



# **Littleton Affordable Housing Trust**

## **Five-Year Action Plan 2024-2028**

### **Accepted January 9, 2024**

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## History and Background

### Establishing the Littleton Affordable Housing Trust

Littleton's 2017 Master Plan Housing Goal is to encourage a variety of housing that meets the needs of different age groups and is affordable to people of different socio-economic backgrounds. In October 2017, Littleton residents voted to accept M.G.L. c. 44 §55C and establish a municipal affordable housing trust<sup>1</sup> to build local capacity for housing advocacy, housing finance, and housing development.<sup>2</sup>

The purpose of the Littleton Affordable Housing Trust (LAHT or Trust) is to *create, preserve and support affordable housing for the benefit of low- and moderate-income households*.<sup>3</sup> Article VII (8-13 through 8-17) of the Littleton bylaws established the board, its authorization, powers, limitations and audit responsibility. The Board consists of seven members: a Select Board member, the Town Administrator or the Administrator's designee, a Littleton Housing Authority member, a Council on Aging member and three residents who bring to the Trust relevant experience in the fields of real estate, housing, architecture, social services or the like.<sup>4</sup> The Trust meetings are staffed by the Town Planner with administrative assistance.

### Housing in Littleton in 2023

This five-year Action Plan covers 2024-2028 and the most relevant data regarding affordable housing are presented. For a more detailed housing history reference the 2017 Littleton Master Plan, chapter 5, Housing & Residential Development<sup>5</sup> and the 2014 Housing Production Plan.<sup>6</sup>

**Population** in Littleton increases by about 1,000 residents every decade,<sup>7</sup> reaching **10,134** in the 2020 Census.<sup>8</sup>

**Housing Units** total **3,861**<sup>9</sup> in 2023 with most being single family homes. Special permits granted at King Street Commons could add up to 1,065 multi-family housing units within ten years.<sup>10</sup>

**Average Value for a Single Family Home** climbed from \$400,000 in FY16 to **\$672,106 in FY24**.<sup>11</sup>

Housing is considered "**Affordable**" when rent or a mortgage is 30% or less of a household's income.<sup>12</sup> Area Median Income (AMI) is a useful tool to understand affordability. 100% of AMI means half of the households earn less than the AMI and half of the households earn more than the AMI. In 2023, 100% of AMI for Littleton = \$103,900 for an individual and \$148,400 for a family of four.<sup>13</sup>

- Less than 80% AMI = **low income households** (In 2021, 26.5% of Littleton households earned less than \$75,000/year. Of this percent, 6.8% or 238 households earned less than

\$25,000/year.<sup>14)</sup> Sometimes housing in this income category is called “Big A-Affordable Housing.”

- 80% - 120% AMI = **moderate income households** (In 2021, 8.1% of Littleton households earned between \$75,000-100,000/year<sup>15)</sup>. Sometimes housing in this moderate or average income category is called “little a – affordable housing.”
- 120% AMI = higher income households (In 2021, 65.3% of Littleton households earned more than \$100,000/year<sup>16)</sup>

See Endnote #13 for the complete 2023 Table of Income Limits and Maximum Sales Prices and Affordable Rents.

Littleton’s **Subsidized Housing Inventory (SHI)** stands at 11.76% (454 Total SHI units / 3,861 housing units)<sup>17</sup>, which is above Massachusetts’ required 10%. The units on the SHI are subject to a long-term use restriction limiting occupancy to income eligible households for a specified period of time and subject to an Affirmative Fair Housing Marketing Plan.<sup>18</sup>

Ten percent of the 1,065 multi-family housing at King Street Common will be **affordable** up to 80% of area median income. Eighty percent of the multi-family housing will be for **moderate incomes** in the 80-120% AMI range.

**Littleton’s identified housing needs.** While Littleton residents’ have median incomes over six figures and an SHI over 10%, it is still not sufficient ‘housing that is affordable’ for everyone. In March 2022, the Common Housing Application for Massachusetts Programs (CHAMP) had over 6,000 applicants that designated Littleton as a town they would like to live in.<sup>19</sup> Littleton’s identified housing needs, per CHAMP:

- Littleton residents in need
  - 58 families
  - 40 Elderly and disabled
- Non-Littleton residents in need that designated Littleton as a town to live in
  - 4,730 families
  - 1,802 Elderly and disabled

In 2019, the LAHT’s Summary of Housing needs also identified that **between 380-760 Littleton residents age 50+ are interested in housing other than a single family home.**<sup>20</sup>

The 2015 Housing Production Plan found that over 40% of residents in Littleton **60+ were open to downsized living**. It also noted that **80% of Littleton’s seniors live in single family homes**, which most often were not built to be “age-friendly” and can require costly modifications.

**The cost to build an affordable unit** keeps increasing. In 2022 the cost was estimated around \$300,000 and at the end of 2023 is estimated to be closer to \$400,000.<sup>21</sup>

### Funding Sources for the Littleton Affordable Housing Trust

**Littleton's Community Preservation Committee (CPC)** and developer fee-in-lieu-of-payments have funded the trust. In spring 2019, the LAHT applied to the CPC and received \$525,545.08, which was “the full balance of the current housing bucket held by the CPC and expects to request annually the housing funds allocated by the CPC on a continuing basis.”<sup>22</sup>

In 2019, a draft Grant Agreement was drawn up between the Town of Littleton Community Preservation Committee with the Littleton Affordable Housing Trust, but it was not signed. This is an important component of the relationship, and this Action Plan will address it in the funding strategies.<sup>23</sup>

**Developer fee-in-lieu-of-payments** began after Littleton's Inclusionary bylaw passed in 2017 and via the Planning Board special permit process, as applicable. All payments are processed through the CPC and approved at Town Meetings for allocation to the Trust.

### Uses of Funds from the Littleton Affordable Housing Trust

“**CPA funds can be used to acquire, create, preserve, and support community housing.** They can also be used to rehabilitate affordable housing that was previously acquired or created with CPA funds.”<sup>24</sup>

To date, the LAHT created and maintains a rental assistance program and created an emergency rental assistance program during the pandemic. In 2019 LAHT joined with the Conservation Trust and the Select Board to buy the former Mary Brown property at *119 Tahattawan Road*, with the understanding that a piece of that land is set aside for one or two affordable housing units to be developed by LAHT. LAHT committed \$200,000 towards the purchase of the parcel. There are discussions to partner with a non-profit developer to utilize a portion of the property to build a duplex.

See the next section under accomplishments and financials for a funding chronology of the Trust's last five years revenue and expenditures.

## Accomplishments and Financials

### Littleton's Housing Accomplishments 2017 - 2023

Prior to 2017, Littleton's efforts toward affordable housing included establishing a Community Preservation Committee and a local Housing Authority.<sup>25</sup>

The **2015 Housing Production Plan** included six goals and many strategies. Some but not all strategies relate to the LAHT. Many strategies were completed by either the LAHT, Planning Board or other board, paving the path toward affordable housing and providing tools in the Town's housing toolbox. Some strategies are not yet complete and LAHT members considered them for inclusion as strategies for the 2024-2028 LAHT Action Plan.<sup>26</sup>

	Completed 2015 Strategy	Not complete & applicable to LAHT
<b>2015 Goal 1. Maintain SHI above 10% through 2020 &amp; beyond</b>		
Strategy 1.1: Monitor and Preserve Existing Affordable Units		Ongoing, applies to LAHT
Strategy 1.2: Meet Market-Rate Development with Friendly 40Bs As Needed	2014 Village Green	
<b>2015 Goal 2: Build Community Awareness of Housing Issues &amp; Activities</b>		
Strategy 2.1: Increase Resident Awareness of Unmet Housing Needs and Demand, and Explore Real and Perceived Impacts of Housing Development on the Community		Ongoing, applies to LAHT
Strategy 2.2: Provide Affordable and Fair Housing Educational/Training Opportunities to Town Staff, and Ensure Compliance with Fair Housing Laws and Other Legal Housing Requirements		Ongoing, applies to LAHT and other Boards, especially Fair Housing
Strategy 2.3: Ensure Cross-Town Board Coordination and Alignment on Housing Activities		Ongoing, applies to LAH
<b>2015 Goal 3: Address Unmet Housing Needs Through Programming &amp; Development</b>		
Strategy 3.1: Promote Existing Programs Aimed at Helping Seniors to Stay in Their Homes, Such as Housing Rehabilitation & Modification, Emergency Repair Services, & Buy-Down Programs		Applies to LAHT
Strategy 3.2: Identify & Promote Sites for Development of Housing Varying in Type, Tenure, and Affordability	2021 King St Common 2020 Hager Homestead	
Strategy 3.3: Host a Forum for Housing Developers	Nov. 2016 Senior Housing Forum	Applies to LAHT

2015 Goal 4: Adopt Zoning Changes to Advance Affordable Housing Production		
Strategy 4.1: Amend the Accessory Dwelling Bylaw to Allow Occupation by Non-Relatives and Possibly Deed Restriction	Updated May 2017 TM so non-relatives are ok, but it is not deed restricted	
Strategy 4.2: Amend the Cluster Zoning Bylaw to Allow Various Housing Types and Require the Inclusion of Affordable Units	Yes, has inclusion but not housing types	
Strategy 4.3: Consider Overlay Zoning Districts	Yes, several done	
Strategy 4.4: Amend the Village Common District to Allow Mixed-Use By-Right	2020 Village Common-FBC	
Strategy 4.5: Consider an Inclusionary Zoning Bylaw	Oct 2017 STM	
Strategy 4.6: Adopt an Infill Development Zoning Bylaw	2020 Village Common-FBC	
Strategy 4.7: Adopt a Bylaw that Provides Density Bonuses for Including Senior and/or Handicap-Accessible Units	Oct 2017 STM	
2015 Goal 5: Build Local Capacity for Housing Development		
Strategy 5.1: Hire a Housing Specialist by Leveraging CPA and/or Town Funds		Applies to LAHT
<b>Strategy 5.2: Establish an Affordable Housing Trust Fund</b>	<b>Oct 2017 STM</b>	
Strategy 5.3: Continue Existing and Establish New Regional Housing Partnerships	Metro West Collaborative & its Assabet Regional Housing Consortium	
Strategy 5.4: Seek Out Opportunities to Work Collaboratively with the Littleton Housing Authority		Applies to LAHT
Strategy 5.5: Cultivate Partnerships with Non-Profit Housing Developers		Applies to LAHT
Strategy 5.6 missing in HPP		
Strategy 5.7: Identify & Leverage Funding for Affordable Housing Development		Applies to LAHT
Strategy 5.8: Consider Increasing the CPA Surcharge		Applies to LAHT
2015 Goal 6: Promote Healthy Housing		
Strategy 6.1: Support Healthy Aging through Housing Location		Applies to LAHT
Strategy 6.2: Site Housing to Minimize Exposure to Outdoor Pollutants		Applies to LAHT
Strategy 6.3: Connect Homeowners and Renters to Energy Efficiency/Renewable Energy Programs and Incentives	Some via EHS, could do more on energy efficiency	Applies to LAHT
Strategy 6.4: Encourage Property Owners and Renters to Minimize In-Home Exposure to Irritants and Pollutants		Applies to LAHT

The **2017 Master Plan** Housing Recommendation that established the Municipal Affordable Housing Trust includes additional sub-recommendations. Most of the sub-recommendations are completed and LAHT members considered those not yet complete for inclusion as strategies in the 2024-2028 LAHT Action Plan.<sup>27</sup>

	<b>Completed 2017 Recommendations</b>	<b>Not complete &amp; applicable to LAHT</b>
• Adopt the provisions of G.L. c. 44, § 55C and appoint the board of the Housing Trust.	Oct 2017 STM	
• Every year, appropriate and transfer Community Preservation Act (CPA) housing funds to the Housing Trust and let the Trust determine how best to invest the Town's housing resources (in compliance with CPA requirements).	Annually	Ongoing, applies to LAHT
• Dedicate other housing funds that come to the Town of Littleton to the Housing Trust, e.g., developer "fee in lieu" payments under a revised and updated inclusionary zoning bylaw.	September 2022 Planning Board Policy on Mitigation Funds	
• Provide the Trust with training and capacity building resources, such as hiring a consultant to assist with a housing trust action plan and a business plan for the trust fund.		Applies to LAHT
• With CPA or other housing funds, acquire land for construction of additional low-income senior housing.	2019 Tahattawan Rd	Ongoing, applies to LAHT

#### 2017 – 2023 Acknowledgements

Current members of the LAHT include Angus Michaels, Anna Hueston, Bartlett Harvey, Mark Montanari, Mark Rambacher, Matthew Nordhaus and Susan Melander. Current members would like to **thank former LAHT members** Cindy Napoli, Maureen Donnelly and Millie McGovern for their contributions to establishing the Trust and its initial programs and initiatives.

## 2017-2023 FISCAL YEAR CHRONOLOGY OF REVENUE AND EXPENDITURES<sup>28</sup>

### Littleton Affordable Housing Trust Financial Detail

DATE/FY	Transfer from CPC	REVENUE	Interest	Total	LRAP/EMAP/ERAP	Consulting	EXPENDITURES	119 Tahattawan	260 Foster (Dunkirk)	Total	BALANCE
5/6/19	\$ 525,545.80			\$ 525,545.80							\$ 525,545.80
FY 18-19	\$ 525,545.80	\$ -	\$ -	\$ 525,545.80	\$ -		\$ -	\$ -	\$ -		\$ 525,545.80
FY 19-20 Exp											
FY 19-20	\$ -	\$ -	\$ -	\$ -	\$ (7,750.00)	\$ (2,800.00)	\$ -	\$ -	\$ (10,550.00)		\$ 514,995.80
9/3/20	\$ 625.00			\$ 625.00							
9/9/20	\$ 67,832.00			\$ 67,832.00							
FY 21 Exp											
FY 21 Exp											
FY 20-21	\$ 67,932.00	\$ 625.00	\$ -	\$ 68,457.00	\$ (22,000.00)	\$ (2,026.00)	\$ (200,000.00)	\$ -	\$ (224,026.00)		\$ 359,426.80
7/1/21	\$ 76,000.00			\$ 76,000.00							
10/25/21	\$ 9,389.00			\$ 9,389.00							
12/1/21	\$ 400.00			\$ 400.00							
FY 22 Exp											
FY 22 Exp											
FY 21-22	\$ 85,389.00	\$ 400.00	\$ -	\$ 85,789.00	\$ (60,137.50)	\$ (862.50)	\$ -	\$ -	\$ (61,000.00)		\$ 384,215.80
11/1/22	\$ 437,000.00			\$ 437,000.00							
2/15/23	\$ 115,798.00			\$ 115,798.00							
2020-23											
FY 23 Exp											
FY 23 Exp											
FY 22-23	\$ 552,798.00	\$ -	\$ 33,998.00	\$ (43,000.00)	\$ (4,312.50)	\$ (3,302.50)	\$ -	\$ -	\$ (50,615.00)		
7/1/23	\$ 115,263.00			\$ 35,904.35	\$ 151,167.35	\$ (30,250.00)	\$ (387.50)	\$ -	\$ (53,900.00)		\$ 916,511.80
FY 24 thru Q3											
FY 24 thru Q3											
FY 23-24	\$ 115,263.00	\$ -	\$ 35,904.35	\$ 151,167.35	\$ (30,250.00)	\$ (387.50)	\$ -	\$ (8,763.52)	\$ (39,401.02)	\$ 1,028,278.13	
<b>TOTAL</b>	<b>\$ 1,346,827.80</b>	<b>\$ 1,025.00</b>	<b>\$ 69,302.35</b>	<b>\$ 1,417,155.15</b>	<b>\$ 166,422.50</b>	<b>\$ 10,388.50</b>	<b>\$ 203,302.50</b>	<b>\$ (8,763.52)</b>	<b>\$ (389,877.02)</b>	<b>\$ 1,028,278.13</b>	

As of: 3/31/24

## 5-Year Action Plan

### Responsibility for Implementing the Action Plan

The LAHT members are all volunteers, and their authority is stated in the bylaw<sup>29</sup>. **Additional staff member time will need to be funded** to implement the strategies identified below.

### Number of Housing Units Goal 2024-2028

**Number Needed:** Data confirming the number of needed affordable housing units<sup>30</sup> indicates that even with the currently planned projects, an additional 26 lower-income units and 130 average income units are needed.

Number of Affordable Housing Units Needed		
	Low Income Households (HHs)	“Average income” Households
<b>Housing Units Needed</b>	98 lower income units needed for Littleton residents  Presuming 70% local preference, a minimum of 140 need to be built for all 98 in need	Between 380-760 Littleton residents age 50+ are interested in housing other than a single family home.
<b>Housing Units Planned</b>	114 total planned  60% AMI or less      60-80% AMI 1 Hager                    1 Hager 40 KSC                    3 Durkee 2 Tahattawan 67 KSC	630 total planned  Between 80-120% AMI • 6 Hager Homestead, ownership • 624 KSC rental only
<b>Unmet Need</b>	140-114 = <b>26 still needed</b> , but the figure of 98 in need keeps growing every year	760-630 = <b>130 still needed</b> , especially home ownership options for middle income households

**Aspirational Number:** Due to the growing demand for affordable housing from Littleton residents and non-residents, the LAHT also has **aspirational goals for an additional 399** affordable housing units. The aspirational goals reflect 10% of units that are deeply affordable (60% AMI or less), 15% of units that are affordable (between 60-80% AMI) and another 10% of average income housing units (between 80-100% AMI). These percentages are based on member Bartlett Harvey's Conceptual Goals for LAHT in 2021<sup>31</sup>.

Aspirational Goals for Affordable Housing	Low Income Households (HHs)	"Average income" Households	Above Median Income Households
LAHT Goal (%) for affordable housing units (based on 3,861 in 2023)	Total 25% of housing units (965) <ul style="list-style-type: none"> <li>• 10% at &lt; 60% AMI (deeply aff.)</li> <li>• 15% between 60-80% AMI (aff.)</li> </ul>	Total 10% of housing units (386)	Total 65% of housing units (2,510)
Existing affordable units 2023	452 affordable units		
Planned housing units over next 10 years	60% AMI or less      60-80% AMI 1 Hager                    1 Hager 40 KSC                    3 Durkee 2 Tahattawan 67 KSC	Hundreds of rental units at King Street Common within 10 years, but also need home ownership options for middle income households	
Housing units needed to meet LAHT Goals	965 – 452 – 41 – 73 = <b>399 still needed</b>		

## Goals & Strategies 2024-2028

**Over the next five years the LAHT will advance and create affordable housing projects in queue, continue to support existing programs, and will do this by building local capacity and partnering with entities that specialize in affordable housing.**

The LAHT has five goals, and the strategies include unfulfilled action from the last five years, projects in the pipeline and ideas from other communities.

### **Goal 1. Procure funding for the Affordable Housing Trust and its projects.**

(Definition: The guiding principle in affordable housing finance is that public and private financing sources must equal uses or the total cost of building the building, also known as development cost. Uses tend to fall into five categories:

- site acquisition (purchasing, leasing, etc.)
- construction or rehabilitation, including a contingency allowance
- soft costs (appraisals, marketing, surveys, taxes, insurance, architectural, engineering, legal, accounting, etc.)
- development fees, developer's overhead, and profit
- financing fees (construction period interest, loan fees, closing costs)

Other types of financing and funding that are usually not reflected in the development cost but are vital to an affordable housing development are predevelopment funding, and rental assistance to help cover gaps and ensure units are affordable.<sup>32)</sup>

**Strategy 1.1** Continue receiving funds from the Community Preservation Committee (CPC), inclusionary zoning payments and negotiated developer fees. Create a formal agreement with the CPC for annual funding.

**Strategy 1.2** Explore receiving funds from the municipality's general fund, tax title sales, real estate transfer fees, building permit fees, payments from special bylaws/ordinances, cell tower lease payments and private donations.<sup>33</sup>

**Strategy 1.3** Partner with external housing organizations for technical and financial resources to acquire and create affordable housing. Examples include<sup>34</sup>, but are not limited to:

- **Community Economic Development Assistance Corporation (CEDAC)**  
A public-private community development finance institution that provides technical assistance and pre-development funds to local and regional non-profits involved in housing development. [www.cedac.org](http://www.cedac.org)
- **The Executive Office of Housing and Livable Communities (EOHLC)**  
Established in 2023 to create more homes and lower housing costs in every region. EOHLC also distributes funding to municipalities, oversees the state-aided public housing portfolio, and operates the state's EA family shelter. [www.mass.gov/orgs/executive-office-of-housing-and-livable-communities](http://www.mass.gov/orgs/executive-office-of-housing-and-livable-communities)
- **MassDevelopment**  
State finance agency providing funding for brown field mitigation, business development, cultural facilities, child care, and housing. [www.massdevelopment.com](http://www.massdevelopment.com)

- **MassHousing**  
State finance agency providing funding for the development of affordable housing. [www.masshousing.com](http://www.masshousing.com)
- **Massachusetts Housing Partnership (MHP)**  
State agency providing permanent financing for affordable rental development, technical assistance for municipalities and non-profits, and administers the ONE Mortgage Program ([www.mhp.net/one-mortgage/why-one](http://www.mhp.net/one-mortgage/why-one)) for low- to moderate-income first-time homebuyers.
- **Non-profit Developers**  
Numerous and typically specific to a regional area

### Goal 2. Acquire and create Affordable Housing

(The CPA statute defines the term “acquire” as “obtain by gift, purchase, device, grant, rental purchase, lease or otherwise. To “create” affordable housing, communities can fund many types of activities including new construction, rehabilitation for adaptive reuse of existing buildings, and homebuyer programs that convert market-rate homes to deed-restricted affordable homes.<sup>35</sup>)

**Strategy 2.1.** The Affordable Housing Trust, as owners of the Durkee Farmhouse and adjoining property, must decide the best use of this property. The Trust needs to work with the Town Planner, other boards in town, and consultants to learn the options available to the Trust. This should be done as soon as possible. Completing the process following this “learning session” will achieve this long term goal. Preserving this property is preserving it for affordability.

**Strategy 2.2** Ensure the Hager Homestead Development’s two affordable units get added to Littleton’s Shared Housing Inventory (SHI). Ensure the development’s six moderately priced units are within the range of 80-120% AMI.

**Strategy 2.3.** Ensure the King Street Commons development at 550 King Street and 410 Great Road build at least the number of affordable rental units as approved in the Planning Board decisions.

**Strategy 2.4** Partner with external housing organizations to create a duplex housing unit at 119 Tahattawan Road.

**Strategy 2.5** Monitor and influence the potential for affordable senior housing at the Shattuck St. Town Hall.

**Strategy 2.6** Develop an inventory of Town or privately owned land that is suitable for development, establish objective criteria for measuring these parcels, and use this rubric for prioritizing the properties.

**Strategy 2.7** Focus on creating ownership units of affordable housing for the “missing middle.”

**Strategy 2.8** Be open to unforeseen opportunities of land donation or other means of acquiring land.

### Goal 3. Preserve existing Affordable Housing

(CPC definition: Communities can allocate CPA funds to the local housing authority, non-profit or for-profit developers, or work through its municipal affordable housing trust to preserve community housing. The acquisition of community housing can be particularly useful for projects to preserve expiring affordability restrictions or for some limited activities to repair existing affordable housing units to protect the housing structure from future injury, harm, or destruction.<sup>36</sup>)

**Strategy 3.1** The Affordable Housing Trust should work closely with the Littleton Housing Authority. As an initial step, the Trust should invite the Director of the Housing Authority (or designee) to a meeting to discuss areas where the Trust may be able to help. CPC funds can be used “for some limited activities to repair existing affordable housing units to protect the housing structure from future injury, harm, or destruction.” (CPC Guidebook, page 26.) What are the pressing needs of the Housing Authority and where can AHT help? The initial meeting could be soon (next months) and then AHT should commit to a regular scheduled meeting (at least once a year).

**Strategy 3.2** Support the Town’s annual monitoring process, which includes a designated monitoring agent sending a letter to home owners of affordable housing units. This is routinely done to assist with the maintenance of affordable housing.

### Goal 4. Support Affordable Housing Programs

(CPC definition: CPA funds can be used to support affordable housing through predevelopment activities, site improvements, and financial assistance for qualifying households. In addition, communities can use CPA funds for affordable housing plans and to expand professional capacity to implement CPA-eligible housing initiatives.<sup>37</sup>)

**Strategy 4.1** Promote programs aimed at keeping residents in their homes. To the extent allowable, fund projects for emergency repairs, upgrades to enable aging in place. CPA funds have stricter rules regarding eligibility; other funds may be used for these projects.

**Strategy 4.2** Inform the Affordable Housing Trust with occasional guest speakers. Topics should be relevant to issues on the agenda and should be scheduled out for the following month at each meeting.

**Strategy 4.3** Advocate with developers and landowners at as early stage as possible for Affordable Housing in locations as specified in the rubric (Strategy 2.6).

**Strategy 4.4** Maintain and expand as advisable current assistance programs i.e. Rental Assistance, Mortgage Assistance. Be flexible to start new programs as necessary, example the dormant Emergency Rental Assistance program.

**Strategy 4.5** Negotiate with developers to keep annual rent increases for affordable rental units at a minimum through specific requirements in the Regulatory Agreement and Deed Rider language.

**Strategy 4.6** Support affordable rental units by partnering with developers of affordable rental units to increase the number of affordable units and/or the depth of affordability for each unit.<sup>38</sup>

**Goal 5. Build capacity of staff, boards and residents regarding Affordable Housing.**

(CPC Definition: Communities in Massachusetts may have a variety of entities that help further local housing goals and implement initiatives. These can include the Housing Authority, Housing Partnership or Affordable Housing Committee, Affordable Housing Trust, town planner or housing coordinator, housing advocacy organization, regional planning agency, or regional housing office. Working together, these entities provide local capacity to undertake and support local and regional housing initiatives. CPA funds can support and strengthen capacity to accomplish local housing initiatives.<sup>39</sup>)

**Strategy 5.1** Host twice annual affordable housing forums. Forums build capacity of Town staff, Town boards and residents to understand unmet housing needs and demands and enable cross-town board coordination and alignment on housing activities. Examples of topics include Senior Housing Roundtable and examples of speakers include low income housing developers. Forums should be held at different times to accommodate participants' varied schedules, e.g. one daytime, one evening and taped by LCTV.

**Strategy 5.2** Inform the Affordable Housing Trust with guest speakers on a regular and as-needed basis. Topics should be relevant to issues on the agenda and should be scheduled out for the following month at each meeting. Invite members from other boards, as relevant.

**Strategy 5.3** Initiate and thereafter conduct an annual audit, by an external firm, in accordance with Littleton's Bylaws Section 8-17 in cooperation with the Town's annual audit process." . Annual audit report shall be completed 30 days in advance of when the annual Town Report content is due to the Town Administrator. Share the audit and progress on Action Plan Goals with Select Board, FinCom and CPC within sixty days of audit.

**Strategy 5.4** Confirm and fund Town staffing over the next five years to implement the LAHT's work given 2024 limited Town staffing for meetings and minutes, and some hours available from Metro West Collaborative Development.

## Strategies' Projected Timeline

LAHT Strategy	Wntr '24	Srng '24	Smmr '24	Fall '24	Yr 2 2025	Yr 3 2026	Yr 4 2027	Yr 5 2028
1.1 Funds from CPC	✓	✓	✓	✓	✓	✓	✓	✓
1.2 Explore other funds	✓	✓	✓	✓	✓	✓	✓	✓
1.3 Partner w/housing organizations		✓	✓	✓	✓	✓	✓	✓
2.1 Durkee Farmhouse	✓	✓	✓	✓	✓			
2.2 Hager Homestead	✓	✓	✓	✓				
2.3 King Street Commons				✓	✓	✓	✓	✓
2.4 119 Tahattawan Rd	✓	✓	✓	✓	✓			
2.5 Shattuck St. Town Hall				✓	✓	✓	✓	✓
2.6 Inventory of Town or private land		✓	✓	✓				
2.7 Missing middle affordable units					✓	✓	✓	✓
2.8 Open to opportunities	✓	✓	✓	✓	✓	✓	✓	✓
3.1 Work with Housing Authority					✓	✓	✓	✓
3.2 Support monitoring process	✓	✓	✓	✓	✓	✓	✓	✓
4.1 Emergency repairs					✓	✓	✓	✓
4.2 Inform with guest speakers	✓	✓	✓	✓	✓	✓	✓	✓
4.3 Advocate for specific locations					✓	✓	✓	✓
4.4 Maintain assistance programs	✓	✓	✓	✓	✓	✓	✓	✓
5.1 Host affordable housing forums		✓		✓	✓	✓	✓	✓
5.2 Invite other boards to hear spkrs	✓	✓	✓	✓	✓	✓	✓	✓
5.3 Conduct annual audit				✓	✓	✓	✓	✓
5.4 Staffing					✓	✓	✓	✓

5-Year Budget Estimate 2024-2028<sup>40</sup>

Will be published fall 2024

## ENDNOTES

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<sup>1</sup> Town of Littleton, Massachusetts TOWN MEETING REPORT, Littleton Town website, October 30, 2017, page 20, <https://www.littletonma.org/DocumentCenter/View/2516/October-30-2017-Special-Town-Meeting-Report---Final-PDF?bidId=>

<sup>2</sup> Final Master Plan PDF, Littleton Town website, April 20, 2017, page 99-100, <https://www.littletonma.org/DocumentCenter/View/2031/Final-Master-Plan-PDF?bidId=>

<sup>3</sup> Town of Littleton, Massachusetts TOWN MEETING REPORT, Littleton Town website, October 30, 2017, page 18, <https://www.littletonma.org/DocumentCenter/View/2516/October-30-2017-Special-Town-Meeting-Report---Final-PDF?bidId=> and Create, preserve, support Using Community Preservation Act funds to foster local housing initiatives, The Massachusetts Housing Partnership, March, 2016, page 1, [https://www.mhp.net/assets/resources/documents/CPA-guidebook-2016\\_lowres.pdf](https://www.mhp.net/assets/resources/documents/CPA-guidebook-2016_lowres.pdf)

<sup>4</sup> eCode360 for Littleton, Massachusetts Chapter 8, Article VII, <https://ecode360.com/LI1092>,

<sup>5</sup> Final Master Plan PDF, Littleton Town website, April 20, 2017, Chapter 5, Housing & Residential Development, <https://www.littletonma.org/DocumentCenter/View/2031/Final-Master-Plan-PDF?bidId=>

<sup>6</sup> Littleton Housing Production Plan, Town website, <https://www.littletonma.org/DocumentCenter/View/2092/Littleton-Housing-Production-Plan-2015-PDF?bidId=>

<sup>7</sup> Littleton MA 1714-2014 Celebrating 300 Years of History, Littleton Historical Society, p. 423, graph indicates that population has increased by 1,000 every decade since 1980. (SEE APPENDIX A) and Littleton Housing Production Plan, Town website, page 24, population ~ 9,000 in 2010 so 31% increase by 2030 equates to ~11,790, <https://www.littletonma.org/DocumentCenter/View/2092/Littleton-Housing-Production-Plan-2015-PDF?bidId=> Littleton Housing Production Plan,

<sup>8</sup> United States Census Bureau, QuickFacts, Littleton town, Middlesex County, Massachusetts; Middlesex County, Massachusetts; Massachusetts; United States, 2023, <https://www.census.gov/quickfacts/fact/table/littletontownmiddlesexcountymassachusetts,middlesexcounty,massachusetts,MA,US/PST045222>

<sup>9</sup> EXECUTIVE OFFICE OF HOUSING AND LIVABLE COMMUNITIES CH40B SUBSIDIZED HOUSING INVENTORY for Littleton, October 25, 2023, (SEE APPENDIX B)

<sup>10</sup> 550 King Street Special Permit Decision, Littleton Planning Board, June 15, 2022, page 10, <https://www.littletonma.org/DocumentCenter/View/3719/550-King-Street-Special-Permit-Decision-PDF> and 410 Great Road Consolidated Special Permit Decision, Littleton Planning Board, December 2, 2022, page 9, <https://www.littletonma.org/DocumentCenter/View/3313/410-Great-Road-Consolidated-Decision-filed-December-2-2022-PDF?bidId=>

<sup>11</sup> Town of Littleton, FY24 Average Single Family Home Assessment, Town Assessor, November 6, 2023, Select Board meeting packet page 41 of 73,

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[https://ma-littleton.civicplus.com/AgendaCenter/ViewFile/Agenda/\\_11062023-1154](https://ma-littleton.civicplus.com/AgendaCenter/ViewFile/Agenda/_11062023-1154)

<sup>12</sup> CHAPA, *Affordable Housing 101 (virtual meeting)*, Municipal Engagement Initiative, June 15, 2021

<sup>13</sup> Boston Planning & Development Agency, BPDA Inclusionary Development Policy 2023 Income Limits, Maximum Sales Prices & Maximum Affordable Rents based on Area Median Income, <https://www.bostonplans.org/getattachment/abdbba98-72b6-4349-be8c-0666ceef678>

<sup>14</sup> United States Census Bureau, S1901 for Littleton Town, Middlesex County, MA, Income in the last 12 months, 2021,

<https://data.census.gov/table/ACSST5Y2021.S1901?q=S1901%20for%20Littleton%20Town,%20Middlesex%20County,%20MA&hidePreview=true>

<sup>15</sup> ibid

<sup>16</sup> Ibid

<sup>17</sup> EXECUTIVE OFFICE OF HOUSING AND LIVABLE COMMUNITIES CH40B SUBSIDIZED HOUSING INVENTORY for Littleton, October 25, 2023, (SEE APPENDIX B)

<sup>18</sup> Executive Office of Housing and Livable Communities Chapter 40B Subsidized Housing Inventory (SHI) as of June 29, 2023, page 4 of 8, <https://www.mass.gov/info-details/subsidized-housing-inventory-shi>

<sup>19</sup> Affordable Housing Trust meeting handout, March 22, 2022, Liz Tretiak memo to Cindy Napoli (SEE APPENDIX C)

<sup>20</sup> Affordable Housing Trust, Summary of Housing Needs 2019 (SEE APPENDIX D)

<sup>21</sup> \$300,000 = Habitat for Humanity guest speaker, 2022. Maritza Crossen, CHAPA, November 14, 2023 Senior Housing Roundtable. \$400,000 Mark Rambacher citing a Hudson development.

<sup>22</sup> Community Preservation Application for Funding, Project Title: LAHT Affordable Housing Trust, February 27, 2019, item 4. (SEE APPENDIX E)

<sup>23</sup> Town of Littleton, DRAFT of Community Preservation Committee Grant Agreement with Littleton Affordable Housing Trust, 2019, file name: Littleton AHT CPA GA.Revised 20190906 (SEE APPENDIX F)

<sup>24</sup> Create, preserve, support Using Community Preservation Act funds to foster local housing initiatives, The Massachusetts Housing Partnership, March, 2016, page 18,

[https://www.mhp.net/assets/resources/documents/CPA-guidebook-2016\\_lowres.pdf](https://www.mhp.net/assets/resources/documents/CPA-guidebook-2016_lowres.pdf)

<sup>25</sup> EXECUTIVE OFFICE OF HOUSING AND LIVABLE COMMUNITIES CH40B SUBSIDIZED HOUSING INVENTORY for Littleton, October 25, 2023, (SEE APPENDIX B)

<sup>26</sup> Littleton Housing Production Plan, Town website, page 47-66,

<https://www.littletonma.org/DocumentCenter/View/2092/Littleton-Housing-Production-Plan-2015-PDF?bidId=Littleton%20Housing%20Production%20Plan>

<sup>27</sup> Town of Littleton, Massachusetts TOWN MEETING REPORT, Littleton Town website, October 30, 2017, page 100, <https://www.littletonma.org/DocumentCenter/View/2516/October-30-2017-Special-Town-Meeting-Report---Final-PDF?bidId=>

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<sup>28</sup> Financial Report, "Quarterly Report Q324," from Michelle Reynolds and Lucia Pacitti, April 3, 2024 email, <https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:88896606-530d-4006-9722-09b136b99d64>

<sup>29</sup> Town of Littleton, Article VII Affordable Housing Trust Fund, <https://ecode360.com/34068105?highlight=affordable%20housing%20trust&searchId=10907602147722336#34068105>

<sup>30</sup> Number 98 is from Affordable Housing Trust meeting handout, March 22, 2022, Liz Tretiak memo to Cindy Napoli (SEE APPENDIX C).

Number 380-760 is from Affordable Housing Trust, Summary of Housing Needs 2019 (SEE APPENDIX D). Numbers for Hager, KSC, Durkee, Tahattawan from Affordable Housing Trust, Affordable Housing Units in Littleton MA, August 2023 Update (SEE APPENDIX G)

<sup>31</sup> Affordable Housing Trust Goals, Bartlett Harvey, June 9, 2021

Conceptual goals for LAHT: Rental Units			Rev 9 June 2021		
% of Units by Size and A.M.I.					
	Total	Market	60% AMI	80% AMI	100% AMI
Studio	20	15	2	3	0
Income (One person)			\$ 53,700.00	\$ 67,400.00	\$ 89,600.00
Rent (3 x income/month)		1195	\$ 1,344.00	\$ 1,685.00	\$ 2,240.00
1BR	25	19	2	4	0
Income (Two persons)			\$ 61,440.00	\$ 77,000.00	\$ 102,400.00
Rent (3 x income/month)		1521/1872/2395	\$ 1,536.00	\$ 1,925.00	\$ 2,560.00
2BR	25	19	2	4	0
Income (Three persons)			\$ 69,120.00	\$ 86,650.00	\$ 115,200.00
Rent (3 x income/month)		1450/2286/3235	\$ 1,728.00	\$ 2,166.25	\$ 2,880.00
3 BR	30	22	4	4	0
Income (Four persons)			\$ 76,740.00	\$ 96,250.00	\$ 119,000.00
Rent (3 x income/month)		2025/3061/3540	\$ 1,918.50	\$ 2,406.25	\$ 2,975.00
<b>Total</b>	<b>100</b>	<b>75</b>	<b>10</b>	<b>15</b>	<b>0</b>

<sup>32</sup> Housing Toolbox for Massachusetts Communities, Types of Funding, Massachusetts Housing Partnership website, <https://www.housingtoolbox.org/financing-and-funding/basics>

<sup>33</sup> Municipal Affordable Housing Trust, Updated Guidebook v.3, updated 2018, page 5, [https://www.mhp.net/assets/resources/documents/MAHTGuidebook\\_2018.pdf](https://www.mhp.net/assets/resources/documents/MAHTGuidebook_2018.pdf)

<sup>34</sup> Create, preserve, support Using Community Preservation Act funds to foster local housing initiatives, The Massachusetts Housing Partnership, March, 2016, page 39,

[https://www.mhp.net/assets/resources/documents/CPA-guidebook-2016\\_lowres.pdf](https://www.mhp.net/assets/resources/documents/CPA-guidebook-2016_lowres.pdf)

<sup>35</sup> ibid, page 12

<sup>36</sup> ibid, page 26

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<sup>37</sup> ibid, page 26

<sup>38</sup> Town Planner Maren Toohill, My reasoning for this was outlined at the meeting, but in general, our Housing Production Plan, and the there is a significantly higher percentage of housing cost burden for rental units than for ownership. DATA TOWN has been updated with new housing details. Data Town's Housing Cost Burden graphic for Littleton is attached. <https://www.mhp.net/about-us/data/datatown>

<sup>39</sup> Create, preserve, support Using Community Preservation Act funds to foster local housing initiatives, The Massachusetts Housing Partnership, March, 2016, page 4, [https://www.mhp.net/assets/resources/documents/CPA-guidebook-2016\\_lowres.pdf](https://www.mhp.net/assets/resources/documents/CPA-guidebook-2016_lowres.pdf)

<sup>40</sup> Benchmark per Town Planner Maren Toohill is Easton's Affordable Housing Trust Action Plan FY2023-2027, page 5, <https://eastontownma.documents-on-demand.com/document/791ec790-1682-ed11-a3a0-000c29a59557/Easton%20Affordable%20Housing%20Trust%20Action%20Plan%20FY23%20to%2027.PDF>

## APPENDICES

Appendix A – Littleton Historical Society, Littleton MA 1714-2014 Celebrating 300 Years of History, p. 423, graph indicates that population has increased by 1,000 every decade since 1980

Appendix B - EXECUTIVE OFFICE OF HOUSING AND LIVABLE COMMUNITIES CH40B SUBSIDIZED HOUSING INVENTORY for Littleton, October 25, 2023

Appendix C - Affordable Housing Trust meeting handout, March 22, 2022, Liz Tretiak memo

Appendix D - Affordable Housing Trust, Summary of Housing Needs 2019

Appendix E - Community Preservation Application for Funding, Project Title: LAHT Affordable

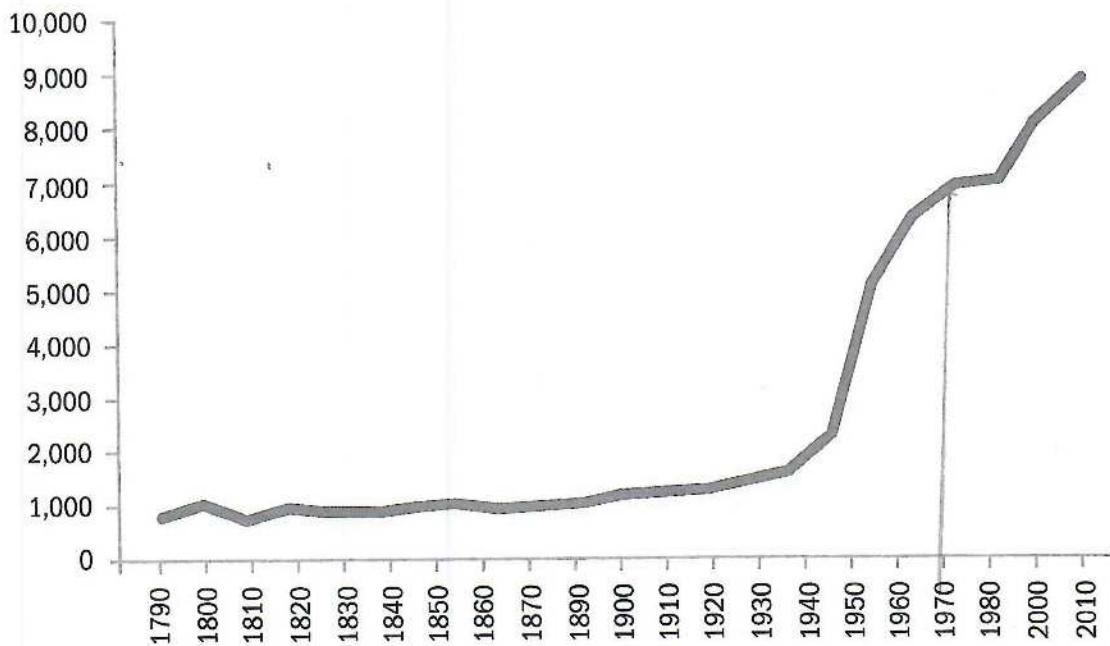
Appendix F – Draft of Community Preservation Committee Grant Agreement with Littleton Affordable Housing Trust

Appendix G - Dashboard of Affordable Housing Units in Progress

Vietnam Conflict, 1959–1975 *continued*

<b>Olsen, Richard A.</b>	<b>Riley, Gary R.</b>	<b>Shimmel, Paul F.</b>	<b>Sutton, Paul</b>	<b>Whitcomb, Oliver A., Jr.</b>
<b>Olsen, Warren H.</b>	<b>Robinson, Peter S.</b>	<b>Shoesmith, David L.</b>	<b>Thompson, Daniel</b>	<b>Whitcomb, Steven</b>
<b>Pickard, David E.</b>	<b>Roche, James H.</b>	<b>Smith, Arthur E.</b>	<b>Truden, Terrence J.</b>	<b>White, George E.</b>
Plourde, Leo	<b>Roche, John M.</b>	<b>Sparks, Ronald B.</b>	<b>Tyler, Laurie M.</b>	Whouley, Paul P.
<b>Prest, Michael A.</b>	<b>Romilly, Paul D.</b>	<b>Spinney, Jonathan W.</b>	<b>Urbach, Robert</b>	<b>Williams, Edward M.</b>
Recke, Alan	<b>Rood, Kenneth J.</b>	<b>Spurr, George E., Jr.</b>	<b>Valentine, John L.</b>	<b>Wilson, Ralph W.</b>
Recke, Edward A.	<b>Rooney, Steven J.</b>	<b>Spurr, George E., III</b>	<b>Waite, Bruce</b>	<b>Wilson, Russell P.</b>
<b>Recke, Frederick</b>	<b>Ross, Robert L.</b>	<b>Stanford, Ralph G.</b>	<b>Ware, Robert J.</b>	Woupio, Reynold J.
Rheaume, Michael T.	<b>Sawin, Clayton E., Jr.</b>	<b>Stevens, Florence R.</b>	<b>Warwick, Edward J.</b>	<b>Wright, Charles C.</b>
Rheaume, Robert A.	<b>Shaffer, John</b>	<b>Stewart, David E.</b>	<b>Watson, Phyllis M.</b>	<b>Wright, Stephen W.</b>
Reinhardt, William L.	<b>Sheldon, David B.</b>	<b>Stewart, Willard J.</b>	<b>Weilbrenner, Robert P.</b>	<b>Young, Archie</b>
Reynolds, Roy C.	<b>Sheldrick, Geoffrey S.</b>	<b>Sullivan, Gardner E.</b>	<b>Weir, John H.</b>	<b>Young, William L.</b>
riggs, Richard W.	<b>Sherry, Dennis T.</b>	<b>Sullivan, Russell V.</b>	<b>Wesley, John H.</b>	

## Appendix B: Littleton Population, 1790–2010



## EXECUTIVE OFFICE OF HOUSING AND LIVABLE COMMUNITIES CH40B SUBSIDIZED HOUSING INVENTORY

### Littleton

DHCD ID #	Project Name	Address	Type	Total SHI Units	Affordability Expires	Built w/ Comp. Permit?	Subsidizing Agency
1619	Pine Tree Park	19 Shattuck St.	Rental	48	Perp	No	EOHLC
1620	Patriot Circle	19 Shattuck St.	Rental	8	Perp	Yes	EOHLC
1621	n/a	King Street	Rental	2	Perp	Yes	EOHLC
1622	Patriot Circle	19 Shattuck St.	Rental	10	Perp	Yes	EOHLC
1623	Littleton Green	423 King St	Rental	24	perp	Yes	RHS
1624	Mill Pond Apartments	50 Mill Rd.	Rental	50	2045*	Yes	HUD
1625	Minuteman Housing	500 Newtown Rd. /Nashoba Rd	Rental	8	2034*	No	MassHousing
1626	Pond Side at Littleton	147 King St.	Rental	90	perp	Yes	MassHousing
4340	DDS Group Homes	Confidential	Rental	25	N/A	No	DDS
4573	DMH Group Homes	Confidential	Rental	8	N/A	No	DMH
6824	Charles Ridge	Off of Beaver Brook Road	Ownership	11	perp	Yes	EOHLC
8891	Village on the Common	off Great Road	Ownership	0	perp	YES	EOHLC
9348	Shelburne Village	White Street	Ownership	3	Perp	NO	EOHLC
9349	Mannion Place	14 Mannion Place	Ownership	3	Perp	YES	EOHLC
9370	Kimloch Farms	120 Goldsmith Street	Ownership	2	Perp	YES	MassHousing

10/25/2023

This data is derived from information provided to the Executive Office of Housing and Livable Communities (EOHLC) by individual communities and is subject to change as new information is obtained and use restrictions expire.

Littleton  
Page 1 of 2

(B1)

## EXECUTIVE OFFICE OF HOUSING AND LIVABLE COMMUNITIES CH40B SUBSIDIZED HOUSING INVENTORY

Littleton		Address	Type	Total SHI Units	Affordability Expires	Built w/ Comp. Permit?	Subsidizing Agency
DHCD ID #	Project Name						
9620	Fifteen Great Road/Village Green/Wildflower Meadow	15 Great Road	Mix	158	Perp	YES	MassHousing
10638	Jones Meadow	Bluebird Way	Ownership	2	Perp	NO	EOHLC
10875	Webber Village	King St	Ownership	2	Perp	NO	EOHLC
<b>Littleton Totals</b>				454	<b>Census 2020 Year Round Housing Units</b>		
					<b>Percent Subsidized</b>		
					3,861		11.76%

AP Hsg Trust 3/22/22

Littleton Planning Board

MAR 17 2022

Received *MDT*

Hi Cindy,

Based on the numbers currently in CHAMP (Common Housing Application for Massachusetts Programs) there are a total of 6,332 applicants that have designated Littleton as a town they would like to live in.

Here is the breakdown of that 6,332 number:

4,788 of those are for a family unit *58 Littleton*

1,035 are for handicapped units (under age 60)

806 are for the elderly units

*> 40 Littleton (willing to separate,*

Out of those 4,788 applicants for family units, 58 of them confirmed they are Littleton residents.

Out of the 1,842 Elderly and Handicapped applicants, 40 confirmed they are Littleton residents.

There were an additional ~800 applicants who did not check off the box indicating in which town they currently reside, so these numbers could be very conservative.

My take-away from this information is that at least 40 current Littleton seniors and under 60 disabled would like to reside in Pine Tree Park style housing.

Hope this helped, and please let me know if there is any other information we can provide. All credit goes to Amy DeMichele who spoke with the Housing Authority to track down these up-to-date numbers.

Thanks,

Liz

Liz Tretiak, MS, CDP  
Director  
Elder and Human Services Dept  
Town of Littleton  
#978-540-2470  
[Ltretiak@littletonma.org](mailto:Ltretiak@littletonma.org)



## SUMMARY OF HOUSING NEEDS 2019

### LITTLETON'S POPULATION 2019

(Source: Town Clerk):

- 1900 residents ages 60+
- 1663 residents ages 50-59
- 1334 residents ages 20 -34

### PERTINENT INFORMATION

(Source: UMass Needs Assessment for Littleton Elder and Human Services, Master Plan, Housing Production Plan).

- *In 2015 - 55% of survey respondents ages 50-59 and 75% of respondents ages 60+ preferred housing other than a single-family home in the event they needed to move due to medical or mobility reasons.*
- Presently 80% of Littleton's seniors live-in single-family homes, which most often were not built to be "age-friendly" and require expensive modifications.
- Presently over 40% of residents in Littleton 60+ are open to downsized living.
- A desire for a variety of housing such as apartments or condos, independent living facilities, and assisted living facilities has been expressed.
- Littleton is below the state average in population ages 20-34. Ensuring housing options for a variety of age groups is essential for economic development and to ensure Littleton continues to prosper
- Town Departments and local business report struggles with attracting and retaining employees. These groups provide services we rely on every day for public safety, transportation, education, repairs, hospitality, medical, and administrative support.

### SUBSIDIZED HOUSING NEEDS

(Source: Littleton Housing Authority)

Residents (and non-residents), both elderly and non-elderly are in dire need of subsidized housing.

#### RESIDENTS:

- Elderly – Non-Elderly 25 people
- Family 19 families

#### NON-RESIDENTS

Elderly-Non-Elderly	498 People
Family	1400 Families

### VARIETY OF HOUSING TYPES NEEDED

(Source: Housing Production Plan, Master Plan, UMass Needs Assessment for Littleton Elder and Human Services).

The following housing types can benefit a wide variety of age groups in our community with varying economic backgrounds. Apartment or condo; Independent living facility; Senior assisted living facility. The inclusion of amenities is essential for both our Senior and young adult population.

**CONCLUSION:** Between 380-760 Littleton residents ages 50+ are interested in housing other than a single-family home (this figure does not include population 20-34 who are also interested in this type of housing). 25 Elderly and Non-Elderly Littleton residents and 19 families from Littleton need subsidized rental housing.



## **Community Preservation Committee Littleton, Massachusetts**

The CPC was established by Town Meeting in 2007. The CPC has the powers and responsibilities specified by Massachusetts General Law Chapter 44B, section 5(b), the Community Preservation Act.

11

## Community Preservation Application for Funding

Project Title: LITTLETON AFFORDABLE HOUSING TRUST (LAHT) Date: 27 FEB. 2019  
Name of Applicant: BARTLETT HARVEY  
Name of Organization: LITTLETON AFFORDABLE HOUSING TRUST  
Address: TOWN OFFICES, 37 SHATTUCK STREET, LITTLETON MA 01460  
Telephone: 978 952 2311 Email: AANSALDI@LITTLETONMA.ORG

CPA Category (circle all that apply):  Open Space  Historic Preservation  
 Recreation  Community Housing

CPA Funding Requested: \$ 525,545.80 Total Project Cost: \$ UNKNOWN

**Please attach answers to the following questions. Include supporting materials as necessary.**

- 1. Project Description:** Please give a detailed project description, including specific objectives.
- 2. Goals:** How does this project accomplish the goals of the Community Preservation Plan for Littleton? (See Guidelines for Project Submission for general criteria)
- 3. Timeline:** What is the schedule for project implementation, including a timeline for all critical milestones? Will this be a multi-year project?
- 4. Budget:** Please provide a full budget including the following information, as applicable.  
(NOTE: CPA funds may not be used for maintenance):
  - Total amount of the project cost, with itemization of major components.
  - Additional funding sources. Please include those that are available, committed, or under consideration.
  - Describe the basis for your budget and the sources of information you used.
- 5. Support:** Have the appropriate Town Boards and Commissions expressed support and/or approved the project? What is the nature and level of community support for this project?

Attachment

Community Preservation Application for Funding

Littleton Affordable Housing Trust

Feb. 27 2019

1. The L.A.H.T. was recently created by the Selectmen with the purpose of increasing the number of affordable housing units in Littleton, following the guidelines of the Master Plan and at the direction of the Selectmen. The L.A.H.T. anticipates using a variety of strategies over an extended period of time in pursuit of the goal of increasing affordable housing. As a body with funding from the CPC and potentially other municipal sources the L.A.H.T. will be able to respond quickly as opportunities or needs arise, while being bound by the rules governing the spending of CPA funds on housing.
2. The L.A.H.T. was formed as a means of carrying out the CPC's mission to support Community Housing in Littleton. The L.A.H.T. is a group dedicated to the single goal of supporting housing, and is structured to be more flexible and able to respond more quickly to opportunities than the CPC.
3. The L.A.H.T. is a permanent town Board that will have both continuing programs such as rental vouchers for individuals and families, and occasional larger projects involving the acquisition or development of housing. The L.A.H.T. expects to be able to act both independently and in partnerships of various kinds in the development of affordable housing, with an ownership role or using its funds as leverage to increase affordable housing.
4. The L.A.H.T. anticipates that it will act for and as the housing portion of the CPC, using an annual distribution of CPA funds to implement the CPC's and town's goals. Accordingly the L.A.H.T. requests the full balance of the current housing 'bucket' held by the CPC, and expects to request annually the housing funds allocated by the CPC on a continuing basis. The L.A.H.T. anticipates receiving additional contributions from other sources in the town and from individuals. As opportunities will not be known with certainty when the CPC asks Town Meeting to transfer funds to L.A.H.T., the LAHT will report back to CPC at least annually itemizing the uses and disposition of the funds.

5. The Selectmen created the L.A.H.T. as a result of the process of creating the new town Master Plan over the last few years, with input from many citizens and consultants involved in that effort. The need for affordable housing of various types is widely recognized in town. The ongoing nature of the L.A.H.T. requires that Town Meeting, the Selectmen, and other boards each review and approve funding requests by the L.A.H.T. annually.

Town of Littleton  
Community Preservation Committee Grant Agreement  
with Littleton Affordable Housing Trust

**This Agreement** made this \_\_\_\_\_ day of \_\_\_\_\_, 2019, by and between the Town of Littleton a municipal entity duly organized under the laws of Massachusetts and having a usual place of business at 37 Shattuck Street, Littleton, MA 01460, acting by and through its Community Preservation Committee (the "CPC"), and the Trustees of the Littleton Affordable Housing Trust established pursuant to Chapter 44, Section 55C of the Massachusetts General Laws, Article 7 of the October 30, 2017 Special Town Meeting, and under Declaration of Trust recorded with the Middlesex South District Registry of Deeds in Book \_\_\_\_\_, Page \_\_\_\_\_ (hereinafter referred to as the "TRUST") at the same address. The purpose of this Agreement is to implement the following:

**Whereas**, the CPC administers Community Preservation Act (CPA) funds for open space, historic resources, community housing, and recreation purposes consistent with the Community Preservation Act, M.G.L. c. 44B; **and**

**Whereas**, the TRUST was created to acquire, create, preserve, and support affordable housing for the benefit of low and moderate income households in the Town of Littleton; **and**

**Whereas**, Town Meeting on \_\_\_\_\_, pursuant to Article \_\_\_\_\_ voted to approve the transfer of \_\_\_\_\_ from the CPC to the TRUST.

Commented [DB1]: What does this reference?

**Whereas**, the TRUST may, from time to time, submit an application to the CPC for funds which will be subject to approval by the CPC and by a vote of approval by the residents at a Town Meeting of the Town of Littleton (hereinafter referred to as the "FUNDS" or "GRANT FUNDS"); **and**

**Whereas**, the TRUST and the CPC have conferred and agree that any and all FUNDS received by the TRUST from the CPC will be utilized solely for CPA eligible activities specifically to create, acquire, create, preserve, and support affordable community housing for the benefit of low and moderate income households individuals and families in the Town of Littleton as defined in M.G.L. c. 44Bb, Section 2.

**Now, Therefore**, the CPC and the TRUST agree as follows:

1. This document constitutes the entire Agreement between the CPA and the TRUST.
2. The term of this Agreement is ten (10) years from the date of execution of this Grant Agreement (the "Commencement Date").
3. Subject to the terms of this Agreement, the TRUST may apply to the CPC from time to time for Funding and the CPC agrees it will consider and may recommend that

Commented [DB2]: Do you want a provision for early termination?

Town Meeting award FUNDS to the TRUST from time to time for the purposes as set forth and described above.

4. Should the TRUST have multiple funding sources, all GRANT funds-FUNDS awarded by the CPC shall be held in a separate municipal account and the TRUST shall track specific use of the funds separate from other funding sources.

5. If FUNDS from the CPC are the sole funding source in the acquisition of real property by the TRUST, said property shall only be used for Community Housing as defined in M.G.L. c. 44B, Section 2, will be acquired in accordance with M.G.L. c. 44B.

6. Any real property acquired with FUNDS from the CPC shall only be used for Community Housing as defined in M.G.L. c. 44B, Section 2.

7.6. In all other cases, the GRANT FUNDS may be used to cover a share of the project expense proportionate to the part of the project that will qualify as Community Housing as defined by M.G.L. c. 44B, Section 2.

8.7. In situations set forth in Paragraph 67. The TRUST shall track the cost of the allowable scope through a reasonable means of cost estimating, and only use the GRANT FUNDS for the allowable portion of the project cost.

89. With respect to any real property purchased using the GRANT FUNDS or housing created or preserved using the GRANT FUNDS, the TRUST shall execute or obtain a perpetual affordable housing restriction meeting the statutory requirements of G.L. c.184 and G.L. c.44B, §12, and running to the benefit of the TOWN. The deed restrictions executed for each unit of housing created or preserved pursuant to this-a grant must be approved and accepted by the TOWN.

9. The TRUST agrees that any such money received from Chapter 44B shall be used exclusively for community housing and shall remain subject to all the rules, regulations and limitations of that chapter when expended by the Trust.

10. The TrustTRUST agrees that at the end of each fiscal year, the Trustit shall ensure that all expenditures of funds-FUNDS received from said Chapter 44B are reported to the CPC for inclusion in the CPC initiatives report, form CP-3, to the Department of Revenue.

11. All account records and administrative records with respect to utilization of the GRANT FUNDS and income derived therefrom as are shall be kept in the normal course of business and along with such additional records as may be required by the CPC. Said records shall be available for inspection by the CPC or any Town representative with one week's advance notice and during normal business hours. The CPC or any TOWN representative shall be entitled to request copies of any record.

13. Permits and Licenses. It is the obligation of TRUST to obtain all permits and licenses necessary for implementation of any project that may be created using GRANT FUNDS. No local permit or license is waived by the award of this-a-gGrant.

14. If to the Recipient: Littleton Affordable Housing Trust  
37 Shattuck Street  
Littleton, MA 01460

If to the CPC: Town of Littleton  
Community Preservation Committee  
37 Shattuck Street  
Littleton, MA 01460

With copies to: Town Administrator  
37 Shattuck Street  
Littleton, MA 01460

Town Counsel  
Thomas Harrington  
Miyares and Harrington LLP  
40 Grove Street · Suite 190  
Wellesley, MA 02482

15. Severability. If any term or condition of this Grant Agreement or any application thereof shall to any extent be held invalid, illegal or unenforceable by a court of competent jurisdiction, the validity, legality, and enforceability of the remaining terms and conditions of this Grant Agreement shall not be deemed affected thereby.

16. Governing Law. This Agreement constitutes the entire agreement between the parties hereto and may be amended only in writing executed by both the CPC and the TRUST. Signatory below acknowledges and avers that he/she has the authority to execute this Agreement on behalf of the CPC and the TRUST, respectively.

SIGNATURES ON FOLLOWING PAGE

LITTLETON AFFORDABLE HOUSING TRUST,  
By its Chair,

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TOWN OF LITTLETON  
COMMUNITY PRESERVATION COMMITTEE  
By its Chair,

---

## EXHIBIT A

## GRANT DISBURSEMENT SCHEDULE

## RECIPIENT:

THE FUNDS AWARDED TO THE RECIPIENT PURSUANT TO THE FOREGOING  
GRANT AGREEMENT SHALL BE DISBURSED TO THE RECIPIENT PURSUANT  
TO THE FOLLOWING SCHEDULE:

TOTAL GRANT AWARD AMOUNT: \$

INITIAL DISBURSEMENT: \$

(Made within thirty (30) days of execution of Grant Agreement)

SUBSEQUENT DISBURSEMENT(S):

## Affordable Housing Units in Littleton, MA

August 2023 update

Subsidized Housing Inventory (SHI): 452 SHI units/3,861 housing units = 11.71%

### Affordable Units in Progress

# Units Approved	Site/Project Name	Predevelopment & Site Assessment	Developing RFP & Selecting Developer	Construction/Developer Name	Monitoring Agent	Occupancy & Ongoing Ops	Littleton's Ongoing Role?	Notes
2	Webber Village	Complete	Complete, via application to Planning Board	Complete; M&M Realty	Lottery date 2/10/2023; Maureen O'Hagan	Full		
					MCO Housing Services 978-456-8388			
2 = 1 @<60%; 1 BR 1 @< 80%; 1 BR 6 not on SHI = 3 @80-120%; 1 BR 3 @80-120%; 2 BR	Hager Homestead	Complete	Complete, via application to Planning Board and decision by Planning Board	In process; Massachusetts Cohousing, LLC	TBD			
TBD by AHT	Durkee Farm House	Planning Board agreed to the transfer from Mr. Guthrie to Town	AHT is awaiting TC to obtain a Municipal Lien Certificate and run title					
TBD by AHT	Tahattawan Rd Parcel (Brown prop)	In progress -ownership, septic design	AHT is awaiting revised RFP from TC					
78 = 40 @30-60% Snr; 1 BR 23 @<80%; 1 BR 10 @<80%; 2 BR 5 @<80%; 3 BR 624 not on SHI = 380 @80-120%; 1 BR 179 @80-120%; 2 BR 65 @80-120%; 3 BR	KSC- 550 King Street	Complete	Complete, via application to Planning Board and decision by Planning Board	First site plans for project forthcoming 9/2023, Lupoli Companies				

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# Units Approved	Site/Project Name	Predevelopment & Site Assessment	Developing RFP & Selecting Developer	Construction/Developer Name	Monitoring Agent	Occupancy & Ongoing Ops	Littleton's Ongoing Role?	Notes
29 = 15 @<80%; 1 BR 11 @<80%; 2 BR 3 @<80%; 3 BR	KSC- 410 Great Rd	Complete	Complete, via application to Planning Board and decision by Planning Board	Lupoli Companies				
TBD ~ likely 10% of 150	MBTA Communities law- Littleton Station zoning							
1 not on SHI	Dean Lane 55+ at Couper Farm	AHT supporting Planning Board negotiations with developer						