



**Town of Littleton
Select Board
AGENDA**

January 12, 2026 at 6:30 PM

Littleton Town Offices – 37 Shattuck Street, Room 103

Notice of public meeting as required by M.G.L. Chpt.30A §18-28

Public meetings may be broadcast live, streamed live, or recorded for later playback on LCTV and/or the Internet. PARTICIPANTS/ATTENDEES ARE REMINDED THAT BY JOINING THIS MEETING THAT YOU CONSENT TO YOUR LIKENESS AND AUDIO BEING USED AND REBROADCAST BY LCTV. If attending virtually, please identify your screen name with your full name. This is to protect the integrity of the meeting. Attendees of all public meetings should be aware of Massachusetts Recording Law M.G.L. Ch. 20A §20 (f) if they are personally considering recording any part of a meeting or a meeting in its entirety. The listings of matters are those reasonably anticipated by the Chair 48 hours before said meeting, which may be discussed at the meeting. Not all items listed may be discussed. Items may be taken out of order and differ from those listed below. Other items not listed may also be brought up for discussion to the extent permitted by law.*

6:30 PM	1. Organization / Pledge of Allegiance / Read Mail
6:35 PM	2. Department/Board Updates and Requests <ul style="list-style-type: none">A. Public Works – Request Approval to Incur Expenses in Excess of the Available Appropriation for Snow and Ice Removal for Fiscal Year 2026B. Human Resources – Request Approval for the position of Office Coordinator in the Department of Elder and Human Services on Compensation Plan Schedule A at Grade 9
6:40 PM	3. Public Input/Members' Updates <p><i>Public Input will last for 10 minutes, and speakers are allowed to speak for no longer than 2 minutes. Speakers addressing the Select Board are required to do so from the podium and provide name and address for the record, and all comments must be made through the Chair.</i></p> <p><i>The Select Board will also provide updates, as warranted, on the following projects:</i></p> <ul style="list-style-type: none">• Littleton Town Center Sewer Project• 550 King Street Development• Nagog Orchard• Massachusetts School Building Authority - Shaker Lane Elementary School• Closure of Nashoba Valley Medical Center• Charter Committee
6:50 PM	4. Appointments <ul style="list-style-type: none">A. Appointment of Nicholas Hamilton as Director of Veterans Services for a 3 year termB. Appointment of Sam Hayes to the Finance Committee for a term expiring June 30, 2027
7:00 PM	5. Select Board Discussions <ul style="list-style-type: none">A. Update of Draft Town Common PolicyB. Development of a Traffic Calming PolicyC. Development of a Policy Governing Use of Town Counsel for Citizen PetitionsD. Select Board discussion and vote on appointing designee to the School Union Contract negotiationE. Select Board discussion regarding Town Meeting survey
7:40 PM	6. Town Administrator Update

7:45 PM	7. Minutes A. Approval of Meeting Minutes for December 22, 2025
7:50 PM	8. Executive Session A. To enter executive session pursuant to G.L. c. 30A, § 21(a)(7): “to comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements,” for the purpose of reviewing the executive session meeting minutes of December 8, 2025, determining whether to approve the minutes, and considering whether they should remain withheld under the Open Meeting Law, G.L. c. 30A. The Board will not reconvene after the Executive Session.
8:00 PM	ANTICIPATED ADJOURNMENT

**After notifying the chair of the public body, any person may make a video or audio recording of an open session of a meeting of a public body, or may transmit the meeting through any medium, subject to reasonable requirements of the chair as to the number, placement and operation of equipment used so as not to interfere with the conduct of the meeting. At the beginning of the meeting, the chair shall inform other attendees of any recordings.*



Littleton Select Board
AGENDA ACTION REQUEST
January 12, 2026

1

MAIL

Requested by: James A. Duggan, Town Administrator **Action Sought: None anticipated**

Proposed Motion(s)

None are anticipated at this time.

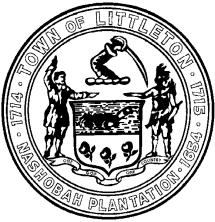
Additional Information

Included in the Board's packet is:

1. Current Openings on Town Boards
2. Civic Ready Notification
3. Select Board Office Hours
4. Plow Contractor Advertisement
5. Annual Report Cover Contest Announcement (Deadline Extended)
6. Annual Report Call for Photos
7. Sand for Seniors
8. Xfinity Letter

Board Action

None anticipated.



TOWN OF LITTLETON

PUBLIC NOTICE

CURRENT VACANCIES ON TOWN BOARDS

Applications are invited from residents of the Town of Littleton for the following Town board positions appointed by the Select Board. Application forms are available online at <https://littletonmaboard.vt-s.net/newcaf.php> or at the Office of the Select Board/Town Administrator - Town of Littleton, 37 Shattuck Street, Littleton, MA 01460. Application submissions will be accepted and interviews/appointments will be made by the Select Board on a rolling basis until the positions are filled.

APPOINTED BY THE SELECT BOARD:

- **AGRICULTURAL COMMISSION**
 - One (1) citizen-at-large - term expiring June 30, 2027
 - One (1) citizen-at-large - term expiring June 30, 2028
- **COMMITTEE FOR THE EXPLORATION OF REAL ESTATE TAX RELIEF FOR SENIORS**
 - One (1) member – term expiring June 30, 2027
 - One (1) members – term expiring June 30, 2028
- **ECONOMIC DEVELOPMENT COMMITTEE**
 - Two (2) members – No expiration date
- **FINANCE COMMITTEE**
 - One (1) member – term expiring June 30, 2027
- **MASTER PLAN IMPLEMENTATION COMMITTEE**
 - One (1) member - term expiring June 30, 2028
- **PERMANENT MUNICIPAL BUILDING COMMITTEE**
 - One (1) member – term expiring June 30, 2029
- **PERSONNEL ADVISORY COMMITTEE**
 - One (1) member – terms expiring June 20, 2028
- **SUSTAINABILITY COMMITTEE**
 - One (1) member – term expiring June 20, 2028
- **ZONING BOARD OF APPEALS**
 - One (1) alternate - term expiring June 30, 2026
 - Two (2) alternates - term expiring June 30, 2027
 - One (1) alternate - term expiring June 30, 2028

APPOINTED BY THE TOWN ADMINISTRATOR:

- **AFFORDABLE HOUSING TRUST**
 - One (1) member – term expiring June 30, 2027

APPOINTED BY LELWD (Littleton Electric Light and Water Department)

• FINANCE COMMITTEE

- One (1) member - term expiring June 30, 2028

LITTLETON SELECT BOARD

SIGN UP TO RECEIVE PUBLIC NOTIFICATIONS FOR THE TOWN OF LITTLETON!



Scan the QR Code to
register, or go to
www.littletonma.org/subscribe



COMMUNITY IMPACTS



PUBLIC SAFETY ACTIVITY



TRANSPORTATION ISSUES



TOWN MEETING CHANGES



PUBLIC HEALTH CONCERN



TOWN EVENTS

STAY INFORMED!



TOWN OF LITTLETON

OFFICE OF THE SELECT BOARD

37 SHATTUCK STREET, P.O. BOX 1305
LITTLETON, MASSACHUSETTS 01460
(978) 540-2460

Select Board Office Hours

Select Board Office Hours are scheduled for the following dates. All office hours will take place at the Reuben Hoar Library in the Historical Room unless indicated otherwise.

Friday, January 16th from 2:00-4:00 with Matthew Nordhaus

Wednesday, January 28th from 4:00-6:00 with Mark Rambacher

Monday, February 9th from 11:00-1:00 with Matthew Nordhaus

Wednesday, February 25th from 4:00-6:00 with Mark Rambacher

Wednesday, March 25th from 4:00-6:00 with Mark Rambacher

Wednesday, April 22nd from 4:00-6:00 with Mark Rambacher

Wednesday, May 27th from 4:00-6:00 with Mark Rambacher

Wednesday, June 24th from 4:00-6:00 with Mark Rambacher



DPW SEEKING SNOW PLOW CONTRACTORS FOR THE 2025-2026 WINTER SEASON



- PACKETS AVAILABLE AT THE DPW OFFICE @ 39 AYER ROAD, ON THE DPW WEBSITE OR CALL 978-540-2670 FOR INFORMATION
- RATES BEGIN AT \$100/HOUR AND UP TO \$153/HOUR DEPENDING ON EQUIPMENT
- INCENTIVE SIGN UP BONUS OF \$1,000

CALLING ALL LITTLETON STUDENT ARTISTS!



**DON'T
MISS OUT!**

DESIGN THE 2025 TOWN OF LITTLETON ANNUAL REPORT COVER

Show off your talent and help shape one of Littleton's most-viewed publications! We're inviting Littleton student artists to create original artwork for the 2025 Annual Report cover.

Guidelines

- Artwork must include a Littleton building, landmark, or landscape (Think: Town Hall, The Common, Library, Shaker Lane, orchards, farms, etc.)
- Incorporate the official Town Seal
- Artwork must include the text: "Town of Littleton, Massachusetts" and "2025 Annual Report"
- Artwork must be created by a Littleton student
- Please submit artwork in digital format

Deadline:
Friday, Feb. 13, 2026

Tips for a Winning Submission

- Highlight what makes Littleton special and recognizable
- Use bold colors or strong composition for print visibility
- Keep a clean area for title placement if needed
- Think creative, modern, and eye-catching!

How to Submit

Email submissions or questions to: lmontgomery@littletonma.org
Please include: Your name, grade, school, and contact information

What's in it for you?

- Your artwork featured on the official Annual Report cover
- Recognition at a Select Board meeting
- A certificate and well-deserved praise!

PHOTOS NEEDED FOR 2025 TOWN ANNUAL REPORT

WE ARE LOOKING FOR PHOTOS TO HELP SHOWCASE LITTLETON IN THIS YEAR'S ANNUAL TOWN REPORT!

WE ARE ESPECIALLY INTERESTED IN PHOTOS THAT HIGHLIGHT:

LITTLETON'S LANDSCAPES, PARKS, AND CONSERVATION AREAS
TOWN EVENTS AND COMMUNITY GATHERINGS

SUBMISSION DEADLINE: FRIDAY, JANUARY 16, 2026

HOW TO SUBMIT: PLEASE EMAIL YOUR PHOTOS (JPEG OR PNG) TO:
LMONTGOMERY@LITTLETONMA.ORG

WITH THE SUBJECT LINE:
“TOWN MEETING / ANNUAL REPORT PHOTOS”

THANK YOU FOR HELPING US TELL LITTLETON'S
STORY THROUGH YOUR LENS!



Need ice melt & sand mix?
Get a bucket delivered free!

SAND FOR SENIORS

LITTLETON ELDER & HUMAN SERVICES/
COUNCIL ON AGING: 978-540-2470





December 20, 2025

Select Board
Town of Littleton
37 Shattuck St.
Littleton, MA 01460

Dear Members of the Board:

As part of our ongoing commitment to keep you and our customers informed about changes to Xfinity TV services, we wanted to update you on an adjustment to the Massachusetts Sales Tax.

Effective January 1st, 2026, customers' bills will reflect an adjustment to the Massachusetts Sales Tax to include your TV converter/box. This is due to a new requirement from the Massachusetts Department of Revenue. This tax is collected by Comcast and will be remitted to the Commonwealth of Massachusetts.

Customers are receiving notice of this change on their bill. Please do not hesitate to contact me should you have any questions. For your convenience I can be reached at patrick_shearns@comcast.com.

Very truly yours,

Patrick J. Shearns

Patrick J. Shearns, Sr. Manager
Government & Regulatory Affairs



**Littleton Select Board
AGENDA ACTION REQUEST
January 12, 2026**

2A

Department/Board Updates and Requests

Department of Public Works - FY 2026 Snow & Ice budget - Incurring Expenses in Excess of Appropriation - MGL C.44§31D

Requested by: Stephen Jahnle, DPW Director

Action Sought: Vote

Proposed Motion(s)

MOVE that the Select Board vote, pursuant to MGL C.44, §31D, to approve incurring expenses in excess of the available appropriation for snow and ice removal for Fiscal Year 2026. *[Roll Call Vote]*

Additional Information

The Board is asked to approve the annual procedural vote to authorize spending in excess of appropriation for snow and ice removal. The Fiscal Year 2026 budget for Snow and Ice is \$200,000. As of January 2, 2026, \$112,802 in expenses have been incurred. MGL C. 44, §31D was amended by Chapter 218 of the Acts of 2016, An Act Modernizing Municipal Finance and Government—to provide that “Any . . . town may incur liability and make expenditures in any fiscal year in excess of available appropriations for snow and ice removal, provided that such expenditures are approved by the *chief administrative officer* . . . “ MGL C.4,§7 defines the CAO as “the board of selectmen in a town unless some other local office is designated to be the chief administrative officer under the provisions of a local *charter*”— which Littleton does not have). MGL C.44§31D previously required approval by the Selectmen and the Finance Committee. Director Jahnle may have updated expense figures for this year at the meeting.

Board Action

<i>Motion</i>	<i>Second</i>	<i>In favor</i>	<i>Opposed</i>	<i>Disposition</i>



**Littleton Select Board
AGENDA ACTION REQUEST
January 12, 2026**

2B

Department/Board Updates and Requests

Human Resources – Request Approval for the position of Office Coordinator in the Department of Elder and Human Services

Requested by: Michelle Vibert, Human Resources Director

Action Sought: Approval

Proposed Motion(s)

MOVE that the Select Board vote, to approve the position of Office Coordinator in the Department of Elder and Human Services on Compensation Plan Schedule A at Grade 9

Additional Information

Included in the packet is a memo from Liz Tretiak, Director of Elder and Human Services.

Board Action

<i>Motion</i>	<i>Second</i>	<i>In favor</i>	<i>Opposed</i>	<i>Disposition</i>



Littleton Elder and Human Services/COA
33 Shattuck Street
P.O. Box 1305
Littleton, MA 01460
Phone: 978-540-2470
Fax: 978-952-2363

To: Select Board Members

Jim A. Duggan, Town Administrator

From: Liz Tretiak, Director of Elder and Human Services

Re: Request for New Position of Office Coordinator

Date: 1/07/2026

The Department of Elder and Human Services is requesting approval to establish a newly created Office Coordinator position by approving the proposed job description and placing the position on Compensation Plan Schedule A at Grade 9. The job description was reviewed and evaluated by the Personnel Advisory Committee at their meeting on Wednesday, October 29th, 2025.

The Office Coordinator position would be a full-time (40 hours per week) position intended to support the increased administrative workflow resulting from the opening of the new building, which has led to higher participation levels and increased foot traffic across all program areas. It is anticipated that this position would be filled during the remainder of FY26.

The Department's current part-time Administrative Assistant, who works 19.5 hours per week, is scheduled to retire in April 2026. The proposed Office Coordinator position would assume these responsibilities, with a brief overlap period to allow for training and knowledge transfer.

The part-time 19.5-hour Administrative Assistant position will remain included in the FY27 draft budget and may be filled after the start of FY27. Retaining this position will support the Center's ability to expand operating hours by providing additional staff coverage for the building.

Respectfully,

Liz Tretiak, MS, CDP
Director of Elder and Human Services

OFFICE COORDINATOR – ELDER AND HUMAN SERVICES

Reports To: Elder & Human Services Director

Grade: 9

Department: Elder & Human Services

FLSA Status: Non-Exempt

POSITION PURPOSE:

Responsible for providing all administrative and office management support to the Elder and Human Services department. This is achieved through the performance of a variety of moderately difficult office tasks requiring strong written and verbal skills, data entry skills, bookkeeping skills, office management, room scheduling logistics, and relevant moderately complex financial duties associated with the office.

Also responsible for Elder and Human Services program registrations, administrative files, reports, warrants, accounts payable, accounts receivable, payroll, purchase orders, supplies, and office equipment. Works directly with customers and other municipal personnel. Perform other duties as required or as directed by supervisor.

SUPERVISION:

Supervision Scope: Perform varied and responsible duties requiring knowledge of departmental operations and activities. Exercise of judgment and initiative in completing tasks, particularly in situations not clearly defined by precedent or established procedures. May be called upon to handle a significant amount of details, each varying from the other in substance and content, requiring incumbent to approach workload with flexibility.

Supervision Received: Works under the general direction of the Elder and Human Services Director. Completes assigned tasks according to prescribed time schedules and directives. Refers cases to supervisor when necessary.

Supervision Given: Schedules, trains, assigns duties, directs, and oversees Front Desk and Second Floor Desk volunteers and Senior and Veteran Tax Work Off Participants.

JOB ENVIRONMENT:

Work is performed primarily in an office setting, except when working at program locations. Majority of work is performed in a moderately noisy work environment, with constant interruptions. As necessary, incumbent will work at special events/programs.

Operates standard office equipment.

As required make frequent contact with the general public, other town departments, and vendors. Contacts are in person, by email, by telephone, and social media and involve an information exchange dialogue about EHS programs, policies, and protocols; contacts with the public require considerable patience and courtesy.

Has access to department-level confidential and sensitive information that requires the application of appropriate judgment, discretion and professional office protocols. Confidentiality is an absolute and essential element of this position.

Errors could result in delay, reduced levels of service, and have financial and/or legal repercussions; errors with bookkeeping or department procedures could result in financial loss.

ESSENTIAL FUNCTIONS:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Serves as a primary contact to all visitors/participants at the Senior Center; manages incoming calls and requests for services, assures response to all inquiries, takes program and trip registrations, makes appointments and refers individual needs to appropriate staff members; assists with daily operation of the Center on Shattuck Street including, but not limited to, preparation of facility for meetings, providing refreshments and other daily tasks to prepare the facility for programs and events and to maintain the hospitality of the Senior Center.
- Maintain liaison with the public. Refers public to appropriate staff members in the Elder and Human Services Dept or Veterans Services Agent. Assists seniors with the completion of forms and applications containing confidential information of a personal and/or financial nature.
- Is responsible for all aspects of program registration. Takes in and processes registration forms, collects fees, and processes credits and refunds. Responsible for entering all payments in municipal accounting system, and sending payment reminders to participants. Maintains communication with instructors and ensures good public relations are established and continued.
- Prepares department payroll for EHS Director to review and approve and coordinates approved submissions to the Finance/ Payroll Department.
- Tracks and records all budgetary accounts for the department; verifies invoices and statements in a timely fashion, including ensuring proper back-up and follow-up as necessary; prepares accounts payable for submission into the municipal accounting system; tracks and prepares reports for accounts receivable; Has general responsibility to ensure invoices are charged to proper accounts, alerts Director to budgetary issues and provides any necessary financial support as needed and requested by the Director, which may include running various financial reports from the financial software and reconciling, reviewing expenditures, reviewing revenues, helping with any financial forecast and compiling financial information as needed.

- Responsible for compiling all necessary documentation for processing credit card transactions and providing that to the Director per the timelines and deadlines established by the Finance office. Works with Finance office to resolve issues with accounts payable warrants, credit card usage, and payroll questions or issues.
- Provide customer service in a professional manner. Customer service activities include, but are not limited to, processing complaints from concerned citizens, receipting various monies and payments, processing various applications, and providing general front counter assistance and telephone call coverage for the Elder and Human Services department and Veterans Services Agent.
- Schedule, train, direct, and assign roles to Senior Tax Work Off and volunteer positions. Assigns positions to volunteers as fits their skill set. Ensures daily coverage of Front Desk and Second Floor Desk through Senior Tax Workers and volunteers. Maintains time sheets and provides all statistical reports for Senior Tax Work Off and volunteer positions for the Elder and Human Services Director.
- Handle confidential correspondence and files for the Director and the COA Board
- Update yearly forms, keeps website up to date, assists with the compilation and editing of the department brochures, and marketing of programs.
- Responsible for maintaining all office equipment and supplies. May be required to process mail. Performs minor troubleshooting of office equipment and computers. Maintains inventory and orders office supplies.
- Responsible for the routine dissemination of staff-wide correspondence as directed by the Director.
- Assist in tracking staff schedules ensuring adequate building staff coverage for the Center on Shattuck Street.
- Cooperate and work with other Town departments.
- Performs similar or related work as required.

RECOMMENDED MINIMUM QUALIFICATIONS:

Education, Training and Experience:

Associates degree or work towards an associate degree plus additional education or experience in business administration preferred; and –two to three years of experience in administrative work involving public contact; or any equivalent combination of education and experience. Social Services/Senior Center experience and/or municipal experience is desirable. Experience with Microsoft Office products.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of office procedures, practices and terminology. Demonstrates knowledge of the use of office and data processing equipment, business arithmetic, American business English and spelling. Basic knowledge of bookkeeping techniques. General knowledge of local government and its operations is helpful. Knowledge of pertinent state and local laws relating to departmental operations preferred. Must have strong written and verbal communication skills, with ability to compose correspondence, meeting minutes, and other departmental materials. Strong verbal communications are essential to the position.

Ability: Ability to organize time, work independently and accomplish tasks accurately despite frequent interruptions. Ability to maintain detailed statistics and accurate clerical records. Ability to deal effectively and tactfully with the public. Ability to maintain confidential information. Ability to compose correspondence and to prepare, type, and proof-read reports. Ability to communicate effectively with the public, co-workers, other employees, departments, officials and other agencies. This position requires someone who works cooperatively and effectively with the public and other employees in a very busy and fast-paced office environment.

Skill: Superior administrative and attention to detail skills. Expertise and skill in utilizing personal computers, desktop publishing software, database, social media technology, website editing, and spreadsheet applications, excel and any financial software experience. Booking skills. Skill with MySeniorCenter software is desirable. Excellent customer service skills.

Physical Requirements:

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

While performing the duties of this job, the employee is frequently required to work at a desk; regularly convey information to employees and the public; regularly move about inside the building to access file cabinets, office machinery, and program rooms. The employee must occasionally lift and/or move objects weighing up to 30 pounds, such as program equipment, supplies, chairs, and tables. Ability to operate a keyboard and calculator at efficient speed and to view computer screens for extended periods of time.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)



**Littleton Select Board
AGENDA ACTION REQUEST
January 12, 2026**

4A

Appointment

Appoint Nicholas Hamilton as Director of Veterans Services

Requested by: James Duggan, Town Administrator

Action Sought: Appointment

Proposed Motion(s)

MOVE that the Select Board appoint Nicholas Hamilton as Director of Veterans Services for a three year term expiring January 12, 2029.

Additional Information

Included in the packet is Mr. Hamilton's resume.

Board Action

<i>Motion</i>	<i>Second</i>	<i>In favor</i>	<i>Opposed</i>	<i>Disposition</i>

NICHOLAS HAMILTON

OVERVIEW

Organizational Leadership / Emergency Management Master's Degree, Certified Firefighter, NREMT - Basic and First Responder, Greater Lowell Critical Incident Stress Management Team, District 6 Massachusetts State HazMat Team, Military Team Leader, Combat Veteran United States Marine Corps with International Deployments

EXPERIENCE

Lowell Fire Department Firefighter / EMT - Basic, CPR - First Responder	June 2022 – Present
Massachusetts State Hazardous Materials Team (On Call) HazMat Technician	January 2023 – Present
Chelmsford Fire Department Firefighter, EMT - Basic, CPR - First Responder	July 2013 – June 2022
United States Marine Corps Corporal, Fire Team Leader	July 2008 – July 2012

EDUCATION

2019 – 2021 Waldorf University – Masters of Organizational Leadership and Emergency Management

2016 – 2019 Salem State University – Bachelor of Science in Fire Science Administration

2012 – 2016 Middlesex Community College – Associate in Science in Fire Protection and Safety Technology

LICENSES, CERTIFICATIONS, AND TRAINING

<ul style="list-style-type: none">▪ National & Massachusetts EMT - Basic▪ CPR – First Responder▪ Massachusetts Driver's License, Class DM▪ Firefighter I / II▪ Fire Instructor I▪ Fire Officer I▪ Driver/Operator – Pumper▪ Driver/Operator - Aerial	<ul style="list-style-type: none">▪ Incident Safety Officer – Fire Suppression▪ Trench Rescue Awareness▪ Confined Space Introduction - IAFF▪ HazMat Technician▪ OSHA 10▪ ICS-100 / ICS-200 / ICS-300 / IS-700 (NIMS) / IS-800 (NRF)	<ul style="list-style-type: none">▪ Suicide Prevention, intervention, and Postvention▪ From Battlefield to street: One uniform to another▪ Individual Crisis Intervention & Peer Support/Group Crisis Intervention
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**Littleton Select Board
AGENDA ACTION REQUEST
January 12, 2026**

4B

Appointment

Appoint Sam Hayes to the Finance Committee

Requested by: Select Board

Action Sought: Appointment

Proposed Motion(s)

MOVE that the Select Board appoint Sam Hayes to the Finance Committee for a term expiring June 30, 2027.

Additional Information

The Select Board has one (1) vacancy to consider for the Finance Committee for a term expiring June 30, 2027.

Attached is an application from:

- Sam Hayes

The applicant has been invited to attend the Select Board meeting. Attendance is optional.

Board Action

<i>Motion</i>	<i>Second</i>	<i>In favor</i>	<i>Opposed</i>	<i>Disposition</i>



Littleton, MA

37 Shattuck Street

Phone: (978) 540-2460

Member Application Form

Good Government Starts with You

Date Submitted: December 15, 2025

Name: Sam D Hayes

Home Address: 34 Flecther Lane
LITTLETON, MA 01460

Mailing Address: 34 Flecther Lane
LITTLETON, MA 01460

Phone Number(s): [REDACTED]

Email Address: [REDACTED]

Have you previously been a member of a Board, Committee or Commission (either in the Littleton, MA or elsewhere)? No

If yes, please list the Board name and your approximate dates of service:

Current Occupation/Employer: Simmons University

Narrative: Over the past 5 years, I have been moving around New England for work. Now that my family has settled in Littleton and I want to get involved in local government. I am a political science professor specializing in American Government. I earned my PhD in American Government at Boston College in 2022. I would like to use my academic background for a practical purpose by getting involved with the Finance Committee. Additionally, I have flexible schedule that allows for work during the day and evening.

Board(s) / Committee(s): FINANCE COMMITTEE



**Littleton Select Board
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5A

Select Board Discussions

Update of Draft for Use of Town Common

Requested by: Karen Morrison

Action Sought: Discussion and Possible Vote

Proposed Motion(s)

Discussion dependent.

If necessary – MOVE that the Select Board vote to approve the Policy for the Use of Town Common.

Additional Information

Continued from the December 8, 2025 meeting.

Board Action

<i>Motion</i>	<i>Second</i>	<i>In favor</i>	<i>Opposed</i>	<i>Disposition</i>



**Littleton Select Board
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5B

Select Board Discussions

Development of a Traffic Calming Policy

Requested by: Karen Morrison

Action Sought: Discussion

Proposed Motion(s)

Discussion dependent.

Additional Information

Board Action

<i>Motion</i>	<i>Second</i>	<i>In favor</i>	<i>Opposed</i>	<i>Disposition</i>



**Littleton Select Board
AGENDA ACTION REQUEST
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5C

Select Board Discussions

Development of a Policy Governing Use of Town Counsel for Citizen Petitions

Requested by: Karen Morrison

Action Sought: Discussion

Proposed Motion(s)

Discussion dependent.

Additional Information

Board Action

<i>Motion</i>	<i>Second</i>	<i>In favor</i>	<i>Opposed</i>	<i>Disposition</i>



**Littleton Select Board
AGENDA ACTION REQUEST
January 12, 2026**

5D

Select Board Discussions

Select Board Discussion and Vote on Appointing Designee to the School Union Contract Negotiation

Requested by: Karen Morrison

Action Sought: Discussion

Proposed Motion(s)

Discussion dependent.

Additional Information

Board Action

<i>Motion</i>	<i>Second</i>	<i>In favor</i>	<i>Opposed</i>	<i>Disposition</i>



**Littleton Select Board
AGENDA ACTION REQUEST
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5E

Select Board Discussions

Select Board Discussion Regarding Town Meeting Survey

Requested by: Karen Morrison

Action Sought: Discussion

Proposed Motion(s)

Discussion dependent.

Additional Information

Board Action

<i>Motion</i>	<i>Second</i>	<i>In favor</i>	<i>Opposed</i>	<i>Disposition</i>



**Littleton Select Board
AGENDA ACTION REQUEST
January 12, 2026**

6

Town Administrator Update

Requested by: Select Board Chairwoman, Karen Morrison

Action Sought: Discussion

Proposed Motion(s)

Discussion dependent.

Additional Information

Town Administrator, Jim Duggan, will provide an update to the Select Board on issues happening in Town.

Board Action

<i>Motion</i>	<i>Second</i>	<i>In favor</i>	<i>Opposed</i>	<i>Disposition</i>



Littleton Select Board
AGENDA ACTION REQUEST
January 12, 2026

7

Minutes Approval

Meeting Minutes for December 22, 2025

Requested by: James A. Duggan, Town Administrator

Action Sought: Approval

Proposed Motion(s)

MOVE that the Select Board vote to approve the meeting minutes from December 22, 2025.

Additional Information

Included in the Board's packet are draft minutes from the Select Board Meeting on December 22, 2025.

Board Action

<i>Motion</i>	<i>Second</i>	<i>In favor</i>	<i>Opposed</i>	<i>Disposition</i>



Town of Littleton

Select Board

Minutes

December 22, 2025 at 6:00 PM

Littleton Town Offices – 37 Shattuck Street, Room 103

Notice of public meeting as required by M.G.L. Chpt.30A §18-28

Public meetings may be broadcast live, streamed live, or recorded for later playback on LCTV and/or the Internet. PARTICIPANTS/ATTENDEES ARE REMINDED THAT BY JOINING THIS MEETING THAT YOU CONSENT TO YOUR LIKENESS AND AUDIO BEING USED AND REBROADCAST BY LCTV. If attending virtually, please identify your screen name with your full name. This is to protect the integrity of the meeting. Attendees of all public meetings should be aware of Massachusetts Recording Law M.G.L. Ch. 20A §20 (f) if they are personally considering recording any part of a meeting or a meeting in its entirety. The listings of matters are those reasonably anticipated by the Chair 48 hours before said meeting, which may be discussed at the meeting. Not all items listed may be discussed. Items may be taken out of order and differ from those listed below. Other items not listed may also be brought up for discussion to the extent permitted by law.*

Select Board Present: Karen Morrison Chair, Matthew Nordhaus Vice Chair, Gary Wilson Clerk, Mark Rambacher

Also Present: James Duggan Town Administrator, Tony Sousa Assistant Town Administrator

6:00 PM

1. Executive Session

A. Gary Wilson made the motion that the Select Board enter into Executive Session pursuant to M.G.L. Ch. 30A §21(a)(3) to discuss strategy with respect to collective bargaining, specifically regarding negotiations with the Public Employee Committee (PEC), as discussing these matters in open session would have a detrimental effect on the bargaining position of the Town.

The Select Board will adjourn to Executive Session and will reconvene in Open Session after Executive Session; Seconded by Matthew Nordhaus; Roll Call Vote: Mark Rambacher Aye; Matthew Nordhaus Aye; Gary Wilson Aye; Karen Morrison Aye; Motion passed 4 to 0.

7:00 PM

2. Organization / Pledge of Allegiance / Read Mail

- Pledge of Allegiance
- Organization – agenda read by Karen Morrison
- Mail – Jim Duggan

Included in the Board's packet is:

1. Current Openings on Town Boards reviewed
2. Civic Ready Notification
3. Select Board Office Hours:

Friday, January 16 from 2:00PM-4:00PM - Matthew Nordhaus
Wednesday, January 28 from 4:00PM-6:00PM with Mark Rambacher
Monday, February 9th from 11:00AM-1:00PM with Matthew Nordhaus
Wednesday, February 25, March 25, April 22, May 27 and June 24 from 4 to 6PM with Mark Rambacher. Office hours to be held in the Historical Room of the RH Library

4. Plow Contractor Advertisement - packets at the DPW office or website
5. Annual Report Cover Contest Announcement - for all Littleton students
6. Annual Report Call for Photos – highlighting Littleton landscapes/buildings
7. Gift Acceptance - TREAD from John C & Eunice B. Morrison - \$2500
8. Gift Acceptance - TREAD from Anonymous - \$250
9. Gift Acceptance - TREAD from Anonymous - \$912

10. Gift Acceptance - TREAD from Loving Stitches Knitting Group -\$600
11. Gift Acceptance - TREAD from W. Brown - \$100
12. Gift Acceptance - PRCE from Rotary Club- \$1500

7:05 PM

3. Department/Board Updates and Requests

A. DPW – Private street snow and ice exemptions for 2025/2026 season

-A list of private streets and roads were provided by DPW Director Stephen Jahnle

Steve made the suggestion of removing the existing policy which allows for the plowing of any private street developed before 1990 whose residents are now able to apply for snow and ice services. Further discussion to be held in the spring.

Gary Wilson made the motion that the Select Board vote, pursuant to its August 28, 2000 policy on plowing/sanding private ways to approve the list of roads as recommended by the Highway Department report dated November 12, 2025, as follows: Approved without further conditions: Baron Way, Countryside Road, Cricket Lane, Great Road (#504 - #512), Green Needles Road (Nashoba Woodlands section), Green Needles Road (Back half - Hiddenwood Path), Oak Ridge Road, Omega Way, Robinwood Road, Rock Place, Silver Birch Lane, Starr Hill, Whispering Pine Drive, Whitcomb Avenue; Seconded by Mark Rambacher; Motion passed 3 to 0. Matthew Nordhaus recused himself.

B. Highway Department – Discussion and possible vote to approve the Side Letter Agreement between the American Federation of State, County, and Municipal Employees (AFSCME), Council 93, Local 1703 (Littleton Highway Department) and the Town of Littleton.

Included in the packet was a side letter between the Town of Littleton and AFSCME and the Union Contract. The 40-hour work week was approved for funding during the May 2025 Annual Town Meeting. Because this was done after the new contract, there needs to be a side letter for approval. Atty. Chris Brown, Labor Counsel spoke to the agreement and responded to SB questions.

Gary Wilson made the motion that the Select Board vote to approve the Side Letter of Agreement between the American Federation of State, County, and Municipal Employees (AFSCME), Council 93, Local 1703 (Littleton Highway Department) and the Town of Littleton; Seconded by Matthew Nordhaus; Motion passed 4 to 0.

7:20 PM

4. Public Input/Members' Updates

Public Input will last for 10 minutes, and speakers are allowed to speak for no longer than 2 minutes. Speakers addressing the Select Board are required to do so from the podium and provide name and address for the record, and all comments must be made through the Chair.

The Select Board will also provide updates, as warranted, on the following projects:

- Littleton Town Center Sewer Project
- 550 King Street Development
- Nagog Orchard
- Massachusetts School Building Authority - Shaker Lane Elementary School
- Closure of Nashoba Valley Medical Center
- Charter Committee

-Gary Wilson – wished everyone a nice holiday

-Matthew Nordhaus – asked Jim Duggan if the agreement with Emily Schrader had been signed; Matthew will resend; happy holidays to all.

-Mark Rambacher – attended Affordable Housing Trust meeting last week discussing the Habitat house; he applied and was accepted to the Massachusetts Housing Leadership Academy which has 25 hours of meetings from January to June; attended Planning Board meeting - discussion held regarding 550 King Street; Accessory Dwelling bylaw will be discussed at the January 8, 2026 meeting; January 6 is the sewer ribbon cutting ceremony.

-Karen Morrison – happy holidays to all.

7:21 PM

5. Appointments/Resignations

A. Brian Tarbox resignation from Finance Committee

Included in the packet was a resignation letter from Brian Tarbox who spoke of his time

Brian spoke to his approximately 10-year history with the Finance Committee and the Town. Gary thanked Brian for his support for the Town; Mark also thanked Brian as Matthew and Karen did.

Sam Hayes - Fletcher Street - spoke to his interest in becoming a member of the Finance Committee and provided his educational background; Sam will be applying for the position left by Brian.

B. Appointment of Nicholas Hamilton as Director of Veterans Services for a 3 year term - postponed

7:28 PM

6. Select Board Discussions

A. Dirigible Brewing – Sign request on public properties – **Postponed until the next SB meeting**

Dirigible Brewing Company is requesting to place signage on Town owned land. Included in the packet is a letter from Henry Fontaine, Building Commissioner, a map with the requested locations and the Town's sign regulations.

B. Posting upcoming Board and Committee Appointments

A suggestion had been made that not only immediate open appointments be posted but also a schedule of future openings be posted as well; Matthew noted that all appointments expire on June 30. Mark suggested posting in May all open committee/boards seats which will be upcoming and that applications will be accepted.

7:30 PM

7. Town Administrator Update – Jim Duggan

Prequalification Committee for Shaker Lane met and interviewed the 4 construction companies who were being considered for Construction Manager at Risk; Gilbane Building Company was selected; Jim met with Shaker Lane Building committee on Wednesday who accepted the Gilbane recommendation unanimously.

Tony, Maren and Jim met with the new Exec. Dir. of the Metropolitan Planning Commission and discussed the availability of their technical assistance with housing, economic development and planning work. MAPC is working on CrossTown Connect efforts and would support an alignment with other area communities.

Tony and Maren also discussed the upcoming World Cup matches next summer – Littleton may be affected by increase in hotel taxes, short term rentals and watch parties.

Solar contract for EHS Center is being worked on and is expected to have a \$5000+ tax credit.

7:35 PM

8. Minutes

A. Approve the minutes of November 3, 2025 (amended) and December 8, 2025
Included in the Board's packet are draft minutes from the Select Board Meetings on November 3, 2025 (amended) and December 8, 2025.

Gary Wilson made the motion that the Select Board vote to approve the amended meeting minutes from the Select Board Meeting on November 3, 2025, and the meeting minutes from December 8, 2025 as amended; Seconded by Matthew Nordhaus; Motion passed 4 to 0.

7:39 PM

Adjournment

Matthew Nordhaus made the motion to adjourn the meeting; Seconded by Gary Wilson; Motion passed 4 to 0.

Respectfully submitted,

Sue Raymond