



**Town of Littleton, Massachusetts**  
**TOWN MEETING REPORT**

**VOTER INFORMATION**

*Please bring this with you to the*  
**OCTOBER 25, 2021 AT 7:00 PM**  
**SPECIAL TOWN MEETING**

**Monday, October 25, 2021 at 7:00 PM**  
**Littleton High School Gymnasium**  
**Littleton High School**  
**56 King Street, Littleton, MA 01460**

TOWN OF LITTLETON, MASSACHUSETTS

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# **OCTOBER 25, 2021 SPECIAL TOWN MEETING**

## **SPECIAL TOWN MEETING ARTICLES** – *beginning on Page 8*

### *Financial Articles*

1. Bills of Prior Years
2. Amend FY2022 Operating Budget
3. Debt Exclusion Stabilization Fund
4. Appropriation of Bond/BAN Excess Premium
5. Community Preservation Committee – FY2022 Community Preservation
6. Fund Collective Bargaining Agreement
7. Authorization to Sell U14-11 (Shaker Lane)
8. Personnel Bylaw and Classification and Compensation Plan Amendments
9. Amendment of Personnel Bylaws
10. Transfer of Land to Conservation Commission
11. Zoning Bylaw Amendments – 550 King Street
12. Littleton Sewer System Expansion – Littleton Common Area Construction Funding
13. Grant of Easement to Littleton Electric Light Department for Library
14. Rezoning of 25 Robinson Road
15. Road Acceptance – Bluebird Way

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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, Town Administrator  
Joseph Laydon, Assistant Town Administrator  
Aleesha Nunley Benjamin, Finance & Budget Director/Town Accountant

More information is available online at [www.littletonma.org](http://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:

<b>ARTICLE #</b>
<b>Article Sponsor/Inserter</b>
<b>Title of the Article</b>

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**  
Charles DeCoste, Chair  
Paul Glavey, Vice Chair  
Matthew Nordhaus, Clerk  
Cynthia Napoli  
Joseph S. Knox

## **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 October 25<sup>th</sup> 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 (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 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***



# October 25, 2021 Special Town Meeting

7:00 PM, Littleton High School Gymnasium, Littleton High School  
56 King Street, Littleton, MA 01460

## ARTICLE 1

### Select Board/Finance Committee

#### Bills of Prior Years

[9/10ths 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 to 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:

- Locke Lord \$2,500.00 for Treasury Department to be charged to 00017209-592500
- Tyler Technologies \$2,300.00 for Accounting Department to be charged to 00011467-530160
- MIIA \$3,284.00 for Town Administrator's Office to be charged to 00011937-574030
- NSI Security System Solutions \$312.50 for the Town Administrator's Office to be charged to 00011917-524059
- LWD \$1,643.51 for Park and Recreation Department to be charged to 63005700-524045
- Pioneer Manufacturing Company in the amount of \$1,277.50 for Park and Recreation Department to be charged to 63005700-535034
- Galaxie Central Vacuum System \$1,157.00 for the Police Department to be charged to 00011917-524059
- Carousel Industries of North America, LLC in the amount of \$ 2,084.79 for the IT Department to be charged to 00011557-530200
- WB Mason in the amount of \$33.55 for the Building Department to be charged to 00015107-542000

**The Finance Committee and Select Board support this article.**

## ARTICLE 2

### Select Board/Finance Committee

#### Amend FY2022 Operating Budget

To see if the Town will vote to amend the Town's Operating Budget for the Fiscal Year commencing July 1, 2021, as adopted under Article 4 of the Annual Town Meeting of June 12, 2021; 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 to take any other action related thereto.



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[Article 2 adjusts the FY 2022 operating budget to raise and appropriate \$69,969. At the June 12, 2021 Annual Town Meeting, These adjustments mostly cover the staffing costs associated with new hires for departments including Finance Director, Human Resources Director, and Elder and Human Services Director. The additional salary expenses for the transfer station are due to CBA updates that were inadvertently left out of the FY22 original budget. Expenses increased in Accounting to reflect the use of consulting services for interim town accountant services and the Transfer Station expenses are costs from setting up online payment options for transfer station stickers.]

**Motion:** Move that the Town vote to amend the FY2022 Operating Budget for the Fiscal Year commencing July 1, 2021, as adopted under Article 4 of June 12, 2021; and to raise and appropriate \$69,969 to cover the budget adjustments of various departments of the Town by adding said sums to the amount appropriated under Article 4 of the June 12, 2021 Annual Town Meeting, for the operation of the Town and its government.

Dept	Line Item	FY22 Budget	Adjustment	FY22 Adjusted Budget
<i>Detail of Budget Adjustments</i>				
<b>Town Accountant</b>				
	Salaries & Wages	\$123,496	\$6,742	\$130,238
	Salaries & Wages	\$4,200	\$1,080	\$5,280
	Expenses	\$14,000	\$15,000	\$29,000
<b>Human Resources</b>				
	Salaries & Wages	\$ 80,370	\$26,891	\$107,261
<b>Elder &amp; Human Services</b>				
	Salaries & Wages	\$78,408	\$12,506	\$90,914
<b>Transfer Station</b>				
	Salaries & Wages	\$113,731	\$3,750	\$117,481
	Salaries & Wages	\$16,500	\$3,500	\$20,000
	Expenses	\$43,400	\$500	\$43,900

<b><i>Voted Budget Line Changes from above adjustments</i></b>				
<b>Voted Total General Government</b>				
1	Salaries & Wages	\$1,773,097	\$34,713	\$1,807,810
2	Expenses	\$1,429,190	\$15,000	\$1,444,190
<b>Voted Total Public Works</b>				
5	Salaries & Wages	\$1,341,409	\$7,250	\$1,348,659
6	Expenses	\$1,866,685	\$500	\$1,867,185
<b>Voted Total Health &amp; Human Services</b>				
7	Salaries & Wages	\$276,933	\$12,506	\$ 289,439
Net Operating Budget		\$50,648,122	\$69,969	\$50,718,091

**The Finance Committee and Select Board support this article.**

**ARTICLE 3**  
**Select Board**  
**Debt Exclusion Stabilization Fund**

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to be deposited in 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 two-and-one-half, so called; said fund as authorized by Chapter 40, Section 5B of the General Laws; or to take any other action in relation thereto.

**[Article 3 would provide funding for the debt exclusion stabilization fund of \$150,000 from the undesignated fund balance. In adherence with the Town's financial management policies, use of funds from the debt exclusion stabilization account are used to smooth the impact of excluded debt so that no exclusion equates to more than 10% of the average single family tax bill. For FY22 \$161,136.68 is planned to be used to lower the impact of excluded debt on the taxpayers.]**

**Motion:** Moved and seconded by the Select Board that the Town transfer from the Undesignated Fund Balance the sum of \$150,000 for Article 3 as printed in the warrant.

**The Finance Committee and Select Board support this article.**

**ARTICLE 4**  
**Select Board**  
**Appropriation of Bond/BAN Excess Premium**

To see if the Town will vote to appropriate all or a portion of \$777.33, representing the net premiums of \$388.17 paid to the Town upon the sale of the Town's \$10,423,000 Bond Anticipation Note dated November 20, 2020, net premium of \$389.16 paid to the Town upon the sale of the Town's \$10,834,400 Bond Anticipation Note dated June 25, 2021, to pay costs of the following projects: \$271.13 to the Library Construction project authorized by the vote of the Town passed by Article 13 of the October 28, 2019 Special Town Meeting; \$121.38 to the Whitcomb Avenue Well Field and Treatment Plant authorized by the vote of the Town passed by Article 19 of the May 7, 2018 Annual Town Meeting; \$124.72 to the PFAS Water Treatment project authorized by the vote of the Town passed by Article 12 of the October 28, 2019 Special Town Meeting; \$182.54 to the Sewer Design project authorized by vote of the Town passed by Article 10 of the October 28, 2019 Special Town Meeting; and \$77.56 to the Cedar Hill Water Tank project authorized by the vote of the Town passed by Article 26 of the June 13, 2020 Annual Town Meeting. Any such premium may be applied to such projects and the amount authorized to be borrowed pursuant to this vote shall be reduced by the amount of any such premium so applied, or to take any other action related thereto.

**[Article 4 would authorize the expenditure of premiums generated through the sale of bonds or bond anticipation notes (BAN) to pay down the costs of capital projects. This article takes the excess premiums from both BANs during the year and proportionally distributes the funds across the various projects to offset capital expenses]**

**Motion:** Moved and seconded by the Select Board that the Town vote to approve Article 4 as printed in the Warrant.

**The Finance Committee and Select Board support this article.**

**ARTICLE 5**

**Select Board/Community Preservation Committee  
Community Preservation Committee - FY2021 Community Preservation**

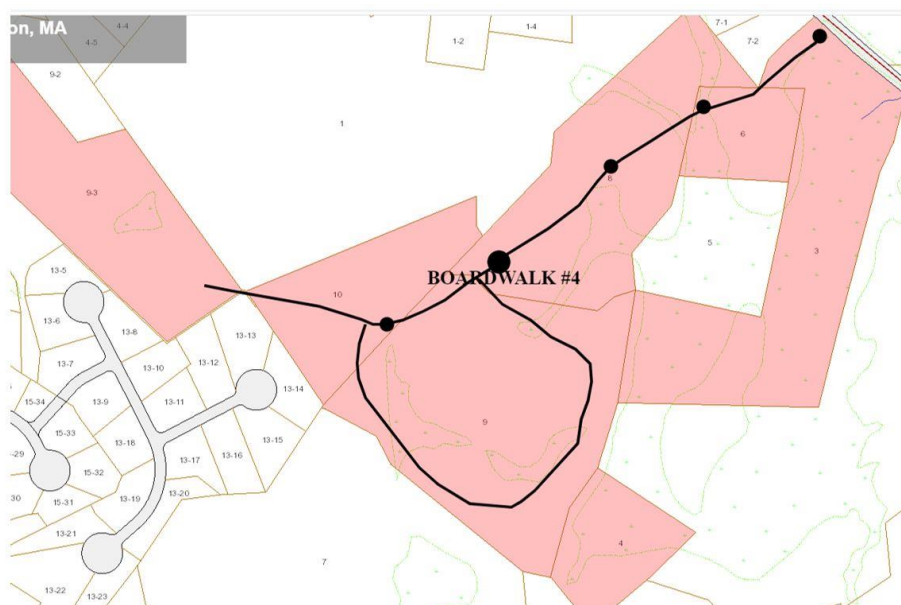
To see if the Town will vote to (1) hear and act on the report of the Community Preservation Committee on the FY2022 Community Preservation Budget; and (2) appropriate or reserve from the FY2022 Community Preservation Fund annual revenues and reserves the following amounts, as recommended by the Community Preservation Committee, with each item considered a separate appropriation:

1. Open Space Reserves: \$18,778.00
2. Historic Resources Reserves: \$8,450.10
3. Housing Reserves: \$9,389.00 to be transferred to the Littleton Affordable Housing Trust
4. Recreation Reserves: \$9,389.00
5. Administration: \$938.90

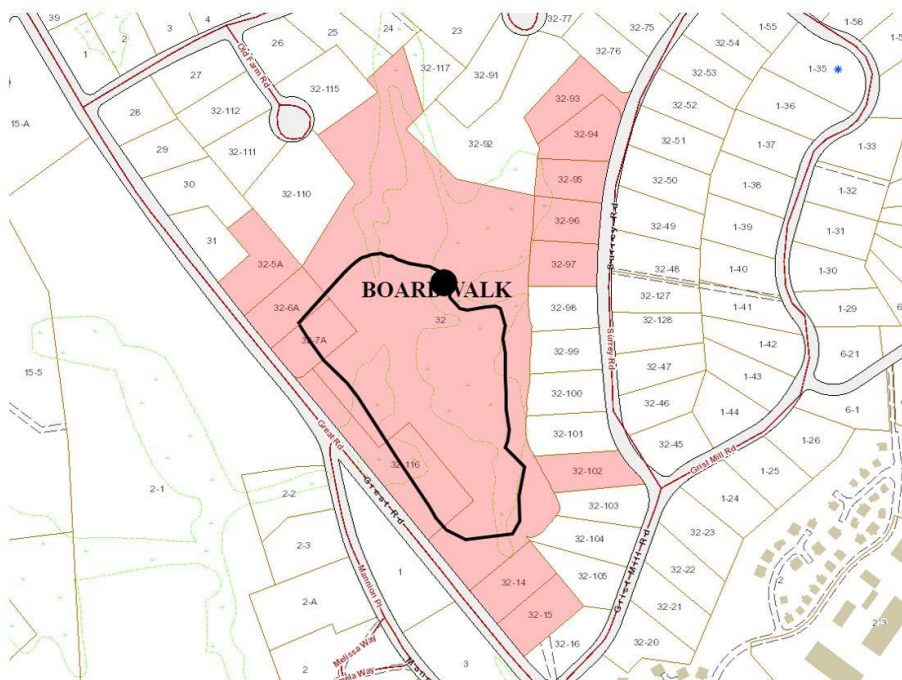
And, further, which appropriation is in addition to those funds previously appropriated under Article 12 of the June 12, 2021 Annual Town Meeting; and to appropriate from the Undesignated Fund to the Recreational Reserves \$13,500.00 to fund the Cloverdale and Town Forest Boardwalk Project; or to take any other action in relation thereto.

[Article 5 would allocate the State's Community Preservation Act Matching Grant to the CPC's reserves for Open Space, Historic Resources, Housing Resources, Recreation, and Administration. The article also seeks \$13,500 to fund the Cloverdale and Town Forest Boardwalk Project, which would provide funds for the extension of the Cloverdale boardwalk and construction of Boardwalk #4 at Town Forest. The original Cloverdale boardwalk, built with grant money and volunteer labor, has been highly used and this has caused some trampling through wet areas at the end of the boardwalk, which this extension will fix so it can be used year-round. The new trails and boardwalks will make Town Forest available to public access with almost 2 miles of trail.]

## Town Forest Boardwalk #4 Location



## Cloverdale Boardwalk Location



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

**ARTICLE 6**  
**Select Board**  
**Fund Collective Bargaining Agreements**

To see if the Town will vote to raise and appropriate or transfer from available funds a sum or sums of money for the purpose of funding any new collective bargaining agreements between the Town and its employee unions, or to take any other action in relation thereto.

**[Article 6 is a placeholder to fund any Collective Bargaining Agreements that may be settled prior to Special Town Meeting.]**

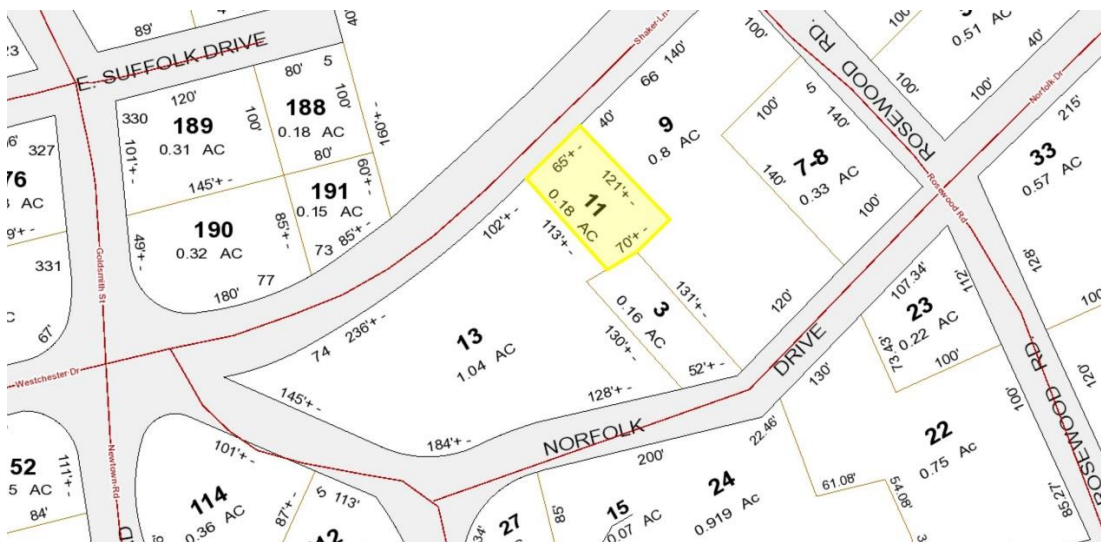
**Motion:** Moved and seconded by the Select Board that the Town vote to approve Article 6 as printed in the warrant.

**The Finance Committee and Select Board recommendations are forthcoming.**

**ARTICLE 7**  
**Select Board**  
**Authorization to Sell U14-11 (Shaker Lane)**  
*[2/3rds vote required]*

To see if the Town will vote to authorize the Select Board to sell a parcel of land shown on Assessors Map U14, Parcel 11-0 on Shaker Lane, in accordance with Massachusetts General Laws Chapter 30B and on such terms and conditions as are acceptable to the Board; or to take any other action related thereto.

**[Article 7 will authorize to Select Board to negotiate to sell a parcel of land shown on Assessors Map U14, Parcel 11-0 on Shaker Lane, subject to a deed restriction that no additional building lots may be created utilizing the land area or frontage of the parcel.]**



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**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 supports this article.**

<p style="text-align: center;"><b>ARTICLE 8</b> <b>Select Board/Personnel Board</b> <b>Personnel Bylaw and Classification and Compensation Plan Amendments</b></p>
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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:

- (1) By amending §33-21 of the Personnel Bylaw entitled “Holidays” as follows (additions indicated by underline and deletions indicated by strikethrough):

A. All benefit eligible employees shall receive holiday pay for the following ~~11~~ 12 holidays:

New Year’s Day

Martin Luther King Day

President's Day

Patriot's Day

Memorial Day

Juneteenth

Fourth of July

Labor Day

Columbus Day

Veteran's Day

Thanksgiving

Christmas

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

Grade 7: ~~Payroll and Finance Coordinator~~

Grade 8: Payroll and Finance Coordinator; Office Coordinator/ Administrative Assistant  
Department of Land Use

Grade 10: Assistant Treasurer/Collector

Grade 11: ~~Human Resources Manager; Tax Collector~~

Grade 12: Town Treasurer/ Collector & Assistant Director of Finance and Budget; Human Resources Director

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

**Schedule B:** On-Call Meeting Clerk, **\$14.25**, Veteran's Agent, **\$17.74**

**Schedule B-1, Other Employees**

<b>GRADE</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>
<b>1 hourly</b>	<b>\$14.25</b>	<b>\$14.54</b>	<b>\$14.83</b>	<b>\$15.12</b>	<b>\$15.42</b>
<b>2 hourly</b>	<b>\$17.81</b>	<b>\$18.17</b>	<b>\$18.53</b>	<b>\$18.90</b>	<b>\$19.28</b>

**Schedule C, Park & Recreation Department**

Seasonal/Temporary / Fee-based positions (hourly) – effective **January 1, 2022**

<b>GRADE</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>
<b>1 hourly</b>	<b>14.25</b>	<b>14.40</b>	<b>14.69</b>	<b>15.05</b>	<b>15.43</b>
<b>2 hourly</b>	<b>14.40</b>	<b>14.69</b>	<b>14.99</b>	<b>15.28</b>	<b>15.59</b>
<b>3 hourly</b>	<b>14.69</b>	<b>14.99</b>	<b>15.28</b>	<b>15.59</b>	<b>15.90</b>
<b>4 hourly</b>	<b>14.99</b>	<b>15.28</b>	<b>15.59</b>	<b>15.90</b>	<b>16.30</b>
<b>5 hourly</b>	<b>15.86</b>	<b>16.09</b>	<b>16.53</b>	<b>16.98</b>	<b>17.40</b>
<b>6 hourly</b>	<b>16.50</b>	<b>16.82</b>	<b>17.28</b>	<b>17.75</b>	<b>18.19</b>
<b>7 hourly</b>	<b>17.23</b>	<b>17.58</b>	<b>18.06</b>	<b>18.55</b>	<b>19.01</b>
<b>8 hourly</b>	<b>18.01</b>	<b>18.37</b>	<b>18.87</b>	<b>19.39</b>	<b>19.87</b>
<b>9 hourly</b>	<b>18.82</b>	<b>19.20</b>	<b>19.73</b>	<b>20.27</b>	<b>20.78</b>
<b>10 hourly</b>	<b>19.67</b>	<b>20.06</b>	<b>20.61</b>	<b>21.18</b>	<b>21.71</b>
<b>11 hourly</b>	<b>20.56</b>	<b>20.97</b>	<b>21.55</b>	<b>22.14</b>	<b>22.69</b>
<b>12 hourly</b>	<b>21.49</b>	<b>21.91</b>	<b>22.52</b>	<b>23.13</b>	<b>23.71</b>

**Schedule C-1, Community Education**

<b>GRADE</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>
<b>1 hourly</b>	<b>14.25</b>	<b>14.53</b>	<b>14.82</b>

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<b>GRADE</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>
<b>2 hourly</b>	<b>15.00</b>	<b>15.30</b>	<b>15.61</b>
<b>3 hourly</b>	20.00	20.50	21.01
<b>4 hourly</b>	25.00	25.63	26.27
<b>5 hourly</b>	30.00	30.75	31.52
<b>6 hourly</b>	35.00	35.88	36.77

**Schedule D, Fire Department On-Call**

<b>GRADE</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>
<b>1 hourly</b>	<b>\$14.25</b>					
<b>2 hourly</b>	<b>\$15.77</b>	<b>\$16.09</b>	<b>\$16.41</b>	<b>\$16.74</b>	<b>\$17.07</b>	<b>\$17.41</b>
<b>3 hourly</b>	<b>\$16.40</b>	<b>\$16.73</b>	<b>\$17.06</b>	<b>\$17.40</b>	<b>\$17.74</b>	<b>\$18.09</b>
<b>4 hourly</b>	<b>\$17.05</b>	<b>\$17.39</b>	<b>\$17.74</b>	<b>\$18.09</b>	<b>\$18.45</b>	<b>\$18.82</b>
<b>5 hourly</b>	<b>\$17.55</b>	<b>\$17.90</b>	<b>\$18.26</b>	<b>\$18.56</b>	<b>\$18.93</b>	<b>\$19.31</b>
<b>6 hourly</b>	<b>\$18.08</b>	<b>\$18.44</b>	<b>\$18.81</b>	<b>\$19.19</b>	<b>\$19.57</b>	<b>\$19.96</b>
<b>7 hourly</b>	<b>\$18.63</b>	<b>\$19.00</b>	<b>\$19.38</b>	<b>\$19.77</b>	<b>\$20.17</b>	<b>\$20.57</b>
<b>8 hourly</b>	<b>\$19.19</b>	<b>\$19.57</b>	<b>\$19.96</b>	<b>\$20.36</b>	<b>\$20.77</b>	<b>\$21.19</b>
<b>9 hourly</b>	<b>\$19.77</b>	<b>\$20.17</b>	<b>\$20.57</b>	<b>\$20.98</b>	<b>\$21.40</b>	<b>\$21.83</b>
<b>10 hourly</b>	<b>\$19.96</b>	<b>\$20.36</b>	<b>\$20.77</b>	<b>\$21.19</b>	<b>\$21.61</b>	<b>\$22.04</b>
<b>11 hourly</b>	<b>\$24.97</b>					

or to take any other action related thereto.

[Article 8 would amend the Personnel Bylaws by 1) adding Juneteenth as a Holiday, 2) amending current positions to reflect changes in position function and reorganization within the finance Department, to change the HR Manager to HR Director, to add the new position of Office Coordinator/ Administrative Assistant Department of Land Use and 3) amending the pay schedules to increase starting wages to comply with minimum wage requirements and reflecting a 1% cost of living increase]

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

**The Littleton Personnel Board and Select Board support this article.**

**ARTICLE 9**  
**Select Board/ Personnel Board**  
**Amendment of Personnel Bylaws**

To see if the Town will vote to amend the General Bylaws by deleting Sections 33-1 through 33-41 in their entirety and inserting, in place thereof, a new Personnel Bylaw containing Section 33-1 through 33-19, the text of which is on file with the Town Clerk; or to take any other action related thereto.



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[This article will amend the existing Personnel Bylaws by changing the Personnel Board to the Personnel Advisory Committee, and amending the process to reflect the creation of a Human Resources Department and the hiring of Littleton's first Human Resource Director. The changes to the bylaw also reflect the movement of policies, procedures and benefits to a new Employee Handbook that will be maintained and updated by the Human Resources Department and the Town Administrator's Office. A copy of the Littleton Employee Handbook will be available online at <https://www.littletonma.org/human-resources.>]

**Motion:** Moved and seconded by the Personnel Board that the Town vote to approve amend the General Bylaw by deleting Sections 33-1 through 33-41 in their entirety and inserting, in place thereof, a new Personnel Bylaw containing Section 33-1 through 33-19, as follows:

**TOWN OF LITTLETON  
PERSONNEL BY-LAW**

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- §33-19 Severability

### **§ 33-1. AUTHORIZATION/AMENDMENT**

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

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

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

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

### **THE PERSONNEL ADVISORY COMMITTEE**

#### **§33-2. MEMBERSHIP; APPOINTMENTS; TERMS**

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

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The Personnel Advisory Committee shall consist of three citizens, with preference to residents who have human resource or municipal experience.

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

### **§33-3. ORGANIZATIONAL STRUCTURE: MEETINGS**

The Personnel Advisory Committee shall have a Chairperson who shall preside over meetings, a Vice Chair who shall take over for the Chairperson in that person's absence and a Clerk who shall be responsible for taking minutes of meetings. The membership shall vote on these positions.

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

### **§33-4. MEETINGS OF PERSONNEL ADVISORY COMMITTEE**

- A. The Personnel Advisory Committee shall meet as necessary or at least annually with, Select Board and the Finance Committee.
- B. The Personnel Advisory Committee shall post all meeting dates and times and these will be public meetings.

### **§33-5. PERSONNEL ADVISORY COMMITTEE AUTHORITY**

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

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

The Personnel Advisory Committee shall review, when a position becomes vacant, at the request of a department head, or at the request of the HR Director, the work of all positions subject to the provisions of this By-law. The Personnel Advisory Committee shall recommend to the HR Department changes in said positions as well as adjustments to salaries as it deems advisable, subject to appropriation of funds. Such reviews shall be made at such intervals, as the Personnel Advisory Committee deems necessary and, to the extent that the Personnel Advisory Committee considers practicable, shall include all occupational groups in the Classification Plan.

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

On or before January 1<sup>st</sup> of each year, the Personnel Advisory Committee shall meet with the Select Board to discuss any changes in the Compensation Plan for the forthcoming year as well as any matters related

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to the Classification or Compensation Plans, which said Board, deems appropriate to be considered by the town. The Personnel Advisory Committee in conjunction with Appointing Authority and the Town Administrator shall develop, maintain, and modify from time-to-time written personnel policies not inconsistent with the By-Law.

### **§33-6. APPLICABILITY OF THE PERSONNEL BY-LAW**

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

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

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

The Town agrees that, in all personnel matters, it will continue its policy of not discriminating against any person on any legally recognized basis.

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

### **§33-7. DEFINITIONS**

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

- A. Absence - Any time an employee is not at work during a scheduled work period.
- B. Administrative Authority - The elected or appointed official or board having jurisdiction over a function or activity.
- C. Appointing Authority - Any person(s), Board, Committee, Commission, or Trustees who has the right to hire or discharge employees.
- D. Benefit Eligible Employee - Any employee regularly working at least 20 hours per week [see MGL c.32B, §2(d)] whose position is listed on Schedule A or Schedule B of the Classification and Compensation Plan.
- E. Classification Plan - Ranking of all jobs specifications/titles approved by the Personnel Advisory Committee and appearing as Schedule A to these By-Laws.
- F. Compensation Plan - Specified ranges of pay for each job classification included in the Classification Plan, appearing as Schedule A through D to these By-Laws.
- G. Employee - Any person who is paid by the town for services rendered to the town, excluding elected officials, persons with collective bargaining agreements, individuals with contracts,

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independent contractors, and persons under the direction of the School Committee.

- H. Grade -A ranking of the value of various jobs.
- I. Job Classification -A particular job classification within the Classification Plan.
- J. Non-Benefit Eligible Employee -Any employee who works less than 20 hours each week not eligible for benefits under MGL c.32B.
- K. On-Call or Temporary Employee- Any non-benefit eligible employee whose duration of employment with the Town is on an on-call or temporary basis.
- L. Position - Employment in Town service with duties and responsibilities.
- M. Range- The minimum and maximum rates for a particular grade.
- N. Rate - A sum of money designated as compensation for personal services on an hourly, daily, weekly, monthly, annual or other basis.
- O. Seasonal Employee -Any employee whose duration of employment with the Town is of a seasonal or emergency nature, or specified limited amount of time (not to exceed five (5) continuous months).
- P. Step Rate- A rate in a range of a grade.
- Q. Town -The Town of Littleton, Massachusetts.
- R. Professional Development- A strategic approach to ensure that the necessary talent and skills will be available when needed and that essential knowledge and abilities will be maintained.

### **§33-8. PROFESSIONAL DEVELOPMENT**

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

### **§33-9. CLASSIFICATION PLAN**

#### **A. MANDATORY CLASSIFICATION**

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

#### **B. EMPLOYEE CATEGORIES**

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

- a. Benefit Eligible
- b. Non-Benefit Eligible
- c. Seasonal

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### d. On-Call or Temporary

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

### **§33-10. JOB DESCRIPTIONS**

The Human Resources Department shall maintain written descriptions of the jobs or positions in the Classification Plan. These descriptions shall be written by the Appointing Authority and recommended for approval by the Personnel Advisory Committee. The descriptions shall include the grade, definitions describing the essential elements of the work, distinguishing features of the work and such illustrative examples of duties as may be deemed appropriate. The Personnel Advisory Committee may, upon the request of an Appointing Authority or on their own initiative, along with the Appointing Authority's input, recommend amendments to such job descriptions.

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

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

### **COMPENSATION/BENEFITS**

### **§33-11. CLASSIFICATION PLAN & COMPENSATION PLAN**

The Compensation Plan set forth in the By-Law, shall consist of the minimum and maximum salaries by grade and step for the positions in the Classification Plan. The Compensation Plan shall be reviewed and updated periodically, voted at the Town Meeting and be incorporated into the budget process.

### **§33-12. STEP INCREASES**

Step increases will be awarded on an annual basis on with at least a satisfactory performance evaluation or greater. When an employee reaches the top step of the grade they will no longer be eligible for a step increase.

### **§33-13. BENEFITS**

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

### **§33-14. ANNUAL SALARY SCHEDULE REVIEW & ADJUSTMENT**

The Personnel Advisory Committee will annually consider and vote to recommend adjusting the Classification and Compensation Schedule.

**§33-15. MOVEMENT, RE-CLASSIFICATION, AND WORKING OUT OF CLASSIFICATION OF EMPLOYEES**

- A. When a current employee is hired to a position with a higher-rated grade, they shall enter it at the step which provides an increase in salary. They may also receive a one-step rate increase at the time if the Appointing Authority recommends that qualifications and performance warrant it.
- B. If the employee is transferred to a job at the same grade, they shall remain at their current step.
- C. If the employee is transferred to a lower grade job, they shall enter it at their own step or at the maximum step for the job, whichever is lower.
- D. When an eligible employee is temporarily assigned to function in a position in a higher grade for a period of 6 days or more due to an absence or unavailability and they assume the approved delegated duties and responsibilities of that position they are entitled to an increase in compensation equal to the minimum of the assigned position's grade or to a step in that grade that results in an increase over their current rate of pay of at least 10%. Upon completion of the temporary assignment, the employee reverts to their original grade and step.

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

- A. An appointing authority may assign a new employee, only for the purposes of pay in any case where the employee's prior experience in the work warrants such action. Hiring an employee at a rate above Step 3 requires the approval of the Select Board.
- B. The appointing authority may negotiate benefits to permit competitive hiring, subject to appropriation and the approval of the Select Board.

**§ 33-17. PERFORMANCE EVALUATIONS**

All employees covered by this bylaw shall have a performance evaluation annually.

**§ 33-18. REDUCTION IN FORCE (RIF)**

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

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

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

- A. An employee who has been laid off shall be entitled to recall rights to this same position for a period of two (2) years from the effective date of their layoff.
- B. An employee recalled within one year of his/her day of lay off will return with service accrued up to the time of the layoff.

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- C. Recall notices shall be sent via certified or registered mail. Employees are required to keep the Town informed of their current mailing addresses.
- D. An employee who is recalled must report to work within 14 calendar days of the date of mailing the recall notice or some other mutually agreed upon time.

**§33-19. SEVERABILITY**

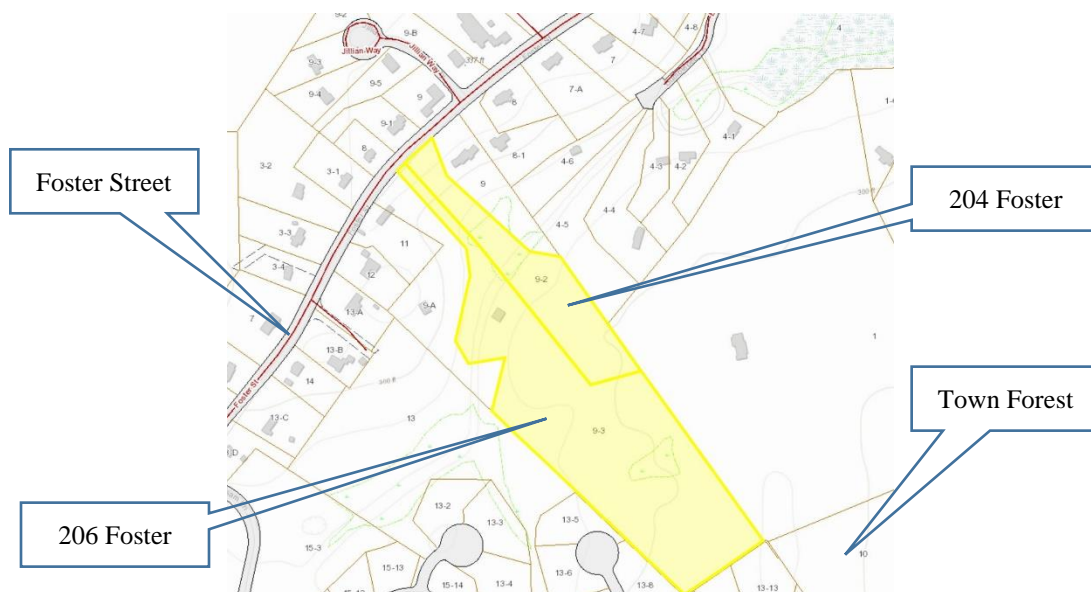
In the event that any provision of this chapter, or application thereof, shall be held to be invalid by the proper authorities, this shall not be construed to affect the validity of any other provision, or application thereof, of this chapter.

**The Littleton Personnel Board and Select Board support this article.**

**ARTICLE 10**  
**Select Board**  
**Transfer of Land to Conservation Commission**

To see if the Town will vote pursuant to G.L. c.40, §15A to transfer the care, custody, management, and control of 204 Foster Street, an approximately 4.62 acre parcel shown as Assessors Map Parcel R08-9-2, and 206 Foster Street, an approximately 14.45 acre parcel shown as Accessors Map Parcel R08-9-3, from the Select Board to the Conservation Commission for open space and passive recreation purposes, including the construction of a parking lot to support those purposes, or to take any other action related thereto.

**[Article 10 would transfer the care and custody of 204 and 206 Foster Street to the Conservation Commission. These parcels provide a wildlife corridor through forests and wetlands, further protection of nearly 300 acres of forested area (including Town Forest, Browns Wood, Newtown Hill and Sprong) and a connection to these areas from a public way]**





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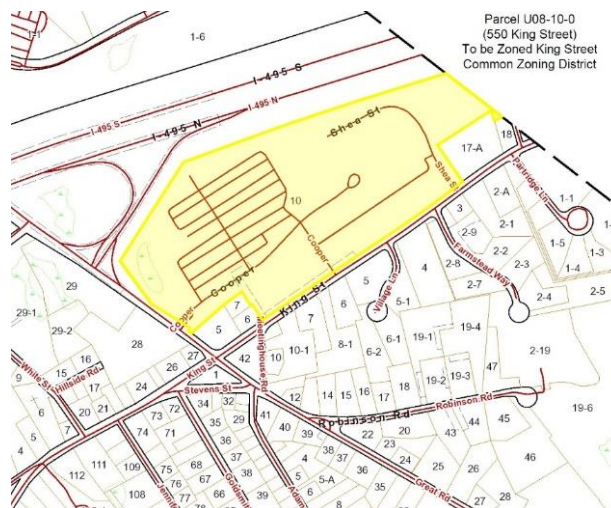
**Motion:** Moved and seconded by the Select Board that the Town vote to approve Article 10 as printed in the Warrant.

**The Select Board recommendation on this article is forthcoming.**

**ARTICLE 11**  
**Planning Board**  
**Zoning Bylaw Amendments – 550 King Street**

To see if the Town will vote to amend Chapter 173, the Zoning Bylaws, as follows: (1) to add the King Street Common District to the list of zoning districts set forth in Section 173-22, (2) to adopt new Article XXXI. King Street Common Zoning District, (3) to re-zone Assessor's Parcel U08-10-0 from the Village Common, Industrial A, Industrial B and Business Districts to the King Street Common District, (4) to amend the zoning map to include the plan labeled King Street Common Zoning District dated September 14, 2021 showing the entirety of Assessor's Parcel U08-10-0 as located within the King Street Common Zoning District, without affecting the applicability of any overlay districts to such property, and (5) to make all additional amendments to the Zoning Bylaws necessary to effectuate the above changes; or take any other action related thereto. The full text of the proposed new Article XXXI. King Street Common Zoning District and amendments to existing sections of Chapter 173 and the proposed plan showing the new King Street Common District are on file at the Town Clerk and Planning Board offices and can be and can be viewed during their office hours or online at <https://www.littletonma.org/planning-board>.

[This article would create a new "King Street Common" zoning district consisting of the entire 41-acre parcel at 550 King Street. The King Street Common zoning district would allow comprehensive redevelopment of the site with a mix of uses, including commercial, retail, office, and multifamily residential - including senior housing. The King Street Common district uses elements from the Littleton Common form based code – updated to meet the size and location of the 550 King Street site. The King Street Common district will help the Town meet housing and economic development goals outlined in the 2017 Littleton Master Plan, the 2015 Housing Production Plan, and the 2019 Littleton Common Revitalization Road Map. The Planning Board will hold its public hearing on the proposed zoning bylaw amendments on October 7, 2021.]



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**Motion:** Moved and seconded by the Planning Board that the Town vote to amend the Zoning Bylaws as follows:

1. Insert in Section 173-22A(1) under the category of “Mixed Use Districts”, immediately below the existing entry for the Village Common (VC) District, a new entry for the King Street Common (KC) District.
2. Insert new Article XXXI. King Street Common Zoning District, to read as follows:

**Article XXXI. King Street Common Zoning District**

**§ 173-226. Purpose.**

The King Street Common Zoning District is hereby established to promote:

- Recommendations of the Littleton Master Plan;
- Recommendations of the Littleton Common Revitalization Plan;
- A mix of uses, including commercial, retail and multifamily residential, to create a village environment and to reduce auto dependence;
- Appropriate infill development compatible with current market demands;
- Integrated physical design and synergies between activities;
- Development that will provide goods and services within villages and neighborhoods;
- To meet the intent and purpose of Article XIV Aquifer and Water Resource Protection District through the use of low impact and light imprint development techniques and other appropriate measures for stormwater management and groundwater protection;
- Housing choices in Littleton; and
- A pedestrian-friendly environment, prioritizing sidewalk continuity.

**§ 173-227. Applicability.**

- A. The King Street Common Zoning District includes 550 King Street, Assessors’ Map U08, Parcel 10-0. The benefits and obligations of the zoning bylaw shall apply only to proposals for development on those parcels located entirely within the boundary of the King Street Common Zoning District.
- B. Except as specifically provided for in this Article, the following sections of this Chapter do not apply to real property located within the King Street Common Zoning District:
  - a) Article VI Intensity of Use Regulations
  - b) § 173-32 Parking Requirements
  - c) § 173-43 Screening
  - d) Article XIX Open Space Development
  - e) Article XX Shared Residential Driveways
  - f) Article XXIV Mixed Use

- C. Should the provisions of this Article conflict with those found elsewhere in this Chapter, the

provisions of this Article shall apply.

**§ 173-228. Permitting.**

- A. Site plan review by the Planning Board is required for the creation of, addition to, or substantial alteration of any structure or parking in the King Street Common Zoning District, subject to Article IV Site Plan Requirements.
- B. All projects involving 5 acres or more within the King Street Common Zoning District, shall require a Master Planned Development special permit under § 173-89, including for Mixed Use and Multifamily Residential Development projects. Such projects shall be subject to the provisions of §173-89 and all additional requirements of this Article. This type of special permit shall be known as the Master Planned Development Special Permit. Site Plan Review is required for any project that has received a Master Planned Development Special Permit. A site plan meeting all of the requirements in § 173-16\_thru 19, may, at the applicant's option, be submitted for review and approval at the same time as the master planned development application.
- C. It is important to review a project in its totality to maximize cohesion and to understand project impacts. For all projects in the King Street Zoning District, the Planning Board shall consider the entirety of a project, including any likely future expansion, and not separate phases or segments. Projects may be constructed in phases but the phases of a project shall be presented and reviewed together by the Planning Board. Projects shall not be segmented to avoid compliance with this Article.

**§ 173-229. Permitted Uses.**

To facilitate the creation of a village environment within the King Street Common Zoning District, Applicants are encouraged to propose a mix of uses, which shall include Residential Uses. Within the King Street Common Zoning District multiple buildings and multiple uses are permitted on a single lot. The permitted uses within the King Street Common Zoning District are:

**Residential Uses**

- Multifamily dwelling
- Mixed Use
- Nursing home
- Senior Residential Development

**Commercial Uses**

- Major Commercial Use
- If not a Major Commercial Use:
  - Office
  - Bank
  - Data-processing center
  - Theatre or cinema
  - Retail sales, service

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Restaurant  
Medical Services Facility

**Industrial Uses**

Major Industrial Use  
If not a Major Industrial Use:  
Manufacturing  
Research and development

**Institutional Uses**

School  
Exempt by statute (MGL C. 40 §3)  
Other  
Church or other religious use  
Fraternal, charitable and nonprofit organization  
Library, museum, hospital  
Conversion of municipal building in accordance with §173-69.  
Municipal use

**Recreational Uses**

Indoor sporting area, health club, bowling, tennis or similar uses  
Extensive recreation

**Accessory Uses**

Roadside stands (agricultural)  
Home occupations  
Parking and parking structures in compliance with § 173-32  
Signs in compliance with Article VIII  
Wholesale and retail mercantile business accessory to manufacturing  
Other customary accessory uses

No use or structure within the King Street Common Zoning District other than a bank may include a drive-through.

**§ 173-230. Concurrent review and granting of special permits.**

Applications for Special Permits for the Aquifer and Water Resource Districts (§ 173-61 thru 64), Major Commercial or Industrial Use (§ 173-86 thru 88) and all other necessary special permits shall be submitted and reviewed concurrently as part of the Master Planned Development approval process, or submitted and reviewed concurrently with the site plan approval process in cases where Master Planned Development approval may not be required.

**§ 173-231. Master planned development approval.**

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The Planning Board as special permit granting authority may grant a master planned development special permit if it finds the criteria for approval, as outlined in this section and in § 173-89, and 173-7C, and, if applicable, in § 173-62 and 173-88B, and the purposes of this Article have been met. The special permit may include approval of both a schematic development plan, including phasing, and the proposed mix of uses in the development. The decision of the Planning Board for master planned development projects may be approval, approval with conditions, or denial of the requested special permit(s).

After approval of a master planned development, an Applicant may apply to make minor changes in a project involving minor utility or building orientation adjustments, or minor adjustments to parking or other site details that do not affect the overall buildout or building envelope of the site, or provision of open space. Such minor changes must be submitted to the Planning Board on redlined prints of the approved plan, reflecting the proposed changes. The Planning Board may authorize such changes at any regularly scheduled meeting without the need to hold a public hearing. The Planning Board shall set forth any decision to approve or deny such minor changes by motion and written decision and provide a copy to the Applicant for filing with the Town Clerk.

If the Planning Board determines that proposed changes to an approved master planned development constitute a major change in a project because of the nature of the change in relation to the prior approved plan, or because such change cannot be appropriately characterized as a minor change as described above, the Applicant shall be required to file an application to amend the approved plan, and the Planning Board shall hold a public hearing to review the changes in accordance with the all applicable criteria set forth in this Article and any other section of the Zoning By-law. The decision of the Planning Board to amend a master planned development project may be approval, approval with additional / differing conditions, or denial of the requested amendment.

### **§ 173-232. General performance standards and criteria.**

The Planning Board shall consider the following general criteria before issuing a Special Permit for development within the King Street Common Zoning District:

- A. Adequacy of the site in terms of the size of the proposed use(s).
- B. Suitability of the site for the proposed uses(s).
- C. Adequacy of the provision of open space, its accessibility to the general public, and/or its association with adjacent or proximate open space areas.
- D. Impact on traffic and pedestrian flow and safety and access for emergency vehicles.
- E. Adequacy of pedestrian access to buildings and between public spaces.
- F. Proposal is complimentary to and reinforces the visual character of the King Street Common Zoning District and surrounding neighborhood.
- G. Adequacy of utilities, including sewage disposal, water supply and storm water drainage.

- H. Potential impacts on the Town's aquifer.
- I. Degree to which the proposed project complies with the goals of the latest Littleton Master Plan and the provisions of this Article.

**§ 173-233. Dimensional Requirements and Design Standards.**

In addition to the General Performance Standards and Criteria, all projects within the King Street Common Zoning District shall comply with the following Dimensional Requirements and Design Standards. The design standards are intended to promote quality development emphasizing the Town's sense of history as a farming community and desire for contextual, pedestrian-scaled projects. To provide additional guidance, the Planning Board may promulgate more detailed Design Guidelines. All applications made pursuant to this Article shall be subject to the following Dimensional Requirements and Design Standards.

- A. Minimum lot area shall be 15,000 square feet.
- B. Front, rear and side yard setbacks for principal and accessory buildings and structures shall be 15 feet, except as follows:
  - a. Front yard setbacks along King Street shall be provided in accordance with § 173-220; and
  - b. For Master Planned Development projects, interior lot lines shall not have setback requirements.
- C. Minimum lot frontage shall be 100 feet.
- D. Maximum lot coverage by buildings shall be 50%, and maximum lot coverage by buildings and paved areas combined shall be 80%;
  - a. For Master Planned Development projects, lot coverage shall be calculated using the total area of the Master Plan.
- E. Maximum density for multifamily residential units shall be 20 units per acre;
  - a. For Master Planned Development projects, density shall be calculated using the total area of the Master Plan.
- F. No single retail use shall exceed 20,000 SF.
- G. Parking shall be provided in accordance with § 173-224.A. For uses not listed in § 173-224.A, parking shall be provided in accordance with § 173-32.
- H. All buildings or portions of buildings located within 255 feet of the King Street right-of-way line

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or 100 feet of any other public way excluding I-495 shall comply with the provisions of Article XXX, Village Common Form Based Code, except as follows:

- a. To promote an amenity-rich village environment with a mix of uses, the maximum height of buildings shall be as follows:
  - i. Residential Use buildings containing a mix of uses (“mixed use”) containing Commercial Uses on the street level, or street level and lower floor(s), and Residential Uses on upper floor(s) shall have a maximum height of 4-stories or 50 feet, whichever is less;
  - ii. Commercial Use buildings shall have a maximum height of 2.5-stories or 35 feet, whichever is less;
  - iii. Institutional Use buildings shall have a maximum height of 3-stories or 50 feet, whichever is less;
  - iv. Accessory parking structures shall have a maximum height of 35 feet and shall be set back a minimum of 100 feet from King Street. Parking structures must also be screened from King Street by buildings and by landscaping or other screening techniques; and

All other buildings shall be governed by Article XXX.

- b. Floor-to-floor height requirements in the Form Based Code may be waived by the Planning Board at its discretion;
  - c. The requirements of § 173-221.J.a may be waived by the Planning Board at its discretion; and
  - d. Where frontage along King Street exceeds 500 feet, the Planning Board may waive, at its discretion, the 60% minimum façade build out requirement in the Form Based Code to avoid “strip developments” and to promote a streetscape with visual interest while also preserving or creating greenspaces and/or village gathering areas.
- I. All buildings or portions of buildings located further than 255 feet from the King Street right-of-way line or 100 feet from any other public way excluding I-495 shall comply with the following standards and requirements:
- a. Maximum Building Height. The maximum height of a Residential Use building shall be 6-stories or 75 feet, whichever is less. The maximum height of a Commercial, Industrial, Institutional or Recreational Use building shall be 4-stories or 60 feet, whichever is less;
  - b. Pedestrian and bicycle accommodations - Sidewalks and walkways shall be designed to encourage use by pedestrians and shall serve to provide important linkages between uses onsite and the public ways. Crosswalks shall be provided to facilitate pedestrian circulation and to slow traffic, the use of texture changes or raised crosswalks is encouraged wherever pedestrian ways intersect roads or high-traffic corridors within

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parking lots. Bicycle parking shall be provided at every building and should be located within 50 feet of a building entrance where feasible;

- c. Screening from a public way - When abutting a public way, screening elements shall be utilized to separate public and private spaces while complementing the design of the streetscape. Fences located along a street right-of-way shall be designed so pedestrians can look through or over them;
- d. Emergency vehicle access - Roadways and access drives shall provide suitable access for emergency vehicles;
- e. Shared driveways and cross-connections - Shared driveways and cross-connections should be utilized where feasible to simplify vehicular circulation patterns and reduce conflicts between cars and pedestrians;
- f. Parking lot design - Parking lots, except for drive aisles, should not be located within 10 feet of a public way, unless in the opinion of the Planning Board site specific conditions so require. Parking lots shall otherwise be designed in accordance with § 173-32.C;
- g. Building façades - Building façades more than 50 feet wide shall be broken down into a series of smaller elements or bays;
- h. General architectural style - “Traditional” architecture should be used with an understanding of historic design principles and use of materials. Simpler forms that are clearly discernible are favored over unnecessary complexity;
- i. Building massing - The scale of the façade must relate to the human-scaled streetscape, elements should be introduced along the streetscape to avoid uniformity of height;
- j. Roofs - Pitched roofs are not mandatory, but where used shall have a minimum pitch of at least 6:12 and incorporate traditional forms. Visible roofs shall incorporate traditional materials, including architectural asphalt shingles, standing-seam metal, slate, and synthetic wood, slate, or metal shingles. The design of strong eaves, cornices, parapets where appropriate is encouraged. Any necessary components such as mechanical equipment, which must be screened from view, gutters, leaders, etc. should be intentional and integrated into the roof and façade design;
- k. Building entrances - Building entrances shall have a hierarchy, expressed in the design of the façade. Buildings with multiple storefronts and / or entrances shall be designed to enhance the richness and texture of the pedestrian experience. Entrances shall be physically and visually accessible, welcoming and inviting;
- l. Windows - For new buildings, windows should be generally vertically proportioned and divided by mullions, as appropriate to the overall design of the building. Windows should be designed to reduce energy costs through good seals and insulation, low-emissivity



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glass, etc. Design for solar gain in winter, opening windows in summer, and natural lighting are not required but encouraged. Ground level storefronts and other non-residential uses facing a public way shall have a minimum transparency of 60%. Non-residential upper floors facing a public way shall have a minimum transparency of 40%;

- m. Building materials - Building façade materials including but not limited to brick, wood, cementitious fiber board, veneer stone, masonry, glass, terra cotta and cellular PVC materials are encouraged. Changes in plane, texture, shadowing, etc. are encouraged, if integrated into the overall design of the building. Trim and detailing should fit the architectural style of the building and be integrated with other elements. Trim details based on traditional architectural features such as eaves, porches, window bays, and balconies, shall not be simulated with flat trim on an otherwise flat façade or flush eave line;
- n. Porches, arcades and canopies – Porches, arcades, canopies and/or a front garden shall be provided to shelter building entrances / patios to enhance the arrival experience and promote pedestrian comfort and visual interest along the streetscape. Awnings and canopies should be designed with simple shapes, integrated into the design of the façade and consistent in character across multiple storefronts and with the building as a whole. Round or bullnose awnings are not permitted. Fixed or retractable awnings shall be no lower than 8 feet above the sidewalk and shall not be backlit;
- o. Towers, cupolas and chimneys – Decorative / secondary elements such as towers, cupolas, and chimneys should be appropriate to the architectural of the building and neighborhood. They should be used sparingly to highlight important buildings and provide for landmarks and focal points within a village;
- p. Service areas and equipment – Service areas, dumpsters, generators, transformers, etc. shall be carefully placed and screened with fences, walls or landscaping that complements the architecture of the building. Mechanical systems and HVAC equipment should be located to reduce noise pollution and screened from view. All service areas, equipment, transformers, dumpster enclosures shall be shown on the building and site plans during permitting;
- q. General landscaping – Quality plantings and site features should be used to reinforce the pattern of private and public spaces and to provide screening and framing of spaces. Plants shall be A-Grade or Number 1 Grade and free of defects and shall be in accordance with the American Standard for Nursery Stock, ANSI Z60.1, latest edition, or the American Association of Nurserymen;
- r. Streetscape - To create a high-quality streetscape, street trees shall be planted along landscaped strips adjacent to public ways spaced 30 feet on center for large deciduous street trees and 20 feet on center spacing for small deciduous street trees. Street trees shall be planted at least 5 feet from fire hydrant, six feet from street signs, seven feet from curb cuts and 30 feet from stop signs. The edges of street tree planting beds must be at

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least two feet from gas, electric, water and sewer lines. Tree pits to support street trees shall be at least 5 feet wide and 10 feet in length and shall be permeable to air and water;

- s. Parking lot landscaping - Parking lots should be planted with large shade trees and landscaped to provide shade and visual relief, minimize the amount of glare, noise and heat, block wind and support safe patterns of circulation. Parking lot landscaping shall incorporate the following:
  - i. At least 5% of the interior of any parking lot shall be maintained with landscaping. Trees and shrubs shall be planted in islands and / or medians at least ten feet in width. All parking spaces shall be located within 100 feet of a shade tree or within 60 feet of an ornamental tree. Where covered or structured parking won't allow for interior plantings, the required number of trees and minimum area of other landscaping shall be used to supplement plantings in adjacent areas;
  - ii. Shade trees shall be at least 3 inches in caliper when installed, measured at 12 inches to 18 inches above the ground. Evergreen shrubs shall be at least 24 inches in height and minimum three-gallon container size at the time of installation; and
  - iii. Parking lots visible from streets or public ways should be screened with attractive fences and plantings. Shrubs, plantings, hedges or walls shall provide an opaque screening between the parking area and adjacent streets or public pedestrian ways for the first three feet of height within three years of planting.
- t. Landscaping adjacent to multi-family residential and commercial buildings – Landscape plantings should be used to bring human-scale to larger buildings while enhancing the character of the site. Landscaping strips of at least 4 feet in width shall be used between curbs and the buildings for at least 50% of the building perimeter. The landscaping strip between the curb and the building shall be increased to six feet in width if there will be a bumper overhang from adjacent parking spaces;
- u. Lighting – Lighting shall be provided to allow for reasonable comfort and security, with an average illumination of 1-2 footcandles and a maximum of 5 footcandles to reduce “hot spots”. Lighting shall employ full cut-off fixtures with color-corrected lamps to minimize glare, reduce light trespass and avoid polluting the night sky. While commercial or community facilities are open, a minimum of 0.5 footcandles and a maximum to minimum ratio of 15:1 footcandles should be provided. While commercial or community facilities are closed, a minimum of 0.2 footcandles and a maximum to minimum ratio of 20:1 footcandles should be provided. Wall mounted and pole mounted fixtures shall be no higher than 20 feet above grade. The use of LED lighting is encouraged, while high pressure sodium vapor or mercury vapor lamps shall not be permitted; and
- v. Signage – Signage shall comply with § 173-35. For master planned development projects, a signage master plan shall also be developed by the Applicant and submitted to the Planning Board. The Planning Board shall at its discretion allow additional signage than

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is allowed in § 173-35 if it is deemed to be beneficial for the purposes of placemaking and wayfinding. Upon a master plan approval for signage, individual sign permits shall be administered by the Building Department.

**§ 173-234. Relationship to Aquifer and Water Resource District.**

- A. This purpose of this section is to balance environmental constraints in Littleton's Aquifer Water Resource Districts with appropriate redevelopment of commercial sites. Much of the King Street Common Zoning District is located within the Aquifer District;
- B. The permitted uses listed in § 173-229 are allowed within the King Street Common Zoning District, including areas within the Aquifer District;
- C. Within the King Street Common Zoning District a maximum lot coverage by buildings shall be 50%, 80% when adding buildings and paved areas by special permit. To grant the Aquifer and Water Resource District special permit for the additional lot coverage, the Applicant must demonstrate that the criteria of § 173-62.B has been met and that the development incorporates current Massachusetts Department of Environmental Protection (MassDEP) best management practices for stormwater management, and the Storm Water Quality Control and Storm Water Quality Practices outlined in the Town of Littleton Low Impact Design / Best Management Practices Manual. Further, for projects that propose an increase in impervious area, 100% of the runoff from the increase in impervious area shall be infiltrated onsite for up to a 10-year storm event, such that the volume and rate of runoff for the proposed project shall not increase from the pre-development condition. The Board may, at its discretion, require a review by Town Council to confirm full compliance with the aforementioned stormwater management requirements.

3. Insert in Section 173-2, in appropriate alphabetical order, the following new defined terms:

**MEDICAL SERVICES FACILITY**

Premises with occupancy limited to doctor's offices, dentist's offices, and other medical professional offices, or a facility providing medical, surgical or dental services including urgent care to persons not accommodated overnight therein, whether or not owned or affiliated with a hospital.

**NURSING HOME**

Any institution or facility providing nursing care which is licensed under M.G.L. Chapter 111, Section 71.

4. Re-zone Assessor's Parcel U08-10-0 from the Village Common, Industrial A, Industrial B and Business Districts so that said property is located entirely within the King Street Common District, without affecting the applicability of any overlay zoning districts to said property.
5. Amend the Zoning Map to include the King Street Common District and to show Assessor's Parcel U08-10-0 as located entirely within said district, all as shown on the map entitled "King Street Common Zoning District" dated September 14, 2021 on file with the Town Clerk.

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Or take any other action in relation thereto.

**The Select Board voted to support this article and the Planning Board recommendations are forthcoming.**

**ARTICLE 12**  
**Select Board/Board of Water Commissioners**  
**Littleton Sewer System Expansion – Littleton Common Area Construction Funding**  
*[2/3 vote required]*

To see if the Town will vote to raise and appropriate \$28,500,000 or some other amount to pay costs for construction of the Littleton Sewer System Expansion – Littleton Common Area and for costs incidental and related thereto, to determine if this amount shall be raised by borrowing or otherwise, and 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 would authorize the Board of Water Commissioners to borrow an amount of monies not to exceed \$28,500,000, to be paid through the Sewer Enterprise Fund. With the town's approval of this borrowing authorization, the Board of Water Commissioners will be able to construct a 208,000 gallon per day sewer system.]**

**Motion:** Moved and seconded by the Board of Water Commissioners that the Town vote to approve Article 12 as printed in the Warrant.

**The Board of Water Commissioners and Select Board support this article. The Finance Committee will provide a recommendation at Town Meeting.**

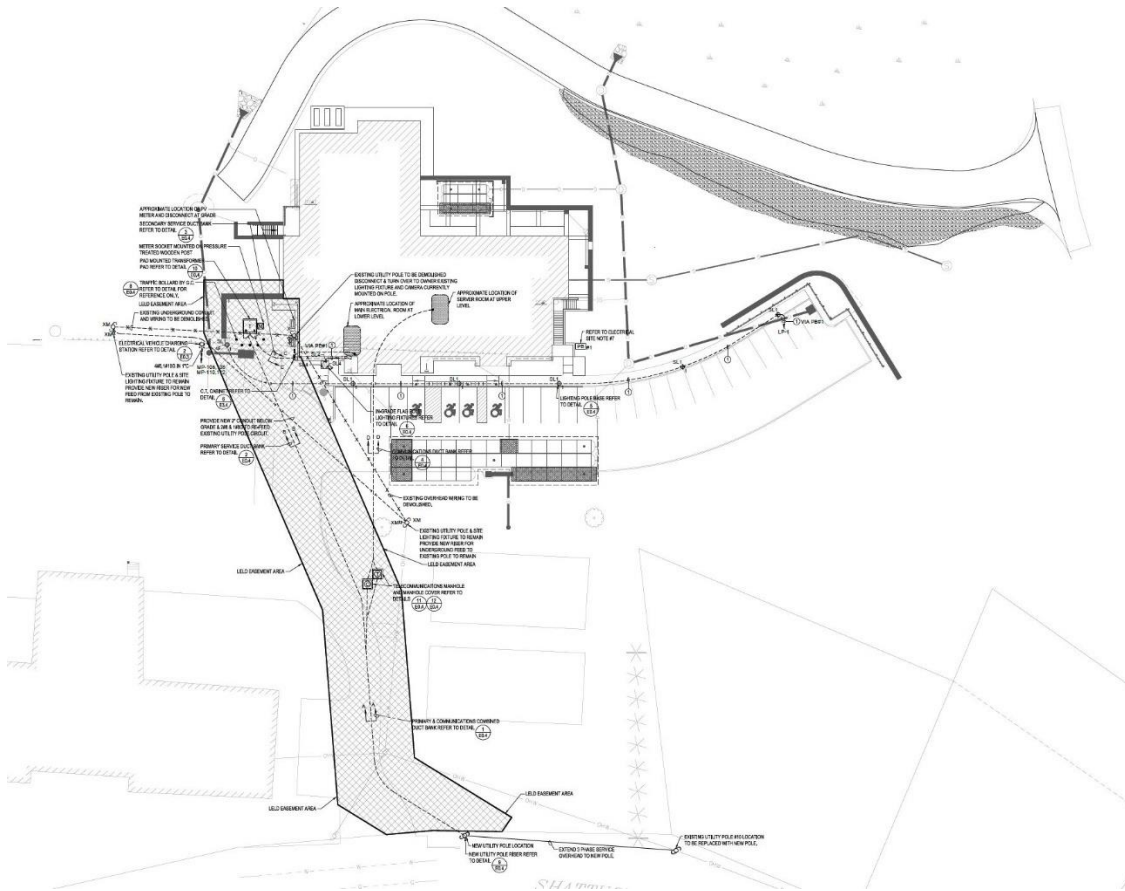
**ARTICLE 13**  
**Select Board**  
**Grant of Easement to Littleton Electric Light Department for Library**  
*[2/3rds vote required]*

To see if the Town will vote authorize the Select Board to grant to the Littleton Electric Light Department certain real property rights over the Shattuck Street Property that are required for utility infrastructure as described in that certain plan entitled “The New Reuben Hoar Library Littleton, MA – LELD Easement Rights” and in a Memorandum of Understanding between the Select Board and the Littleton Electric Light Department dated May 26, 2021; further, that said rights may be granted by transferring the care, custody, management, and control of an easement over the Shattuck Street Property to the Littleton Electric Light Department to be used for said utility infrastructure; or to take any other action related thereto.

**[This article would authorize the Select Board transfer care, custody, management and control of an easement over the Shattuck Street Property to the Littleton Electric Light Department to**

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allow the Department to maintain and repair electric infrastructure serving the new Reuben Hoar Library.]



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

The Littleton Select Board and Littleton Electric and Light Department support this article.

**ARTICLE 14**  
**Planning Board**  
**Rezoning of 25 Robinson Road**  
*[2/3 vote required]*

To see if the Town will vote to rezone 25 Robinson Road (Map U07, Parcel 20-0) by removing said parcel from the Residential (R) District and adding it to the Village Common (VC) District; or to take any other action related thereto.

**[This article would rezone the existing parcel at 25 Robinson Road from Residence (R) District to Village Common (VC) District; it would expand the current VC District to include 25 Robinson Road. The Planning Board has scheduled a public hearing on this article for October 7, 2021.]**

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

**The Select Board voted to support this article and the Planning Board recommendations are forthcoming.**

**ARTICLE 15**  
**Select Board**  
**Road Acceptance – Bluebird Way**

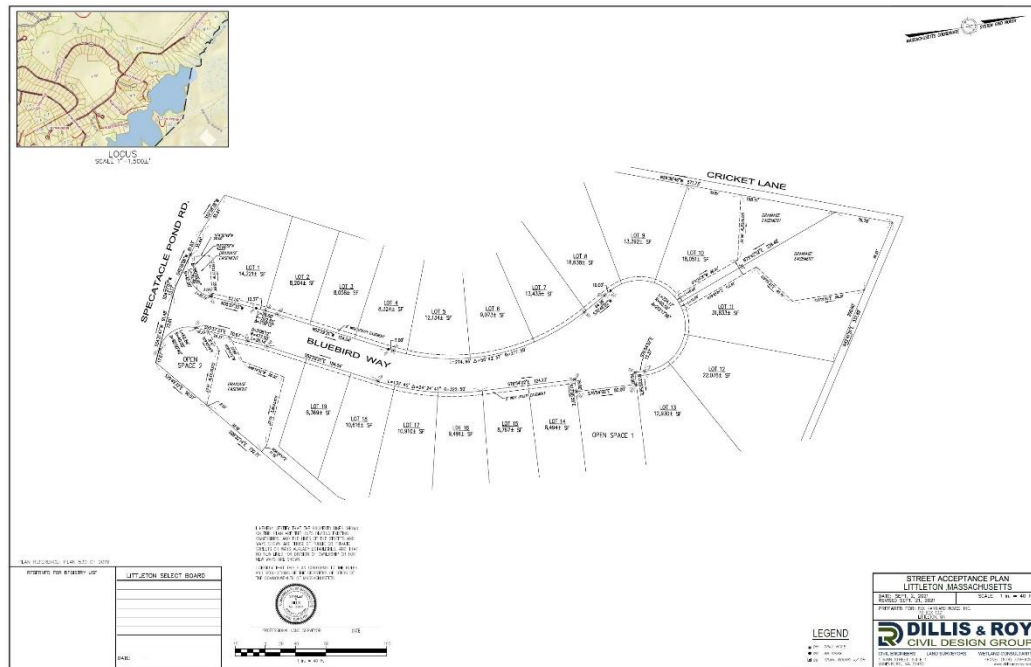
To see if the Town will vote to accept, as a Town way, the laying out by the Select Board of the following private way and to acquire said private way by gift, purchase, or eminent domain the land, rights, and easements therein for drainage, utility, or other purposes:

The private way known as Bluebird Way, as shown on a plan entitled “Definitive Subdivision Plan, Littleton, Massachusetts, Lot Layout Plan, Jones Meadow, 1”=40 ft.” dated December 5, 2018 with a latest revision date of June 4, 2019, prepared by Ducharme & Dillis, Civil Design Group, Inc, which plan is plan is recorded with Middlesex South District Registry of Deeds as page 4 of Plan # 530 of 2019.

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 to take any other action in relation thereto.

**[Article 14 would accept as a Town Way, Bluebird Way. The acceptance of Bluebird Way includes the rights-of-way, infrastructure, easements, and associated appurtenances.]**

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

**The Select Board will provide its recommendation at Special Town Meeting.**

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