

**BOARD OF SELECTMEN MEETING
MONDAY, DECEMBER 14, 2015
ROOM 103, TOWN OFFICES
37 SHATTUCK STREET, LITTLETON, MA 01460**

6:30PM OPEN SESSION

PRESENT: Acting Chair Melissa Hebert, Paul Avella, Charles DeCoste and Joseph Knox. Absent was James Karr

Acting Chair Melissa Hebert called for the Pledge of Allegiance followed by a moment of silence in honor of Sergeant Luke Joseph Edward Carreiro, United States Army, of Westport, MA who died while serving his country at the Army Military Base in Fort Bragg, North Carolina on December 2, 2015 and in honor of Sergeant Robert Dakin, United States Army, who was listed as Missing in Action while fighting the enemy in North Korea on December 12, 1950 and later declared Killed In Action. The Sergeant will be buried with full military honors on December 12, 2015.

MAIL PACKET

1. Littleton High School Bistro Open House will be on Wednesday, Dec. 16th at Littleton High School from 9:30 AM to 1:30 PM
2. FY 2017 property tax rate recap approved by Department of Revenue on 12/11/15.

EAGLE SCOUT PRESENTATION:

The Board of Selectmen met with Littleton resident Donald Long regarding a proposed Eagle Scout project to construct a physical fitness obstacle course for the Police Department similar to the Physical Aptitude Test necessary to enter the Commonwealth of Massachusetts Police Academy System. The obstacle course will have regular fitness stations for men and women of the department to utilize including an area for the Police K-9 Unit. The course could also be utilized by the Student Police Academy. The Littleton Police Explorers will provide assistance with the building and maintenance of the course.

Also present was Police Chief Matthew King who spoke in favor of the project and requested that the Board of Selectmen allow the Police Department to move forward with the project. All required permits and town related approvals will be completed to include DIG Safe.

Project funding will be donation based. LELWD has already donated poles towards the project.

The Board of Selectmen thanked Mr. Long for his dedication and his willingness to assist the Littleton Police Department.

FY 2017 OPERATING & CAPITAL BUDGET UPDATES:

AAFB Bonnie Holston provided an update on the status of the operating budget as currently being planned for FY2016 and two (2) budget scenarios for FY2017 based on Level Staffing and Mission Budget requests.

The Board of Selectmen to hold a joint meeting with the Finance Committee and School Committee on Tuesday, December 15, 2015 at 7 PM to discuss the FY 2017 operating and capital budgets.

Level Staffing Budget - To increase total spending by \$1,672,470 ó or 3.79% over FY2016, leaving a surplus of \$216,056 that could be earmarked for additional reserves or savings if the level Staffing directive were followed. The Level Staffing budget as presented would increase the Town Operating Budgets by 3.57% or \$277,747. This would include all Step increases that may be due as well as a 2% COLA.

The Littleton School Department Level Staffing appropriation is currently budgeted at a 4% increase of \$690,000. The actual impact of the actual level staffing will be analyzed after the data is presented by the School at the December 15th joint meeting with the Finance Committee and Board of Selectmen.

The Technical School Assessments are budgeted at a 31.46% increase - or \$155,552. FY2016 Student Population was 33 resulting in an assessment of \$474,448 ó or approximately \$14,377 per student. An increase of just 10 students would equate to the amount budgeted for an increase.

Debt services is budgeted as required with a \$210,637 increase ó or 5.34%, and includes the new Roadway Debt payments for New Estate and Nagog Roads as previously planned.

Fringe Benefits is budgeted at an overall increase of \$588,779 - or 8.62%, and includes fiscal policy adjustment increases for OPEB as well as Health Insurance estimates based on current enrollment data.

This Spending plan would also allow for Capital Plan expenditures of \$2,095,008 for Capital or Capital Reserves (such as Capital Stabilization, or Debt Exclusion Stabilization accounts), as well as appropriations required to General Stabilization under our Financial Policies.

Mission Budget - Based on current projections, the Town has an additional \$1,852,662 in available funds in FY2017 over FY2016 ó or a 4.2% increase in available resources. The Mission Budget as requested represents a spending plan increase of \$3,464,163 ó or 7.85% over FY2016. This would result in a total deficit of \$1,490,319. The Mission Budget represents an estimated Full Time Equivalency (FTE) staffing increase of 14.66 to include both the Town and School departments. The Mission budget would increase the Town Operating Budgets by 11.40% or \$887,171. This would include all Step increases that may be due as well as a 2% COLA for all existing and proposed employees.

The School Department had informed the Finance Committee and the BOS on November 15th that their FY2017 appropriation increase request would be \$1,248,000 ó or 7.23%. This increase would cover the Steps/Lanes and COLAø for LEA Teachers, the addition of two teaching positions, increases in SPED out of district costs and other associated increases as detailed previously.

Fringe Benefits have been adjusted to account for new staffing additions proposed, and would increase by \$867,829 ó or 12.7% over FY2016. Other Charges would be increase to support a \$268k larger appropriation for Roadway repairs than the level staffing based on increasing demand for repairs.

PUBLIC INPUT / MEMBERS' UPDATES

LIBRARY TRUSTEES: BUILDING PROJECT UPDATE:

The Board of Selectmen heard a presentation from the Library Trustees on the status of the library building project.

Article 11 of the May 5, 2014 Annual Town Meeting authorized the Library Trustees to proceed with a feasibility study to examine the options of expanding / renovating the Reuben Hoar Library or building a new facility.

Dermady Architects hired in April 2015 to complete a Community Needs Assessment.

Library patrons, staff and the community were surveyed and found they were concerned with the following. Community Survey Participants Survey completed online and through in person focus groups.

- Poor access for people with disabilities including (height & width of stacks are difficult for those with disabilities)
- Families with young children felt access to the library was poor due to the shared elevator requiring a key, limited space for programming in the children's area and overcrowded book shelves.
- Many felt the library could be more attractive with more access to technology, better lighting and furniture.
- Library should be a community center which accommodates all age groups with space to accommodate diverse programming and a Young Adult area (i.e., more meeting spaces, and small group study rooms)
- Keep library centralized (near the Town Hall and C.O.A./Park and Rec)
- Library staff were friendly and knowledgeable.
- More activities for the whole family/community.
- Teen area could use a wall or partition to control sound with a dedicated area for study.

Survey Demographics: 76% Female 24% Male, Age groups: 1% Child (up to 12), 3% Teen (13-19), 72% Adult (20-54), 24% Senior (55+) 41% of respondents used the library once a week or more, 34% used it once a month, 21% a few times a year and 4% less than once a year.

Existing Library Space:

Ground Floor ó 5,755 square feet

Main Floor ó 6,603 square feet

Third Floor (Children's Room) ó 2,819 square feet

Total ó 15,177 square feet

Library Entrance ó 627 square feet

Library Collections (all materials) ó 3,429sq ft

Reader Seating Areas ó 3,429 square feet

Children's Area ó 2,549 square feet

Teen Area ó 596 square feet

Special Purpose (meeting rooms, study)-1,581

Library Staff Areas ó 1,267 square feet

The presentation included proposed options to renovate and/or expand the existing library or construct a new two story building on another town owned parcel.

The Library Trustees have requested that the Board of Selectmen vote to establish a library site selection advisory committee to advise the library trustees on potential sites for a new library.

Construction Grant application due to MBLC by January 2017.

AAFB Bonnie Holston was asked to prepare a fiscal analysis showing the total current debt. It's been the goal of both the Board to stabilize total debt service at a level of no more than \$2.5 million per year and only take on new debt as enough old debt retires. The Fire Station Project has been slated for construction funding in May 2017 and design in 2016. The impact of this debt would not come on in full until FY 2020. The cost estimate for the library project is \$8-million. \$4-million would need to be funded by the Town and the other half paid by the state grant. The fiscal analysis of debt service indicates that the Town could not take on additional debt until May 2020.

Melissa Hebert requested more information outlining the critical problems and suggested putting together a list of potential short-term solutions.

Paul Avella motioned that the Board of Selectmen vote to establish a library site selection advisory committee to advise the Library Trustees on potential sites for a new library facility, for consideration in its feasibility study of options; with membership thereon to include members from the Library Trustees, Permanent Municipal Building Committee, Board of Selectmen, Planning Board, Board of Health, Conservation Commission, and Finance Committee selected by said boards; plus two at-large community members. The motion was seconded by Charles DeCoste. VOTE: 4:0

MGL C. 61B - KAYE PROPERTY, GRIMES LANE – Host Community Agreement

Also present were David Guthrie /Developer and Attorney Joseph Hawkins representing the Seller.

The Board of Selectmen and Planning Board met on December 10, 2015 to discuss the adjoining of the Kaye and Durkee properties. The Planning Board is amenable to the Board of Selectmen entering into a host community agreement providing for the donation of 11 acres of the western portion of the Kaye property, including a 6-foot strip along the adjoining Herget property to the north. The HCA will also contain language to waive the Town's right-of-first-refusal under MGL Chapter 61B, which expires on December 29, 2015.

The developer has also expressed a willingness to discuss with the Planning Board and the Board of Selectmen making a portion of the southern piece of the Durkee property available for commuter rail parking.

Paul Avella motioned that the Board of Selectmen vote to enter into a Host Community Agreement (HCA) with David A. Guthrie, Christopher Finneral and Grimes Road, LLC (öDeveloperö), along with their successors and assigns, relative to the Kaye Property (Assessor's Map R-08-13). The motion was seconded by Charles DeCoste. VOTE: 4:0

MGL C.61A – BENNETT ORCHARD LOTS 1, 2 - Right of First Refusal

Notice of Intent to Sell sent to the Town received November 10, 2015. Town has 120 days within which to act (i.e., by March 18, 2016). On June 27, 2015, the Board had waived the right of first refusal for Lots 6 and 7 (2.04 acres for \$330,000).

Paul Avella motioned that the Board of Selectmen vote not to exercise the Town's right of first refusal under MGL C.61A,§14 to acquire Lots 1 and 2, as shown on the definitive subdivision plan for Bennett Orchard, Oak Hill Road & Whitcomb Avenue & Sanderson Road, totaling 2.6 acres for a bona fide offer of \$380,000. The motion was seconded by Charles DeCoste. VOTE: 4:0

FIRE CHIEF: FEMA AFG Assistance to Firefighters Grant

The Board met with Fire Chief Scott Wodzinski. The grant application deadline is January 15, 2016. The grant is awarded would replace the SCBA equipment which is one of the items listed in the Fire Department's FY 2017 Capital Improvements Plan. A local match of 5% is required.

Paul Avella motioned that the Board of Selectmen vote to authorize submission of a grant application to the Federal Emergency Management Administration (FEMA) under its Assistance to Firefighters Grant (AFG) program for \$300,000 for replacement of self contained breathing apparatus (SCBA) for the Littleton Fire Department, with a local match of \$15,000. The motion was seconded by Charles DeCoste. VOTE: 4:0

PRCE: Establish Youth Sports & Camp Scholarship Program Gift Fund

PRCE Director Alicia Day provided a brief presentation regarding the need to provide scholarship funds for Youth Sports and Recreational programming. The number of sports scholarships given out from 2014 to 2015 has risen 57%. The scholarship fund provides an opportunity for all youth to play sports or have access to enrichment programming no matter their socioeconomic status. This fund would provide a financial solution to the problem of scholarship absorption. Where individuals are enrolled with no payment received to the organization. This can greatly affect yearly budgets.

The Mighty Oak Fund was founded in 2013 and is a non-profit organization created to honor the memory of Bob Chrenc to help those in need by providing assistance for youth educational and health programs while raising awareness for diabetes.

Total yearly donation of \$8,500

- " \$4,400 to be designated to Sport Programs
- " \$3,500 to Camp Tahattawan
- " \$600 to the rest of Park & Rec programs

The Mighty Oak Fund will reserve the right to make adjustments to donation amount and to where funds are distributed

Sports Program Caps

- " Soccer \$850
- " Baseball/Softball \$800
- " Basketball \$475
- " Lacrosse \$375
- " Flag Football \$150
- " Tackle Football \$850
- " Ice Hockey \$450
- " Wrestling \$150
- " Cheer \$150

Scholarship fund's fiscal year will operate December to November. Donation check will be accepted and presented in December to start that fiscal year. The scholarship application process and filing that is currently used at PRCE, will also be used to enroll applicants of this fund. All applicants for the use of this fund must be a Littleton Resident. Annual Meeting will take place early in December to discuss any adjustments and fund activity. Park & Rec Director and Trustee of Mighty Oak Fund must be present. Park & Rec will provide a semi-annual statement of activity to The Mighty Oak Fund. The Mighty Oak Fund may request a activity statement at any time. Park & Rec will provide The Mighty Oak Fund - Scholarships given in total, dollar amount of each scholarship, and which program scholarships were given to. Park & Rec will not release any personal information on the applicants (enrolled or not) to The Mighty Oak Fund. At the end of the Fiscal Year, all remaining funds in the account will be donated to Park & Rec. Park & Rec will discuss the use of remaining funds with The Mighty Oak Fund. The Mighty Oak Fund may offer suggested ideas of these funds use, but Park & Rec will make the final decision.

Paul Avella motioned that the Board of Selectmen vote to approve the request of the Park & Recreation Commissioners pursuant to MGL C.44,§53A, to receive and deposit a donation of \$8,500 from The Mighty Oak Foundation into a special gift fund to be used without further appropriation by said Commissioners for a youth sports and camp scholarship program. The motion was seconded by Charles DeCoste. VOTE: 4:0

ANNUAL LICENSE RENEWALS FOR 2016

Paul Avella motioned that the Board of Selectmen vote to approve the annual renewal of licenses for Class I and II, common victualers, automatic amusement devices, entertainment, and lodging house licenses for calendar year 2016 as follows:

CLASS I - New Car Dealer License: (1)

1. Acton Toyota of Littleton, 221 Great Road

CLASS II Used Car Dealers License: (7)

1. Miller Automotive Services Inc., 2 Harvard Rd
2. Paul Routhier, 256 Ayer Road
3. Advantage Automobile Investments Inc., 677 Great Road
4. Rayø Classic Cars, 182 Hartwell Ave
5. Triumph Modular , 83 & 194 Ayer Road
6. Great Road Auto Sales, LLC, 221 Great Road
7. JL Realty Holding LLC170 Ayer Road

COMMON VICTUALER LICENSES (31)

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| 1. Tedeschi, 12 Jennifer Street | 16. Dunkin Donuts, 460 King Street |
| 2. Littleton Sub Shop, 486 King Street | 17. Dunkin Donuts, Great Rd Shopping Center |
| 3. Kalevaisit Civic Association, 8 Kaleva Road | 18. Subway, 287 Great Road |
| 4. Fallonø Wine & Spirits, 3 Taylor Street | 19. Dippin Donuts, 256 Ayer Road |
| 5. Donelan's Supermarket Inc., Great Road Shopping Plaza | 20. Littleton Café, 341 King Street |
| 6. Archer's Mobil Inc., 500 King Street | 21. Littleton Liquors, 320 Great Road |
| 7. Yangtze River Restaurant, 584 King Street | 22. Shell Travel Plaza, 25 King Street |
| 8. Chip Shots Pub, 245 Ayer Road | 23. Citgo, 256 Ayer Road |
| 9. Common Convenience, 5 Stevens Street | 24. Littleton Café, 305 Foster Street |
| 10. Pizza Express, 653 Great Road | 25. Starbucks Coffee, 506 Constitution Ave |
| 11. Energy Store #04023, 460 King Street | 26. Market Basket, 301 Constitution Ave |
| 12. VFW Post # 6556, 21 Taylor Street | 27. Lazkaya, 601 Constitution Ave |
| 13. Minuteman Campground, 264 Ayer Road | 28. Moeø Southwest Grill, 607 Constitution Ave |
| 14. Acton Toyota of Littleton & Acton Scion 225 Great Road | 29. Great Road Kitchen, 613 Constitution Ave |
| 15. Dunkin Donuts, 25 King Street | 30. Masala Bay, 501 Constitution Ave |
| | 31. Marriott Hotel, 102 Constitution Ave |

AUTOMATIC AMUSEMENT LICENSES: (3)

1. VFW Post 6556, 21 Taylor Street - 3 automatic devices
2. Minuteman Campground, 264 Ayer Road - 8 automatic devices
3. Chip Shots Pub, 245 Ayer Road - 5 automatic devices

7-DAY ENTERTAINMENT LICENSE : (1)

1. Chip Shots, Inc. 245 Ayer Road

LODGING HOUSE LICENSE : (1)

1. Lyttleton Inn, 423 King Street

The motion was seconded by Charles DeCoste. VOTE: 4:0

MINUTES ó There were no minutes for approval

Paul Avella motioned that the Board of Selectmen vote to adjourn the meeting. The motion was seconded by Joseph Knox. VOTE: 4:0

MEETING ADJOURN