Proposed Agenda

1. Master Plan Implementation – Littleton’s Portion of SNEAPA Conference Presentation – Toohill
2. MPIC Update for the Community - Fontanella
3. Member Input/Liaison Updates
   a. EDC
4. Town Meeting: Fall 2019 wrap-up
5. The Road Ahead
   a. EDC—Zeldin
   b. FinCom and the Finance Department
   c. The Common
      i. Form Based Code
      ii. Infrastructure (Sewering)
      iii. Anchors
   d. Land Use
6. Public Input
7. Minutes: October 15, 2019
8. Next meeting: December 17 at LPD
9. Adjourn
MASTER PLAN IMPLEMENTATION COMMITTEE MEETING
TUESDAY, November 19, 2019 AT 7:00 P.M.
Community Meeting Room
Police Department at 500 Great Road

Minutes approved 1/21/20

Present: Chair Mike Zeldin; Members Lyle Webster, Delisa Laterzo and Megan Ford.
Also present: Maren Toohill
Absent: Vice Chair Mike Fontanella; Chase Gerbig and Jonathan Liebowitz, members.

The Pledge of Allegiance was recited and Chair Mike Zeldin welcomed all present.

The meeting was called to order at 7:00 PM.
Mike Zeldin asked for a change to the agenda sequence, to accommodate a member’s schedule.

1. **MPIC Update for the Community, to the Board of Selectmen and Planning Board** -
   Summarizing from Fontanella’s status report of 11/15/19, Zeldin recapped the updates to be presented: The board members’ feedback will be included in the report.
   Laterzo’s input, regarding the development of the station area - the planning board is expecting a report from the consultant at the beginning of December, at which time the board will have a better sense of how it will proceed and whether or not it will present or look for zoning changes at the spring town meeting. There is steady progress being made on this master plan goal. The next step will come in the next several months.
   Toohill added that the public outreach process not only reached those that could attend the charrettes that were held in the spring but the surveys also drew in several hundred people. Ongoing discussions on how to bring this report to the public. Will continue discussing as part of the Littleton Station Group.
   Zeldin asked if there was further indication from the commonwealth of their overall plan for transportation. Laterzo replied that there are discussions about the electrification of the commuter rail system, including to Littleton, but there is no time frame, just preliminary discussions. Toohill indicated it is very long term plan.
   Laterzo indicated they want to put zoning changes in the next couple of years, and there is already interest in developing the Taylor/Foster Street area. Littleton is moving forward regardless of whether the state decides to electrify the lines. The development is not dependent on electrification. Will require more commuter parking. Design for about 60 additional commuter parking spaces has been submitted to the conservation commission, but no updates on whether funding is available to approve implementation.
   Webster’s input: Library – Progress being made. The new building will free up space at Shattuck Street, relevant to the space needs.

2. **MPIC Update for the Community** – reviewed the list provided by Fontanella of the ongoing MPIC work, to be used for public communication. Zeldin asked the board to provide guidance for the document writer.
   Webster: Feels the document is comprehensive and that it prepares the board to communicate progress to the community.
Ford indicated she likes the report and would like to see it on social media. Use bullet points instead of numbers. Perhaps format it to be easier on the eyes. Post one bullet every day, for better information absorption.
Laterzo feels it’s very useful in conjunction with public sessions.
Zeldin indicated he put in a request for funds for the next fiscal year, to be used for information dissemination. Will consider Ford’s input.

3. **Master Plan Implementation – Littleton’s Portion of SNEAPA Conference Presentation – Toohill** - postponed

4. **Town Meeting: Fall 2019 Wrap-up** – postponed

5. **The Road Ahead – Zeldin asked the board: what is Littleton particularly good at? Examples: land use, sewerage, etc.**

Ford replied that places like the stadium, library, and the town meetings draw large crowds, make people involved. The stadium happened quickly due to the interest it generated with the residents.

Webster added that both the fire and police station accomplish what they were intended to do in the 21st century, and provide clean community spaces. Feels the town did a good job of multi-purposing the spaces.

Zeldin indicated he would prepare an update for the board of selectmen, based on the replies from the board. Ford offered that connecting the dots for the public will move things in the right direction.

**A. Economic Development Committee (EDC)** – Zeldin: Zeldin stated he met with the committee’s chairman, and shared the MPICs experience with how to make things move. Indicated the ECD will attempt to define what economic development means for the town of Littleton, and decide what the town should be doing about it. Zeldin indicated that MPIC should inform the board of selectmen not to expect much from EDC, as it is currently short on members.

   i. **Form Based Code** – on track.

   ii. **Anchors** – no updates.

**B. Land Use** – Zeldin stated he has not heard from the various committees responsible for evaluation of open space opportunities.

6. **Public Input** - none

7. **Minutes: October 15th, 2019** – Webster motioned to approve the minutes. Ford seconded. All in favor, 4:0.

8. **Next Meeting**: December 17th at Littleton Police Department

9. **Adjourn**: Webster motioned to adjourn, and Ford seconded. All in favor 4:0

**DOCUMENTS (attached unless otherwise noted)**

Agenda
Implementation Plan Status Report 1/15/19
2019 MASTERPLAN IMPLEMENTATION COMMITTEE (MPIC) GOALS

In accordance with the mission of MPIC to guide and promote the implementation of the 2017 Master Plan, the Committee has determined to continue its focus on the high priority goals listed below, each of which includes a reference to related items as described in the Master Plan. Each Goal includes a number of tasks and projects to achieve the goal. For example, the Revitalization of the Common includes sewering, zoning regulation changes, and additions and enhancements to pedestrian and bicycle access. Housing requires zoning changes, mechanisms to encourage elder housing construction, and practical solutions to diversify types and pricing of housing.

These are goals being pursued with ongoing tasks and projects undertaken by existing Boards and Committees most notably by the Board of Selectmen and Planning Board with participation as appropriate by the Town Administrator and Professional Staff. Not only are there many tasks but the timelines to completion for each vary from a few years to five or more.

- Littleton Common Revitalization (Sewer and Other) #1,8
- Zoning Assessment and Diagnostics #2,8,9,10
- Transportation #44, 3,4,6,10,12,15,21,34,
- Housing: Targeted Development # 11,16,39,40,41,48
- Space Needs at Town Office Bldg #60,35
- Area Plan for Parcels in Vicinity of Taylor/Foster St. #11,12
- Include Town (master) plan project costs into yearly budgeting process #59,

To help ensure the vital contributions and participation of Town committees and Boards to fulfillment of the goals and tasks of the Master Plan, MPIC will sustain engagement with them in accordance with their specific spheres of interest and role. MPIC thus will continue its liaison program.

In connection with costs and resource needs for realizing the very numerous Master Plan Goals (#59) including and in addition to the goals set forth above, MPIC will seek to meet with the Board of Selectmen (and other Boards, Administrators, and others deemed appropriate by the Board of Selectmen) for a fresh re-examination of major goal and priority project setting
policies, fundamental economic and financial policies and practices, and municipal best practices guiding investment and allocation of financial resources.

Submitted by: Michael Zeldin, Chairman MPIC
IMPLEMENTATION PLAN STATUS REPORT
11/15/2019

#2 Littleton Common
Change zoning for the Littleton Common and the Beaver Brook area to encourage redevelopment according to the area master plan.

#16 Thriving Town
Ensure new development, and redevelopment, is sited and designed in such a way that is consistent with the character of the zoning district and location within Littleton.

The Planning Board is currently working on modifying the Zoning By-law to incorporate the use of Form Based Code (FBC) in the Littleton Common and Beaver Brook areas. The goal is to ensure that future development in those areas is done in a manner that conforms to community goals and desires regarding how development looks, feels and functions. The Planning Board hopes to bring FBC amendments to the Zoning By-law to the Town Meeting in the spring of 2020.
Status: In Progress

#8 Littleton Common
Evaluate the recommendations from the upcoming Littleton Common Sewer Strategic Plan and determine next steps.
The Board of Selectmen continue to move forward with the Smart Sewer program for the Littleton Common area. The October 2019 Town Meeting approved transferring control and administration for this project to the Littleton Water Department (LWD) as well as authorizing funding for land acquisition for the potential siting of waste-water treatment facilities. The BoS and LWD plan on bringing a funding article for the project to the Spring 2020 Town Meeting.
Status: In Progress

#11 Planned Growth
Prepare an area plan for parcels in the vicinity of the Taylor/Foster Street intersection and modify zoning to implement the plan.

#12 Planned Growth
Plan for and promote commercial activity nodes, particularly in the area around Taylor and Foster Streets.

#13 Planned Growth
Allow greater density in recognized activity areas, near the train station, around the Common and in the older industrial or commercial areas where redevelopment opportunities exist.
Need content here
Evaluate the feasibility of constructing a multi-purpose, intergenerational community center that meets the needs of all residents in Littleton.

Active Government
Provide for the 21st century needs of a library facility in Littleton
At Town Meeting in the May 2019 an article was passed to create a Senior Center Stabilization Fund and to transfer $3M from Capitalization Stabilization Fund to the new Senior Center Stabilization Fund. This was done as a first step towards potentially creating a Senior Center, possibly by purchasing and renovating and existing building in Littleton.

In addition, the Library Trustees continue to move forward with plans for a new library located at Shattuck Street on the “slope site” behind the current Town Hall. At Town Meeting in May 2019, $1.5M was approved for the design of the new library. The Special Town Meeting in October 2019 approved an article authorizing the raising of funds to build a new library.

While these two projects are not exactly what is suggested in Item #35, it is the opinion of the MPIC that should both of these projects be completed, they will effectively have met the goal of Item #35 to the extent that both buildings will be able to serve as “community centers” and provide the type of programming and services expected by that type of facility. It is also the opinion of the MPIC that, subsequent to the completion of these projects, building a third-facility that hews more closely to the intent of Item #35 would be superfluous and not cost-effective.

Status: In Progress

Active Government
Upgrade and modernize the Shaker Lane School.

Active Government
Continue to evaluate enrollment trends, school capacity and space needs in the Littleton Public Schools.

The Littleton School Committee has charged the Administration to begin discussions with Massachusetts School Building Authority (MSBA) in order to evaluate options for the rebuilding/upgrading of Shaker Lane School (SLS). It is the intention of the School Committee to adhere to MSBA standards and guidelines for this project in order to qualify to partial re-imbursement from the MSBA for the funding of the rebuild/upgrade. The School Committee will update the Board of Selectmen, Finance Committee and Permanent Municipal Building Committee as this progresses.

The School Committee also continues to evaluate enrollment trends and how they may impact school capacity and space needs. This has been a recurring topic of discussion between the School Committee, Board of Selectmen and Finance Committee during the last two budget cycles. At this point in time, the School Committee is confident that, while student enrollment has increased, it is still within historical averages for Littleton and is a number that can be supported by our current buildings and space.

Status: In Progress
Active Government
Evaluate the recommendations of the upcoming Town Hall Space Needs Study and determine next steps
The Space Needs Task Force (SNTF) has contracted with an architect to evaluate potential re-purposing of the Shattuck Street building as well as evaluating potential uses of several commercial spaces in Littleton. Their goal is to potentially bring one or more alternatives to Town Meeting in Spring 2020.