



Town of Littleton, Massachusetts
TOWN MEETING REPORT
VOTER INFORMATION

Please bring this with you to the

**May 1, 2023 ANNUAL
TOWN MEETING**

Monday, May 1, 2023 at 7:00 PM
Charles Forbes Kaye Gymnasium, Littleton Middle School
55 Russell Street, Littleton, MA 01460

This Town Meeting Report is prepared by the

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

Ryan Ferrara, Assistant Town Administrator
Patricia Moore, Director of Finance and Budget/Town Accountant

More information is available online at www.littletonma.org

May 1, 2023 Town Meeting Articles

ANNUAL TOWN MEETING at 7 PM - *beginning on Page 9*

1. Town Officers
2. Annual Report
3. Bills of Prior Years [4/5th vote]
4. Fiscal Year 2024 Operating Budget
5. Fiscal Year 2024 Departmental Revolving Funds
6. Fiscal Year 2024 Water Enterprise Fund Operating Budget
7. Fiscal Year 2024 Sewer Enterprise Fund Operating Budget
8. Amend FY2023 Sewer Enterprise Fund Operating Budget
9. Fiscal Year 2024 Capital Items from Available Funds
10. Fund Rehabilitation of Former Indian Hill Music School (32/36 King Street)
11. Fiscal Year 2024 Community Preservation Budget
12. Fiscal Year 2024 LCTV Receipts Reserved for Appropriation from the Public Education and Government Access Fund
13. Fiscal Year 2024 Compensation Grid
14. Capital Stabilization Fund
15. Debt Exclusion Stabilization Fund
16. Use of Debt Exclusion Stabilization Fund for Fiscal Year 2024 Excluded Debt
17. Appropriation of Transportation Network Company Funds
18. Authorize Stormwater Asset Management Project
19. Authorize Membership in Nashoba Associated Boards of Health (NABH)
20. Authorize Use of Electronic Tabulators at Town Meeting
21. Street Acceptance – Croft Circle
22. Water Infrastructure Project
23. Amend Article 12 of the October 25, 2021 Special Town Meeting – Sewer System Expansion
24. Fiscal Year 2023 Operating Budget Line-Item Transfers

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/Insertter
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**

Matthew Nordhaus, Chair

Gary Wilson, Vice Chair

Charles DeCoste, Clerk

Cynthia Napoli

Mark Rambacher

Town Moderator: Town Meeting Procedures

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

- **Presentations** - The individual, board or committee responsible for placing an article on the warrant will be permitted ten (10) minutes to make a presentation once the main motion is properly before Town Meeting. A single presenter is greatly preferred and in the event of multiple presenters no additional time shall be granted. Presentations in opposition will likewise be limited to 10 minutes and must be approved in advance of Town Meeting by the Moderator. The Moderator reserves the right to grant no more than two minutes of additional time to presentations that he believes Town Meeting would benefit from hearing in their entirety.
- **Limits on length/number of speeches** - Speakers shall be limited to no more than 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 new business (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 the Town Meeting prior to 11:00 p.m. and a majority of the Town Meeting votes to continue its business later into the evening.

“A Call of the Articles”

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

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

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

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

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

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

Timothy D. Goddard, Town Moderator



Finance Committee

Report for Fiscal Year 2024

To the residents of Littleton:

The Finance Committee is pleased to present the annual budget for Fiscal Year 2024.

The Town of Littleton remains on solid financial footing even as rising interest rates continue to present economic challenges. Our strong Bond Rating ensures that we have very favorable interest rates for any required borrowing and our continued funding of stabilization accounts provides flexibility should revenues unexpectedly run short of our projections.

The Finance Committee's primary goal in each budget cycle is to maintain the financial stability of the Town while attempting to maintain the desired levels of service expected by the citizens. Fully funding departments at these levels is difficult in the best of times and almost impossible in this era of economic uncertainty and unstable revenues. Fortunately, the Town has been vigilant in maintaining reserve levels that meet the ratios in the Financial Policy, providing protection to taxpayers during economic difficulties.

This year we have continued our practice of starting the budget process in the early Fall with the Town Administrator and Finance Director meeting with the departments to review their requests. The recommended budget was then presented in joint meetings to the Finance Committee and Select Board and discussed with each department. Many departments presented new initiatives to provide more efficient and effective services to residents and businesses which led to a collaborative vetting process. These meetings brought about thoughtful in-depth discussions resulting in a budget that reflects financial realities and the priorities of the Town.

For FY2024, the Finance Committee recommends Article 4 in the amount of \$56,394,136, which is an increase of \$2,642,809 as compared to FY2023. These are budget numbers as of March 28, 2023. The committee will continue to monitor and make revisions should circumstances change before Town Meeting in May.

The following are some key highlights:

- Town Department Budgets are increasing by \$1,465,448 or 9.1%. Drivers of this increase include the addition of 2 FTEs in support of the Fire department and the formation of a Health Department that will help enhance public health and safety. Increases to insurance, utility and stormwater costs led to much of the additional increase.
- The total School appropriation including Nashoba Valley Technical High School is increasing by \$1,426,201 or 5.96%. This year there are capital articles primarily for repairs and facility improvements, including \$325,000 Roof repairs and an HVAC unit at the High School.
- This year we support \$2,198,706 in Capital spending funded by Free Cash, and includes \$1,043,000 in actual spending and an additional \$1,155,706 to be deposited into the Capital Stabilization Fund for future projects. The largest capital items this year are the replacement of the High School HVAC unit and feasibility study for the High School roof Replacement (\$325,000), upgrade of the Police Department camera monitoring system (\$200,000) and two police cruisers (\$140,000).
- In addition to the challenges of inflation, the Town still must deal with the usual ever-rising contractual costs of health insurance, retirement obligations, mandated wage increases, etc. all of which must be considered when putting an operating budget together.

Notwithstanding all of the challenges we face, Littleton remains in a very strong financial position. Much of what we have been able to achieve is due to the very accomplished Town Finance Department and committed leadership at the Town Hall and the School District.

Littleton Finance Committee

Tyler Gray – Chairman

Thomas Porell - Clerk

Steve Venuti

Alvin Rasmus

Geri Bertozzi

Brian Tarbox

FY 2024 Budget Summary


**Town of Littleton
Budget Summary**
FY24 Budget Summary

	<i>FY24 Budget</i>	<i>FY23 Budget</i>	<i>Variance</i>	<i>% Variance</i>
<u>Revenue</u>				
Levy Limit	49,649,473	48,008,996	1,640,477	3.42%
Other Funds				
Undesignated Fund Balance	3,403,041	7,322,865	(3,919,824)	-53.53%
Cherry Sheets - Town State Aid	951,357	915,210	36,147	3.95%
Cherry Sheets - School State Aid	5,145,072	5,060,235	84,837	1.68%
School Dept Reserves	-	-	-	-
Stabilization/Overlay Surplus & Other	-	6,416,955	(6,416,955)	-100.00%
Other Available Funds	1,023,852	931,370	92,482	9.93%
Local Receipts	3,665,325	3,919,790	(254,465)	-6.49%
Total Other Funds	14,188,647	24,566,425	(10,377,777)	-42.24%
Total Revenue/Available Funds	63,838,120	72,575,421	(8,737,300)	-12.04%
<u>Expenses</u>				
Town Operating Budgets	15,851,447	14,610,308	1,241,139	8.49%
School Appropriation	24,433,262	23,050,247	1,383,015	6.00%
School Revolving Spending	-	-	-	-
Technical School Assessments	781,592	738,406	43,186	5.85%
Other Charges, Facilities & Infrastructure	1,715,498	1,491,189	224,309	15.04%
Debt Service	3,394,532	3,554,872	(160,340)	-4.51%
Employee/Retiree Benefits	11,241,657	11,237,675	3,982	0.04%
Total Operating Budget	57,417,988	54,682,697	2,735,291	5.00%
Capital Exclusions	-	-	-	-
Total Municipal Budget	57,417,988	54,682,697	2,735,291	5.00%
Capital Planning and Warrant Articles	2,198,706	10,326,352	(8,127,646)	-78.71%
Total Appropriations	59,616,694	65,009,049	(5,392,355)	-8.29%
Other Amounts to be Raised	466,000	395,633	70,367	17.79%
Payments of Previous FY Bills	-	-	-	-
Fiscal Policy Adjustments	500,000	900,000	(400,000)	-44.44%
Additions to General & Other Stabilizations	624,539	2,833,529	(2,208,990)	-77.96%
Cherry Sheet Charges & Offsets - Town	164,273	158,910	5,363	3.38%
Cherry Sheet Charges & Offsets - School	1,782,423	1,750,530	31,893	1.82%
Allowance for Abatements	680,000	1,500,000	(820,000)	-54.67%
Total Other Amounts	4,217,235	7,538,602	(3,321,366)	-44.06%
Total Expenditures	63,833,929	72,547,651	(8,713,721)	-12.01%
Net Budget Variance	4,191	27,770		

This Page Intentionally Left Blank.



May 1, 2023 Annual Town Meeting

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

ARTICLE 1 Select Board Town Officers

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

Motion: Moved and seconded by the Select Board that the following Officers be chosen for Fiscal Year 2024: Fence Viewers: Timothy Harrison Whitcomb, Joseph Knox; Field Driver: Raymond C. O'Neil; Measurers and Weighers of Grain, Hay, Coal and Livestock: Ronald Polack and Peter Wormell.

ARTICLE 2 Select Board Annual Reports

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

Motion: Moved and seconded by the Select Board that the Town vote to receive the reports of the Town Officers and Committees as contained in the 2022 Annual Town Report.

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

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

[Article 3 would pay any bills from prior fiscal years, which were not received before the books were closed, and for which prior year budget funds had not been encumbered. At the time that the report was printed, two bills have been identified.]

Motion: Moved and seconded by the Select Board that the Town vote to pay prior years bills as follows:
Flo-Tech (FY21 printer repair bill); \$150.00 to be charged to 00011557-558060 (IT Supplies/Hardware/Software)
Flo-Tech (FY22 printer repair bill); \$271.84 to be charged to 00011557-558060 (IT Supplies/Hardware/Software)

The Finance Committee and Select Board recommend this article.

ARTICLE 4
Finance Committee/Select Board
FY 2024 Operating Budget

To see if the Town will vote to raise and appropriate \$55,814,340, transfer from Certified Free Cash \$579,796, for a total of \$56,394,136, 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, 2023, or to take any other action related thereto.

Functional Area Department	Voting Line	FY2022 Actual	FY2023 Budget	FY2024 Recommended
<u>GENERAL GOVERNMENT</u>				
TOWN REPORT/TOWN MEETING				
Expenses		<u>26,370</u>	<u>30,866</u>	<u>31,800</u>
Total TOWN REPORT/TOWN MEETING		26,370	30,866	31,800
MODERATOR				
Expenses		<u>100</u>	<u>100</u>	<u>100</u>
Total MODERATOR		100	100	100
SELECT BOARD				
Salaries & Wages		14,000	14,000	14,000
Expenses		30,311	30,800	23,800
MAGIC/MAPC Assessments & Grant Match		<u>0</u>	<u>0</u>	<u>0</u>
Total SELECT BOARD		44,311	44,800	37,800
TOWN ADMINISTRATOR				
Salaries & Wages		378,219	395,047	414,877
Expenses		<u>47,500</u>	<u>20,500</u>	<u>20,500</u>
Total TOWN ADMINISTRATOR		425,719	415,547	435,377
FINANCE COMMITTEE				
Salaries & Wages		800	800	800
Expenses		<u>500</u>	<u>500</u>	<u>500</u>
Total FINANCE COMMITTEE		1,300	1,300	1,300
RESERVE FUND				
Expenses		<u>91,457</u>	<u>295,000</u>	<u>295,000</u>
Total RESERVE FUND		91,457	295,000	295,000

TOWN OF LITTLETON, MASSACHUSETTS

Functional Area Department	Voting Line	FY2022 Actual	FY2023 Budget	FY2024 Recommended
TOWN ACCOUNTANT				
Salaries & Wages		223,326	293,254	306,891
Expenses		<u>40,634</u>	<u>70,250</u>	<u>88,250</u>
Total TOWN ACCOUNTANT		263,960	363,504	395,141
AUDIT				
Expenses		<u>45,000</u>	<u>0</u>	<u>0</u>
Total AUDIT		45,000	0	0
ASSESSOR				
Salaries & Wages		204,394	225,875	241,261
Expenses		<u>41,190</u>	<u>46,125</u>	<u>64,875</u>
Total ASSESSOR		245,584	272,000	306,136
TREASURER				
Salaries & Wages		237,029	260,147	323,539
Expenses		<u>23,016</u>	<u>23,575</u>	<u>24,600</u>
Total TREASURER		260,045	283,722	348,139
TAX COLLECTOR				
Salaries & Wages		85,119	85,176	89,102
Expenses		<u>24,958</u>	<u>37,050</u>	<u>37,050</u>
Total TAX COLLECTOR		110,077	122,226	126,152
TOWN COUNSEL				
Expenses		<u>355,985</u>	<u>260,000</u>	<u>260,000</u>
Total TOWN COUNSEL		355,985	260,000	260,000
HUMAN RESOURCES				
Salaries & Wages		170,866	205,880	185,462
Expenses		<u>142,345</u>	<u>180,600</u>	<u>171,600</u>
Total HUMAN RESOURCES		313,211	386,480	357,062
INFORMATION SYSTEMS				
Salaries & Wages		179,204	184,642	197,272
Expenses		<u>464,449</u>	<u>468,000</u>	<u>500,000</u>
Total INFORMATION SYSTEMS		643,653	652,642	697,272
TAX TITLE				
Expenses		<u>1,009</u>	<u>16,000</u>	<u>16,000</u>
Total TAX TITLE		1,009	16,000	16,000

TOWN OF LITTLETON, MASSACHUSETTS

Functional Area Department	Voting Line	FY2022 Actual	FY2023 Budget	FY2024 Recommended
TOWN CLERK				
Elected Salaries		90,935	95,631	101,101
Salaries & Wages		51,797	60,344	63,330
Expenses		<u>5,500</u>	<u>21,738</u>	<u>8,350</u>
Total TOWN CLERK		148,232	177,713	172,781
ELECTIONS & REGISTRATIONS				
Salaries & Wages		3,000	4,000	4,000
Expenses		<u>16,200</u>	<u>21,000</u>	<u>38,350</u>
Total ELECTIONS & REGISTRATIONS		19,200	25,000	42,350
CONSERVATION COMMISSION				
Salaries & Wages		48,331	92,974	82,321
Expenses		<u>3,700</u>	<u>17,150</u>	<u>19,450</u>
Total CONSERVATION COMMISSION		52,031	110,124	101,771
PLANNING BOARD				
Salaries & Wages		115,490	0	185,142
Expenses		<u>4,600</u>	<u>4,370</u>	<u>2,575</u>
Total PLANNING BOARD		120,090	4,370	187,717
APPEALS BOARD				
Salaries & Wages		5,300	0	0
Expenses		<u>400</u>	<u>1,400</u>	<u>300</u>
Total APPEALS BOARD		5,700	1,400	300
Land Use				
Salaries & Wages		0	316,238	204,203
Expenses		<u>0</u>	<u>2,080</u>	<u>24,000</u>
Total Land Use		0	318,318	228,203

VOTED TOTAL GENERAL GOVERNMENT				
Salaries & Wages	1	1,807,810	2,234,008	2,413,301
Expenses	2	<u>1,365,224</u>	<u>1,547,104</u>	<u>1,627,100</u>
VOTED TOTAL GENERAL GOVERNMENT		3,173,034	3,781,112	4,040,401

PUBLIC SAFETY

POLICE

Salaries & Wages		2,114,380	2,367,104	2,447,378
Expenses		<u>141,739</u>	<u>187,000</u>	<u>241,186</u>
Total POLICE		2,256,119	2,554,104	2,688,564

TOWN OF LITTLETON, MASSACHUSETTS

Functional Area Department	Voting Line	FY2022 Actual	FY2023 Budget	FY2024 Recommended
FIRE/EMS DEPARTMENT				
Salaries & Wages		1,868,804	1,901,160	2,191,641
Expenses		<u>285,455</u>	<u>272,815</u>	<u>267,775</u>
Total FIRE/EMS DEPARTMENT		2,154,259	2,173,975	2,459,416
DISPATCH				
Salaries & Wages		579,045	681,965	688,625
Expenses		<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
Total DISPATCH		580,545	683,465	690,125
BUILDING DEPARTMENT				
Salaries & Wages		359,121	177,641	211,194
Expenses		<u>11,980</u>	<u>11,330</u>	<u>6,650</u>
Total BUILDING DEPARTMENT		371,101	188,971	217,844
EMERGENCY MANAGEMENT				
Expenses		<u>6,671</u>	<u>6,575</u>	<u>5,075</u>
Total EMERGENCY MANAGEMENT		6,671	6,575	5,075
CROSSING GUARDS				
Salaries & Wages		<u>5,000</u>	<u>5,000</u>	<u>0</u>
Total CROSSING GUARDS		5,000	5,000	0
CANINE CONTROL				
Expenses		<u>36,652</u>	<u>36,000</u>	<u>36,500</u>
Total CANINE CONTROL		36,652	36,000	36,500
VOTED TOTAL PUBLIC SAFETY				
Salaries & Wages		34,926,350	5,132,870	5,538,838
Expenses		<u>4 483,997</u>	<u>515,220</u>	<u>558,686</u>
VOTED TOTAL PUBLIC SAFETY		5,410,347	5,648,090	6,097,524
<u>PUBLIC WORKS</u>				
DPW				
Salaries & Wages		810,148	875,073	877,801
Expenses		<u>100,485</u>	<u>237,760</u>	<u>103,600</u>
Total DPW		910,633	1,112,833	981,401
ROADWAY REPAIRS				
Expenses		<u>954,316</u>	<u>826,800</u>	<u>1,014,000</u>
Total ROADWAY REPAIRS		954,316	826,800	1,014,000

TOWN OF LITTLETON, MASSACHUSETTS

Functional Area Department	Voting Line	FY2022 Actual	FY2023 Budget	FY2024 Recommended
PARKS				
Salaries & Wages		195,614	180,710	188,727
Expenses		<u>77,000</u>	<u>77,000</u>	<u>87,000</u>
Total PARKS		272,614	257,710	275,727
SNOW & ICE				
Salaries & Wages		68,000	68,000	68,000
Expenses		<u>132,000</u>	<u>132,000</u>	<u>132,000</u>
Total SNOW & ICE		200,000	200,000	200,000
TRANSFER STATION				
Salaries & Wages		146,219	151,240	154,068
Expenses		<u>465,265</u>	<u>298,500</u>	<u>304,500</u>
Total TRANSFER STATION		611,484	449,740	458,568
STREET LIGHTING				
Expenses		<u>18,200</u>	<u>18,200</u>	<u>18,200</u>
Total STREET LIGHTING		18,200	18,200	18,200
DPW - Wastewater/Stormwater Management				
Expenses		<u>246,550</u>	<u>361,861</u>	<u>507,901</u>
Total Wastewater/Stormwater Management		246,550	361,861	507,901
B&M CROSSING				
Expenses		<u>2,900</u>	<u>3,000</u>	<u>3,000</u>
Total B&M CROSSING		2,900	3,000	3,000
LANDFILL CLOSURE				
Expenses		<u>0</u>	<u>0</u>	<u>130,000</u>
Total LANDFILL CLOSURE		0	0	130,000
CEMETERY DEPARTMENT				
Salaries & Wages		131,709	197,410	214,275
Expenses		<u>15,750</u>	<u>15,750</u>	<u>19,065</u>
Total CEMETERY DEPARTMENT		147,459	213,160	233,340
VOTED TOTAL PUBLIC WORKS				
Salaries & Wages	5	1,351,690	1,472,433	1,502,871
Expenses	6	<u>2,012,466</u>	<u>1,970,871</u>	<u>2,319,266</u>
VOTED TOTAL PUBLIC WORKS		3,364,156	3,443,304	3,822,137

TOWN OF LITTLETON, MASSACHUSETTS

Functional Area Department	Voting Line	FY2022 Actual	FY2023 Budget	FY2024 Recommended
<u>HEALTH & HUMAN SERVICES</u>				
HEALTH DEPARTMENT				
Salaries & Wages		26,048	83,588	120,000
Expenses		<u>1,330</u>	<u>10,800</u>	<u>0</u>
Total HEALTH DEPARTMENT		27,378	94,388	120,000
NASHOBA ASSOCIATED BOARD OF HEALTH				
Expenses		<u>26,650</u>	<u>0</u>	<u>35,000</u>
Total NASHOBA ASSOCIATED BOARD OF HEALTH		26,650	0	35,000
ANIMAL INSPECTOR				
Salaries & Wages		<u>0</u>	<u>0</u>	<u>0</u>
Total ANIMAL INSPECTOR		0	0	0
NURSING SERVICES				
Expenses		<u>13,575</u>	<u>10,000</u>	<u>15,000</u>
Total NURSING SERVICES		13,575	10,000	15,000
MENTAL HEALTH SERVICES				
Expenses		<u>20,000</u>	<u>0</u>	<u>0</u>
Total MENTAL HEALTH SERVICES		20,000	0	0
ELDER AND HUMAN SERVICES				
Salaries & Wages		255,304	329,389	351,390
Expenses		<u>24,005</u>	<u>52,885</u>	<u>55,516</u>
Total ELDER AND HUMAN SERVICES		279,309	382,274	406,906
VETERANS AGENT				
Salaries & Wages		8,087	8,209	8,209
Expenses		<u>11,304</u>	<u>11,910</u>	<u>11,910</u>
Total VETERANS AGENT		19,390	20,119	20,119
VETERAN BENEFITS				
Expenses		<u>101,855</u>	<u>175,000</u>	<u>175,000</u>
Total VETERAN BENEFITS		101,855	175,000	175,000

TOWN OF LITTLETON, MASSACHUSETTS

Functional Area Department	Voting Line	FY2022 Actual	FY2023 Budget	FY2024 Recommended
DISABILITY COMMISSION				
Expenses		<u>1,200</u>	<u>1,200</u>	<u>1,200</u>
Total DISABILITY COMMISSION		1,200	1,200	1,200

VOTED TOTAL HEALTH & HUMAN SERVICES				
Salaries & Wages	7	289,439	421,186	479,599
Expenses	8	<u>273,670</u>	<u>261,795</u>	<u>293,626</u>
VOTED TOTAL HEALTH & HUMAN SERVICES		563,109	682,981	773,225

CULTURE AND RECREATION

REUBEN HOAR LIBRARY

Salaries & Wages		550,828	617,309	653,481
Expenses		<u>185,600</u>	<u>177,250</u>	<u>193,100</u>
Total REUBEN HOAR LIBRARY		736,428	794,559	846,581

PARKS AND RECREATION

Salaries & Wages		0	202,892	208,249
Expenses		<u>0</u>	<u>43,040</u>	<u>45,000</u>
Total PARKS AND RECREATION		0	245,932	253,249

PATRIOTS DAY

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

MEMORIAL DAY

Expenses		<u>750</u>	<u>750</u>	<u>1,250</u>
Total MEMORIAL DAY		750	750	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>4,100</u>	<u>5,600</u>
Total CULTURAL COUNCIL		5,600	4,100	5,600

TOWN OF LITTLETON, MASSACHUSETTS

Functional Area Department	Voting Line	FY2022 Actual	FY2023 Budget	FY2024 Recommended
SUSTAINABILITY COMMITTEE				
Expenses		<u>0</u>	<u>0</u>	<u>2,000</u>
Total SUSTAINABILITY COMMITTEE		0	0	2,000
SHADE TREE COMMITTEE				
Expenses		<u>3,500</u>	<u>5,000</u>	<u>5,000</u>
Total SHADE TREE COMMITTEE		3,500	5,000	5,000
VOTED TOTAL CULTURE AND RECREATION				
Salaries & Wages	9	550,828	820,201	861,730
Expenses	10	<u>199,930</u>	<u>234,620</u>	<u>256,430</u>
VOTED TOTAL CULTURE AND RECREATION		750,758	1,054,821	1,118,160
<u>OTHER GENERAL GOVERNMENT</u>				
MUNICIPAL BUILDING COMMITTEE				
Salaries & Wages		5,000	5,000	5,000
Expenses		<u>10,000</u>	<u>20,000</u>	<u>0</u>
Total MUNICIPAL BUILDING COMMITTEE		10,000	25,000	5,000
PUBLIC BUILDINGS				
Salaries & Wages		66,189	138,089	191,998
Expenses		<u>595,599</u>	<u>558,100</u>	<u>703,500</u>
Total PUBLIC BUILDINGS		661,788	696,189	895,498
PROPERTY & LIABILITY INSURANCE				
Expenses		<u>436,113</u>	<u>500,000</u>	<u>530,000</u>
Total PROPERTY & LIABILITY INSURANCE		436,113	500,000	530,000
CENTRAL COMMUNICATIONS				
Expenses		<u>121,262</u>	<u>115,000</u>	<u>115,000</u>
Total CENTRAL COMMUNICATIONS		121,262	115,000	115,000
FUEL				
Expenses		<u>198,000</u>	<u>155,000</u>	<u>170,000</u>
Total FUEL		198,000	155,000	170,000

TOWN OF LITTLETON, MASSACHUSETTS

Functional Area	Voting	FY2022	FY2023	FY2024
Department	Line	Actual	Budget	Recommended
VOTED TOTAL OTHER GENERAL GOVERNMENT				
Salaries & Wages	11	71,189	143,089	196,998
Expenses	12	<u>1,360,974</u>	<u>1,348,100</u>	<u>1,518,500</u>
VOTED TOTAL OTHER GENERAL GOVERNMENT		1,432,163	1,491,189	1,715,498

EDUCATION

LITTLETON SCHOOL DEPARTMENT

Education Budget		<u>22,590,000</u>	<u>23,050,247</u>	<u>24,433,262</u>
Total LITTLETON SCHOOL DEPARTMENT		22,590,000	23,050,247	24,433,262

TECHNICAL SCHOOL EXPENDITURES

Education Budget		<u>675,000</u>	<u>738,406</u>	<u>781,592</u>
Total TECHNICAL SCHOOL EXPENDITURES		675,000	738,406	781,592

VOTED TOTAL EDUCATION				
Education Budget	13	<u>23,265,000</u>	<u>23,788,653</u>	<u>25,214,854</u>
VOTED TOTAL EDUCATION		23,265,000	23,788,653	25,214,854

EMPLOYEE BENEFITS

EMPLOYEE/RETIREE BENEFITS

Unemployment		190,000	100,000	84,000
Medicare		375,000	421,165	450,000
Life Insurance		24,000	24,000	24,000
Short/Long Term Disability		23,000	23,000	25,000
Medical/Health Insurance		4,879,032	5,111,510	5,485,225
County Retirement		2,443,511	2,757,015	3,073,432
Longevity		0	0	0
Other		20,000	22,000	25,000
Tuition Reimbursement		0	0	0
Workers Comp Insurance		<u>175,000</u>	<u>203,000</u>	<u>205,000</u>
Total EMPLOYEE/RETIREE BENEFITS		8,129,543	8,661,690	9,371,657

VOTED TOTAL EMPLOYEE BENEFITS				
Expenses	14	<u>8,129,543</u>	<u>8,661,690</u>	<u>9,371,657</u>
VOTED TOTAL EMPLOYEE BENEFITS		8,129,543	8,661,690	9,371,657

TOWN OF LITTLETON, MASSACHUSETTS

<i>Functional Area Department</i>	<i>Voting Line</i>	<i>FY2022 Actual</i>	<i>FY2023 Budget</i>	<i>FY2024 Recommended</i>
---------------------------------------	------------------------	--------------------------	--------------------------	-------------------------------

DEBT SERVICE

710 LONG TERM DEBT		3,062,091	3,054,872	2,799,532
720 SHORT TERM DEBT		<u>535,481</u>	<u>500,000</u>	<u>595,000</u>
Total DEBT SERVICE		3,597,572	3,554,872	3,394,532

<u>VOTED TOTAL DEBT SERVICE</u>				
<i>Expenses</i>	15	<u>3,597,572</u>	<u>3,554,872</u>	<u>3,394,532</u>
VOTED TOTAL DEBT SERVICE		3,597,572	3,554,872	3,394,532

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	-17,274
Transfer In - From: Oak Hill Cell Tower To: Debt Service	18	-28,175	0	0
Transfer In - From: Newtown Hill Cell Tower To: Debt Service	19	-32,535	0	0
Transfer In - From: Bond Premium To: Debt Service	20	-17,183	-15,321	-13,456
Transfer In - From: Debt Exclusion Stabilization To: Debt Service	21	-161,137	-300,000	-396,409
Transfer In - From: Community Preservation To: Debt Service	22	-76,138	-73,775	-71,713
Total TRANSFERS INTO GENERAL FUND		-857,442	-931,370	-1,023,852

TOWN OF LITTLETON, MASSACHUSETTS

Functional Area Department	Voting Line	FY2022 Actual	FY2023 Budget	FY2024 Recommended
TRANSFERS OUT OF GENERAL FUND				
Transfer Out - OPEB Trust Fund	23	1,961,465	2,575,985	1,870,000
Transfer Out - Recreation Enterprise	24	245,000	0	0
Total TRANSFERS OUT OF GENERAL FUND		2,206,465	2,575,985	1,870,000

FUNDING SUMMARY				
Salaries & Wages		8,997,306	10,223,787	10,993,337
Expenses (including transfers out of General Fund)		19,629,841	20,670,257	21,209,797
Education		<u>23,265,000</u>	<u>23,788,653</u>	<u>25,214,854</u>
Total Operating Budget		51,892,147	54,682,697	57,417,988
Transfers into General Fund		<u>-857,442</u>	<u>-931,370</u>	<u>-1,023,852</u>
Net Operating Budget		51,034,705	53,751,327	56,394,136

[Article 4 is the FY 2024 recommended budget of \$56,394,136; \$55,814,340 to come from raise and appropriate and \$579,796 from Undesignated Fund Balance]

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

The Finance Committee and Select Board recommend this article.

ARTICLE 5
Select Board
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, 2023, as follows:

Revolving Fund	Expenditure Limit FY 2024
Alarm Box Repairs (Fire Alarm System)	\$5,000
CPR Courses	\$2,000
Sealer of Weights & Measures	\$20,000
MART Bus fees	\$50,000
Elder and Human Services (COA Recreation)	\$9,000
Legal Advertisements (ZBA Advertising)	\$2,000
Composting Bins (Sustainability Committee)	\$1,200
LCTV Boxborough IMA	\$100,000
School Department Transportation	\$250,000
School Department One to One Technology	\$75,000
School Department Non-Resident Tuition	\$80,000
Community Gardens	\$300
Parks, Recreation and Community Education	\$1,100,000

or to take any other action related thereto.

[Article 5 establishes annual expenditure limitations on revolving funds established by the Town Bylaw adopted by the May 1, 2017 Annual Town Meeting. Revolving funds are used to raise revenues for specific services and use those revenues without appropriation to support the 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
FY 2024 Water Enterprise Fund Operating Budget

To see if the Town will vote to appropriate \$8,004,178 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, 2023 (detail below), or to take any other action related thereto.

I. Water Enterprise Revenues	FY2023 Budget	FY2024 Budget
User Charges	\$4,815,015	\$6,025,878
Other Departmental Revenue	\$78,300	\$78,300
Enterprise Available Funds	0	\$1,900,000
Investment Income	0	0
Total Revenues	\$4,893,315	\$8,004,178
II. Costs Appropriated for the Enterprise Fund		
Salaries and Wages	\$1,220,000	\$1,264,000
Expenses	\$1,631,445	\$2,210,178
Capital Outlay – Equipment	\$50,000	\$105,000
Capital Outlay – Improvements	\$631,870	\$2,825,000
Reserve Fund	\$200,000	\$200,000
Debt Principal and Interest	\$1,160,000	\$1,400,000
Budgeted Surplus	0	0
Total Costs Appropriated for Enterprise Fund	\$4,893,315	\$8,004,178
III. Costs Appropriated for General Fund to be Charged to the Enterprise Fund		
Indirect Costs	\$0	\$0
Benefits	0	\$0
Pension Costs	0	\$0
Total Costs Appropriated for the General Fund	\$0	\$0
Total Costs	\$4,893,315	\$8,004,178

[Article 6 funds the Water Enterprise Fund for FY 2024. 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 approve Article 6 as printed in the warrant.

The Finance Committee and Select Board recommend this article.

ARTICLE 7
Board of Water Commissioners
FY 2024 Sewer Enterprise Fund Operating Budget

To see if the Town will vote to appropriate \$507,901 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, 2023 (detail below), or to take any other action related thereto.

I. Sewer Enterprise Revenues	FY2023 Budget	FY2024 Budget
User Charges	\$361,861.00	\$507,901.00
Transfer from General Fund	0	0
Enterprise Available Funds	0	0
Investment Income	0	0
Total Revenues	\$361,861	\$507,901
II. Costs Appropriated for the Enterprise Fund		
Salaries and Wages	\$91,300	\$95,600
Expenses	\$105,561	\$112,301
Capital Outlay – Equipment	0	0
Capital Outlay – Improvements	0	0
Reserve Fund	0	0
Debt Principal and Interest	\$165,000	\$300,000
Budgeted Surplus	0	0
Total Costs Appropriated for Enterprise Fund	\$361,861	\$507,901
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	\$361,861	\$507,901

[Article 7 funds the Sewer Enterprise Fund for FY 2024 so that the Water Department can operate and maintain the existing small municipal sewer system. This is the fourth 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 approve Article 7 as printed in the warrant.

The Finance Committee and Select Board recommend this article.

ARTICLE 8
Board of Water Commissioners
Amend FY 2023 Sewer Enterprise Fund Operating Budget

To see if the Town will vote to appropriate an additional \$286,550 to increase the FY 2023 Sewer Budget, as adopted under Article 7 of the May 2, 2022 Annual Town Meeting from \$361,861 to \$648,411, to cover the cost of a debt service payment due in May 2023, or to take any other action related thereto.

[This article supplements the Fiscal Year 2023 Sewer Enterprise Fund Operating Budget by \$286,550 to pay for a debt service payment which should have been included in the Fiscal Year 2023 budget. The Town of Littleton is currently the only customer of the sewer system thus the Town is obligated for all expenditures associated with the Sewer Enterprise Fund. The Town proposes to pay for the unbudgeted expense from Sewer Retained Earnings (\$106,952) and Debt Service Short Term Debt (\$179,598).]

Motion: Moved and seconded by the Board of Water Commissioners that the Town vote to approve Article 8 as printed in the Warrant.

The Board of Water Commissioners, Select Board and Finance Committee recommend Article 8.

ARTICLE 9
Fiscal Year 2024 Capital Items from Available Funds
Select Board/Finance Committee
[Majority vote]

To see if the Town will vote to transfer \$1,043,000 from Certified Free Cash or any other sum or sums of money, for the following capital projects and purchases itemized and described below, and for all costs incidental and related thereto;

Department	Name of Capital Asset/Project	Project Description	Total Cost
DPW-Highway	2022/23 Ford Explorer	Replacement of a 2013 SUV with a new 2022/23 Ford Explorer (Hybrid)	\$50,000
DPW-Parks	Irrigation Wells	Installation of irrigation wells at Koerper Field and Town Common	\$65,000
Planning Department	Zoning Bylaw: Diagnostic and Recodification	Two-step process to hire a consultant to conduct diagnostic and recodification reviews of the Town's current zoning bylaw	\$32,000
Police	Camera and Security System	Upgrade of Police Department facility camera monitoring and recording system	\$200,000
Police	Replace Cruisers	Replaces two police cruisers each year per Police Capital Plan with hybrid vehicles	\$140,000

TOWN OF LITTLETON, MASSACHUSETTS

Department	Name of Capital Asset/Project	Project Description	Total Cost
PRCE	Pick-Up Truck	Replacement of 2011 Ford Ranger Pick-up Truck with electric pickup to be utilized as a town pool vehicle	\$60,000
Schools	Concrete Sidewalk Repairs	Sidewalk repairs at all school facilities	\$71,000
Schools	High School HVAC Unit Roof Top Replacement	Replacement of 22-year-old HVAC unit	\$275,000
Schools	High School Roof	Funding for feasibility study for replacement of High School roof	\$50,000
Schools	Facilities Improvements (Furniture, Floors, Play Structures)	Various facility improvements for school buildings including replacement of portions of flooring at High School, replacement of broken furniture in all schools and replacement of swing sets at Shaker Lane and Russell Street Schools	\$100,000
		Total Capital Spending from Free Cash	\$1,043,000

or to take any other action related thereto.

[Article 9 authorizes the expenditure of \$1,043,000 from Certified Free Cash for infrastructure upgrades and improvements as detailed above.]

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

The Finance Committee and Select Board recommend this article.

<p align="center">ARTICLE 10 Select Board Fund Rehabilitation of Former Indian Hill Music School (32/36 King Street)</p>

To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sum or sums of money for the purpose of rehabilitating the former Indian Hill Music School (32/36 King Street) for use by Town departments, or take any other action related thereto.

[The February 15, 2023 Special Town Meeting voted to purchase the former Indian Hill Music School (32/36 King Street) for \$3,500,000. The closing date for execution of the sale to the Town is scheduled for March 31, 2023. The Town has hired an Owners Project Manager (OPM) and architect to assist the Town in developing a scope of work for the rehabilitation of 32/36 King Street. This effort is currently in process. The objective will be to have a recommended funding amount from the OPM and architect to rehabilitate 32/36

King Street in preparation for use by School administrative staff and the Parks, Recreation and Community Education (PRCE) Department.]

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

The Finance Committee and Select Board recommendations are forthcoming.

ARTICLE 11
Community Preservation Committee
Fiscal Year 2024 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 2024 Community Preservation Budget, to appropriate or reserve from FY2024 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: \$11,526
2. Open Space Debt Service: \$58,915 as follows:
 - Yapp - Lucy's Land \$5,300
 - Cobb \$17,615
 - Williams - Boxborough Rd \$36,000
3. Historic Resources Debt Service: \$10,650 as follows:
 - Houghton \$10,650
4. Open Space Reserves: \$230,525
5. Historic Resources Reserves: \$103,736
6. Housing Reserves: \$115,263 to be transferred to the Littleton Affordable Housing Trust
7. Recreation Reserves: \$115,263

And to transfer:

- \$9,950 from Historic Resources Reserves for Phase II of the Westlawn Cemetery Conservation Project
- \$4,201 from Historic Resources Reserves for consultant support to the Historic Commission to review design plans and on-site rehabilitation work for 12 Robinson Road to ensure compliance with preservation restrictions
- \$19,476 from Recreation Reserves to fund a three-year initiative to improve trail conditions on Conservation Commission land at the Town Forest Conservation land
- \$115,263 from the Community Housing Reserves to the Littleton Affordable Housing Trust, or to take any other action related thereto.

[Article 11 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 Community Preservation Committee that the Town vote to approve Article 11, as printed in the warrant.

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

ARTICLE 12

**Littleton Community Television Advisory Committee
Fiscal Year 2024 LCTV Receipts Reserved for Appropriation from the
Public, Education and Government Access Fund**

To see if the Town will vote to appropriate \$413,203 from the Receipts Reserved for Appropriation from the Public, Education and Government (PEG) Access and Cable Related Fund (as established under M.G.L. c.44, §53F ¾) by vote of the November 2, 2015 Special Town Meeting, and which has a current balance of approximately \$392,921 to the LCTV Enterprise Fund for the operation of the Littleton Community Television cable television studio, as follows: \$242,143 for salaries, \$86,527 for employee/retirement benefits, \$84,533 for operating expenses, or to take any other action related thereto.

[Article 12 appropriates existing funds to be utilized for FY 2024 salaries and expenses related to the operation of the Littleton Community Television cable television studio and it redirects all future revenue received through the Inter-Municipal Agreement with the Town of Boxborough to be deposited into the Receipts Reserved for Appropriation from the Public, Education and Government (PEG) Access and Cable Related Fund, as opposed to the revolving fund, with the goal to consolidate all revenues and expenditures into one place.]

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

The Finance Committee and Select Board recommend this article.

ARTICLE 13
Select Board/Personnel Board
Fiscal Year 2024 Compensation Grid

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

By amending Schedule A Permanent Full and Part-time Employees, Schedules B, B-1, B-2, and D, effective July 1, 2023, by applying a two percent (2.0%) salary schedule adjustment, and by adopting Schedules as shown below. Schedules C and C-1 were amended at the November 2022 STM effective January 1, 2023.

TOWN OF LITTLETON, MASSACHUSETTS
FY 2024 CLASSIFICATION & COMPENSATION PLAN
SCHEDULE A, Permanent Full and Part-time Employees
Salaries shown are hourly and annual based on 52.2 weeks / year.

Gr	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
1	\$18.72 39,087.36	\$19.19 40,068.72	\$19.67 41,070.96	\$20.16 42,094.08	\$20.66 43,138.08	\$21.18 44,223.84	\$21.71 45,330.48	\$22.25 46,458.00	\$22.81 47,627.28	\$23.38 48,817.44
2	19.66 41,050.08	20.15 42,073.20	20.64 43,096.32	21.17 44,202.96	21.70 45,309.60	22.24 46,437.12	22.80 47,606.40	23.37 48,796.56	23.95 50,007.60	24.55 51,260.40
3	20.63 43,075.44	21.15 44,161.20	21.69 45,288.72	22.23 46,416.24	22.78 47,564.64	23.35 48,754.80	23.93 49,965.84	24.53 51,218.64	25.14 52,492.32	25.78 53,828.64
4	21.66 45,226.08	22.21 46,374.48	22.76 47,522.88	23.33 48,713.04	23.91 49,924.08	24.51 51,176.88	25.12 52,450.56	25.76 53,786.88	26.40 55,123.20	27.06 56,501.28
5	22.75 47,502.00	23.32 48,692.16	23.90 49,903.20	24.50 51,156.00	25.11 52,429.68	25.74 53,745.12	26.39 55,102.32	27.05 56,480.40	27.72 57,879.36	28.42 59,340.96
6	23.89 49,882.32	24.49 51,135.12	25.10 52,408.80	25.73 53,724.24	26.38 55,081.44	27.04 56,459.52	27.71 57,858.48	28.41 59,320.08	29.12 60,802.56	29.85 62,326.80
7	25.08 52,367.04	25.70 53,661.60	26.35 55,018.80	27.01 56,396.88	27.68 57,795.84	28.38 59,257.44	29.09 60,739.92	29.81 62,243.28	30.56 63,809.28	31.32 65,396.16
8	26.34 54,997.92	27.00 56,376.00	27.67 57,774.96	28.37 59,236.56	29.08 60,719.04	29.80 62,222.40	30.55 63,788.40	31.31 65,375.28	32.10 67,024.80	32.91 68,716.08
9	27.92 58,296.96	28.61 59,737.68	29.33 61,241.04	30.06 62,765.28	30.81 64,331.28	31.59 65,959.92	32.37 67,588.56	33.18 69,279.84	34.01 71,012.88	34.85 72,766.80
10	29.59 61,783.92	30.33 63,329.04	31.09 64,915.92	31.86 66,523.68	32.66 68,194.08	33.48 69,906.24	34.31 71,639.28	35.17 73,434.96	36.05 75,272.40	36.94 77,130.72
11	31.37 65,500.56	32.15 67,129.20	32.96 68,820.48	33.78 70,532.64	34.63 72,307.44	35.50 74,124.00	36.38 75,961.44	37.29 77,861.52	38.22 79,803.36	39.18 81,807.84
12	33.25 69,426.00	34.09 71,179.92	34.95 72,975.60	35.82 74,792.16	36.72 76,671.36	37.64 78,592.32	38.58 80,555.04	39.55 82,580.40	40.53 84,626.64	41.54 86,735.52
13	35.58 74,291.04	36.47 76,149.36	37.37 78,028.56	38.31 79,991.28	39.27 81,995.76	40.25 84,042.00	41.26 86,150.88	42.29 88,301.52	43.35 90,514.80	44.43 92,769.84
14	38.07 79,490.16	39.02 81,473.76	39.99 83,499.12	40.99 85,587.12	42.01 87,716.88	43.06 89,909.28	44.15 92,185.20	45.25 94,482.00	46.38 96,841.44	47.54 99,263.52
15	40.73 85,044.24	41.75 87,174.00	42.79 89,345.52	43.86 91,579.68	44.96 93,876.48	46.08 96,215.04	47.24 98,637.12	48.42 101,100.96	49.63 103,627.44	50.88 106,237.44

TOWN OF LITTLETON, MASSACHUSETTS

16	43.98 91,830.24	45.30 94,586.40	46.65 97,405.20	48.05 100,328.40	49.49 103,335.12	50.98 106,446.24	52.51 109,640.88	54.08 112,919.04	55.70 116,301.60	57.38 119,809.44
17	46.62 97,342.56	48.02 100,265.76	49.46 103,272.48	50.94 106,362.72	52.47 109,557.36	54.04 112,835.52	55.66 116,218.08	57.33 119,705.04	59.06 123,317.28	60.83 127,013.04
18	49.42 103,188.96	50.90 106,279.20	52.43 109,473.84	54.00 112,752.00	55.62 116,134.56	57.29 119,621.52	59.02 123,233.76	60.79 126,929.52	62.62 130,750.56	64.49 134,655.12
19	52.39 109,390.32	53.96 112,668.48	55.58 116,051.04	57.24 119,517.12	58.96 123,108.48	60.72 126,783.36	62.55 130,604.40	64.42 134,508.96	66.35 138,538.80	68.34 142,693.92
20	55.53 115,946.64	57.19 119,412.72	58.91 123,004.08	60.67 126,678.96	62.49 130,479.12	64.36 134,383.68	66.29 138,413.52	68.28 142,568.64	70.33 146,849.04	72.44 151,254.72
21	58.86 122,899.68	60.63 126,595.44	62.44 130,374.72	64.32 134,300.16	66.25 138,330.00	68.24 142,485.12	70.29 146,765.52	72.40 151,171.20	74.57 155,702.16	76.81 160,379.28
22	62.39 130,270.32	64.27 134,195.76	66.20 138,225.60	68.19 142,380.72	70.24 146,661.12	72.35 151,066.80	74.52 155,597.76	76.76 160,274.88	79.06 165,077.28	81.44 170,046.72
23	66.14 138,100.32	68.13 142,255.44	70.17 146,514.96	72.27 150,899.76	74.44 155,430.72	76.67 160,086.96	78.98 164,910.24	81.35 169,858.80	83.78 174,932.64	86.29 180,173.52
24	70.10 146,368.80	72.21 150,774.48	74.37 155,284.56	76.60 159,940.80	78.90 164,743.20	81.26 169,670.88	83.70 174,765.60	86.21 180,006.48	88.80 185,414.40	91.46 190,968.48

GRADE 1

No positions assigned

GRADE 2

No positions assigned

GRADE 3

No positions assigned

GRADE 4

Library Assistant

GRADE 5

Library Processing Clerk

GRADE 6

Administrative Staff-On Call

Department Clerk

GRADE 7

Cemetery Groundskeeper

LCTV – Video Production Coordinator

Library Technician

P/T Communications Officer

GRADE 8

Administrative Assistant – Building

Administrative Assistant – Elder & Human Services

Senior Library Technician

GRADE 9

Assessing Clerk/Field Lister

Library Office Coordinator

Payroll and Finance Coordinator

PRCE Office Coordinator

GRADE 10

Assistant Cemetery Superintendent

Assistant Conservation Agent

Assistant Town Clerk

Assistant Town Planner

Executive Assistant of Public Safety – Fire

Executive Assistant of Public Safety – Police

Financial Analyst

Reserve Police Officer

GRADE 11

Building Maintenance Supervisor

Business Administrator-Public Works

Cemetery Superintendent

Children’s Services/Senior Librarian

Conservation Coordinator

Executive Assistant to the Town Administrator

Head of Circulation/Senior Librarian

HR Generalist/Benefit Administrator

Information Systems Support Technician

LCTV Program Supervisor

Payroll and Benefit Coordinator

PRCE Program Coordinator

Public Health Nurse

Senior Librarian

Technical Services/Senior Librarian

Young Adult Services/Senior Librarian

GRADE 12

Alternate Inspector

Assistant Assessor

Assistant Town Accountant

Elder and Human Services Outreach Coordinator

Inspector of Wires

Local Building Inspector

TOWN OF LITTLETON, MASSACHUSETTS

Plumbing & Gas Inspector

GRADE 13

Assistant Director of Elder and Human Services

Assistant Library Director

Assistant Tax Collector

Public Health Coordinator

GRADE 14

Assistant PRCE Director

Assistant Treasurer/Collector/Payroll Manager

GRADE 15

Facilities Manager

LCTV Executive Director

*Town Clerk***

Town Engineer

Town Planner

GRADE 16

Building Commissioner

Chief Assessor/Appraiser

Director of Elder and Human Services

Highway Superintendent

Human Resources Director

Information Systems Manager

*Library Director**

PRCE Director

Town Treasurer/Collector

GRADE 17

*Deputy Fire Chief**

*Deputy Police Chief**

GRADE 18

Director of Public Works

GRADE 19

Assistant Town Administrator

*Director of Finance and Budget/Town Accountant**

GRADE 20

*Chief of Police**

*Fire Chief**

GRADE 21

No positions assigned

GRADE 22

*Town Administrator**

GRADE 23

No positions assigned

GRADE 24

No positions assigned

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

TOWN OF LITTLETON, MASSACHUSETTS

Schedule B

On-Call Meeting Clerk, \$15.30, Veteran's Agent, \$18.37

Schedule B-1, Other Employees

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
1 hourly	\$15.30	\$15.61	\$15.92	\$16.24	\$16.56
2 hourly	\$19.13	\$19.51	\$19.90	\$20.30	\$20.71

GRADE 1

COA Dispatcher

GRADE 2

COA Van Driver

Schedule B-2, Temporary/Seasonal Employees

GRADE	STEP 1	STEP 2	STEP 3	STEP 4
1 hourly	\$15.75	\$16.05	\$16.38	\$16.71
2 hourly	\$16.84	\$17.19	\$17.52	\$17.88
3 hourly	\$18.02	\$18.39	\$18.76	\$19.14
4 hourly	\$19.29	\$19.68	\$20.06	\$20.47

GRADE 1

No positions assigned

GRADE 3

Engineering Technician

GRADE 2

Seasonal Highway Laborer

GRADE 4

Seasonal Truck Driver/Laborer

Schedule D, Fire Department On-Call

On-Call Stipend \$4.00/hour

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
1 hourly	\$15.30					
2 hourly	\$16.33	\$16.66	\$16.99	\$17.33	\$17.68	\$18.02
3 hourly	\$16.98	\$17.32	\$17.67	\$18.01	\$18.37	\$18.73
4 hourly	\$17.66	\$18.00	\$18.37	\$18.73	\$19.10	\$19.48
5 hourly	\$18.17	\$18.53	\$18.90	\$19.22	\$19.59	\$19.99
6 hourly	\$18.72	\$19.09	\$19.47	\$19.87	\$20.26	\$20.67
7 hourly	\$19.29	\$19.68	\$20.06	\$20.47	\$20.88	\$21.30
8 hourly	\$19.87	\$20.26	\$20.67	\$21.08	\$21.50	\$21.94
9 hourly	\$20.47	\$20.88	\$21.30	\$21.72	\$22.15	\$22.60
10 hourly	\$20.67	\$21.08	\$21.50	\$21.94	\$22.37	\$22.82
11 hourly	\$25.85					

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

GRADE 1

On-Call/Per Diem Probationary Firefighter or EMT

GRADE 2

No positions assigned

GRADE 3

On-Call/Per Diem Firefighter

TOWN OF LITTLETON, MASSACHUSETTS

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 13 amends the classification and compensation plans for non-union Town employees for FY 2024 to include a 2.0% COLA increase.]

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.

<p>ARTICLE 14 Select Board Capital Stabilization Fund</p>
--

To see if the Town will vote to transfer from Certified Free Cash the sum of \$1,155,706 to be deposited in the Capital Stabilization Fund established by Article 6 of the May 6, 2013 Special Town Meeting for the purpose of funding any capital-related project, or pieces of capital equipment, or debt service payment related thereto; said fund as authorized by M.G.L. c.40, §5B, or to take any other action related thereto.

[The Town's adopted financial management policy requires that an amount equal to at least one percent (1%) of the total General Fund capital plan be appropriated annually into the capital stabilization fund (\$498,706 for Fiscal Year 2024). The Town is proposing a supplemental contribution of \$657,000 from Certified Free Cash for a total contribution of \$1,155,706 to the Capital Stabilization Fund. The balance in this fund is estimated to be \$2,337,665 as of June 30, 2023. The Town's AAA bond rating is based in part on maintaining a healthy balance in this and other reserve accounts, as well as for adhering to its financial policies.]

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

The Finance Committee and Select Board recommend this article.

ARTICLE 15
Select Board
Debt Exclusion Stabilization Fund

To see if the Town will vote to transfer from Certified Free Cash \$474,539 or any other sum or sums of money to the Debt Exclusion Stabilization Fund established by Article 12 of the May 2, 2016 Annual Town Meeting for the purpose of reducing the amount of existing debt service and/or the amount of debt needed to be placed when final bonding occurs for borrowing authorizations, both having been exempted from the provisions of Proposition 2½, so called; said funds as authorized by Chapter 40, Section 5B of the General Laws; 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 15 will add \$474,539 to the Fund. The Fund is expected to end FY24 with a balance of \$522,714.]

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

The Finance Committee and Select Board recommend this article.

ARTICLE 16
Select Board
Use of Debt Exclusion Stabilization Fund for FY 2024 Excluded Debt
[2/3rd Vote]

To see if the Town will vote to transfer from the Debt Exclusion Stabilization Fund established by Article 12 of the May 2, 2016 Annual Town Meeting for the purpose of reducing the amount of existing debt service and/or the amount of debt needed to be placed when final bonding occurs for borrowing authorizations, both having been exempted from the provisions of Proposition 2½, an amount of up to \$396,408.61 to apply to pay for excluded debt service for the fiscal year beginning July 1, 2023, or to take any other action related thereto.

[Article 16 uses the Debt Exclusion Stabilization Fund to reduce the cost of debt passed onto property taxpayers for projects previously voted and excluded from Proposition 2½.]

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

The Finance Committee and Select Board recommend this article.

ARTICLE 17
Select Board
Appropriation of Transportation Network Company Funds

To see if the Town will vote to appropriate the sum of \$1,392.17, or any other sum or sums of money, received from the Commonwealth Transportation Infrastructure Enhancement Trust Fund pursuant to Chapter 187 of the Acts of 2016 (“An Act Regulating Transportation Network Companies”), § 8(c)(i), for calendar year(s) 2021, 2022 and 2023, to address the impact of transportation network services on municipal

roads, bridges and other transportation infrastructure in the Town, including the complete streets program established in Section 1 of Chapter 90I of the General Laws and other programs that support alternative modes of transportation, by expending said funds under the direction of the Department of Public Works for the painting of crosswalks and road markings and the performance of other road improvements, or take any other action related thereto.

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

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

The Finance Committee and Select Board recommendations are forthcoming.

<p style="text-align: center;">ARTICLE 18 Select Board Authorize Stormwater Asset Management Project</p>

To see if the Town will vote to raise and appropriate or transfer from available funds the 2023 Clean Water State Revolving Fund Asset Management Planning total project cost of \$182,500 for the Littleton Stormwater Asset Management Project, and where the total project cost is to be comprised of \$109,500 in grant funding (approximately 60% of the total project cost) for which the Town will be reimbursed for by MassDEP and the Massachusetts Clean Water Trust, and the balance of the project will be comprised of in-kind services provided by the Town valued at \$33,000 and a cash contribution from Town Funds valued at \$40,000 from DPW Roadway, Roadway Repairs, account 00014228-529030, or take any other action related thereto.

[The Town was awarded a grant to complete a Stormwater Asset Management Project, which will be partially reimbursed by MassDEP. However, MassDEP and the Clean Water Trust require that the entire project cost is appropriated prior to reimbursement.]

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 Authorize Membership in Nashoba Associated Boards of Health (NABH)</p>
--

To see if the Town will vote to amend the vote taken under Section (3) of Article 35 of the June 12, 2021 Annual Town Meeting to continue the Town's membership in the Nashoba Associated Boards of Health, or take any other action related thereto.

[The June 12, 2021 Annual Town Meeting authorized the Town to withdraw from the Nashoba Associated Boards of Health (NABH). The plan at the time was to establish a municipal Public

Health Coordinator to provide the services currently provided through NABH. The Health Agent position has proven difficult to fill for the budget allotted. The Littleton Board of Health has subsequently proposed to establish a Department of Health with a higher ranking position of Health Director to better suit the Town's needs.

The Finance Committee and Select Board have agreed to the Board of Health's request to supplement the Fiscal Year 2024 Operating Budget to reflect a higher salary level for the proposed Health Director position supplanting the originally proposed Health Agent title. Understanding this will be a new Town department which will require support and redundancy during the initial stages of the establishment of the Health Department, the Finance Committee and Select Board agreed to continue with NABH for two additional years, a minimum time commitment required by NABH of member communities, to provide training and support for the newly established Health Department. This would require Town Meeting to amend their June 12, 2021 vote allowing the Town to continue as a NABH member community.]

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

The Finance Committee and Select Board recommend this article.

<p style="text-align: center;">ARTICLE 20 Select Board/Town Moderator Authorize Use of Electronic Tabulators at Town Meeting</p>

To see if the Town will vote to approve the tabulation of votes at future Town Meetings utilizing electronic voting devices, or take any other action related thereto.

[This article allows for the utilization of electronic voting devices at future Town Meetings to tabulate Town Meeting votes. Electronic voting is becoming an increasingly accepted practice in Massachusetts town meetings as a means to tally votes in an accurate and expeditious manner. This article would allow the Select Board and Town Moderator to investigate the options for electronic voting with the objective of coming before the fall 2023 Special Town Meeting with a funding request to support electronic voting at the May 2024 Annual Town Meeting.]

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

The Select Board recommends this article.

<p style="text-align: center;">ARTICLE 21 Select Board Street Acceptance – Croft Circle</p>
--

To see if the Town will vote to accept, as a Town way, the laying out by the Select Board the private way known as “Croft Circle” as shown on the plan entitled “Street Acceptance Plan in Littleton, Massachusetts” prepared for Homes at Croft Common, LLC , 1”=40 ft., prepared by Stamski and McNary, Inc., (one sheet) and to acquire by gift, purchase, or eminent domain the land, rights, and easements for drainage, utility, or other purposes in said private way; and where said copies of the plans referenced herein shall be made available for inspection at the Town Clerk’s office at least 7 days prior to this Town Meeting; or take any other action in relation thereto.

[Article 21 would accept Croft Circle as a Town Way.]

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

The Select Board recommends this article.

ARTICLE 22
Board of Water Commissioners
Water Infrastructure Project
[2/3 Vote]

To see if the Town will vote to appropriate \$19,200,000 (nineteen million and two hundred thousand dollars) or any other sum or sums of money, for the purpose of funding the development of a new water source, transmission main to connect that source to the Whitcomb Avenue Treatment Plant and new water main infrastructure to extend water services into the town of Boxborough for the Town of Littleton Water Department, and that to meet this appropriation, the Treasurer, with the approval of the Select Board, is hereby authorized to borrow said sum under and pursuant to Chapter 44, Section 8(5), of the General Laws, or pursuant to and any other enabling authority, and to issue bonds or notes of the Town therefor, and further, that although the borrowing authorized by this vote must constitute a general obligation of the Town pursuant to Chapter 44 of the General Laws, it is the intention of the Town that the repayment of any borrowing authorized hereunder shall, in the first instance, be made from water system revenues, or to take any other action related thereto.

[Article 22 authorizes the Water Department to borrow \$19,200,000 for the purpose of funding new water infrastructure including the development of a new well and the extension of water main infrastructure into the town of Boxborough to assist with a solution to deliver clean water to an Environmental Justice community. There are several pieces to this project, including a new well and transmission main (\$6,000,000) and a new distribution main extending services into Boxborough (\$13,200,000). This loan will be through the Clean Water Trust at 0% interest, and \$14,000,000 will be paid back through betterments assessed to the connected users in Boxborough and the Massachusetts Department of Transportation.]

Motion: Moved and seconded by the Board of Water Commissioners that the Town vote to approve Article 22 as printed in the Warrant, provided, however, that the amount borrowed on such terms and conditions specified in the Article, shall not exceed \$19,200,000.

The Select Board and Finance Committee recommendations are forthcoming.

ARTICLE 23

Select Board/Board of Water Commissioners

Amend Article 12 of the October 25, 2021 Special Town Meeting – Sewer System Expansion

[2/3 Vote]

To see if the Town will vote to amend Article 12 of the October 25, 2021 Special Town Meeting by raising the appropriation from \$25,000,000 to \$27,843,350, an increase of \$2,843,350, or some other amount, to pay costs for the design and construction of the “Littleton Sewer System Expansion – Littleton Common Area” including costs incidental and related thereto, to determine if this amount shall be raised by borrowing or otherwise, and, if by borrowing, in accordance with M.G.L. c. 44, § 20, whether the premium received by the Town upon the sale of any bonds or notes authorized for the project, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to pay project costs, and the amount authorized to be borrowed for the project shall be reduced by the amount of any such premium so applied; or to take any other action related thereto.

[This article authorizes the Board of Water Commissioners to supplement the amount originally authorized by the October 25, 2021 Special Town Meeting by \$2,843,350, increasing the authorized amount of monies not to exceed from \$25,000,000 to \$27,843,350, to be paid through the Sewer Enterprise Fund. The requested funding increase reflects the results from actual bids to construct the Littleton Common Sewer System received in spring 2023 for construction of a 243,000 gallon per day sewer system and matches the loan commitment letter that the Town has received from the Clean Water Trust.]

Motion: Moved and seconded by the Board of Water Commissioners that the Town vote to approve Article 23 as printed in the Warrant.

The Select Board and Finance Committee recommendations are forthcoming.

ARTICLE 24

Select Board

FY 2023 Operating Budget Line-Item Transfers

To see if the Town will vote to amend the FY 2023 Operating Budget, as adopted under Article 4 of the Annual Town Meeting of May 2, 2022 by adjusting budget line items, or to take any other action in relation thereto.

[This article allows for end of the year transfers and budget line adjustments to occur as the Town comes to the end of the FY 2023 Operating Budget season. While no budget line-item transfers are proposed at the time the Warrant Report was printed, this article is a placeholder should transfers and adjustments be necessary]

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

The Select Board and Finance Committee recommendations forthcoming.



Town of Littleton
Select Board
P.O. Box 1305
Littleton, MA 01460

Prsrt Std
US Postage
Paid
Permit #19
Littleton, MA

Residential Customer
Littleton, MA 01460