Littleton Finance Committee  
September 11, 2018  
Room 103, Town offices, Littleton, Massachusetts

Members Present: Gregg Champney, Fred Faulkner, Betsy Bohling, Gary Wilson, Allen McRae, Steve Moore
Absent: Tom Porell,
Others Present: Marilyn Fedele, Bonnie Holston, Maren Toohill, Cindy Napoli, Mike Zeldin, Anne Heuston, Scott Wodzinski, Tom Clancy, Anthony Ansaldi, Matt Pinard

Meeting called to order at 7:00 p.m. by Chairman, Fred Faulkner

Master Plan Implementation Committee – Mike Zeldin  
Housing – The Planning Board is making a great effort to provide boundaries and pricing criteria for elderly housing. Historical Survey – the survey has been completed and will be incorporated as needed. The costs for the Town Master Plan are being incorporated into the Town budgeting process. It is in the capital plan. 
Space Needs – Just getting started with the space needs at the Town Office building. Making available options for what can be done now and later – conflicting needs. Littleton Town Common – sewer and above ground. Above ground is zoning and people. The sewer is ready for design study. Many property owners have expressed an interest in being hooked up to the system. Can spend money on doing a design. Without the design you cannot build anything or make best uses of the resources. This is a road map to the future. 
Above Ground – This has to be coordinated with other parts of the Town. Beginning to do the process of zoning. The Common is already zoned for multi-use and mixed use. 
Littleton Common Work Shop – Presented a number of types of scenarios. There is interest in revitalization of the Common; the need for infrastructure improvements. Economic Impact – The sewer will be an economic benefit to Town tax revenue is moderate; diversified housing can be available; a place with amenities.

The Town is using Euclidean Zoning. There is another kind of regulation zone based coding; community control; benefits community control; what the buildings would look like; parking, façade, etc.

$140K for the total contract, spent $47K and have about $93K, but $60K will be going out as soon as possible. Somewhere between $33K and $15K is left in the budget. The estimate for zoning is $33K. Mike’s concern is to make sure we have enough public workshops. MPIC is looking for $42K.

The Town is in this for $82K, what is the next step? What are you coming back for in May? Mike does not know. Once they have the zoning in place, they will revitalize the Common.
Steve -- Do you have any mechanism to control scope creep? How do you limit that? MPIC is planning the next 2 events – going before the Planning Board and another public forum. Betsy – What is the deliverable of the $42K? The zoning regulations, photos, an accompanying text. Al – If the sewer project does not work, then this will not work? It would be very difficult to implement.

**SRO and Police Updates – Matt Pinard**
The Police Department wants to hire a second SRO for our district. In 2004 went out for a school grant for 5 years, then the Town had to pick up a portion of the cost. Our population was 8400; now it is over 10K total for only one SRO funded by the Police Department. The reason is the need is there and we are lacking getting involved in the youth and younger age. 90% of the time the current SRO is at the High School. We want to get to the younger kids at a very young age so that they can see that the SRO is human.

Leave the officer in the High School and also Shaker Lane. The second officer would be put into the Middle School, Russell Street, and Tiger’s Den. He would be teaching a new course “Project and Learning”. He would have 80 hours of training, 40 hours talking to kids and 40 hours of Juvenile Law. That officer would be involved in the traffic program when they are not in the schools.

It would be $55K to $60K to replace the officers and 30% for benefits for the new officer -- $80K. The budget impact is annualized, and would be between $90K-$100K. Would like to have the SRO as soon as possible; this will be on the agenda for the September 24 BOS meeting for the Town and School Department to share the money so that it could be done earlier. It is important for the BOS and the School Department to find the money to go forward.

**Fire Department Ladder Truck – Scott Wodzinski**
The ladder truck has been on the capital list for the last 3 years. Looking for this one for the next 25-30 years. Applied for the AFG grant, but have not heard anything yet. The manufacturer has 4 ladder trucks in production and one of them meets the majority of what we are looking for – it is a demo. This one comes off-line the first of the year at a cost of $1,010,253. If this comes forward in the spring. A spec model would be $1,200,000. It takes 18 months to build. The advantage of going to the demo is it meets our needs and saves us $200K or $300K and would be available in the first quarter and saves us money. It is a demo and they are building it to their demo spec, but we have the ability to put a hold on it. This is an opportunity to take a truck right off the line that is supposed to be doing shows.

Bonnie’s funding recommendation – Have about $609K in potential one time available funding; would save $201K for signal upgrades at the High School, $42K for MPIC, and $801K balance for the ladder truck demo. Would be short $440K and would rather issue a short term note and pay it off in two or three years. We know we have building and
facility needs that are on the horizon. Would rather not take money out of the capital stabilization fund.

Is there a truck that is going to be retired when this one comes on line? The current 30-year old latter truck being replaced has to be scrapped if we get the grant. There is a potential to get $10K-$15K. We are in good shape equipment wise and not looking to adding anything.

$201K for traffic lights by the High School. The State is allowing us to do this, but are not paying for this.

Warrant
Article 7, Transfer 74 Whitcomb Avenue Property from the Highway Department to the Water Department for the new treatment facility. The question is what can the Highway Department and LELWD do to alleviate the storage problem for what they have in there?

Article 1 -- No bills of prior years.
Article 2 – FY2019 budget amendments – covered under the ambulance funds. Fred F asked when Bonnie would have numbers; she will not see anything till December. Then she should start looking at a quarterly report.

Support of the VFW – can pay for operational costs. Looking at a targeted support. This Post is not just Littleton. Is anyone talking to the other towns for support since this Post covers them?

Article 3 – Bargaining for the Fire Fighters Union – the funding was reserved.
Article 4 – can this tax be earmarked for a special project?

Reserve Fund Transfer Request for the Highway Department for cross-over training prior to Jimmy Clyde’s retirement – there is a $9670 shortage, looking for $8K. Put it into that line item for that job so that it could not be spend on anything else. Hire the guy at a lesser rate and would be overspending for a month.

Gregg Champney moved to approve the $8K Reserve Fund Transfer, seconded by Gary Wilson. Motion carried.

Member Updates
Gary Wilson is on the Town Administrator Search Committee along with Anita Harding; Chaser Gerbig is the BOS member and chair; and Mike Fontanella from the School Committee. They are going outside. They have a gentleman coming in and doing an Assessment Center to see if it would be a benefit. The job description is updated and the language will be adjusted. It is a very aggressive timeframe; want to announce by the first of October and in November resumes and interviews. Would like to have someone in before January 21. Believe there will be a good pool.
Betsy attended her first CPC meeting. They are just getting started. The bath house for Park & Rec is on their agenda. We have not paid the dues to the CPC coalition.

Fred – a brief update on the sewer – the capital cost is in the $27,000,000 range; we should not bank on $6M-$7M in grant money, $3M of that from Jamie Eldridge. Keith is staying right on top on this one, working with the Economic Development in Boston and how much they are willing to release and what period of time. Add up all the grants that we could possibly get; it would be in the $9M-$10M range. This is a business that we would be running. The business group and the economic development group are in contact.

Gregg Champney moved to adjourn at 9:22 p.m., seconded by Gary Wilson. Motion carried.

Respectfully submitted,
Marilyn Fedele