

Town of Littleton, Massachusetts
TOWN MEETING REPORT
VOTER INFORMATION



Please bring this with you to the

**May 6, 2025 ANNUAL
TOWN MEETING**

Tuesday, May 6, 2025 at 7:00 PM
Charles Forbes Kaye Gymnasium, Littleton Middle School
55 Russell Street, Littleton, MA 01460

**Please join us before Town Meeting at
6 PM in the Littleton Middle School Cafeteria
for an informational update from the
Shaker Lane School Building Committee**



**Scan here to learn more about the
Massachusetts School Building Authority (MSBA)
Shaker Lane School Project**

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/Director of Finance and Budget
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 6, 2025 Town Meeting Articles

ANNUAL TOWN MEETING at 7 PM

1. Annual Reports
2. Bills of Prior Years
3. Fiscal Year 2026 Operating Budget
4. Fiscal Year 2026 LCTV Receipts Reserved for Appropriation from the Public, Education and Government Access Fund
5. Fiscal Year 2026 Departmental Revolving Funds
6. Fiscal Year 2026 Water Enterprise Fund Operating Budget
7. Fiscal Year 2026 Sewer Enterprise Fund Operating Budget
8. Fiscal Year 2026 Capital Items from Available Funds
9. Fiscal Year 2026 Other Items from Available Funds
10. Rescind and Reallocate Funding from Prior Town Meeting Articles
11. Authorize Acceptance G.L. c. 83, §15D to Apportion Sewer Betterments Up to 30 Years
12. Authorize Special Legislation to Surplus Town Hall (37 Shattuck Street) for Affordable Rental Housing and Pursue the Purchase of a New Town Hall
13. Authorize the Surplus of Littleton Town Hall to Allow for the Development of Affordable Rental Housing at 37 Shattuck Street
14. Transfer Care, Custody, and Control of Lot 107-A at the Nagog Hill Orchard to the Conservation Commission
15. Zoning Bylaw Amendment: Amend Adult Use Marijuana Establishments to Preclude the Cultivation of Adult Use Marijuana in Town
16. Zoning Bylaw Amendment: Clarify Special Permit Requirements for Medical Marijuana Treatment Centers
17. Zoning Bylaw Amendment: Amend Wetlands and Floodplain Bylaw
18. Classification and Compensation Plans
19. Capital Stabilization Fund
20. Authorize the Transfer of Funds from the Capital Stabilization Fund to Purchase and Equip a New Fire Engine
21. School Building Stabilization Fund
22. Debt Exclusion Stabilization Fund
23. Use of Debt Exclusion Stabilization Fund for FY 2026 Excluded Debt
24. Transfer to Stabilization Fund
25. Town Matching Funds to Community Preservation Fund
26. Fiscal Year 2026 Community Preservation Budget
27. Department of Elder and Human Services (EHS) Revolving Funds
28. Long Lake Revolving Fund
29. Clean Lakes Committee Maintenance Needs
30. Amend Articles from Prior Town Meetings
31. Fund Collective Bargaining Agreements
32. Salary Stabilization Fund
33. Amend Town Personnel Bylaw

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**

Mark Rambacher, Chair

Karen Morrison, Vice-Chair

Matthew Nordhaus, Clerk

Charles DeCoste

Gary Wilson

Town Moderator: Town Meeting Procedures

We welcome our friends and neighbors to the May 6, 2025 Annual Town Meeting. I am Timothy Goddard, and I serve as your elected Town Moderator. Massachusetts General Law, Chapter 39, Section 15 stipulates that the Town Moderator at Town Meeting “shall preside and regulate the proceedings, decide all questions of order, and make public declaration of all votes, and may administer in open meeting the oath of office to any town officer chosen thereat.” As the party responsible for administering an impartial and efficient Town Meeting, I will be adhering to the following procedures for this Town Meeting:

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 Town Meeting believes are routine, 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. All presentations 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:

Make their Town Meetings accessible to people with disabilities and to

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, Facilities Director, Eric Derba at 978-540-2433.

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 2026

To the residents of Littleton:

The Finance Committee is pleased to present the annual budget for Fiscal Year 2026. 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, FY26 is the middle year of a difficult budgeting period which began in FY25. This period, which was projected to last at least three budget cycles, was 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. Latest estimates show the support of the sewer system potentially extending into FY28. 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 \$4,086,243. While a budget deficit is not unusual at that initial stage, the size of the deficit certainly was. This initial deficit exceeded the deficit of \$3,361,691 we encountered at the start of FY25's budget.

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.

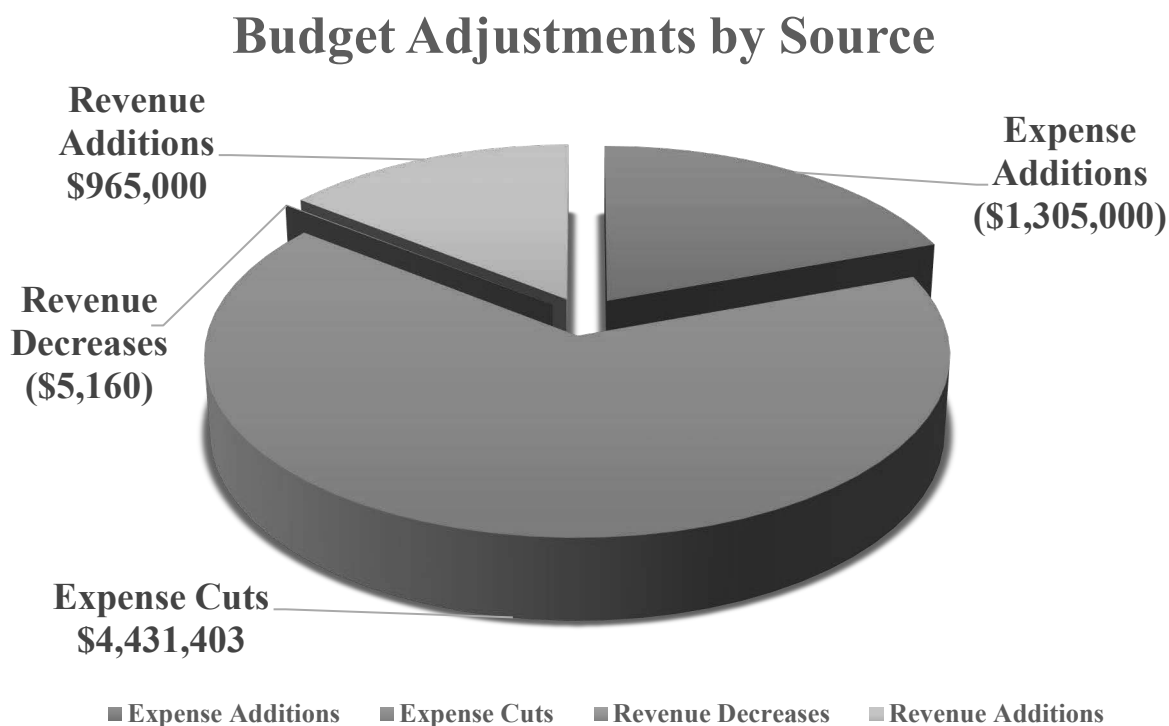
The deficit was reduced through a combination of decreased expenses and increased revenue assumptions. Unlike FY25, it was not necessary to take a more aggressive approach to our revenue forecast to balance this year's budget. This is something the Finance Committee is extremely reluctant to do as it 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 6, 2025, 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 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:

<i>Budget Adjustments by Source</i>	<i>Amount</i>
Revenue Decreases	(\$5,160)
Expense Cuts	\$4,431,403
Revenue Additions	\$965,000
Expense Additions	(\$1,305,000)
<i>Total</i>	<i>\$4,086,243</i>



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

- Due to a timing change in the issuance of the Senior Center bond, the first annual payment was able to be deferred to FY27. The initial budget assumption had this payment of \$1,626,880 payable in FY26.
- An unanticipated increase in new growth in FY25 resulted in a \$631,579 increase in the estimated tax levy for FY26.
- An increase in projected net State funding (Cherry Sheet) based on the Governor's proposed budget for FY26 of \$181,870.

- Our Fiscal Policy Reserve was reduced by \$290,000 while still maintaining our minimum policy limit.
- Changes to departmental staffing requests
 - Removal of a proposed Senior Librarian from the submitted Library budget.
 - Removal of a proposed part-time payroll clerk position from the Treasurer's budget.
 - Parks and Recreation staff salary – The full-time administrative staff had been covered 50% by the Town and 50% with recreation fees. This will now be fully covered through recreation fees.
- Employee Benefits – total reduction \$1,134,516
 - Health insurance expenses were increased from the original estimates by \$541,913 due to higher health costs for the upcoming year.
 - This was offset by reductions to both employee pension fund and OPEB Fund contributions - \$1,676,429 based on updated actuarial data.
- Other notable reductions from submitted budgets
 - School department – 5% budget increase assumption reduced by \$410,144. The actual increase was 3.55%.
 - Nashoba Valley Technical High School budget decreased \$26,824 from original estimates.
 - Debt Service - \$184,508 – increased use of betterment funds for the new sewer system (\$167,084) and additional grant money from the State for the Library debt service.

Recommended FY26 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 29, 2025, the Finance Committee recommends **Article 3** for FY26 in the amount of \$63,004,665. The gross operating budget, prior to transfers into the General Fund, is \$64,135,154. Even with the \$4 million net expense reductions noted above, this represents an increase of \$2,965,874 or 4.84% from FY25.

The following are some key highlights by category:

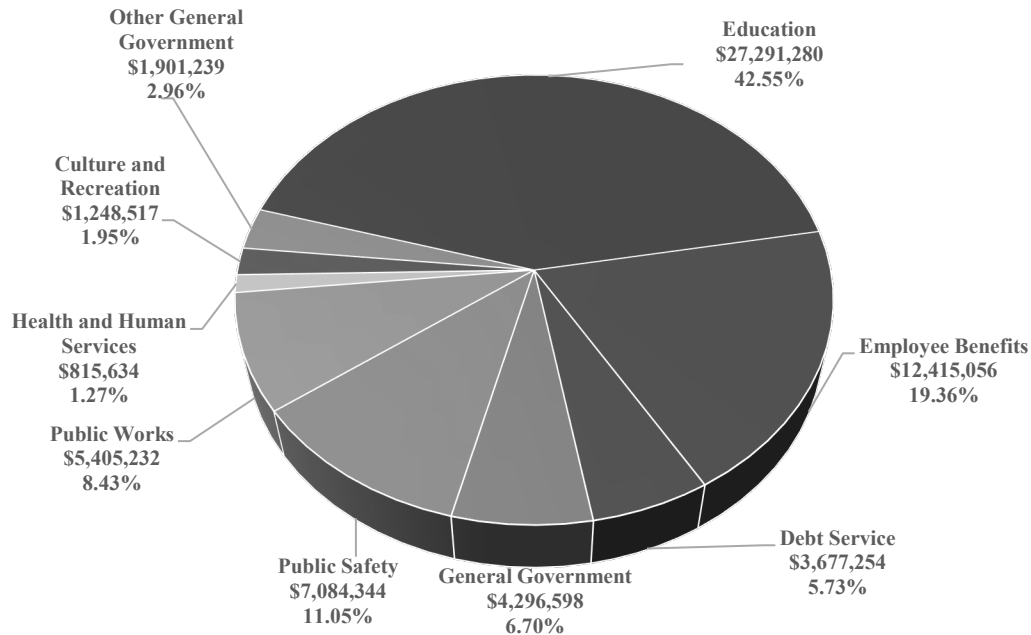
- Town department operating budgets increase by \$2,011,159 or 10.73% over FY25.
 - The majority of that increase lies in the Wastewater/Stormwater line found in the Public Works budget section. In FY26, \$300,000 in betterment funds will be used to partially offset the Town's support of the sewer system during its construction. This resulted in a net budget increase of \$1,249,091. The Town's full support of the sewer system is expected to continue through FY28, decreasing in future years as users begin to tie into the system.
 - Adjusting for the above support of the sewer system, other Town budgets increased by \$726,068 or 4.22%. Changes included:
 - Finance Committee Reserve Fund – increase of \$152,902. These funds have been set aside in the reserve fund, specifically for potential overtime in the Fire Department budget due to the closure of Nashoba Valley Hospital in Ayer.

TOWN OF LITTLETON, MASSACHUSETTS

- Human Resources – addition of a full-time Assistant HR Director position, replacing a part-time admin position that was unfilled in FY25. This brings the staff in the HR Department to 3.0 FTEs from its existing 2.5 FTEs.
- Elimination of the Land Use Department. Those expenses have been reallocated to the Planning and Building Departments to better reflect the actual expenses of those departments.
- The Town’s contract with Nashoba Associated Boards of Health ends as of June 30, 2025. All related health services will shift to our in-house Health Department staff in FY26.
- The Veterans Agent’s role will expand in FY26 with the retirement of our current Veterans Agent, with increased hours and responsibilities.
- A Teen Librarian will be added to the library staff due to increased demand for those services.
- Public Building expenses increase by \$67,000 to support increasing utility expenses as well as the addition of both the Center on Shattuck Street and 36 King Street.
- The School Department budget increased by \$904,651 or 3.55%.
 - Salary increases account for \$975,234 which are partially offset by using grants and other available funds. This results in a net salary increase of \$425,234.
 - Staffing changes add an additional \$315,000. This includes the addition of a second School Resource Officer. \$75,000 of the Police Officer’s compensation will be paid by the School Department.
 - Transportation costs increased by \$134,187.
 - Operations and materials increased by \$30,230.
- Debt Service decreases by \$1,265,269 due to the favorable timing of a bond issuance for the Center on Shattuck Street and the reduction in the need to issue short-term debt in FY26.
- Employee Benefits, including the transfer to the OPEB Trust Fund, increased by \$1,285,044 or 11.55%.
 - Health insurance is by far the largest driver of expenses in this category. Health premiums are increasing by \$1,156,454 or 19.77% over FY25. Renewal rates for health insurance premiums for employees increased by 19.9%. Retiree health premiums increased by 18.88%.
 - Pension contributions – increase of \$202,676 or 7.02%.
 - OPEB Trust – decrease of \$72,086 or -4.57%.

The following chart shows the budget impacts and percentage of the final budget of each functional area of Town government.

FY26 Recommended Budget and % of Total Budget



Other Major Financial Items

- Budgets for Littleton Community Television (LCTV) (***Article 4***) \$472,250, Water Department Enterprise Fund (***Article 6***) \$7,506,428, and Sewer Enterprise Fund (***Article 7***), \$2,319,867. These articles provide funding for the specified operations.
- ***Article 10*** reallocates funding from FY25's Annual Town Meeting that funded certain capital items to pay a portion of the Town's obligation to the sewer project construction. These capital items will be paid for using the Town's unused ARPA funds (COVID relief funds). In addition, the interest that had been earned on ARPA funds previously received by the Town will be allocated by the Select Board to pay the balance of the Town's sewer obligation, totaling \$730,000.
- Certified free cash is once again being used to fund the Town's capital and reserves totaling \$6,326,016 as follows:
 - ***Article 8*** funds the purchase of \$825,588 in capital items for various departments.
 - \$47,169 in other project costs (***Article 9***), which includes a deposit into the Special Injury Leave Indemnity Fund of \$44,169 to replenish the fund balance..
 - A deposit of \$2,450,913 into the Capital Stabilization Fund (***Article 19***).
 - School Building Stabilization Fund deposit (***Article 21***) of \$2,030,000. These funds will help offset the anticipated costs for the construction/renovation of the Shaker Lane School building.
 - A \$300,000 deposit into the Debt Exclusion Stabilization Fund (***Article 22***).
 - \$15,000 to provide supplemental funding for the Clean Lakes Committee for the improvement of Littleton's lakes and ponds (***Article 29***).

- A deposit of \$100,000 (**Article 24**) to the Town's general Stabilization Fund in accordance with our Financial Policy.
- A deposit of \$307,346 (**Article 25**) into the Community Preservation Fund to provide additional funding over and above the current 1% surcharge on property tax bills. Spending of CPA funds for FY26 can be found in **Article 26**.
- **Article 32** establishes a Salary Stabilization Fund for \$250,000 which will be used to fund both non-union and union salaries as necessary.
- The non-union salary grid (**Article 18**) is increasing by 2.5% for FY26. As of this writing, a contract with the Police Union is still being negotiated. **Article 31** provides a placeholder to fund any potential increase if the contract is settled prior to Town Meeting.
- **Article 20** withdraws \$1,300,000 from the Capital Stabilization Fund to purchase a new fire engine to replace Engine 1 which was purchased in 2012.
- 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 \$241,812.03 will be withdrawn from the fund (**Article 23**), to help reduce the burden of excluded debt on the taxpayers.

Future Projects & Impacts

Shaker Lane School

The potential construction of a new Shaker Lane School is scheduled to be presented for funding at the Oct 2025 Fall Town Meeting. As the Finance Committee has previously stated, this project must be funded through a debt exclusion override, which raises funds outside the normal Proposition 2 ½ levels.

The project is just beginning the schematic design phase and unfortunately updated cost estimates will not be available in time for the May Town Meeting. Costs mentioned at the Nov 2024 Fall Town Meeting remain the most recent estimates. They showed total project costs of \$104.2 million with estimated reimbursements from the Massachusetts School Building Authority (MSBA) of \$29.5 million for a net project cost to the Town of \$74.7 million. Estimates for the initial tax impact of the project showed an increase of \$1,850 on the average tax bill.

Since that time the Finance Committee, Select Board, School Committee and Shaker Lane Building Committee have worked hard to reduce this potential impact through updated designs and funding strategies. Recently, the Finance Committee, Select Board and School Committee all signed an appendix to the Town's Financial Policy that outlines a funding strategy for the school project moving forward. It is estimated that by following this strategy the first-year tax impact on the average tax bill can be reduced by almost half, from the original \$1,850 to \$995 through the use and continued funding of the School Building Stabilization Fund and the Debt Exclusion Stabilization Fund.

More information can be found at the Shaker Lane School Project website:
<https://sites.google.com/littletonps.org/shaker-lane-school-project/home>

The Shaker Lane Building Committee page on the Town's website:
<https://www.littletonma.org/847/Shaker-Lane-Building-Committee>

A tax impact calculator can also be found at <https://www.littletonma.org/1302/Shaker-Lane-School-Tax-Impact> along with additional project information and a FAQ.

The Shaker Lane School Building Committee will also hold an informational session prior to Town Meeting at 6:00pm on May 6, 2025 in the Middle School cafeteria.

Department of Public Works (DPW) facility

Last year Town Meeting funded a feasibility study to review the existing DPW facility and analyze the needs of the department for either an addition to the current facility or a potential new facility. The report estimated the cost of a new facility at approximately \$45 million.

While this project is still in its infancy (no project timeline, no potential location), the Finance Committee wishes to make the residents aware of its potential cost. At a \$45 million estimated cost this project would also need to be funded through a debt exclusion override. We will continue to update residents as more information becomes known.

New Town Hall

Articles 12 and 13 discuss the possibility of declaring the current Town Offices at 37 Shattuck Street as surplus property. This would be the first step in a long process that would see low-income senior affordable housing developed on the current site, The Select Board would issue a Request for Proposal (RFP) that would essentially "trade" the current property for a new parcel where a developer would construct a new building that would house Town Hall. The Town's expense at that point would be the fit-up of the building, walls, furniture and fixtures. A ten-year borrowing has been incorporated into our forecast model several years out to prepare for this possibility.

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 of the Finance Committee whose terms ended during this year. Alvin Rasmus who served on the Finance Committee for several years over two separate appointments and Jenna Brownson.

Littleton Finance Committee

Steven Venuti – Chairman

Fred Faulkner – Vice Chairman

Brian Tarbox - Clerk

Geri Bertozzi

Michael Proulx

Sanjay Gowda

Fiscal Year 2026 Budget Summary

	<u>FY25 Budget</u>	<u>FY26 Budget</u>	<u>Variance</u>	<u>% Variance</u>
<u>Revenue</u>				
Levy Limit	52,271,592	54,066,600	1,795,008	3.43%
Other Funds				
Undesignated Fund Balance	5,495,706	7,506,658	2,010,952	36.59%
Cherry Sheets - Town State Aid	998,831	1,058,222	59,391	5.95%
Cherry Sheets - School State Aid	5,700,419	5,854,511	154,092	2.70%
School Dept Reserves	-	-	-	-
Stabilization/Overlay Surplus & Other	3,638,047	1,300,000	(2,338,047)	-64.27%
Other Available Funds	1,263,946	1,130,490	(133,456)	-10.56%
Local Receipts	<u>4,066,400</u>	<u>4,340,748</u>	<u>274,348</u>	<u>6.75%</u>
Total Other Funds	21,163,349	21,190,629	27,280	0.13%
Total Revenue/Available Funds	73,434,941	75,257,229	1,822,288	2.48%
<u>Expenses</u>				
	<u>FY25 Budget</u>	<u>FY26 Budget</u>	<u>\$ Variance</u>	<u>% Variance</u>
Town Operating Budgets	16,911,215	18,850,326	1,939,111	11.47%
School Appropriation	25,488,928	26,393,579	904,651	3.55%
School Revolving Spending	-	-	-	-
Technical School Assessments	894,143	897,701	3,558	0.40%
Other Charges, Facilities & Infrastructure	1,829,459	1,901,239	71,780	3.92%
Debt Service	4,942,523	3,677,254	(1,265,269)	-25.60%
Employee/Retiree Benefits	<u>11,103,012</u>	<u>12,415,056</u>	<u>1,312,044</u>	<u>11.82%</u>
Total Operating Budget	61,169,280	64,135,155	2,965,875	4.85%
Capital Exclusions	-	-	-	-
Total Municipal Budget	61,169,280	64,135,155	2,965,875	4.85%
Capital Planning and Warrant Articles	<u>6,827,661</u>	<u>5,181,847</u>	<u>(1,645,814)</u>	<u>-24.11%</u>
Total Appropriations	67,996,941	69,317,002	1,320,061	1.94%
Other Amounts to be Raised	466,000	466,000	-	-
Payments of Previous FY Bills	-	-	-	-
Fiscal Policy Adjustments	1,063,742	212,875	(850,867)	-79.99%
Additions to General & Other Stabilizations	1,305,000	2,724,169	1,419,169	108.75%
Cherry Sheet Charges & Offsets - Town	183,511	183,006	(505)	-0.28%
Cherry Sheet Charges & Offsets - School	1,665,561	1,649,177	(16,384)	-0.98%
Allowance for Abatements	<u>700,000</u>	<u>705,000</u>	<u>5,000</u>	<u>0.71%</u>
Total Other Amounts	5,383,814	5,940,227	556,413	10.33%
Total Expenditures	73,380,755	75,257,229	1,876,474	2.56%
Net Budget Variance	54,186	-		



May 6, 2025 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 2024 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, no bills have been identified.]

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

ARTICLE 3
Finance Committee/Select Board
Fiscal Year 2026 Operating Budget

To see if the Town will vote to raise and appropriate \$61,824,023 and transfer from Certified Free Cash \$1,180,642, for a total of \$63,004,665, 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, 2025, or to take any other action related thereto.

<i>Functional Area Department</i>	<i>Voting Line</i>	<i>FY2024 Actual</i>	<i>FY2025 Budget</i>	<i>FY2026 Recommended</i>
<u>GENERAL GOVERNMENT</u>				
TOWN REPORT / TOWN MEETING				
Expenses		<u>31,800</u>	<u>31,800</u>	<u>34,800</u>
Total TOWN REPORT / TOWN MEETING		31,800	31,800	34,800
MODERATOR				
Expenses		<u>100</u>	<u>100</u>	<u>100</u>
Total MODERATOR		100	100	100
SELECT BOARD				
Salaries & Wages		14,000	0	4,500
Expenses		12,800	17,800	17,800
MAGIC/MAPC Assessments & Grant Match		<u>0</u>	<u>0</u>	<u>0</u>
Total SELECT BOARD		26,800	17,800	22,300
TOWN ADMINISTRATOR				
Salaries & Wages		414,877	474,103	490,615
Expenses		<u>20,500</u>	<u>18,600</u>	<u>18,600</u>
Total TOWN ADMINISTRATOR		435,377	492,703	509,215
FINANCE COMMITTEE				
Salaries & Wages		800	800	1,400
Expenses		<u>500</u>	<u>500</u>	<u>500</u>
Total FINANCE COMMITTEE		1,300	1,300	1,900
RESERVE FUND				
Expenses		<u>295,000</u>	<u>245,000</u>	<u>397,902</u>
Total RESERVE FUND		295,000	245,000	397,902

TOWN OF LITTLETON, MASSACHUSETTS

Functional Area Department	Voting Line	FY2024 Actual	FY2025 Budget	FY2026 Recommended
TOWN ACCOUNTANT				
Salaries & Wages		306,891	250,703	261,185
Expenses		<u>88,250</u>	<u>101,585</u>	<u>102,651</u>
Total TOWN ACCOUNTANT		395,141	352,288	363,836
AUDIT				
Expenses		<u>0</u>	<u>0</u>	<u>0</u>
Total AUDIT		0	0	0
ASSESSOR				
Salaries & Wages		241,261	254,045	267,012
Expenses		<u>64,875</u>	<u>69,925</u>	<u>69,925</u>
Total ASSESSOR		306,136	323,970	336,937
TREASURER				
Salaries & Wages		323,539	335,313	352,798
Expenses		<u>24,600</u>	<u>18,350</u>	<u>18,348</u>
Total TREASURER		348,139	353,663	371,146
TAX COLLECTOR				
Salaries & Wages		89,102	93,620	100,755
Expenses		<u>37,050</u>	<u>35,850</u>	<u>35,850</u>
Total TAX COLLECTOR		126,152	129,470	136,605
TOWN COUNSEL				
Expenses		<u>260,000</u>	<u>280,000</u>	<u>280,000</u>
Total TOWN COUNSEL		260,000	280,000	280,000
HUMAN RESOURCES				
Salaries & Wages		185,462	220,601	325,594
Expenses		<u>171,600</u>	<u>151,600</u>	<u>110,600</u>
Total HUMAN RESOURCES		357,062	372,201	436,194
INFORMATION SYSTEMS				
Salaries & Wages		197,272	204,099	214,995
Expenses		<u>500,000</u>	<u>500,080</u>	<u>498,000</u>
Total INFORMATION SYSTEMS		697,272	704,179	712,995
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

<i>Functional Area</i>		<i>FY2024 Actual</i>	<i>FY2025 Budget</i>	<i>FY2026 Recommended</i>
<i>Department</i>	<i>Voting Line</i>			
TOWN CLERK				
Elected Salaries		101,101	106,217	111,176
Salaries & Wages		63,330	66,544	71,660
Expenses		<u>8,350</u>	<u>14,600</u>	<u>12,300</u>
Total TOWN CLERK		172,781	187,361	195,136
ELECTIONS & REGISTRATIONS				
Salaries & Wages		4,000	4,000	4,000
Expenses		<u>38,350</u>	<u>51,800</u>	<u>49,300</u>
Total ELECTIONS & REGISTRATIONS		42,350	55,800	53,300
CONSERVATION COMMISSION				
Salaries & Wages		82,321	108,562	150,933
Expenses		<u>19,450</u>	<u>16,600</u>	<u>19,650</u>
Total CONSERVATION COMMISSION		101,771	125,162	170,583
PLANNING BOARD				
Salaries & Wages		185,142	218,729	228,635
Expenses		<u>2,575</u>	<u>2,575</u>	<u>28,715</u>
Total PLANNING BOARD		187,717	221,304	257,350
APPEALS BOARD				
Salaries & Wages		0	0	0
Expenses		<u>300</u>	<u>300</u>	<u>300</u>
Total APPEALS BOARD		300	300	300
Land Use				
Salaries & Wages		204,203	69,980	0
Expenses		<u>24,000</u>	<u>24,000</u>	<u>0</u>
Total Land Use		228,203	93,980	0

		VOTED TOTAL GENERAL GOVERNMENT		
<i>Salaries & Wages</i>	1	2,413,301	2,407,316	2,585,257
<i>Expenses</i>	2	<u>1,616,100</u>	<u>1,597,065</u>	<u>1,711,341</u>
VOTED TOTAL GENERAL GOVERNMENT		4,029,401	4,004,381	4,296,598

PUBLIC SAFETY

POLICE

Salaries & Wages		2,447,378	2,616,692	2,625,792
Expenses		<u>241,186</u>	<u>259,900</u>	<u>281,500</u>
Total POLICE		2,688,564	2,876,592	2,907,292

TOWN OF LITTLETON, MASSACHUSETTS

<i>Functional Area</i>		<i>FY2024</i>	<i>FY2025</i>	<i>FY2026</i>
<i>Department</i>	<i>Voting Line</i>	<i>Actual</i>	<i>Budget</i>	<i>Recommended</i>
FIRE / EMS DEPARTMENT				
Salaries & Wages		2,191,641	2,544,765	2,689,566
Expenses		<u>267,775</u>	<u>300,412</u>	<u>288,829</u>
Total FIRE / EMS DEPARTMENT		2,459,416	2,845,177	2,978,396
DISPATCH				
Salaries & Wages		688,625	713,805	756,264
Expenses		<u>1,500</u>	<u>7,950</u>	<u>8,500</u>
Total DISPATCH		690,125	721,755	764,764
BUILDING DEPARTMENT				
Salaries & Wages		211,194	256,216	352,450
Expenses		<u>6,650</u>	<u>6,950</u>	<u>40,350</u>
Total BUILDING DEPARTMENT		217,844	263,166	392,800
EMERGENCY MANAGEMENT				
Expenses		<u>5,075</u>	<u>5,075</u>	<u>5,075</u>
Total EMERGENCY MANAGEMENT		5,075	5,075	5,075
CROSSING GUARDS				
Salaries & Wages		<u>0</u>	<u>0</u>	<u>0</u>
Total CROSSING GUARDS		0	0	0
CANINE CONTROL				
Expenses		<u>36,500</u>	<u>38,325</u>	<u>36,018</u>
Total CANINE CONTROL		36,500	38,325	36,018
VOTED TOTAL PUBLIC SAFETY				
Salaries & Wages	3	5,538,838	6,131,478	6,424,072
Expenses	4	<u>558,686</u>	<u>618,612</u>	<u>660,272</u>
VOTED TOTAL PUBLIC SAFETY		6,097,524	6,750,090	7,084,344

PUBLIC WORKS

DPW

Salaries & Wages		877,801	869,590	938,636
Expenses		<u>103,600</u>	<u>109,250</u>	<u>113,250</u>
Total DPW		981,401	978,840	1,051,886

ROADWAY REPAIRS

Expenses		<u>1,014,000</u>	<u>1,029,500</u>	<u>1,039,500</u>
Total ROADWAY REPAIRS		1,014,000	1,029,500	1,039,500

TOWN OF LITTLETON, MASSACHUSETTS

Functional Area Department	Voting Line	FY2024 Actual	FY2025 Budget	FY2026 Recommended
PARKS				
Salaries & Wages		188,727	326,599	207,055
Expenses		<u>87,000</u>	<u>90,600</u>	<u>91,000</u>
Total PARKS		275,727	417,199	298,055
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		154,068	157,125	171,972
Salaries & Wages				
Expenses		<u>304,500</u>	<u>312,000</u>	<u>327,000</u>
Total TRANSFER STATION		458,568	469,125	498,972
STREET LIGHTING				
Expenses		<u>18,200</u>	<u>17,000</u>	<u>17,000</u>
Total STREET LIGHTING		18,200	17,000	17,000
SUSTAINABILITY COMMITTEE				
Expenses		<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
Total SUSTAINABILITY COMMITTEE		2,000	2,000	2,000
DPW - Wastewater/Stormwater Management				
Expenses		<u>590,153</u>	<u>698,249</u>	<u>1,947,340</u>
Total Wastewater/Stormwater Management		590,153	698,249	1,947,340
Clean Lakes				
Expenses		<u>0</u>	<u>0</u>	<u>10,000</u>
Total Clean Lakes		0	0	10,000
B&M CROSSING		<u>3,000</u>	<u>3,000</u>	<u>3,000</u>
Expenses				
Total B&M CROSSING		3,000	3,000	3,000
LANDFILL CLOSURE				
Expenses		<u>130,000</u>	<u>130,000</u>	<u>130,000</u>
Total LANDFILL CLOSURE		130,000	130,000	130,000
CEMETERY DEPARTMENT				
Salaries & Wages		214,275	176,790	176,280
Expenses		<u>19,065</u>	<u>26,100</u>	<u>31,200</u>
Total CEMETERY DEPARTMENT		233,340	202,890	207,480

TOWN OF LITTLETON, MASSACHUSETTS

<i>Functional Area Department</i>	<i>Voting Line</i>	<i>FY2024 Actual</i>	<i>FY2025 Budget</i>	<i>FY2026 Recommended</i>
VOTED TOTAL PUBLIC WORKS				
Salaries & Wages	5	1,502,871	1,598,104	1,561,943
Expenses	6	<u>2,403,518</u>	<u>2,549,699</u>	<u>3,843,290</u>
VOTED TOTAL PUBLIC WORKS		3,906,389	4,147,803	5,405,233

HEALTH & HUMAN SERVICES

HEALTH DEPARTMENT

Salaries & Wages	120,000	151,061	146,578
Expenses	<u>0</u>	<u>11,200</u>	<u>61,220</u>
Total HEALTH DEPARTMENT	120,000	162,261	207,798

NASHOBA ASSOCIATED BOARD OF HEALTH

Expenses	<u>35,000</u>	<u>35,000</u>	<u>0</u>
Total NASHOBA ASSOCIATED BOARD OF HEALTH	35,000	35,000	0

ANIMAL INSPECTOR

Salaries & Wages	<u>0</u>	<u>0</u>	<u>0</u>
Total ANIMAL INSPECTOR	0	0	0

NURSING SERVICES

Expenses	<u>15,000</u>	<u>15,000</u>	<u>0</u>
Total NURSING SERVICES	15,000	15,000	0

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	351,390	380,251	391,739
Expenses	<u>55,516</u>	<u>44,194</u>	<u>51,463</u>
Total ELDER AND HUMAN SERVICES	406,906	424,445	443,202

VETERANS AGENT

Salaries & Wages	8,209	8,414	31,134
Expenses	<u>11,910</u>	<u>11,910</u>	<u>2,300</u>
Total VETERANS AGENT	20,119	20,324	33,434

VETERAN BENEFITS

Expenses	<u>175,000</u>	<u>175,000</u>	<u>130,000</u>
Total VETERAN BENEFITS	175,000	175,000	130,000

TOWN OF LITTLETON, MASSACHUSETTS

<i>Functional Area Department</i>	<i>Voting Line</i>	<i>FY2024 Actual</i>	<i>FY2025 Budget</i>	<i>FY2026 Recommended</i>
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	479,599	539,726	569,451
Expenses	8	<u>293,626</u>	<u>293,504</u>	<u>246,183</u>
VOTED TOTAL HEALTH & HUMAN SERVICES		773,225	833,230	815,634
<u>CULTURE AND RECREATION</u>				
REUBEN HOAR LIBRARY				
Salaries & Wages		653,481	685,513	773,148
Expenses		<u>193,100</u>	<u>204,650</u>	<u>210,150</u>
Total REUBEN HOAR LIBRARY		846,581	890,163	983,298
PARKS AND RECREATION				
Salaries & Wages		208,249	219,218	196,712
Expenses		<u>45,000</u>	<u>50,000</u>	<u>52,178</u>
Total PARKS AND RECREATION		253,249	269,218	248,890
PATRIOTS DAY				
Expenses		<u>0</u>	<u>0</u>	<u>0</u>
Total PATRIOTS DAY		0	0	0
MEMORIAL DAY				
Expenses		<u>1,250</u>	<u>1,250</u>	<u>1,250</u>
Total MEMORIAL DAY		1,250	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>5,600</u>	<u>5,600</u>	<u>5,600</u>
Total CULTURAL COUNCIL		5,600	5,600	5,600

TOWN OF LITTLETON, MASSACHUSETTS

<i>Functional Area Department</i>	<i>Voting Line</i>	<i>FY2024 Actual</i>	<i>FY2025 Budget</i>	<i>FY2026 Recommended</i>
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	861,730	904,731	969,859
Expenses	10	<u>254,430</u>	<u>270,980</u>	<u>278,658</u>
VOTED TOTAL CULTURE AND RECREATION		1,116,160	1,175,711	1,248,517
<u>OTHER GENERAL GOVERNMENT</u>				
MUNICIPAL BUILDING COMMITTEE				
Salaries & Wages		5,000	5,000	650
Expenses		<u>0</u>	<u>0</u>	<u>0</u>
Total MUNICIPAL BUILDING COMMITTEE		0	5,000	650
PUBLIC BUILDINGS				
Salaries & Wages		191,998	224,820	233,643
Expenses		<u>703,500</u>	<u>714,639</u>	<u>781,946</u>
Total PUBLIC BUILDINGS		895,498	939,459	1,015,589
PROPERTY & LIABILITY INSURANCE				
Expenses		<u>530,000</u>	<u>583,000</u>	<u>583,000</u>
Total PROPERTY & LIABILITY INSURANCE		530,000	583,000	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>170,000</u>	<u>187,000</u>	<u>187,000</u>
Total FUEL		170,000	187,000	187,000

TOWN OF LITTLETON, MASSACHUSETTS

Functional Area Department	Voting Line	FY2024 Actual	FY2025 Budget	FY2026 Recommended
VOTED TOTAL OTHER GENERAL GOVERNMENT				
Salaries & Wages	11	196,998	229,820	234,293
Expenses	12	<u>1,518,500</u>	<u>1,599,639</u>	<u>1,666,946</u>
VOTED TOTAL OTHER GENERAL GOVERNMENT		1,715,498	1,829,459	1,901,239

EDUCATION**LITTLETON SCHOOL DEPARTMENT**

Education Budget		<u>24,433,262</u>	<u>25,488,928</u>	<u>26,393,579</u>
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Total LITTLETON SCHOOL DEPARTMENT		24,433,262	25,488,928	26,393,579
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TECHNICAL SCHOOL

EXPENDITURES		<u>781,592</u>	<u>894,143</u>	<u>897,701</u>
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Education Budget				
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Total TECHNICAL SCHOOL EXPENDITURES		781,592	894,143	897,701
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VOTED TOTAL EDUCATION				
Education Budget	13	<u>25,214,854</u>	<u>26,383,071</u>	<u>27,291,280</u>
VOTED TOTAL EDUCATION		25,214,854	26,383,071	27,291,280

EMPLOYEE BENEFITS**EMPLOYEE/RETIREE BENEFITS**

Unemployment		84,000	84,000	84,000
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Medicare		450,000	450,000	450,000
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Life Insurance		24,000	24,000	24,000
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Short/Long Term Disability		25,000	0	0
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Medical / Health Insurance		5,485,225	5,850,469	7,006,923
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County Retirement		3,073,432	2,885,731	3,088,407
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Longevity		0	0	0
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Other		25,000	25,000	20,000
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Tuition Reimbursement		0	0	0
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Workers Comp Insurance		<u>205,000</u>	<u>205,000</u>	<u>235,000</u>
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Total EMPLOYEE/RETIREE BENEFITS		9,371,657	9,524,200	10,908,330
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VOTED TOTAL EMPLOYEE BENEFITS				
Expenses	14	<u>9,371,657</u>	<u>9,524,200</u>	<u>10,908,330</u>
VOTED TOTAL EMPLOYEE BENEFITS		9,371,657	9,524,200	10,908,330

TOWN OF LITTLETON, MASSACHUSETTS

<i>Functional Area Department</i>	<i>Voting Line</i>	<i>FY2024 Actual</i>	<i>FY2025 Budget</i>	<i>FY2026 Recommended</i>
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DEBT SERVICE

710 LONG-TERM DEBT		2,799,532	2,992,173	2,812,254
720 SHORT TERM DEBT		<u>595,000</u>	<u>1,950,350</u>	<u>865,000</u>
Total DEBT SERVICE		3,394,532	4,942,523	3,677,254

VOTED TOTAL DEBT SERVICE				
Expenses	15	<u>3,394,532</u>	<u>4,942,523</u>	<u>3,677,254</u>
VOTED TOTAL DEBT SERVICE		3,394,532	4,942,523	3,677,254

TRANSFERS TO/FROM GENERAL FUND

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 0

Transfer In - From: Library Grant

To: Debt Service **18** 0 -171,500 -288,395

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** -13,456 -11,593 -9,668

Transfer In - From: Debt Exclusion Stabilization

To: Debt Service **22** -396,409 -349,879 -241,812

Transfer In - From: Community Preservation

To: Debt Service **23** -71,713 -188,700 -65,615

Total TRANSFERS INTO GENERAL FUND

-1,023,852 -1,263,946 -1,130,490

TOWN OF LITTLETON, MASSACHUSETTS

Functional Area Department	Voting Line	FY2024 Actual	FY2025 Budget	FY2026 Recommended
TRANSFERS OUT OF GENERAL FUND	24	1,870,000	1,578,812	1,506,726
Transfer Out - OPEB Trust Fund				
Transfer Out - Recreation Enterprise	25	0	0	0
Total TRANSFERS OUT OF GENERAL FUND		1,870,000	1,578,812	1,506,726

FUNDING SUMMARY				
Salaries & Wages		10,993,337	11,811,175	12,344,876
Expenses (including transfers out of General Fund)		21,281,049	22,975,034	24,498,999
Education		<u>25,214,854</u>	<u>26,383,071</u>	<u>27,291,280</u>
Total Operating Budget		57,489,240	61,169,280	64,135,155
Transfers into General Fund		<u>-1,023,852</u>	<u>-1,263,946</u>	<u>-1,130,490</u>
Net Operating Budget		56,465,388	59,905,334	63,004,665

[Article 3 is the Fiscal Year 2026 recommended budget of \$63,004,665, with \$61,824,023 to come from raise and appropriate, and \$1,180,642 from Certified Free Cash.]

Motion: Moved and seconded by the Finance Committee that the Town vote to approve Article 3 as printed in the warrant.

The Finance Committee and Select Board recommend this article.

ARTICLE 4

**Littleton Community Television Advisory Committee
Fiscal Year 2026 LCTV Receipts Reserved for Appropriation from the
Public, Education, and Government Access Fund**

To see if the Town will vote to appropriate \$472,250 from the Public, Education and Government (PEG) Access and Cable Related Fund (as established under M.G.L. c.44, §53F¾) by vote of the November 2, 2015 Special Town Meeting for the operation of the Littleton Community Television cable television studio, as follows: \$287,535 for salaries, \$97,365 for employee/retirement benefits, and \$87,350 for operating expenses, or to take any other action related thereto.

[Article 4 appropriates existing funds to be utilized for FY 2026 salaries and expenses related to the operation of the Littleton Community Television cable television studio.]

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**Select Board**

Fiscal Year 2026 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, 2025, as follows:

Revolving Fund	Expenditure Limit FY 2026
Alarm Box Repairs (Fire Alarm System)	\$6,500
CPR Courses	\$2,000
Sealer of Weights & Measures	\$15,000
MART Bus fees	\$60,000
Elder and Human Services (COA Recreation)	\$20,000
Legal Advertisements (ZBA Advertising)	\$2,400
Composting Bins (Sustainability Committee)	\$2,100
LCTV Boxborough IMA	\$92,000
School Department Transportation	\$250,000
School Department One-to-One Technology	\$75,000
School Department Non-Resident Tuition	\$80,000
Community Gardens	\$230
Parks, Recreation and Community Education	\$1,800,000

or to take any other action related thereto.

[Article 5 establishes annual expenditure limitations on revolving funds. 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 5 as printed in the warrant

The Finance Committee and Select Board recommend this article.

ARTICLE 6

Board of Water Commissioners

Fiscal Year 2026 Water Enterprise Fund Operating Budget

To see if the Town will vote to raise and appropriate \$71,775 or any other sum or sums of money from the Water Betterment Reserve for the payment of debt issued in connection with the Littleton Point Project; and, raise and appropriate \$7,434,653 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, 2025 (detail below), or to take any other action related thereto.

TOWN OF LITTLETON, MASSACHUSETTS

I. Water Enterprise Revenues	FY2025 Budget	FY2026 Budget
User Charges, Fees, Other Revenue	\$6,564,860	\$6,334,653
Enterprise Available Funds-Betterment	\$60,420	\$71,775
Enterprise Available Funds	\$1,850,000	\$1,100,000
Investment Income	\$0	\$0
Total Revenues	----- \$8,475,280	----- \$7,506,428.
II. Costs Appropriated for the Enterprise Fund		
Salaries and Wages	\$1,364,000	\$1,432,648
Expenses	\$2,361,280	\$2,763,125
Capital Outlay – Equipment	\$95,000	\$0
Capital Outlay – Improvements	\$820,000	\$600,000
Reserve Fund	\$200,000	\$200,000
Debt Principal and Interest	\$1,785,000	\$1,940,655
Special Purpose Appropriation - Water Main Replacement	\$1,250,000	0
Special Purpose Appropriation - PFAS Treatment at Beaverbrook TP	\$600,000	0
Special Purpose Appropriation - Spectacle Pond Replacement Well*		\$570,000
Total Costs Appropriated for Enterprise Fund	\$8,475,280	\$7,506,428
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	\$8,475,280	\$7,506,428

**Special Purpose Appropriation - Spectacle Pond Replacement Well, including engineering, design, construction, and installation of a new well at Spectacle Pond, and associated costs.*

[Article 6 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 2026 Water Enterprise Fund Operating Budget. This article also funds the Water Enterprise Fund for FY 2026. 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 raise and appropriate \$71,775 from the Water Betterment Reserve and to raise and appropriate \$7,434,653 from the Water Enterprise Fund, as printed in Article 6 of the warrant.

The Finance Committee and Select Board recommend this article.

ARTICLE 7
Board of Water Commissioners
Fiscal Year 2026 Sewer Enterprise Fund Operating Budget

To see if the Town will vote to raise and appropriate \$300,000 or any other sum or sums of money from the Sewer Betterment Reserve for the payment of debt issued in connection with the Littleton Common Sewer System Project; and, to raise and appropriate \$2,019,867 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, 2025 (detail below), or to take any other action related thereto.

I. Sewer Enterprise Revenues	FY2025 Budget	FY2026 Budget
User Charges, Fees, Other Revenue Sources	\$698,249	\$2,019,867
Enterprise Available Funds-Betterment	\$200,000	\$300,000
Enterprise Available Funds	0	0
Investment Income	0	0
Total Revenues	\$898,249	\$2,319,867
II. Costs Appropriated for the Enterprise Fund		
Salaries and Wages	\$98,468	\$101,422
Expenses	\$144,831	\$232,614
Capital Outlay – Equipment	0	0
Capital Outlay – Improvements	0	0
Reserve Fund	0	0
Debt Principal and Interest	\$654,950	\$1,985,831
Budgeted Surplus	0	0
Total Costs Appropriated for Enterprise Fund	\$898,249	\$2,319,867
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	\$898,249	\$2,319,867.00

[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 the collected betterment revenue to partially offset the debt service associated with the construction of the Littleton Common Sewer System within the Fiscal Year 2026 Sewer Enterprise Fund Operating Budget. This article also funds the Sewer Enterprise Fund for FY 2026 so that the Water Department can operate and maintain the existing small municipal sewer system. This is the sixth 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 raise and appropriate \$300,000 from the Sewer Betterment Reserve and to appropriate \$2,019,867 from the Sewer Enterprise Fund, as printed in Article 8 of the warrant.

The Finance Committee and Select Board recommend this article.

ARTICLE 8 Select Board/Finance Committee Fiscal Year 2026 Capital Items from Available Funds

To see if the Town will vote to appropriate \$825,588 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
Town Clerk	Voting Machines	Voting machines for all elections (Primaries, Local, State, and Federal). Current machines are over 24 years old and are becoming obsolete.	\$22,800
DPW - Highway	Catch Basin Cleaner Replacement	Replacement of a 1993 Mack catch basin cleaner	\$350,000
DPW - Highway	Medium-Duty Truck Replacement	Replacement of a 2012 F450 medium-duty truck. This truck is used in all phases of highway operations	\$114,000
DPW – Transfer Station	Compactor Installation	Installation of a compactor to streamline services.	\$35,000
Fire	Power Equipment	The power equipment initiative replaces chainsaws, cutoff saws, and jaws of life with battery-powered units	\$45,984
Fire	Training Tower Improvement	Improvements to the training tower to make sections useable for training for skills maintenance	\$18,000
Police	Cruiser Replacement Plan	Replace cruises on a rotating basis with an average of 3-5 years per vehicle	\$160,000
Police	Outer Carry Ballistic Vest Replacement	Mandated replacement of officer vests after 5-year life expectancy	\$35,000
Police	Sealcoat and Line Striping	Maintenance and repair for the parking lot at the police station.	\$20,000
PRCE	Replacement Van/School Bus	Additional funding for a 12-passenger van or school bus for transportation	\$24,804
Total Capital Spending from Free Cash			\$825,588

or to take any other action related thereto.

[Article 8 authorizes the expenditure of \$825,588 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 \$825,588 as printed in Article 8 of the warrant.

The Finance Committee and Select Board recommend this article.

ARTICLE 9**Fiscal Year 2026 Other Items from Available Funds****Select Board/Finance Committee**

To see if the Town will vote to transfer and appropriate \$47,169 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	Contribution to Affordable Housing Trust	Contribution to Affordable Housing Trust in an amount equal to the contribution given by Jones Meadow to the General Fund	\$3,000
Transfer to Special Injury Leave Indemnity Fund	Special Injury Leave Indemnity Fund	Payment into Special Injury Leave Indemnity Fund	\$44,169
Total Other Items Spending from Free Cash			\$47,169

or to take any other action related thereto.

[Article 9 authorizes the expenditure of \$47,169 from Certified Free Cash for a transfer into the Affordable Housing Trust and Special Injury Leave Indemnity Fund.]

Motion: Moved and seconded by the Select Board and Finance Committee that the Town vote to appropriate \$47,169 as printed in Article 9 of the warrant.

The Finance Committee and Select Board recommend this article.

ARTICLE 10
Rescind and Reallocate Funding from Prior Town Meeting Articles
Select Board/Finance Committee

To see if the Town will vote to rescind and reallocate \$445,971.43 from previously approved appropriations, as itemized and described below, and reallocate said funds for the purpose of paying any and all costs associated with the Littleton Common Sewer System project, including, but not limited to, payment of debt service;

Original Article	Purpose	Amount to be Rescinded and Reallocated
May 7, 2024 Annual Town Meeting, Article 19; Schools	High School Rooftop HVAC Replacements: RTAC-5, RTAC 6	\$120,000.00
May 7, 2024 Annual Town Meeting, Article 19; Schools	High School Rooftop Unit (RTU) - Auditorium	\$125,000.00
May 1, 2023 Annual Town Meeting, Article 9; Schools	High School HVAC Unit Roof Top Replacement	\$200,971.43
Total:		\$445,971.43

or take any other action related thereto.

[This Article will rescind and reallocate a total of \$445,971.43 from previously approved appropriations for the purpose of paying a portion of the costs of constructing the Littleton Common Sewer System. Additionally, the Select Board intends to allocate all the interest earned on the ARPA account, totaling approximately \$284,028.57, to pay other sewer project costs.]

Motion: Moved and seconded by the Select Board and Finance Committee that the Town vote to rescind the prior articles as printed in Article 10 of the warrant and reallocate \$445,971.43 to finance the Town's portion of the Littleton Common Sewer System betterment.

The Finance Committee and Select Board recommend this article.

ARTICLE 11
Select Board/Finance Committee
Authorize Acceptance G.L. c. 83, §15D to Apportion Sewer Betterments Up to 30 Years

To see if the Town will vote to accept G.L. c. 83, §15D, which permits the Town to apportion all future sewer assessments or unpaid balances of assessments over a period not to exceed 30 years, and structure the payments so that the amounts payable in the several years for principal and interest combined are as nearly equal as practicable, or take any other action related thereto.

[Article 11 authorizes the acceptance G.L. c. 83, §15D which states:

Notwithstanding any general or special law to the contrary, a city or town that accepts this section may apportion all future sewer assessments or unpaid balances of assessments over a period not to exceed 30 years, and may structure the payments so that the amounts payable in the several

years for principal and interest combined are as nearly equal as practicable. These equal payments may be further apportioned and collected by the city or town on quarterly tax bills at the option of the city or town. An owner of land assessed may pay the total remaining principal amount due without a prepayment penalty.

Acceptance of this statute gives the Town increased flexibility to appropriate betterment payments over a period of not more than 30 years, notwithstanding the term of the loan.]

Motion: Moved and seconded by the Select Board and Finance Committee that the Town vote to accept G.L. c. 83, §15D, which permits the Town to apportion all future sewer assessments or unpaid balances of assessments over a period not to exceed 30 years, and may structure the payments so that the amounts payable in the several years for principal and interest combined are as nearly equal as practicable, or take any other action related thereto.

The Finance Committee and Select Board recommend this article.

ARTICLE 12

Select Board

Authorize Special Legislation to Surplus Town Hall (37 Shattuck Street) for Affordable Rental Housing and Pursue the Purchase of a New Town Hall

To see if the Town will vote to authorize the Select Board to petition the Legislature to enact legislation precisely as follows. The Legislature may make clerical or editorial changes of form only to the legislation, unless the Select Board approves amendments to the legislation before enactment by the Legislature. The Select Board is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition; or take any other action in relation thereto.

An Act relative to certain affordable housing in the Town of Littleton.

SECTION 1. The town of Littleton may convey a portion of the land located at 37 Shattuck Street in the town of Littleton, and the building thereon, to a developer to be selected by the town, for the purposes of designing, constructing, operating, managing, and maintaining affordable rental housing.

SECTION 2. The town of Littleton may lease back from the developer described in Section 1 the building located at 37 Shattuck Street in the town of Littleton for use as town offices until such time as construction of the affordable rental housing, described in said section is ready to commence or the town of Littleton has relocated its town offices, whichever occurs first.

SECTION 3. The town of Littleton may acquire, for fair value as determined by the select board, a parcel of land with a building or buildings thereon located within the town of Littleton for use as new town offices, and which building or buildings may be designed and constructed by the seller of such property.

SECTION 4. Notwithstanding any general or special law to the contrary, any such lease of 37 Shattuck Street, and any such conveyance, lease, design, development, construction, operation, and maintenance of affordable housing and any such acquisition, design, development, and construction of new town offices described in this act, shall not be subject to any general or special law related to the procurement and award of contracts under chapters 7, 7C, 30B, and 149 of the General Laws except for the prevailing wage

requirements under sections 26 to 27H, inclusive, of said chapter 149. The development of the projects described in this act may be conducted in 1 or more phases.

SECTION 5. This act shall take effect upon its passage.

[A yes vote authorizes the Select Board to work with our legislative delegation to pursue a special act. The legislation will allow the Town to partner with one or more developers on two projects. The first project is to sell and develop the Town Hall building at 37 Shattuck Street as deeply affordable senior residential housing (subject to the Town's approval of article 13). The second project is to construct and acquire a new Town Hall at another location within the Town. The Town will continue to use the building at 37 Shattuck Street while both projects are being developed and won't move out until a new Town Hall is ready. Finally, the special act clarifies that these projects are not subject to public construction and procurement laws and ensures that contractors working on the projects will be paid prevailing wage. Any funding needed to accomplish these project(s) will require an appropriation at a future Town Meeting.

A no vote means that the Town must comply with all public construction and procurement laws in the event it chooses to proceed with the projects described above.]

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

Select Board

Authorize the Surplus of Littleton Town Hall to Allow for the Development of Affordable Rental Housing at 37 Shattuck Street

To see if the Town will vote to authorize the Select Board, on behalf of the Town, to dispose of a portion of land located at 37 Shattuck Street and the building thereon known as the Littleton Town Hall, for the purposes of creating thereon affordable rental housing, on such terms as the Select Board may deem advisable, or to take any other action in relation thereto.

[A yes vote allows the Select Board to convey Littleton Town Hall, located at 37 Shattuck Street, to a third party for the purpose of developing deeply affordable senior rental housing. It also allows the Select Board to seek proposals from qualified developers and to convey the property if the Select Board determines that a proposal meets the Town's criteria and if the Select Board chooses to proceed with the project.

A no vote means that the Select Board cannot advertise 37 Shattuck Street for sale or consider any proposal to convert Town Hall to senior rental housing.]

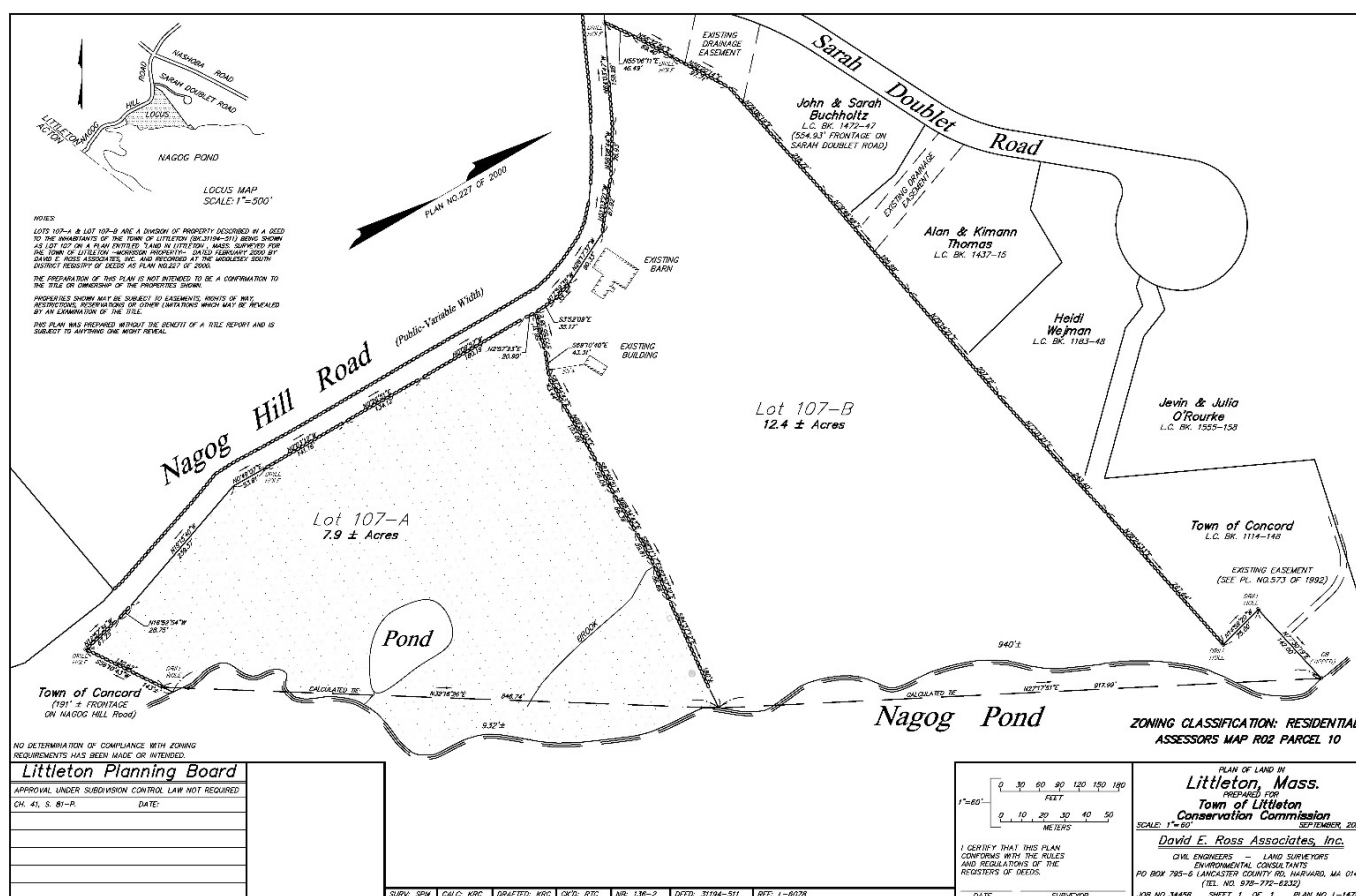
Motion: Moved and seconded by the Select Board that the Town vote to approve Article 13 as printed in the warrant.

The Finance Committee and Select Board recommend this article.

TOWN OF LITTLETON, MASSACHUSETTS

ARTICLE 14
Conservation Commission
Transfer Care, Custody, and Control of Lot 107-A at the Nagog Hill Orchard to the Conservation
Commission
[2/3rds majority vote]

To see if the Town will vote pursuant to G.L. c. 40, § 15A, to transfer the care, custody, management and control of an approximately 7.9 acre portion of 94 Nagog Hill Road, Assessor's Parcel R02-10-0, identified as Lot 107-A in the plan entitled "Plan of Land in Littleton Mass, prepared for Town of Littleton Conservation Commission" by David E. Ross Associates, and which plan is shown above, from the Select Board to the Littleton Conservation Commission for conservation and passive recreation purposes; or take any other action related thereto.



[In November 2015, Town Meeting voted to approve, pursuant to an agreement between the Select Board and the Conservation Commission, that the Non-Lease Parcel at 94 Nagog Hill Road be separated and that the Select Board were authorized to prepare an engineered plan that delineates the division of Assessor Parcel R02-10-0 (Lot 107 on the above plan). Article 34 formally transfers the southern portion of the parcel to the care, custody and control of the Conservation Commission. This area was not part of the Self-Help Grants or the Agricultural Preservation Restriction, and includes no buildings.]

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

The Conservation Commission recommends this article.

ARTICLE 15
Planning Board
Zoning Bylaw Amendment: Amend Adult Use Marijuana Establishments to Preclude the
Cultivation of Adult Use Marijuana in Town
[2/3rds vote required]

To see if the Town will amend its Zoning Bylaw to prohibit the cultivation of Adult Use marijuana in Town, as follows:

Amend Section 173-197.B of the Zoning Bylaw by deleting Subparts 1 and 2 in their entirety and renumbering the remaining Subparts accordingly, to read as follows (additions indicated by underline and bold, and deletions indicated by strikethrough):

The MTC and Non-Retail Adult Use Overlay District is hereby established as an overlay district as shown on the map entitled “Medical Marijuana Treatment Center and Non-Retail Adult Use Marijuana Establishment Overlay District” dated August 15, 2024, on file with the Town Clerk and hereby made a part of this chapter. The following uses may be permitted within this Overlay District, subject to all of the provisions of this Article:

- ~~(1) Marijuana Cultivator;~~
- ~~(2) Craft Marijuana Cooperative;~~
- (13) Marijuana Product Manufacturer;**
- (24) Marijuana Research Facility;**
- (35) Marijuana Laboratory, including a Standards Laboratory or an Independent Testing Laboratory;**
- ~~(46) Marijuana Transporter;~~
- ~~(57) Marijuana Microbusiness;~~
- (68) Marijuana Delivery Licensee, including Marijuana Courier and Marijuana Delivery Operator; and**
- (79) Medical Marijuana Treatment Center.**

Amend the title of Section 173-198 of the Zoning Bylaw by adding the phrase “and Prohibitions on Use”, so that the title reads as follows (additions indicated by underline and bold):

§ 173-198. Limitations **and Prohibitions on Use.**

Amend Section 173-198, Subparts D through F of the Zoning Bylaw to read as follows (additions indicated by underline and bold, and deletions indicated by strikethrough):

~~The number of~~ Marijuana Cultivators shall **be prohibited in Town** ~~not exceed one.~~

~~The number of~~ Craft Marijuana Cooperatives shall **be prohibited in Town** ~~not exceed one.~~

~~The number of~~ **No** Microbusinesses ~~that~~ **shall** cultivate marijuana within Town ~~shall not exceed one.~~

provided, however, that such amendments shall not take effect unless a majority of the voters at the May 10, 2025 Annual Town Election vote in favor of prohibiting the operation of Marijuana Cultivators and Craft Marijuana Cooperatives in Town, in accordance with G.L. c.94G, §3, and such amendments are approved by the Attorney General in accordance with G.L. c.40, §32, or take any other action related thereto.

[Fall 2024 Town Meeting approved a reduction in the number of adult-use marijuana cultivation facilities that could operate in Town without a ballot vote. Article 15, combined with the passage of a ballot question at the May 10, 2025 Town Election, would prohibit the operation of Marijuana Cultivators and Marijuana Craft Cooperatives, as well as preclude cultivation by Marijuana Microbusinesses.]

Motion: Moved and seconded by the Planning Board that the town vote to approve Article 15 as printed in the warrant.

The Planning Board recommends this article.

ARTICLE 16
Planning Board
Zoning Bylaw Amendment:
Clarify Special Permit Requirements for Medical Marijuana Treatment Centers
[2/3rds vote required]

To see if the Town will amend Sections 173-200.J.2 and 173-200.J.3 of its Zoning Bylaw to clarify the Air Quality Special Permit requirements, by adding the phrase “or MTC” following the phrase “Marijuana Establishments” to read as follows (additions indicated by underline and bold):

2. The Marijuana Establishment **or MTC** shall incorporate the best available control technology to ensure that emissions do not violate M.G.L. c.111.
3. The Marijuana Establishment **or MTC** shall utilize the best available control technology to ensure that no odor from marijuana can be detected by a person with a normal sense of smell at the property line.

or take any other action related thereto.

[Article 16 will clarify the Special Permit odor control/air quality requirements for Medical Marijuana Treatment Centers (MTCs).]

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

The Planning Board recommends this article.

ARTICLE 17
Planning Board
Zoning Bylaw Amendment: Amend Wetlands and Floodplain Bylaw
[2/3rds vote required]

To see if the Town will vote to amend the Zoning Bylaw of the Town of Littleton by deleting in its entirety, Article XVI, Wetland and Floodplain Regulations, and inserting, in place thereof, the following:

Article XVI Floodplain Regulation.

§ 173-71 **Purpose.** The purpose of the Floodplain Regulation is to:

- A. Ensure public safety through reducing the threats to life and personal injury;
- B. Eliminate new hazards to emergency response officials;
- C. Prevent the occurrence of public emergencies resulting from water quality, contamination, and pollution due to flooding;
- D. Avoid the loss of utility services which if damaged by flooding would disrupt or shut down; the utility network and impact regions of the community beyond the site of flooding;
- E. Eliminate costs associated with the response and cleanup of flooding conditions; and
- F. Reduce damage to public and private property resulting from flooding waters.

§ 173-72 **Description of the Floodplain District.** The Floodplain District is herein established as an overlay district. The Floodplain District includes all special flood hazard areas within the Town of Littleton's designated as Zone A and AE on the Middlesex Flood Insurance Rate Map (FIRM) dated July 8, 2025, issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program. The exact boundaries of the Floodplain District shall be defined by the 1%-chance base flood elevations shown on the FIRM and further defined by the Middlesex Flood Insurance Study (FIS) report dated July 8, 2025. The FIRM and FIS report are incorporated herein by reference and are on file with the Town Clerk, Planning Board, Building Commissioner, and Conservation Commission. Within Zone A, where the base flood elevation is not provided on the FIRM, the applicant shall obtain any existing flood elevation data, which shall be reviewed by the Building Inspector or the Board of Appeals for its reasonable use toward meeting the requirements of this chapter.

§ 173-73 **Definitions.** For the purposes of this chapter, the following terms shall apply:

- A. **Development.** Any man-made change to improved or unimproved real estate, including but not limited to building or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials. [US Code of Federal Regulations, Title 44, Part 59]
- B. **Floodway and/or Regulatory Floodway.** The channel of the river, creek or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height. [Base Code, Chapter 2, Section 202]
- C. **Functionally dependent use.** A use which cannot perform its intended purpose unless it is located or carried

out in close proximity to water. The term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities, but does not include long-term storage or related manufacturing facilities. [US Code of Federal Regulations, Title 44, Part 59] Also [Referenced Standard ASCE 24-14]

- D.** Highest adjacent grade. The highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure. [US Code of Federal Regulations, Title 44, Part 59]
- E.** Historic structure. Any structure that is:
- (1)** Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
 - (2)** Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
 - (3)** Individually listed on the Massachusetts State Register of Historic Places; or
 - (4)** Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:
 - (a)** By an approved state program as determined by the Secretary of the Interior or
 - (b)** Directly by the Secretary of the Interior in states without approved programs.
[US Code of Federal Regulations, Title 44, Part 59]
- F.** New construction. Structures for which the start of construction commenced on or after the effective date of the first floodplain management code, regulation, ordinance, or standard adopted by the authority having jurisdiction (June 15, 1983), including any subsequent improvements to such structures. New construction includes work determined to be substantial improvement. [Referenced Standard ASCE 24-14]
- G.** Recreational vehicle. A vehicle which is:
- (1)** Built on a single chassis;
 - (2)** 400 square feet or less when measured at the largest horizontal projection;
 - (3)** Designed to be self-propelled or permanently towable by a light duty truck; and
 - (4)** Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.
- H.** Special Flood Hazard Area (SFHA). The land area subject to flood hazards and shown on a Flood Insurance Rate Map or other flood hazard map as Zone A, AE, A1-30, A99, AR, AO, AH, V, VO, VE or V1-30. [Base Code, Chapter 2, Section 202]

- I. Start of construction.** The date of issuance for new construction and substantial improvements to existing structures, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement or other improvement is within 180 days after the date of issuance. The actual start of construction means the first placement of permanent construction of a building (including a manufactured home) on a site, such as the pouring of a slab or footings, installation of pilings or construction of columns.

Permanent construction does not include land preparation (such as clearing, excavation, grading or filling), the installation of streets or walkways, excavation for a basement, footings, piers or foundations, the erection of temporary forms or the installation of accessory buildings such as garages or sheds not occupied as dwelling units or not part of the main building. For a substantial improvement, the actual “start of construction” means the first alteration of any wall, ceiling, floor or other structural part of a building, whether or not that alteration affects the external dimensions of the building. [Base Code, Chapter 2, Section 202]

- J. Structure.** For floodplain management purposes, a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home. [US Code of Federal Regulations, Title 44, Part 59]
- K. Substantial Repair of a Foundation.** When work to repair or replace a foundation results in the repair or replacement of a portion of the foundation with a perimeter along the base of the foundation that equals or exceeds 50% of the perimeter of the base of the foundation measured in linear feet, or repair or replacement of 50% of the piles, columns or piers of a pile, column or pier supported foundation, the building official shall determine it to be substantial repair of a foundation. Applications determined by the building official to constitute substantial repair of a foundation shall require all existing portions of the entire building or structure to meet the requirements of 780 CMR. [As amended by MA in 9th Edition BC]
- L. Watercourse.** The channel and banks of a river, stream, or drainage way and not the adjoining floodplain areas. The flood carrying capacity of a watercourse refers to the flood carrying capacity of the channel.
- M. Variance.** A grant of relief by the Town of Littleton from the terms of a flood plain management regulation. [US Code of Federal Regulations, Title 44, Part 59]
- N. Violation.** The failure of a structure or other development to be fully compliant with the community's flood plain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in §60.3(b)(5), (c)(4), (c)(10), (d)(3), (e)(2), (e)(4), or (e)(5) is presumed to be in violation until such time as that documentation is provided. [US Code of Federal Regulations, Title 44, Part 59]
- O. Zone A.** The one-hundred-year floodplain area where the base flood elevation (BFE) has not been determined. To determine the BFE, use the best available federal, state, local or other data
- P. Zone AE.** That portion of the one-hundred-year floodplain where the base flood elevation has been determined. (Note that Zone AE replaces Zones A1-A30 on maps created in and prior to 1987.)

§ 173-74 Standards.

- A. The Floodplain District is established as an overlay district to all other districts. All development in the district, including structural and non-structural activities, whether permitted by right or by Floodplain Permit must be in compliance with Chapter 131, Section 40 of the Massachusetts General Laws, and with all other relevant Federal, State and local laws and regulations, without limit, and with the following:
- (1) Sections of the Massachusetts State Building Code (780 CMR) which address floodplain and coastal high hazard areas;
 - (2) Wetland Protection Regulations, Department of Environmental Protection (DEP) (currently 310 CMR 10.00);
 - (3) Inland Wetlands Restriction, DEP (currently 310 CMR 13.00);
 - (4) Minimum Requirements for the Subsurface Disposal of Sanitary Sewage, DEP (currently 310 CMR 15, Title 5);
 - (5) Any variances from the provisions and requirements of the above referenced state regulations may only be granted in accordance with the required variance procedures of these state regulations;
 - (6) Littleton Town Code, Chapter 171 – Wetlands Protection, and associated regulations.

§ 173-75 Procedures and Requirements.

- A. Designation of Community Floodplain Administrator. The Town of Littleton hereby designates the position of Building Commissioner as the official Floodplain Administrator (FPA) for the Town. The FPA responsibilities include:
- (1) Act on behalf of the community when implementing certain tasks under the National Flood Insurance Program.
 - (2) Implementation and enforcement of floodplain management regulations.
 - (3) Submit a report to the Federal Insurance Administrator concerning the community participation in the Program, including, but not limited to the development and implementation of flood plain management regulations. This report shall be submitted annually or biennially as determined by the Federal Insurance Administrator.
- B. Required Review Process for Activities within Floodplain District. The Town of Littleton requires review of all proposed construction or other Development in the Floodplain District, including new construction or changes to existing buildings or structures, placement of manufactured homes, placement of agricultural facilities, fences, sheds, storage facilities or drilling, mining, paving and any other development that might increase flooding or adversely impact flood risks to other properties. A Floodplain Permit application made on forms furnished by the Building Commissioner shall be required for all such Development within the Floodplain District. The Floodplain Permit application must be accompanied by the following:
- (1) The project applicant is responsible for providing this form along with a site and project description.
 - (2) All Other Necessary Permits. The proponent shall obtain all local, state and federal permits that will

be necessary in order to carry out the proposed development in the floodplain overlay district. The proponent must acquire all necessary permits and must demonstrate that all necessary permits have been acquired.

C. Floodway Data.

- (1)** In Zones A and AE, along watercourses that have not had a regulatory floodway designated, the best available Federal, State, local, or other floodway data shall be used to prohibit encroachments in floodways which would result in any increase in flood levels within the community during the occurrence of the base flood discharge.
- (2)** In Zones AE, along watercourses that have a regulatory floodway designated on the Town's FIRM encroachments are prohibited, including fill, new construction, substantial improvements, and other development within the adopted regulatory floodway unless it has been demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed encroachment would not result in any increase in flood levels within the community during the occurrence of the base flood discharge.
- (3)** In A Zones, in the absence of FEMA BFE data and floodway data, the building department will obtain, review and reasonably utilize base flood elevation and floodway data available from a Federal, State, or other source as criteria for requiring new construction, substantial improvements, or other development in Zone A and as the basis for elevating residential structures to or above base flood level, for floodproofing or elevating nonresidential structures to or above base flood level, and for prohibiting encroachments in floodways.
- (4)** In A and AE Zones, all recreational vehicles to be placed on a site must be elevated and anchored in accordance with the zone's regulations for foundation and elevation requirements or be on the site for less than 180 consecutive days or be fully licensed and highway ready.

D. Subdivision Proposals. All subdivision proposals and development proposals in the Floodplain District shall be reviewed to assure that:

- (1)** such proposals minimize flood damage;
- (2)** public utilities and facilities are located & constructed so as to minimize flood damage; and
- (3)** adequate drainage is provided.

When proposing subdivisions or other developments greater than 50 lots or 5 acres, whichever is the lesser, the proponent must provide technical data to determine base flood elevations for each developable parcel shown on the design plans.

E. Variances. Floodplain management variance criteria are outlined in Title 44 Code of Federal Regulations (CFR) 60.6.

(1) Variances to Building Code Floodplain Standards

- (a)** Variances from the provisions and requirements of the State Building Code shall be filed by the

applicant in accordance with the required variance procedures of the State Building Code Appeals Board.

- (b) Following a decision, the applicant shall provide the Building Commissioner with a written and/or audible copy of the State Building Code Appeals Board's portion of the hearing related to the variance, and that the Building Commissioner will maintain this record in the Building Commissioner's files.
 - (c) With any building permit that is granted a variance from the State, the Building Commissioner shall notify the property owner in writing regarding potential impacts to the annual premiums for the flood insurance policy covering that property, in writing over the signature of a community official that (i) the issuance of a variance to construct a structure below the base flood level will result in increased premium rates for flood insurance up to amounts as high as \$25 for \$100 of insurance coverage and (ii) such construction below the base flood level increases risks to life and property.
 - (d) Such notification shall be maintained with the record of all variance actions for the referenced development in the floodplain overlay district.
- (2) Variances to local Zoning Bylaws related to community compliance with the National Flood Insurance Program (NFIP).
 - (a) A variance from these floodplain bylaws must meet the requirements set out by State law, and may only be granted if:
 - [1] good and sufficient cause and exceptional non-financial hardship exist;
 - [2] the variance will not result in additional threats to public safety, extraordinary public expense, or fraud or victimization of the public; and
 - [3] the variance is the minimum action necessary to afford relief.
 - (b) Pursuant to the Zoning Board of Appeals rules and procedures, no variance may authorize a use or activity not otherwise permitted in the district in which the land or structure is located.
 - (c) Petition for variance shall be filed in accordance with the Zoning Board of Appeals rules and procedures.
 - (d) The Zoning Board of Appeals after examining the applicant's hardships shall approve or disapprove a variance request.
 - [1] The Zoning Board of Appeals shall also issue a letter to the property owner regarding potential impacts to the annual premiums for the flood insurance policy covering that property, in writing over the signature of a community official that (i) the issuance of a variance to construct a structure below the base flood level will result in increased premium rates for flood insurance up to amounts as high as \$25 for \$100 of insurance coverage and (ii) such construction below the base flood level increases risks to life and property.

[2] Such notification shall be maintained with the record of all variance actions for the referenced development in the floodplain overlay district.

[3] Variances shall not be issued by the Zoning Board of Appeals within any designated regulatory floodway if any increase in flood levels during the base flood discharge would result.

F. Notification of watercourse alteration. In a riverine situation, the Building Commissioner or Board of Appeals shall notify the following of any alteration or relocation of a watercourse:

- Adjacent Communities, especially upstream and downstream
- NFIP State Coordinator
Massachusetts Department of Conservation and Recreation
- NFIP Program Specialist
Federal Emergency Management Agency, Region I

G. Requirement to submit new technical data. If the Town acquires data that changes the base flood elevation in the FEMA mapped Special Flood Hazard Areas, the Town will, within 6 months, notify FEMA of these changes by submitting the technical or scientific data that supports the change(s.) Notification shall be submitted to:

- NFIP State Coordinator
Massachusetts Department of Conservation and Recreation
- NFIP Program Specialist
Federal Emergency Management Agency, Region I

§ 173-76 **Enforcement.**

A. Notice of Violation.

- (1) The Building Commissioner/Floodplain Administrator shall serve a written notice of Violation of Order to any owner or person responsible for the violation of any requirement under the provisions of this Bylaw, and such notice or order shall direct the immediate discontinuance of the unlawful action, use or condition and the abatement of the violation.
- (2) Any violator and/or owner who has been served with a notice shall stop work immediately, except that in ceasing any work or other activity he shall not leave any structure or lot in such a condition as to be a hazard or menace to the public safety, health, and general welfare.
- (3) In situations that require remedial action to prevent adverse impacts within the floodplain district, the Town of Littleton, the Building Commissioner, the Board of Health or any of their agents may order the owner or operator of the premises to remedy the violation.
- (4) Any person who violates the provisions of this Bylaw may be ordered to restore property to its original condition and take other actions deemed necessary to remedy such violations.

- B. Penalties.** Fines and penalties for violations of the Floodplain District Bylaw shall be levied in accordance with the provisions of §173-5 of the Zoning Bylaw.

§ 173-77 Abrogation; Disclaimer of Liability; Severability.

- A. Abrogation.** The floodplain management regulations found in this Floodplain District section shall take precedence over any less restrictive conflicting local laws, ordinances or codes.
- B. Disclaimer of Liability.** The degree of flood protection required by this bylaw is considered reasonable but does not imply total flood protection.
- C. Severability.** If any section, provision or portion of this bylaw is deemed to be unconstitutional or invalid by a court, the remainder of the ordinance shall be effective.

or take any other action in relation thereto.

[The Federal Emergency Management Agency (FEMA) has adopted new Flood Insurance Rate Map panels and associated Flood Insurance Study for Littleton. Article 17 updates our Floodplain Zoning Bylaw to reference the new maps and to meet current FEMA Floodplain Bylaw standards. Replacing the outdated zoning bylaw regarding “Wetlands and Floodplain Regulations” will continue to make available the national flood insurance program for those Littleton residents who choose to participate. Article 17 would also remove reference to Wetlands, which are fully covered in Town Code Chapter 171 Wetlands Protection administered by the Conservation Commission.]

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

The Planning Board recommends this article.

<p>ARTICLE 18 Select Board Classification and Compensation Plan</p>
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To see if the Town will vote to amend the Classification and Compensation Plans contained in the Personnel Bylaw, Chapter 33 of the Town Code, as recommended by the Select Board and the Personnel Advisory Committee as follows:

Effective July 1, 2025, adopt the following Classification and Compensation Plans for Schedules A, B, B-1, B-2, and D as shown below, with deletions shown in ~~strike through~~, which reflect a two and a half percent (2.5%) increase for all employees classified under these Schedules.

TOWN OF LITTLETON, MASSACHUSETTS

TOWN OF LITTLETON, MASSACHUSETTS - FY2026 CLASSIFICATION & COMPENSATION PLAN

SCHEDULE A, Permanent Full and Part-time Employees

Hourly and Annual Base Rates are shown below

(Annual Rates are illustrative only and based on 40 hours/week, 52.2 weeks/year)

Employees' actual compensation is determined by their FLSA classification, actual hours worked, and Town leave policies.

Gr	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
1	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	24.56 51,281.28
2	20.65 43,117.20	21.17 44,202.96	21.69 45,288.72	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	25.79 53,849.52
3	21.68 45,267.84	22.22 46,395.36	22.79 47,585.52	23.36 48,775.68	23.93 49,965.84	24.53 51,218.64	25.14 52,492.32	25.77 53,807.76	26.41 55,144.08	27.08 56,543.04
4	22.76 47,522.88	23.34 48,733.92	23.91 49,924.08	24.51 51,176.88	25.12 52,450.56	25.75 53,766.00	26.39 55,102.32	27.06 56,501.28	27.74 57,921.12	28.43 59,361.84
5	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	27.04 56,459.52	27.73 57,900.24	28.42 59,340.96	29.12 60,802.56	29.86 62,347.68
6	25.10 52,408.80	25.73 53,724.24	26.37 55,060.56	27.03 56,438.64	27.72 57,879.36	28.41 59,320.08	29.11 60,781.68	29.85 62,326.80	30.60 63,892.80	31.37 65,500.56
7	26.35 55,018.80	27.00 56,376.00	27.69 57,816.72	28.38 59,257.44	29.08 60,719.04	29.82 62,264.16	30.57 63,830.16	31.32 65,396.16	32.10 67,024.80	32.90 68,695.20
8	27.68 57,795.84	28.37 59,236.56	29.07 60,698.16	29.81 62,243.28	30.56 63,809.28	31.31 65,375.28	32.09 67,003.92	32.89 68,674.32	33.72 70,407.36	34.57 72,182.16
9	29.34 61,261.92	30.06 62,765.28	30.81 64,331.28	31.58 65,939.04	32.37 67,588.56	33.19 69,300.72	34.01 71,012.88	34.86 72,787.68	35.73 74,604.24	36.61 76,441.68
10	31.09 64,915.92	31.87 66,544.56	32.67 68,214.96	33.48 69,906.24	34.32 71,660.16	35.18 73,455.84	36.05 75,272.40	36.95 77,151.60	37.87 79,072.56	38.81 81,035.28
11	32.95 68,799.60	33.77 70,511.76	34.62 72,286.56	35.49 74,103.12	36.39 75,982.32	37.30 77,882.40	38.22 79,803.36	39.18 81,807.84	40.16 83,854.08	41.16 85,942.08
12	34.93 72,933.84	35.81 74,771.28	36.72 76,671.36	37.64 78,592.32	38.58 80,555.04	39.54 82,559.52	40.53 84,626.64	41.55 86,756.40	42.58 88,907.04	43.64 91,120.32
13	37.38 78,049.44	38.31 79,991.28	39.26 81,974.88	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	46.68 97,467.84
14	40.00 83,520.00	41.00 85,608.00	42.01 87,716.88	43.06 89,909.28	44.14 92,164.32	45.24 94,461.12	46.38 96,841.44	47.54 99,263.52	48.73 101,748.24	49.95 104,295.60
15	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	48.41 101,080.08	49.63 103,627.44	50.87 106,216.56	52.14 108,868.32	53.45 111,603.60
16	46.21 96,486.48	47.59 99,367.92	49.02 102,353.76	50.48 105,402.24	52.00 108,576.00	53.56 111,833.28	55.17 115,194.96	56.82 118,640.16	58.52 122,189.76	60.28 125,864.64
17	48.98 102,270.24	50.45 105,339.60	51.97 108,513.36	53.52 111,749.76	55.12 115,090.56	56.77 118,535.76	58.48 122,106.24	60.23 125,760.24	62.05 129,560.40	63.91 133,444.08
18	51.93 108,429.84	53.47 111,645.36	55.08 115,007.04	56.73 118,452.24	58.44 122,022.72	60.19 125,676.72	62.01 129,476.88	63.87 133,360.56	65.79 137,369.52	67.75 141,462.00
19	55.04 114,923.52	56.69 118,368.72	58.39 121,918.32	60.14 125,572.32	61.94 129,330.72	63.80 133,214.40	65.71 137,202.48	67.68 141,315.84	69.71 145,554.48	71.80 149,918.40
20	58.34 121,813.92	60.09 125,467.92	61.89 129,226.32	63.74 133,089.12	65.65 137,077.20	67.62 141,190.56	69.65 145,429.20	71.74 149,793.12	73.89 154,282.32	76.11 158,917.68
21	61.84 129,121.92	63.70 133,005.60	65.60 136,972.80	67.58 141,107.04	69.61 145,345.68	71.70 149,709.60	73.85 154,198.80	76.07 158,834.16	78.34 163,573.92	80.70 168,501.60
22	65.55 136,868.40	67.53 141,002.64	69.56 145,241.28	71.64 149,584.32	73.80 154,094.40	76.01 158,708.88	78.29 163,469.52	80.65 168,397.20	83.07 173,450.16	85.57 178,670.16
23	69.48 145,074.24	71.58 149,459.04	73.72 153,927.36	75.93 158,541.84	78.21 163,302.48	80.55 168,188.40	82.97 173,241.36	85.46 178,440.48	88.02 183,785.76	90.66 189,298.08
24	73.65 153,781.20	75.87 158,416.56	78.14 163,156.32	80.48 168,042.24	82.89 173,074.32	85.37 178,252.56	87.93 183,597.84	90.58 189,131.04	93.30 194,810.40	96.09 200,635.92

TOWN OF LITTLETON, MASSACHUSETTS

GRADE 1

No positions assigned

GRADE 2

No positions assigned

GRADE 3

No positions assigned

GRADE 4

Building Maintenance Custodian

Library Assistant

GRADE 5

Library Processing Clerk

GRADE 6

Administrative Staff-On Call

Department Clerk

GRADE 7

Administrative Assistant - Planning

Animal Control Officer

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

Office Coordinator - BOH & Conservation

Office Coordinator - Building & Facilities

Payroll and Finance Coordinator

PRCE Office Coordinator

Veteran's Agent

GRADE 10

Assistant Cemetery Superintendent

Assistant Conservation Agent

Assistant Town Clerk

Assistant Town Planner

Assistant Youth Services Librarian

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

EHS Program Coordinator

Executive Assistant to the Town Administrator

Head of Circulation/Senior Librarian

HR Generalist/Benefits 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

GRADE 12

Alternate Inspector

Assistant Assessor

Assistant Town Accountant

Conservation Agent

EHS Outreach Coordinator

Inspector of Wires

Local Building Inspector

Plumbing & Gas Inspector

PRCE Program Supervisor

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

Assistant Treasurer/Collector/Payroll Manager

LCTV Executive Director

Police Lieutenant

Town Accountant

*Town Clerk***

Town Engineer

Town Planner

GRADE 16

Building Commissioner/Zoning Enforcement Officer

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

TOWN OF LITTLETON, MASSACHUSETTS

GRADE 17

*Deputy Fire Chief**
*Deputy Police Chief**

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

GRADE 18

Director of Public Works

GRADE 19

No positions assigned

GRADE 20

Assistant Town Administrator/Finance Director

GRADE 21

*Chief of Police**
*Fire Chief**

GRADE 22

No positions assigned

GRADE 23

No positions assigned

GRADE 24

*Town Administrator**

Schedule B

On-Call Meeting Clerk, \$16.07, Veteran's Agent, \$19.30, Civilian Traffic Regulator, \$42.03

Schedule B-1, Other Employees

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
1 hourly	\$16.07	\$16.40	\$16.73	\$17.07	\$17.39
2 hourly	\$20.10	\$20.50	\$20.91	\$21.33	\$21.76

GRADE 1

~~COA Dispatcher~~
PRCE Lead Counselor – CLUB
Preschool Program Lead

GRADE 2

COA Van Driver
PRCE Special Course Coordinator – CLUB
Preschool Special Coordinator

Schedule B-2, Temporary/Seasonal Employees

GRADE	STEP 1	STEP 2	STEP 3	STEP 4
1 hourly	\$16.54	\$16.86	\$17.21	\$17.56
2 hourly	\$17.69	\$18.06	\$18.41	\$18.79
3 hourly	\$18.93	\$19.32	\$19.71	\$20.11
4 hourly	\$20.26	\$20.67	\$21.07	\$21.50
5 hourly	\$22.35	\$22.80	\$23.24	\$23.71
6 hourly	\$25.25	\$25.76	\$26.25	\$26.79

GRADE 1

No positions assigned

GRADE 2

Seasonal Highway Laborer

GRADE 4

Seasonal Truck Driver/Laborer
Seasonal Laborer – Cemetery

GRADE 5

TOWN OF LITTLETON, MASSACHUSETTS

GRADE 3

Engineering Technician

No positions assigned

GRADE 6

Seasonal Equipment Operator

Schedule D, Fire Department On-Call

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

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
1 <i>hourly</i>	\$16.07					
2 <i>hourly</i>	\$17.16	\$17.51	\$17.85	\$18.20	\$18.57	\$18.93
3 <i>hourly</i>	\$17.84	\$18.19	\$18.56	\$18.92	\$19.30	\$19.68
4 <i>hourly</i>	\$18.55	\$18.91	\$19.30	\$19.68	\$20.07	\$20.47
5 <i>hourly</i>	\$19.09	\$19.46	\$19.85	\$20.19	\$20.58	\$21.00
6 <i>hourly</i>	\$19.67	\$20.06	\$20.46	\$20.88	\$21.29	\$21.72
7 <i>hourly</i>	\$20.26	\$20.67	\$21.07	\$21.50	\$21.94	\$22.38
8 <i>hourly</i>	\$20.88	\$21.29	\$21.72	\$22.15	\$22.59	\$23.05
9 <i>hourly</i>	\$21.50	\$21.94	\$22.38	\$22.82	\$23.27	\$23.75
10 <i>hourly</i>	\$21.72	\$22.15	\$22.59	\$23.05	\$23.50	\$23.97
11 <i>hourly</i>	\$27.16					

GRADE 1

On-Call/Per Diem Probationary Firefighter or EMT

GRADE 2

No positions assigned

GRADE 3

On-Call/Per Diem Firefighter

On-Call/Per Diem EMT

GRADE 4

On-Call/Per Diem Firefighter/EMT

GRADE 5

No positions assigned

GRADE 6

No positions assigned

GRADE 7

On-Call/Per Diem Firefighter/EMT

(advanced EMT certification)

GRADE 8

On-Call/Per Diem Lieutenant

GRADE 9

On-Call/Per Diem Captain

GRADE 10

On-Call/Per Diem Deputy Chief

GRADE 11

On-Call/Per Diem Firefighter/Paramedic

or to take any other action related thereto.

[Article 18 amends the classification and compensation plans for non-union Town employees for FY 2026 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 18 as printed in the warrant.

The Finance Committee and Select Board recommend this article.

<p style="text-align: center;">ARTICLE 19 Select Board Capital Stabilization Fund</p>
--

To see if the Town will vote to transfer from Certified Free Cash the sum of \$2,450,913 to the Capital Stabilization Fund established by Article 6 of 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. With several capital purchases anticipated in the coming years the capital stabilization fund will be required to fund some of these projects, including a request for the replacement of a Fire Engine in Article 20. The balance of the Capital Stabilization account at the end of FY24 was \$4,909,259.91]

Motion: Moved and seconded by the Select Board that the Town vote to transfer \$2,450,913 as printed in Article 19 of the warrant.

The Finance Committee and Select Board recommendations are forthcoming.

<p style="text-align: center;">ARTICLE 20 Select Board Authorize the Transfer of Funds from the Capital Stabilization Fund to Purchase and Equip a New Fire Engine</p>
--

To see if the Town will vote to appropriate \$1,300,000 from the Capital Stabilization Fund to replace and equip Engine 1, which is a 2012 Smeal Fire Engine, or to take any other action related thereto.

[The May 7, 2024 Annual Town Meeting authorized the refurbishment of a 2012 Smeal Fire Engine known as Engine 1. The amount of work required exceeded the appropriation. A revaluation resulted in the recommendation of a full replacement of the engine.]

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

The Finance Committee and Select Board recommend this article.

**ARTICLE 21
Select Board
School Building Stabilization Fund**

To see if the Town will vote to transfer from Certified Free Cash the sum of \$2,030,000 or any other sum or sums of money to the School Building Stabilization Fund established by Article 26 of the May 7, 2024 Annual Town meeting for the purpose of providing funds for the construction and/or rehabilitation of existing or new school buildings, reducing the amount of existing on-excluded debt service and/or the amount of debt needed to be placed when final debt issuance occurs for borrowing authorizations, or to take any other action in relation thereto.

[The Town is currently working with the Massachusetts School Building Authority (MSBA) to determine whether to rehabilitate or rebuild the Shaker Lane Elementary School. This Fund will allow the Town to allocate available funds to support the Shaker Lane Elementary School project and future school-based Construction Projects. The Fund is expected to End FY26 with a balance of \$3,239,500.]

Motion: Moved and seconded by the Select Board that the Town vote to appropriate \$2,030,000 as printed in Article 21 of the warrant.

The Finance Committee and Select Board recommend this article.

**ARTICLE 22
Select Board
Debt Exclusion Stabilization Fund**

To see if the Town will vote to transfer from Certified Free Cash the sum of \$300,000 or any other sum or sums of money to the Debt Exclusion Stabilization Fund established by Article 12 of 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 provision of Proposition 2 ½ so called; or to take any other action in relation thereto.

[Since excluded debt costs can be added to a property tax bill beyond the limits of Proposition 2 ½, defraying those costs by use of this Debt Exclusion Stabilization Fund would reduce the cost of debt passed onto property taxpayers. Article 22 will add \$300,000 to the Fund. The Fund is expected to end FY26 with a balance of \$234,981.]

Motion: Moved and seconded by the Select Board that the Town vote to appropriate \$300,000 as printed in Article 22 of the warrant.

The Finance Committee and Select Board recommend this article.

ARTICLE 23

Select Board

Use of Debt Exclusion Stabilization Fund for FY 2026 Excluded Debt

To see if the Town will vote to appropriate the sum of \$241,812.03 or any other sum of money from the Debt Exclusion Stabilization Fund established by Article 12 of the May 2, 2016 Annual Town Meeting, for the purpose of paying excluded debt service for the fiscal year beginning July 1, 2025, or to take any other action related thereto.

[Article 23 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 \$241,812.03 as printed in Article 23 of the warrant.

The Finance Committee and Select Board recommend this article.

ARTICLE 24

Select Board

Transfer to Stabilization Fund

To see if the Town will vote to transfer the sum of \$100,000 or any other sum or sums of money from Certified Free Cash to the Stabilization Fund in accordance with the provisions of G.L c.40, §5B, or to take any other action in relation thereto.

[The Town's adopted financial management policy requires that at least 5% of the operating budget be maintained in the Stabilization Fund with a maximum of 10% of the operating budget. A contribution of at least \$100,000 must be made until the maximum balance is reached. Article 24 will add \$100,000 to the Fund. The Fund is expected to End FY26 with a balance of \$4,418,399.87. The Town's AAA bond rating is based in part on maintaining a healthy balance in this and other reserve accounts, as well as adhering to its financial policies]

Motion: Moved and seconded by the Select Board that the Town vote to appropriate \$100,000 as printed in Article 24 of the warrant.

The Finance Committee and Select Board recommend this article.

ARTICLE 25
Community Preservation Committee
Town Matching Funds to Community Preservation Fund

To see if the Town will vote, pursuant to G.L. c. 44B, §3b1/2, to transfer the sum of \$307,346 from Certified Free Cash to the Community Preservation Fund as specified below, for the purpose of increasing the base for the CPA state matching funds; or to take any other action in relation thereto.

Transfer	Amount
Housing Resources Reserves Fund	\$61,469.20
Open Space Fund	\$122,938.40
Historical Resources Reserve Fund	\$55,322.28
Recreation Reserve Fund	\$64,542.66
Administration Expenses	\$3,073.46
Total	\$307,346.00

[By the Town's adoption of the so-called Blended Community Preservation Act, Town Meetings 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 \$307,346 contribution represents a supplemental addition of approximately 64% of the Town's projected FY26 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 Conservation Preservation Committee that the Town vote to approve Article 25 as printed in the warrant.

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

ARTICLE 26
Community Preservation Committee
Fiscal Year 2026 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 2026 Community Preservation Budget, to appropriate or reserve from Fiscal Year 2026

TOWN OF LITTLETON, MASSACHUSETTS

Community Preservation Fund annual revenues and reserves the following amounts, as recommended by the Community Preservation Committee, with each item considered a separate appropriation:

1. Administrative Expenses: \$7,251.75
2. Open Space Debt Service: \$54,815.00 as follows:
 - Yapp – Lucy’s Land: \$4,900.00
 - Cobb: \$16,315.00
 - Williams-Boxborough Road: \$33,600.00
3. Historic Resources Debt Service: 10,800.00
4. Open Space Reserves: \$311,216.79
5. Historic Resources Reserves: \$141,104.90
6. Housing Reserves: \$155,608.40
7. Recreation Reserves: \$162,860.15

And to transfer:

- \$12,000 from Historic Resource Reserves for Houghton Memorial Building door restoration
- \$9,950 from Historic Resource Reserves for Westlawn Cemetery gravestone preservation
- \$3,910 from Historic Resource Reserves for Whitcomb 1739 Commission Restoration
- \$1,128 from Historic Resource Reserves for Consultant for 12 Robinson Rd. preservation
- \$7,500 from Historic Resource Reserves for Nagog Hill Orchard preservation consultant
- \$7,500 from Historic Resource Reserves for Durkee Farmhouse preservation consultant
- \$80,000 from Open Space Reserves for Clean Lakes ecological harvesting in Lake Matawanakee
- \$30,000 from Open Space Reserves for Long Lake Frog Pond invasive plant control
- \$30,000 from Recreation Reserves for Spectacle Pond launch engineering study
- \$15,000 from Recreation Reserves for the replacement of the Long Lake dock
- \$106,000 from the Community Housing Reserves to the Littleton Affordable Housing Trust Rental Assistance Program
- \$88,800 from the Undesignated Fund for the walkway improvements at Long Lake Frog Pond

Or, take any other action related thereto.

[Article 26 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: Moved and seconded by the Select Board that the Town vote to approve Article 26 as printed in the Warrant.

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

ARTICLE 27
Council on Aging
Department of Elder and Human Services (EHS) Revolving Funds

To see if the Town will vote, pursuant to G.L. c.44, §53E½, to (1) adopt various Department of Elder and Human Services (EHS) Revolving Funds by amending Section 18-14 of the Town's General Bylaws by adding the following rows shown in **bold** to the "Authorized Revolving Funds" table:

Each revolving fund authorized for use by a Town department, board, committee, agency or officer	The department or agency head, board, committee or officer authorized to spend from each fund;	The fees, charges and other monies charged and received by the department, board, committee, agency or officer in connection with the program or activity for which the fund is established that shall be credited to each fund by the Town Accountant;	The expenses of the program or activity for which each fund may be used	Any restrictions or conditions on expenditures from each fund;	Any reporting or other requirements that apply to each fund	The fiscal years each fund shall operate under this by-law
Department of Elder and Human Services (EHS) Fitness Room Revolving Fund	Elder and Human Services	Fees associated with the use of the Center on Shattuck Street Fitness Room	Expenses associated with the maintenance of the fitness room or maintenance and replacement of fitness equipment			Fiscal Year 2026 and subsequent years
Department of Elder and Human Services (EHS) On-Site Meal Revolving Fund	Elder and Human Services	Receipts from the sale of meals or food at the Center on Shattuck Street	Expenses related to the purchase of food and the provision of such food			Fiscal Year 2026 and subsequent years
Department of Elder and Human Services (EHS) Beverage Revolving Fund	Elder and Human Services	Proceeds resulting from the sale of non-alcoholic beverages at the Center on Shattuck Street	Expenses related to the provision of non-alcoholic beverages at the Center on Shattuck Street	Expenditures are allowed only for non-alcoholic beverages		Fiscal Year 2026 and subsequent years

And (2) set the limit on the total amount that may be spent from the said new revolving funds for the for the fiscal year beginning July 1, 2025 as follows:

Fund	Cap
EHS Fitness Room Revolving Fund	\$10,000
EHS On-Site Meal Revolving Fund	\$50,000
EHS Beverage Revolving Fund	\$15,000

or take any action related thereto.

[Article 27 establishes various Department of Elder and Human Services (EHS) Revolving Funds as follows:

- ***Fitness Room:*** This article is for fees associated with the use of the fitness room at the Center at Shattuck Street. Revenues received in the fund will be utilized for maintenance and replacement of fitness equipment located in the fitness room at the Center on Shattuck Street.
- ***On-Site Meal:*** This article is to provide EHS staff with the option to charge for on-site meals and pre-packaged food at the Center on Shattuck Street. Revenues received in the EHS On-Site Meals Revolving Fund will be utilized for the purchase of meal-related support activities and the purchase of pre-packaged food.
- ***Beverage:*** This article is to provide EHS staff with the option to charge for the provision of non-alcoholic beverages, such as coffee, tea, and soda at the Center on Shattuck Street. Revenues received in fund will be utilized for goods and services associated with the provision of non-alcoholic beverages.]

Motion: Moved and seconded by the Council on Aging that the Town vote to approve Article 27 as printed in the warrant.

The Finance Committee and Select Board recommend this article.

ARTICLE 28 Clean Lakes Committee Long Lake Revolving Fund
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To see if the Town will vote, pursuant to G.L. c.44, §53E½, to (1) amend Section 18-14 of the Town's General Bylaws, to establish the Long Lake Revolving Fund as an Authorized Revolving Fund, and add a new row shown in **bold**, to the "Authorized Revolving Funds" table as follows:

TOWN OF LITTLETON, MASSACHUSETTS

Each revolving fund authorized for use by a Town department, board, committee, agency or officer	The department or agency head, board, committee or officer authorized to spend from each fund;	The fees, charges and other monies charged and received by the department, board, committee, agency or officer in connection with the program or activity for which the fund is established that shall be credited to each fund by the Town Accountant;	The expenses of the program or activity for which each fund may be used	Any restrictions or conditions on expenditures from each fund;	Any reporting or other requirements that apply to each fund	The fiscal years each fund shall operate under this by-law
Long Lake Revolving Fund	Clean Lakes Committee	Proceeds resulting from select fees associated with the use of Long Lake Beach	Maintenance and improvements to Long Lake, including the beach area and its waters			Fiscal Year 2026 and subsequent years

And (2) set the limit on the total amount that may be spent from the revolving fund for the Department of Long Lake Revolving Fund for the fiscal year beginning July 1, 2025 at \$20,000, or take any action related thereto

[Article 28 establishes the Clean Lakes Committee Revolving Fund. Revenues will be generated through select fees charged for the use of Long Lake Beach for maintenance and improvements to Long Lake.]

Motion: Moved and seconded by the Clean Lakes Committee that the Town vote to approve Article 28 as printed in the warrant.

The Finance Committee and Select Board recommend this article.

ARTICLE 29
Clean Lakes Committee
Clean Lakes Committee Maintenance Needs

To see if the Town will vote to transfer from Certified Free Cash the sum of \$15,000 for the purpose of funding projects related to the maintenance of Town water bodies, said funds to be expended under the direction of the Clean Lakes Committee and the Town Administrator, or take any other action related thereto.

[Article 29 provides funding for Clean Lakes Committee-sponsored activities to maintain water bodies within the Town of Littleton. This article, and the addition of \$10,000 to the Fiscal Year 2026 Operating Budget, is intended to provide supplemental resources to the Clean Lakes Committee to support their mission of assessing conditions and coordinating improvements to Littleton's lakes and ponds.]

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

The Finance Committee and Select Board recommend this article.

<p style="text-align: center;">ARTICLE 30 Select Board Amend Articles from Prior Town Meetings [2/3rds vote required]</p>

To see if the Town will amend the following articles:

1. Amend Article 11 of the October 28, 2019 Special Town Meeting to expand the allowable use of the appropriated \$1,650,000.00 (One Million Six Hundred Fifty Thousand Dollars and Zero Cents) to pay the cost of purchasing a fee interest in a parcel or parcels of land within the Town of Littleton for the purpose of constructing a treatment and disposal facility (and associated infrastructure) for the Littleton Common Smart Sewer Project, including the payment of all costs incidental and related thereto, and to pay costs of design and construction Littleton Common Smart Sewer Project, including the payment of all costs incidental and related thereto;

And,

2. Amend Article 10 of the October 29, 2018 Special Town Meeting to expand the allowable use of the appropriated \$2,200,000 (Two Million Two Hundred Thousand Dollars and Zero Cents) to pay for the costs designing, engineering, and constructing the Littleton Common Sewer System, including all costs incidental and related thereto;

take any other action related thereto.

[Article 30 expands the initial use of funds for prior articles approved by Town Meeting to support the Littleton Common Sewer Project. The Town is seeking to expand the purpose of the October 28, 2019 vote to purchase a parcel of land to allow for payment of design and construction costs. Similarly, the Town is seeking to expand the purpose of the October 29, 2018 appropriation to be expanded from the cost of design and engineering to include construction of the sewer system. The balance in the October 28, 2019 STM land purchase account is \$19,705.06, while the October 29, 2018 STM design and engineering account has a

balance of \$22,591.08. Approval of this article will allow \$42,296.14 to be freed up for any invoices associated with the design and construction of the Littleton Common Sewer System.]

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 the Select Board recommend this article.

**ARTICLE 31
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 31 is a placeholder article 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 32
Select Board and Finance Committee
Salary Stabilization Fund
[2/3rds vote required]**

To see if the Town will vote to adopt a new special purpose stabilization fund pursuant to G.L. c. 40, §5B for the purpose of paying for any costs associated with employee salary raises or adjustments, including changes identified through the Classification and Compensation Plan Study or union negotiations, and transfer \$250,000 from Free Cash to said Stabilization Fund, or take any other action related thereto.

[This article establishes a stabilization account to pay for salary changes identified via the in-progress Classification and Compensation Plan Study and account for funding prospective collective bargaining settlements.]

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

The Finance Committee and the Select Board recommend this article.

ARTICLE 33
Select Board
Amend Town Personnel Bylaw

To see if the Town will vote to amend the Personnel Bylaw, Chapter 33 of the Town Code, as recommended by the Select Board and the Personnel Advisory Committee as set forth below with additions shown in **bold** and *italic*, deletions shown in ~~striketrough~~, and relocation of existing language ~~relocated~~ shown in *italic*, or take any other action related thereto.

TOWN OF LITTLETON
PERSONNEL ~~BY LAW~~ **BYLAW**

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§ 33-1. AUTHORIZATION~~;~~ *APPLICABILITY*; AMENDMENT

Pursuant to the authority contained in Article LXXXIX of the Constitution of the Commonwealth and Sections 108A and 108C of Chapter 41 of the General Laws, the Town of Littleton establishes ***the following*** plans ***consolidated in this Personnel Bylaw***, which may be amended from time to time by vote of the ~~the~~ Town at Town Meeting:

- A. Authorizing a Classification Plan classifying positions *into groups and classes doing substantially similar work or having substantially equal responsibilities*; ***such Plan shall include all Town positions*** ~~in the service of the Town~~, other than those filled by popular election, those under the jurisdiction of the School Committee, ***those of the Light and Water Departments***, those covered by collective bargaining agreements with the Town, and those with individual ***employment*** contracts with the Town, ~~into groups and classes doing substantially similar work or having substantially equal responsibilities~~;
- B. Authorizing a Compensation Plan for positions in the Classification Plan;
- C. Providing for the administration of said Classification and Compensation Plans;
- D. Establishing certain working conditions and fringe benefits for employees occupying positions in the Classification Plan. ~~The Classification Plan and/or Compensation Plan and/or other provisions of this By Law may be amended by vote of the Town at either an Annual or Special Town Meeting. No amendment shall be considered or voted on by Town Meeting unless the Personnel Advisory Committee has first considered the proposed amendment; and,~~
- E. ~~—Notwithstanding the authority described above to establish and amend the Plans identified in §33-1 a., b., c. and d. of this Bylaw, the Personnel Advisory Committee may recommend, by a majority vote, to add or change a position or grade to the position listings at the bottom of Schedules A, B, B-1, C, C-1 and D~~

~~The Personnel Advisory Committee, of its own motion, may propose an amendment to the plans or other provisions of this By Law.~~

~~The Personnel Advisory Committee shall report at least annually its recommendations on any proposed amendment to the Select Board.~~

The rights afforded herein shall be construed to be in addition to those rights secured by state and federal laws and regulations.

The Personnel Bylaw, including the Classification and Compensation Plans, may only be amended by Town Meeting vote, except for temporary amendments authorized herein. The Personnel Advisory Committee shall review and make recommendations to the Select Board on all proposed amendments. Further, the Personnel Advisory Committee, of its own motion at Town Meeting, may propose an amendment.

Notwithstanding Town Meeting's authority for amendments, the Select Board may make temporary amendments to the Classification and Compensation Plans pending Town Meeting action provided they first consider the Personnel Advisory Committee's recommendations on such action.

The Classification and Compensation Plans are hereby incorporated by reference into this Personnel Bylaw.

THE PERSONNEL ADVISORY COMMITTEE

§33-2. PERSONNEL ADVISORY COMMITTEE – MEMBERSHIP; APPOINTMENTS; TERMS

~~The Town establishes a Personnel Advisory Committee *whose role is defined in §33-5.* which shall be advisory to the Human Resources Department and Select Board on matters of personnel policies and practices which affect the employees under the Compensation and Classification Plan of the Town of Littleton. The members of the Personnel Advisory Committee shall assist the HR Department to review and make recommendations to the Select Board, Town Meeting or other Boards or Committees on all current and proposed personnel policies and procedures, classification plan, compensation schedules and other matters, which directly affect the non-union employees of the Town as stated within this bylaw.~~

The Personnel Advisory Committee shall consist of ~~three residents~~ ***citizens of the Town***, with preference to ~~residents~~ ***those*** who have human resource ~~resources~~ ***and/or*** municipal experience.

All appointments to the Personnel Advisory Committee shall be made by the Select Board for three-year overlapping terms so arranged that the term of at least one member shall expire each year.

§33-3. PERSONNEL ADVISORY COMMITTEE – ORGANIZATIONAL STRUCTURE: MEETINGS

The Personnel Advisory Committee shall have a Chairperson who shall preside over meetings, a Vice Chair who shall take over for the Chairperson in that person's absence, and a Clerk who shall ~~be responsible for taking minutes of meetings~~ ***assume administrative duties, including production of meeting minutes, as needed.*** The membership shall vote on these positions.

- A. ~~The Personnel Advisory Committee shall meet at least quarterly with minutes of such meetings taken and forwarded to the Select Board and filed with the Town Clerk.~~

§33-4. ~~MEETINGS OF PERSONNEL ADVISORY COMMITTEE – MEETINGS~~

- A. ~~The Personnel Advisory Committee shall meet at least quarterly. with minutes of such meetings taken and forwarded to the Select Board and filed with the Town Clerk.~~
- B. The Personnel Advisory Committee shall meet *jointly with the Select Board and the Finance Committee* as necessary or at least annually. ~~with, Select Board and the Finance Committee.~~
- C. *On or before January 1st of each fiscal year, the Personnel Advisory Committee shall meet with the Select Board to discuss any proposed changes in and any other matters related to the Classification and Compensation Plans for the forthcoming year. as well as any matters related to the Classification or Compensation Plans, which said Board, deems appropriate to be considered by the town.*
- D. The Personnel Advisory Committee shall ~~post all meeting dates and times and these will be public meetings follow all Open Meeting Law requirements.~~

§33-5. PERSONNEL ADVISORY COMMITTEE – ~~PURPOSE/ROLE AUTHORITY~~

The purpose of the Personnel Advisory Committee is to provide to the Town's decision makers personnel-related knowledge, critical thinking, feedback, and analysis for the positions covered by the Personnel Bylaw. The members of the Personnel Advisory Committee shall advise, and provide support as needed, on:

- 1) The content of the Personnel Bylaw;*
- 2) The classification and compensation of positions;*
- 3) The development, maintenance, and modification of personnel policies, including the Employee Handbook; and*
- 4) Matters related to human resources and personnel as requested by the ~~Select Board, Town Administrator, or Human Resources Director.~~*

~~The Personnel Advisory Committee shall work to support the Office of the Town Administrator and the Human Resource Department in issues related to personnel and human resources and serve in an advisory capacity.~~

~~The Personnel Advisory Committee shall support the HR Department and Town Administrator in the preparation and maintaining of an Employee Handbook which shall contain various personnel related policies and benefits. The Employee Handbook will be reviewed on a regular basis by Staff and the Personnel Advisory Committee to ensure compliance with various labor laws and regulations and to ensure benefits reflect market conditions and consistency among all town employees.~~

~~The Personnel Advisory Committee shall review, when a position becomes vacant, at the request of a department head, or at the request of the HR Director, the work of all positions subject to the provisions of~~

~~this By-law. The Personnel Advisory Committee shall recommend to the HR Department changes in said positions as well as adjustments to salaries as it deems advisable, subject to appropriation of funds. Such reviews shall be made at such intervals, as the Personnel Advisory Committee deems necessary and, to the extent that the Personnel Advisory Committee considers practicable, shall include all occupational groups in the Classification Plan.~~

~~At the Town Administrator's request, the Personnel Advisory Committee shall have the authority to recommend, to the Select Board, individual employee classifications and wages within the context of the By-Law whenever inequities exist.~~

~~The Personnel Advisory Committee in conjunction with Appointing Authority and the Town Administrator shall develop, maintain, and modify from time to time written personnel policies not inconsistent with the By-Law.~~

~~§33-6. APPLICABILITY OF THE PERSONNEL BY-LAW EMPLOYMENT-AT-WILL; NON-DISCRIMINATION~~

~~This chapter shall apply to all Town of Littleton departments and to all positions of all employees in the service of the Town, whether benefit eligible, non-benefit eligible or seasonal, other than the School Department, Light and Water Departments, and other than those positions which are covered by separate agreement between any association of employees and the Town or any individual employee and the Town and developed through collective bargaining, except that all provisions of this chapter shall be applicable in so far as any collective bargaining agreement may refer to this chapter and to the extent applicable by statute or in the absence of any other provision.~~

~~The Town adheres to the policy of employment-at-will, which permits the Town or the employee to terminate the employment relationship at any time. Unless otherwise informed by written contract, Town employees are all employees-at-will.~~

~~The rights afforded herein shall be construed to be in addition to those rights secured by state and federal laws and regulations.~~

~~The Town agrees that, i~~In all personnel matters, *the Town is committed to* ~~it will continue~~ *continuing* its policy of not discriminating against any person on any legally recognized basis.

~~As may be required, changes or additions to the Personnel By-law may be made at Town Meeting when necessary.~~

~~§33-7. DEFINITIONS~~

As used in the *Personnel By-law-Bylaw*, the following terms shall have the meaning indicated:

- A. ~~Absence—Any time an employee is not at work during a scheduled work period.~~
- B. ~~Administrative Authority—The elected or appointed official or board having jurisdiction over a function or activity.~~

- A. ***Appointment – The assignment of a person to a position in service of the Town as executed by the Appointing Authority.***
- B. ~~C.~~ Appointing Authority – Any person(s), Board, Committee, Commission, or Trustees who has the right to hire or discharge employees.
- D. ~~D.~~ ~~Benefit Eligible Employee – Any employee regularly working at least 20 hours per week [see MGL c.32B, §2(d)] whose position is listed on Schedule A or Schedule B of the Classification and Compensation Plan.~~
- C. ***Classification – A group of positions determined to be sufficiently similar in respect to duties, responsibilities, qualifications, and other job characteristics.***
- D. ~~E.~~ Classification Plan - ~~Ranking of all jobs specifications/titles approved by the Personnel Advisory Committee and appearing as Schedule A to these By-Laws.~~ ***Groupings of all positions jobs pursuant to §33-1 of this Bylaw, which is used in conjunction with a compensation system.***
- E. ~~F.~~ Compensation Plan - Specified ranges of pay ***established in accordance with §33-1 of this Bylaw*** for each ***position*** job classification included in the Classification Plan ~~appearing as Schedule A through D to these By-Laws.~~
- F. ***Continuous Employment – Employment which is uninterrupted except for authorized leave, whether paid or unpaid.***
- G. Employee - Any person who is paid by the ~~T~~town for services rendered to the ~~town~~ ***Town***, ~~excluding elected officials, persons with collective bargaining agreements, individuals with contracts, independent contractors, and persons under the direction of the School Committee and holds a position covered by the provisions of this Personnel Bylaw as defined in §33-1, A.~~
- H. Grade - A ***grouping within the Classification and Compensation Plan to which a common pay range is applied.*** ~~ranking of the value of various jobs.~~
- I. ~~J.~~ Job Classification – ~~A particular job classification within the Classification Plan.~~
- J. ~~K.~~ ~~Non-Benefit Eligible Employee – Any employee who works less than 20 hours each week not eligible for benefits under MGL c.32B.~~
- I. ~~K.~~ On-Call or Temporary Employee ***Employment – Any non-benefit eligible employee whose duration of employment with the Town is on an on-call or temporary Employment with the Town to provide services on an non-irregular, as-needed basis.***
- J. ~~L.~~ Position – ~~Employment~~ ***A job in Town service with a set of assigned duties and responsibilities.***
- K. ~~M.~~ Range - The minimum and maximum ***pay*** rates for a particular grade.
- L. ~~N.~~ Rate – ~~An sum~~ ***amount*** of money designated as ***base*** compensation for personal services on an hourly, daily, weekly, monthly, annual, or ~~other~~ ***another*** basis.
- M. ~~O.~~ Seasonal ***Temporary Employee Employment – Any employee whose duration of e Employment with the Town that is of a seasonal or emergency nature, or specified for a limited***

amount of time ~~(not to exceed five (5) continuous months)~~ *or for a specified assignment that will not require the services on an ongoing basis (includes seasonal positions, which do not exceed six (6) continuous months of employment, and project-based positions).*

N. ~~P.~~ Step Rate – A *specified* rate ~~within in a range of a grade a pay range.~~

O. ~~Q.~~ Town – The Town of Littleton, Massachusetts.

P. ~~R.~~ Professional Development – ~~A strategic approach to ensure that the necessary talent and skills will be available when needed and that essential knowledge and abilities will be maintained.~~

§33-8. PROFESSIONAL DEVELOPMENT

The Town is committed to providing the highest levels of excellence in the provision of all service. In order to sustain this level of excellence, it is imperative that the department/employee retain the highest levels of performance and adaptability in a changing work environment.

§33-9. CLASSIFICATION PLAN

~~A. MANDATORY CLASSIFICATION~~

~~No person shall be appointed, employed or paid as a Town employee in any position under the Classification Plan and Compensation Plan under any title other than that of the class of which position is allocated unless authorized in conformance with §33-1.e.~~

Every position of the Town, except those specifically excluded in §33-1, shall be classified and uniformly grouped in a Classification Plan based on duties, responsibilities, required qualifications, and other job characteristics. No person shall be appointed or employed as a Town employee under any classification other than that which has been approved for the position in accordance with this Personnel Bylaw.

The Human Resources Department shall use standard procedures for evaluating each position classification, obtaining Personnel Advisory Committee review and recommendations, presenting classification recommendations to the Select Board for approval, and bringing Classification Plan amendments forward to Town Meeting for vote. Position re-evaluation may occur at such times and intervals as the Town Administrator approves based on recommendations of the Human Resources Director and Personnel Advisory Committee and subject to available resources.

The Select Board shall approve all assignments of a position to a classification. If a new or changed position requires establishment of classification not included in the Classification Plan, the Select Board may temporarily authorize the action until such time as Town Meeting can vote on recommended amendments.

All classification actions that impact employee compensation are subject to appropriation of funds.

~~B. EMPLOYEE CATEGORIES~~

~~All positions subject to the provisions of the Personnel By-law of the Town shall fall into one of the following categories:~~

- a. ~~Benefit Eligible~~
- b. ~~Non-Benefit Eligible~~
- c. ~~Seasonal~~
- d. ~~On-Call or Temporary~~

~~These categories will determine an employee's eligibility for benefits as specified by this By-Law.~~

§33-10. JOB DESCRIPTIONS

~~The Human Resources Department shall maintain written descriptions *for all positions in the Classification Plan. The descriptions shall identify the essential functions and/or elements of the positions and additional information as the Human Resources Director and Personnel Advisory Committee deem appropriate. Appointing Authorities are responsible for providing the Human Resources Department and Personnel Advisory Committee with the necessary information for preparation and maintenance of the descriptions. The Town Administrator, with advice of the Human Resources Director and Personnel Advisory Committee, shall determine the process for job description approval.* of the jobs or positions in the Classification Plan. These descriptions shall be written by the Appointing Authority and recommended for approval by the Personnel Advisory Committee. The descriptions shall include the grade, definitions describing the essential elements of the work, distinguishing features of the work and such illustrative examples of duties as may be deemed appropriate. The Personnel Advisory Committee may, upon the request of an Appointing Authority or on their own initiative, along with the Appointing Authority's input, recommend amendments to such job descriptions.~~

~~The HR Department departments shall retain copies of the current job descriptions. They shall be responsible for drafting any revisions and submitting them to the appointing authority prior to submitting to the Personnel Advisory Committee for approval.~~

~~The description of any position shall be construed solely as a means of identification. It shall not limit the duties and responsibilities of any position or modify, or in any way affect, the power of any appointing **Appointing** Authority as otherwise existing, to assign similar or related duties to, or to direct and control the work of, any employee under the jurisdiction of such authority **Authority**.~~

COMPENSATION/BENEFITS

§33-11. CLASSIFICATION PLAN & COMPENSATION PLAN

~~The Compensation Plan, *adopted and amended in accordance with §33-1, set forth in the By-Law,* shall consist of the minimum and maximum salaries *pay rates* by grade and step for the *all* positions in the Classification Plan. *All employees shall be compensated in accordance with the pay rates specified in the Compensation Plan except in the case of a personal rate as set forth in §33-15.*~~

~~The Compensation Plan shall be reviewed and updated periodically, voted at the Town Meeting and be incorporated into the budget process.~~

The Personnel Advisory Committee will annually consider ~~and vote to recommend adjusting the Classification and Compensation Schedule.~~ *the Compensation Plan and make recommendations for adjustments in accordance with §33-1. The Town Administrator will also consider and make recommendations for adjustments as part of the budget process.*

If a new or changed position requires establishment of a pay rate not included in the Classification Plan, the Select Board may temporarily authorize an amendment until such time as Town Meeting can vote on an amended Plan.

All actions that impact employee compensation are subject to appropriation of funds.

§33-12. STEP INCREASES

Step increases will be awarded on an annual basis ~~on to those who are regularly employed and with at least a satisfactory performance evaluation or greater~~ *achieve a satisfactory or greater performance rating for the past year. Provisions for additional step increases, and step increases for those with on-call, temporary, and other employment, may be established within the Employee Handbook.* When an employee reaches the top step of the grade they will no longer be eligible for a step increase.

§33-13. BENEFITS

The policies and procedures for the benefits such as, but not limited to holidays, vacation leave, sick leave, longevity pay, health insurance, and life insurance shall be contained within the ~~Littleton~~ Employee Handbook.

§33-14. ~~ANNUAL SALARY SCHEDULE REVIEW & ADJUSTMENT~~ EMPLOYEE HANDBOOK

The Human Resources Department will maintain an Employee Handbook that provides an overview of personnel policies and practices of the Town. Such Handbook may expand upon but not be inconsistent with this Personnel Bylaw. The Town Administrator, with the advice of the Human Resources Director and Personnel Advisory Committee and approval of the Select Board, may amend the Employee Handbook.

*The Employee Handbook will be reviewed on a regular basis by **Human Resources Department** Staff and the Personnel Advisory Committee to ensure compliance with various labor laws and regulations and to ensure benefits reflect market conditions and consistency among all ~~T~~town employees.*

§33-15. ~~PAY RATE UPON NEW APPOINTMENT OR POSITION RECLASSIFICATION MOVEMENT, RE-CLASSIFICATION, AND WORKING OUT OF CLASSIFICATION OF EMPLOYEES~~

The Town Administrator, based on recommendations of the Appointing Authority and Human Resources Director and subject to Select Board approval in cases described herein, shall determine the starting/new rate of pay for:

- 1) New employees;*

- 2) *Current employees who are appointed to a different position than that which they have held (e.g., through promotion, transfer, demotion, or other actions); and*
- 3) *Current employees whose position is reclassified, subject to the personal rate provisions below.*

Such rates must be consistent with the pay ranges contained within the Classification and Compensation Plan and should reflect a systematic approach that considers past service to the Town and the pay of other employees who perform comparable work. Employees' education, training, or experience may be taken into consideration if such qualifications are reasonably related to the job and would help them to perform it in a more efficient or more effective manner.

Select Board approval of the pay rate is required if it exceeds the midpoint of the position's pay range.

Personal Rate: *Notwithstanding the maximum rates established by the Compensation Plan, if an employee's position is reclassified to a grade with a maximum that is less than the employee's current pay rate, the employee's pay shall not decrease; this includes a case where Town Meeting does not approve a temporary Plan amendment made by the Select Board in accordance with §33-9. A personal rate, which only applies to the incumbent, shall be in effect. When the incumbent leaves the employ of the Town, is appointed to another position, or a new maximum higher than the personal rate is established, the personal rate shall no longer be in effect. No other employee assigned to or hired for such position shall advance beyond the maximum rate of the classification.*

- A. ~~When a current employee is hired to a position with a higher rated grade, they shall enter it at the step which provides an increase in salary. They may also receive a one-step rate increase at the time if the Appointing Authority recommends that qualifications and performance warrant it.~~
- B. ~~If the employee is transferred to a job at the same grade, they shall remain at their current step.~~
- C. ~~If the employee is transferred to a lower grade job, they shall enter it at their own step or at the maximum step for the job, whichever is lower.~~

§33-16. TEMPORARY ASSIGNMENT TO POSITION IN HIGHER GRADE

- D. ~~When an eligible employee is temporarily assigned to function in a position in a higher grade for a period of 6 days or more due to an absence or unavailability and they assume the approved delegated duties and responsibilities of that position they are entitled to an increase in compensation equal to the minimum of the assigned position's grade or to a step in that grade that results in an increase over their current rate of pay of at least 10%. Upon completion of the temporary assignment, the employee reverts to their original grade and step.~~

With the advanced approval of the Town Administrator, employees are eligible for a temporary increase in pay under the following conditions:

1. *The employee is temporarily assigned to perform the majority of the significant duties and responsibilities, as determined by the Town Administrator, of a position in a higher grade;*
2. *The temporary assignment is for a period of six (6) or more consecutive workdays; and*

3. *The employee's position does not routinely assume acting responsibilities in the absence of their supervisor; however, the Town Administrator may waive this condition.*

The temporary increase in pay will be:

1. *Only effective during the temporary assignment;*
2. *At least the minimum of the assigned position's grade; and*
3. *At least 10% over the employee's current rate of pay, subject to the maximum pay for the classification of the temporary position.*

~~§33-16. PAY RATE FOR NEW PERSONNEL~~

~~A. ———. An appointing authority may assign a new employee, only for the purposes of pay in any case where the employee's prior experience in the work warrants such action. Hiring an employee at a rate above step 3 requires the approval of the select board.~~

~~B. ———. The appointing authority may negotiate benefits to permit competitive hiring, subject to appropriation and the approval of the select board.~~

§ 33-17. PERFORMANCE EVALUATIONS

~~All employees covered by this bylaw~~ *Employees who are continuously employed for at least one year* shall have a performance evaluation annually.

§ 33-18. REDUCTION IN FORCE (RIF)

In the event that, it becomes necessary to reduce the number of employees or their hours under the Personnel ~~By-law~~ *Bylaw*, the Town of Littleton, in determining which of its employees' *services* are to be terminated *or reduced*, will take into consideration the departmental needs, the qualifications of such employees and the quality of their past performance.

Where, in the opinion of the appointing authority, the qualifications and quality of performance of employees are equal, employees will be ~~terminated~~ *laid off* in the order of ~~reverse seniority~~ *the least service* as employees of the department.

The employee will be notified whenever possible four (4) weeks in advance of the layoff or reduction in schedule, insofar as practicable.

- A. An employee who has been laid off shall be entitled to recall rights to this same position for a period of two (2) years from the effective date of their layoff.

- B. An employee recalled within one year of his/~~her~~ day of ~~lay-off~~ **layoff** will return with service accrued up to the time of the layoff.
- C. Recall notices shall be sent via certified or registered mail. ~~Employees~~ **Laid-off employees are** required to keep the Town informed of their current mailing addresses.
- D. An employee who is recalled must report to work within 14 calendar days of the date of mailing the recall notice or some other mutually agreed upon time.

§33-19. SEVERABILITY

In the event that any provision of this chapter, or application thereof, shall be held to be invalid by the proper authorities, this shall not be construed to affect the validity of any other provision, or application thereof, of this chapter.

[Article 33 amends the Personnel Bylaw to organize language, consolidate concepts, clarify roles, address flexibility, and prepare for adoption of a new classification and compensation plan.]

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

The Finance Committee and Select Board recommend this article.

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