

**Littleton Finance Committee**  
**Approved Meeting Minutes**  
**September 22, 2015**  
**Room 103, Town Offices, 37 Shattuck Street**

Members Present: Betsy Bohling, Fred Faulkner, Steve Moore, Paul Glavey, Allen  
McRae, Tom Porrell  
Others Present: Marilyn Fedele, Bonnie Holston, Sam Alvarez  
Absent: Greg Champney

Meeting called to order at 7:01 p.m. by Chairman, Betsy Bohling

Library Building Update

Currently in the planning and design phase. . What are the reasons for the new Library?  
Create more space for materials; renovate the Library; the elevator is not ADA  
compliant; have a shared lift from the main entrance; more programming space,  
children's room and young adult area, create more space for story hour. Our technology  
needs are part of this renovation; WiFi and computer space, space for instruction, people  
to sit down and use a tablet or laptop.

Next step is to hire an OPM – received \$40K from the MBLC and \$20K from the Town.  
Hired an architect to create a schematic design. Created 2 designs – one a renovation and  
addition and the second to create a new Library. Under MBLC – the Library Trustees are  
to make the choice of a new Library or renovation. Apply for a construction grant in  
January 2017. Expect provisional grant approval or waiting list placement by mid-July  
2017. The grant will cover either option. The dates are defined by the State.

We are pretty much on track. Fred asked if any of the consultants have any feeling as to  
how we would fare against other libraries also requesting building funds.. They all think  
that the elevator is a key issue. Paul asked what is the role of the Trustees in providing  
input? What is your internal plan for assessing which way to go? The Trustees will look  
at the plan. We have to make a decision. We will not do it in a room by ourselves. They  
will open it up to meet the timeframe. We have not seen enough of the schematic to  
make a decision.

PMBC has been involved in this. We have considered expanding off the back, and  
another to go over the Morgan Property if we move from the current facility. The  
Morgan Property is off the beaten path – there are pros and cons both ways; it was also  
part of a deal with the Prouty land to stay as conservation land. There are no plans to  
take over any space in the Town Hall.

Time frame; would have a schematic design by next summer and would have 6 months to  
go about the Town. Would be working the Town before that. Bonnie – it would be  
helpful to show this timeline to the Board of Selectmen.

Steve – one of the considerations is the floor loading capacity and if it is adequate as it is. The architect needs to get copies of the existing drawings. Fred – Library vs. a Media Center. Is that more in line with what you are thinking? There will always be books that people will want to hold. Does it mean there would be more of a media center and less of a classical library? It is to make sure that the Library is flexible by the MBLC. It will be a balance of the two and keeping the library as flexible as possible.

Betsy recommended that you get on the Board of Selectmen's calendar. Fred told Sam to keep us in the loop – project ballpark of what the cost might be; the sooner the better.

#### Budget Update

FY'16 Operating Budget in balance, has a small surplus of \$149,425. The bulk of this is from excise taxes.

Two capital projects have been bid at least 3 times each and each bid received was in excess of available funds. The fuel facility will need a \$111K supplemental appropriation. The facility is not in compliance as it stands. LELWD paid \$270K total. This is a \$600K project that the Town is paying \$350K. LELWD committed \$300K and they reaffirmed that amount.

The COA kitchen will need an additional \$38K to get a stove replaced and some cabinets. Two bids came in today, one is really good. Just have to look at the certification; we are within the dollar. The COA took a vote to stay here in this building. The work they are doing now just addresses the code violation.

#### FY'17-21 Budget

Focus on the 5-year window. Two scenarios – level staffing and a mission budget. Bonnie will set up an electronic version of the budgets to review. The dates are from the adopted Financial Policy. Growth is based on what we have in the pipeline right now.

Capital Planning – the Fire Station replaces the Shaker Lane debt. Paul asked if we could salt away money for future projects. Yes, earmarked.

Overlay Surplus – budget an amount for abatements; if you don't spend it, you can release that amount and spend it. If not appropriated by June 30, it goes over to undesignated. Bonnie included the 2013-2016 comparison. Bonnie also included the 5-year projection through 2021.

Budget and capital planning calendar – will be reviewed at the next meeting.

Bonnie would like to get some dates for the financial policies.

Top 50 Taxpayers list was presented.

Stormwater – new requirements coming. The sooner we can understand who will manage the Stormwater Program, the better for us. It could require one to two people to do all the reporting, but full compliance will be over a period of years.

Warrant – the warrant is in final form. The explanation is in draft form.

Article 4 – highway increased to cover the wages for the Transfer Station. They are raising fees to pay for that. Also, an engineering component for the Highway Department is included in this \$54K figure. The funding for that would be from the roadway budget (some of the construction oversight could be brought in-house). Seems we are hiring outside of the budget process.

Article 5 – increase in the adjustment to the stipend. Incremental \$600 for NARCOM.

Article 7 – launching the Educational TV Channel – this will provide live streaming.

Articles 8, 9, and 11 are placeholders.

The Board of Selectmen meet on the 5<sup>th</sup>. We will meet on the 6<sup>th</sup>.

Chapter 61 Properties, the chart has been put together with the Board of Assessors. Chapter 61 went up; 61A has gone down in acreage; Chapter 61B has gone up. Overall 1600 acres to 1577. Forestry went up to 179 acres to \$7M. What are the big properties? Durkee, they withdrew some of the Chapter 61; did not need to allow the Town the first right of refusal. They followed all the steps. We might want to draft some procedures to allow the assessors to notify the BoS that someone might want to sell their property. Grimes did everything. The Kaye property – received formal approval notice that they are requesting our right of first refusal. We have 120 days to act on our right of first refusal.

If it goes forward, and the BoS chose to go forward in the March-April timeframe, we would have a Special Town Meeting for the Kaye property. Couper is the same as the main property to focus on. We are in a holding pattern till the end of next year. They are not going to enroll in Chapter 61. We do not have a bona fide offer. If we do not get a bona fide offer, our right would expire June 30, 2017. The only thing that would move that up is if we got a bona fide offer. The Purchase & Sale agreement is good till September 2016.

Betsy – what is 61B recreation? Believe that is walking trails that are open to the public. Horse farms are there. They are open to the public. It is important to set criteria. There are 1600 acres out there.

Minutes

Paul Glavey moved to approve the minutes of August 18, 2015, as corrected, seconded by Fred Faulkner. Motion carried.

Next meeting Tuesday, October 6, 2015

Paul Glavey moved to adjourn at 8:50 p.m., seconded by Allen McRae. Motion carried.

Respectfully submitted,  
Marilyn Fedele