



Metropolitan Area Planning Council

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February 4, 2009

Keith A. Bergman, Town Administrator
Town of Littleton
37 Shattuck Street
Littleton, MA 01460

Subject: Agreement for use of Technical Assistance Funds

Dear Mr. Bergman,

The Metropolitan Area Planning Council (MAPC) was pleased to receive a proposal from the Town of Littleton for MAPC to provide assistance to the Town under the District Local Technical Assistance Program. We are particularly interested in this project since it will continue and coordinate with the ongoing planning project which MAPC is undertaking for the Town.

I am writing to inform you that I have selected the Littleton proposal as a project that I am very interested in seeing move forward. I am hereby directing my staff to work with you to develop a scope of services that will provide details to expand upon the proposal that was outlined in your letter of December 10, 2008. Assuming that a satisfactory scope and timeline can be worked out, the project will then be able to proceed.

Related to the project timing, we do not think there is sufficient time between now and the close of your Spring Town Meeting warrant to undertake the public process, prepare draft bylaws, work with the Planning Board to review changes to the drafts, and complete the preparation of a bylaw for the warrant. We therefore suggest that this project be placed on a timeline that would yield a final product by September, in time for a Fall Town Meeting.

The MAPC staff looks forward to working with you to implement this program.

Sincerely,

Marc D. Draisen
Executive Director