



Town of Littleton, Massachusetts
TOWN MEETING REPORT

VOTER INFORMATION

Please bring this with you to the
NOVEMBER 1, 2022 AT 7:00 PM
SPECIAL TOWN MEETING

Tuesday, November 1, 2022, at 7:00 PM
Charles Forbes Kaye Gymnasium, Littleton Middle School
55 Russell Street, Littleton, MA 01460

This page is
intentionally left blank

NOVEMBER 1, 2022 SPECIAL TOWN MEETING

SPECIAL TOWN MEETING ARTICLES

1. Bills of Prior Years
2. Amend FY2023 Operating Budget
3. Supplemental FY2023 Capital Items from Available Funds
4. Capital Stabilization Fund Transfer
5. Oak Hill Stabilization Fund Transfer
6. Senior Citizen Property Tax Work-Off Abatement Program
7. Veterans Property Tax Work-Off Abatement Program
8. Community Preservation Fund Donation Transfer
9. Community Preservation Committee – FY2023 Community Preservation
10. Fund Collective Bargaining
11. Classification and Compensation Plan Amendments
12. General Bylaw Amendments
13. Inclusionary Housing Bylaw
14. Street Acceptance – Douglas Street
15. Citizen Petition Article - Putting a cap on the number of marijuana farms allowed in the town of Littleton
16. Citizen Petition Article - Plastic bag town bylaw

TOWN OF LITTLETON, MASSACHUSETTS

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

Anthony M. Ansaldi, Jr., Town Administrator
Ryan Ferrara, Assistant Town Administrator
Aleesha Nunley Benjamin, Director of Finance & Budget/CFO/Town Accountant

More information is available online at www.littletonma.org

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. Thanks very much.

– **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 the following procedures for the November 1st 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 the Town Meeting by the Moderator. The Moderator reserves the right to grant no more than two (2) 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 a majority vote of Town Meeting.
- **Time limit for consideration of new business (evening Town Meetings only)** The Town Meeting shall not begin consideration of any new warrant article after 10:30 p.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.

Town Moderator: “A Call of the Articles”

Additionally, in the interest of time and efficiency we will continue with **“A Call of the Articles”** 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 raised, 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 <http://www.littletonma.org/townmeeting>.

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

Timothy D. Goddard, Town Moderator



November 1, 2022 Special Town Meeting

7:00 PM, Charles Forbes Kaye Gymnasium, Littleton Middle School
55 Russell Street, Littleton, MA 01460

ARTICLE 1

Select Board/Finance Committee

Bills of Prior Years

[9/10th majority vote required]

To see if the Town will vote, pursuant to Massachusetts General Laws Chapter 44, Section 64 to transfer a sum or sums of money from available funds to pay unpaid bills from prior fiscal years; or take any other action related thereto.

[Article 1 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.]

Motion: Moved and seconded by the Select Board that the Town vote to pay prior years bills as follows:

- LELWD Nagog Orchard (FY22 Electricity bill), \$514.03 to be charged to 00011917-521010
- LELWD Nagog Orchard (FY22 Water bill), \$379.38 to be charged to 00011917-523000

The Finance Committee and the Select Board support this article.

ARTICLE 2

Select Board/Finance Committee

Amend FY2023 Operating Budget

To see if the Town will vote to amend the Town's Operating Budget for the Fiscal Year commencing July 1, 2022, as adopted under Article 4 of the Annual Town Meeting of May 2, 2022; and to see if the Town will vote to raise and appropriate or transfer from available funds, or otherwise provide a sum or sums of money to be added to the amounts appropriated under said Article, as amended, for the operation of the Town and its government; or take any other action related thereto.

[Article 2 adjusts the FY 2023 operating budget to raise and appropriate \$199,226. These adjustments address police overtime associated with the fall 2022 elections; proposed revisions (under Article 11 of the Special Town Meeting) to update the Schedule A Classification and Compensation Plan; increases for electricity and natural gas associated with the new library building; proposed new Facilities Manager position (beginning January 1, 2023), proposed new Assistant Town Planner (beginning April 1, 2023) and additional hours for the Assistant Library Director.]

TOWN OF LITTLETON, MASSACHUSETTS

Motion: Move that the Town vote to amend the FY2023 Operating Budget for the Fiscal Year commencing July 1, 2022, as adopted under Article 4 of the May 2, 2022 Annual Town Meeting; and to raise and appropriate \$199,226 to cover the budget adjustments of various departments of the Town by adding said sums to the amount appropriated under Article 4 of the May 2, 2022 Annual Town Meeting, for the operation of the Town and its government.

TOWN OF LITTLETON, MASSACHUSETTS

Department	Line Item	FY23 Budget	Adjustment	FY23 Adjusted Budget
<i>Detail of Budget Adjustments</i>				
Police	Salaries & Wages	\$324,000	(\$3,083)	\$320,917
	Salaries & Wages	\$324,481	\$1,928	\$326,409
Town Clerk	Elected Salaries	\$94,587	\$1,044	\$95,631
Town Clerk	Salaries & Wages	\$60,093	\$251	\$60,344
	Expenses	\$8,050	\$13,688	\$21,738
Accounting	Salaries & Wages	\$291,129	\$2,125	\$293,254
Assessor	Salaries & Wages	\$223,071	\$2,804	\$225,875
Public Buildings	Salaries & Wages	\$69,531	\$68,558	\$138,089
	Expenses	\$518,100	\$40,000	\$558,100
Land Use	Salaries & Wages	\$287,086	\$29,152	\$316,238
Cemetery Department	Salaries & Wages	\$195,854	\$1,556	\$197,410
Dispatch	Salaries & Wages	\$681,587	\$378	\$681,965
DPW	Salaries & Wages	\$871,070	\$4,003	\$875,073
Elder and Human Services	Salaries & Wages	\$327,032	\$2,357	\$329,389
Fire/EMS Department	Salaries & Wages	\$1,900,272	\$888	\$1,901,160
Human Resources	Salaries & Wages	\$202,728	\$3,152	\$205,880
Information Systems	Salaries & Wages	\$182,752	\$1,890	\$184,642
Conservation Commission	Salaries & Wages	\$92,394	\$580	\$92,974
Building Department	Salaries & Wages	\$177,043	\$598	\$177,641
Reuben Hoar Library	Salaries & Wages	\$600,368	\$16,941	\$617,309
Park/Rec & CE	Salaries & Wages	\$200,540	\$2,352	\$202,892
Town Administrator	Salaries & Wages	\$390,659	\$4,388	\$395,047
Treasurer	Salaries & Wages	\$256,503	\$3,644	\$260,147
Collector	Salaries & Wages	\$85,144	\$32	\$85,176

<i>Voted Budget Line Changes from above adjustments</i>				
Voted Total General Government				
1	Salaries & Wages	\$2,184,946	\$49,062	\$2,234,008
2	Expenses	\$1,533,416	\$13,688	\$1,547,104
Voted Total Other General Government				
1	Salaries & Wages	\$275,071	\$70,910	\$345,981
2	Expenses	\$1,351,140	\$40,000	\$1,391,140
Voted Total Public Works				
1	Salaries & Wages	\$1,466,874	\$5,559	\$1,472,433
Voted Total Public Safety				
1	Salaries & Wages	\$5,132,161	\$709	\$5,132,870
Voted Total Health & Human Services				
1	Salaries & Wages	\$418,829	\$2,357	\$421,186
Voted Total Culture & Recreation				
1	Salaries & Wages	\$600,368	\$16,941	\$617,309
Net Operating Budget		\$53,552,101	\$199,226	\$53,751,327

The Select Board supports this article. The Finance Committee's recommendation is forthcoming.

ARTICLE 3
Select Board
Supplemental FY2023 Capital Items from Available Funds
[2/3rd majority vote required]

To see if the Town will vote to raise and appropriate \$50,244 (Fifty Thousand Two Hundred Forty Four Dollars) and transfer \$166,794 (One Hundred Sixty Six Thousand Seven Hundred Ninety Four Dollars) from the Capital Stabilization Fund, for a total of \$217,038 (Two Hundred Seventeen Thousand Thirty Eight Dollars) or any other sum of money, to be expended by the Departments for the capital projects and purchases, as itemized and described below, or to take any other action related thereto.

Department	Name of Capital Asset/Project	Description	Total Cost
Police Department	Communications Center and Infrastructure Improvements	The original amount for this project, \$600,000, was approved at the May 2, 2022 Annual Town Meeting. The additional funds are needed based on an updated quote, for a total project cost of \$766,794 for the Police Communication Center.	166,794
Fire Department	Vehicle	Replacement vehicle for Fire Chief with hybrid vehicle (includes value of trade-in vehicle)	50,244
Total			\$217,038

[Article 3 proposes the use of \$166,794 from the Capital Stabilization Funds to supplement the amount originally budgeted for communication center and infrastructure improvements at the Police Department. The original amount for this project, \$600,000, was approved at the May 2, 2022 Annual Town Meeting. The additional funds are needed based on an updated quote, for a total project cost of \$766,794 for the Police Communication Center. The article also proposes to raise and appropriate \$50,244 for the replacement the Fire Chief vehicle with a hybrid vehicle including the trade-in value.]

Motion: Moved and seconded by the Select Board that the Town vote to approve Article 3 as printed in the Warrant.

The Finance Committee and Select Board support this article.

ARTICLE 4
Select Board
Capital Stabilization Fund Transfer

To see if the Town will vote to transfer from Certified Free Cash a sum of money 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; or take any other action related thereto.

[The purpose of Article 4 is to transfer funds from Certified Free Cash into the Capital Stabilization Fund. This article is a placeholder in anticipation of Free Cash being certified prior to the November 1, 2022 Special Town Meeting.]

Motion. Moved and seconded by the Select Board that the Town vote to transfer \$ _____ from Certified Free Cash to the Capital Stabilization Fund.

The Finance Committee and Select Board recommendations are forthcoming.

ARTICLE 5
Select Board
Oak Hill Stabilization Fund Transfer

To see if the Town will vote to transfer from Certified Free Cash \$160,922.51, (One Hundred Sixty Thousand Nine Hundred Twenty Two Dollars and Fifty One Cents) or any other sum of money to be deposited in the Oak Hill Stabilization Fund established by Article 17 of the May 2, 2022 Annual Town Meeting for the purpose of acquiring conservation land or preserving water quality within the Town; or take any other action related thereto.

[Article 5 proposes the transfer of \$160,922.51 from Certified Free Cash into the Oak Hill Stabilization Fund created at the Annual Town Meeting on May 2, 2022. The intent is for the stabilization fund to be funded by rental payments received from wireless facilities located at Oak Hill. However, such payments must first go into the General Fund. Thus, Town Meeting is being asked to make this transfer.]

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 support this article.

ARTICLE 6
Select Board
Senior Citizen Property Tax Work-Off Abatement Program

To see if the Town will vote to amend its vote under Article 22 of the May 8, 2000 Annual Town Meeting and under Article 13 of the November 14, 2012 Special Town Meeting, and accept the

provisions of Section 5K of Chapter 59 of the Massachusetts General Laws authorizing the Select Board to establish a program to allow senior citizens who qualify for participation to volunteer to provide services to the Town in exchange for a reduction in the real property tax obligations of that senior citizen on the senior citizen's tax bills, in addition to any exemption or abatement to which that person is otherwise entitled; and further, to permit the Select Board to adjust the exemption by (1) allowing an approved representative for persons physically unable to provide such services to the Town; and (2) allowing the maximum reduction of the real property tax bill to be based on 125 volunteer service hours in a given year; or take any other action related thereto.

[Article 6 proposes the local acceptance of G.L. c.59, §5K, which would allow for the establishment of a Senior Citizen Tax Work-off Abatement Program. The Town had previously adopted the work-off program under Article 22 of the May 8, 2000 Annual Town Meeting. Town Meeting amended this vote under Article 13 of the November 14, 2012 Special Town Meeting. The vote, as amended, capped the amount a senior could collect under the program at \$1,000. Since the Town's adoption of Section 5K, the legislature has increased the maximum amount to \$1,500. However, the Town Meeting votes do not allow the Select Board to similarly increase the reduction amount without Town Meeting approval. Thus, Town Meeting is being asked to reaccept Section 5K without any limitation on amount. This will permit the Select Board to provide a reduction up to the maximum amount set by statute without having to come back to Town Meeting each time the legislature increases the cap.]

Motion. Moved and seconded by the Select Board that the Town vote to approve Article 6 as printed in the Warrant.

The Finance Committee and Select Board support this article.

<p style="text-align: center;">ARTICLE 7 Select Board Veterans Property Tax Work-Off Abatement Program</p>

To see if the Town will vote to amend its vote under Article 15 of the November 14, 2012 Special Town Meeting, and accept the provisions of Section 5N of Chapter 59 of the Massachusetts General Laws authorizing the Select Board to establish a program to allow Veterans who qualify for participation to volunteer to provide services to the Town in exchange for a reduction in the real property tax obligations of that veteran on the veteran's tax bills, in addition to any exemption or abatement to which that person is otherwise entitled; and further, to permit the Select Board to adjust the exemption by (1) allowing an approved representative for persons physically unable to provide such services to the Town; and (2) allowing the maximum reduction of the real property tax bill to be based on 125 volunteer service hours in a given year; or take any other action related thereto.

[Article 7 proposes the local acceptance of G.L. c.59, §5N, which would allow for the establishment of a Veterans Property Tax Work-off Abatement Program. The Town had previously adopted the work-off program under Article 14 of the November 14, 2012 Special Town Meeting. The vote, as amended, capped the amount a veteran could collect under the program at \$1,000. Since the Town's

adoption of Section 5N, the legislature has increased the maximum amount to \$1,500. However, the Town Meeting votes do not allow the Select Board to similarly increase the reduction amount without Town Meeting approval. Thus, Town Meeting is being asked to reaccept Section 5N without any limitation on amount. This will permit the Select Board to provide a reduction up to the maximum amount set by statute without having to come back to Town Meeting each time the legislature increases the cap.]

Motion. Moved and seconded by the Select Board that the Town vote to approve Article 7 as printed in the Warrant.

The Finance Committee and Select Board support this article.

ARTICLE 8

Select Board/Community Preservation Committee Community Preservation Fund Donation Transfer

To see if the Town will vote to transfer from Certified Free Cash \$437,000 (Four Hundred Thirty Seven Thousand Dollars) or any other sum of money to be deposited in the Community Preservation Fund Housing Reserves account, and transfer said sum from the Community Preservation Fund Housing Reserves to the Littleton Affordable Housing Trust; or take any other action related thereto.

[Article 8 proposes to transfer \$437,000 from Certified Free Cash to the Community Preservation Fund Housing Reserves and to transfer the same amount from the Housing Reserves to the Littleton Affordable Housing Trust. The initial amounts contributed to the Town that were deposited into the Free Cash account include \$350,000 from the Couper Farm development, \$42,000 from the Jones Meadow development and \$45,000 from the Webber Village development.]

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

The Finance Committee and Select Board support this article.

ARTICLE 9

Select Board/Community Preservation Committee Community Preservation Committee – FY2023 Community Preservation [Subpart 1: Majority vote required; Subpart 2: 2/3rd majority vote required]

To see if the Town will vote to

- (1) Appropriate or reserve from the FY2023 Community Preservation Fund annual revenues and reserves the following percentage of the revenues distributed by the Commonwealth from the Community Preservation Act Trust Fund not previously accounted for under Article 10 of the May

2, 2022 Annual Town Meeting, to the Community Preservation Fund in FY2023, as recommended by the Community Preservation Committee, with each item considered a separate appropriation:

1. Open Space Reserves: 30%
2. Historic Resources Reserves: 15%
3. Housing Reserves: 15%, all funds to be transferred to the Littleton Affordable Housing Trust
4. Recreation Reserves: 15%
5. Undesignated: 25%

And

- (2) Raise and appropriate, borrow, or transfer from available funds, including Community Preservation Funds, \$1,500,000 (One Million Five Hundred Thousand Dollars) or any other sum of money, for the design and construction of pickleball and tennis courts at the Couper Farm property, located off of Great Road, Assessor's Parcel ID: ID: U05-5-25, including all costs all associated, incidental or related costs, and, for the purpose of meeting such appropriation, to authorize the Town Treasurer, with the approval of the Select Board, to borrow said sum in accordance with M.G.L. c. 44B, or any other enabling authority and to issue bonds or notes of the Town therefor.

Or take any other action in relation thereto.

[Article 9 contains the recommendations of the Community Preservation Committee to apportion 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. The article also seeks to appropriate \$400,000 from the Recreation Reserves and to borrow \$1.1 million under the CPA for the design and construction of pickleball, tennis courts and improvements to the Couper Farm property. The Town intends to pursue grants opportunities to reduce the project cost and financial burden on the CPA.]

Motion 1 [Majority vote required]: Move and seconded by the Select Board that the Town vote to approve Subpart 1 of Article 9, as printed in the warrant.

Motion 2 [2/3rd vote required]: Move and seconded by the Select Board that the Town approve Subpart 2 of Article 9, as printed in the warrant, with \$400,000 to be funded from the Community Preservation Fund's Recreation Reserves and \$1,100,000 to be borrowed on such terms and conditions printed in the Article.

The Finance Committee, Community Preservation Committee and Select Board support Article 9, Motion 1.

The Community Preservation Committee and Select Board support Article 9, Motion 2. The Finance Committee recommendation for Article 9, Motion 2 is forthcoming.

<p>ARTICLE 10 Select Board Fund Collective Bargaining</p>
--

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 the Littleton Professional Firefighters Association, or take any other action related thereto.

[Article 10 funds the executed Collective Bargaining agreement reached with the Littleton Professional Firefighters Association in the amount of \$188,622, with \$38,732 for retroactive payments in Fiscal Year 2022, and \$149,890 to fund the Fiscal Year 2023 obligation.]

Motion: Moved and seconded by the Select Board vote to amend the FY2023 Operating Budget for the Fiscal Year commencing July 1, 2022, as adopted under Article 4 of the May 2, 2022 Annual Town Meeting; and to raise and appropriate \$188,622 to fund the new collective bargaining agreement between the Town of Littleton and the Littleton Professional Firefighters Association.

The Finance Committee and Select Board support this article.

ARTICLE 11
Select Board/Personnel Board
Classification and Compensation Plan Amendments

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 Advisory Committee by amending Schedules A (Permanent Full and Part-Time Employees), B, B-1, C, C-1 and D, effective January 1, 2023, and by adopting the Schedules as shown below:

- (1) By amending Schedule A, Permanent Full and Part-Time Employees as follows (additions indicated by underline and deletions indicated by strikethrough):

(NEW POSITIONS – CURRENTLY FUNDED IN FISCAL YEAR 2023 BUDGET)

Administrative Staff – On Call

Alternate Inspector

Assistant Cemetery Superintendent

Financial Analyst

Local Building Inspector

Payroll Benefits Coordinator

PRCE Office Coordinator

Public Health Coordinator

Public Health Nurse

(NEW POSITIONS – NOT FUNDED IN FISCAL YEAR 2023 BUDGET)

Facilities Manager (Funding requested under Article 2 of 11/1/22 STM)

Town Accountant

(TITLE CHANGES)

~~Assistant Treasurer/Collector~~ to Assistant Tax Collector

~~Office Coordinator/Administrative Assistant Dept. of Land Use~~ to Office Coordinator-Dep. of Land Use

~~Elder and Human Services Outreach Coordinator and Respite Care~~ to Elder and Human Services Outreach Coordinator

~~Building Commissioner/Zoning Enforcement Officer~~ to Building Commissioner/Director of Land Use

~~Town Treasurer/Collector & Assistant Director of Finance and Budget~~ to Town Treasurer/Collector

~~Assistant Treasurer/Collector~~ to Assistant Treasurer/Collector/Payroll Manager

~~Town Planner~~ to Town Planner/Assistant Director of Land Use

~~Assistant Human Resources Administrator~~ to HR Generalist/Benefits Administrator

(POSITIONS REMOVED)

~~Administrative Assistant – Conservation~~

~~Administrative Clerk – Tax Collector~~

~~Assessing Clerk~~

~~Assistant Zoning Officer/Permit Coordinator/Business Administrator~~

~~Building Maintenance Custodian~~

~~Cemetery Laborer~~

~~Community Education and Teen Coordinator~~

~~Financial Technician~~

~~Police Lieutenant~~

~~Wellness Coordinator~~

TOWN OF LITTLETON, MASSACHUSETTS

Schedule A, Permanent Full and Part-time Employees – effective January 1, 2023

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	\$18.35	\$18.81	\$19.28	\$19.76	\$20.25	\$20.76	\$21.28	\$21.81	\$22.36	\$22.92
	38,314.80	39,275.28	40,256.64	41,258.88	42,282.00	43,346.88	44,432.64	45,539.28	46,687.68	47,856.96
2	19.27	19.75	20.24	20.75	21.27	21.80	22.35	22.91	23.48	24.07
	40,235.76	41,238.00	42,261.12	43,326.00	44,411.76	45,518.40	46,666.80	47,836.08	49,026.24	50,258.16
3	20.23	20.74	21.26	21.79	22.33	22.89	23.46	24.05	24.65	25.27
	42,240.24	43,305.12	44,390.88	45,497.52	46,625.04	47,794.32	48,984.48	50,216.40	51,469.20	52,763.76
4	21.24	21.77	22.31	22.87	23.44	24.03	24.63	25.25	25.88	26.53
	44,349.12	45,455.76	46,583.28	47,752.56	48,942.72	50,174.64	51,427.44	52,722.00	54,037.44	55,394.64
5	22.30	22.86	23.43	24.02	24.62	25.24	25.87	26.52	27.18	27.86
	46,562.40	47,731.68	48,921.84	50,153.76	51,406.56	52,701.12	54,016.56	55,373.76	56,751.84	58,171.68
6	23.42	24.01	24.61	25.23	25.86	26.51	27.17	27.85	28.55	29.26
	48,900.96	50,132.88	51,385.68	52,680.24	53,995.68	55,352.88	56,730.96	58,150.80	59,612.40	61,094.88
7	24.59	25.20	25.83	26.48	27.14	27.82	28.52	29.23	29.96	30.71
	51,343.92	52,617.60	53,933.04	55,290.24	56,668.32	58,088.16	59,549.76	61,032.24	62,556.48	64,122.48
8	25.82	26.47	27.13	27.81	28.51	29.22	29.95	30.70	31.47	32.26
	53,912.16	55,269.36	56,647.44	58,067.28	59,528.88	61,011.36	62,535.60	64,101.60	65,709.36	67,358.88
9	27.37	28.05	28.75	29.47	30.21	30.97	31.74	32.53	33.34	34.17
	57,148.56	58,568.40	60,030.00	61,533.36	63,078.48	64,665.36	66,273.12	67,922.64	69,613.92	71,346.96
10	29.01	29.74	30.48	31.24	32.02	32.82	33.64	34.48	35.34	36.22
	60,572.88	62,097.12	63,642.24	65,229.12	66,857.76	68,528.16	70,240.32	71,994.24	73,789.92	75,627.36
11	30.75	31.52	32.31	33.12	33.95	34.80	35.67	36.56	37.47	38.41
	64,206.00	65,813.76	67,463.28	69,154.56	70,887.60	72,662.40	74,478.96	76,337.28	78,237.36	80,200.08
12	32.60	33.42	34.26	35.12	36.00	36.90	37.82	38.77	39.74	40.73
	68,068.80	69,780.96	71,534.88	73,330.56	75,168.00	77,047.20	78,968.16	80,951.76	82,977.12	85,044.24
13	34.88	35.75	36.64	37.56	38.50	39.46	40.45	41.46	42.50	43.56
	72,829.44	74,646.00	76,504.32	78,425.28	80,388.00	82,392.48	84,459.60	86,568.48	88,740.00	90,953.28
14	37.32	38.25	39.21	40.19	41.19	42.22	43.28	44.36	45.47	46.61
	77,924.16	79,866.00	81,870.48	83,916.72	86,004.72	88,155.36	90,368.64	92,623.68	94,941.36	97,321.68
15	39.93	40.93	41.95	43.00	44.08	45.18	46.31	47.47	48.66	49.88
	83,373.84	85,461.84	87,591.60	89,784.00	92,039.04	94,335.84	96,695.28	99,117.36	101,602.08	104,149.44
16	43.12	44.41	45.74	47.11	48.52	49.98	51.48	53.02	54.61	56.25
	90,034.56	92,728.08	95,505.12	98,365.68	101,309.76	104,358.24	107,490.24	110,705.76	114,025.68	117,450.00
17	45.71	47.08	48.49	49.94	51.44	52.98	54.57	56.21	57.90	59.64
	95,442.48	98,303.04	101,247.12	104,274.72	107,406.72	110,622.24	113,942.16	117,366.48	120,895.20	124,528.32
18	48.45	49.90	51.40	52.94	54.53	56.17	57.86	59.60	61.39	63.23
	101,163.60	104,191.20	107,323.20	110,538.72	113,858.64	117,282.96	120,811.68	124,444.80	128,182.32	132,024.24
19	51.36	52.90	54.49	56.12	57.80	59.53	61.32	63.16	65.05	67.00
	107,239.68	110,455.20	113,775.12	117,178.56	120,686.40	124,298.64	128,036.16	131,878.08	135,824.40	139,896.00
20	54.44	56.07	57.75	59.48	61.26	63.10	64.99	66.94	68.95	71.02
	113,670.72	117,074.16	120,582.00	124,194.24	127,910.88	131,752.80	135,699.12	139,770.72	143,967.60	148,289.76
21	57.71	59.44	61.22	63.06	64.95	66.90	68.91	70.98	73.11	75.30
	120,498.48	124,110.72	127,827.36	131,669.28	135,615.60	139,687.20	143,884.08	148,206.24	152,653.68	157,226.40
22	61.17	63.01	64.90	66.85	68.86	70.93	73.06	75.25	77.51	79.84
	127,722.96	131,564.88	135,511.20	139,582.80	143,779.68	148,101.84	152,549.28	157,122.00	161,840.88	166,705.92
23	64.84	66.79	68.79	70.85	72.98	75.17	77.43	79.75	82.14	84.60
	135,385.92	139,457.52	143,633.52	147,934.80	152,382.24	156,954.96	161,673.84	166,518.00	171,508.32	176,644.80
24	68.73	70.79	72.91	75.10	77.35	79.67	82.06	84.52	87.06	89.67
	143,508.24	147,809.52	152,236.08	156,808.80	161,506.80	166,350.96	171,341.28	176,477.76	181,781.28	187,230.96

TOWN OF LITTLETON, MASSACHUSETTS

(2) By amending Schedules B, B-1, C, C-1 and D, as shown in **bold** below, as follows:

Schedule B

On-Call Meeting Clerk, **\$15.00**, Veteran's Agent, \$18.01

Schedule B-1, Other Employees

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
1 hourly	\$15.00	\$15.30	\$15.61	\$15.92	\$16.24
2 hourly	\$18.75	\$19.13	\$19.51	\$19.90	\$20.30

GRADE 1

COA Dispatcher

GRADE 2

COA Van Driver

Schedule C, Park & Recreation Department

Seasonal/Temporary / Fee-based positions (hourly) – effective **January 1, 2023**

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
1 hourly	\$15.00	\$15.15	\$15.44	\$15.80	\$16.18
2 hourly	\$15.15	\$15.44	\$15.74	\$16.03	\$16.34
3 hourly	\$15.44	\$15.74	\$16.03	\$16.34	\$16.65
4 hourly	\$15.74	\$16.03	\$16.34	\$16.65	\$17.05
5 hourly	\$16.61	\$16.84	\$17.10	\$17.73	\$18.15
6 hourly	\$17.25	\$17.57	\$18.03	\$18.50	\$18.94
7 hourly	\$17.98	\$18.33	\$18.81	\$19.30	\$19.76
8 hourly	\$18.76	\$19.12	\$19.62	\$20.14	\$20.62
9 hourly	\$19.57	\$19.95	\$20.48	\$21.02	\$21.53
10 hourly	\$20.42	\$20.81	\$21.36	\$21.93	\$22.46
11 hourly	\$21.31	\$21.72	\$22.30	\$22.89	\$23.44
12 hourly	\$22.24	\$22.66	\$23.27	\$23.88	\$24.46

Schedule C-1, Community Education

GRADE	STEP 1	STEP 2	STEP 3
1 hourly	\$15.00	\$15.30	\$15.61
2 hourly	\$15.80	\$16.11	\$16.43
3 hourly	\$20.00	\$20.50	\$21.01
4 hourly	\$25.00	\$25.63	\$26.27
5 hourly	\$30.00	\$30.75	\$31.52
6 hourly	\$35.00	\$35.88	\$36.77

Schedule D, Fire Department On-Call

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
1 hourly	\$15.00					
2 hourly	\$16.01	\$16.33	\$16.66	\$16.99	\$17.33	\$17.67
3 hourly	\$16.65	\$16.98	\$17.32	\$17.66	\$18.01	\$18.36
4 hourly	\$17.31	\$17.65	\$18.01	\$18.36	\$18.73	\$19.10
5 hourly	\$17.81	\$18.17	\$18.53	\$18.84	\$19.21	\$19.60
6 hourly	\$18.35	\$18.72	\$19.09	\$19.48	\$19.86	\$20.26
7 hourly	\$18.91	\$19.29	\$19.67	\$20.07	\$20.47	\$20.88
8 hourly	\$19.48	\$19.86	\$20.26	\$20.67	\$21.08	\$21.51
9 hourly	\$20.07	\$20.47	\$20.88	\$21.29	\$21.72	\$22.16
10 hourly	\$20.26	\$20.67	\$21.08	\$21.51	\$21.93	\$22.37
11 hourly	\$25.34					

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

or take any other action related thereto.

[The purpose of Article 11 is to amend the Classification and Compensation Plan for Schedule A (Permanent Full and Part-Time Employees), including position title additions, deletions and changes, and update Schedules B, B-1, C, C-1 and D to reflect the anticipated increase of the minimum wage to \$15.00, effective as of January 1, 2023. The Town regularly seeks to update its pay schedules to ensure the Town wages are competitive with our peer communities.]

The Town has experienced greater difficulties in hiring new employees within the current range for positions. In many cases the Town has been forced to hire new employees at steps closer to the end of the range as opposed to the beginning of the range. This practice does not allow for any long term growth within the position and can lead to increased turnover rates and interruptions to services provided to the residents. Working with a consultant, the Town has developed a new Schedule A salary table that increases the number of grades from 15 to 24. Steps were kept at the current ten per grade. The current grid was congested leading to many positions being bunched together with little to no room between employee and supervisor. The recommended increase in the number of grades is intended to alleviate this issue. The initial placement of employees on the new salary grid will add an additional \$46,260 to the Fiscal Year 2023 budget. The request for this supplemental funding is addressed under Article 2 (Amend FY2023 Operating Budget) of this Special Town Meeting.]

Motion: Moved and seconded by the Select Board that the Town vote to approve Article 11, as printed in the Warrant.

The Finance Committee and Select Board support this article.

ARTICLE 12
Select Board
General Bylaw Amendments

To see if the Town will vote to amend the General Bylaws by:

- (1) Deleting the following Articles from Chapter 13, Committees:
1. Article II, Industrial Committee (Sections 13-1 through 13-4);
 2. Article VIII, Committee on Roads (Section 13-22 through 13-24);
 3. Article X, Gypsy Moth Control Committee (Section 13-28);
 4. Article XI, Reuben Hoar Building Study Committee (Section 13-29);

And

- (2) Deleting the following Articles from Chapter 18, Finances:
- a. Article I, Road Machinery Fund (Section 18-1);
 - b. Article II, Disposition of Fees (Section 18-2);
 - c. Article IV, Deeds or Conveyances (Sections 18-8 and 18-9);

or take any other action in relation thereto.

[Article 12 proposes to amend the General Bylaws by removing provisions that make reference to Boards and Committees no longer in existence. The article also seeks to remove sections of the bylaw that refer to outdated financial processes, as well as a deed collection requirement imposed on the Town Clerk.]

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

The Select Board support this article.

ARTICLE 13
Planning Board
Inclusionary Housing Bylaw
[2/3 majority vote required]

To see if the Town will vote to amend Article XXIX, Inclusionary Housing, by inserting a new subsection (3) under § 173-205, Applicability, Subsection A to read as follows:

- (3) Any division of land under G.L. c. 41, § 81P, when such division of land results in six or more lots for residential use.

or take any other action related thereto.

[Article 13 proposes to expand the application of the Inclusionary Housing Zoning Bylaw, Article XXIX, to lots created pursuant to an Approval Not

Required (ANR) plan, when such division of land results in the creation of six or more lots for residential use. The current zoning bylaw applies to any residential development requiring a special permit from the Planning Board or any multifamily or mixed-use development resulting in a net increase of six or more dwelling units on any parcel or contiguous parcels comprising a proposed development site or any subdivision of land that would permit construction of six or more dwelling units in a conventional subdivision filed with the Planning Board.]

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

The Select Board and Planning Board support this article.

<p>ARTICLE 14 Select Board Street Acceptance</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 “Douglas Street” from 0+00 to 6+00, as shown on the plan entitled “Street Acceptance Plan in Littleton, Massachusetts” prepared for Durkee Farm Builders Inc., 1"=20 ft. dated 8/20/20, last revised 9/9/22, prepared by Hancock Associates, sheets AB-12, AB-13, and AB-15, and to acquire by gift, purchase, or eminent domain the land, rights, and easements for drainage, utility, or other purposes in said private way, including the area shown as Utility & Access Easement on sheet AB-15 of said plan; 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 Special Town Meeting; or take any other action in relation thereto.

[Article 14 would accept as a Town Way a private way within the subdivision known as Durkee Estates, specifically a portion of Douglas Street.]

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

The Select Board and Planning Board recommendations are forthcoming.

<p>ARTICLE 15 Citizen Petition Article Putting a cap on the number of marijuana farms allowed in the town of Littleton</p>

To see if the Town will vote to put a cap on the number of marijuana farms allowed in the town of Littleton.

[Article 15 is a Citizens Petition to limit marijuana farms.]

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

ARTICLE 16
Citizen Petition Article
Plastic bag ban

To see if the Town will vote to amend the General Bylaws by inserting a new Chapter 139, Plastic Bag Ban, as follows:

Chapter 139 Plastic Bag Ban

§139-1 Purpose

The purpose of this bylaw is to regulate the retail use of single-use plastic checkout bags and promote the use of reusable, recyclable, and biodegradable bags in the Town of Littleton. Regulating single-use plastic bags positively impacts the local and global environment by reducing solid waste, minimizing litter, reducing microplastic ingestion and the overall carbon footprint of the Town of Littleton. We would also like to note that we would be joining 147 towns across Massachusetts that have already adopted restrictions on the retail use of plastic bags.

§139-2 Definitions

1. **Single-use Plastic Bag** refers to a plastic bag, including but not limited to a bag with integral handles made of non-biodegradable plastic that is less than 3.0 mils in thickness, and is provided by an establishment to a customer at the point of sale in order to transport items.
2. **Recyclable Paper Bag** refers to a paper bag that is 100% recyclable, contains at least 40% post-consumer recycled content, and displays in a visible manner on the outside of the bag the word “recyclable” or (1) a symbol identifying the bag is recyclable or (2) a label identifying the bag as being made from post-consumer recycled content.
3. **Reusable Bag** refers to a bag with handles that is specifically designed for multiple use, preferably made of natural fibers, that is at least 3.0 mils or thicker.
4. **Retail Establishment** refers to any business or vendor, whether for profit or nonprofit, that sells or provides food, merchandise, goods, or personal services to the public. Note that the term Retail Establishment does not include bazaars or temporary or seasonal events operated by nonprofit or religious institutions.
5. **Non-Plastic Recyclable Bag** refers to a bag made of recyclable materials such as paper.

§139-3 Regulations

1. Single-use plastic bags shall not be distributed, used, or sold for checkout or other purposes at any Retail Establishment within the Town of Littleton with the following

exception:

- a. Single-use plastic bags used to contain dry cleaning, newspapers, produce, meat, bulk foods, wet items, perishables and other similar merchandise, typically without handles, are still permissible.
2. If a retail store provides or sells checkout bags to customers, the bags must be one of the following
 - a. Recyclable paper bag
 - b. Reusable checkout bag
3. The Littleton Board of Health may adopt and amend rules and regulations to effectuate the purposes of this bylaw.

§139-4 **Enforcement & Penalties**

The enforcement of this bylaw shall be the responsibility of the Board of Health. The Board of Health shall determine the monitoring and enforcement processes to be followed and incorporate those processes into other town duties as appropriate. This bylaw may be enforced by any lawful means in law or in equity including, but not limited to, a non-criminal disposition as provided in the G.L., c.40, §21D.

In the event of such noncriminal disposition, the following penalties shall apply:

First Offense: written warning notice to the Retail Establishment specifying the violation
Second Offense: \$25 penalty
Third Offense: \$50 penalty
Subsequent Offenses: \$100 penalty

Fines shall be cumulative and each day on which a violation occurs shall constitute a separate offense.

§139-5 **Severability**

Each section of this bylaw shall be construed as separate to the end that if any section, sentence, clause or phrase thereof shall be invalid for any reason, the remainder of this bylaw shall continue in force.

§139-6 **Effective Date**

This bylaw shall take effect nine (9) months following satisfaction of the posting/publishing requirements set forth in G.L. c.40, §32, or August 1, 2023, whichever is later. The Board of Health may exempt a Retail Establishment from the requirements of this section for a period of up to six (6) months upon a finding by the Board of Health that (1) the requirements of this section would cause undue hardship; or (2) a Retail Establishment requires additional time in order to draw down an existing inventory of thin-film, single-use check-out plastic bags.

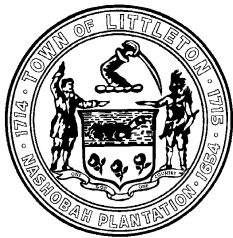
Or take any other action relative thereto.

[Article 16 is a Citizens Petition to regulate the use of certain plastic bags in town.]

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

This page is
intentionally left blank

This page is
intentionally left blank



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