



Town of Littleton, Massachusetts
TOWN MEETING REPORT
VOTER INFORMATION

Please bring this with you to the

**June 12, 2021 ANNUAL
TOWN MEETING**

**Saturday, June 12, 2021 at 9:00 AM
Alumni Field**

55 Russell Street, Littleton, MA 01460

****Rain Date/Time: Sunday, June 13, 2021 at 9:00 AM at Alumni Field.***

TOWN OF LITTLETON, MASSACHUSETTS

This Town Meeting Report is prepared by the

Office of the Select Board/Town Administrator
Town of Littleton
Littleton Town Offices
37 Shattuck Street
Littleton, MA 01460

Anthony Ansaldi, Jr., Town Administrator
Joseph Laydon, Assistant Town Administrator
Cheryl Herrick-Stella, Director of Finance and Budget/Town Accountant

More information is available online at www.littletonma.org

June 12, 2021 Town Meeting Articles

ANNUAL TOWN MEETING at 9 AM - beginning on Page 12.

1. Town Officers
2. Annual Reports

Financial Articles (FY22)

3. Bills of Prior Years [4/5ths vote]
4. FY 2022 Operating Budget
5. Department Revolving Funds
6. FY 2022 Water Enterprise Fund Operating Budget
7. FY 2022 Sewer Enterprise Fund Operating Budget
8. FY 2022 Park, Recreation & Community Education Enterprise Fund Operating Budget
9. FY 2022 Capital Items from Available Funds
10. Senior Center Project
11. Transfer of Available Funds for Capital Projects
12. FY2022 Community Preservation Budget
13. Amend Prior TM Vote for Long Lake Renovation Project – Article 8, May 6, 2019 ATM
14. FY 2022 Compensation Grid
15. FY 2021 Retained Earnings
16. Fund Collective Bargaining
17. Use of Debt Exclusion Stabilization Fund for FY 2022 Excluded Debt
18. Stabilization Fund
19. Capital Stabilization Fund
20. Dedicated Revenue Stream to Stabilization Fund
21. FY 2022 Conservation Commission Open Space Budget
22. Senior Citizens and Veterans Tax Work-off Abatement Programs
23. Adjusted Income and Asset Limits for Tax Abatements
24. Free Cash to fund Highway Dept CH. 90 Deficit
25. FY 2022 LCTV Receipts Reserved for Appropriation from the Public Education and Government Access Fund
26. Mill Pond Dredging – Rescind Vote and Transfer of Funds
27. General Bylaws Amendments – Cemeteries
28. General Bylaws Amendments - “Treasurer” to “Treasurer/Collector” and “Assistant Treasurer” to “Assistant Treasurer/Collector”
29. Stormwater Management and Erosion Control Bylaw Amendments
30. Zoning: Littleton Station 40R
31. Zoning: Senior Residential Development/Apartments Amendments
32. Zoning: Marijuana Delivery
33. Transfer of Land to Affordable Housing Trust Fund

TOWN OF LITTLETON, MASSACHUSETTS

34. Sale of Small Lots
35. Land Use Department
36. Zoning & General Bylaws Amendments: Rename the “Highway Department” to “Department of Public Works” and “Highway Superintendent” to “Department of Public Works Director”
37. Soil Removal Bylaw Amendments
38. Citizen Petition - Resolution Declaring the Town of Littleton to be a Pollinator Friendly Community

Select Board: Town Meeting Report

To the Voters of Littleton:

The Select Board is pleased to present this *Town Meeting Report*.

Town Code §41-3 provides that

For every annual and special town meeting, the Select Board shall mail to each occupied dwelling at least fourteen (14) days prior to said meeting a Town Meeting Report containing the full text of the articles as posted in the warrant; proposed motions and town board recommendations, if any; and concise explanations of each article, including the fiscal impact of any financial articles. The Town Meeting Report for the annual town meeting shall include the Finance Committee's report to the voters.

Here is the format in which information is presented for each article in this Report:

ARTICLE #
Article Sponsor/Insertor
Title of the Article

Full text of the warrant article as printed in the Town Meeting Warrant, as posted.

[Brief explanation of the article.]

Motion proposed by the sponsor, as reviewed by Town Counsel.

Recommendations of Town Boards.

The Select Board welcomes your feedback. Thanks very much.

– **Littleton Select Board**
Cindy Napoli, Chair
Chuck DeCoste, Vice Chair
Paul Glavey, Clerk
Joseph Knox
Matthew Nordhaus

TOWN OF LITTLETON, MASSACHUSETTS

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Town Moderator: Town Meeting Procedures

In our continuing effort to streamline and improve the efficiency of Town Meeting, and after having discussed ways to improve the process with the Select Board, the Town Clerk and Town Counsel; as Town Moderator I am proposing to continue the following procedures introduced at the October 30, 2017 Special Town Meeting:

- **Presentations** - The individual, board or committee responsible for placing an article on the warrant will be permitted ten (10) minutes to make a presentation once the main motion is properly before Town Meeting. A single presenter is greatly preferred and in the event of multiple presenters no additional time shall be granted. Presentations in opposition will likewise be limited to 10 minutes and must be approved in advance of Town Meeting by the Moderator. The Moderator reserves the right to grant no more than two minutes of additional time to presentations that he believes Town Meeting would benefit from hearing in their entirety.
- **Limits on length/number of speeches** - Speakers shall be limited to no more than four (4) minutes and no one shall speak more than once per article except for the following situations: responses to questions posed by and through the Moderator, brief clarification of a previous statement with the permission of the Moderator, or by majority vote of Town Meeting.
- **Time limit for consideration of new business** –Town Meeting shall not begin consideration of any new warrant article after 10:30p.m., unless the Moderator determines that there is a reasonable likelihood of concluding the Town Meeting prior to 11:00 p.m. and a majority of the Town Meeting votes to continue its business later into the evening.

“A Call of the Articles”

Additionally, we will continue with “**A Call of the Articles**” which was successfully introduced at October 30, 2017 Special Town Meeting, to speed up the passage of warrant articles which should generate no controversy and can be properly voted without debate allowing additional time to debate more significant articles.

Specifically, as one of the first orders of business at Town Meeting, the Moderator will call out the numbers/ titles of the articles, one by one. Any voter who has doubts about passing any motion, or wishes an explanation of any article, should say the word “hold” in a loud voice when the article number is called by the Moderator. The Moderator will inquire as to whether the request is for a question or for debate. If the purpose of the request is merely a question then an attempt will be made to obtain a satisfactory answer. If the purpose is to hold the article for debate, the article will be removed from the list of articles included in the “Call” and restored to its original place in the warrant to be brought up, debated and voted in the usual manner. It is hoped that voters will remove articles from the “Call” only in cases of legitimate concern.

After calling each article on the Warrant, the Moderator will ask that all remaining articles in the “Call” be passed as a unit by unanimous vote. There will be a motion to take all the articles identified in the “Call” and act upon them by means of a single, brief affirmative main motion which will be inclusive of the separate and specific motions as printed in this Report.

The use of “A Call of the Articles” is intended to speed up passage of warrant articles which each Town Meeting voter believes should generate no controversy and can be properly voted without debate and give Town Meeting additional time to thoughtfully consider the rest of the warrant articles.

More information about Town Meeting is available online at <https://www.littletonma.org/town-meetings>

Thank you for your cooperation in implementing these procedures and allowing me the privilege of serving as your Moderator.

Timothy D. Goddard, Town Moderator



Finance Committee

Report for Fiscal Year 2022

To the residents of Littleton:

The Finance Committee is pleased to present the annual budget for Fiscal Year 2022.

While the Covid pandemic has presented many challenges to the Town, both financially and otherwise, Littleton remains on a solid financial footing. Our AAA Bond Rating remains in place ensuring that we have very favorable interest rates for any required borrowing and our use of stabilization accounts gives us flexibility should revenues unexpectedly run short of our projections.

The Finance Committee's primary goal in each budget cycle is to maintain the financial stability of the Town. Additionally, we attempt to fund all departments to the desired levels of service to be provided to the citizens of the Town. Fully funding at these levels is difficult in the best of times and almost impossible in this era of economic uncertainty and unstable revenues.

The revenue stream has slowed this past year resulting in increased pressure on our operating budget. However, the Finance Committee and the Select Board are committed to crafting a budget where changes to the budget are controlled to match changes in the projected revenues. We strive to ensure that our operating budget does not result in reductions to Town services.

This year we have continued our practice of starting the budget process in the early Fall with the Finance Committee and the Select Board meeting jointly with the departments to review their requests. We required Department Heads to present a level-funded budget. Any increases were to be submitted separately, fully justified and in priority order. These meetings brought about thoughtful in-depth discussions resulting in a budget that reflects financial realities and the priorities of the Town. At this time, there are no cuts to staffing anticipated, and we have been able to increase the operating and school budgets.

For FY2022, the Finance Committee recommends Article 4 in the amount of \$51,323,213, which is an increase of \$1,204,626 as compared to FY2021. These are budget numbers as of May 4, 2021. The committee will continue to monitor and make revisions should circumstances change before Town Meeting in June.

The following are some key highlights:

TOWN OF LITTLETON, MASSACHUSETTS

- Town Department Budgets are increasing by \$297,202 or 2.35%. Last year's increase was 11.9%. This difference reflects a cautious, conservation approach given the uncertainty of the times.
- The School appropriation is increased by \$620,238 or 2.82%. Last year's appropriation was 4.03%.
- This year we support \$2,601,500 in Capital spending, which includes \$1,000,000 borrowing authorization for the feasibility/design of the new Senior Center. This is an increase of 39.7%. If you exclude the borrowing for the Senior Center the cash capital spending is down 14% from the previous fiscal year.
- Additions to our Stabilization Accounts (think savings accounts) amounts to \$458,500 which is a reduction of 81.1%. Last fiscal year the Town elected to put extra money in the stabilization accounts above our financial policy to assist the Town in the event of negative impacts to our revenues due to the pandemic.

In addition to the vagaries of the pandemic, the Town still must deal with the usual ever- rising contractual costs of health insurance, retirement obligations, mandated wage increases, etc. all of which must be considered when putting an operating budget together.

Lastly, there are two pending Capital Building projects still undergoing study. A long-awaited Senior Center and a new Wastewater treatment facility to replace the current one at the High School. Notwithstanding all of challenges we face, Littleton remains in a very strong financial position. Much of what we have been able to achieve is due to the very capable Town Finance Department and committed leadership at the Town House and the School District.

Littleton Finance Committee
Allen McRae– Chairman
Betsy Bohling – Vice Chairman
Thomas Porell - Clerk
Gregg Champney
Tyler Gray
Gary C. Wilson
Geri Bertozzi

TOWN OF LITTLETON, MASSACHUSETTS

FY 2022 Budget Summary

	<u>FY22 Budget</u>	<u>FY21 Budget</u>	<u>Variance</u>	<u>% Variance</u>
<u>Revenue</u>				
Levy Limit	44,796,835	43,336,066	1,460,769	3.37%
Other Funds				
Undesignated Fund Balance	2,603,000	3,987,151	(1,384,151)	-34.72%
Cherry Sheets - Town State Aid	897,083	665,072	232,011	34.89%
Cherry Sheets - School State Aid	4,591,550	4,499,369	92,181	2.05%
School Dept Reserves	-	-	-	-
Stabilization/Overlay Surplus & Other	-	479,132	(479,132)	-100.00%
Other Available Funds	857,442	1,229,851	(372,409)	-30.28%
Local Receipts	3,126,500	3,406,080	(279,580)	-8.21%
Total Other Funds	12,075,575	14,266,655	(2,191,080)	-15.36%
Total Revenue/Available Funds	56,872,410	57,602,721	(730,311)	-1.27%
<u>Expenses</u>	<u>FY22 Budget</u>	<u>FY21 Budget</u>	<u>\$ Variance</u>	<u>% Variance</u>
Town Operating Budgets	12,932,582	12,635,380	297,202	2.35%
School Appropriation	22,590,000	21,969,762	620,238	2.82%
School Revolving Spending	-	-	-	-
Technical School Assessments	675,000	636,116	38,884	6.11%
Other Charges, Facilities & Infrastructure	1,479,051	1,409,031	70,020	4.97%
Debt Service	3,597,572	3,577,143	20,429	0.57%
Employee/Retiree Benefits	10,049,008	9,891,155	157,853	1.60%
Total Operating Budget	51,323,213	50,118,587	1,204,626	2.40%
Capital Exclusions	-	-	-	-
Total Municipal Budget	51,323,213	50,118,587	1,204,626	2.40%
Capital Planning and Warrant Articles	1,890,000	3,391,341	(1,501,341)	-44.27%
Total Appropriations	53,213,213	53,509,928	(296,715)	-0.55%
Other Amounts to be Raised	466,000	470,000	(4,000)	-0.85%
Payments of Previous FY Bills	8,000	8,000	-	-
Fiscal Policy Adjustments	545,571	260,999	284,572	109.03%
Additions to General & Other Stabilizations	300,000	1,050,000	(750,000)	-71.43%
Cherry Sheet Charges & Offsets - Town	159,167	155,021	4,146	2.67%
Cherry Sheet Charges & Offsets - School	1,446,570	1,507,272	(60,702)	-4.03%
Allowance for Abatements	700,000	621,458	78,542	12.64%
Total Other Amounts	3,625,308	4,072,750	(447,442)	-10.99%
Total Expenditures	56,838,521	57,582,678	(744,157)	-1.29%
Net Budget Variance	33,889	20,043		

TOWN OF LITTLETON, MASSACHUSETTS

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June 12, 2021 Annual Town Meeting

9:00 a.m. Alumni Field
55 Russell Street

ARTICLE 1 Select Board Town Officers

To choose all Town Officers and Committees necessary to be chosen at the Annual Town Meeting.

Motion: Moved and seconded by the Select Board that the following Officers be chosen for the year 2021: Fence Viewers: Timothy Harrison Whitcomb, Joseph Knox; Field Driver: Raymond C. O'Neill; Surveyor of Timber & Measurer of Wood Bark: Henry Parlee; Measurers and Weighers of Grain, Hay, Coal and Livestock: Tom Wood, Ron Polack, Michelle Roche, Cindy McNiff & Peter Wormell.

ARTICLE 2 Select Board Annual Reports

To hear and act upon the reports of the Town Officers and Committees.

Motion: Moved and seconded by the Select Board that the Town vote to receive the reports of the Town Officers and Committees as contained in the 2020 Annual Town Report.

ARTICLE 3 Select Board Bills of Prior Years *[4/5ths vote required]*

To see if the Town will vote to transfer a sum or sums of money from available funds to pay unpaid bills from prior fiscal years, or to take any other action in relation thereto.

[Article 3 would pay any bills from prior fiscal years, which were not received before the books were closed, and for which prior year budget funds had not been encumbered.]

Motion: Moved and seconded by the Select Board that the Town vote to pay from the Board of Health FY2021 appropriation the sum of \$177.00 to pay a FY2020 bill owed by the Board of Health for rabies testing to the Family Friends Veterinary Hospital to pay from the Park, Recreation & Community Education FY2022 Enterprise budget the sum of \$2,604.00 to pay a FY2020 bill owed by PRCE for equipment rentals and to pay from the Building Department FY2021 appropriation the sum of \$120.00 to pay a FY2020 bill owed by the Building Department for inspectional services to Patrick Sands

The Finance Committee and Select Board voted to recommend approval of the article.

TOWN OF LITTLETON, MASSACHUSETTS

ARTICLE 4
Finance Committee/Select Board
FY 2022 Operating Budget

To see if the Town will vote to raise and appropriate \$49,815,771, transfer from Undesignated Fund Balance \$650,000 for a total of \$50,465,771 and transfer from the funds specified herein to defray the expenses of the various departments of the Town as specified herein and to fix the salary and compensation of all elected officials for the Fiscal Year beginning July 1, 2021, or to take any other action in relation thereto.

[Article 4 is the FY 2022 recommended budget of \$51,323,213, with transfers to the General Fund from the funds specified herein the sum of \$857,442 and a net operating budget of \$50,465,771, to come from raise and appropriate \$49,815,771 and \$650,000 from the Undesignated Fund Balance.]

<i>Functional Area Department</i>	<i>Voting Line</i>	<i>FY2020 Actual</i>	<i>FY2021 Budget</i>	<i>FY2022 Recommended</i>
<u>GENERAL GOVERNMENT</u>				
TOWN REPORT / TOWN MEETING				
Expenses		<u>14,000</u>	<u>16,000</u>	<u>22,500</u>
Total TOWN REPORT / TOWN MEETING		14,000	16,000	22,500
MODERATOR				
Expenses		<u>100</u>	<u>100</u>	<u>100</u>
Total MODERATOR		100	100	100
SELECTMEN				
Salaries & Wages		329,598	14,000	14,000
Expenses		23,870	28,300	28,300
MAGIC/MAPC Assessments & Grant Match		<u>0</u>	<u>0</u>	<u>0</u>
Total SELECTMEN		353,468	42,300	42,300
TOWN ADMINISTRATOR				
Salaries & Wages		0	327,771	376,439
Expenses		<u>32,000</u>	<u>11,600</u>	<u>12,500</u>
Total TOWN ADMINISTRATOR		32,000	339,371	388,939
FINANCE COMMITTEE				
Salaries & Wages		800	800	800
Expenses		<u>500</u>	<u>500</u>	<u>500</u>
Total FINANCE COMMITTEE		1,300	1,300	1,300
RESERVE FUND				

TOWN OF LITTLETON, MASSACHUSETTS

Expenses		<u>150,000</u>	<u>311,893</u>	<u>295,000</u>
	Total RESERVE FUND	150,000	311,893	295,000

TOWN ACCOUNTANT

Salaries & Wages		182,142	187,421	213,551
Expenses		<u>53,084</u>	<u>22,680</u>	<u>20,280</u>
	Total TOWN ACCOUNTANT	235,226	210,101	233,831

<i>Functional Area</i>		<i>Voting</i>	<i>FY2020</i>	<i>FY2021</i>	<i>FY2022</i>
<i>Department</i>		<i>Line</i>	<i>Actual</i>	<i>Budget</i>	<i>Recommended</i>
AUDIT					
Expenses			<u>40,000</u>	<u>45,000</u>	<u>45,000</u>
	Total AUDIT		40,000	45,000	45,000
ASSESSOR					
Salaries & Wages			195,155	203,454	202,377
Expenses			<u>42,502</u>	<u>31,490</u>	<u>41,190</u>
	Total ASSESSOR		237,657	234,944	243,567
TREASURER					
Salaries & Wages			298,656	333,928	233,827
Expenses			<u>6,850</u>	<u>8,305</u>	<u>23,025</u>
	Total TREASURER		305,506	342,233	256,852
TAX COLLECTOR					
Salaries & Wages			101,832	105,534	83,583
Expenses			<u>16,200</u>	<u>19,200</u>	<u>24,950</u>
	Total TAX COLLECTOR		118,032	124,734	108,533
TOWN COUNSEL					
Expenses			<u>250,000</u>	<u>250,000</u>	<u>260,000</u>
	Total TOWN COUNSEL		250,000	250,000	260,000
HUMAN RESOURCES					
Salaries & Wages			0	77,611	142,549
Expenses			<u>0</u>	<u>43,345</u>	<u>138,345</u>
	Total HUMAN RESOURCES		0	120,956	280,894
INFORMATION SYSTEMS					
Salaries & Wages			170,700	175,788	177,438
Expenses			<u>454,555</u>	<u>461,576</u>	<u>470,200</u>

TOWN OF LITTLETON, MASSACHUSETTS

Total INFORMATION SYSTEMS	625,255	637,364	647,638
TAX TITLE			
Expenses	<u>10,000</u>	<u>16,000</u>	<u>16,000</u>
Total TAX TITLE	10,000	16,000	16,000

Functional Area	Voting	FY2020	FY2021	FY2022
Department	Line	Actual	Budget	Recommended
TOWN CLERK				
Elected Salaries		84,323	87,822	90,035
Salaries & Wages		46,485	47,960	51,284
Expenses		<u>3,800</u>	<u>5,500</u>	<u>5,500</u>
Total TOWN CLERK		134,608	141,282	146,818
ELECTIONS & REGISTRATIONS				
Salaries & Wages		3,000	3,000	3,000
Expenses		<u>9,200</u>	<u>19,200</u>	<u>19,200</u>
Total ELECTIONS & REGISTRATIONS		12,200	22,200	22,200
CONSERVATION COMMISSION				
Salaries & Wages		44,605	47,159	47,859
Expenses		<u>1,450</u>	<u>2,150</u>	<u>1,600</u>
Total CONSERVATION COMMISSION		46,055	49,309	49,459
PLANNING BOARD				
Salaries & Wages		111,220	113,838	114,355
Expenses		<u>1,175</u>	<u>4,845</u>	<u>4,600</u>
Total PLANNING BOARD		112,395	118,683	118,955
APPEALS BOARD				
Salaries & Wages		4,920	5,120	5,247
Expenses		<u>1,000</u>	<u>1,000</u>	<u>400</u>
Total APPEALS BOARD		5,920	6,120	5,647

VOTED TOTAL GENERAL GOVERNMENT				
Salaries & Wages	1	1,573,436	1,731,206	1,756,344
Expenses	2	<u>1,110,286</u>	<u>1,298,684</u>	<u>1,429,190</u>
VOTED TOTAL GENERAL GOVERNMENT		2,683,722	3,029,890	3,185,534

TOWN OF LITTLETON, MASSACHUSETTS

<i>Functional Area Department</i>	<i>Voting Line</i>	<i>FY2020 Actual</i>	<i>FY2021 Budget</i>	<i>FY2022 Recommended</i>
<u>PUBLIC SAFETY</u>				
POLICE				
Salaries & Wages		1,762,680	2,053,414	2,018,746
Expenses		<u>124,871</u>	<u>181,000</u>	<u>179,700</u>
Total POLICE		1,887,551	2,234,414	2,198,446
FIRE / EMS DEPARTMENT				
Salaries & Wages		1,675,215	1,819,469	1,838,704
Expenses		<u>202,705</u>	<u>288,240</u>	<u>236,990</u>
Total FIRE / EMS DEPARTMENT		1,877,920	2,107,710	2,075,694
DISPATCH				
Salaries & Wages		478,205	553,824	571,994
Expenses		<u>5,950</u>	<u>5,950</u>	<u>1,500</u>
Total DISPATCH		484,155	559,774	573,494
BUILDING DEPARTMENT				
Salaries & Wages		300,070	298,330	355,580
Expenses		<u>6,060</u>	<u>5,930</u>	<u>11,980</u>
Total BUILDING DEPARTMENT		306,130	304,260	367,560
EMERGENCY MANAGEMENT				
Expenses		<u>1,000</u>	<u>6,458</u>	<u>6,671</u>
Total EMERGENCY MANAGEMENT		1,000	6,458	6,671
CROSSING GUARDS				
Salaries & Wages		<u>5,000</u>	<u>25,000</u>	<u>5,000</u>
Total CROSSING GUARDS		5,000	25,000	5,000
CANINE CONTROL				
Expenses		<u>34,000</u>	<u>34,000</u>	<u>34,000</u>
Total CANINE CONTROL		34,000	34,000	34,000
VOTED TOTAL PUBLIC SAFETY				
Salaries & Wages	3	4,221,170	4,750,037	4,790,024
Expenses	4	<u>374,586</u>	<u>521,578</u>	<u>470,841</u>
VOTED TOTAL PUBLIC SAFETY		4,595,756	5,271,615	5,260,865

<i>Functional Area</i>	<i>Voting</i>	<i>FY2020</i>	<i>FY2021</i>	<i>FY2022</i>
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TOWN OF LITTLETON, MASSACHUSETTS

<i>Department</i>	<i>Line</i>	<i>Actual</i>	<i>Budget</i>	<i>Recommended</i>
<u>PUBLIC WORKS</u>				
DPW				
Salaries & Wages		905,690	791,094	794,118
Expenses		<u>424,575</u>	<u>111,304</u>	<u>111,239</u>
Total DPW		1,330,265	902,398	905,357
ROADWAY REPAIRS				
Expenses		<u>730,000</u>	<u>826,800</u>	<u>826,800</u>
Total ROADWAY REPAIRS		730,000	826,800	826,800
PARKS				
Salaries & Wages		179,415	186,116	192,105
Expenses		<u>37,000</u>	<u>79,550</u>	<u>77,000</u>
Total PARKS		216,415	265,666	269,105
SNOW & ICE				
Salaries & Wages		68,000	68,000	68,000
Expenses		<u>132,000</u>	<u>132,000</u>	<u>132,000</u>
Total SNOW & ICE		200,000	200,000	200,000
TRANSFER STATION				
Salaries & Wages		0	133,882	135,859
Expenses		<u>0</u>	<u>346,113</u>	<u>445,300</u>
Total TRANSFER STATION		0	479,995	581,159
STREET LIGHTING				
Expenses		<u>25,000</u>	<u>18,200</u>	<u>18,200</u>
Total STREET LIGHTING		25,000	18,200	18,200
DPW - Wastewater/Stormwater Management				
Expenses		<u>110,000</u>	<u>141,550</u>	<u>246,550</u>
Total Wastewater/Stormwater Mgmt		110,000	141,550	246,550
CLEAN LAKES				
Expenses		<u>46,000</u>	<u>66,000</u>	<u>0</u>
Total CLEAN LAKES		46,000	66,000	0
B&M CROSSING				
Expenses		<u>2,809</u>	<u>2,825</u>	<u>2,900</u>
Total B&M CROSSING		2,809	2,825	2,900

TOWN OF LITTLETON, MASSACHUSETTS

<i>Functional Area</i> <i>Department</i>	<i>Voting</i> <i>Line</i>	<i>FY2020</i> <i>Actual</i>	<i>FY2021</i> <i>Budget</i>	<i>FY2022</i> <i>Recommended</i>
CEMETERY DEPARTMENT				
Salaries & Wages		117,800	125,210	131,047
Expenses		<u>17,800</u>	<u>19,200</u>	<u>15,750</u>
Total CEMETERY DEPARTMENT		135,600	144,410	146,797

VOTED TOTAL PUBLIC WORKS				
Salaries & Wages	5	1,270,905	1,304,302	1,321,129
Expenses	6	<u>1,525,184</u>	<u>1,743,542</u>	<u>1,875,739</u>
VOTED TOTAL PUBLIC WORKS		2,796,089	3,047,844	3,196,868

HEALTH & HUMAN SERVICES

HEALTH DEPARTMENT

Salaries & Wages		22,120	25,239	25,812
Expenses		<u>2,587</u>	<u>1,330</u>	<u>1,330</u>
Total HEALTH DEPARTMENT		24,707	26,569	27,142

NASHOBA ASSOCIATED BOARD OF HEALTH

Expenses		<u>26,250</u>	<u>27,562</u>	<u>26,250</u>
Total NASHOBA ASSOCIATED BOARD OF HEALTH		26,250	27,562	26,250

ANIMAL INSPECTOR

Salaries & Wages		<u>2,450</u>	<u>0</u>	<u>0</u>
Total ANIMAL INSPECTOR		2,450	0	0

NURSING SERVICES

Expenses		<u>9,975</u>	<u>11,497</u>	<u>9,975</u>
Total NURSING SERVICES		9,975	11,497	9,975

MENTAL HEALTH SERVICES

Expenses		<u>16,500</u>	<u>16,500</u>	<u>20,000</u>
Total MENTAL HEALTH SERVICES		16,500	16,500	20,000

ELDER AND HUMAN SERVICES

TOWN OF LITTLETON, MASSACHUSETTS

Salaries & Wages	205,305	236,733	240,393
Expenses	<u>25,810</u>	<u>23,555</u>	<u>24,005</u>
Total ELDER AND HUMAN SERVICES	231,115	260,288	264,398

Functional Area	Voting	FY2020	FY2021	FY2022
Department	Line	Actual	Budget	Recommended
VETERANS AGENT				
Salaries & Wages		7,850	8,007	8,007
Expenses		<u>11,560</u>	<u>11,910</u>	<u>11,910</u>
Total VETERANS AGENT		19,410	19,917	19,917
VETERAN BENEFITS				
Expenses		<u>185,000</u>	<u>190,000</u>	<u>175,000</u>
Total VETERAN BENEFITS		185,000	190,000	175,000
DISABILITY COMMISSION				
Expenses		<u>0</u>	<u>1,200</u>	<u>1,200</u>
Total DISABILITY COMMISSION		0	1,200	1,200

VOTED TOTAL HEALTH & HUMAN SERVICES				
Salaries & Wages	7	237,725	269,979	274,212
Expenses	8	<u>277,682</u>	<u>283,554</u>	<u>269,670</u>
VOTED TOTAL HEALTH & HUMAN SERVICES		515,407	553,533	543,882

CULTURE AND RECREATION

REUBEN HOAR LIBRARY				
Salaries & Wages		520,800	531,443	545,503
Expenses		<u>164,725</u>	<u>185,225</u>	<u>185,600</u>
Total REUBEN HOAR LIBRARY		685,525	716,668	731,103

PATRIOTS DAY				
Expenses		<u>50</u>	<u>0</u>	<u>0</u>
Total PATRIOTS DAY		50	0	0

MEMORIAL DAY				
Expenses		<u>750</u>	<u>750</u>	<u>750</u>
Total MEMORIAL DAY		750	750	750

TOWN OF LITTLETON, MASSACHUSETTS

HISTORICAL COMMISSION

Expenses	<u>700</u>	<u>4,480</u>	<u>4,480</u>
Total HISTORICAL COMMISSION	700	4,480	4,480

Functional Area	Voting	FY2020	FY2021	FY2022
Department	Line	Actual	Budget	Recommended

CULTURAL COUNCIL

Expenses	<u>0</u>	<u>5,600</u>	<u>5,600</u>
Total CULTURAL COUNCIL	0	5,600	5,600

SHADE TREE COMMITTEE

Expenses	<u>0</u>	<u>5,000</u>	<u>3,500</u>
Total SHADE TREE COMMITTEE	0	5,000	3,500

VOTED TOTAL CULTURE AND RECREATION

Salaries & Wages	9	520,800	531,443	545,503
Expenses	10	<u>166,225</u>	<u>201,055</u>	<u>199,930</u>
VOTED TOTAL CULTURE AND RECREATION		687,025	732,498	745,433

OTHER GENERAL GOVERNMENT

MUNICIPAL BUILDING COMMITTEE

Salaries & Wages	0	5,000	5,000
Expenses	<u>40,000</u>	<u>25,000</u>	<u>20,000</u>
Total MUNICIPAL BUILDING COMMITTEE	40,000	30,000	25,000

PUBLIC BUILDINGS

Salaries & Wages	166,816	68,581	66,189
Expenses	<u>370,000</u>	<u>370,450</u>	<u>405,100</u>
Total PUBLIC BUILDINGS	536,816	439,031	471,289

PROPERTY & LIABILITY INSURANCE

Expenses	<u>376,000</u>	<u>420,000</u>	<u>471,500</u>
Total PROPERTY & LIABILITY INSURANCE	376,000	420,000	471,500

CENTRAL COMMUNICATIONS

Expenses	<u>105,000</u>	<u>115,000</u>	<u>121,262</u>
Total CENTRAL COMMUNICATIONS	105,000	115,000	121,262

TOWN OF LITTLETON, MASSACHUSETTS

FUEL

Expenses		<u>135,000</u>	<u>135,000</u>	<u>145,000</u>
Total FUEL		135,000	135,000	145,000

VOTED TOTAL OTHER GENERAL GOVERNMENT

Salaries & Wages	11	166,816	73,581	71,189
Expenses	12	<u>1,026,000</u>	<u>1,065,450</u>	<u>1,162,862</u>
VOTED TOTAL OTHER GENERAL GOVERNMENT		1,192,816	1,139,031	1,234,051

Functional Area	Voting	FY2020	FY2021	FY2022
Department	Line	Actual	Budget	Recommended

EDUCATION

LITTLETON SCHOOL DEPARTMENT

Education Budget		<u>21,117,881</u>	<u>21,969,762</u>	<u>22,590,000</u>
Total LITTLETON SCHOOL DEPARTMENT		21,117,881	21,969,762	22,590,000

TECHNICAL SCHOOL EXPENDITURES

Education Budget		<u>502,080</u>	<u>636,116</u>	<u>675,000</u>
Total TECHNICAL SCHOOL EXPENDITURES		502,080	636,116	675,000

VOTED TOTAL EDUCATION

Education Budget	13	<u>21,619,961</u>	<u>22,605,878</u>	<u>23,265,000</u>
VOTED TOTAL EDUCATION		21,619,961	22,605,878	23,265,000

EMPLOYEE BENEFITS

EMPLOYEE/RETIREE BENEFITS

Unemployment		100,000	100,000	190,000
Medicare		325,000	335,000	375,000
Life Insurance		0	24,000	24,000
Short/Long Term Disability		23,000	23,000	23,000
Medical / Health Insurance		4,684,348	4,634,359	4,837,032
County Retirement		2,247,212	1,956,186	2,443,511
Longevity		25,000	0	0
Other		75,000	20,000	20,000
Tuition Reimbursement		0	0	0
Workers Comp Insurance		<u>0</u>	<u>150,000</u>	<u>175,000</u>

TOWN OF LITTLETON, MASSACHUSETTS

Total EMPLOYEE/RETIREE BENEFITS	7,479,560	7,242,545	8,087,543
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VOTED TOTAL EMPLOYEE BENEFITS				
Expenses	14	<u>7,479,560</u>	<u>7,242,545</u>	<u>8,087,543</u>
VOTED TOTAL EMPLOYEE BENEFITS		7,479,560	7,242,545	8,087,543

Functional Area Department	Voting Line	FY2020 Actual	FY2021 Budget	FY2022 Recommended
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DEBT SERVICE

710 LONG TERM DEBT		3,094,509	3,223,702	3,062,091
720 SHORT TERM DEBT		<u>998,838</u>	<u>353,442</u>	<u>535,481</u>
Total DEBT SERVICE		4,093,347	3,577,144	3,597,572

VOTED TOTAL DEBT SERVICE				
Expenses	15	<u>4,093,347</u>	<u>3,577,144</u>	<u>3,597,572</u>
VOTED TOTAL DEBT SERVICE		4,093,347	3,577,144	3,597,572

TRANSFERS TO/FROM GENERAL FUND

TRANSFERS INTO GENERAL FUND

Transfer In - From: Ambulance Revolving Fund To: Fire/EMS Department	16	-650,000	-650,000	-525,000
Transfer In - From: Wetland Fund To: Conservation	17	-8,000	-8,000	0
Transfer In - From: Inspectional Services Revolving Fund To: Building Department	18	-125,000	-125,000	0
Transfer In - From: Wastewater Settlement To: Debt Service	19	-17,274	-17,274	-17,274
Transfer In - From: Oak Hill Cell Tower To: Debt Service	20	-30,238	-29,206	-28,175
Transfer In - From: Newtown Hill Cell Tower To: Debt Service	21	-35,010	-33,773	-32,535
Transfer In - From: Bond Premium To: Debt Service	22	-23,315	-19,109	-17,183
Transfer In - From: Clean Lakes Fund To: Clean Lakes	23	-46,000	-66,000	0

TOWN OF LITTLETON, MASSACHUSETTS

Transfer In - From: Sale of Cemetery Lots / Openings				
To: Cemetery Department	24	-30,897	-30,897	0
Transfer In - From: Debt Exclusion Stabilization				
To: Debt Service	25	-295,891	-164,204	-161,137
Transfer In - From: Community Preservation				
To: Debt Service	26	-88,988	-86,388	-76,138

Functional Area Department	Voting Line	FY2020 Actual	FY2021 Budget	FY2022 Recommended
Transfer In - Cable Studio Benefits		-60,488	0	0
Transfer In -Cemetery Perpetual Care		-13,000	0	0
Transfer In - Library Trust Fund		-15,000	0	0
Transfer In - Recreation Enterprise Fund		-55,528	0	0
Total TRANSFERS INTO GENERAL FUND		-1,494,629	-1,229,851	-857,442
TRANSFERS OUT OF GENERAL FUND				
Transfer Out - OPEB Trust Fund	27	2,212,373	2,648,610	1,961,465
Transfer Out - TREAD Tax Relief	28	25,000	25,000	0
Transfer Out - Recreation Enterprise	29	230,000	245,000	245,000
Total TRANSFERS OUT OF GENERAL FUND		2,467,373	2,918,610	2,206,465

FUNDING SUMMARY				
Salaries & Wages		7,990,852	8,660,548	8,758,401
Expenses (including transfers out of General Fund)		18,520,243	18,852,162	19,299,812
Education		21,619,961	22,605,878	23,265,000
Total Operating Budget		48,131,056	50,118,588	51,323,213
Transfers into General Fund		-1,494,629	-1,229,851	-857,442
Net Operating Budget		46,636,427	48,888,738	50,465,771

Motion: Moved and seconded by the Finance Committee that the Town vote to approve Article 4 as printed in the warrant.

The Finance Committee and Select Board voted to recommend approval of the article.

ARTICLE 5
Select Board
Departmental Revolving Funds

To see if the Town will vote to

- (1) Pursuant Section 18-11(C) of the Town's General Bylaws and Section 53E1/2 of Chapter 44 of the Massachusetts General Laws, set the limit on the total amount that may be spent from each departmental revolving fund for the fiscal year beginning July 1, 2021, as follows:

<i>Revolving Fund</i>	<i>Expenditure Limit FY 2022</i>
Alarm Box Repairs	\$5,000
CPR Courses	\$2,000
Sealer of Weights & Measures	\$20,000
MART Bus fees	\$80,000
Elder and Human Services (EHS)	\$50,000
Spectacle Pond Cell Tower ("Clean Lakes")	\$100,000
Legal Advertisements	\$5,000
Composting Bins	\$5,000
LCTV Boxborough IMA	\$90,000
School Department Transportation	\$150,000
School Department One to One Technology	\$150,000
Community Gardens	\$1,000

And

- (2) Pursuant to M.G.L. c.44, §53E1/2, rescind established departmental revolving funds by deleting the following revolving funds from §18-14 of the General Bylaws:

TOWN OF LITTLETON, MASSACHUSETTS

<i>A</i> <i>Revolving</i> <i>Fund</i>	<i>B</i> <i>Authorized</i> <i>Department</i>	<i>C</i> <i>Monies</i> <i>Received</i>	<i>D</i> <i>Expenses for</i> <i>which funds</i> <i>may be used</i>	<i>E</i> <i>Restrictions</i> <i>or conditions</i>	<i>F</i> <i>Reporting</i> <i>requirements</i>	<i>G</i> <i>Fiscal</i> <i>years each</i> <i>fund shall</i> <i>operate</i>
Inspectional Services	Building Inspector	Fees charged and received by the Building Inspector for gas, plumbing and electrical inspections	Salaries or wages of inspectors performing gas, plumbing or electrical inspections and expenses related to those inspections	Salaries or wages of full-time employees shall be paid from the annual budget appropriation of the Building Inspector and not from the Fund		Fiscal Year 2019 and subsequent years
Pet Cemetery	Cemetery Commission	Fees charged and received by the Cemetery Commission for Pet Cemetery fees	Contractual services or expenses related to those services	Salaries or wages of full-time employees shall be paid from the annual budget appropriation of the Cemetery Budget and not from the Fund		Fiscal Year 2019 and subsequent years

TOWN OF LITTLETON, MASSACHUSETTS

<i>A</i> <i>Revolving</i> <i>Fund</i>	<i>B</i> <i>Authorized</i> <i>Department</i>	<i>C</i> <i>Monies</i> <i>Received</i>	<i>D</i> <i>Expenses for</i> <i>which funds</i> <i>may be used</i>	<i>E</i> <i>Restrictions</i> <i>or conditions</i>	<i>F</i> <i>Reporting</i> <i>requirements</i>	<i>G</i> <i>Fiscal</i> <i>years each</i> <i>fund shall</i> <i>operate</i>
Cemetery Revolving	Cemetery Commission	Allow a portion of receipts received from sales of lots	Expenses related to the maintenance of lots	Salaries or wages of full-time employees shall be paid from the annual budget appropriation of the Cemetery Budget and not from the Fund		Fiscal Year 2019 and subsequent years
Permitting Software	Select Board	A portion of receipts received from land use permit fees	Expenses associated with maintenance fees of permitting software			Fiscal Year 2019 and subsequent years
Police Cruiser Sales	Select Board	Proceeds resulting from the sale or disposal of surplus or retire police vehicles	Expenses associated with purchasing Police replacement vehicles	Purchase must be authorized under the Annual Capital Plan		Fiscal Year 2019 and subsequent years

or to take any other action related thereto.

[Article 5 establishes annual expenditure limitations on revolving funds established by the Town Bylaw adopted by the May 1, 2017 Annual Town Meeting. Revolving funds are used to raise revenues for specific services and use those revenues without appropriation to support the

TOWN OF LITTLETON, MASSACHUSETTS

service. Wages or salaries for full-time employees may be paid from the revolving fund only if the fund is also charged for all associated fringe benefits.]

Motion: Moved and seconded by the Select Board that the Town vote to approve Article 5 as printed in the warrant

The Finance Committee and Select Board voted to recommend approval of the article.

ARTICLE 6 Board of Water Commissioners FY 2022 Water Enterprise Fund Operating Budget
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To see if the Town will vote to appropriate \$5,391,458 or any other sum or sums of money from the Water Enterprise Fund to finance the operation of the Water Department for the fiscal year beginning July 1, 2021 (detail below), or to take any other action in relation thereto.

I. Water Enterprise Revenues	FY2021 Budget	FY2022 Budget
User Charges	\$3,726,296	\$4,044,398
Other Departmental Revenue	\$82,650	\$80,475
Enterprise Available Funds	\$331,726	\$1,266,585
Investment Income	0	0
Total Revenues	\$4,140,672	\$5,391,458
II. Costs Appropriated for the Enterprise Fund		
Salaries and Wages	\$1,150,000	\$1,180,500
Expenses	\$1,526,369	\$1,544,525
Capital Outlay – Equipment	\$50,000	\$125,000
Capital Outlay – Improvements	\$330,000	\$1,395,000
Reserve Fund	\$200,000	\$200,000
Debt Principal and Interest	\$884,303	\$946,433
Budgeted Surplus	0	0
Total Costs Appropriated for Enterprise Fund	\$4,140,672	\$5,391,458
III. Costs Appropriated for General Fund to be Charged to the Enterprise Fund		
Indirect Costs	\$0	\$0
Benefits	0	0
Pension Costs	0	0
Total Costs Appropriated for the General Fund	\$0	\$0
Total Costs	\$4,140,672	\$5,391,458

[Article 6 funds the Water Enterprise Fund for FY 2022. The Water Department's budget request is an increase from FY 2021. The budget reflects a 20% increase effective July 1, 2021, to be able to fund capital projects due to projected increased water demand, including

TOWN OF LITTLETON, MASSACHUSETTS

improvements and PFAS mitigation. There is no General Fund subsidy for the Water Enterprise Fund, which is fully funded by water revenues.]

Motion: Moved and seconded by the Board of Water Commissioners that the Town vote to approve Article 6 as printed in the warrant.

The Select Board voted to recommend approval of the article. Finance Committee recommendation is forthcoming.

ARTICLE 7 Board of Water Commissioners FY 2022 Sewer Enterprise Fund Operating Budget
--

To see if the Town will vote to appropriate \$246,550 or any other sum or sums of money from the Sewer Enterprise Fund to finance the operation of the Sewer Department for the fiscal year beginning July 1, 2021 (detail below), or to take any other action related thereto.

I. Sewer Enterprise Revenues	FY2021 Budget	FY2022 Budget
User Charges	\$0	\$246,550
Transfer from General Fund	\$141,550	0
Enterprise Available Funds	0	0
Investment Income	0	0
Total Revenues	\$141,550	\$246,550
II. Costs Appropriated for the Enterprise Fund		
Salaries and Wages	\$44,500	\$44,500
Expenses	\$97,050	\$122,050
Capital Outlay – Equipment	0	0
Capital Outlay – Improvements	0	0
Reserve Fund	0	0
Debt Principal and Interest	0	\$80,000
Budgeted Surplus	0	0
Total Costs Appropriated for Enterprise Fund	\$141,550	\$246,550
III. Costs Appropriated for General Fund to be Charged to the Enterprise Fund		
Indirect Costs	\$0	\$0
Benefits	0	0
Pension Costs	0	0
Total Costs Appropriated for the General Fund	\$0	\$0
Total Costs	\$141,550	\$246,550

[Article 7 funds the Sewer Enterprise Fund for FY 2022 so that the Water Department can operate and maintain the existing small municipal sewer system. This is the second year that the Sewer Enterprise Fund is being funded, as previously these costs were appropriated through the town budget.]

TOWN OF LITTLETON, MASSACHUSETTS

Motion: Moved and seconded by the Board of Water Commissioners that the Town vote to approve Article 7 as printed in the warrant

The Select Board voted to recommend approval of the article. Finance Committee recommendation is forthcoming.

ARTICLE 8 Park & Recreation Commission FY 2022 Park, Recreation & Community Education Enterprise Fund Operating Budget

To see if the Town will vote to appropriate \$1,094,584 or any other sum or sums of money from the Park, Recreation & Community Education Enterprise Fund to finance the operation of the Park, Recreation and Community Education Department for the fiscal year beginning July 1, 2021 (detail below), or to take any other action related thereto.

I. PRCE Enterprise Revenues	FY2021 Budget	FY2022 Budget
User Charges	\$895,185	\$805,584
Transfer In from Recreation Fund	0	0
Transfer In from General Fund	\$245,000	\$245,000
Enterprise Available Funds	\$45,963	\$44,000
Investment Income	4500	\$500
Total Revenues	\$1,186,648	\$1,094,584
II. Costs Appropriated for the Enterprise Fund		
Salaries and Wages	\$675,727	\$654,867
Expenses	\$510,921	\$439,717
Transfer to General Fund – Field Maintenance	0	0
Capital Outlay – Equipment	0	0
Capital Outlay – Improvements	0	0
Reserve Fund	0	0
Debt Principal and Interest	0	0
Transfer to General Fund	0	0
Budgeted Surplus	0	0
Total Costs Appropriated for Enterprise Fund	\$1,186,648	\$1,094,584
III. Costs Appropriated for General Fund to be Charged to the Enterprise Fund		
Indirect Costs	\$0	\$0
Benefits	0	0
Pension Costs	0	0
Total Costs Appropriated for the General Fund	\$0	\$0
Total Costs	\$1,186,648	\$1,094,584

TOWN OF LITTLETON, MASSACHUSETTS

[Article 8 funds the FY 2022 enterprise fund for the Park, Recreation & Community Education Department. Prior to FY 2016, PRCE had been funded both by an annual operating budget and by a series of separate revolving funds. All fees generated by PRCE are now retained by its enterprise fund, with the balance certified annually by the State's Department of Revenue. For FY 2022, the general fund subsidy for PRCE is \$245,000, which covers the salaries and benefits of both the director and assistant director.

Motion: Moved and seconded by the Park & Recreation Commission that the Town vote to approve Article 8 as printed in the warrant.

Park & Recreation Commission, Finance Committee, and Select Board recommend supports Article 8.

ARTICLE 9 Select Board/ Finance Committee FY 2022 Capital Items from Available Funds

To see if the Town will vote to raise and appropriate \$237,000, transfer from the Undesignated Fund Balance \$1,334,500, and transfer from Park, Recreation and Community Education \$30,000, or any other sum or sums of money, for the following capital projects and purchases itemized and described below, and for costs incidental and related thereto;

Department	Name of Capital Asset/Project	Project Description	Total Cost
Accounting	Chart of Accounts	This funds the redesign for the chart of accounts, with which we have received grant funding to help subsidize the project.	\$55,000
Cemetery	Expansion phase 1	This funds a portion of the phase 1 expansion at Westlawn, including, but not limited to tree removal, materials, lot pinning etc. The remainder will be covered by the Trust funds	\$90,000
Highway	Dump Truck	This funds the replacement of a 1993 Mack dump/plow truck	\$175,000
Highway	Roads	This funds 25% of design costs for the intersection of Beaver Brook Road and Great road,	\$200,000
PMBC-School	Facility planning	This funds a long term facility planning study at Shaker Lane	\$45,000
PMBC-School	High School	This funds the roof replacement at the high school over the admin wing/cafe	\$800,000
Police	Cruiser	This funds the replacement of car 35 which has approximately 100,000 miles. This car was due for replacement two years ago.	\$65,000

TOWN OF LITTLETON, MASSACHUSETTS

Department	Name of Capital Asset/Project	Project Description	Total Cost
PRCE	Statistically valid survey	This funds a survey for PRCE to learn what services and facilities the department should be focusing on in the future.	\$30,000
Transfer Station	Stabilization transfer	This funds an annual transfer to the capital stabilization fund to start to build a balance to replace the truck in 20 years	\$10,000
School	Russell Street phone system	This funds the replacement of the RS phone system to standardize the phone system across the district	\$25,000
School	Central office phone system	This funds the replacement of the phone system for the central office, currently on the town hall phone system, which is being changed	\$10,000
School	Maintenance Van replacement	This funds the replacement of a 2006 ford with over 110,000 miles and this showing signs of deterioration	\$35,000
School	Middle School paging system	This funds the replacement of the MS system to tie all of the schools together	\$43,000
School	Shaker Lane paging system	This funds the replacement of the Shaker Lane system which is obsolete and repair parts are not available	\$18,500
		Total Capital Spending	\$1,601,500

or to take any other action related thereto.

[Article 9 authorizes the expenditure of \$237,000 from raise and appropriate and \$1,334,500 from the Undesignated Fund Balance (free cash) and \$30,000 from PRCE retained earnings for the capital articles detailed above.]

Motion: Moved and seconded by the Select Board that the Town vote to approve Article 9 as printed in the warrant.

The Finance Committee and Select Board voted to recommend approval of the article.

ARTICLE 10
Select Board
Senior Center Project

To see if the Town will vote to

(1) Borrow \$1,000,000 for the purpose of funding the design services for the new Senior Center, including any costs related and incidental thereto, and to meet this appropriation, authorize the Treasurer, with the approval of the Select Board, to borrow said sum under and pursuant to M.G.L. c. 44, §7(7), or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor, and further, that, in accordance with M.G.L. c. 44, §20, the premium received by the Town upon the sale of any bonds or notes authorized by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to pay project costs and the amount authorized to be borrowed pursuant to this vote shall be reduced by the amount of any such premium so applied; and

(2) Transfer \$80,162.89, or any other sum or sums of money, from the following unspent capital appropriations, which will thereby exhaust all of the available funds from the original appropriation, for the purposes of funding the feasibility study for the new Senior Center, including any costs related and incidental thereto;

Town Meeting Date	Transfer From: Capital Project	Remaining Balance	Transfer in/(out)
5.2.11 Art#8	Highway pole barn	\$38,478.44	\$(38,478.44)
10.30.17 Art#12	HS curb & sidewalk	6,904.89	\$(6,904.89)
5.7.18 Art#8	Cemetery Master Plan	2,075.00	\$(2,075.00)
5.7.18 Art#8	Highway 8 wheel dump truck	3,393.62	\$(3,393.62)
5.7.18 Art#8	Highway plotter/scanner	7,941.72	\$(7,941.72)
5.6.19 Art#8	Cemetery Mower replacement	2,851.00	\$(2,851.00)
5.6.19 Art#8	Highway High school sidewalk	642.76	\$(642.76)
5.6.19 Art#8	Highway wide mower	301.46	\$(301.46)
5.6.19 Art#8	Highway 6 wheel dump truck	6,708.00	\$(6,708.00)
5.6.19 Art#8	Highway 1 ton dump truck	3,866.00	\$(3,866.00)
5.6.19 Art#8	Highway mower	2,000.00	\$(2,000)
10.28.19 Art#1	Bills of prior year	5,000.00	\$(5,000.00)
		Total Transfers	\$(80,162.89)
	Transfer To: Capital Project	Project Description	Transfer in/(out)
	Senior Center	<i>To fund the Feasibility Study for the Senior center project</i>	\$80,162.89

or to take any other action related thereto.

TOWN OF LITTLETON, MASSACHUSETTS

[Article 10 authorizes the expenditure of \$1,000,000 from borrowing and \$80,162.89 from the remaining unused balances in old capital articles that are no longer needed to fund the feasibility and design for a proposed new Senior Center.]

Motion: Moved and seconded by the Select Board that the Town vote to approve Article 10 as printed in the warrant.

The Finance Committee, Council on Aging, and Select Board voted to recommend approval of the article.

ARTICLE 11
Select Board
Host Community Agreement – Northbridge, LLC.
Appropriation of Available Funds for Capital Projects

To see if the Town will vote to transfer from the Undesignated Fund Balance \$1,110,000, or any other sum or sums of money, to be expended by the respective departments or officers indicated, for the following capital projects and purchases itemized and described, and for costs incidental and related thereto;

Department	Name of Capital Asset/Project	Project Description	Total Cost
Police	Communication	This funds a necessary project to upgrade and replace the public safety communications	\$400,000
Highway	Taylor Street	This funds Taylor Street complete streets initiatives such as, but not limited to sidewalks, crossing lights, etc.	\$350,000
Water Enterprise	Infrastructure	This funds needed investments in the water infrastructure	\$330,000
Elder & Human Services	Bicycle & Pedestrian Master Plan	This funds a review of transportation issues, but not limited to, bicycles, sidewalks, trails, etc.	\$30,000
		Total Capital Spending	\$1,110,000

or to take any other action related thereto.

[Article 11 authorizes the expenditure of \$1,110,000 from Undesignated Fund balance from the agreement in the Host Community Agreement with Northbridge to fund the projects listed as part of the mitigation payment.]

Motion: Moved and seconded by the Select Board that the Town vote to approve Article 11 as printed in the warrant.

The Finance Committee and Select Board voted to recommend approval of the article.

ARTICLE 12
Community Preservation Committee
FY 2022 Community Preservation Budget
[2/3rds vote required]

To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the Fiscal Year 2022 Community Preservation Budget, to appropriate or reserve from FY 2022 Community Preservation Fund annual revenues and reserves the following amounts, as recommended by the Community Preservation Committee, with each item considered a separate appropriation:

1. Administrative Expenses: \$7,600
2. Open Space Debt Service: \$64,788 (Yapp \$5,700, Cobb \$20,888 & Williams \$38,100)
3. Historic Resources Debt Service: \$11,450 (Houghton \$11,450)
4. Open Space Reserves: \$87,312
5. Historic Resources Reserves: \$56,950
6. Housing Reserves: \$76,000 to be transferred to the Littleton Affordable Housing Trust
7. Recreation Reserves: \$76,000
8. From Historic Reserves \$9,950 to fund the Westlawn cemetery gravestone conditions assessment & rehabilitation project
9. From Recreation Reserves \$17,670 to fund the Wellington Couper Trail Connector project

or to take any other action in relation thereto.

[Article 12 contains the recommendations of the Community Preservation Committee to apportion Community Preservation Act funds for open space, historic preservation, and community housing, including debt service for previously approved projects.]

Motion: Moved and seconded by the Community Preservation Committee that the Town vote to approve Article 12, as printed in the warrant.

The Community Preservation Committee and Select Board voted to recommend approval of the article.

ARTICLE 13

Park & Recreation Commission/ Select Board/ CPC

Amend Prior TM Vote for Long Lake Renovation Project – Article 8, May 6, 2019 ATM

To see if the Town will vote to amend Article 8 of the May 6, 2019 Town Meeting, which authorizes the use of funds from the CPA Recreation Reserve for the Long Lake Renovation Project, as shown (additions indicated by underline and deletions indicated by strikethrough):

Long Lake Renovation Project - \$120,000 from the CPA Recreation Reserve for Long Lake Renovation Project; as follows:

The Park & Recreation Commission has requested \$120,000 for renovations at Long Lake, including updating the bathhouse with low flow toilets, outdoor showers and changing stalls; new picnic area created away from parking lot; updating and relocating of the Snack Shack with a new prefabricated structure to allow ~~with~~ outdoor cooking for more food offerings and additional life guard space/seasonal storage; ADA/AAB accessibility with seasonal walkways and availability of water wheelchairs; and reconfigured dock area for boating programs and public boaters, and creation of a dedicated fishing area, to include all engineering cost and trades work as required.

or to take any other action related thereto.

[Article 13 amends a previous Town Meeting vote to amend Article 8, from May 6, 2019 ATM to add detail on work to be covered under the authorization for use of CPC funds for the Long Lake Renovation Project.]

Motion: Moved and seconded by the Community Preservation Committee that the Town vote to approve Article 13, as printed in the warrant.

Community Preservation Committee and Select Board voted to recommend approval of the article.

ARTICLE 14

Select Board/Personnel Board

FY 2022 Compensation Grid

To see if the Town will vote to amend the Personnel Bylaw and Classification and Compensation Plan, Chapter 33 of the Town Code, as recommended by the Personnel Board as follows:

By amending Schedule A Permanent Full and Part-time Employees and Schedules B, B-1, B-2, C-1, C-2, and D, effective July 1, 2021, by applying a zero percent (0%) salary schedule adjustment as shown below:

TOWN OF LITTLETON, MASSACHUSETTS

FY 2022 CLASSIFICATION & COMPENSATION PLAN
SCHEDULE A, Permanent Full and Part-time Employees

Salaries shown are hourly and annual based on 52 weeks / year.

Gr	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
Employees										
1	\$16.64 \$34,611.20	\$17.05 \$35,464.00	\$17.48 36,358.40	\$17.92 37,273.60	\$18.37 38,209.60	\$18.83 39,166.40	\$19.30 40,144.00	\$19.78 41,142.40	\$20.27 42,161.60	\$20.78 43,222.40
2	17.80 37,024.00	18.25 37,960.00	18.71 38,916.80	19.18 39,894.40	19.66 40,892.80	20.15 41,912.00	20.64 42,931.20	21.17 44,033.60	21.70 45,136.00	22.24 46,259.20
3	19.04 39,603.20	19.52 40,601.60	20.01 41,620.80	20.51 42,660.80	21.02 43,721.60	21.55 44,824.00	22.09 45,947.20	22.64 47,091.20	23.22 48,297.60	23.80 49,504.00
4	20.38 42,390.40	20.89 43,451.20	21.41 44,532.80	21.94 45,635.20	22.49 46,779.20	23.05 47,944.00	23.63 49,150.40	24.23 50,398.40	24.83 51,646.40	25.45 52,936.00
5	21.81 45,364.80	22.35 46,488.00	22.91 47,652.80	23.48 48,838.40	24.07 50,065.60	24.67 51,313.60	25.29 52,603.20	25.92 53,913.60	26.57 55,265.60	27.23 56,638.40
6	23.34 48,547.20	23.92 49,753.60	24.52 51,001.60	25.13 52,270.40	25.77 53,601.60	26.41 54,932.80	27.07 56,305.60	27.74 57,699.20	28.44 59,155.20	29.15 60,632.00
7	24.97 51,937.60	25.59 53,227.20	26.23 54,558.40	26.89 55,931.20	27.56 57,324.80	28.25 58,760.00	28.96 60,236.80	29.68 61,734.40	30.43 63,294.40	31.19 64,875.20
8	26.71 55,556.80	27.38 56,950.40	28.06 58,364.80	28.76 59,820.80	29.49 61,339.20	30.22 62,857.60	30.98 64,438.40	31.75 66,040.00	32.55 67,704.00	33.36 69,388.80
9	28.71 59,716.80	29.43 61,214.40	30.16 62,732.80	30.92 64,313.60	31.69 65,915.20	32.49 67,579.20	33.30 69,264.00	34.14 71,011.20	35.00 72,800.00	35.87 74,609.60
10	31.59 65,707.20	32.37 67,329.60	33.18 69,014.40	34.01 70,740.80	34.85 72,488.00	35.72 74,297.60	36.62 76,169.60	37.54 78,083.20	38.47 80,017.60	39.43 82,014.40
11	35.38 73,590.40	36.27 75,441.60	37.18 77,334.40	38.11 79,268.80	39.06 81,244.80	40.04 83,283.20	41.03 85,342.40	42.06 87,484.80	43.12 89,689.60	44.20 91,936.00
Senior Management										
12	41.75 86,840.00	42.79 89,003.20	43.86 91,228.80	44.96 93,516.80	46.08 95,846.40	47.24 98,259.20	48.42 100,713.60	49.63 103,230.40	50.88 105,830.40	52.15 108,472.00
13	49.27 102,481.60	50.50 105,040.00	51.77 107,681.60	53.06 110,364.80	54.39 113,131.20	55.74 115,939.20	57.14 118,851.20	58.57 121,825.60	60.04 124,883.20	61.54 128,003.20
14	55.18 114,774.40	56.56 117,644.80	57.98 120,598.40	59.43 123,614.40	60.91 126,692.80	62.43 129,854.40	63.99 133,099.20	65.60 136,448.00	67.24 139,859.20	68.92 143,353.60
15	61.80 128,544.00	63.34 131,747.20	64.92 135,033.60	66.54 138,403.20	68.21 141,876.80	69.91 145,412.80	71.66 149,052.80	73.45 152,776.00	75.29 156,603.20	77.17 160,513.60

GRADE 1

No positions assigned

GRADE 2

Cemetery Laborer

GRADE 3

Library Assistant

Library Processing Clerk

GRADE 4

Building Maintenance Custodian

Department Clerk

Financial Technician

GRADE 5

Assessing Clerk

Cemetery Groundskeeper

Library Technician

LCTV – Video Production Coordinator

Administrative Clerk – Tax Collector

GRADE 6

Administrative Assistant – Building

Administrative Assistant – Conservation

Administrative Assistant – Elder & Human Services

Administrative Assistant – Human Resources

Administrative Assistant – Parks & Recreation

P/T Communications Officer

Senior Library Technician

Teen Program Leader

GRADE 7

Assessing Clerk/Field Lister

Library Office Coordinator

Payroll and Finance Coordinator

Reserve Police Officer

Wellness Coordinator

GRADE 8

Assistant Town Clerk

Business Administrator-Public Works

Executive Assistant of Public Safety – Fire

Executive Assistant of Public Safety – Police

Community Education and Teen Coordinator

Recreation and Sports Coordinator

GRADE 9

Assistant Assessor

Assistant Human resources Administrator

Assistant Town Accountant

Building Maintenance Supervisor

Cemetery Superintendent

Children's Services/Senior Librarian

Conservation Coordinator

Elder and Human Services Outreach

Coordinator and Respite Care

Executive Assistant to the Town Administrator

Head of Circulation & Interlibrary Loan/Senior Librarian

Information Systems Support Technician

LCTV Production Supervisor

Senior Librarian

Technical Services/Senior Librarian

Young Adult Services/Reference Services/
Senior Librarian

GRADE 10

Assistant Director of Elder and Human Services

Assistant Library Director

Assistant PRCE Director

Assistant Treasurer

Assistant Zoning Officer/Permit

Coordinator/Business Administrator

Inspector of Wires

Plumbing & Gas Inspector

GRADE 11

Director of Elder and Human Services

Human Resources Manager

Littleton Community Television Executive

Director

Parks, Recreation & Community Education

Director

*Police Lieutenant**

Tax Collector

*Town Clerk***

Town Engineer

Town Planner

GRADE 12

Building Commissioner/Zoning Enforcement Officer

Chief Assessor/Appraiser

Highway Superintendent

Information Systems Manager

Town Treasurer/ Assistant Director of Finance and Budget

*Deputy Fire Chief**

*Deputy Police Chief**

*Library Director**

GRADE 13

Assistant Town Administrator

*Director of Finance and Budget / Town Accountant**

Director of Public Works

*Fire Chief**

GRADE 14

*Chief of Police**

GRADE 15

*Town Administrator**

Management contract () and elected (**) positions not subject to this Bylaw.*

TOWN OF LITTLETON, MASSACHUSETTS

Schedule B

On-Call Meeting Clerk, \$13.12, Veteran's Agent, \$17.56

Schedule B-1, Other Employees

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
1 hourly	\$13.50	13.63	13.77	13.90	14.08
2 hourly	\$15.61	\$15.92	\$16.24	\$16.56	\$16.89

GRADE 1

COA Dispatcher

GRADE 2

COA Van Driver

Schedule B-2, Temporary/Seasonal Employees

GRADE	STEP 1	STEP 2	STEP 3	STEP 4
1 hourly	\$15.21	15.51	15.82	16.14
2 hourly	\$16.27	16.60	16.93	17.27
3 hourly	\$17.41	17.76	18.12	18.48
4 hourly	\$18.63	19.00	19.38	19.77

GRADE 1

No positions assigned

GRADE 3

Engineering Technician

GRADE 2

Seasonal Highway Laborer

GRADE 4

Seasonal Truck Driver/Laborer

Schedule C, Park & Recreation Department

Seasonal/Temporary / Fee-based positions (hourly) – effective **January 1, 2021**

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
1 hourly	13.50	13.66	14.00	14.35	14.71
2 hourly	13.66	14.00	14.35	14.71	15.08
3 hourly	14.00	14.35	14.71	15.08	15.46
4 hourly	14.35	14.71	15.08	15.46	15.85
5 hourly	15.00	15.38	15.76	16.15	16.55
6 hourly	15.68	16.07	16.47	16.88	17.30
7 hourly	16.39	16.80	17.22	17.65	18.09

TOWN OF LITTLETON, MASSACHUSETTS

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
8 hourly	17.13	17.56	18.00	18.45	18.91
9 hourly	17.90	18.35	18.81	19.28	19.76
10 hourly	18.71	19.18	19.66	20.15	20.65
11 hourly	19.55	20.04	20.54	21.05	21.58
12 hourly	20.43	20.94	21.46	22.00	22.55

GRADE 1

Program Aide I
Camp Junior Counselor
Recreation Attendant

GRADE 2

Program Aide II

GRADE 3

Camp Senior Counselor

GRADE 4

Intern
Snack Hut Manager

GRADE 5

Camp Lead I
Lifeguard I

GRADE 6

Camp Lead II
Program Coordinator
Sailing Instructor
Lifeguard II

GRADE 7

Camp Specialists
Aftercare Coordinator

GRADE 8

Head Lifeguard
Camp Assistant Director
Sailing Coordinator

GRADE 9

Seasonal Programs Instructor

GRADE 10

Special Course Coordinator

GRADE 11

Preschool Instructor

GRADE 12

Aquatics Director
Camp Director

Schedule C-1, Community Education

GRADE	STEP 1	STEP 2	STEP 3
1 hourly	13.50		
2 hourly	14.00	14.35	14.71
3 hourly	20.00	20.50	21.01
4 hourly	25.00	25.63	26.27
5 hourly	30.00	30.75	31.52
6 hourly	35.00	35.88	36.77

TOWN OF LITTLETON, MASSACHUSETTS

GRADE 1

CE Teacher's Aide

GRADE 2

CE Assistant

GRADE 3

CE Instructor 1

Custodian

GRADE 4

CE Instructor 2

Nurse

GRADE 5

CE Instructor 3

GRADE 6

CE Instructor 4

Schedule D, Fire Department On-Call

On-Call Stipend \$4.00/hour

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
1 hourly	\$13.50					
2 hourly	\$15.46	\$15.77	\$16.09	\$16.41	\$16.74	\$17.07
3 hourly	\$16.08	\$16.40	\$16.73	\$17.06	\$17.40	\$17.74
4 hourly	\$16.72	\$17.05	\$17.39	\$17.74	\$18.09	\$18.45
5 hourly	\$17.21	\$17.55	\$17.90	\$18.26	\$18.56	\$18.93
6 hourly	\$17.73	\$18.08	\$18.44	\$18.81	\$19.19	\$19.57
7 hourly	\$18.26	\$18.63	\$19.00	\$19.38	\$19.77	\$20.17
8 hourly	\$18.81	\$19.19	\$19.57	\$19.96	\$20.36	\$20.77
9 hourly	\$19.38	\$19.77	\$20.17	\$20.57	\$20.98	\$21.40
10 hourly	\$19.57	\$19.96	\$20.36	\$20.77	\$21.19	\$21.61
11 hourly	\$21.42					

Step increases on Schedule D will be awarded on the basis of performance as determined by the Fire Chief

GRADE 1

On-Call/Per Diem Probationary Firefighter or EMT

GRADE 2

No positions assigned

GRADE 3

On-Call/Per Diem Firefighter

On-Call/Per Diem EMT

GRADE 4

On-Call/Per Diem Firefighter/EMT

GRADE 5

No positions assigned

GRADE 6

or to take any other action related thereto.

No positions assigned

GRADE 7

On-Call/Per Diem Firefighter/EMT (advanced EMT certification)

GRADE 8

On-Call/Per Diem Lieutenant

GRADE 9

On-Call/Per Diem Captain

GRADE 10

On-Call/Per Diem Deputy Chief

GRADE 11

On-Call/Per Diem Firefighter/Paramedic

[Article 14 amends the classification and compensation plans for non-union Town employees for FY 2022. At the time of the drafting of the A Town Meeting Report, union negotiations have not been completed to recommend an amendment to the classification and compensation plan.]

TOWN OF LITTLETON, MASSACHUSETTS

Motion: Moved and seconded by the Personnel Board that the Town vote to approve Article 14 as printed in the warrant.

Personnel Board, Finance Committee and Select Board recommendations forthcoming.

ARTICLE 15
Park and Recreation Commission
FY2021 Retained Earnings

To see if the Town will vote to transfer a sum or sums of money from Retained Earnings to cover the FY 2021 deficit, or to take any other action related thereto.

[Article 15 is a placeholder article in the event the Park, Recreation and Community Education Enterprise needs to utilize their retained earnings to balance their FY21 budget.]

Motion: Moved and seconded by the Park and Recreation Commission that the Town vote to approve Article 15 as printed in the warrant.

The Finance Committee, Park and Recreation Commission, and Select Board voted to recommend approval of the article.

ARTICLE 16
Select Board
Fund Collective Bargaining Agreements

To see if the Town will vote to raise and appropriate or transfer from available funds a sum or sums of money for the purpose of funding any new collective bargaining agreements between the Town and its employee unions, or to take any other action in relation thereto.

[Article 16 is a placeholder to fund any Collective Bargaining Agreements that may be settled prior to Town Meeting.]

Motion: Moved and seconded by the Select Board that the Town vote to approve Article 16 as printed in the warrant.

Finance Committee and Select Board recommendations forthcoming.

ARTICLE 17
Select Board
Use of Debt Exclusion Stabilization Fund for FY 2022 Excluded Debt
[2/3rd Vote]

To see if the Town will vote to transfer from the Debt Exclusion Stabilization Fund established by Article 12 of the May 2, 2016 Special Town Meeting for the purpose of reducing the amount of existing debt service and/or the amount of debt needed to be placed when final bonding occurs for borrowing authorizations, both having been exempted from the provisions of Proposition 2½, an amount of up to \$161,136.68 to apply to pay for excluded debt service for the fiscal year beginning July 1, 2021, or to take any other action in relation thereto.

[Article 17 uses the Debt Exclusion Stabilization Fund to reduce the cost of debt passed onto property taxpayers for projects previously voted and excluded from Proposition 2½.]

Motion: Moved and seconded by the Select Board that the Town vote to approve Article 17 as printed in the warrant.

The Finance Committee and Select Board voted to recommend approval of the article..

ARTICLE 18
Select Board
Stabilization Fund

To see if the Town will vote to transfer from the Undesignated Fund Balance the sum of \$150,000 to the Stabilization Fund in accordance with the provisions of M.G.L. c.40, §5B, or to take any other action related thereto.

[The Town's adopted financial management policy requires that at least five percent (5%) of the operating budget be maintained in the Stabilization Fund. To meet that and plan for the current economic environment, \$150,000 from the Undesignated Fund Balance will be added this year. The balance in this fund is estimated to be \$3,507,099 as of June 30, 2021. The Town's AAA bond rating is based in part on maintaining a healthy balance in this and other reserve accounts, as well as for adhering to its financial policies.]

Motion: Moved and seconded by the Select Board that the Town vote to approve Article 18 as printed in the warrant.

The Finance Committee and Select Board voted to recommend approval of the article.

ARTICLE 19
Select Board
Capital Stabilization Fund

To see if the Town will vote to transfer from the Undesignated Fund Balance the sum of \$308,500 to be deposited in the Capital Stabilization Fund established by Article 6 of the May 6, 2013 Special Town Meeting for the purpose of funding any capital-related project, or pieces of capital equipment, or debt

TOWN OF LITTLETON, MASSACHUSETTS

service payment related thereto; said fund as authorized by M.G.L. c.40, §5B, or to take any other action related thereto.

[The Town's adopted financial management policy requires that an amount equal to at least one percent (1%) of the total General Fund capital plan be appropriated annually into the capital stabilization fund. To meet that requirement and to plan for the current economic environment, \$308,500 from the Undesignated Fund Balance will be added this year. The balance in this fund is estimated to be \$3,054,529 as of June 30, 2021. The Town's AAA bond rating is based in part on maintaining a healthy balance in this and other reserve accounts, as well as for adhering to its financial policies.]

Motion: Moved and seconded by the Select Board that the Town vote to approve Article 19 as printed in the warrant.

The Finance Committee and Select Board voted to recommend approval of the article.

ARTICLE 20
Select Board
Acceptance of Paragraph 4 of Section 5B of Chapter 30
Dedicated Revenue Stream to Stabilization Fund

To see if the Town will vote to adopt the local option provision of the fourth paragraph of Chapter 40, Section 5B of the General Laws allowing a municipality to dedicate a particular fee, charge or other receipt to a stabilization fund, or to take any other action in relation thereto.

[Article 20 allows the Town if they should decide at a future Town Meeting to dedicate certain revenue streams to specific stabilization funds.]

Motion: Moved and seconded by the Select Board that the Town vote to approve Article 20 as printed in the warrant.

The Finance Committee and Select Board voted to recommend approval of the article.

ARTICLE 21
Conservation Commission
FY 2022 Conservation Commission Open Space Budget

To see if the Town will vote to expend from the Oak Hill Cell Tower Fund (which fund is intended for use by the Conservation Commission for conservation lands purposes, pursuant to votes of the May 5, 1997 Annual Town Meeting, the September 28, 1998 Special Town Meeting, the May 6, 2002 Special Town Meeting, and the November 14, 2012 Special Town Meeting) the amount of \$17,000 to be used for projects under the direction and charge of the Conservation Commission or to take any other action related thereto.

[Article 21 authorizes the expenditure of \$17,000 from the Oak Hill Cell Tower Fund. The goal of this article is to make funds available from the Oak Hill Cell Tower fund for Conservation

TOWN OF LITTLETON, MASSACHUSETTS

maintenance activities such as trail and parking lot maintenance, new or improved boardwalks, signage, mowing and invasive species management.]

Motion: Moved and seconded by the Conservation Commission that the Town vote to approve Article 21 as printed in the warrant.

Finance Committee, Conservation Commission, and Select Board voted to recommend approval of the article.

ARTICLE 22

Select Board

Senior Citizens and Veterans Tax Work-off Abatement Programs

To see if the Town will vote to request the Board of Assessors to commit the following sums, or other sums, from the Overlay Account for Abatements to fund Property Tax Work-off Abatement Programs for Senior Citizens (\$80,000) and Veterans (\$7,000), or to take any other action in relation thereto.

[The Town has established programs under which local property owners over the age of 60, and qualifying veterans, provide services to the Town in exchange for a reduction on the amount paid on their property tax. The senior program has 130 participants; the veterans program has 11 participants.]

Motion: Moved and seconded by the Select Board that the Town vote to approve Article 22 as printed in the warrant.

The Finance Committee and Select Board voted to recommend approval of the article.

ARTICLE 23

Select Board

Adjusted Income and Asset Limits for Tax Abatements

To see if the Town will vote to accept to accept General Laws Chapter 59, Section 5, Clause 41D, which authorizes an annual increase in the income (gross receipts) and asset (whole estate) limits for exemptions granted to senior citizens under General Laws Chapter 59, Section 5, Clause 41C by the percentage increase in the U.S. Department of Labor, Bureau of Labor Statistics, Consumer Price Index for the previous year as determined by the Commissioner of Revenue, to be effective for exemptions granted for any fiscal year beginning on or after July 1, 2021, or to take any other action related thereto

[Article 23 increases the amount of income and assets that senior citizens may have to qualify for tax abatements thereby providing tax relief.]

Motion: Moved and seconded by the Select Board that the Town vote to approve Article 23 as printed in the warrant.

The Select Board voted to recommend approval of the article. Finance Committee recommendations forthcoming.

ARTICLE 24
Select Board
Free Cash to Fund Highway Chapter 90 Deficit

To see if the Town will vote to transfer \$22,565 from Undesignated Fund Balance to cover a deficit from the FY 2020 Chapter 90 fund, or to take any other action in relation thereto.

[Article 24 is an accounting clean-up article, expenses were charged to Chapter 90 in FY 2020 instead of the Roadway operating budget, this article allows us to correct the deficit and the result is that operating budget is underspent and that money then returns to free cash.]

Motion: Moved and seconded by the Select Board that the Town vote to approve Article 24 as printed in the warrant.

The Finance Committee and Select Board voted to recommend approval of the article.

ARTICLE 25
Littleton Community Television Advisory Committee
FY2022 LCTV Receipts Reserved for Appropriation from the Public, Education and Government
Access Fund

To see if the Town will vote to appropriate \$314,335 from the Receipts Reserved for Appropriation from the Public, Education and Government (PEG) Access and Cable Related Fund (as established under M.G.L. c.44, §53F¾ by vote of the November 2, 2015 Special Town Meeting, and which has a current balance of approximately \$464,232) to the LCTV Enterprise Fund for the operation of the Littleton Community Television cable television studio, as follows: \$212,601 for salaries, \$65,110 for employee/retirement benefits, \$36,624 for operating expenses, or to take any other action related thereto.

[Article 25 appropriates existing funds to be utilized for FY 2022 salaries and expenses related to the operation of the Littleton Community Television cable television studio and it redirects all future revenue received through the Inter-Municipal Agreement with the Town of Boxborough to be deposited into the Receipts Reserved for Appropriation from the Public, Education and Government (PEG) Access and Cable Related Fund, as opposed to the revolving fund, with the goal to consolidate all revenues and expenditures into one place.]

Motion: Moved and seconded by the Finance Committee that the Town vote to approve Article 25 as printed in the warrant.

The Finance Committee and Select Board voted to recommend approval of the article.

ARTICLE 26
Select Board
Mill Pond Dredging – Rescind Vote and Transfer of Funds

To see if the Town will vote to rescind the vote taken under Section VIII.E of Article 8 of the May 6, 2019 Annual Town Meeting, which authorized the transfer of \$60,200 from the Spectacle Pond Cell Tower Clean Lakes Fund, said sum to be expended by the Clean Lakes Committee as part of the Town's share of the Mill Pond Dredging Project, and to transfer said sum back into the Spectacle Pond Clean Lakes Fund, or to take any other action related thereto.

[Article 26 would rescind the authorization of the May 6, 2019 Annual Town Meeting transferring \$60,200 from the Spectacle Pond Cell Tower Clean Lakes Fund that was to be used to as the Town's portion of costs for a Feasibility Study. The cost of the study came at less than was anticipated and this article will transfer those funds back to the Spectacle Pond Clean Lakes Fund.]

Motion: Moved and seconded by the Finance Committee that the Town vote to approve Article 26 as printed in the warrant.

The Finance Committee and Select Board voted to recommend approval of the article.

ARTICLE 27
Cemetery Commission
General Bylaws Amendments – Cemeteries

To see if the Town will vote to amend the General Bylaws as follows:

1. By striking the text of Section 72-14 and replacing it with "Food, alcoholic beverages, and empty containers are inconsistent with the proper keeping of the grounds and are not allowed on graves and will be removed."
2. By inserting after the first sentence of Section 72-20, "Camping and hunting are prohibited within cemetery bounds."

or to take any other action related thereto.

[Article 27 prohibits food, alcoholic beverages, and empty containers on grave sites and prohibiting camping and hunting within cemetery bounds.]

Motion: Moved and seconded by the Cemetery Commission that the Town vote to approve Article 22 as printed in the warrant.

The Select Board voted to recommend approval of the article.

ARTICLE 28
Select Board
General Bylaws Amendments
“Treasurer” to “Treasurer/Collector” and
“Assistant Treasurer” to “Assistant Treasurer/Collector”

To see if the Town will vote to amend the General Bylaws by:

1. Replacing the title “Treasurer” with “Treasurer/Collector” and by replacing the title “Assistant Treasurer” with “Assistant Treasurer/Collector” everywhere such terms appear, and as indicated below:

- Section 18-3
- Section 35-1
- Section 35-3
- Section 72-26
- Section 84-3
- Section 115-3
- Section 136-1
- Section 136-2

2. Amending Section 2 of Section 17-1, as shown (additions indicated by underline and deletions indicated by strikethrough):

The DFB shall also serve in the capacity of and have all the powers and duties presently vested in one of the following positions, as determined by the Town Administrator subject to approval of the Select Board: Town Accountant, or Treasurer/Collector, ~~or Tax Collector~~. The following positions and the respective staff shall become part of the Department and report to the DFB: Town Accountant, Town Treasurer/Collector, ~~Tax Collector~~, and Chief Assessor.

3. Amending Section 3A of Section 17-1, as shown (additions indicated by underline and deletions indicated by strikethrough):

The Director of Finance and Budget shall have direct authority over and conduct performance reviews for the following current and future department heads unless otherwise specified in by law or statutes as structured below. The department heads shall be appointed by, and can be removed by, the Director of Finance and Budget and the Town Administrator subject to the approval of the Select Board.

- (1) Town Accountant; and
- (2) Town Treasurer/Collector if appointed;
- (3) ~~Town Tax Collector if appointed.~~

or to take any other action related thereto.

[Article 28 reflects a change in job titles combining the Treasurer and Collector function into one department. This Article is consistent with the Finance Department re-organization that the Select Board voted to approve & was on the recommendation of the Financial Management Review conducted by the Department of Revenue.]

Motion: Moved and seconded by the Select Board that the Town vote to approve Article 28 as printed in the warrant.

The Select Board voted to recommend approval of the article.

ARTICLE 29
Planning Board
Stormwater Management and Erosion Control Bylaw Amendment

To see if the Town will vote to amend the Stormwater Management and Erosion Control Bylaw, Chapter 38, Article II, of the Town's General Bylaw as follows:

1. By revising the following definitions in Section 38-12, Definitions, as shown (additions indicated by underline and deletions indicated by strikethrough):

COMMON PLAN OF DEVELOPMENT (or COMMON PLAN) – ~~Any announcement or documentation (including but not limited to a contract, public notice or hearing, advertisement, drawing, plan, or permit application) or physical demarcation (including but not limited to boundary signs, lot stakes, survey or marking) indicating imminent or future plans to disturb earth regardless of how long the plans will take to complete.~~ A “larger common plan of development or sale” is a contiguous area where multiple separate and distinct construction activities may be taking place at different times on different schedules under one plan. For example, if a developer buys a 20-acre lot and builds roads, installs pipes, and runs electricity with the intention of constructing homes or other structures sometime in the future, this would be considered a larger common plan of development or sale. If the land is parceled off or sold, and construction occurs on plots that are less than one acre by separate, independent builders, this activity still would be subject to stormwater permitting requirements if the smaller plots were included on the original site plan.

LAND-DISTURBING ACTIVITY or DISTURBANCE OF LAND – ~~Any activity that causes a change in the position or location of soil, sand, rock, gravel, or similar earth material.~~ Action that alters the existing vegetation and/or underlying soil of a site, such as clearing, grading, site preparation (e.g., excavating, cutting, and filling), soil compaction, and movement and stockpiling of top soils.

2. By adding the following definitions to Section 38-12, Definitions, in alphabetical order:

CRITICAL AREA – Any of the following: An Outstanding Resource Water or Special Resource Water as designated in 314 CMR 4.00, a recharge area for a public water supply as defined in 310 CMR 22.02 (a Zone I, Zone II, or Interim Wellhead Protection Area for a

TOWN OF LITTLETON, MASSACHUSETTS

groundwater source or a Zone A for a surface water source), a bathing beach as defined in 105 CMR 445.000, or a cold-water fishery as defined in 310 CMR 10.04.

LOW-IMPACT DEVELOPMENT (LID) – Systems and practices that use or mimic natural processes resulting in the infiltration, evapotranspiration or use of stormwater. LID includes (1) environmentally sensitive site design approaches such as minimizing impervious surfaces, fitting the development to the terrain, preserving and capitalizing on natural drainage systems, and reproducing pre-development hydrologic conditions, and (2) stormwater management systems modeled after natural hydrologic features to manage rainfall at the source using decentralized micro-scale controls, such as bioretention facilities, rain gardens, vegetated rooftops, rain barrels, and permeable pavements.

3. By revising Section 38-14, Applicability, as follows (additions indicated by underline and deletions indicated by strikethrough):

This bylaw shall apply to all activities that result in disturbance of one or more acres of land. Except as authorized by the Board in a Stormwater Permit or as provided below, no person shall perform any activity that results in disturbance of an acre or more of land or is part of a larger common plan of development or sale that will ultimately disturb one or more acres of land. For projects that will require a Stormwater Permit, no site preparation activities, including clearing of vegetation, can begin until the permit is obtained.

A. The following activities are exempt from the requirements of this Bylaw:

1. Normal maintenance and improvement of land in agricultural or aquacultural use, as defined by the Massachusetts Wetlands Protection Act (G.L. c. 131, § 40) and its implementing regulations (310 CMR 10);
2. Forestry activities, including harvesting forest products (as defined in G.L. c. 61, § 1), conforming at least to the minimum standards set forth in the Massachusetts Forest Cutting Practices Act (G.L. c. 132) and carried out pursuant to a Forest Management Plan approved by the Department of Conservation and Recreation; and
- ~~3. Normal maintenance of lawns and landscaping; and~~
- ~~3. Activities that:~~
 - ~~a. Are subject to jurisdiction under the Wetlands Protection Act (including the stormwater management requirements of the Wetlands Protection Regulations);~~
 - ~~b. Demonstrate compliance with the Massachusetts Stormwater Management Standards, as reflected in an Order of Conditions issued by the Littleton Conservation Commission or the Massachusetts Department of Environmental Protection; and~~
 - ~~c. Are in compliance with the Order of Conditions.~~

B. Effective Date: The amendment to this Bylaw made at the 2021 Littleton Annual Town Meeting will take effect after approval by the Office of the Attorney General and publication pursuant to G.L. c. 40, § 32. The amendment shall not apply to:

TOWN OF LITTLETON, MASSACHUSETTS

1. Stormwater Permits for which a complete application is submitted to the Planning Board by November 1, 2021, as long as the permitting process is not suspended for more than one year by the proponent and the project is not revised so significantly that the Planning Board deems a new application to be necessary; or
 2. Projects under the jurisdiction of the Wetlands Protection Act (including the stormwater management requirements of the Wetlands Protection Regulations) for which a Notice of Intent is submitted by November 1, 2021 and an Order of Conditions approving the project (under that Notice of Intent) is issued by the Littleton Conservation Commission by May 1, 2022.
4. By revising Section 38-17, Stormwater Management Plan, as shown (additions indicated by underline and deletions indicated by strikethrough):
- A. The Stormwater Management Plan shall contain sufficient information for the Board to evaluate the environmental impact, effectiveness, and acceptability of the measures proposed by the applicant for reducing adverse impacts from stormwater post-construction, including Low Impact Development site planning and design strategies. The Stormwater Management Plan shall fully describe the project in drawings and narrative. ~~The Stormwater Management Plan may (but is not required to) follow the format and content of the "Stormwater Report" specified by the Massachusetts Department of Environmental Protection to document compliance with the Massachusetts Stormwater Standards.~~
 - B. The stormwater management measures described in the Stormwater Management Plan shall, at a minimum, be designed to meet Massachusetts Stormwater Management Standards 1-6 (for new development) or 7 (for redevelopment). In addition, Low Impact Development site planning and design strategies (as described in §38-12) shall be incorporated unless infeasible in order to reduce the discharge of stormwater. To the extent that the Town's NPDES stormwater discharge permit contains post-construction requirements that go beyond the Massachusetts Stormwater Management Standards, addition design requirements implementing the NPDES permit requirements may be adopted by the Planning Board in Rules and Regulations developed under § 38-13C. The Rules and Regulations may specify the precipitation estimates to be used when calculating stormwater runoff for drainage system design; the precipitation data set specified shall be one that is regionally appropriate and widely used, such as those published by the National Oceanic and Atmospheric Administration and the Northeast Regional Climate Center.
 - C. Site plan. The Stormwater Management Plan shall include a site plan, stamped and certified by a qualified Professional Engineer registered in Massachusetts, containing the following information:
 1. Names, addresses, and telephone numbers of the owner, applicant, and person(s) or firm(s) preparing the plan;

TOWN OF LITTLETON, MASSACHUSETTS

2. Title, date, north arrow, scale, legend, and locus map;
 3. The site's existing and proposed topography with contours at two-foot intervals;
 4. The existing site hydrology, including any existing stormwater conveyances or impoundments;
 5. Estimated seasonal high groundwater elevation (November to April) in areas to be used for stormwater retention, detention, or infiltration;
 6. The existing and proposed vegetation and ground surfaces with runoff coefficient for each;
 7. A drainage area map showing pre- and post-construction watershed boundaries, drainage area and stormwater flow paths;
 8. Identification of all critical areas and tributaries to critical areas within the geographic area shown on the plan;
 - ~~8.~~ 9. Drawings of all components of the proposed drainage system; and
 - ~~9.~~ 10. Such other information as is required by the Board.
5. By revising Section 38-21.D as shown (additions indicated by underline and deletions indicated by strikethrough):
- D. Recovery of costs. If the Board undertakes work to correct or mitigate any violation of this Bylaw, the Department or Board shall (within 30 days after completing the work) notify the violator and the owner(s) of the property (if different) in writing of the costs incurred by the Town, including administrative costs, associated with that work. The violator and the property owner(s) shall be jointly and severally liable to pay the Town those costs within 30 days of the receipt of that notice. The violator and/or the property owner(s) (if different) may file a written protest objecting to the amount or basis of costs with the Board within 30 days of receipt of the notice. If the amount due is not received by the Town by the expiration of time in which to file such a protest, or within 60 days after the final decision of the Board or (if appealed to court) a court of competent jurisdiction resolving that protest, the amount of the Town's costs shall constitute a municipal charge for purposes of G.L. c. 40, § 58, and ~~be a special assessment against the property and shall constitute a lien~~ may be imposed upon the property pursuant to G.L. c. 40, § 58. Interest shall accrue on any unpaid costs at the statutory rate, as provided in G. L. c. 59, § 57.
6. By revising the term "Select Board" in Sections 38-21.E and 38-21.F to "Select Board."

or to take any other action in relation thereto.

[Article 29 revises the current Stormwater Bylaw to comply with recent updates from the Environmental Protection Agency that govern stormwater management in Littleton. New development, redevelopment, and operations of municipal sites will be required to comply with this updated Stormwater Bylaw.]

Motion: Moved and seconded by the Planning Board that the Town vote to approve Article 29 as printed in the warrant.

The Select Board voted to recommend approval of the article.

ARTICLE 30
Planning Board
Littleton Station 40R
[Simple Majority]

To see if the Town will vote to amend the Zoning Bylaw to create a Smart Growth Zoning District, pursuant to Chapter 40R of the Massachusetts General Laws; and (2) the Zoning Bylaw to adopt a new section or section governing such district; or to take any other action related thereto.

[Article 30 enables the Town to establish 40R Smart Growth Districts and establishes the Littleton Station Smart Growth District to promote housing and accessory services to provide a range of housing types near the Littleton commuter rail station. It provides resource efficient, climate resilient, and socially equitable housing choices. The proposed 40R Smart Growth District bylaw is based on the foundational planning work of the community: the April 2017 Littleton Master Plan and the January 2020 Littleton Station Village Vision Plan, as brought forward by the work of the Littleton Station Area Committee and the Planning Board. The Bylaw and District Map can be viewed on the Town's website at https://www.littletonma.org/sites/g/files/vyhlf806/f/uploads/littleton_40r_v10.pdf]

Motion: Moved and seconded by the Planning Board that the Town vote to approve Article 30.

The Select Board recommendation is forthcoming.

ARTICLE 31
Planning Board
Senior Residential Development/Apartments Amendments
[Simple Majority]

To see if the Town will vote to amend the Zoning Bylaw as follows:

1. By amending §173-148(H) to read as follows:

Senior Residential Developments under this bylaw are subject to Article XXIX, Inclusionary Housing. Notwithstanding anything contained in Article XXIX, for any Senior Residential Development fifty (50) percent of the total number of dwelling units shall be affordable housing; provided that the Planning Board may reduce the required number of affordable units to not less than twenty-five (25) percent of the total dwelling units, and that in all cases the affordable units shall range from 60% to 150% AMI and the mix of affordability range of these units shall be at the discretion of the Planning Board. Section 173-205 shall not apply to Senior Residential Developments. All other requirements of Article XXIX shall remain fully applicable to Senior Residential Developments.

2. By amending §173-204(C) to read as follows:

- C. Exemptions. This Article **XXIX** shall not apply to rehabilitation of a building or structure all of or substantially all of which is destroyed or damaged by fire or other casualty. However, any rehabilitation or repair that increases the density, bulk, or size of such building or structure above that which existed prior to the damage or destruction thereof shall comply with this article.

3. By amending §173-2, inserting a new defined term, Senior Apartment, to read as follows:

SENIOR APARTMENT

A dwelling unit in Senior Residential Development, in which at least one member of the family is aged 55, or disabled, and having a minimum livable floor area of 500 square feet and a maximum of 1,200 square feet (meaning the heated floor area of the building above finished grade, excluding non-dwelling areas such as attic space or a garage).

4. By inserting a new section, §173-153 Senior Apartments, to read as follows:

- A. Pursuant to this bylaw, the Planning Board may grant a Special Permit for a Senior Residential Development comprised exclusively of Senior Apartments.
- B. Senior Apartments, permitted as Senior Residential Development under §173-153, may be developed with a maximum density of 20 units per acre provided that the application conforms to the following requirements.
- (1) Senior Apartment dwelling units may be permitted in the form of cottage dwellings, townhouses, or multifamily dwellings, as those terms are defined in §173-2, provided that the proposal complies with all of the basic requirements of §173-148, with the exception of the prescribed maximum unit density which shall be 20 units per acre.
 - (2) Senior Apartments permitted as a Senior Residential development under this section shall be located within the Village Common zoning district, the Littleton Station Smart Growth Overlay District, or at The Point on Constitution Avenue.
 - (3) All Senior Apartments shall be affordable housing units which shall range from 30% to 60% of AMI and the mix of affordability range of these units shall be at the discretion of the Planning Board.
 - (4) Senior Apartments shall be required to have in residence at least one person who:
 - (a) Has reached the age of 55 within the meaning of M.G.L. c. 151B, §4, par. 6, and 42 USC §3607(b)(2)(C); or
 - (b) Is disabled within the meaning of 42 USC §12102.

TOWN OF LITTLETON, MASSACHUSETTS

(5) All deeds, condominium unit deeds, trusts, or other documents referring to permitted Senior Apartment units shall incorporate the affordability, age, and disability restrictions required by Sections 173-153(B)(3)-(4) of this bylaw.

(6) Senior Apartments shall be a variety of Studio, One-Bedroom, and Two-Bedroom units, the mix of which shall be subject to the approval of the Planning Board.

(7) Senior Apartments shall incorporate universal design principles.

C. All requirements of Article XXIII Senior Residential Development, not herein modified, shall remain fully applicable to a Senior Residential Development Special Permit for Senior Apartments.

5. By amending §173-148(F)(2), to read as follows:

(2) Independent living units and Senior Apartment units: one space per unit.

6. By amending §173-26, footnote 2, to read as follows:

² A special permit for a nursing home in a residential area shall not be granted unless the plans, in accordance with which the nursing home is to be constructed, show that it will comply with the following conditions: no structure is to be erected within 600 feet of a street line or within 200 feet of a side line or rear line; ingress and egress are onto a street over a way or a right-of-way with a width of 50 feet or more; and no building facade or roof has length exceeding 150 feet without a horizontal break of at least three feet.

7. By amending §173-2, so that the definition of Independent Living Unit reads as follows:

INDEPENDENT LIVING UNITS

Multifamily buildings in a Senior Residential Development that are designed and intended for occupancy principally by people age 55 years and over, with units that provide a minimum level of basic services which shall include meals, housekeeping, grounds maintenance, security, and common areas and common facilities for events and activities benefiting residents of the development.

or take any action in relation thereto.

[Article 31 updates the current Senior Residential Development and Inclusionary Housing Zoning Bylaws to remove inconsistent wording, clarify affordability requirements, add the Senior Apartment use category, remove the outdated requirement for excess lot area for every nursing home bed, and clarify the definition of Independent Living units. These amendments will support development of housing to allow residents to age in community.]

Motion: Moved and seconded by the Planning Board that the Town vote to approve Article 31 as printed in the warrant.

The Select Board voted to recommend approval of the article.

ARTICLE 32
Planning Board
Marijuana Delivery
[2/3rd Vote]

To see if the Town will vote to amend Chapter 173, the Zoning Bylaw, as follows:

1. By adding the following definitions to Section 173-2 in their appropriate alphabetical order:

Marijuana Delivery Agreement

A contract between a Marijuana Establishment and a Marijuana Delivery Licensee or Marijuana Establishment with a Delivery Endorsement to deliver marijuana or marijuana products from the Marijuana Establishment directly to consumers and as permitted, Marijuana Couriers to patients and caregivers, under the provisions of a Marijuana Delivery License.

Marijuana Delivery Endorsement

An authorization granted to a licensed Marijuana Establishment to perform deliveries directly from the establishment to consumers.

Marijuana Delivery Licensee

Either a Marijuana Courier or a Marijuana Delivery Operator authorized to deliver marijuana and marijuana products directly to consumers and as permitted, Marijuana Couriers to patients and caregivers.

Marijuana Courier

An entity licensed to deliver marijuana and Marijuana Products directly to Consumers from a Marijuana Retailer, or directly to qualified patients from an RMD, but is not authorized to sell marijuana or marijuana products directly to consumers, qualified patients or caregivers and is not authorized to wholesale, warehouse, process, repackage, or white label.

Marijuana Delivery Operator

An entity licensed to purchase at wholesale and warehouse finished marijuana products acquired from a Marijuana Cultivator, Marijuana Product Manufacturer, Microbusiness or Craft Marijuana Cooperative, and white label, sell and deliver finished marijuana products, marijuana accessories and marijuana branded goods directly to consumers, but is not authorized to repackage marijuana or marijuana products or operate a storefront under this license.

2. By adding the bolded phrase to Subpart D of Section 173-194, as shown:

TOWN OF LITTLETON, MASSACHUSETTS

To limit the overall number of Marijuana Retailers that may be located within the Town to an appropriate amount, which shall not exceed the minimum number of Marijuana Retailers that are required by M.G.L. c. 94G to be allowed within the Town absent a ballot vote, **and to limit the overall number of Marijuana Delivery Licensees that may be located within the Town to two.**

3. By striking the word “and” from Section 173-196B(6), by adding the word “and” after the phrase “Marijuana Micro-business;” in Section 173-196B(7), and adding the following new Subpart (8) to Section 173-196B, in the appropriate numerical order;

(8) Marijuana Delivery Licensee, including Marijuana Courier and Marijuana Delivery Operator.

4. By striking “on Marijuana Retailers” from the header of Section 173-197;
5. By striking Section 173-197B and adding the following new Subparts to Section 173-197, as follows:
 - B.** The number of Delivery Licensees that may be located within the Town shall not exceed two.
 - C.** No Marijuana Establishment may deliver or cause the delivery of cannabis or marijuana products to consumers, including delivery of cannabis or marijuana products pursuant to a Delivery Endorsement or a Marijuana Delivery Agreement, unless specifically authorized by a special permit granted by the SPGA in accordance with this Bylaw or, for any Marijuana Establishment holding an existing special permit that is silent as to delivery, by a modification of such existing special permit granted by the SPGA. Such special permit or modification to an existing special permit, as applicable, shall be obtained prior to the commencement of any delivery activity.
 - D.** All Marijuana Establishments are prohibited from offering cannabis or marijuana products for consumption on the premises.
6. By renumbering Subpart (14) of Section 173-198C, as Subparts (15), and by inserting, after Subpart (13), the following:
 - (14)** In addition to what is otherwise required to be shown on a site plan pursuant to Article IV, an applicant that proposes to provide delivery of cannabis or marijuana to consumers located off site (home delivery) shall include on the plans submitted to the SPGA any loading area to be used in connection with the home delivery operation, whether conducted by the Marijuana Establishment itself or a Marijuana Delivery Licensee, and/or the area where the Marijuana Establishment will park vehicles used for home delivery, including overnight parking. The applicant shall also provide a narrative description of how cannabis or marijuana will be loaded

TOWN OF LITTLETON, MASSACHUSETTS

onto such vehicles for delivery. Additional traffic flow data shall be available upon request of the SPGA.

7. By adding the bolded sentences to Section 173-199C, as shown:

- C. Marijuana Establishment that seeks to expand or alter its operations so as to come within a new class or sub-class of Marijuana Establishment, as identified 935 CMR 500.050(d), shall obtain a new special permit prior to undertaking such expansion or alteration. **All delivery of cannabis or marijuana shall comply with the requirements of §173-197C.**

8. By adding the bolded phrase to Subpart D of Section 173-199, as shown:

- D. The SPGA shall not issue any special permit that would cause the Town to exceed the limits on Marijuana Retailers **or Marijuana Delivery Licensees** set forth in § 173-197.

Or to take any other action related thereto

[Article 32 revises the current Adult Use Marijuana Bylaw to comply with recent updates from the Cannabis Control Commission by establishing local regulations governing the delivery of adult use marijuana. This article regulates the siting of delivery businesses and limits the number of delivery businesses located in Littleton to no more than two (2).]

Motion: Moved and seconded by the Planning Board that the Town vote to approve Article 32 as printed in the warrant.

The Select Board voted to recommend approval of the article.

ARTICLE 33
Select Board
Transfer of Land to Affordable Housing Trust Fund
[2/3rd Vote]

To see if the Town will vote to transfer to the Littleton Affordable Housing Trust Fund, for community housing purposes, an approximately 1.6 acre parcel of land shown generally as “Lot A” on a plan of land entitled “Lot Concept Plan 119 Tahattawan Road Littleton, Massachusetts” dated May 29, 2020, a copy of said plan available with the Town Clerk; and in furtherance of the vote taken under article 8 of the October 17, 2020 Special Town Meeting, or take any other action related thereto.

[Article 33 transfers a 1.6-acre lot, a portion of the 119 Tahattawan Road or Browns' Woods property, to the Affordable Housing Trust for affordable housing purposes.]

Motion: Moved and seconded by the Select Board that the Town vote to approve Article 33 as printed in the warrant.

The Select Board voted to recommend approval of the article.

**ARTICLE 34
Select Board
Sale of Small Lots**

To see if the Town will vote to add the following an up to 4,800 square foot portion of the 0.25 acre parcel U14-102-0 abutting Manchester Drive to the Tax Title Abutter Lot Sales Program” established by Article 10 of the November 14, 2011 Special Town Meeting; and, further, to transfer the care, custody, management and control of the balance of the 0.25 acre parcel U14-102-0 and the entirety of the 0.15 acre parcel U14-101-0 to the Conservation Commission for open space purposes, and provided further that the 4,800 square-foot portion of the 0.25-acre parcel U14-102-0 that is unsold as of July 1, 2021 shall automatically be transferred to the care, custody, management and control of the Conservation Commission for open space purposes; or to take any other action in relation thereto.

[Article 34 will authorize the sale of up to 4,800 square feet from the 0.25 acre parcel U14-102-0 abutting Manchester Drive to the Tax Title Abutter Lot Sales Program and the transfer of remaining area and the 0.15 acre parcel U14-101-0 to the Conservation Commission for open space purposes.]

Motion: Moved and seconded by the Select Board that the Town vote to approve Article 34 as printed in the warrant.

The Finance Committee and Select Board voted to recommend approval of the article.

**ARTICLE 35
Select Board
Land Use Department**

To see if the Town will vote to establish a Land Use Department or a Department of Municipal Inspections by (1) accepting Section 13 of Chapter 43C of the Massachusetts General Laws, which grants municipalities the authority to provide for a consolidated department of municipal inspections; (2) amending the General and Zoning Bylaws to create a Land Use Department or a Department of Municipal Inspections; (3) authorizing the Town to withdraw from the Nashoba Associated Boards of Health; or (4) authorizing the Select Board to petition the General Court for special legislation establishing a Land Use Department or a Department of Municipal Inspections within the Town of Littleton; or to take any other action in relation thereto.

[Article 35 would modernize operations of these departments and streamline processes and permitting. It would also allow us to explore establishing a municipal Health Agent and withdraw from Nashoba Associated Boards of Health, as Littleton’s service needs currently outpace the services offered by Nashoba.]

Motion: Moved and seconded by the Select Board that the Town vote to accept Section 13 of Chapter 43C of the Massachusetts General Laws, which grants municipalities the authority to provide for a consolidated department of municipal inspections and authorize the Town to withdraw from the Nashoba Associated Boards of Health.

The Select Board voted to recommend approval of the article.

ARTICLE 36

Select Board

Zoning & General Bylaws Amendments: Rename the “Highway Department” to “Department of Public Works”

[2/3rds vote required]

To see if the Town will vote to amend the General and Zoning Bylaws, as follows:

A. By striking the term “Highway Department” wherever it may appear in the General Bylaws, and inserting, in place thereof, the term “Department of Public Works”.

B. By striking the term “Highway Department” wherever it may appear in the Zoning Bylaws, and inserting, in place thereof, the term “Department of Public Works”.

or take any other action related thereto.

[Article 36 replaces the references within the Zoning and General Bylaws from Highway Department to Department of Public Works.]

Motion: Moved and seconded by the Select Board that the Town vote to approve Article 36 as printed in the warrant.

The Select Board voted to recommend approval of the article.

ARTICLE 37

Select Board

Soil Removal Bylaw Amendments

To see if the Town will vote to amend the Chapter 147 entitled Soil Removal within the General Bylaws, as follows (additions indicated by underline and deletions indicated by strikethrough):

Chapter 147 ~~SOIL~~ EARTH REMOVAL

§ 147-1. Permit required.

The removal of soil, loam, sand and gravel from any parcel of land not in public use in the Town of Littleton, except as hereinafter provided may be allowed only after a written permit therefor is obtained from the ~~Select Board~~ Select Board after a public hearing of which due notice is given.

§ 147-2. Exception.

TOWN OF LITTLETON, MASSACHUSETTS

No permit shall be required for the removal of soil, loam, sand or gravel from any parcel of land for the following activities provided below:

A. Building Permit: When removal is incidental to and in connection with the issuance of a building permit for the construction of a building on the parcel, the volume of earth to be removed without an earth removal permit shall not exceed 1,000 cubic yards.

B. Subdivision or Special Permit: Removal by approval of a definitive subdivision plan under the Subdivision Control Law or through the issuance of a special permit when such removal is necessary for the construction of an approved street and associated infrastructure.

§ 147-3. Conditions imposed by ~~Selectmen~~ Board.

In issuing a permit under this chapter, the ~~Select Board~~ Select Board may impose such conditions not specifically provided for herein as it may deem necessary for the adequate protection of the neighborhood and the Town. Any conditions imposed by the Board shall be attached to and made a part of the permit. The Board may, in its discretion, require a bond, certified check or other security for compliance with said conditions or as evidence of goodfaith as to the completion of any proposed construction.

§ 147-4. Revocation of permits.

The Board may, after a public hearing on proof of violation of any condition, revoke any permits so issued.
or take any other action related thereto.

[Article 37 amends the soil removal bylaw to establish a maximum limit on the volume of soil that can be removed incidental to construction and exempts removal permitted under Planning Board special permit and subdivision rules and regulations when such removal is necessary for the construction of an approved street and associated infrastructure.]

Motion: Moved and seconded by the Select Board that the Town vote to approve Article 37 as printed in the warrant.

The Select Board voted to recommend approval of the article.

<p style="text-align: center;">ARTICLE 38 Citizen Petition Resolution Declaring the Town of Littleton to be a Pollinator Friendly Community <i>[Non Binding]</i></p>

To see if the Town will vote to approve the following resolution to declare the Town of Littleton to be a pollinator friendly community; or act in relation thereto.

RESOLUTION

Declaring the Town of Littleton to be a Pollinator Friendly Community

TOWN OF LITTLETON, MASSACHUSETTS

WHEREAS The Town of Littleton recognizes that a balanced ecosystem and safe water supply are vital to the health of the town and its citizens; and as such are also in need of protection from exposure to pesticides.

WHEREAS The Town of Littleton recognizes that it is in the best interest of the environment and public health to take precautionary action to protect our citizens and ecosystem by reducing the use of toxic pesticides in Littleton; and

WHEREAS, bees and other insects pollinate vegetables, herbs, and fruits and are a necessary component of a healthy food system and ecosystem; and

WHEREAS, locally grown crops such as apples, blueberries, strawberries, squash, tomatoes, and more, depend upon bee and pollinators; and

WHEREAS, extensive research has documented the dramatic decline of native population of bumblebees, butterflies, and other pollinators; and

WHEREAS, extensive research has documented pesticides such as neonicotinoids along with other systemic pesticides cause illness and death to bees and pollinators; and

WHEREAS, alternative land management practices are available that dramatically increase pollinator forage and habitat while decreasing maintenance costs; and

WHEREAS, the monetary and social costs of maintaining pollinator-friendly landscapes can be less expensive than costs associated with maintaining chemically-treated monocrop landscapes; and

WHEREAS, the Town of Littleton has a documented tradition of support for those who labor upon farm, field, and forest, for their livelihood and the economic well-being of themselves and others; and

WHEREAS, the Town of Littleton has a dedicated history of community interest and support of protection of the natural landscape for the health, education, and enjoyment of all persons who dwell and visit within;

NOW, THEREFORE, BE IT RESOLVED by the participants of Town Meeting of the Town of Littleton, Massachusetts, that the Town of Littleton is hereby declared a Pollinator Friendly Community.

BE IT FURTHER RESOLVED that the Town encourages adoption of practices that protect and promote the health of pollinators including the planting and conservation of native species of flowering plants, shrubs, and trees upon which pollinators depend for forage; and converting lawns to organic and chemical-free maintenance or to other ground covers; and

BE IT FURTHER RESOLVED that the Town urge all residents, neighborhoods, property owners, businesses, and institutions, to reconsider, reduce, or eliminate the use of hazardous pesticides and to seek alternative means whenever possible of controlling harmful insects and plants without harming beneficial pollinators; and

TOWN OF LITTLETON, MASSACHUSETTS

BE IT FURTHER RESOLVED that the Town shall endeavor to sponsor or encourage educational programs, lectures, and demonstration projects, such as a pollinator garden, to assist citizens and businesses in making Littleton Pollinator Friendly.

Motion: Moved and seconded by the Select Board that the Town vote to approve Article 38 as printed in the warrant.

The Select Board took no action on the recommendation of the article.

TOWN OF LITTLETON, MASSACHUSETTS



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