if the Town will vote to raise and appropriate, and/or transfer from available funds, a sum or sums of money, for electricity to be used for street lighting, and that the sum and income from the sale of electricity to private consumer and/or the electricity supplied to municipal buildings and from sales of appliances and jobbings during the current fiscal year, be appropriated for the Municipal Light Plant, the whole to be expended by the Manager of the Municipal Light Plant under the direction and control of the Electric Light Board for expenses of the plant for the fiscal year, as defined in Chapter 164, Section 57, of the General Laws, including out-of-state travel, and if said sum and said income shall exceed as the Electric Light Board may determine, it shall be transferred to the Construction Fund or other so designated account of said plant and appropriated for such additions thereto as may be authorized by the Electric Light Board and the balance of said excess shall be returned to the Town Treasurer, or take any other action relative thereto.

ARTICLE 6
Board of Water Commissioners
FY 2012 Water Enterprise Fund Operating Budget

To see if the Town will vote to appropriate \$2,015,500 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, 2011 (*detail below*), or to take any other action in relation thereto.

I. Water Enterprise Revenues	FY 2012
User Charges	\$2,002,000
Enterprise Available Funds	13,500
Investment Income	
Total Revenues	\$2,015,500
II. Costs Appropriated for the Enterprise Fund	
Salaries and Wages	\$640,000
Expenses	888,500
Capital Outlay – Equipment	0
Capital Outlay – Improvements	0
Reserve Fund	100,000
Debt Principal and Interest	387,000
Budgeted Surplus	0
Total Costs Appropriated for Enterprise Fund	\$2,015,500
III. Costs Appropriated for General Fund to be Charged to the Enterprise Fund	
Indirect Costs	\$0
Benefits	0
Pension Costs	0
Total Costs Appropriated for the General Fund.	\$0
Total Costs	\$2,015,500

ARTICLE 7
Board of Selectmen
FY 2012 Emergency Medical Services Enterprise Fund

To see if the Town will vote to appropriate \$573,225, or any other sum or sums of money, from the Emergency Medical Services (EMS) Enterprise Fund to finance the operation of the EMS Department for the fiscal year beginning July 1, 2011 (*detail below*), or to take any other action in relation thereto.

I. EMS Enterprise Revenues	FY2012
User Charges	\$320,000
Enterprise Available Funds	186,725
Transfer In	61,500
Investment Income	5,000
Total Revenues	\$573,225
II. Costs Appropriated in the Enterprise Fund	
Salaries and Wages	223,037
Expenses	73,575
Capital Outlay – Equipment	186,725
Capital Outlay – Improvements	
Reserve Fund	15,000
Debt Principal and Interest	
Budgeted Surplus	
Total Costs Appropriated in E.F.	\$498,337
III. Costs Appropriated in General Fund to be Charged to the Enterprise Fund	
Indirect Costs	14,413
Benefits	24,665
Pension Costs	35,810
Total Costs Appropriated in G.F.	\$74,888
Total Costs	\$573,225

ARTICLE 8
Board of Selectmen/Finance Committee
FY 2012 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.

- A. Police Cruiser leases - \$47,000 to be expended by the Police Department for 1st year payment on 3 cruisers @ \$14,000 each and 1st year payment on 1 unmarked @ \$5,000;
- B. Fire Command Vehicle lease -\$6,000 to be expended by the Fire Department to lease a vehicle for Fire Department. Said payment will cover the 5th year's payment (final) of a five-year lease;
- C. Fire Major Equipment Repair -\$15,000 to be expended by the Fire Department for the purpose of major equipment repairs and upkeep;

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- D. Highway Major Equipment Repair - \$15,000 to be expended by the Highway Department for the purpose of major equipment repairs and upkeep;
- E. Shaker Lane Univents - \$30,000 to be expended by the School Committee for the purpose of replacing univent HVAC units at the Shaker Lane School;
- F. School Technology - \$25,000 to be expended by the School Committee for the purpose of purchasing new and replacement computer systems with printers and accessories for various school departments;
- G. Town Hall Building Repair/Maintenance - \$10,000 to be expended by the Board of Selectmen for the purpose of major systems repairs and upkeep of the Shattuck St building;
- H. Highway – Two (2) 1992 Mack dump/sander/plow refurbishments - \$100,000 (\$50,000 each truck) to be expended by the Highway Department for the purpose of refurbishing the two vehicles, including frame work;
- I. Highway Pickup truck - \$44,000 to be expended by the Highway Department for the purpose of purchasing a new pick-up truck with plow as a replacement for an existing 2001 vehicle with mileage in excess of 100,000;
- J. Municipal Facilities Study – \$30,000 to be expended by the Board of Selectmen in order to complete a joint municipal-school facility assessment study;
- K. Cemetery Land Development - \$92,000 to be expended by the Cemetery Commissioners in order to fund the development and expansion of the existing Cemetery property;
- L. Highway Pole Storage Barn - \$40,000 to be expended by the Board of Selectmen/Highway Department to install a storage facility at the Highway Department for off-season equipment storage;
- M. Library - Matching for Funds Planning Study – \$20,000 to be expended by the Library Trustees for a planning and design study regarding library expansion or new construction;
- N. Engine 1 replacement - \$430,500 to be expended by the Fire Department for the replacement of a 1996 Spartan/3D Pumper.

ARTICLE 9
Community Preservation Committee
FY 2012 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 2012 Community Preservation Budget, to appropriate or reserve from FY 2012 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 2012 open space	14,255
Debt service – from FY 2012 historic resources	15,393
Debt service – from historic resources reserve	350
Debt service – from FY 2012 Undesignated	30,009
Mill Pond Public Access Site – from FY 2012 Undesignated	30,000
Baptist Church Clock Tower – from FY 2012 Undesignated	25,700
<i>Sub-total</i>	<hr/> <i>\$120,707</i>

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Reserves

Open Space (to Reserve)	\$1,138
Community Housing (to Reserve)	15,393
Budgeted Reserve (to Reserve)	17,043
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Sub-total	33,574
TOTAL	\$154,281

ARTICLE 10
Board of Selectmen
Clean Lakes Committee Transfer of Land

To see if the Town will vote to transfer the care, custody, management and control of the real property located along Lake Warren Drive in the Town of Littleton shown on Assessor's Map U39 as Lot 13, from the Board of Selectmen to the Clean Lakes Committee for the purpose of constructing and maintaining a public access boat launch for Mill Pond, or to take any other action in relation thereto.

ARTICLE 11
Board of Selectmen/School Committee/Trust Fund Commissioners
M.H. Kimball Trust School Grant Funds

To see if the Town will vote to transfer \$10,000 from a grant from the M.H. Kimball Trust to the Littleton School Department for the purpose of procuring computers to upgrade the multimedia lab at Littleton High School and costs related thereto, or to take any other action in relation thereto.

ARTICLE 12
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) Amend §33-2 relative to Personnel Board membership by deleting the first sentence of the third paragraph of §33-2 and replacing it with the following: "The Town department head and employee at large shall be ~~elected~~ *nominated* by their peers *and the Personnel Board shall appoint those nominated* for a term of two years so arranged that the term of one shall expire each year."

(2) Amend §33-7, Definitions, by amending (b) to read as follows: "Benefit Eligible Employee: Any employee who is employed at least 20 hours per week, 52 weeks per year, *whose position is listed on Schedule A or Schedule B of the Classification and Compensation Plan.*"

(3) Amend §33-13, Step Raises, to read as follows: "Step increases will be awarded on an annual basis *on July 1st at the employee's anniversary* providing the employee has completed at least one (1) year of satisfactory employment. When an employee reaches the top step of the grade they will no longer be eligible for a step increase."

(4) Amend §33-22, Personal Days, to read as follows: "All benefit eligible employees shall receive three (3) paid personal days on July 1st to use during that fiscal year. *A new employee hired after July 1st shall in that year receive paid personal days as follows: three personal days if hired prior to October 1st, two personal days if hired prior to January 1st, one personal day if hired prior to April 1st. Personal days They will be taken in half-day increments and cannot be carried over or paid out.*"

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(5) Amend Schedule A, Permanent Full and Part-time Employees, of the Classification and Compensation Plan to read as follows:

SCHEDULE A, Permanent Full and Part-time Employees, FY 2012 +1.0%

GRADE		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
1	<i>hourly annual</i>	\$8.94 \$18,666.72	\$9.25 \$19,314.00	\$9.57 \$19,982.16	\$9.90 \$20,671.20	\$10.25 \$21,402.00	\$10.61 \$22,153.68	\$10.98 \$22,926.24
2	<i>hourly annual</i>	11.09 23,155.92	11.48 23,970.24	11.88 24,805.44	12.30 25,682.40	12.73 26,580.24	13.18 27,519.84	13.64 28,480.32
3	<i>hourly annual</i>	13.97 29,169.36	14.46 30,192.48	14.97 31,257.36	15.49 32,343.12	16.03 33,470.64	16.59 34,639.92	17.17 35,850.96
4	<i>hourly annual</i>	16.07 33,554.16	16.63 34,723.44	17.21 35,934.48	17.81 37,187.28	18.43 38,481.84	19.08 39,839.04	19.75 41,238.00
5	<i>hourly annual</i>	16.87 35,224.56	17.46 36,456.48	18.07 37,730.16	18.70 39,045.60	19.35 40,402.80	20.03 41,822.64	20.73 43,284.24
6	<i>hourly annual</i>	17.71 36,978.48	18.33 38,273.04	18.97 39,609.36	19.63 40,987.44	20.32 42,428.16	21.03 43,910.64	21.77 45,455.76
7	<i>hourly annual</i>	18.60 38,836.80	19.25 40,194.00	19.92 41,592.96	20.62 43,054.56	21.34 44,557.92	22.09 46,123.92	22.86 47,731.68
8	<i>hourly annual</i>	19.53 40,778.64	20.21 42,198.48	20.92 43,680.96	21.65 45,205.20	22.41 46,792.08	23.19 48,420.72	24.00 50,112.00
9	<i>hourly annual</i>	20.51 42,824.88	21.23 44,328.24	21.97 45,873.36	22.74 47,481.12	23.54 49,151.52	24.36 50,863.68	25.21 52,638.48
10	<i>hourly annual</i>	21.54 44,975.52	22.29 46,541.52	23.07 48,170.16	23.88 49,861.44	24.72 51,615.36	25.59 53,431.92	26.49 55,311.12
11	<i>hourly annual</i>	26.93 56,229.84	27.87 58,192.56	28.85 60,238.80	29.86 62,347.68	30.91 64,540.08	31.99 66,795.12	33.11 69,133.68
12	<i>hourly annual</i>	33.66 70,282.08	34.84 72,745.92	36.06 75,293.28	37.32 77,924.16	38.63 80,659.44	39.98 83,478.24	41.38 86,401.44
13	<i>hourly annual</i>	38.71 80,826.48	40.06 83,645.28	41.46 86,568.48	42.91 89,596.08	44.41 92,728.08	45.96 95,964.48	47.57 99,326.16

GRADE 1

Library Assistant

GRADE 2

No positions assigned

GRADE 3

Cemetery Laborer

Crossing Guard

Library Technician

GRADE 4

Building Custodian

Finance Technician

Department Clerk

GRADE 5

Administrative Clerk

Assessment Clerk

Cemetery Groundskeeper

PRCE Program Coordinator

Senior Library Technician

GRADE 6

Administrative Assistant

Communications Officer (part-time)

Program Coordinator/Social Day Program

GRADE 7

Assessment Analyst

Assistant Accountant

Reserve Police Officer

Coordinator for Outreach and Respite Care

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GRADE 8

Conservation Coordinator/Administrator

Maintenance Supervisor

PRCE Assistant Director

Senior Librarian

GRADE 9

Cemetery Administrator

Council on Aging Director

Executive Assistant to the Town Administrator

Assistant Treasurer/Payroll & Benefits

Coordinator

GRADE 10

Tax Collector

GRADE 11

Building Commissioner

Chief Assessor

Planning Administrator/Permit Coordinator

Town Treasurer

GRADE 12

Highway Operations Manager

Information Systems Manager

PRCE Director

GRADE 13

No positions assigned

(6) Amend Schedule B of the Classification and Compensation Plan by adding “Driver Education Coordinator: \$25.00 per hour.”

(7) Amend Schedule C of the Classification and Compensation Plan to read as follows:

SCHEDULE C: Temporary/Seasonal Park & Recreation Department positions, 2011 Season

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
1 hourly	\$8.75	\$8.93	\$9.19	\$9.47	\$9.75
2 hourly	\$9.50	\$9.69	\$9.98	\$10.28	\$10.59
3 hourly	\$10.00	\$10.20	\$10.51	\$10.82	\$11.15
4 hourly	\$10.25	\$10.46	\$10.77	\$11.09	\$11.42
5 hourly	\$12.00	\$12.24	\$12.61	\$12.99	\$13.37
6 hourly	\$13.50	\$13.77	\$14.18	\$14.61	\$15.05
7 hourly	\$14.50	\$14.79	\$15.23	\$15.69	\$16.16
8 hourly	\$15.25	\$15.56	\$16.02	\$16.50	\$17.00
9 hourly	\$18.00	\$18.36	\$18.91	\$19.48	\$20.06
10 hourly	\$22.00	\$22.44	\$23.11	\$23.81	\$24.52

GRADE 1

Boat Rental Attendant

Junior Counselor -Tahattawan

Snack Hut Attendant

Special Activities

GRADE 2

Intern

Senior Counselor – Tahattawan

GRADE 3

Counselor - Prouty

Lead Counselor - Tahattawan

Lifeguard

Snack Hut Manager

GRADE 4

Sailing Instructor

Water Safety Instructor

GRADE 5

Camp Specialist-Art

Camp Specialist-Sports

Summer Program Coordinator

GRADE 6

Assistant Director/CIT Director - Tahattawan

Camp Specialist-Music

Head Guard

GRADE 7

Assistant Director - Prouty

Camp Specialist-Science and Nature

Sailing Coordinator

GRADE 8

Aquatics Director

Special Programs Instructor

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GRADE 9

Driver's Education Instructor 1
Golf Instructor
Special Programs Instructor
Tennis Instructor

GRADE 10

Camp Director - Prouty
Camp Director – Tahattawan
Driver's Education Instructor 2
Preschool Teacher

(8) Amend Schedule D of the Classification and Compensation Plan to read as follows:

SCHEDULE D: Fire Department On-Call, FY 2012, +1.0%

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
1 hourly	\$8.25					
2 hourly	\$11.88	\$12.13	\$12.38	\$12.64	\$12.89	\$13.14
3 hourly	\$12.12	\$12.37	\$12.63	\$12.88	\$13.13	\$13.38
4 hourly	\$14.03	\$14.28	\$14.53	\$14.79	\$15.04	\$15.29
5 hourly	\$14.81	\$15.06	\$15.31	\$15.56	\$15.82	\$16.07
6 hourly	\$15.02	\$15.27	\$15.52	\$15.78	\$16.03	\$16.28

GRADE 1

Probation Fire Fighter or
Emergency Medical Technician

GRADE 2

On Call Fire Fighter
On Call Emergency Medical Technician

GRADE 3

On Call Fire Fighter/EMT

GRADE 4

On Call Lieutenant

GRADE 5

On Call Captain

GRADE 6

On Call Deputy Chief

Step increases on Schedule D will be awarded on the basis of performance as determined by the Fire Chief;
or to take any other action in relation thereto.

ARTICLE 13
Board of Selectmen
FY 2012 Revolving Funds

To see if the Town will vote to authorize the following Fiscal Year 2012 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 \$75,000 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;

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(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) *Community Education*: to allow receipts from community education fees to be segregated into a special account; and with funds therefrom, up to a limit of \$80,000 annually, to be expended for wages and associated administrative costs, under the direction of the Park & Recreation Commission, with the prior year's fund balance to be available for expenditure;

(10) *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; and

(11) *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.

(12) *Cemetery Revolving*: to allow a portion of receipts received from sales of lots to be segregated into a special account: and with funds therefrom, up to a limit of \$10,000 annually, to be expended for expenses associated with maintenance of such under the direction of the Cemetery Commissioners, with the prior year's fund balance to be available for expenditure.

(13) *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.

(14) *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.

ARTICLE 14
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 2012, pursuant to Chapter 44, Section 53F of the General Laws, or to take any other action in relation thereto.

ARTICLE 15
Board of Selectmen
Senior Work Program

To see if the Town will vote to request the Board of Assessors to commit \$50,000, or any other sum or sums of money, from the FY 2012 Overlay Account for Abatements to fund the Senior Citizen Tax Work-off Abatement Program, or to take any other action in relation thereto.

ARTICLE 16
Board of Selectmen
Use of Chapter 90 MassHighway Funds

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

ARTICLE 17
Board of Selectmen
By-law Amendment: Department of Land Use, Planning, and Permitting

To see if the Town will vote, pursuant to Section 14 of Chapter 43C of the General Laws, to accept the provisions of Section 13 of Chapter 43C of the General Laws, thereby authorizing the Town to adopt a bylaw providing for a consolidated department of municipal inspections; and, further, to amend the Town Code as follows:

1. Add a new Chapter 26, "Land Use, Planning, and Permitting; Department of," as follows:

Chapter 26. Land Use, Planning, and Permitting; Department of

§26-1. There shall be a consolidated department of municipal inspections as provided for in section 13 of Chapter 43C of the General Laws, to be known as the Department of Land Use, Planning, and Permitting, to provide a coordinated, comprehensive, and continuing approach to the Town's land use management, planning, permitting, and development functions; coordinated implementation of the Town's adopted goals and plans; improved customer service to Town residents and the public; to strengthen the human resources function, and enhance employee development and training, including cross training among the administrative support staff.

§26-2. The Department of Land Use, Planning, and Permitting shall include the building commissioner; the electrical, plumbing, and gas inspectors; and the administrative, clerical, support and other assistants of the building commissioner, Planning Board, Board of Health, Conservation Commission, and Zoning Board of Appeals, but not including the health agent employed through the Town of Littleton's participation in the Nashoba Associated Boards of Health pursuant to MGL C.111,§27A.

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The Department shall also serve as policy advisor on the Town's long-term and strategic planning initiatives related to economic development, housing, transportation, and open space, historic, and natural resources.

§26-3. There shall be a Land Use, Planning and Permitting Coordinating Committee, a five-member public body comprised of one member of the Planning Board, one member of the Board of Health, one member of the Conservation Commission, one member of the Zoning Board of Appeals, and one member of the Board of Selectmen; each designated by said board or commission.

§26-4. There shall be a Director of Land Use, Planning, and Permitting who shall be appointed by, and may be removed by, the Town Administrator, provided that appointment of the Director shall be subject to approval by the Coordinating Committee established in §26-3. The term of office for the Director shall be three (3) years. The Town Administrator shall directly supervise and conduct performance reviews of the Director.

§26-5. The Director shall appoint all personnel under his/her direction and control, subject to the approval of the Town Administrator. Prior to the assignment by the Director of staff to the Planning Board, Board of Health, Conservation Commission, and Zoning Board of Appeals on a permanent, rather than temporary, basis, the Director shall consult with said board. All inspections staff shall be supervised by the Building Commissioner. All administrative support staff shall be considered personnel of the Department, rather than working for individual offices incorporated within the Department. The Director shall have discretion to allocate the services of administrative staff among the Department's offices and the Town boards served by the Department, in consultation with said boards, with whom the Director shall meet from time to time to identify their needs, individually and collectively, and to develop a plan of action indicating the extent to which the department can address those needs.

In performing duties where approval of the Planning Board, Board of Health, Conservation Commission or Zoning Board of Appeals is statutorily required, the assigned employee shall be subject to day-to-day supervision of the Director within the scope of the general policy and direction established by the respective board.

§26-6. The Department of Land Use, Planning, and Permitting shall coordinate all land use, planning, permitting, development, and inspection functions carried out by any municipal officer or agent, maintain all records relating to inspections in a central place through a common index, provide for a single application process which would indicate all inspections which might be necessary, including, but need not be limited to, any inspections under the zoning and other local by-law, building code, wire code, plumbing and gas code, state sanitary code, board of health rules and regulations, fire code, conservation commission, and any other local inspections as may be otherwise authorized.

§26-7. For the purposes of the Town Budget, the Department of Land Use, Planning, and Permitting shall have its own account title and department number. The Department's budget may contain line items that generally cover all of the Department's administrative wages and salaries, administrative expenses and other costs, rather than including such expenses in separate line items for each individual office incorporated within the Department. The Director shall consult with the Land Use, Planning and Permitting Coordinating Committee in preparing the annual budget request for the Department. The respective boards shall continue to administer such non-operating budget funds

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authorized by state statute or other restricted designated funds as special revolving funds for hiring of outside consultants pursuant to MGL C.44 §53G, and the conservation fund under MGL C.40,§8C.

2. Amend Chapter 3, Section 3 to read as 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; *Director of Land Use, Planning, and Permitting*; Facilities Manager; Head of Information Technology; ~~Building Commissioner~~; and Human Resources. The department heads shall be appointed by, and can be removed by, the Town Administrator subject to the approval of the BOS; *except that the Director of Land Use, Planning and Permitting shall be appointed in accordance with Town Code Section 26-4*. 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 18
Planning Board
Zoning Amendment: Farmland Protection

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

1. Amend the Use Regulations Schedule set forth in §176-26.B by inserting, immediately below the row labeled “Roadside stands (agricultural)” a new row as follows:

	R	VC	B	IA	IB
Accessory Business Uses at Active Farms (See § 173-57)	P	P	P	P	P

2. Insert a new §173-57, as follows:

§173-57. Accessory Business Uses at Active Farms

A. The Town of Littleton finds that in order to protect and preserve the agricultural, horticultural, viticultural or floricultural lands (hereafter “agricultural uses”), to protect and preserve natural resources, and to maintain land in active agricultural uses, it is necessary to enable the owners of said lands that are in active agricultural use to conduct, in addition to any primary or accessory use subject to the protection of M.G.L. c.40A, §3, par. 1, certain other appropriate accessory business uses to supplement the income from said agricultural uses.

The Planning Board, by special permit, may grant approval for the following accessory business uses at active farms on contiguous farmland parcels in excess of 5 acres:

- Veterinarians’ office.
- Agricultural equipment and supply dealers.
- Custom farm providers.
- Feed milling and delivery.
- Facilities for hosting or staging of revenue-generating events, tours, weddings, and functions which are appropriate in scale to the premises and any surrounding residential area, including the preparation and serving of food and beverages for such events, provided that the facilities are primarily outside or under an open shelter and shall be operated seasonally.
- Small-scale abattoir/meat processing facilities.

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- Facilities for the production and sale of farm-related products, such as but not limited to cider, baked goods, butter, wine, cheeses, or ice cream, whether or not the farm is the main source of the raw materials used in the farm products, provided that the facilities and associated parking shall not occupy more than 10% of the total farm area.
- Farm stand restaurants designed and used for the sale of farm crops and livestock grown on farms in the local agricultural area; provided that the facilities and parking for the farm stand restaurant, and the associated farm stand, shall not occupy more than 10% of the total farm area.
- Animal boarding facilities for the boarding of up to 50 animals other than those stabled, raised, or kept onsite in connection with the primary agricultural use.
- Farm implement and similar heavy machinery repair services, such as a welding operation, blacksmith shop, etc. that the farm operator would normally undertake in maintenance of machinery for his/her own farm.
- Subsurface disposal of septic effluent from nearby or adjacent residential or commercial facilities, or municipal waste water treatment facility, provided that the surface of any such area shall be placed under a conservation or agricultural preservation restriction.

B. The Planning Board may set conditions such as hours of operation, number of employees, or other conditions that they deem appropriate when granting a special permit pursuant to this section. In order to maintain agriculture as the primary use for the property, the uses provided for herein (excluding those uses for which a specific maximum is provided above), and any associated parking, shall occupy no more than 5% of the land area of the farm parcel(s). The Planning Board may require that the special permit, including all conditions, be recorded at the Registry of Deeds. The special permit shall recite the circumstances under which the special permit is being granted (e.g. the amount of land area in active agricultural use, the nature of the primary agricultural use, etc.) and shall include a condition requiring that the given circumstances continue to exist. C. Decision Criteria: Special Permits for accessory business uses at active farms shall be granted only if the Planning Board determines that the criteria of Section 173-7C are met, after consideration of the following:

- (1) Roads, water and drainage facilities are existing, or as committed by the applicant to be improved, and their ability to serve this proposal adequately and safely without material deterioration in service to other locations.
- (2) Degree of assurance that no planned process or unplanned contingency will result in undue hazard or contamination of air, land, or water resources.
- (3) Visual compatibility with the vicinity, including consideration of site arrangement, consistency in architectural scale (or reasonability of departure), retention of existing site features, especially trees, and architectural character.
- (4) Degree of threat to environmental resources, including loss of valuable trees and other vegetation, disturbance to habitats, and soil loss through erosion.
- (5) Buffering and screening from any nearby uses of different character.
- (6) Retaining prime or important agricultural soils in active production.

Specific uses that are prohibited on residentially zoned agricultural lands include:

- Gas stations or retail or wholesale fuel storage or delivery.

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- Retail Stores such as drug, department, hardware, and clothing stores.
- Manufacture of non-agricultural products.

D. This section does not preclude a landowner from applying for other permits for Extensive Recreational uses of the agricultural lands that are not incompatible with the seasonal agricultural uses of the agricultural lands.

E. This section is not intended to, and does not, impact the ability of the landowner to undertake any use or construct any structure allowed by right under local zoning, M.G.L. c.40A, §3, first par. and/or state definitions related to agriculture.

Or take any other action in relation thereto.

ARTICLE 19
Planning Board
Zoning Amendment: Open Space Development

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 inserting a reference to Subsection E, so that the first sentence begins “Except as modified by Subsections B, C and E below,”

2. Insert a new §173-104.E, as follows:

E. The number of dwelling units that may be constructed in an Open Space Development may be increased by the Planning Board if it finds that the developer has incorporated into the Open Space Development significant areas of scenic woodland or agricultural lands along public road frontage that may otherwise have been developed into “Approval Not Required” (ANR) lots prior to the submittal of the Open Space Development, and if the Planning Board finds that the proposed Open Space Development protects this significant roadway frontage in the open space to be protected in perpetuity under the provisions of the Open Space Development bylaw. The number of dwelling units to be added to the calculation in Subsection A shall not exceed two times the number of ANR lots that could have been developed prior to the submittal of the Open Space Development, but that are instead included in the protected open space area.

; or to take any other action in relation thereto.

ARTICLE 20
Board of Electric Light Commissioners
Zoning Amendment: Commercial Solar

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

1. Amend Article II, General Provisions, § 173-2, Definitions, by inserting a new definition of Commercial Solar Photovoltaic Installation in alphabetical order, as follows:

COMMERCIAL SOLAR PHOTOVOLTAIC INSTALLATION: A solar photovoltaic system that is mounted on the ground, roof, or structure; and generates electric power onto the Littleton Electric Light Department’s (LELD) distribution system for sale to LELD or others.

2. Adopt a new Article XXVI, Commercial Solar Photovoltaic Installations, as follows:

Article XXVI

Commercial Solar Photovoltaic Installations

§ 173-180. Purpose

The purpose of this section is to promote the creation of new commercial solar photovoltaic installations by providing standards for the placement, design, construction, operation,

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monitoring, modification and removal of such installations that address public safety and minimize impacts on residential neighborhoods and scenic, natural and historic resources.

§ 173--181. Applicability

Construction and use of a commercial solar photovoltaic installation or any part thereof shall be permitted in any zoning district subject to the requirements set forth in this section.

§ 173--182. Use Regulations

Commercial solar photovoltaic installations shall conform to the following provisions.

- A. A commercial solar photovoltaic installation may be erected upon the issuance of a special permit by the Planning Board on a lot containing a minimum of three (3) acres.
- B. All setback, yard, buffer and screening requirements applicable in the zoning district in which the installation is located shall apply.
- C. All security fences surrounding the installations shall be set back from the property line a distance equal to the setback requirement applicable to buildings within the zoning district in which the installation is located.
- D. The provisions of Article XX, Site Plan Review, shall not apply to commercial solar photovoltaic installations.
- E. The visual impact of the commercial solar photovoltaic installation, including all accessory structures and appurtenances, shall be mitigated. All accessory structures and appurtenances shall be architecturally compatible with each other. Whenever reasonable, structures shall be shaded from view by vegetation and/or joined and clustered to avoid adverse visual impacts. Methods such as the use of landscaping, natural features and fencing may be utilized.
- F. Lighting shall not be permitted unless required by the Planning Board or required by the State Building Code. Where used, lighting shall be directed downward and full cut-off fixtures shall be used.
- G. All utility connections from the commercial solar photovoltaic installation shall be underground unless specifically permitted otherwise by the Planning Board in the special permit. Electrical transformers and inverters to enable utility interconnections may be above ground if required by LELD.
- H. A commercial solar photovoltaic installation must meet: (i) the requirements of Littleton Electric Light Department's "Qualifying Facility Power Purchase Rate; and (ii) the requirements of Littleton Electric Light Department's "Standards for Interconnecting Distributed Generation" as published by the LELD.
- I. Clearing of natural vegetation shall be limited to what is necessary for the construction, operation and maintenance of the commercial solar photovoltaic installation or otherwise prescribed by applicable laws, regulations and bylaws.
- J. The commercial solar photovoltaic installation owner or operator shall maintain the facility in good condition. Maintenance shall include, but not be limited to, painting, structural repairs, continued compliance with landscaping and screening requirements, and integrity of security measures. The owner or operator shall be responsible for the maintenance of any access roads serving the installation.

§ 173-183. Discontinuance

A commercial solar photovoltaic installation shall be deemed to have been discontinued if it has not been in service for a continuous 24-month period. Upon receipt of a Notice of Discontinuance from the Building Commissioner, the owner shall have the right to respond to the Notice within 30 days of receipt. The Building Commissioner shall withdraw the

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Notice of Discontinuance and notify the owner that the Notice has been withdrawn if the owner provides information that demonstrates to the satisfaction of the Building Commissioner that the commercial solar photovoltaic installation has not been discontinued. If the commercial solar photovoltaic installation is determined to be discontinued, the owner shall remove the installation, including all structures, equipment, security barriers and transmission lines, and stabilize or re-vegetate the site as necessary to minimize erosion and sedimentation, at the owner's sole expense within three months of receipt of the Notice of Discontinuance. Failure to remove the installation and stabilize the site within said time period may subject the owner to action pursuant to Article XXIV.

§ 173-184. Administration

- A. A special permit is required from the Planning Board to erect or install a commercial solar photovoltaic installation. A record owner desiring to erect a commercial solar photovoltaic installation shall file with the Planning Board an application for a special permit, together with such plans, drawings, specifications, fees and additional information as required by the Planning Board.
- B. The Planning Board shall have the authority to waive specific provisions of this Article upon a determination that the waiver is not inconsistent with the purpose and intent of this section.
- C. The Planning Board shall conduct its review, hold a public hearing and file its decision with the Town Clerk as required by MGL c.40A § 9.
- D. Approval Criteria. Before the Planning Board may issue the special permit, it shall determine each of the following:
 - (1) The commercial solar photovoltaic installation conforms to the provisions of this section.
 - (2) The commercial solar photovoltaic installation will not be detrimental to the neighborhood or the Town.
 - (3) Environmental features of the site and surrounding areas are protected, and the surrounding area will be protected from the proposed use by provision of adequate surface water drainage.
 - (4) The proposed use is in harmony with the general purpose and intent of this Chapter.
- E. Any special permit shall be subject to such conditions and safeguards as the Planning Board may prescribe. Such conditions may include the requirement of a performance bond, secured by deposit of money or negotiable securities, posted with the Town to guarantee proper maintenance and/or removal of the commercial solar photovoltaic installation. The amount of the performance bond shall not exceed the estimated cost of the commercial solar photovoltaic installation removal. Such conditions may also include additional screening of the facility.
- F. In reviewing any application for a special permit, the Planning Board shall give due consideration to promoting the public health, safety, convenience and welfare; shall encourage the most appropriate use of land and shall permit no building or use that is injurious, noxious, offensive or detrimental to its neighborhood.

Or take any action in relation thereto.

ARTICLE 21

Voter Petition

Zoning Amendment: Allowing Use of Solar Energy System Installations

To see if the Town will vote to: adopt a zoning ordinance and/or by laws that will encourage the use of solar energy systems. The ordinance would allow the permitting authority to grant permits

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for the construction of Solar Energy Systems and issue solar access permits that would protect solar access to the Solar Energy Systems. Such an ordinance will provide that solar access permits create an easement to sunlight. Further, adopt zoning ordinances and/or by-laws pursuant to sections 5 of M.G.L. c. 40A to encourage the use of solar energy systems and protect solar access in accordance with M.G.L. c. 40A, Sections 9B and M.G.L. c. 187 1A. or to take any other action in relation thereto.

PURPOSE

To facilitate and encourage the use of Solar Energy Systems in the Town of Littleton and to do so in accordance with all the General Laws that the permitting authority may grant permits for the installation of Solar Energy Systems as set forth in M.G.L. Chapter 40A: Section 1A "a device or structural design feature, a substantial purpose of which is to provide daylight for interior lighting or provide for the collection, storage and distribution of solar energy for space heating or cooling, electricity generating, or water heating." Furthermore, in accordance with M.G.L. Chapter 187: Section 1A. Solar Easements for the protection of and access to direct sunlight may be required over the land of another by express grant of covenant, or by a solar access permit set forth in section nine B of chapter forty A.

The "permit granting authority" as defined in Chapter 40A: Section 1A shall in compliance with the existing permitting process within the Town of Littleton shall grant Solar Access Permits for new or existing Solar Energy Systems in accordance with Chapter 187: Section 1A.

An issuance of any permit by the permitting granting authority shall allow for due process for all parties by being in compliance with existing Town ordinances, procedures, and existing permitting authorities for any proposed project including solar energy systems that require permits.

As of Right Zoning Bylaw: Allowing Use of Solar Energy System Installations

1.0 Purpose

The purpose of this bylaw is to promote the creation of solar energy system installations by providing standards for the placement, design, installation and construction and to minimize impacts on scenic, natural and historic resources.

The provisions set forth in this section shall apply to the installation, construction, operation, and/or repair of solar energy system installations.

1.1 Applicability

This section applies to solar energy system installations now existing or proposed to be constructed after the effective date of this section. This section also pertains to physical modifications that materially alter the type, configuration, or size of these installations or related equipment. Applies to solar energy systems for residential and commercial business with appropriate capacity of kW intended use.

2.0 Definitions

As-of-Right Siting: As-of-Right Siting shall mean that system installation or development may proceed without the need for a special permit, variance, amendment, waiver, or other discretionary approval. As-of-right development may be subject to site plan review to determine conformance with local zoning ordinances or bylaws. Systems and or Projects cannot be prohibited, but can be reasonably regulated by the inspector of buildings, building commissioner or local inspector, or if there is none in a town, the board of selectmen, or person or board designated by local ordinance or bylaw.

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Building Inspector: The inspector of buildings, building commissioner, or local inspector, or person or board designated by local ordinance or bylaw charged with the enforcement of the zoning ordinance.

Building Permit: A construction permit issued by an authorized building inspector; the building permit evidences that the project is consistent with the state and federal building codes as well as local zoning bylaws, including those governing residential solar systems and commercial business solar systems installations.

Solar Energy System: A solar system that is structurally mounted on the ground, to a structure and has a minimum nameplate capacity for its intended use.

Rated Nameplate Capacity: The maximum rated output of electric power production of the solar energy system in Direct Current (DC).

Plan Review: review by the Plan Review Authority to determine conformance with local zoning ordinances or bylaws.

Plan Review Authority: For purposes of this bylaw, Plan Review Authority refers to the body of local government designated as such by the municipality

Solar Photovoltaic Array: an arrangement of solar photovoltaic panels.

Zoning Enforcement Authority: The person or board charged with enforcing the zoning ordinances or bylaws.

3.0 General Requirements for a Solar Energy System Installations

The following requirements are common to all solar energy system installations.

3.1 Compliance with Laws, Ordinances and Regulations

The construction and maintenance of all solar energy system installations shall be consistent with all applicable local, state and federal requirements, including but not limited to all applicable safety, construction, electrical, and communications requirements. All buildings and fixtures housing a solar energy system installation shall be constructed in accordance with the State Building Code.

3.2 Building Permit and Building Inspection

No solar energy system installation shall be constructed, installed or modified as provided in this section without first obtaining a building permit.

3.3 Fees

The application for a building permit for construction or installation of a solar energy system must be accompanied by the fee required for a building permit.

3.4 Plan Review

Plan Review Authority must be approved prior to construction, installation or modification as provided in this section.

3.4.1 General

All plans and maps shall be prepared, stamped and signed by a Professional Engineer licensed to practice in Massachusetts.

3.4.2 Required Documents

Pursuant to the site plan review process, the project proponent shall provide the following documents:

(a) A site plan showing:

- i. Property lines and physical features;
- ii. Proposed changes to the landscape of the site, grading, vegetation clearing and planting, exterior lighting, screening vegetation or structures if applicable;

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- iii. Blueprints or drawings of the solar energy system installation signed by a Professional Engineer licensed to practice in the Commonwealth of Massachusetts showing the proposed layout of the system and any potential shading from nearby structures
- iv. One or three line electrical diagram detailing the solar energy system installation, associated components, and electrical interconnection methods, with all National Electrical Code compliant disconnects and overcurrent devices;
- v. Documentation of the major system components to be used, including the PV panels, mounting system, and inverter;
- vi. Name, address, and contact information for proposed system installer;
- vii. Name, address, phone number and signature of the project proponent, as well as all co-proponents or property owners, if any;
- viii. The name, contact information and signature of any agents representing the project proponent if applicable; and

The Site Plan Review Authority may waive documentary requirements as it deems appropriate.

3.5 Utility Notification

No large- scale solar energy system installation shall be constructed until evidence has been given to the Site Plan Review Authority that the utility company that operates the electrical grid where the installation is to be located has been informed of the solar photovoltaic installation owner or operator's intent to install an interconnected customer-owned generator. Off-grid systems shall be exempt from this requirement.

3.6 Dimension and Density Requirements

3.6.1 Setbacks

For solar energy system installations, front, side and rear setbacks shall be as follows:

- (a) Front yard: The front yard depth shall be at least 10 feet; provided, however, that where the lot abuts a Conservation-Recreation or Residential district, the front yard shall not be less than 50 feet.
- (b) Side yard. Each side yard shall have a depth at least 15 feet; provided, however, that where the lot abuts a Conservation-Recreation or Residential district, the side yard shall not be less than 50 feet.
- (c) Rear yard. The rear yard depth shall be at least 25 feet; provided, however, that where the lot abuts a Conservation-Recreation or Residential district, the rear yard shall not be less than 50 feet.

3.6.2 Appurtenant Structures

All appurtenant structures to solar energy system installations shall be subject to reasonable regulations concerning the bulk and height of structures, lot area, setbacks, open space, parking and building coverage requirements.

3.6.3 Modifications

All material modifications to a solar energy system installation made after issuance of the required building permit shall require approval by the Site Plan Review Authority.

3.6.4 Solar Easement

An easement of direct sunlight may be acquired over the land of another by express grant or covenant, or by a solar access permit issued by the Planning Board in accordance with M.G.L. Chapter 187, Section 1A.

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Any instrument creating a solar easement may include, but the contents are not limited to, all of the following:

- 1) A description of the dimensions of the easement in measurable terms, such as vertical or horizontal angles measured in degrees, or the hours of the day on specific dates during which direct sunlight to a specific surface of a solar collector, device, or structural design feature may not be obstructed, or a combination of these descriptions.
- 2) The restrictions placed upon vegetation, structures, and other objects which would impair or obstruct the passage of sunlight through the easement.
- 3) The amount, if any, of permissible obstruction of the passage of sunlight through the easement, expressed in measurable terms, such as specific percentage of sunlight that may be obstructed.
- 4) The provisions for trimming vegetation that would impermissibly obstruct the passage of sunlight through the easement including any compensation for trimming expenses.
- 5) Any provisions for compensation of the owner of property benefiting from the easement in the event of impermissible obstruction of the easement.
- 6) The terms and conditions, if any, under which the easement may be revised or terminated.

Any instrument creating a solar easement shall be recorded in the registry of deeds in the county or district, in the case of registered land, in the registry district of the land court in which the land affected is situated.

ARTICLE 22 Voter Petition Zoning Amendment: Amend Self-Storage Facility in Aquifer Protection and Water Resource District
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To see if the Town will vote to amend Section 173-61 of the Zoning By-law by deleting the line:

AQUIFER (A)	WATER RESOURCE (W.R.)	P"
"SELF-STORAGE FACILITY	N	P"
And substituting instead		
"SELF-STORAGE FACILITY OPEN STORAGE AND BULK STORAGE	P	P
	N	N"

; or to take any other action thereto.

ARTICLE 23 Board of Selectmen/Planning Board Road Acceptance: Richard Way
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To see if the Town will vote to accept, as a Town way, the layout by the Board of Selectmen of the private way known as "Richard Way", and to authorize the Board of Selectmen to acquire by gift, purchase, or eminent domain the land, rights, and easements therein for drainage, utility, or other purposes, all as shown on a plan entitled, "Plan and Profile As-Built, Richard Way Littleton, Massachusetts", dated November 17, 2005 and prepared by Foresite Engineering Associates, Inc." said street having been constructed to the satisfaction of the Planning Board and to name said street "Richard Way"; or to take any other action in relation thereto.

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ARTICLE 24
Board of Selectmen/Planning Board
Road Acceptance: Mary Shepherd Road

To see if the Town will vote to accept, as a Town way, the layout by the Board of Selectmen of the private way known as "Mary Shepherd Road", and to authorize the Board of Selectmen to acquire by gift, purchase, or eminent domain the land, rights, and easements therein for drainage, utility, or other purposes, all as shown on a plan entitled, "Mary Shepherd Estates Open Space Development Littleton, Massachusetts As-Built Plan and Profile for Mary Shepherd Road", dated July 28, 2008 and prepared by Stamski and McNary, Inc., said street having been constructed to the satisfaction of the Planning Board and to name said street "Mary Shepherd Road"; or to take any other action in relation thereto.

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

SELECTMEN OF LITTLETON

Chairman

Clerk

Member

Member

Member

Date of Execution

A TRUE COPY ATTEST:

John M. Kelly, Constable
Town of Littleton

CONSTABLE'S CERTIFICATION

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

Attest: _____

Constable

Date: _____