



Town of Littleton, Massachusetts

TOWN MEETING REPORT

VOTER INFORMATION

Please bring this with you to the

May 7, 2024 ANNUAL

TOWN MEETING

Tuesday, May 7, 2024 at 7:00 PM

Charles Forbes Kaye Gymnasium, Littleton Middle School

55 Russell Street, Littleton, MA 01460

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

James Duggan, Town Administrator
Ryan Ferrara, Assistant Town Administrator/Finance Director
Robin Healy, Treasurer/Collector and Assistant Finance Director
Michelle Reynolds, Town Accountant
Kim Kouvo, Assistant Treasurer Collector

More information is available online at www.littletonma.org

May 7, 2024 Town Meeting Articles

1. Annual Report
2. Bills of Prior Years [4/5ths Vote]
3. Fiscal Year 2024 Operating Budget Line-Item Transfers
4. Fiscal Year 2025 Operating Budget
5. Fiscal Year 2025 Water Enterprise Fund Operating Budget
6. Amend Fiscal Year 2024 Water Enterprise Fund Operating Budget
7. Fiscal Year 2025 Sewer Enterprise Fund Operating Budget
8. Purchase of Webster Property
9. Transfer Funds to Community Preservation Committee Budget
10. Fiscal Year 2025 Community Preservation Budget
11. Declare Nagog Hill Orchard as Surplus Property and Authorize Sale
12. Fund Rehabilitation of Former Indian Hill Music School (32/36 King Street)
13. MBTA Communities Zoning Bylaw and Zoning Map Amendment
14. Fiscal Year 2025 Departmental Revolving Funds
15. Authorize Utilization of 'Prudent Investor Rule' for Town Trust Funds
16. Authorize Transfer from Multiple Trust Funds
17. Amendment to Oak Hill Stabilization Fund
18. Transfer Funds from the Oak Hill Stabilization Fund for use by the Conservation Commission
19. Fiscal Year 2025 Capital Items from Available Funds
20. Fiscal Year 2025 Other Items from Available Funds
21. Amend Senior Center Project Article
22. Fiscal Year 2025 LCTV Receipts Reserved for Appropriation from the Public Education and Government Access Fund
23. Fiscal Year 2025 Compensation Grid
24. Capital Stabilization Fund
25. Authorize the Transfer of Funds from the Capital Stabilization Fund to pay for a Portion of 32/36 King Street Building
26. Creation of School Building Stabilization Fund
27. Use of Debt Exclusion Stabilization Fund for Fiscal Year 2025 Excluded Debt
28. Appropriation of Transportation Network Company Funds
29. Fund Collective Bargaining Agreements
30. Authorize Departure from Nashoba Associated Boards of Health (NABH)
31. Citizen Petition: Amend Town's Bylaws Regarding Marijuana Establishments
32. Citizen Petition: Public Hearing Requirements for Town of Littleton Projects
33. Citizen Petition: Voting Access for Littleton Residents

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/Inserter
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. Thank you.

– Littleton Select Board

Gary Wilson, Chair

Charles DeCoste, Vice-Chair

Mark Rambacher, Clerk

Matthew Nordhaus

Karen Morrison

Town Moderator: Town Meeting Procedures

Electronic Voting (EV)

At the May Annual Town Meeting, we will have the first opportunity to utilize our new electronic voting (EV) system. We realize that this will be a new experience for all of us and will take some getting used to but ultimately, we believe that EV will save a great deal of time and frustration and will result in a more efficient Town Meeting experience for everyone.

In the weeks before Town Meeting, the Town Clerk will conduct a public practice session for the EV system and we will spend the first 5-10 minutes at Annual Town Meeting conducting a tutorial of the new system complete with a practice vote so that voters can familiarize themselves with the new handheld devices (much like a remote control) and how voting will be conducted. Additionally, the vendor of the new EV system will be on hand at Town Meeting to deal with any technical issues.

A Call of the Articles

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 I am proposing to continue the following procedures:

We will continue with “**A Call of the Articles**” which was successfully introduced several years ago, 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.

General Town Meeting Guidelines

- **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 placed before Town Meeting. A single presenter is 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 additional time, within reason, to presentations that he believes Town Meeting would benefit from hearing in their entirety. In the interest of fairness, the Moderator will extend the offer of additional time to both sides.
- **Limits on length/number of speeches** - Speakers shall be limited to no more than three (3) 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 Warrant articles (evening meetings)** - 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 action on that article prior to 11:00p.m. and a majority of Town Meeting votes to continue its business past 10:30pm.

Accessibility/Requesting Reasonable Accommodations

Additionally, towns have an obligation under the Americans with Disabilities Act (ADA) to:

1. Make their Town Meetings accessible to people with disabilities; and, to
2. Respond to requests for reasonable accommodations at Town Meetings.

The Town of Littleton does not discriminate based on disability and is committed to hosting accessible meetings. To request a reasonable accommodation to attend Town Meeting, please contact the municipal ADA Coordinator Assistant Town Administrator, Ryan Ferrara at 978-540-2460.

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

Budget Report for Fiscal Year 2025

To the residents of Littleton:

The Finance Committee is pleased to present the annual budget for Fiscal Year 2025. While this year's budget has presented many challenges to the Town, we want to assure residents that 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. Our prudent use and continued additions to our various stabilization accounts provides flexibility in not only crafting an overall budget for the current fiscal year but also enabling us to provide a solid foundation of funding for future Town projects.

The Finance Committee's primary goal in each budget cycle is to maintain the financial stability of the Town. Overall strong financial policies and internal procedures contribute to the continued stability of the Town's finances. Our guiding principle of not allowing "one time" revenues to fund recurring expenses helps enable us to craft budgets that are sustainable.

As we have mentioned on several occasions, FY25 was anticipated to be the start of a difficult budgeting period lasting at least the next three budget cycles. This is primarily due to the pressures involved in funding the Town's new sewer system and increased levels of debt service on several new building projects. Given these pressures we must spend "smarter" over the next few cycles.

Covering the Initial Budget Deficit

After the initial budget requests were gathered the Town found itself in a deficit position of \$3,361,691. While a budget deficit is not unusual at that initial stage, the size of the deficit certainly was.

The Town Administrator's Office and his Finance Team met with all Town departments and developed the initial list of budget changes that resulted in the first pass of a balanced budget. Separately, Finance Committee department liaisons met with internal departments to review their budget requests. Additionally, the Finance Committee and Select Board met jointly with all departments to review their budget proposals.

The deficit was reduced through a combination of decreased expenses and increased revenue assumptions. While modest increases in revenues are budgeted each year, we found it necessary to be more aggressive in our revenue forecast to balance this year's budget. This is something the Finance Committee is extremely reluctant to do as it impacts funding for capital in future years.

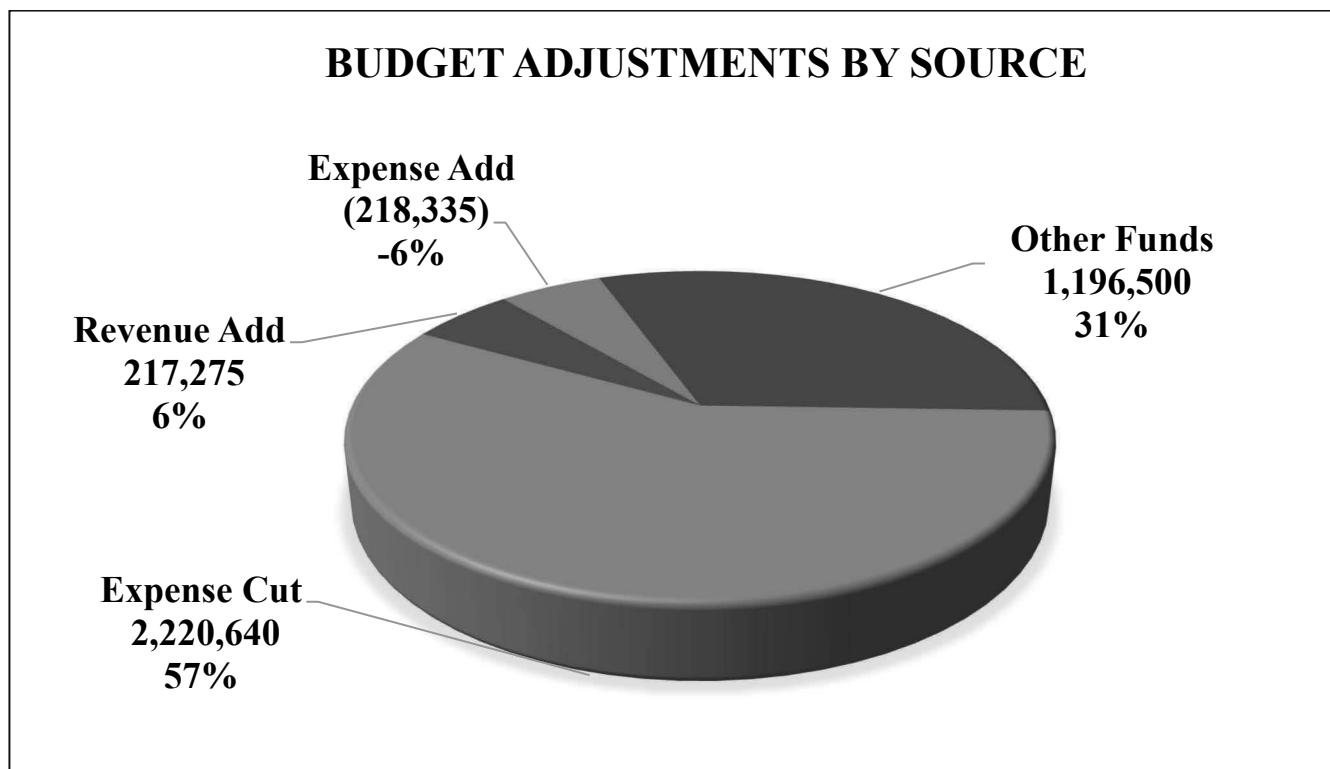
In working together with the Select Board and the Town Finance Team we were able to construct the budget to be presented at the May 7, 2024, Annual Town Meeting. Even though nearly all department budgets saw cuts to their requests, services provided to Town residents will not be impacted. We would like to thank the School Department and all our Town department heads and staff for all their efforts in constructing their

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budgets and working cooperatively with the Finance Committee and Select Board as we attempted to balance the budget.

The changes to the initial budget requests and additional changes made by the Finance Committee and Select Board needed to bring the budget in-line are summarized as follows:

Budget Adjustments by Source	Amount
Other Funds	\$1,196,500
Expense Cut	\$2,220,640
Revenue Add	\$217,275
Expense Add	(\$218,335)
Total	\$3,416,080



Some of the major items that are included in the above changes are:

- A portion of the remaining ARPA Funds (COVID relief funding) were used to cover the Town's sewer betterment, which was initially budgeted for \$825,000.
- Reduced the initial amount of additional revenue increases from \$730,659 down to the final \$217,275, shown above, by making additional expense reductions. This was a priority of the Finance Committee.

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- While we continue to fund our various stabilization funds and other long-term liabilities such as OPEB and pension (see Employee Benefits below), some amounts were reduced or eliminated.
 - Fiscal Policy Reserve reduced by \$200,000
 - Finance Committee Reserve Fund – reduced by \$50,000
 - Annual deposit to General Stabilization of \$150,000 – eliminated for FY25
- Changes to departmental staffing requests
 - Reduction from the requested 2 new Police Officers to 1 new Officer
 - Elimination of the Finance Director position – this was consolidated with the Assistant Town Administrator position.
 - Parks and Recreation staff salary – requested by P&R to have the Town fund the position in full. The Town will continue to fund the position at 50% with recreation fees covering the remaining salary.
- Employee Benefits – total reduction \$976,860
 - Health insurance expenses were able to be reduced from original estimates through better-than-expected renewal rates - \$303,287.
 - Reductions to both employee pension fund and OPEB Fund contributions - \$673,573.
- Other notable reductions from submitted budgets
 - School department - \$250,000
 - Fire - \$104,770 – overtime costs were reduced
 - Police - \$103,363 – overtime costs and the elimination of 1 new Police Officer position
 - Debt Service - \$369,520 – use of betterment funds for the new sewer system (\$200,000) and additional grant money from the State for the Library debt service

Recommended FY25 Budget

Note: Finance Committee and Select Board recommendations for articles made prior to printing are included in this booklet. Any changes/updates to articles will be provided at Town Meeting should new information warrant such changes.

As of this writing, March 20, 2024, the Finance Committee recommends Article 4 for FY25 in the amount of \$59,625,819. Even with the \$2 million net expense reductions noted above, this represents an increase of \$3,160,431 or 5.60% from FY24.

The following are some key highlights by category:

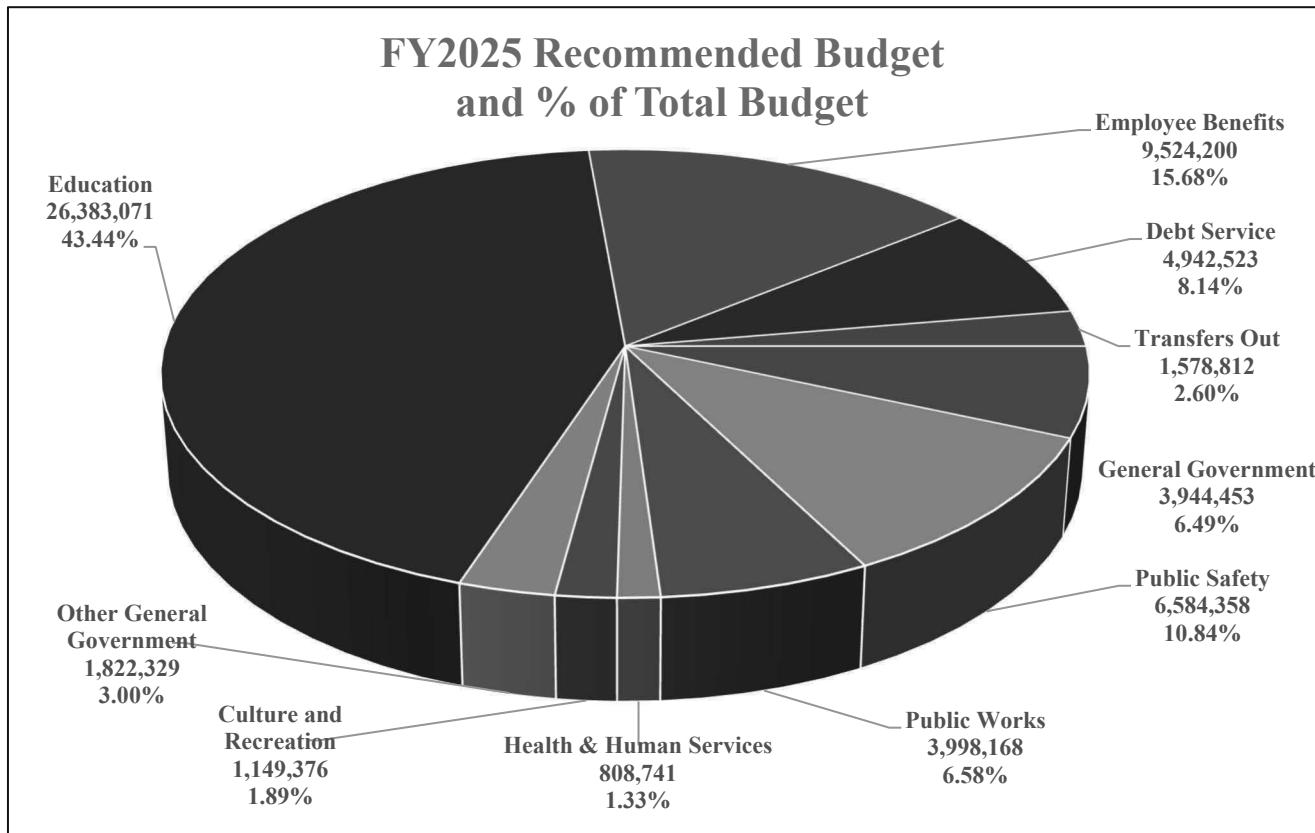
- Town operating budgets increase by \$562,396 or 3.53% over FY24.
 - Much of that increase can be seen in our Public Safety budgets, which accounted for an overall increase of \$486,834 or 7.98% over FY24.
 - Fire - \$262,411, up 10.67% - addition of 3 new firefighters.
 - Police - \$176,941, up 6.58% - addition of 1 new officer.
 - Town Administrator office salaries increased by \$43,789 or 10.55%.

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- The combination of increases for the new Town Administrator and Assistant Town Administrator is offset by the net changes in the Accounting department, including the elimination of the Finance Director position. Accounting department salaries decreased by \$62,034 or -20.21%.
- Wastewater/Stormwater management increased by \$108,096 or 18.32%.
 - This line item is the Town's funding for the current sewer system serving the Town buildings and the funding needed to pay the debt service on the new sewer system being built. In FY25, \$200,000 of the betterment funds collected to date are being used to decrease the net effect of the sewer system. This line item is expected to increase by \$1,093,000 in FY26 as we continue to cover the expenses of the new system.
- The School Department budget increased by \$1,055,666 or 4.32%.
 - Salary increases account for \$820,137 of the total increase.
 - Transportation costs increased by \$126,442.
 - Operations and materials increased by \$109,087.
- Nashoba Technical High School Assessment increased by \$112,551.
 - 4 additional students from Littleton were enrolled at Nashoba during the current school year increasing our overall percentage of total students.
- Debt Service increased by \$1,547,991 or 45.60% over FY24
 - The purchase of 36 King Street will be bonded in FY25. Current short-term debt issued for the purchase will be paid down by \$657,000 prior to the bond issuance. This \$657,000 will be transferred from the Capital Stabilization account. Total debt service including this payment will be \$1,144,730 for FY25.
 - New short-term debt will be issued to fund the Senior Center project through construction with estimated interest payments of \$675,000 in FY25. The project will be bonded in 2025 with the initial principal and interest payment due in FY26 at \$1.5 million.
- Employee Benefits, including the transfer to the OPEB Trust Fund, decreased by \$138,645 or -1.23%.
 - Health insurance – increase of \$365,244 over FY24. Even with better-than-expected renewal rates, insurance costs continue to rise.
 - Pension contributions – decrease of \$187,701 or -6.11%

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- OPEB Trust – decrease of \$291,188 or 15.57%.



Other Financial Items

- ***Article 8***, a Community Preservation Committee (CPC) article, looks to fund the purchase of the Webster property that was voted down at the November 1, 2023, Special Town Meeting. New information on the purchase is not available as of this writing and a Finance Committee recommendation will not be given until more is known. As a CPC article, the purchase price must be at or below the appraised value of the property. If the purchase price remains higher than the appraisal, as was the case in November, we would expect this article would not move forward at Town Meeting.
- ***Article 9*** deposits additional funds (“Blended Funds”) into the Community Preservation Fund over and above the 1% surcharge. These funds from Free Cash will be used for both current and prior CPC projects.
- ***Article 12*** provides a placeholder for the renovation of the Town property at 36 King Street. Funding for the renovation will be made from the Capital Stabilization Fund. Money was deposited at the November 1, 2023, Special Town Meeting in anticipation for this project. Bids for the project will

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be opened in early April. Finance Committee and Select Board recommendations will be made prior to Town Meeting.

- Certified free cash is once again being used to fund the Town's capital and reserves.
 - *Article 19* funds the purchase of \$1,493,000 in capital items for various departments.
 - \$241,145.28 in other project costs (*Article 20*), which includes a deposit into the Special Injury Leave Indemnity Fund of \$155,000 to replenish the fund balance to the original \$350,000 level.
 - A deposit of \$1,499,882 into the Capital Stabilization Fund (*Article 24*).
 - The establishment of a School Building Stabilization Fund (*Article 26*) with an initial deposit of \$1,180,000. These funds will help offset the anticipated costs for the construction/renovation of the Shaker Lane School building – see below.
- The non-union salary grid (*Article 23*) is increasing by 2.5% for FY25. As of this writing, contracts with the Town's four unions (Police, Fire, Dispatch, DPW) are still being negotiated. Article 29 provides a placeholder to fund any increases to these departments if union contracts are settled prior to Town Meeting.
- *Article 25* withdraws \$657,000 from the Capital Stabilization Fund to reduce the final amount the Town will borrow for the purchase of 36 King Street. These funds were added to the account for this purpose at the May 1, 2023, Annual Town Meeting. The Town expects to issue the final bond for this purchase in the fall of 2024.
- *Article 26* establishes and funds a School Building Stabilization Fund of \$1,180,000 from Free Cash. This fund will be used to help offset potential costs the Town may face with the renovation/construction of the Shaker Lane School. The renovation/construction decision is in its very early stages. A request for funding may be made at the Fall Special Town Meeting in 2025. Between now and then, the Town will hold several public hearings to provide the community with information and input into the project. At this time the Finance Committee anticipates that this project, due to its potential size, will be a debt exclusion override, raising funds outside the normal Proposition 2 ½ levels.
- The Debt Exclusion Stabilization Fund will be used once again to offset a portion of the excluded debt service the Town currently has. This year \$349,879 will be withdrawn from the fund (*Article 27*), to help reduce the burden of excluded debt on the taxpayers.
- *Article 29* provides a placeholder to appropriate funds for the settlement of union contracts. The Town is currently in negotiations with their four unions, Police, Fire, Dispatch and DPW. Updated information will be provided at Town meeting if any of the contracts are settled by that time.

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Despite a very challenging year, Littleton remains in a very strong financial position. The Finance Committee would like to thank all those involved with developing this budget including the Select Board, Town Finance Department and the leadership at Town Hall and the School District.

We would also like to thank two past members whose terms ended during this year. Tom Porell who served on the Finance Committee for nine years and Tyler Gray for his many years of service to the Town in various capacities, especially as a valued member of the Finance Committee.

Littleton Finance Committee

Steven Venuti – Chairman

Fred Faulkner – Vice Chairman

Brian Tarbox - Clerk

Alvin Rasmus

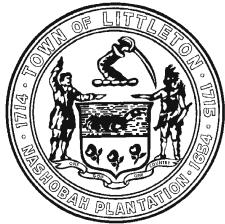
Geri Bertoza

Jenna Brownson

Michael Proulx

FY 2025 Budget Summary

	<i>FY24 Budget</i>	<i>FY25 Budget</i>	<i>Variance</i>	<i>% Variance</i>
<i>Revenue</i>				
Levy Limit	49,783,135	51,660,333	1,877,198	3.77%
Other Funds				
Undesignated Fund Balance	2,790,041	5,495,706	2,705,665	96.98%
Cherry Sheets - Town State Aid	968,032	977,712	9,680	1.00%
Cherry Sheets - School State Aid	5,568,476	5,624,161	55,685	1.00%
School Dept Reserves	-	-	-	-
Stabilization/Overlay Surplus & Other	4,921,950	4,657,000	(264,950)	-5.38%
Other Available Funds	1,198,852	1,263,946	65,094	5.43%
Local Receipts	<u>3,650,134</u>	<u>4,066,600</u>	<u>416,466</u>	<u>11.41%</u>
Total Other Funds	19,097,485	22,085,125	2,987,640	15.64%
<i>Total Revenue/Available Funds</i>	<i>68,880,620</i>	<i>73,745,458</i>	<i>4,864,838</i>	<i>7.06%</i>
<i>Expenses</i>				
Town Operating Budgets	15,922,699	16,631,700	709,001	4.45%
School Appropriation	24,433,262	25,488,928	1,055,666	4.32%
School Revolving Spending	-	-	-	-
Technical School Assessments	781,592	894,143	112,551	14.40%
Other Charges, Facilities & Infrastructure	1,715,498	1,829,459	113,961	6.64%
Debt Service	3,394,532	4,942,523	1,547,991	45.60%
Employee/Retiree Benefits	<u>11,241,657</u>	<u>11,103,012</u>	<u>(138,645)</u>	<u>-1.23%</u>
<i>Total Operating Budget</i>	<i>57,489,240</i>	<i>60,889,765</i>	<i>3,400,525</i>	<i>5.92%</i>
Capital Exclusions	-	-	-	-
<i>Total Municipal Budget</i>	<i>57,489,240</i>	<i>60,889,765</i>	<i>3,400,525</i>	<i>5.92%</i>
Capital Planning and Warrant Articles	<u>3,238,690</u>	<u>8,126,129</u>	<u>4,887,439</u>	<u>150.91%</u>
<i>Total Appropriations</i>	<i>60,727,930</i>	<i>69,015,894</i>	<i>8,287,964</i>	<i>13.65%</i>
Other Amounts to be Raised	466,000	466,000	-	-
Payments of Previous FY Bills	-	-	-	-
Fiscal Policy Adjustments	500,000	300,000	(200,000)	-40.00%
Additions to General & Other Stabilizations	4,474,539	1,305,000	(3,169,539)	-70.83%
Cherry Sheet Charges & Offsets - Town	167,070	169,744	2,673	1.60%
Cherry Sheet Charges & Offsets - School	1,760,165	1,734,635	(25,530)	-1.45%
Allowance for Abatements	<u>774,948</u>	<u>700,000</u>	<u>(74,948)</u>	<u>-9.67%</u>
<i>Total Other Amounts</i>	<i>8,142,722</i>	<i>4,675,378</i>	<i>(3,467,344)</i>	<i>-42.58%</i>
<i>Total Expenditures</i>	<i>68,870,653</i>	<i>73,691,273</i>	<i>4,820,620</i>	<i>7.00%</i>
<i>Net Budget Variance</i>	<i>9,968</i>	<i>54,186</i>		



May 7, 2024 Annual Town Meeting

7:00 p.m. *Charles Forbes Kaye Gymnasium,
Littleton Middle School, 55 Russell Street*

ARTICLE 1 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 2023 Annual Town Report.

ARTICLE 2 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 related thereto.

[Article 2 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. At the time that the report was printed, one bill has been identified.]

Motion: Moved and seconded by the Select Board that the Town vote to pay prior years bills as follows: KP Law P.C. (FY23 Legal Fees); \$1,100.00 to be charged to 01151520-530110 (Town Counsel – Legal Fees)

The Finance Committee and Select Board recommend this article.

ARTICLE 3 Select Board FY 2024 Operating Budget Line-Item Transfers

To see if the Town will vote to amend the FY 2024 Operating Budget, as adopted under Article 3 of the Annual Town Meeting of May 1, 2023 by adjusting budget line items, or to take any other action in relation thereto.

[This article allows for end of the year transfers and budget line adjustments to occur as the Town comes to the end of the FY 2024 Operating Budget season. While no budget line-item transfers are proposed at the time the Warrant Report was printed, this article is a placeholder should transfers and adjustments be necessary.]

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Motion: Motion to be made on the floor of Town Meeting.

The Select Board and Finance Committee recommendations are forthcoming.

ARTICLE 4
Finance Committee>Select Board
FY 2025 Operating Budget

To see if the Town will vote to raise and appropriate \$58,831,276, transfer from Certified Free Cash \$794,543, for a total of \$59,625,819, and transfer from the funds specified herein to defray the expenses of various departments of the Town as specified herein and to adjust the salary and compensation of all elected officials for the Fiscal Year beginning July 1, 2024, or to take any other action related thereto.

<i>Functional Area</i> <i>Department</i>	Voting Line	<i>FY2023 Actual</i>	<i>FY2024 Budget</i>	<i>FY2025 Recommended</i>
<u>GENERAL GOVERNMENT</u>				
TOWN REPORT / TOWN MEETING				
Expenses		<u>30,866</u>	<u>31,800</u>	<u>31,800</u>
<i>Total TOWN REPORT / TOWN MEETING</i>		30,866	31,800	31,800
MODERATOR				
Expenses		<u>100</u>	<u>100</u>	<u>100</u>
<i>Total MODERATOR</i>		100	100	100
SELECT BOARD				
Salaries & Wages		14,000	14,000	0
Expenses		30,800	12,800	17,800
MAGIC/MAPC Assessments & Grant Match		<u>0</u>	<u>0</u>	<u>0</u>
<i>Total SELECT BOARD</i>		44,800	26,800	17,800
TOWN ADMINISTRATOR				
Salaries & Wages		395,047	414,877	474,103
Expenses		<u>20,500</u>	<u>20,500</u>	<u>18,600</u>
<i>Total TOWN ADMINISTRATOR</i>		415,547	435,377	492,703
FINANCE COMMITTEE				
Salaries & Wages		800	800	800
Expenses		<u>500</u>	<u>500</u>	<u>500</u>
<i>Total FINANCE COMMITTEE</i>		1,300	1,300	1,300
RESERVE FUND				
Expenses		<u>295,000</u>	<u>295,000</u>	<u>245,000</u>
<i>Total RESERVE FUND</i>		295,000	295,000	245,000

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Functional Area Department	Voting Line	FY2023 Actual	FY2024 Budget	FY2025 Recommended
TOWN ACCOUNTANT				
Salaries & Wages		293,254	306,891	250,703
Expenses		<u>70,250</u>	<u>88,250</u>	<u>101,585</u>
Total TOWN ACCOUNTANT		363,504	395,141	352,288
AUDIT				
Expenses		<u>0</u>	<u>0</u>	<u>0</u>
Total AUDIT		0	0	0
ASSESSOR				
Salaries & Wages		225,875	241,261	254,045
Expenses		<u>46,125</u>	<u>64,875</u>	<u>69,925</u>
Total ASSESSOR		272,000	306,136	323,970
TREASURER				
Salaries & Wages		260,147	323,539	335,313
Expenses		<u>23,575</u>	<u>24,600</u>	<u>18,350</u>
Total TREASURER		283,722	348,139	353,663
TAX COLLECTOR				
Salaries & Wages		85,176	89,102	93,620
Expenses		<u>37,050</u>	<u>37,050</u>	<u>35,850</u>
Total TAX COLLECTOR		122,226	126,152	129,470
TOWN COUNSEL				
Expenses		<u>260,000</u>	<u>260,000</u>	<u>280,000</u>
Total TOWN COUNSEL		260,000	260,000	280,000
HUMAN RESOURCES				
Salaries & Wages		205,880	185,462	220,601
Expenses		<u>180,600</u>	<u>171,600</u>	<u>151,600</u>
Total HUMAN RESOURCES		386,480	357,062	372,201
INFORMATION SYSTEMS				
Salaries & Wages		184,642	197,272	204,099
Expenses		<u>468,000</u>	<u>500,000</u>	<u>500,080</u>
Total INFORMATION SYSTEMS		652,642	697,272	704,179
TAX TITLE				
Expenses		<u>16,000</u>	<u>16,000</u>	<u>16,000</u>
Total TAX TITLE		16,000	16,000	16,000

TOWN OF LITTLETON, MASSACHUSETTS

Functional Area Department	Voting Line	FY2023 Actual	FY2024 Budget	FY2025 Recommended
TOWN CLERK				
Elected Salaries		95,631	101,101	106,217
Salaries & Wages		60,344	63,330	66,545
Expenses		<u>8,050</u>	<u>8,350</u>	<u>14,600</u>
Total TOWN CLERK		164,025	172,781	187,361
ELECTIONS & REGISTRATIONS				
Salaries & Wages		4,000	4,000	4,000
Expenses		<u>34,688</u>	<u>38,350</u>	<u>51,800</u>
Total ELECTIONS & REGISTRATIONS		38,688	42,350	55,800
CONSERVATION COMMISSION				
Salaries & Wages		92,974	82,321	108,562
Expenses		<u>17,150</u>	<u>19,450</u>	<u>16,600</u>
Total CONSERVATION COMMISSION		110,124	101,771	125,162
PLANNING BOARD				
Salaries & Wages		0	185,142	218,729
Expenses		<u>4,370</u>	<u>2,575</u>	<u>2,575</u>
Total PLANNING BOARD		4,370	187,717	221,304
APPEALS BOARD				
Salaries & Wages		0	0	0
Expenses		<u>1,400</u>	<u>300</u>	<u>300</u>
Total APPEALS BOARD		1,400	300	300
Land Use				
Salaries & Wages		316,238	204,203	69,980
Expenses		<u>2,080</u>	<u>24,000</u>	<u>24,000</u>
Total Land Use		318,318	228,203	93,980
VOTED TOTAL GENERAL GOVERNMENT				
Salaries & Wages	1	2,234,008	2,413,301	2,407,315
Expenses	2	<u>1,547,104</u>	<u>1,616,100</u>	<u>1,597,065</u>
VOTED TOTAL GENERAL GOVERNMENT		3,781,112	4,029,401	4,004,380
PUBLIC SAFETY				
POLICE				
Salaries & Wages		2,367,104	2,447,378	2,616,692
Expenses		<u>187,000</u>	<u>241,186</u>	<u>259,900</u>
Total POLICE		2,554,104	2,688,564	2,876,592

TOWN OF LITTLETON, MASSACHUSETTS

Functional Area Department	Voting Line	FY2023 <i>Actual</i>	FY2024 <i>Budget</i>	FY2025 <i>Recommended</i>
FIRE / EMS DEPARTMENT				
Salaries & Wages		1,901,160	2,191,641	2,427,595
Expenses		<u>272,815</u>	<u>267,775</u>	<u>300,412</u>
Total FIRE / EMS DEPARTMENT		2,173,975	2,459,416	2,728,007
DISPATCH				
Salaries & Wages		681,965	688,625	689,821
Expenses		<u>1,500</u>	<u>1,500</u>	<u>7,950</u>
Total DISPATCH		683,465	690,125	697,771
BUILDING DEPARTMENT				
Salaries & Wages		177,641	211,194	256,216
Expenses		<u>11,330</u>	<u>6,650</u>	<u>6,950</u>
Total BUILDING DEPARTMENT		188,971	217,844	263,166
EMERGENCY MANAGEMENT				
Expenses		<u>6,575</u>	<u>5,075</u>	<u>5,075</u>
Total EMERGENCY MANAGEMENT		6,575	5,075	5,075
CROSSING GUARDS				
Salaries & Wages		<u>5,000</u>	<u>0</u>	<u>0</u>
Total CROSSING GUARDS		5,000	0	0
CANINE CONTROL				
Expenses		<u>36,000</u>	<u>36,500</u>	<u>38,325</u>
Total CANINE CONTROL		36,000	36,500	38,325
VOTED TOTAL PUBLIC SAFETY				
Salaries & Wages	3	5,132,870	5,538,838	5,990,324
Expenses	4	<u>515,220</u>	<u>558,686</u>	<u>618,612</u>
VOTED TOTAL PUBLIC SAFETY		5,648,090	6,097,524	6,608,936
PUBLIC WORKS				
DPW				
Salaries & Wages		875,073	877,801	869,590
Expenses		<u>237,760</u>	<u>103,600</u>	<u>109,250</u>
Total DPW		1,112,833	981,401	978,840
ROADWAY REPAIRS				
Expenses		<u>826,800</u>	<u>1,014,000</u>	<u>1,029,500</u>
Total ROADWAY REPAIRS		826,800	1,014,000	1,029,500

TOWN OF LITTLETON, MASSACHUSETTS

Functional Area Department	Voting Line	FY2023 <i>Actual</i>	FY2024 <i>Budget</i>	FY2025 <i>Recommended</i>
PARKS				
Salaries & Wages		180,710	188,727	188,238
Expenses		<u>77,000</u>	<u>87,000</u>	<u>90,600</u>
	Total PARKS	257,710	275,727	278,838
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		151,240	154,068	157,125
Expenses		<u>298,500</u>	<u>304,500</u>	<u>312,000</u>
	Total TRANSFER STATION	449,740	458,568	469,125
STREET LIGHTING				
Expenses		<u>18,200</u>	<u>18,200</u>	<u>17,000</u>
	Total STREET LIGHTING	18,200	18,200	17,000
SUSTAINABILITY COMMITTEE				
Expenses		<u>0</u>	<u>2,000</u>	<u>2,000</u>
	Total SUSTAINABILITY COMMITTEE	0	2,000	2,000
DPW - Wastewater/Stormwater Management				
Expenses		<u>361,861</u>	<u>590,153</u>	<u>698,249</u>
	Total Wastewater/Stromwater Mgmt	361,861	590,153	698,249
B&M CROSSING				
Expenses		<u>3,000</u>	<u>3,000</u>	<u>3,000</u>
	Total B&M CROSSING	3,000	3,000	3,000
LANDFILL CLOSURE				
Expenses		<u>0</u>	<u>130,000</u>	<u>130,000</u>
	Total LANDFILL CLOSURE	0	130,000	130,000
CEMETERY DEPARTMENT				
Salaries & Wages		197,410	214,275	176,790
Expenses		<u>15,750</u>	<u>19,065</u>	<u>26,100</u>
	Total CEMETERY DEPARTMENT	213,160	233,340	202,890
VOTED TOTAL PUBLIC WORKS				
Salaries & Wages	5	1,472,433	1,502,871	1,459,744
Expenses	6	<u>1,970,871</u>	<u>2,403,518</u>	<u>2,549,699</u>
	VOTED TOTAL PUBLIC WORKS	3,443,304	3,906,389	4,009,443

TOWN OF LITTLETON, MASSACHUSETTS

Functional Area Department	Voting Line	FY2023 Actual	FY2024 Budget	FY2025 Recommended
<u>HEALTH & HUMAN SERVICES</u>				
HEALTH DEPARTMENT				
Salaries & Wages		83,588	120,000	151,061
Expenses		<u>10,800</u>	<u>0</u>	<u>11,200</u>
Total HEALTH DEPARTMENT		94,388	120,000	162,261
NASHOBA ASSOCIATED BOARD OF HEALTH				
Expenses		<u>0</u>	<u>35,000</u>	<u>35,000</u>
Total NASHOBA ASSOCIATED BOARD OF HEALTH		0	35,000	35,000
ANIMAL INSPECTOR				
Salaries & Wages		<u>0</u>	<u>0</u>	<u>0</u>
Total ANIMAL INSPECTOR		0	0	0
NURSING SERVICES				
Expenses		<u>10,000</u>	<u>15,000</u>	<u>15,000</u>
Total NURSING SERVICES		10,000	15,000	15,000
MENTAL HEALTH SERVICES				
Expenses		<u>0</u>	<u>0</u>	<u>0</u>
Total MENTAL HEALTH SERVICES		0	0	0
ELDER AND HUMAN SERVICES				
Salaries & Wages		329,389	351,390	380,251
Expenses		<u>52,885</u>	<u>55,516</u>	<u>44,194</u>
Total ELDER AND HUMAN SERVICES		382,274	406,906	424,445
VETERANS AGENT				
Salaries & Wages		8,209	8,209	8,414
Expenses		<u>11,910</u>	<u>11,910</u>	<u>11,910</u>
Total VETERANS AGENT		20,119	20,119	20,324
VETERAN BENEFITS				
Expenses		<u>175,000</u>	<u>175,000</u>	<u>175,000</u>
Total VETERAN BENEFITS		175,000	175,000	175,000

TOWN OF LITTLETON, MASSACHUSETTS

Functional Area Department	Voting Line	FY2023 Actual	FY2024 Budget	FY2025 Recommended
DISABILITY COMMISSION				
Expenses		<u>1,200</u>	<u>1,200</u>	<u>1,200</u>
Total DISABILITY COMMISSION		1,200	1,200	1,200
VOTED TOTAL HEALTH & HUMAN SERVICES				
Salaries & Wages	7	421,186	479,599	539,726
Expenses	8	<u>261,795</u>	<u>293,626</u>	<u>293,504</u>
VOTED TOTAL HEALTH & HUMAN SERVICES		682,981	773,225	833,230
<u>CULTURE AND RECREATION</u>				
REUBEN HOAR LIBRARY				
Salaries & Wages		617,309	653,481	685,513
Expenses		<u>177,250</u>	<u>193,100</u>	<u>204,650</u>
Total REUBEN HOAR LIBRARY		794,559	846,581	890,163
PARKS AND RECREATION				
Salaries & Wages		202,892	208,249	219,218
Expenses		<u>43,040</u>	<u>45,000</u>	<u>50,000</u>
Total PARKS AND RECREATION		245,932	253,249	269,218
PATRIOTS DAY				
Expenses		<u>0</u>	<u>0</u>	<u>0</u>
Total PATRIOTS DAY		0	0	0
MEMORIAL DAY				
Expenses		<u>750</u>	<u>1,250</u>	<u>1,250</u>
Total MEMORIAL DAY		750	1,250	1,250
HISTORICAL COMMISSION				
Expenses		<u>4,480</u>	<u>4,480</u>	<u>4,480</u>
Total HISTORICAL COMMISSION		4,480	4,480	4,480
CULTURAL COUNCIL				
Expenses		<u>4,100</u>	<u>5,600</u>	<u>5,600</u>
Total CULTURAL COUNCIL		4,100	5,600	5,600

TOWN OF LITTLETON, MASSACHUSETTS

Functional Area Department	Voting Line	FY2023 Actual	FY2024 Budget	FY2025 Recommended
SHADE TREE COMMITTEE				
Expenses		<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
Total SHADE TREE COMMITTEE		5,000	5,000	5,000
VOTED TOTAL CULTURE AND RECREATION				
Salaries & Wages	9	820,201	861,730	904,731
Expenses	10	<u>234,620</u>	<u>254,430</u>	<u>270,980</u>
VOTED TOTAL CULTURE AND RECREATION		1,054,821	1,116,160	1,175,711
OTHER GENERAL GOVERNMENT				
MUNICIPAL BUILDING COMMITTEE				
Salaries & Wages		5,000	5,000	5,000
Expenses		<u>20,000</u>	<u>0</u>	<u>0</u>
Total MUNICIPAL BUILDING COMMITTEE		20,000	5,000	5,000
PUBLIC BUILDINGS				
Salaries & Wages		138,089	191,998	224,820
Expenses		<u>558,100</u>	<u>703,500</u>	<u>714,639</u>
Total PUBLIC BUILDINGS		696,189	895,498	939,459
PROPERTY & LIABILITY INSURANCE				
Expenses		<u>500,000</u>	<u>530,000</u>	<u>583,000</u>
Total PROPERTY & LIABILITY INSURANCE		500,000	530,000	583,000
CENTRAL COMMUNICATIONS				
Expenses		<u>115,000</u>	<u>115,000</u>	<u>115,000</u>
Total CENTRAL COMMUNICATIONS		115,000	115,000	115,000
FUEL				
Expenses		<u>155,000</u>	<u>170,000</u>	<u>187,000</u>
Total FUEL		155,000	170,000	187,000

TOWN OF LITTLETON, MASSACHUSETTS

Functional Area Department	Voting Line	FY2023 Actual	FY2024 Budget	FY2025 Recommended
VOTED TOTAL OTHER GENERAL GOVERNMENT				
Salaries & Wages	11	143,089	196,998	229,820
Expenses	12	1,348,100	1,518,500	1,599,639
VOTED TOTAL OTHER GENERAL GOVERNMENT		1,491,189	1,715,498	1,829,459

EDUCATION

LITTLETON SCHOOL DEPARTMENT

Education Budget	<u>23,050,247</u>	<u>24,433,262</u>	<u>25,488,928</u>
Total LITTLETON SCHOOL DEPARTMENT	23,050,247	24,433,262	25,488,928

TECHNICAL SCHOOL EXPENDITURES

Education Budget	<u>738,406</u>	<u>781,592</u>	<u>894,143</u>
Total TECHNICAL SCHOOL EXPENDITURES	738,406	781,592	894,143

VOTED TOTAL EDUCATION

Education Budget	13	<u>23,788,653</u>	<u>25,214,854</u>	<u>26,383,071</u>
VOTED TOTAL EDUCATION		23,788,653	25,214,854	26,383,071

EMPLOYEE BENEFITS

EMPLOYEE/RETIREE BENEFITS

Unemployment	100,000	84,000	84,000
Medicare	421,165	450,000	450,000
Life Insurance	24,000	24,000	24,000
Short/Long Term Disability	23,000	25,000	0
Medical / Health Insurance	5,111,510	5,485,225	5,850,469
County Retirement	2,757,015	3,073,432	2,885,731
Longevity	0	0	0
Other	22,000	25,000	25,000
Tuition Reimbursement	0	0	0
Workers Comp Insurance	<u>203,000</u>	<u>205,000</u>	<u>205,000</u>
Total EMPLOYEE/RETIREE BENEFITS	8,661,690	9,371,657	9,524,200

VOTED TOTAL EMPLOYEE BENEFITS

Expenses	14	<u>8,661,690</u>	<u>9,371,657</u>	<u>9,524,200</u>
VOTED TOTAL EMPLOYEE BENEFITS		8,661,690	9,371,657	9,524,200

TOWN OF LITTLETON, MASSACHUSETTS

Functional Area Department	Voting Line	FY2023 Actual	FY2024 Budget	FY2025 Recommended
<u>DEBT SERVICE</u>				
710 LONG TERM DEBT		3,054,872	2,799,532	2,992,173
720 SHORT TERM DEBT		<u>500,000</u>	<u>595,000</u>	<u>1,950,350</u>
Total DEBT SERVICE		3,554,872	3,394,532	4,942,523
<u>VOTED TOTAL DEBT SERVICE</u>				
Expenses	15	<u>3,554,872</u>	<u>3,394,532</u>	<u>4,942,523</u>
VOTED TOTAL DEBT SERVICE		3,554,872	3,394,532	4,942,523
<u>TRANSFERS TO/FROM GENERAL FUND</u>				
TRANSFERS INTO GENERAL FUND				
Transfer In - From: Ambulance Revolving Fund				
To: Fire/EMS Department	16	-525,000	-525,000	-525,000
Transfer In - From: Wastewater				
Settlement				
To: Debt Service	17	-17,274	-17,274	-17,274
Transfer In - From: Library Grant				
To: Debt Service	18	0	0	-171,500
Transfer In - From: Oak Hill Cell Tower				
To: Debt Service	19	0	0	0
Transfer In - From: Newtown Hill Cell Tower				
To: Debt Service	20	0	0	0
Transfer In - From: Bond Premium				
To: Debt Service	21	-15,321	-13,456	-11,593
Transfer In - From: Debt Exclusion Stabilization				
To: Debt Service	22	-300,000	-396,409	-349,879
Transfer In - From: Community Preservation				
To: Debt Service	23	-73,775	-71,713	-188,700
Total TRANSFERS INTO GENERAL FUND		-931,370	-1,023,852	-1,263,946

TOWN OF LITTLETON, MASSACHUSETTS

Functional Area Department	Voting Line	FY2023 Actual	FY2024 Budget	FY2025 Recommended
TRANSFERS OUT OF GENERAL FUND				
Transfer Out - OPEB Trust Fund	24	2,575,985	1,870,000	1,578,812
Transfer Out - Recreation Enterprise	25	0	0	0
Total TRANSFERS OUT OF GENERAL FUND		2,575,985	1,870,000	1,578,812

FUNDING SUMMARY			
Salaries & Wages	10,223,787	10,993,337	11,531,660
Expenses (including transfers out of General Fund	20,670,257	21,281,049	22,975,034
Education	<u>23,788,653</u>	<u>25,214,854</u>	<u>26,383,071</u>
Total Operating Budget	<u>54,682,697</u>	<u>57,489,240</u>	<u>60,889,765</u>
Transfers into General Fund	<u>-931,370</u>	<u>-1,023,852</u>	<u>-1,263,946</u>
Net Operating Budget	<u>53,751,327</u>	<u>56,465,388</u>	<u>59,625,819</u>

[Article 4 is the FY 2025 recommended budget of \$59,625,819; \$58,831,276 to come from raise and appropriate and \$794,543 from Undesignated Fund Balance]

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 recommend this article.

ARTICLE 5
Board of Water Commissioners
FY 2025 Water Enterprise Fund Operating Budget

To see if the Town will vote to:

- (1) appropriate \$60,420 or any other sum or sums of money from the Water Betterment Fund for the payment of debt issued in connection with the Littleton Point Project; and,
- (2) appropriate \$8,414,860 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, 2024 (detail below), or to take any other action related thereto.

I. Water Enterprise Revenues	FY2024 Budget	FY2025 Budget
User Charges, Fees, Other Revenue	\$6,104,178	\$6,564,860
Betterment Collections	\$0	\$60,420
Enterprise Available Funds	\$1,900,000	\$1,850,000
Investment Income	\$0	\$0
Total Revenues	\$8,004,178	\$8,475,280
II. Costs Appropriated for the Enterprise Fund		
Salaries and Wages	\$1,264,000	\$1,364,000
Expenses	\$2,210,178	\$2,361,280
Capital Outlay – Equipment	\$105,000	\$95,000
Capital Outlay – Improvements	\$2,825,000	\$820,000
Reserve Fund	\$200,000	\$200,000
Debt Principal and Interest	\$1,400,000	\$1,785,000
Special Purpose Appropriation - Water Main Replacement *	\$0	\$1,250,000
Special Purpose Appropriation - PFAS Treatment at Beaverbrook TP**	\$0	\$600,000
Total Costs Appropriated for Enterprise Fund	\$8,004,178	\$8,475,280
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	\$8,004,178	\$8,475,280

TOWN OF LITTLETON, MASSACHUSETTS

** Special Purpose Appropriation - Water Main Replacement, including engineering, design, construction, and installation of a new main throughout Town, and associated costs.*

*** Special Purpose Appropriation - PFAS Treatment at Beaverbrook Treatment Plant, including engineering, design, construction, and installation of PFAS treatment technology at Beaverbrook Treatment Plant, and associated costs.*

[Article 5 authorizes the utilization of the collected betterment revenue to offset the debt service associated with the construction of the Littleton Point Project within the Fiscal Year 2025 Water Enterprise Fund Operating Budget. This article also funds the Water Enterprise Fund for FY 2025. The Water Enterprise Fund is fully funded by water revenues.]

Motion: Moved and seconded by the Board of Water Commissioners that the Town vote to appropriate \$60,420 from the Water Betterment Fund and to appropriate \$8,414,860 from the Water Enterprise Fund, as printed in Article 5 of the warrant.

The Finance Committee and Select Board recommend this article.

ARTICLE 6
Board of Water Commissioners
Amend FY 2024 Water Enterprise Fund Operating Budget

To see if the Town will vote to transfer \$1,900,000 or any other sum or sums of money from “Capital Outlay – Improvements” to “Special Purpose Appropriation – Water Main Replacement along the Sewer Route” within the FY24 Water Enterprise Budget adopted under Article 6 of the May 1, 2023 Annual Town Meeting, to cover the cost of water line replacements coordinated in tandem with the Littleton Common Sewer Project, or to take any other action related thereto.

I. Water Enterprise Revenues	FY2024 Budget	FY2024 Budget Amended
User Charges, Fees, Other Revenue	\$6,104,178	\$6,104,178
Betterment Collections	\$0	\$0
Enterprise Available Funds	\$1,900,000	\$1,900,000
Investment Income	\$0	\$0
Total Revenues	\$8,004,178	\$8,004,178
II. Costs Appropriated for the Enterprise Fund		
Salaries and Wages	\$1,264,000	\$1,264,000
Expenses	\$2,210,178	\$2,210,178
Capital Outlay – Equipment	\$105,000	\$105,000
Capital Outlay – Improvements	\$2,825,000	\$925,000
Reserve Fund	\$200,000	\$200,000
Debt Principal and Interest	\$1,400,000	\$1,400,000
Special Purpose Appropriation - Water Main Replacement *	\$0	\$1,900,000
Special Purpose Appropriation - PFAS Treatment at Beaverbrook TP**	\$0	\$0
Total Costs Appropriated for Enterprise Fund	\$8,004,178	\$8,004,178
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	\$8,004,178	\$8,004,178

* Special Purpose Appropriation - Water Main Replacement, including engineering, design, construction, and installation of a new main throughout Town, and associated costs.

** Special Purpose Appropriation - PFAS Treatment at Beaverbrook Treatment Plant, including engineering, design, construction, and installation of PFAS treatment technology at Beaverbrook Treatment Plant, and associated costs.

[This article transfers funds within the Fiscal Year 2024 Water Enterprise Fund Operating Budget to cover the cost of water line replacements coordinated in tandem with the Littleton Common Sewer Project. There is no increase to the total Fiscal Year 2024 Water Enterprise Fund Budget of \$8,004,178, as outlined above.]

TOWN OF LITTLETON, MASSACHUSETTS

Motion: Moved and seconded by the Board of Water Commissioners that the Town vote to transfer \$1,900,000 as printed in Article 6 of the Warrant.

The Board of Water Commissioners, Select Board, and Finance Committee recommend Article 6.

ARTICLE 7
Board of Water Commissioners
FY 2025 Sewer Enterprise Fund Operating Budget

To see if the Town will vote to:

- (1) to appropriate \$200,000 or any other sum or sums of money from the Sewer Betterment Fund for the payment of debt issued in connection with the Littleton Common Sewer System Project; and,
- (2) appropriate \$698,249 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, 2024 (detail below), or to take any other action related thereto.

I. Sewer Enterprise Revenues	FY2024 Budget	FY2025 Budget
User Charges, Fees, Other Revenue Sources	\$507,901.00	\$698,249
Betterment Collections	0	\$200,000
Enterprise Available Funds	0	0
Investment Income	0	0
Total Revenues	\$507,901	\$898,249
II. Costs Appropriated for the Enterprise Fund		
Salaries and Wages	\$95,600	\$98,468
Expenses	\$112,301	\$144,831
Capital Outlay – Equipment	0	0
Capital Outlay – Improvements	0	0
Reserve Fund	0	0
Debt Principal and Interest	\$300,000	\$654,950
Budgeted Surplus	0	0
Total Costs Appropriated for Enterprise Fund	\$507,901	\$898,249
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	\$507,901	\$898,249

[The Water Commissioners authorized the issuance of betterments in 2023 for the construction of the Littleton Common Sewer System. Article 7 authorizes the utilization of

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the collected betterment revenue to offset the debt service associated with the construction of the Littleton Common Sewer System within the Fiscal Year 2025 Sewer Enterprise Fund Operating Budget. This article also funds the Sewer Enterprise Fund for FY 2025 so that the Water Department can operate and maintain the existing small municipal sewer system. This is the fifth year that the Sewer Enterprise Fund is being funded, as previously these costs were appropriated through the town budget.]

Motion: Moved and seconded by the Board of Water Commissioners that the Town vote to appropriate \$200,000 from the Sewer Betterment Fund and to appropriate \$698,249 from the Sewer Enterprise Fund, as printed in Article 7 of the warrant.

The Finance Committee and Select Board recommend this article.

ARTICLE 8
Community Preservation Committee
Appropriation & Borrowing Authorization
Purchase of Webster Property
[2/3rds vote required]

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum or sums of money, including authorization to borrow under the Community Preservation Act, Chapter 44B, for the purpose of acquiring by purchase, gift or eminent domain, including through the exercise of the Town's right of first refusal under G.L. c.61, c.61A, and c.61B, a parcel of land on the westerly side of Bulkeley Road containing approximately 36.49 acres, and which parcel is further described as "Map R 09, PCL. 5" on a Plan of Land dated September 1, 2016 and recorded with Middlesex South Registry of Deeds as Plan No. 1003 of 2016 (Assessors' Parcel R09-5-0), and to authorize the Town to grant a conservation restriction over the parcel, where legally required, or to take any other action related thereto.

[Article 4 authorizes the acquisition of the "Webster Property" located between Bulkeley Road, Crane Road, Taylor Street, and Foster Street. The Webster Property is an approximately 36.49-acre parcel that if acquired, would be utilized for open space, passive recreation, and conservation purposes. The property is primarily a mix of forested upland area, wetlands, streams, and a certified vernal pool, all of which provide important wildlife habitat and recreation opportunities, and provide the Town with resilience against extreme rainfall and storm events. The Webster Property also includes sites of historical and cultural significance, including features of a ceremonial stone landscape.]

Motion: Motion to be made on the floor of Town Meeting.

The Community Preservation Committee, Finance Committee and Select Board Recommendations are forthcoming.

ARTICLE 9
Fiscal Year 2025 Free Cash Transfer to Community Preservation Committee (CPC)
Blended Funds
Select Board/Finance Committee
[Majority vote]

To see if the Town will vote, pursuant to MGL C, 44B, Section 3b1/2, to appropriate/transfer to the Community Preservation Fund the following additional municipal revenues totaling \$287,136.00, which also increases the base for the CPA state matching funds:

Transfer	Name of Capital Asset/Project	Project Description	Total Cost
Transfer to CPC Housing Resources Reserves Fund	CPC Housing Resources Reserves Fund – Grimes Lane	Transfer of funding received from Grimes Lane Host Community Agreements from Free Cash to the CPC Housing Resources Reserves Fund.	\$50,000.00
Transfer to CPC Housing Resources Reserves Fund	CPC Housing Resources Reserves Fund – Jones Meadow	Transfer of funding received from Jones Meadow Host Community Agreements from Free Cash to the CPC Housing Resources Reserves Fund.	\$6,000.00
Transfer to CPC Reserves Fund Commission	Long Lake Dock Replacement - Parks, Recreation, and Community Education (PRCE)	Replacement of center dock at Long Lake Beach with Can Dock system. This project will be funded through the CPC program and the transfer from Free Cash will reimburse the CPC Fund.	\$42,436.00
Transfer to CPC Open Space Fund	Lucy's Land, Cobbs Lane, Boxborough Rd	Provide funding for the annual debt service payments for these prior land purchases	\$59,100.00
Transfer to Historical Resources Reserve Fund	Houghton Building	Provide funding for the annual debt service payments for this prior project	\$11,250.00
Transfer to Recreation Reserve Fund	Tennis Courts	Provide debt service payment for first-year debt service needed to construct the new tennis courts at the High School	\$118,350.00
Free Cash Transfer to CPC			\$287,136.00

Or to take any other action in relation thereto.

[By the Town's adoption of the so-called Blended Community Preservation Act, Town Meeting can deposit additional municipal revenues into the CPA fund over and above the 1% CPA surcharge. This article increases the base for CPA matching state funds. The proposed \$287,136 contribution represents a supplemental addition of approximately .75% of the Town's projected FY25 CPA surcharge. The Town has pursued this strategy in prior fiscal years and this approach is considered a best fiscal practice with the objective of maximizing state matching funds for utilization on future CPA projects.]

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

The Community Preservation Committee, Finance Committee and Select Board recommend this article.

ARTICLE 10
Community Preservation Committee
Fiscal Year 2025 Community Preservation Budget

To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the Fiscal Year 2025 Community Preservation Budget, to appropriate or reserve from Fiscal Year 2025 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: \$4,851.99
2. Open Space Debt Service: \$59,100 as follows:
 - Yapp – Lucy's Land: \$5,100.00
 - Cobb: \$19,200.00
 - Williams-Boxborough Road: \$34,800.00
3. Historic Resources Debt Service: \$11,250.00
 - Houghton Building Roof: \$11,250.00
4. Recreation Debt Service: \$118,350.00
 - High School Tennis Courts: \$118,350
5. Open Space Reserves: \$219,279.60
6. Historic Resources Reserves: \$99,935.82
7. Housing Reserves: \$109,639.80
8. Recreation Reserves: \$114,491.79

And to transfer:

- \$9,990 from Historic Resource Reserves for historic marker and plaque replacement
- \$9,950 from Historic Resource Reserves for Westlawn Cemetery gravestone protection
- \$27,300 from Open Space Reserves for Cloverdale phragmites control
- \$30,000 from Open Space Reserves for Land Acquisition and Preservation Support Fund
- \$27,000 from Open Space Reserves for Clean Lakes echo harvesting in Long Lake
- \$50,000 from Open Space Reserves for Clean Lakes floating island removal in Long Lake
- \$1,600 from Open Space Reserves for Clean Lakes water chestnut harvesting at Doleful Pond
- \$20,000 from Recreation Reserves for Clean Lakes replacement of the boat launch at Mill Pond
- \$32,110 from Recreation Reserves for the resurfacing of 300 King Street play surface
- \$42,436 from Recreation Reserves for the replacement of the Long Lake dock
- \$90,000 from the Community Housing Reserves to the Littleton Affordable Housing Trust Rental Assistance Program

And, to see if the Town will vote to rescind the following unspent project balances:

- Rescind the unspent balance of \$4,806.37 (FOUR THOUSAND EIGHT HUNDRED SIX DOLLARS AND THIRTY-SEVEN CENTS) from Article 9, Item 6 of the May 18, 2018, Annual Town Meeting, Regional Housing Services MAPC, or any other sum or sums of money, said funds to be returned to the CPC Community Housing Reserve
- Rescind the unspent balance of \$17,670.00 (SEVENTEEN THOUSAND SIX HUNDRED AND SEVENTY DOLLARS AND ZERO CENTS) from Article 12, Item 9 of the June 12, 2021, Annual Town Meeting, Wellington Couper Trail Connector Project, or any other sum or sums of money, said funds to be returned to the CPC Recreation Reserve

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- Rescind the unspent balance of \$5,060.22 (FIVE THOUSAND AND SIXTY DOLLARS AND TWENTY-TWO CENTS) from Article 5 of the October 25, 2021, Special Town Meeting, Parks Recreation and Community Education (PRCE) Cloverdale and Town Forest Boardwalk Project, or any other sum or sums of money, said funds to be returned to the CPC Recreation Reserve

Or, take any other action related thereto.

[Article 10 contains the recommendations of the Community Preservation Committee to designate Community Preservation Act funds for open space, historic preservation, and community housing, including debt service from open space reserves and historic resources reserves for previously approved projects.]

Motion: Motion to be made on the floor of Town Meeting.

The Community Preservation Committee, Finance Committee and Select Board Recommendations are forthcoming.

ARTICLE 11
Select Board
Select Board/Nagog Hill Orchard Ad Hoc Working Group
Vote to Declare Nagog Hill Orchard as Surplus Property and
Authorize the Select Board to Sell the Nagog Hill Orchard
[2/3rd Vote]

To see if the Town will vote to authorize the Select Board to sell portions of property known as the Morrison/Nagog Hill Orchard, more particularly described as the “Premises” below, comprised of 55.34 +/- acres of land, more or less (49 +/- acres of which are subject to an existing Agricultural Preservation Restriction), upon such terms and conditions as the Select Board may determine; and to authorize the Select Board to expand the existing Agricultural Preservation Restriction as the Select Board may determine; and to authorize the Select Board to convey or acquire a historic preservation restriction on portions of the Premises, as the Select Board may determine; and to execute, deliver, and grant or acquire such deeds, restrictions, instruments and agreements as it deems reasonable, appropriate and in the best interests of the Town to effectuate the transfer of title and the purposes of this article;

Premises: 102-A, 104, 105, 109, and 111, as shown on a plan entitled “Plan of Land in Littleton, Mass. Prepared for the Town of Littleton ~ Morrison Property ~, by David E. Ross Associates, Inc. dated May 2000, Plan No. 1343 of 2002; said lots contain the orchard, the main barn, and the dwelling.

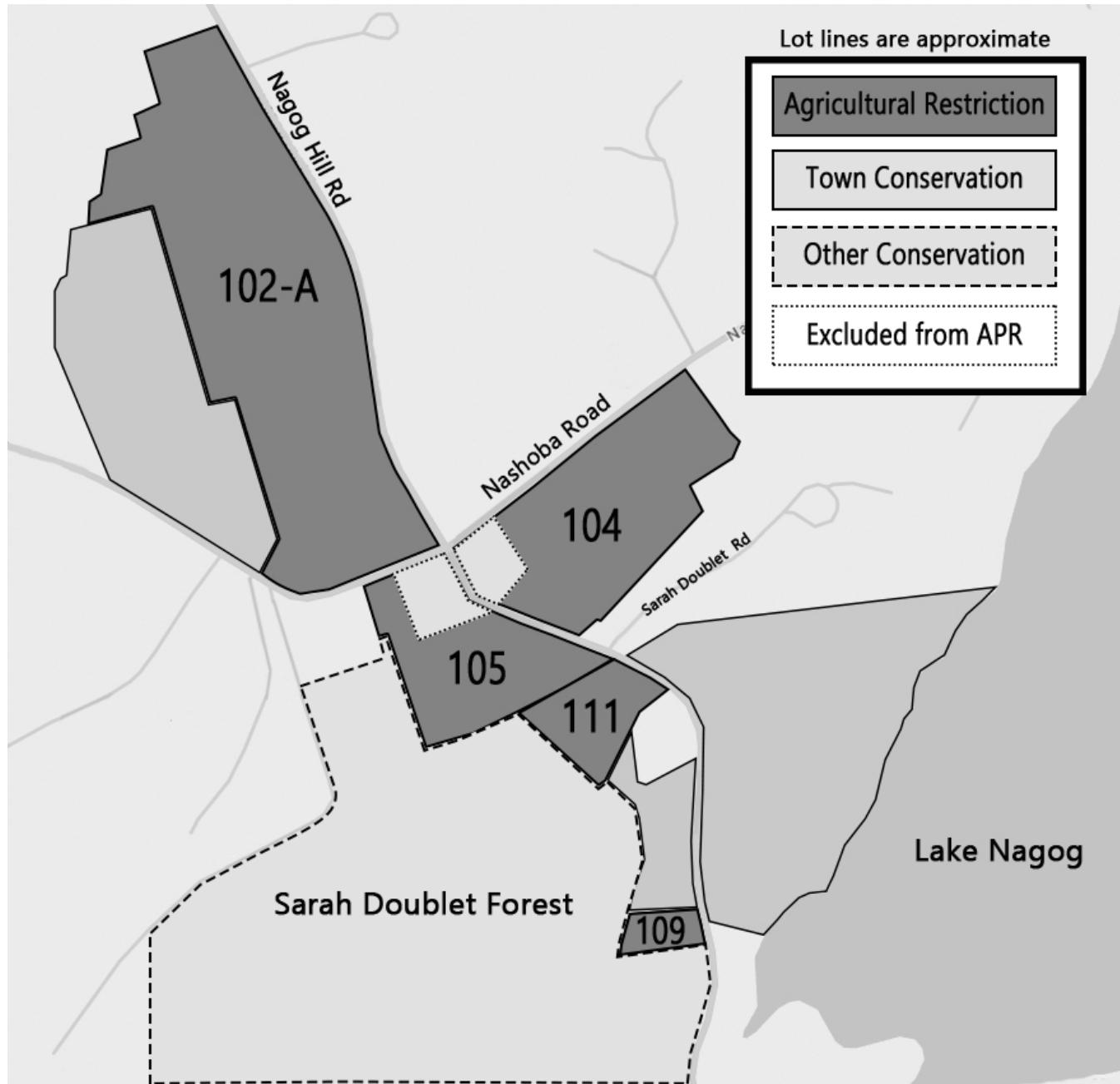
or to take any other action related thereto.

[The Nagog Hill Orchard Ad Hoc Working Group issued a Request for Information (RFI) in January, 2024 seeking information describing how a private or nonprofit entity or individual would provide stewardship, productive agriculture, maintenance, care, and control of the Nagog Hill Orchard. After receiving 15 responses to the RFI, the Nagog Hill Orchard Ad Hoc Working Group voted unanimously to seek to sell the Agricultural Preservation Restriction (APR) parcels at Nagog Hill Orchard Property with the objective

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of transferring the property to a party who will farm the premises and ensure the land is kept in productive commercial agriculture as an example of sustainable agriculture and best environmental practices.]

Map of Agricultural Preservation Restriction (APR) Parcels at the Nagog Hill Orchard



Motion: Moved and seconded by the Nagog Hill Orchard Ad Hoc Working Group and Select Board that the Town vote to approve Article 11, as printed in the warrant.

The Select Board and Nagog Hill Orchard Ad Hoc Working Group recommend this article.

ARTICLE 12
Select Board

Fund Rehabilitation of Former Indian Hill Music School (32/36 King Street)

To see if the Town will vote to transfer from the Capital Stabilization Fund \$2,981,047, or any other sums of money, for the purpose of renovating and rehabilitating the former Indian Hill Music School (32/36 King Street) and any costs related and incidental thereto, for use by Town departments, or take any other action related thereto.

[The February 15, 2023 Special Town Meeting voted to purchase the former Indian Hill Music School (32/36 King Street) for \$3,500,000. The November 1, 2023 Special Town Meeting subsequently voted to allocate \$400,000 for professional services to hire an Owners Project Manager (OPM) and architect to assist the Town in developing a scope of work and architectural renderings to place out to bid to have bids in hand for the May 7, 2024 Annual Town Meeting. Article 8 from the November 1, 2023 Special Town Meeting also transferred \$4,000,000 to the Capital Stabilization Fund for future capital expenditures such as the rehabilitation of the former Indian Hill Music School (32/36 King Street)]

Responses to the Request for Proposals for Renovation of 36 King Street were submitted on April 5, 2024. The low construction bid, including the replacement of the roof which was bid as an “add alternate’ option, is \$2,180,000. With the addition of other “soft costs” which include Owners Project Management services (mandated per Massachusetts procurement law), construction administration, commissioning services, moving expenses, fit out services (including information technology), moving expenses, furnishings, security system, and project contingency, the total renovation project budget is \$3,381,047. With the \$400,000 already allocated at the November 1, 2023 Special Town Meeting for professional services, the Town is proposing to transfer \$2,981,047 from the Capital Stabilization Fund to support the 8-10 month renovation.

Motion: Moved and seconded by the Select Board that the Town vote to approve Article 12 as printed in the warrant

The Finance Committee and Select Board recommend this article.

ARTICLE 13
Planning Board
Amend Zoning Bylaw
MBTA Communities Zoning Bylaw and Zoning Map Amendment
[Majority Vote]

To see if the Town will vote to amend Chapter 173, the Zoning Bylaws, by:

1. Inserting in Section 173-22A(1) immediately below the existing entry for the Residence District (R), a new entry for the Littleton Station MBTA Communities Multi-family District (LSMFD).

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2. Adding a new Article XXXIII, entitled Littleton Station MBTA Communities Multi-family District, as follows:

Article XXXIII Littleton Station MBTA Communities Multi-family District

§ 173-247. Purpose.

The purpose of the Littleton Station MBTA Communities Multi-family District (LSMFD) is to allow multi-family housing as of right in accordance with Section 3A of the Zoning Act (Massachusetts General Laws Chapter 40A). This zoning provides for as of right multi-family housing to accomplish the following purposes:

- A. Encourage the production of a variety of housing sizes and types to provide equal access to new housing throughout the community for people with a variety of needs and income levels;
- B. Locate “missing middle” housing adjacent to the Foster Street Commuter Rail Station to promote general public health, reduce the number of vehicular miles travelled, support economic development, and meet community-based environmental goals, including reducing greenhouse gases and improving air quality;
- C. Encourage connections between the commuter rail station and a community multi-use (pedestrian and bicycle) path;
- D. Increase the municipal tax base through private investment in new residential developments; and
- E. Promote recommendations of the Littleton Master Plan and the Littleton Station Village Vision Plan.

§ 173-248. Applicability.

- A. This LSMFD is an overlay district having a land area of approximately 30.1 acres in size that is superimposed over the underlying zoning district(s) and is shown as the Boundary of the Littleton Station MBTA Communities Multi-family Overlay District on the plan dated April 18, 2024.
- B. An applicant may develop multi-family housing located within this LSMFD in accordance with the provisions of this Article XXXIII.
- C. Underlying Zoning. The LSMFD is an overlay district superimposed on underlying zoning districts. The regulations for use, dimension, and all other provisions of the Zoning Bylaw governing the respective underlying zoning district(s) shall remain in full force, except for uses allowed as of right in the LSMFD. Uses that are not identified in Article XXXIII are governed by the requirements of the underlying zoning district(s).
- D. The benefits and obligations of the zoning bylaw shall apply only to proposals for development on those parcels located entirely within the boundary of the LSMFD. Except as specifically provided for in this Article, the following sections of this Chapter do not apply to real property located within the LSMFD:
 - (1) Article VI Intensity of Use Regulations
 - (2) §173-16 et. seq. Site Plan Review
 - (3) § 173-32 Parking Requirements

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- (4) § 173-43 Screening
- (5) Article XIX Open Space Development
- (6) Article XX Shared Residential Driveways
- (7) Should the provisions of this Article conflict with those found elsewhere in this Chapter, the provisions of this Article shall apply.

§ 173-249. Definitions

For the purposes of this Article XXXIII only, the following definitions apply:

- A. ACCESS DRIVE, PRINCIPAL – The paved way that allows vehicular access from the public street to buildings, driveways, and parking areas on the lot. The primary access drive may be constructed on an easement or as a subdivision way.
- B. APPLICANT – A person, business, or organization that applies for a building permit, or Site Plan Review, or Special Permit.
- C. AS OF RIGHT – Development that may proceed under the Zoning in place at time of application without the need for a special permit, variance, zoning amendment, waiver, or other discretionary zoning approval.
- D. BUILDING – A structure with a roof and walls and used or intended for supporting or sheltering any use or occupancy.
- E. DEVELOPMENT STANDARDS – Provisions of § 173-255. General performance standards and criteria made applicable to projects within the LSMFD.
- F. LOT – A continuous parcel of land, in single or joint ownership, with legally definable boundaries. A lot may be accessed by frontage on a public right-of-way, a subdivision way, or access easement.
- G. IMPERVIOUS SURFACE – The percentage of lot area covered by buildings, structures, roofs, and impervious paving.
- H. MULTI-FAMILY HOUSING – A building with three or more residential dwelling units or two or more buildings on the same lot with more than one residential dwelling unit in each building.
- I. MULTI-FAMILY ZONING DISTRICT – A zoning district, either a base district or an overlay district, in which multi-family housing is allowed as of right.
- J. PARKING, STRUCTURED – A building in which vehicle parking is accommodated on multiple stories; a vehicle parking area that is underneath all or part of any story of a building; or a vehicle parking area that is not underneath a building, but is entirely covered, and has a parking surface at least eight feet below grade. Structured Parking does not include surface parking or carports, including solar carports.
- K. PARKING, SURFACE – One or more parking spaces without a built structure above the space. A solar panel and/or bike parking designed to be installed above a surface parking space does not

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count as a built structure for the purposes of this definition and may be permitted by Site Plan approval.

- L. RESIDENTIAL DWELLING UNIT – A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation.
- M. SECTION 3A – Section 3A of the Zoning Act.
- N. SITE PLAN REVIEW AUTHORITY – The Littleton Planning Board shall be the Site Plan Review Authority.

§ 173-250. Permitting.

Site plan review by the Planning Board is required for the creation of, addition to, or substantial alteration of any structure or parking in the LSMFD, subject to § 173-255 General performance standards and criteria and § 173-258 Site Plan Review.

§ 173-251. Permitted Uses.

- A. Residential
 - a. Multi-family housing.
 - b. Uses exempt by statute (MGL C. 40 §3)
- B. Accessory Uses
 - c. Roadside stands (agricultural)
 - d. Home occupations
 - e. Parking and parking structures in compliance with § 173-32
 - f. Signs in compliance with Article VIII
 - g. Solar panels installed above one or more parking spaces
 - h. Bike storage
 - i. Other customary accessory uses to multi-family use, including but not limited to associated infrastructure such as wastewater treatment facilities
- C. Within the LSMFD, multiple buildings and multiple uses are permitted on a single lot. A residential building in the LSMFD shall have no more than 12 residential dwelling units.

§ 173-252. [RESERVED]

§ 173-253. Dimensional Requirements.

Notwithstanding anything to the contrary in this Zoning, the dimensional requirements applicable in the LSMFD are as follows:

- A. The minimum lot area shall be 1 acre.
- B. The minimum lot frontage shall be zero.

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- C. The maximum building height is 35 feet or 2.5 stories, whichever is less.
- D. The minimum setback from the front property line is 50 feet. The minimum setback from a side or rear property line is 30 feet.
- E. The maximum Impervious Surface is 50%.
- F. The maximum density shall be six dwelling units per acre.
- G. Exceptions. The limitation on height of buildings shall not apply to roof-top mechanicals, and chimneys, ventilators, towers, silos, spires, or other ornamental features of buildings, which features are in no way used for living purposes and do not constitute more than 25% of the ground floor area of the building. Roof-top mechanicals shall be screened.
- H. Exceptions: Renewable Energy Installations. The Site Plan Review Authority may waive the height and setbacks in this §173-253 to accommodate the installation of solar photovoltaic, solar thermal, living, and other eco-roofs, energy storage, and air-source heat pump equipment. Such installations shall not create a substantial detriment to abutters in terms of noise or shadow and must be appropriately integrated into the architecture of the building and the layout of the site. The installations shall not provide additional habitable space.

§ 173-254. Off-Street Parking

Except for the parking requirements below, which are applicable to development in the LSMFD, all other provisions of Article VII Parking Requirements apply.

- A. **Number of parking spaces.** The following **maximum** numbers of off-street parking spaces shall be permitted by use, either in surface parking or within garages or other structures. Parking may be located on an adjacent lot provided that the parking is within 400 feet and is subject to appropriate easement language to be recorded at the Registry of Deeds:

Use	Maximum Spaces
Multi-family	1.5 spaces per unit

- B. **Number of bicycle parking spaces.** The following **minimum** numbers of covered bicycle storage spaces shall be provided by use:

Use	Minimum Spaces
Multi-family	0.25 spaces per unit

- C. **Bicycle storage.** Covered bicycle parking spaces shall be provided for no less than half the required bicycle spaces for that building.

§ 173-255. General performance standards and criteria.

- A. Development standards in the LSMFD are applicable to all multi-family development within the LSMFD. These standards are components of the Site Plan Review process in § 173-258. Site Plan Review.

B. Site Design.

- a. **Connections.** Sidewalks shall provide a direct connection among building entrances to sidewalks, bicycle storage, and parking.
- b. **Vehicular access.** Where feasible, curb cuts shall be minimized, and shared driveways encouraged.
- c. **Screening for Parking.** Surface parking adjacent to a sidewalk shall be screened by a landscaped buffer of sufficient width to allow the healthy establishment of trees, shrubs, and perennials, but no less than 6 (six) feet. The buffer may include a fence or wall of no more than three feet in height unless there is a significant grade change between the parking and the sidewalk.
- d. **Parking Materials.** The parking surface may be concrete, asphalt, decomposed granite, bricks, or pavers, including pervious materials but not including grass or soil not contained within a paver or other structure.
- e. **Plantings.** Plantings shall include species that are native or adapted to the region. Plants on the Massachusetts Prohibited Plant List, as may be amended, shall be prohibited.
- f. **Lighting.** Light levels shall meet or exceed the minimum design guidelines defined by the Illuminating Engineering Society of North America (IESNA) and shall provide illumination necessary for safety and convenience while preventing glare and overspill onto adjoining properties and reducing the amount of skylight.
- g. **Mechanicals.** Mechanical equipment at ground level shall be screened by a combination of fencing and plantings. Rooftop mechanical equipment shall be screened.
- h. **Dumpsters.** Dumpsters shall be screened by a combination of fencing and plantings. Where possible, dumpsters or other trash and recycling collection points shall be located within the building.
- i. **Stormwater management.** Strategies that demonstrate compliance of the construction activities and the proposed project with the most current versions of the Massachusetts Department of Environmental Protection Stormwater Management Standards, the Massachusetts Stormwater Handbook, Massachusetts Erosion Sediment and Control Guidelines, the Littleton Stormwater Management and Erosion Control Regulations, and an Operations and Management Plan for both the construction activities and ongoing post-construction maintenance and reporting requirements.

C. Buildings: General.

- a. **Entries.** Where feasible, entries shall be clearly defined and linked to a paved pedestrian network that includes the public sidewalk.

D. Structures: Multiple Buildings on a lot.

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- a. Parking and circulation on the site shall be organized to reduce the amount of impervious surface. Where possible, parking and loading areas shall be connected to minimize curb cuts onto public rights-of-way.
- a. A paved pedestrian network shall connect parking to the entries to all buildings and the buildings to each other.
- b. The orientation of multiple buildings on a lot should reinforce the relationships among the buildings. All building façade(s) shall be treated with the same care and attention in terms of entries, fenestration, and materials.
- c. Building(s) with frontage on the street shall have a pedestrian entry facing the street.

E. **Buildings: Shared Outdoor Space.** Multi-family housing shall have common outdoor space that all residents can access. Such space may be located in any combination of ground floor, courtyard, rooftop, or terrace.

F. **Buildings: Principal Façade and Parking.** Parking shall be subordinate in design and location to the principal building facade.

- a. **Surface parking.** Surface parking shall be located to the rear or side of the principal building. Parking shall not be located in the setback between the building and any lot line adjacent to the Public Access Drive.
- b. **Integrated garages.** The principal pedestrian entry into the building shall be more prominent in design and placement than the vehicular entry into the garage.
- c. **Parking structures.** Building(s) dedicated to structured parking on the same lot as one or more multi-family buildings shall be subordinate in design and placement to the multi-family building(s) on the lot.

G. **Design Guidelines.** The Site Plan Review Authority may adopt and amend, by simple majority vote, Design Guidelines which shall be applicable to all rehabilitation, redevelopment, or new construction within the LSMFD. Such Design Guidelines must be objective and not subjective and may only address the scale and proportions of buildings, the alignment, width, and grade of streets and sidewalks, the type and location of infrastructure, the location of building and garage entrances, off street parking, the protection of significant natural site features, the location and design of on-site open spaces, exterior signs, and buffering in relation to adjacent properties. Design Guidelines may contain graphics illustrating a particular standard or definition in order to make such standard or definition clear and understandable.

H. **Waivers.** Upon the request of the Applicant and subject to compliance with the Compliance Guidelines, the Site Plan Review Authority may waive by majority vote the requirements of this section, § 173-255 in the interests of design flexibility, including topographical changes and overall project quality, and upon a finding of consistency of such variation with the overall purpose and objectives of the LSMFD.

§ 173-256. Affordability Requirements.

- A. **Applicability.** The provisions of Article XXIX: Inclusionary Housing shall apply with the exception listed below. Affordable Units must be restricted in accordance with the metrics below.
- B. **Provision of Affordable Housing.** In Applicable Projects, not fewer than ten percent (10%) of housing units constructed shall be Affordable Housing Units. For purposes of calculating the number of units of Affordable Housing required within a development project, a fractional unit shall be rounded down to the next whole number. The Affordable Units shall be available to households earning income up to eighty percent (80%) of the AMI.

§ 173-258. Site Plan Review

- A. **Applicability.** Site Plan Review is required for all projects in the LSMFD. An application for Site Plan Review shall be reviewed by the Site Plan Review Authority for consistency with the purpose and intent of §173-247 through §173-257.
- B. **Other Sections of the Bylaw.** The requirements of Article XVI Wetlands and Floodplain Regulation and Article XIV, Aquifer and Water Resource District shall be incorporated into the Site Plan Review Process, as applicable, and shall not require a Special Permit
- C. **Submission Requirements.** As part of any application for Site Plan Review for a project within the LSMFD submitted under § 173-251 through § 173-257, the Applicant must submit the following documents to the Site Plan Review Authority:
 - a. Application and fee for Site Plan Review.
 - b. Site plans that show the boundaries of the lot(s), existing and proposed topography, position of existing and proposed building(s) on the site, points of vehicular access to and from the site and vehicular circulation on the site and service entries, walkways, stormwater management, utilities, park or recreation areas, and landscape treatments, including any screening of adjacent properties.
 - c. Elevations of the building(s) showing the architectural design of the building.
 - d. All site plans shall be prepared by a certified architect, landscape architect, and/or a civil engineer registered in the Commonwealth of Massachusetts. All landscape plans shall be prepared by a certified landscape architect registered in the Commonwealth of Massachusetts. All building elevations shall be prepared by a certified architect registered in the Commonwealth of Massachusetts. All plans shall be signed and stamped, and drawings prepared at a scale of one inch equals forty feet (1"=40') or larger, or at a scale as approved in advance by the Site Plan Review Authority.
 - e. Narrative of compliance with the applicable design standards of this Article.
- D. **Timeline.** Site Plan Review should begin within 30 days of the submission of a complete application and should be completed expeditiously. The site plan review authority may, when appropriate, seek the input of other municipal boards or officials and any peer review deemed necessary. If the relevant board or official has not provided input within 35 days of the receipt of the application, the Site Plan Review Authority may assume that there is no objection and proceed with the review process. In general, site plan review should be completed no more than 6 months after the submission of the application.

- E. **Site Plan Review and Approval.** Site Plan approval for uses listed in §173-251. Permitted Uses shall be granted upon determination by the Site Plan Review Authority that the Applicant has submitted the required fees and information as set forth in Municipality's requirements for a Building Permit and Site Plan Review; and the project as described in the application meets the development standards set forth in §173-255. General performance standards and criteria. The Site Plan Review Authority may impose reasonable conditions, at the expense of the applicant, to ensure that these conditions have been satisfied.
- F. **Determinations.** The Planning Board shall approve a site plan only upon its determination of the following:
 - a. Internal circulation and egress are such that traffic safety is protected, and access via minor streets servicing single-family homes is minimized.
 - b. Visibility of parking areas from public ways and residences is minimized, and lighting of these areas avoids glare on adjoining properties.
 - c. Major topographic changes or removal of existing trees is minimized.
 - d. Adequate access to each structure for fire and service equipment is provided.
 - e. Utilities and drainage in the vicinity either are or will be made adequate.
 - f. Methods of stormwater control and treatment as outlined in the Town of Littleton Low Impact Design/Best Management Practices Manual (latest edition) are utilized to the maximum extent practicable.
- G. **Project Phasing.** An Applicant may propose, in a Site Plan Review submission, that a project be developed in phases subject to the approval of the Site Plan Review Authority, provided that the submission shows the full buildout of the project and all associated impacts as of the completion of the final phase. However, no project may be phased solely to avoid the provisions of §173-256 Affordability Requirements.

§ 173-259. Severability.

If any provision of this Article XXXIII is found to be invalid by a court of competent jurisdiction, the remainder of Article XXXIII shall not be affected but shall remain in full force. The invalidity of any provision of this Article XXXIII shall not affect the validity of the remainder of the Town of Littleton's Zoning.

- 3. Amending the Zoning Map to show the parcels shown as "295 Foster Street (R10-2-2)" and "305 Foster Street (R10-2-1)" on the plan of land entitled Boundary of the Littleton Station MBTA Communities Multi-family Overlay District, dated April 18, 2024 to be located in the Littleton Station MBTA Communities Multi-family Overlay District.
- 4. Amending Article XXX. Village Common District, §173-217, Applicability, by inserting the following into Section B:

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- i. The requirements of Article XVI Wetlands and Floodplain Regulation and Article XIV, Aquifer and Water Resource District shall be incorporated into the Site Plan Review Process, as applicable, and shall not require a Special Permit. This paragraph applies only to the following parcels: 410 King Street (U09-28-0) and 450 King Street (U09-23-0).
- 5. Amending Article XXX. Village Common District, §173-217, Applicability, by inserting a new Section C to read as follows:
- C. The provisions of Article XXIX: Inclusionary Housing shall apply with the exception listed below. Affordable Units must be restricted in accordance with the metrics below.
 - a. **Provision of Affordable Housing.** In Applicable Projects, not fewer than ten percent (10%) of housing units constructed shall be Affordable Housing Units. For purposes of calculating the number of units of Affordable Housing required within a development project, a fractional unit shall be rounded down to the next whole number. The Affordable Units shall be available to households earning income up to eighty percent (80%) of the AMI.

and by re-lettering the existing Section C as D to account for said addition provided for above.

- 6. Amending Article XXXI. King Street Common Zoning District, §173-227, Applicability, by inserting the following into Section B:
 - g. The requirements of Article XVI Wetlands and Floodplain Regulation and Article XIV, Aquifer and Water Resource District shall be incorporated into the Site Plan Review Process, as applicable, and shall not require a Special Permit.
- 7. Amending Article XXXI. King Street Common Zoning District, §173-227, Applicability, by inserting a new Section C to read as follows:
- C. The provisions of Article XXIX: Inclusionary Housing shall apply with the exception listed below. Affordable Units must be restricted in accordance with the metrics below.
 - a. **Provision of Affordable Housing.** In Applicable Projects, not fewer than ten percent (10%) of housing units constructed shall be Affordable Housing Units. For purposes of calculating the number of units of Affordable Housing required within a development project, a fractional unit shall be rounded down to the next whole number. The Affordable Units shall be available to households earning income up to eighty percent (80%) of the AMI.

and by re-lettering the existing Section C as D to account for said addition provided for above.

or to take any other action in relation thereto.

[Article 13 updates the zoning bylaw and zoning map to bring Littleton into compliance with MBTA Communities requirements. Sections 1, 2, and 3 add a new 30-acre multi-family overlay district for 295 Foster Street and 305 Foster Street. This new Littleton Station MBTA Communities Multi-family District (LSMFD) will allow “missing middle” housing near the Foster Street commuter rail station. Dimensional requirements include height restrictions of

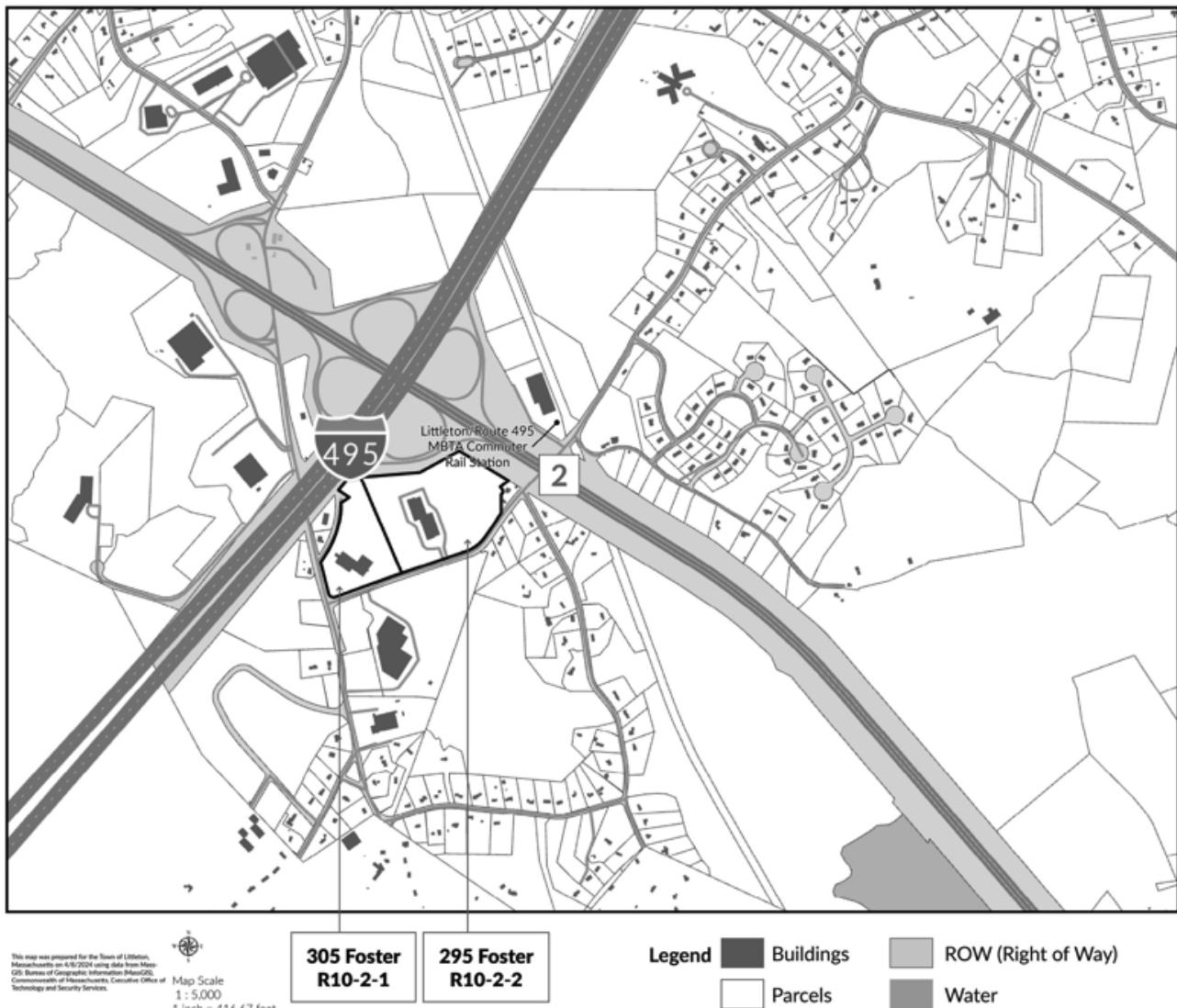
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2.5 stories, minimum front setback of 50 feet, and building size of no more than 12 residential units per building.

Sections 4, 5, 6, and 7 update the Village Common (VC) and King Street Common (KSC) zoning districts to allow Littleton to “count” these multi-family and mixed-use areas in Littleton Common as the majority of the required 50-acre MBTA Communities zoning district. With these proposed updates, Littleton will be able to count 600 of the 750-unit zoning requirement in the KSC and the VC district.

This article builds on foundational planning work of the community by promoting recommendations of the Littleton Master Plan, the Littleton Common Revitalization Road Map, and the Littleton Station Village Vision Plan. Due to recent changes in MA State Law, this article does not require a 2/3 vote for passage as traditionally required for a standard Zoning Bylaw amendment.]

Map of 295 and 305 Foster Street



[The Massachusetts Attorney General's Office has published a Question and Answer to provide answers to frequently asked questions regarding the MBTA Communities Law as follows:

(1) What is the MBTA Communities Law and what does it require?

The MBTA Communities Act was adopted in January 2021, as part of legislation to strengthen the state's economy. It was passed by broad bipartisan majorities in the legislature — the Senate voted unanimously in favor of the Act, and the House voted 143 in favor to 4 against. Governor Baker signed the Act into law on January 14, 2021.

The MBTA Communities Act requires 177 Cities and Towns to establish “at least 1 district of reasonable size in which multi-family housing is permitted as of right.” Where possible, the district must be within a half mile from public transportation (commuter rail, bus station, ferry terminal or subway). MBTA Communities must permit the development of housing suitable for families with children, and may not impose age restrictions, within the district.

The state agency with responsibility for housing issues, known as the Executive Office of Housing and Livable Communities (or EOHLC), has detailed materials available to address questions about this law and help communities understand their obligations.

(2) Is compliance with the law mandatory?

Yes. The law states clearly that 177 communities covered by the MBTA Communities Law “shall have a zoning ordinance or bylaw that provides for at least 1 district of reasonable size” that permits multi-family housing as of right.

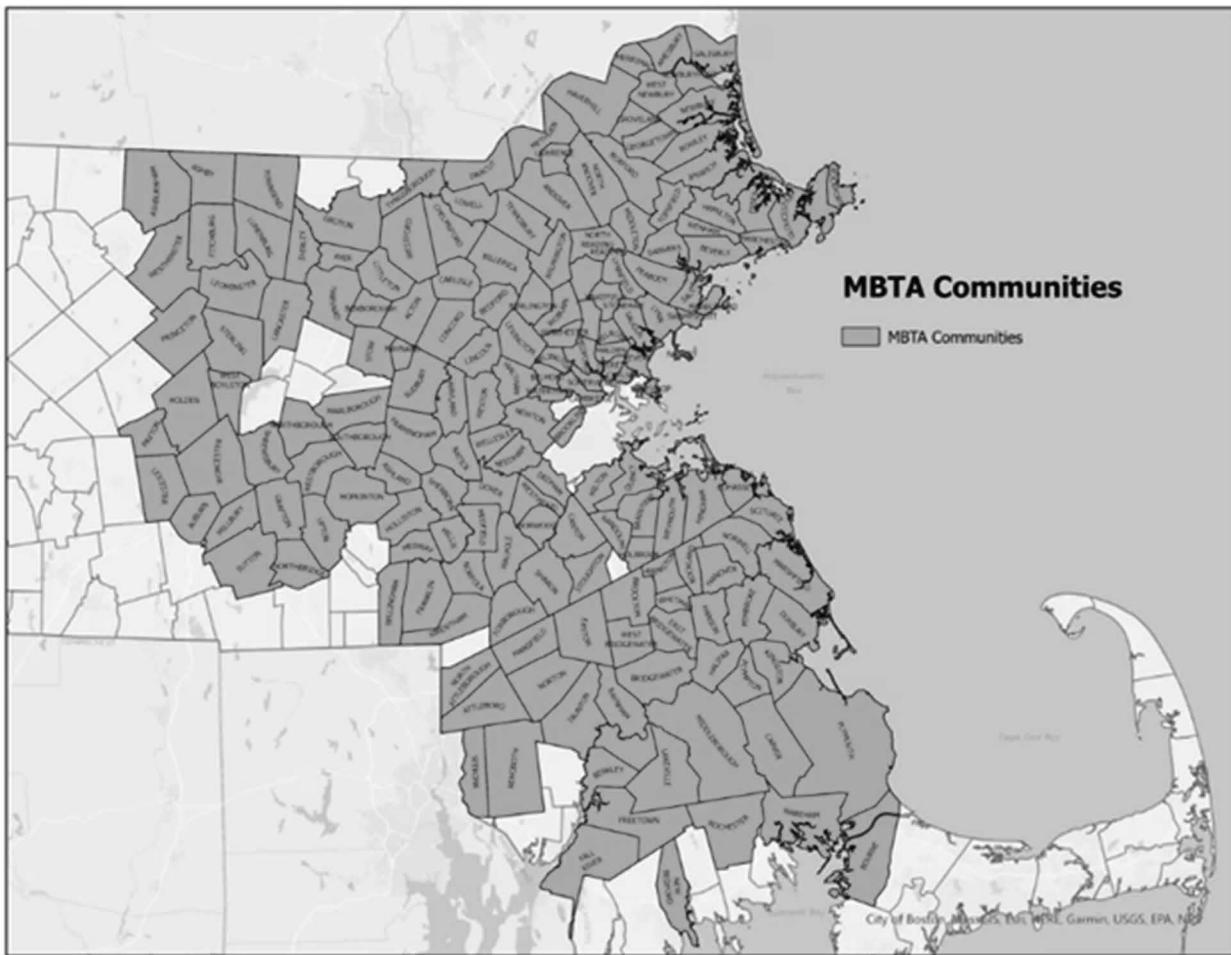
(3) What Cities and Towns are subject to the law?

Communities that are served by the MBTA are subject to the law, including:

- 84 communities that host MBTA service, including rapid transit, commuter rail, ferry or bus.
- 93 communities that abut — that is, share a border with — a City or Town that is served by the MBTA.

The following map demonstrates the location of MBTA Communities throughout the Commonwealth:

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(4) Is the MBTA Communities Act constitutional?

Yes, it is. Under the state constitution, our state legislature has the power to pass laws about municipal zoning. Mass. Const. Art. Amend. art. 60. In the words of our state supreme court, this gives the state the “supreme power” in zoning matters.

In many cases, the legislature has passed laws that empower local communities to make their own decisions about zoning. In some cases, though, the legislature has determined that local discretion should be limited in order to allow development that will further state or regional interests. For example, the legislature has set statewide standards when it comes to housing development for low- and moderate-income residents (under Chapter 40B); as well as schools, churches and other religious institutions, certain agricultural uses, child care centers, congregate care for those with disabilities, and solar power installations (under G.L. c. 40A, § 3).

Litigation has challenged Chapter 40B based on an argument that the state cannot require communities to allow low- and moderate-income housing developments that would otherwise violate local zoning. But those challenges have failed because the constitution gives the state the authority to restrict local zoning. The state supreme court has consistently required municipalities to comply with state law that allows educational, religious, childcare, and solar developments, over community objections.

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The state legislature had the authority to pass the MBTA Communities Law to require multi-family housing districts in 177 communities where public transportation is accessible. The state is particularly interested in such development because Massachusetts is facing a housing crisis that is crowding out people who wish to live and work here, hurting our communities and limiting our economic growth. The legislature also chose to preserve significant local discretion to determine where that housing may be allowed in order to meet the particular needs of each community.

(5) Does the MBTA Communities Law allow for municipal discretion?

Yes. The MBTA Communities Law and Compliance Guidelines established by the state require that multi-family housing districts must be of reasonable size and, where feasible, located near mass transit; they must allow housing suitable for families with children; and they cannot be age-limited.

As long as they meet those requirements, communities have considerable discretion as to where to locate multi-family districts and how big those districts may be.

(6) Are there resources available to assist covered communities with compliance?

Municipal planners may seek EOHLC's assistance and communities may be eligible for (or may already have received) grant funding to help design compliant districts. In addition, Massachusetts Housing Partnership (MHP) offers consultant services to assist with technical aspects of compliance and Citizens' Housing and Planning Association (CHAPA) provides assistance to municipalities around public education and engagement. Regional Planning Agencies also provide technical assistance to their municipalities. Taken together, over \$6 million in technical assistance has been provided to 156 of the 177 municipalities since August 2022.

Municipal counsel are encouraged to reach out to the Attorney General's Municipal Law Unit with questions on compliance. Both EOHLC and the Attorney General's Office have offered pre-review for proposed districts to give municipalities guidance as to whether the district is likely to be approved.

(7) Does the MBTA Communities Law impermissibly limit local control?

No. The state legislature has the power to enact zoning laws with which communities must comply. The power is set forth in Article 60 of the Amendments to the state constitution. That power is specifically preserved by the Home Rule Amendment, which requires municipalities to follow state law, like the MBTA Communities Law. Mass. Const. Art. Amend. art. 89, § 8.

In addition, the MBTA Communities Act ensures communities can determine where the required district is (or districts are) located and how large they are, within certain parameters.

(8) Are the Guidelines adopted by the state binding on my community?

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Yes, they are. State law requires the state — and, specifically, the Executive Office of Housing and Livable Communities, known as EOHL — to “promulgate guidelines to determine if an MBTA Community” is in compliance with its obligations.

These guidelines are binding. We are aware of suggestions that guidelines are somehow non-binding because they are not “regulations.” But our state supreme court has recently rejected an argument that EOHL guidelines are nonbinding. *See Fairhaven Hous. Auth. v. Commonwealth*, 493 Mass. 27 (2023).

(9) How can zoning that is compliant with the MBTA Communities Law be adopted?

One or more zoning districts that are consistent with the MBTA Communities Act may be adopted through the typical municipal process for adopting zoning ordinances or bylaws. That means in certain towns, an approval of Town Meeting or Representative Town Meeting will be required (in an annual or specially-called meeting), following action by the appropriate municipal board (e.g., the Select Board or the Planning Board). In cities, approval by the City Council is required. A few municipalities may have existing zoning that complies with the Guidelines in which case they should submit a complete application to EOHL for a determination of compliance.

(10) What do MBTA Communities have to do, and by when?

The MBTA Communities Act simply required cities and towns to “have” a zoning ordinance or by-law that provides for at least one district of reasonable size in which multi-family housing is permitted as of right and meets the other requirements of the Act. However, EOHL recognized that many communities would need time to craft and pass an appropriate district, and therefore created a process by which communities can be treated as being in compliance by taking concrete steps towards adopting the necessary zoning ordinance or by-law.

Communities served by MBTA rapid transit (the subway, trolley, or Silver Line buses) were required to submit a zoning ordinance or bylaw to EOHL for approval by December 31, 2023. Of the 12 communities subject to that deadline, only Milton has failed to submit a zoning ordinance or bylaw for approval.

Most of the remaining communities covered by the law—those served by commuter rail, bus, or ferry, or adjacent to such a community—must submit their zoning ordinance or bylaw for EOHL approval by December 31, 2024. Certain smaller adjacent communities are allowed until December 31, 2025.

The zoning ordinance or bylaw that a community adopts must comply with EOHL Guidelines. However, if they submit by their deadline, MBTA Communities will be treated as compliant with the law while EOHL is reviewing their submission.

(11) What happens if my City or Town fails to comply with the MBTA Communities Law?

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Communities that fail to comply with the MBTA Communities Act automatically lose certain state funding, including funding: for local infrastructure generally, such as road, bridge, water and sewer improvements (known as MassWorks); for local infrastructure projects that support housing (known as HousingWorks); for EOHLIC grants to communities with a “Housing Choice” designation; and state funding under the Local Capital Projects Fund.

In addition, the Healey-Driscoll Administration has notified communities that compliance with the MBTA Communities Act will be considered when dispensing certain discretionary local aid.

In addition, intentional or persistent non-compliance may result in an enforcement action against the municipality by the Attorney General. Any such action would seek a court order requiring the community to comply with the law. Such a lawsuit is currently pending in the state supreme court against the Town of Milton.

(12) The following questions might be asked by residents preparing to attend a Town Meeting where a new zoning district will be considered:

- **How did my community settle upon the district presented for Town Meeting consideration?**

This answer will vary for each community. At a minimum, each community held a public Planning Board hearing on the proposed district, at which residents could participate. After the hearing, the Planning Board was required to issue a report to Town Meeting or City Council with a recommendation concerning whether or not the zoning district should be adopted.

Many communities also held preliminary workshops or public comment meetings on proposed MBTA Communities zoning districts. In many cases, proposed zoning districts are drafted with help from planning consultants, often hired with grant money provided by Commonwealth agencies. Like every other zoning bylaw, the zoning district is drafted with input from the Town/City Planner, the Planning Board, and the Select Board or City Council.

- **What vote is required in order for the new district to pass?**

A simple majority vote.

- **What happens if the proposed zoning district passes?**

It is submitted to the Executive Office of Housing and Livable Communities (EOHLC) to ensure that the district is compliant with the MBTA Communities Act. EOHLC offers an optional “pre-adoption” review of proposed districts before they are voted on, in which case the community will have some indication as to whether the zoning district is likely to be approved.

As with all other town zoning bylaws, a town’s MBTA Communities zoning bylaw also will be submitted to the Attorney General’s Office for review and approval as required by statute. Once the zoning bylaw is approved, it will take effect, and multi-family housing will be permitted in the new zoning district. Please note that EOHLC determinations of compliance are separate from the bylaw review by the Attorney General’s Office and that a bylaw approved by the Attorney General will be in effect even if EOHLC makes a determination that the bylaw does not comply with the Guidelines and the Act.

- **What happens if the proposed zoning district does not pass?**

This answer will depend on the time of the Town Meeting or City Council vote and whether the community will be able to come into compliance in advance of the applicable deadline (which, for many communities, will be December 31, 2024). If the vote renders the community out of compliance, the community will face the consequences set forth in response to question 11, above.]

Motion: Moved and seconded by the Planning Board that the Town vote to approve Article 13 as printed in the warrant

The Finance Committee, Select Board and Planning Board recommend this article.

ARTICLE 14
Select Board
Fiscal Year 2025 Departmental Revolving Funds

To see if the Town will vote pursuant to Section 18-11(C) of the Town's General Bylaws, to set the limit on the total amount that may be spent from each departmental revolving fund for the fiscal year beginning July 1, 2024, as follows:

Revolving Fund	Expenditure Limit FY 2025
Alarm Box Repairs (Fire Alarm System)	\$6,500
CPR Courses	\$2,000
Sealer of Weights & Measures	\$25,000
MART Bus fees	\$55,000
Elder and Human Services (COA Recreation)	\$10,000
Legal Advertisements (ZBA Advertising)	\$2,000
Composting Bins (Sustainability Committee)	\$1,200
LCTV Boxborough IMA	\$90,000
School Department Transportation	\$250,000
School Department One-to-One Technology	\$75,000
School Department Non-Resident Tuition	\$80,000
Community Gardens	\$280
Parks, Recreation and Community Education	\$1,500,000

or to take any other action related thereto.

[Article 14 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 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 14 as printed in the warrant

The Finance Committee and Select Board recommend this article.

ARTICLE 15
Select Board/Trust Fund Commissioners
Authorize use of 'Prudent Investor Rule' for Town Trust Funds

To see if the Town will vote to accept the provisions of G.L. c.44, §54(b)(l), as most recently amended by Section 26 of Chapter 28 of the Acts of 2023, to allow Town trust funds to be invested using the so-called Prudent Investor Rule found in G.L. c.203C, or take any other action relative thereto.

[The Fiscal Year 2024 Massachusetts state budget included a provision to allow for utilization of the Prudent Investor Rule as a local option for municipalities. Article 15 would allow the Town's Trust Fund Commission greater flexibility in recommending investment strategies for the Town's Trust Funds.]

Motion: Moved and seconded by the Select Board and Trust Fund Commissioners that the Town vote to approve Article 15 as printed in the warrant.

The Select Board, Trust Fund Commissioners, and Finance Committee recommend this article.

ARTICLE 16
Select Board/Trust Fund Commissioners
Authorize Transfer from Multiple Trust Funds

To see if the Town will vote to transfer \$44,000 or any other sum or sums of money from the following trust funds for the following purposes and costs related thereto:

- (1) Russell Street Elementary School Relaxation/Mindfulness room: \$40,000 for the design, construction, and equipping of the Russell Street Elementary School Relaxation/Mindfulness room, a dedicated space within the school to provide a calming and sensory-rich environment for students with autism and complex needs, said funds to be expended under the direction of the School Superintendent, from the following trust funds: M.H. Kimball Trust Fund, \$25,000; J. Goldsmith Trust Fund, \$1,000; C. Hildreth Trust Fund, \$12,000; L. Johnson Trust Fund, \$1,000; and L.H. Zappy Trust Fund, \$1,000; and
- (2) Animal Assistance Care Program: \$4,000 from Bradford Sampson Relief of Animals Trust Fund, to fund the animal care assistance program.

or to take any other action related thereto.

[Article 16 funds the construction and outfitting of a dedicated room that will provide a safe haven for our special education students in grades 3-5 from several trust funds, and an ongoing animal care assistance program for qualifying low-income individuals from a dedicated trust fund.]

Motion: Moved and seconded by the Select Board and Trust Fund Commissioners that the Town vote to transfer \$44,000 as printed in Article 16 of the warrant.

The Select Board, Trust Fund Commissioners, and Finance Committee recommend this article.

ARTICLE 17
Conservation Commission
Amendment to Oak Hill Stabilization Fund
[2/3rd Vote]

To see if the Town will vote to amend the purpose of the Oak Hill Stabilization Fund, adopted at the May 2, 2022 Annual Town Meeting under Article 17, to allow the funds to be used for the acquisition and maintenance of conservation land or preservation of water quality within the Town, or to take any other action related thereto.

[Article 17 of the 2022 Annual Town Meeting created the Oak Hill Stabilization Fund for the purpose of “acquiring conservation land or preserving water quality.” Article 17 of the 2024 Annual Town Meeting will expand the purpose of the fund to allow this fund to be utilized for the maintenance of conservation lands, as has been the practice from the original Oak Hill Cell Tower Fund. This amendment will allow the expenditure of funds for maintaining conservation lands on projects such as mowing, vegetation management, and construction projects to facilitate public access to conservation property such as boardwalk and parking lot construction.]

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

The Conservation Commission, Select Board, and Finance Committee recommend this article.

ARTICLE 18
Conservation Commission
Transfer Funds from the Oak Hill Stabilization Fund for use by the Conservation Commission

To see if the Town will vote to appropriate \$20,000 or any other sum or sums of money from the Oak Hill Stabilization Fund to be utilized for projects under the direction of the Conservation Commission.

[Article 18 will fund projects such as new/improved parking lots (for example at Town Forest-Balsam, Hartwell or Long Lake Park), boardwalk construction (for example at Long Lake Park, Hartwell or Cobb) or, vegetation management such as mowing or invasive species control.]

Motion: Moved and seconded by the Conservation Commission that the Town vote to appropriate \$20,000 as printed in Article 18 of the warrant.

The Conservation Commission, Select Board, and Finance Committee recommend this article.

ARTICLE 19
Fiscal Year 2025 Capital Items from Available Funds
Select Board/Finance Committee

To see if the Town will vote to appropriate \$1,493,000 from Certified Free Cash or any other sum or sums of money, for the capital projects and purchases itemized and described below, and for all costs incidental and related thereto;

Department	Name of Capital Asset/Project	Project Description	Total Cost
DPW - Parks	Infield Groomer/Edger Replacement	Replacement of a 2001 infield groomer. The groomer has 1,664 hours and is utilized for grading and grooming baseball and softball infields and Long Lake Beach.	\$39,000
DPW - Highway	Street Sweeper Replacement	Replacement of a 2006 street sweeper. The sweeper has 4,174 hours, 17,281 miles and is in mechanical decline.	\$300,000
DPW - Highway	Salt Brine System	New salt brine system for pre-treatment of roadways and parking lots during winter operations.	\$75,000
DPW - Highway	Asphalt Hot Box Replacement	Replaces a 2014 asphalt hot box.	\$35,000
DPW	Facility Feasibility Study	Feasibility Study for the Department of Public Works Facility. Study will review existing facility and analyze the needs as the Department grows with the community for either additions to the building or the potential for a new facility.	\$60,000
Police	Vehicle Replacement	Replacement of three police vehicles.	\$200,000
Police - Communications	Dispatch (911) Upgrade	Emergency Medical Dispatch priority phone answering for medical emergencies.	\$50,000
Schools	High School Rooftop HVAC Replacements: RTAC-5, RTAC-6	Replacement of two rooftop HVAC units. The units are original to the building and over 22 years old, with an expected life of 15 years. RTAC-5 services the administration and other office areas, and RTAC-6 services the band room and various offices and classroom areas. Note: Total estimated project cost is \$400,000, with \$280,000 dedicated in ARPA federal funding and the balance of \$120,000 from Free Cash.	\$120,000
Schools	High School Flooring	To replace High School current vinyl composite tile (VCT) tiles. Flooring is cracking and deteriorating. In addition, there needs to be a moisture barrier installed between the VCT tiles and the concrete slab.	\$140,000
Schools	High School Rooftop Unit (RTU) - Auditorium	Additional funding requested to supplement initial \$275,000 allocated at the May 1, 2023 Annual Town Meeting reflecting actual bids received by the Town.	\$125,000

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Department	Name of Capital Asset/Project	Project Description	Total Cost
Land Use	Zoning Bylaw: Recodification - Step 2	Request for funding for review and recodification of zoning bylaws. This is the second year of funding for a three-year program. Year two funding will be used to hire a consultant to update and re-codify zoning bylaws to address issues identified in the zoning diagnostic, and update sections that no longer meet the long-term goals of the community.	\$30,000
Town Clerk	Poll Pads	Request is for the purchase of 10 poll pads with a maintenance plan. Poll pads would be utilized to expedite check in at Town Meeting and elections.	\$19,000
Fire	Refurbish Engine 1	Refurbishment to extend the useful asset life of the 2012 Engine 1. Anticipated rehabilitation measures include repainting the body, overhauling the pump, repairing or replacing worn items on the chassis and upgrades to ensure compliance with NFPA standards.	\$175,000
Fire	Replace Car 11	Replacement of Car 11, a 2010 Chevrolet pickup with extensive corrosion throughout the frame and chassis.	\$95,000
Cemetery Department	Administrative Building Conditions Assessment	A conditions assessment and improvement plan for the 30+ year old Cemetery Department's Administrative Building.	\$30,000
Total Capital Spending from Free Cash			\$1,493,000

or to take any other action related thereto.

[Article 19 authorizes the expenditure of \$1,493,000 from Certified Free Cash for infrastructure upgrades and improvements as detailed above.]

Motion: Moved and seconded by the Select Board and Finance Committee that the Town vote to appropriate \$1,493,000 as printed in Article 19 of the warrant.

The Finance Committee and Select Board recommend this article.

ARTICLE 20
Fiscal Year 2025 Other Items from Available Funds
Select Board/Finance Committee

To see if the Town will vote to transfer and appropriate \$241,145.28 from Certified Free Cash or any other sum or sums of money, for the projects and purposes itemized and described below, and for all costs incidental and related thereto;

Department	Name of Capital Asset/Project	Project Description	Total Cost
Town Administrator's Office	Grant Writing Services	Request to hire a consultant to identify and pursue suitable grant opportunities.	\$25,000.00

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Department	Name of Capital Asset/Project	Project Description	Total Cost
Human Resources Office	Update to Classification and Compensation Plan	Will support the hiring of a consultant to manage an update to the Town's Classification and Compensation Plan.	\$45,000.00
Transfer to Special Injury Leave Indemnity Fund (May 7, 2018 STM Article 8)	Special Injury Leave Indemnity Fund	Payment into Special Injury Leave Indemnity Fund to raise account balance to \$350,000	\$125,000.00
Transfer to Opioid Special Revenue Fund	Opioid Special Revenue Fund	Transfer of funding received in Fiscal Year 2023 from Free Cash to the Opioid Special Revenue Fund	\$46,145.28
Total Other Items Spending from Free Cash			\$241,145.28

or to take any other action related thereto.

[Article 20 authorizes the expenditure of \$241,145.28 from Certified Free Cash for grant writing services; an update to the Town's Classification and Compensation Plan to ensure town salaries are competitive with peer municipalities to retain and recruit essential staff; a transfer into the Special Injury Leave Indemnity Fund; and, a transfer to the Opioid Special Revenue Fund.]

Motion: Moved and seconded by the Select Board and Finance Committee that the Town vote to transfer and appropriate \$241,145.28 as printed in Article 20 of the warrant

The Finance Committee and Select Board recommend this article.

ARTICLE 21
Amend Senior Center Project Article
Select Board/Finance Committee
/2/3rds Vote

To see if the Town will vote to amend the vote taken under Section (6) of Article 20 of the May 2, 2022 Annual Town Meeting, to insert “and construction” as shown below in bolded text:

- (6) Amend the June 12, 2021 Annual Town Meeting Article 10 vote by increasing the amount of the borrowing from \$1,000,000 (one million dollars) to \$1,500,000 (one million five hundred thousand dollars) for the purpose of funding the design services **and construction** 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;

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Or to take any other action related thereto.

[This amendment will expand the use of the borrowed funding for the Senior Center to include construction costs. The design services phase of the Senior Center project is complete. An affirmative vote on Article 21 will make available the unused balance associated with the article for construction-related expenses for the Senior Center.]

Motion: Moved and seconded by the Select Board and Finance Committee that the Town vote to approve Article 21 as printed in the warrant.

The Finance Committee and Select Board recommend this article.

ARTICLE 22

**Littleton Community Television Advisory Committee
Fiscal Year 2025 LCTV Receipts Reserved for Appropriation from the
Public, Education and Government Access Fund**

To see if the Town will vote to appropriate \$458,006 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, §53F ¾) by vote of the November 2, 2015 Special Town Meeting, and which has a current balance of approximately \$372,958 for the operation of the Littleton Community Television cable television studio, as follows: \$274,920 for salaries, \$95,286 for employee/retirement benefits, \$87,800 for operating expenses, or to take any other action related thereto.

[Article 22 appropriates existing funds to be utilized for FY 2025 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.]

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

The Finance Committee and Select Board recommend this article.

ARTICLE 23

**Select Board/Personnel Board
Fiscal Year 2025 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, Schedules B, B-1 and B-2, effective July 1, 2024, by applying a two-point-five percent (2.5%) salary schedule adjustment, and by adopting Schedules as shown below.

TOWN OF LITTLETON, MASSACHUSETTS

TOWN OF LITTLETON, MASSACHUSETTS
FY 2025 CLASSIFICATION & COMPENSATION PLAN
SCHEDULE A, Permanent Full and Part-time Employees
 Salaries shown are hourly and annual based on 52.2 weeks/year

Gr	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
1	\$19.19 40,068.72	\$19.67 41,070.96	\$20.16 42,094.08	\$20.66 43,138.08	\$21.18 44,223.84	\$21.71 45,330.48	\$22.25 46,458.00	\$22.81 47,627.28	\$23.38 48,817.44	\$23.96 50,028.48
2	20.15 42,073.20	20.65 43,117.20	21.16 44,182.08	21.70 45,309.60	22.24 46,437.12	22.80 47,606.40	23.37 48,796.56	23.95 50,007.60	24.55 51,260.40	25.16 52,534.08
3	21.15 44,161.20	21.68 45,267.84	22.23 46,416.24	22.79 47,585.52	23.35 48,754.80	23.93 49,965.84	24.53 51,218.64	25.14 52,492.32	25.77 53,807.76	26.42 55,464.96
4	22.20 46,353.60	22.77 47,543.76	23.33 48,713.04	23.91 49,924.08	24.51 51,176.88	25.12 52,450.56	25.75 53,766.00	26.40 55,123.20	27.06 56,501.28	27.74 57,921.12
5	23.32 48,692.16	23.90 49,903.20	24.50 51,156.00	25.11 52,429.68	25.74 53,745.12	26.38 55,081.44	27.05 56,480.40	27.73 57,900.24	28.41 59,320.08	29.13 60,823.44
6	24.49 51,135.12	25.10 52,408.80	25.73 53,724.24	26.37 55,060.56	27.04 56,459.52	27.72 57,879.36	28.40 59,299.20	29.12 60,802.56	29.85 62,326.80	30.60 63,892.80
7	25.71 53,682.48	26.34 54,997.92	27.01 56,396.88	27.69 57,816.72	28.37 59,236.56	29.09 60,739.92	29.82 62,264.16	30.56 63,809.28	31.32 65,396.16	32.10 67,024.80
8	27.00 56,376.00	27.68 57,795.84	28.36 59,215.68	29.08 60,719.04	29.81 62,243.28	30.55 63,788.40	31.31 65,375.28	32.09 67,003.92	32.90 68,695.20	33.73 70,428.24
9	28.62 59,758.56	29.33 61,241.04	30.06 62,765.28	30.81 64,331.28	31.58 65,939.04	32.38 67,609.44	33.18 69,279.84	34.01 71,012.88	34.86 72,787.68	35.72 74,583.36
10	30.33 63,329.04	31.09 64,915.92	31.87 66,544.56	32.66 68,194.08	33.48 69,906.24	34.32 71,660.16	35.17 73,434.96	36.05 75,272.40	36.95 77,151.60	37.86 79,051.68
11	32.15 67,129.20	32.95 68,799.60	33.78 70,532.64	34.62 72,286.56	35.50 74,124.00	36.39 75,982.32	37.29 77,861.52	38.22 79,803.36	39.18 81,807.84	40.16 83,854.08
12	34.08 71,159.04	34.94 72,954.72	35.82 74,792.16	36.72 76,671.36	37.64 78,592.32	38.58 80,555.04	39.54 82,559.52	40.54 84,647.52	41.54 86,735.52	42.58 88,907.04
13	36.47 76,149.36	37.38 78,049.44	38.30 79,970.40	39.27 81,995.76	40.25 84,042.00	41.26 86,150.88	42.29 88,301.52	43.35 90,514.80	44.43 92,769.84	45.54 95,087.52
14	39.02 81,473.76	40.00 83,520.00	40.99 85,587.12	42.01 87,716.88	43.06 89,909.28	44.14 92,164.32	45.25 94,482.00	46.38 96,841.44	47.54 99,263.52	48.73 101,748.24
15	41.75 87,174.00	42.79 89,345.52	43.86 91,579.68	44.96 93,876.48	46.08 96,215.04	47.23 98,616.24	48.42 101,100.96	49.63 103,627.44	50.87 106,216.56	52.15 108,889.20
16	45.08 94,127.04	46.43 96,945.84	47.82 99,848.16	49.25 102,834.00	50.73 105,924.24	52.25 109,098.00	53.82 112,376.16	55.43 115,737.84	57.09 119,203.92	58.81 122,795.28
17	47.79 99,785.52	49.22 102,771.36	50.70 105,861.60	52.21 109,014.48	53.78 112,292.64	55.39 115,654.32	57.05 119,120.40	58.76 122,690.88	60.54 126,407.52	62.35 130,186.80
18	50.66 105,778.08	52.17 108,930.96	53.74 112,209.12	55.35 115,570.80	57.01 119,036.88	58.72 122,607.36	60.50 126,324.00	62.31 130,103.28	64.19 134,028.72	66.10 138,016.80
19	53.70 112,125.60	55.31 115,487.28	56.97 118,953.36	58.67 122,502.96	60.43 126,177.84	62.24 129,957.12	64.11 133,861.68	66.03 137,870.64	68.01 142,004.88	70.05 146,264.40
20	56.92 118,848.96	58.62 122,398.56	60.38 126,073.44	62.19 129,852.72	64.05 133,736.40	65.97 137,745.36	67.95 141,879.60	69.99 146,139.12	72.09 150,523.92	74.25 155,034.00
21	60.33 125,969.04	62.15 129,769.20	64.00 133,632.00	65.93 137,661.84	67.91 141,796.08	69.95 146,055.60	72.05 150,440.40	74.21 154,950.48	76.43 159,585.84	78.73 164,388.24
22	63.95 133,527.60	65.88 137,557.44	67.86 141,691.68	69.89 145,930.32	72.00 150,336.00	74.16 154,846.08	76.38 159,481.44	78.68 164,283.84	81.04 169,211.52	83.48 174,306.24
23	67.79 141,545.52	69.83 145,805.04	71.92 150,168.95	74.08 154,679.04	76.30 159,314.40	78.59 164,095.92	80.95 169,023.60	83.38 174,097.44	85.87 179,296.56	88.45 184,683.60
24	71.85 150,022.80	74.02 154,553.76	76.23 159,168.24	78.52 163,949.76	80.87 168,856.56	83.29 173,909.52	85.79 179,129.52	88.37 184,516.56	91.02 190,049.76	93.75 195,750.00

TOWN OF LITTLETON, MASSACHUSETTS

GRADE 1

No positions assigned

GRADE 2

No positions assigned

GRADE 3

No positions assigned

GRADE 4

Library Assistant

Building Maintenance Custodian

GRADE 5

Library Processing Clerk

GRADE 6

Administrative Staff-On Call

Department Clerk

GRADE 7

Cemetery Groundskeeper

LCTV – Video Production Coordinator

Library Technician

P/T Communications Officer

GRADE 8

Administrative Assistant – Elder & Human Services

Senior Library Technician

GRADE 9

Assessing Clerk/Field Lister

Library Office Coordinator

Land Use & Buildings Office Coordinator

Health & Facilities Office Coordinator

Payroll and Finance Coordinator

PRCE Office Coordinator

GRADE 10

Assistant Cemetery Superintendent

Assistant Conservation Agent

Assistant Town Clerk

Assistant Town Planner

Executive Assistant of Public Safety – Fire

Executive Assistant of Public Safety – Police

Financial Analyst

Reserve Police Officer

GRADE 11

Building Maintenance Supervisor

Business Administrator-Public Works

Cemetery Superintendent

Children's Services/Senior Librarian

Executive Assistant to the Town Administrator

Head of Circulation/Senior Librarian

HR Generalist/Benefit Administrator

Information Systems Support Technician

LCTV Program Supervisor

Payroll and Benefit Coordinator

PRCE Program Coordinator

Public Health Nurse

Senior Librarian

Technical Services/Senior Librarian

Young Adult Services/Senior Librarian

Alternate Inspector

GRADE 12

Assistant Assessor

Assistant Town Accountant

Conservation Agent

Elder and Human Services Outreach

Coordinator

Inspector of Wires

Local Building Inspector

Plumbing & Gas Inspector

GRADE 13

Assistant Director of Elder and Human Services

Assistant Library Director

Assistant Tax Collector

Public Health Coordinator

GRADE 14

Assistant PRCE Director

GRADE 15

LCTV Executive Director

*Town Clerk***

Town Engineer

Town Planner

Assistant Treasurer/Collector/Payroll Manager

Town Accountant

Police Lieutenant

GRADE 16

Building Commissioner

Chief Assessor/Appraiser

Director of Elder and Human Services

Highway Superintendent

Human Resources Director

Information Systems Manager

Facilities Manager

Health Director

*Library Director**

PRCE Director

Town Treasurer/Collector/Assistant Finance

Director

GRADE 17

*Deputy Fire Chief**

*Deputy Police Chief**

GRADE 18

Director of Public Works

GRADE 19

No positions assigned

GRADE 20

Assistant Town Administrator/Finance Director

TOWN OF LITTLETON, MASSACHUSETTS

GRADE 21

*Chief of Police**

*Fire Chief**

GRADE 22

No positions assigned

GRADE 23

No positions assigned

GRADE 24

*Town Administrator**

Management contract () and elected (**) positions not subject to this By-law*

Schedule B

On-Call Meeting Clerk, \$15.68, Veteran's Agent, \$18.83, Civilian Traffic Regulator, \$41.00

Schedule B-1, Other Employees

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
1 hourly	\$15.68	\$16.00	\$16.32	\$16.65	\$16.97
2 hourly	\$19.61	\$20.00	\$20.40	\$20.81	\$21.23

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	\$16.14	\$16.45	\$16.79	\$17.13
2 hourly	\$17.26	\$17.62	\$17.96	\$18.33
3 hourly	\$18.47	\$18.85	\$19.23	\$19.62
4 hourly	\$19.77	\$20.17	\$20.56	\$20.98

GRADE 1

No positions assigned

GRADE 2

Seasonal Highway Laborer

GRADE 3

Engineering Technician

GRADE 4

Seasonal Truck Driver/Laborer

Seasonal Laborer - Cemetery

or to take any other action related thereto.

[Article 23 amends the classification and compensation plans for non-union Town employees for FY 2025 to include a 2.5% cost of living (COLA) increase.]

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

The Finance Committee and Select Board recommend this article.

ARTICLE 24
Select Board
Capital Stabilization Fund

To see if the Town will vote to transfer from Certified Free Cash the sum of \$1,499,882 or any other sum or sums of money to 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 service payment related thereto; 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 transferred annually into the Capital Stabilization Fund. The Town is proposing a withdrawal of \$657,000 from the Capital Stabilization Fund for the paydown of the purchase price of 32/36 King Street before the final debt being issued for the project (See Article 26). The balance in this fund is estimated to be \$3,585,004 as of June 30, 2024. 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 transfer \$1,499,882 as printed in Article 24 of the warrant.

The Finance Committee and Select Board recommend this article.

ARTICLE 25
Select Board

Authorize the Transfer of Funds from the Capital Stabilization Fund to pay for a Portion of the 32/36 King Street Building (Former Indian Hill Music School)

To see if the Town will vote to appropriate \$657,000 from the Capital Stabilization Fund to reduce the amount borrowed for the acquisition of 32/36 King Street (former Indian Hill Music School), or to take any other action related thereto.

[The February 15, 2023 Special Town Meeting authorized \$3,500,000 to purchase 32/36 King Street (former Indian Hill Music School). Article 26 transfers \$657,000 from the Capital Stabilization Fund to reduce the amount to be borrowed for the purchase of 32/36 King Street to \$2,843,000.

Article 14 of the May 1, 2023 Annual Town Meeting transferred a supplemental \$657,000 into the Capital Stabilization Reserve from Free Cash with the intention of transferring this same amount out of the Capital Stabilization Fund at a later date to be applied toward the purchase of 32/36 King Street.]

Motion: Moved and seconded by the Select Board that the Town vote to approve Article 25 as printed in the Warrant.

The Finance Committee and Select Board recommend this article.

ARTICLE 26
Select Board/Finance Committee
Creation of School Building Stabilization Fund
[2/3rd Vote]

To see if the Town will vote to adopt a new stabilization fund pursuant to G.L. c.40 §5B for the purpose of providing funds for the construction and/or rehabilitation of existing or new school buildings, reducing the amount of existing non-excluded debt service and/or the amount of debt needed to be placed when final debt issuance occurs for borrowing authorizations, for school building projects to be called the School Building Stabilization Fund, and transfer \$1,180,000 from Certified Free Cash to the School Building Stabilization Fund, or take any other action related thereto.

[Article 26 establishes the School Building Stabilization Fund to support school building projects and transfers \$1,180,000 from Free Cash into the newly established stabilization fund. The Town is currently working with the Massachusetts School Building Authority (MSBA) to determine whether to rehabilitate or rebuild the Shaker Lane Elementary School. Establishing a School Building Stabilization Fund will allow the Town to allocate available funds to support the Shaker Lane Elementary School project and future school-based construction projects.]

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

The Finance Committee and Select Board recommend this article.

ARTICLE 27
Select Board
Use of Debt Exclusion Stabilization Fund for FY 2025 Excluded Debt

To see if the Town will vote to appropriate from the Debt Exclusion Stabilization Fund established by Article 12 of the May 2, 2016 Annual 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 \$349,878.99 to apply to pay for excluded debt service for the fiscal year beginning July 1, 2024, or to take any other action related thereto.

[Article 27 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 appropriate \$349,878.99 as printed in Article 27 of the warrant.

The Finance Committee and Select Board recommend this article.

ARTICLE 28
Select Board
Appropriation of Transportation Network Company Funds

To see if the Town will vote to appropriate the sum of \$2,604.17, or any other sum or sums of money, received from the Commonwealth Transportation Infrastructure Enhancement Trust Fund pursuant to Chapter 187 of the Acts of 2016 (“An Act Regulating Transportation Network Companies”), § 8(c)(i), for calendar year(s) 2021, 2022 and 2023, to address the impact of transportation network services on municipal roads, bridges and other transportation infrastructure in the Town, including the complete streets program established in Section 1 of Chapter 90I of the General Laws and other programs that support alternative modes of transportation, by expending said funds under the direction of the Department of Public Works for the painting of crosswalks and road markings and the performance of other road improvements, or take any other action related thereto.

[This article appropriates monies received from the Transportation Infrastructure Enhancement Trust Fund, which is funded as a tax on rideshare trips from companies such as Uber and Lyft, for use by the Town’s Department of Public Works.]

Motion: Moved and seconded by the Select Board that the Town vote to appropriate \$2,604.17 as printed in Article 28 of the warrant.

The Finance Committee and Select Board recommend this article.

ARTICLE 29
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 29 is a placeholder to fund any Collective Bargaining Agreements that may be settled prior to Town Meeting.]

Motion: Motion to be made on the floor of Town Meeting.

Finance Committee and Select Board recommendations are forthcoming.

ARTICLE 30
Select Board
Authorize Withdrawal from the Nashoba Associated Boards of Health (NABH)

To see if the Town will vote to withdraw from the Nashoba Associated Boards of Health (NABH) effective as of July 1, 2025, or take any other action related thereto.

[The May 1, 2023 Town Meeting authorized the Town to retain its membership as a member of the Nashoba Associated Boards of Health (NABH) through June 30, 2025. The Fiscal Year 2024 budget includes funding for a Health Director. The new Health Director began working for the Town on March 11, 2024. The Health Director will work with NABH staff through Fiscal Year 2025 to provide training and support for the newly established Health Department.]

Motion: Moved and seconded by the Select Board that the Town vote to approve Article 30 as printed in the Warrant.

The Finance Committee and Select Board recommend this article.

ARTICLE 31
Citizen Petition Article
Amend Town's General Bylaw Regarding Marijuana Establishments

To see if the Town will vote to amend the Town's General Bylaw article by adding a new Section [INSERT BYLAW SECTION REFERENCE HERE], **MARIJUANA ESTABLISHMENTS**, that will provide as follows, with the understanding that in accordance with G.L. c.94G, S/s 3 (a)(2) such a bylaw also be approved by voters of the Town Meeting:

Section [INSERT BYLAW SECTION REFERENCE HERE]

Marijuana Establishments in the Town of Littleton:

1. Marijuana Cultivator
2. Craft Marijuana Cooperative
3. Marijuana Product Manufacturer
4. Marijuana Research Facility
5. Marijuana Testing Laboratory
6. Marijuana Micro-business
7. Marijuana Retail Facility
8. Medical Marijuana Facility
9. Marijuana Processing, Packaging, and Distribution

The Cannabis Control Commission of the Commonwealth of Massachusetts shall determine State regulations for Adult Use Marijuana. Towns and cities must determine their own regulations of marijuana operations to include controlling marijuana smell within a facility. A municipality may implement its own licensing process provided it does not conflict with State laws. This bylaw shall establish civil penalties for violations of operating a marijuana facility that allows marijuana smell to become a public nuisance in a community or selling marijuana products to a minor. An adult person is age 21 and older. A public nuisance is defined when a citizen complains of the smell of marijuana coming from any of the above establishments in the Town of Littleton that hamper a citizen enjoyment of their home, inside and outside, and the close surrounding of their environment.

Marijuana Grower Establishment Rooms

Growers are required to have a positive pressure in the growing room of marijuana; therefore, a grower is required to build and establish a growing room or rooms inside of a facility with [Negative Air Pressure

TOWN OF LITTLETON, MASSACHUSETTS

Duct Pipe System] outside of the growing room(s) to control the marijuana smell. All marijuana smells shall be under control within the facility; discharge the marijuana smelling air through a [Negative Air Pressure Duct Pipe System] outfitted with [Carbon Charcoal Air Filtration] system and discharged to the outside environment.

Marijuana Smell in Areas within a Facility

Areas that are more likely to contain marijuana smell: coming from the growing rooms, in hallways, kitchens, products processing rooms, packing and storage rooms, products selling rooms, and receiving and shipping docks. These are areas in a facility that shall be tied into a [Negative Air Pressure Duct Pipe] with carbon charcoal filtration air system installed.

Negative Air Pressure Duct Pipe System

All marijuana establishments shall be outfitted with a [Negative Air Pressure Duct Pipe System] for the entire facility in the Town of Littleton. Upon passage of this bylaw will become the effective date for marijuana establishments to be outfitted with a [Negative Air Pressure Duct Pipe System], except for marijuana establishments that existed prior to the passage of this bylaw shall be given one (1) year from the effective date of this bylaw to update and outfit the entire facility with a [Negative Air Pressure Duct Pipe System] to remove the marijuana smell from the air within a facility.

Carbon Charcoal Air Filter

Carbon charcoal filters have special properties that allow it to remove volatile organic compounds (VOCs), odors and other gaseous pollutants from the air. Charcoal carbon filter is required for outfitting the [Negative Air Pressure Duct Pipe System] for marijuana establishments. Carbon air filter trap gas and vapor molecules on a bed of charcoal. Charcoal is called activated when it has been treated with oxygen to open the pores of the carbon atoms, increasing the surface area of the charcoal, and making it very porous. This allows it to do a better job of absorbing harmful or foul gases including odors from smoke, pets, chemicals, mold, cooking, etc. Once these particles flow through the charcoal, they become attached to the surface and trapped, unable to return into the air. This results in cleaner, fresher smelling air on the outside of the facility through the carbon charcoal air filtration system.

Negative Air Pressure Duct Pipe System Filtration Cabinet Box

Shall be constructed large enough with extra slots for filters. The in-line duct pipe filtration system shall have as many carbons charcoal filters as possible that are required to eliminate the marijuana smell from becoming a nuisance in the community environment – the number of required filters will depend on the size of the facility operations. Before the carbon charcoal filters become fully saturated, testing must be done over a period. The [Negative Air Pressure Duct Pipe System] exhaust system ductwork discharging into the filtration cabinet box will require 30 to 60 days full startup operational testing to be evaluated daily until [marijuana smell] is detected coming from the outer outlet side of the filtration cabinet box. Such tests will determine the number of filter(s) needed for the operation and the number of days the filters need to be changed.

Report on Determined number days Filters shall be changed.

The establishment shall be required to send a report to the Littleton Planning Board of the number of days the operation requires the filters to be changed before detecting marijuana smell getting into the environment. The report shall be submitted within 30 days after the number of days is determined for replacing the carbon charcoal filters.

Carbon Filter

Carbon filter alone is not the solution to removing marijuana smell within a facility – carbon charcoal filtration tied into a [Negative Air Pressure Duct Pipe System] is the right way for all establishments to be outfitted to clean the marijuana smell out of the air inside of a facility here in Littleton.

Changing Carbon Charcoal Filter

The [Negative Air Pressure Duct Pipe System] for the facility must be [shut off], when removing used filters and installing new filters in the filter cabinet box.

Disposal of Carbon Charcoal Filters

Used carbon charcoal filters shall be sealed off in double sealed plastic bags, when disposed of.

[Article 31 is a Citizens Petition to implement the utilization of negative air pressure duct pipe systems with carbon charcoal filters to help control the smell from marijuana operations]

Motion: Motion will be made on the floor of Town Meeting.

ARTICLE 32
Citizen Petition Article
Public Hearing Requirements for Town of Littleton Projects

To see if an update on any Town of Littleton project(s) shall be listed on an agenda as a Public Meeting Hearing; so, Littleton citizens and taxpayers can ask questions on the project(s) update.

[Article 32 is a Citizens Petition requiring that an update on any Town of Littleton project(s) shall be listed on an agenda as a public meeting hearing; so, Littleton citizens and taxpayers can ask questions on the project(s) update.]

Motion: Motion will be made on the floor of Town Meeting.

ARTICLE 33
Citizen Petition Article
Voting Access for Littleton Residents

To see if the Town will vote to petition the state legislature to grant noncitizen permanent residents (Resident Aliens) in the Town of Littleton the ability to vote in all Littleton town meetings, elections, and actions and to serve on elected Littleton municipal boards and committees, or take any action in relation thereto.

[From the petitioner: Voting yes on this warrant will inform the state legislature that Littleton wants to include noncitizen legal residents in the Town of Littleton in municipal elections. It will also give noncitizen legal residents the ability to serve on town boards and in elected leadership positions for the Town of Littleton.]

Motion: Motion will be made on the floor of Town Meeting.



Town of Littleton
Select Board
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