



**Town of Littleton, Massachusetts**  
**ANNUAL TOWN MEETING**  
**HANDOUT**

**Amended Warrant Articles and Motions**  
**And Supplemental Information**

**June 12, 2021 ANNUAL  
TOWN MEETING**

**Saturday, June 12, 2021 at 9:00 AM  
Alumni Field**

**55 Russell Street, Littleton, MA 01460**

**\*Rain Date/Time: Sunday, June 13, 2021 at 9:00 AM at Alumni Field.**

TOWN OF LITTLETON, MASSACHUSETTS

*Town Moderator: Town Meeting Procedures*

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

- Presentations - The individual, board or committee responsible for placing an article on the warrant will be permitted ten (10) minutes to make a presentation once the main motion is properly before Town Meeting. A single presenter is greatly preferred and in the event of multiple presenters no additional time shall be granted. Presentations in opposition will likewise be limited to 10 minutes and must be approved in advance of Town Meeting by the Moderator. The Moderator reserves the right to grant no more than two minutes of additional time to presentations that he believes Town Meeting would benefit from hearing in their entirety.
- Limits on length/number of speeches - Speakers shall be limited to no more than three (3) minutes and no one shall speak more than once per article except for the following situations: responses to questions posed by and through the Moderator, brief clarification of a previous statement with the permission of the Moderator, or by majority vote of Town Meeting.
- Time limit for consideration of new business – The Town Meeting shall not begin consideration of any new warrant article after Town Meeting has been in session for three hours, unless the Moderator determines that there is a reasonable likelihood of concluding the Town Meeting within the hour and a majority of the Town Meeting votes to continue the meeting.

*“A Call of the Articles”*

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

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

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

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

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

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

Timothy D. Goddard, Town Moderator

# List of Amended Town Meeting Articles

## 1. Town Officers

### ***Financial Articles (FY22)***

4. FY 2022 Operating Budget
8. FY 2022 Park, Recreation & Community Education Enterprise Fund Operating Budget
14. FY 2022 Compensation Grid
16. Fund Collective Bargaining
25. FY 2022 LCTV Receipts Reserved for Appropriation from the Public Education and Government Access Fund
30. Zoning: Littleton Station 40R
31. Zoning: Senior Residential Development/Apartments Amendments

TOWN OF LITTLETON, MASSACHUSETTS

## Amended FY 2022 Budget Summary



*Town of Littleton  
Budget Summary*

*FY22 Budget Summary*

<u>Revenue</u>	<u>FY22 Budget</u>	<u>FY21 Budget</u>	<u>Variance</u>	<u>% Variance</u>
Levy Limit	44,796,835	43,336,066	1,460,769	3.37%
Other Funds				
Undesignated Fund Balance	2,603,000	3,987,151	(1,384,151)	-34.72%
Cherry Sheets - Town State Aid	897,083	665,072	232,011	34.89%
Cherry Sheets - School State Aid	4,591,550	4,499,369	92,181	2.05%
School Dept Reserves	-	-	-	-
Stabilization/Overlay Surplus & Other	-	479,132	(479,132)	-100.00%
Other Available Funds	857,442	1,229,851	(372,409)	-30.28%
Local Receipts	3,126,500	3,406,080	(279,580)	-8.21%
Total Other Funds	<u>12,075,575</u>	<u>14,266,655</u>	<u>(2,191,080)</u>	<u>-15.36%</u>
<b>Total Revenue/Available Funds</b>	<b>56,872,410</b>	<b>57,602,721</b>	<b>(730,311)</b>	<b>-1.27%</b>

<u>Expenses</u>	<u>FY22 Budget</u>	<u>FY21 Budget</u>	<u>\$ Variance</u>	<u>% Variance</u>
Town Operating Budgets	13,114,933	12,635,380	479,553	3.80%
School Appropriation	22,590,000	21,969,762	620,238	2.82%
School Revolving Spending	-	-	-	-
Technical School Assessments	675,000	636,116	38,884	6.11%
Other Charges, Facilities & Infrastructure	1,479,051	1,409,031	70,020	4.97%
Debt Service	3,597,572	3,577,143	20,429	0.57%
Employee/Retiree Benefits	10,049,008	9,891,155	157,853	1.60%
<b>Total Operating Budget</b>	<b>51,505,564</b>	<b>50,118,587</b>	<b>1,386,977</b>	<b>2.77%</b>
Capital Exclusions	-	-	-	-
<b>Total Municipal Budget</b>	<b>51,505,564</b>	<b>50,118,587</b>	<b>1,386,977</b>	<b>2.77%</b>
Capital Planning and Warrant Articles	1,890,000	3,391,341	(1,501,341)	-44.27%
<b>Total Appropriations</b>	<b>53,395,564</b>	<b>53,509,928</b>	<b>(114,364)</b>	<b>-0.21%</b>
Other Amounts to be Raised	466,000	470,000	(4,000)	-0.85%
Payments of Previous FY Bills	8,000	8,000	-	-
Fiscal Policy Adjustments	397,109	260,999	136,110	52.15%
Additions to General & Other Stabilizations	300,000	1,050,000	(750,000)	-71.43%
Cherry Sheet Charges & Offsets - Town	159,167	155,021	4,146	2.67%
Cherry Sheet Charges & Offsets - School	1,446,570	1,507,272	(60,702)	-4.03%
Allowance for Abatements	700,000	621,458	78,542	12.64%
<b>Total Other Amounts</b>	<b>3,476,846</b>	<b>4,072,750</b>	<b>(595,904)</b>	<b>-14.63%</b>
<b>Total Expenditures</b>	<b>56,872,410</b>	<b>57,582,678</b>	<b>(710,268)</b>	<b>-1.23%</b>
<b>Net Budget Variance</b>	<b>-</b>	<b>20,043</b>		

6/3/2021



# Amended Annual Town Meeting Articles

## ARTICLE 1 Select Board Town Officers

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

**Motion:** Moved and seconded by the Select Board that the following Officers be chosen for the year 2021: Fence Viewers: Timothy Harrison Whitcomb, Joseph Knox; Field Driver: Raymond C. O'Neil; Measurers and Weighers of Grain, Hay, Coal and Livestock: Ronald Polack and Peter Wormell.

## ARTICLE 4 Finance Committee/Select Board FY 2022 Operating Budget

To see if the Town will vote to raise and appropriate \$49,998,122, transfer from Undesignated Fund Balance \$650,000 for a total of \$50,648,122 and transfer from the funds specified herein to defray the expenses of the various departments of the Town as specified herein and to fix the salary and compensation of all elected officials for the Fiscal Year beginning July 1, 2021, or to take any other action in relation thereto.

[Article 4 is the FY 2022 recommended budget of \$51,505,564, with transfers to the General Fund from the funds specified herein the sum of \$857,442 and a net operating budget of \$50,648,122, to come from raise and appropriate \$49,998,122 and \$650,000 from the Undesignated Fund Balance.]

<b><i>Functional Area Department</i></b>	<b><i>Voting Line</i></b>	<b><i>FY2020 Actual</i></b>	<b><i>FY2021 Budget</i></b>	<b><i>FY2022 Recommended</i></b>
<b><u>GENERAL GOVERNMENT</u></b>				
<b>TOWN REPORT / TOWN MEETING</b>				
Expenses		<u>14,000</u>	<u>16,000</u>	<u>22,500</u>
<b>Total TOWN REPORT / TOWN MEETING</b>		14,000	16,000	22,500

TOWN OF LITTLETON, MASSACHUSETTS

**MODERATOR**

Expenses	<u>100</u>	<u>100</u>	<u>100</u>
<b><i>Total MODERATOR</i></b>	100	100	100

**SELECTMEN**

Salaries & Wages	329,598	14,000	14,000
Expenses	23,870	28,300	28,300
MAGIC/MAPC Assessments & Grant Match	0	0	0
<b><i>Total SELECTMEN</i></b>	353,468	42,300	42,300

**TOWN ADMINISTRATOR**

Salaries & Wages	0	327,771	379,790
Expenses	<u>32,000</u>	<u>11,600</u>	<u>12,500</u>
<b><i>Total TOWN ADMINISTRATOR</i></b>	32,000	339,371	392,290

**FINANCE COMMITTEE**

Salaries & Wages	800	800	800
Expenses	500	500	500
<b><i>Total FINANCE COMMITTEE</i></b>	1,300	1,300	1,300

**RESERVE FUND**

Expenses	<u>150,000</u>	<u>311,893</u>	<u>295,000</u>
<b><i>Total RESERVE FUND</i></b>	150,000	311,893	295,000

**TOWN ACCOUNTANT**

Salaries & Wages	182,142	187,421	215,504
Expenses	<u>53,084</u>	<u>22,680</u>	<u>20,280</u>
<b><i>Total TOWN ACCOUNTANT</i></b>	235,226	210,101	235,784

<b>Functional Area</b>	<b>Voting</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>
<b>Department</b>	<b>Line</b>	<b>Actual</b>	<b>Budget</b>	<b>Recommended</b>
<b>AUDIT</b>				
Expenses		<u>40,000</u>	<u>45,000</u>	<u>45,000</u>
<b><i>Total AUDIT</i></b>		40,000	45,000	45,000
<b>ASSESSOR</b>				
Salaries & Wages		195,155	203,454	204,394
Expenses		<u>42,502</u>	<u>31,490</u>	<u>41,190</u>
<b><i>Total ASSESSOR</i></b>		237,657	234,944	245,584
<b>TREASURER</b>				
Salaries & Wages		298,656	333,928	236,158

TOWN OF LITTLETON, MASSACHUSETTS

Expenses	<u>6,850</u>	<u>8,305</u>	<u>23,025</u>
	<b><i>Total TREASURER</i></b>	305,506	342,233
<b>TAX COLLECTOR</b>			
Salaries & Wages	101,832	105,534	84,419
Expenses	<u>16,200</u>	<u>19,200</u>	<u>24,950</u>
	<b><i>Total TAX COLLECTOR</i></b>	118,032	124,734
<b>TOWN COUNSEL</b>			
Expenses	<u>250,000</u>	<u>250,000</u>	<u>260,000</u>
	<b><i>Total TOWN COUNSEL</i></b>	250,000	250,000
<b>HUMAN RESOURCES</b>			
Salaries & Wages	0	77,611	143,975
Expenses	<u>0</u>	<u>43,345</u>	<u>138,345</u>
	<b><i>Total HUMAN RESOURCES</i></b>	0	120,956
<b>INFORMATION SYSTEMS</b>			
Salaries & Wages	170,700	175,788	179,204
Expenses	<u>454,555</u>	<u>461,576</u>	<u>470,200</u>
	<b><i>Total INFORMATION SYSTEMS</i></b>	625,255	637,364
<b>TAX TITLE</b>			
Expenses	<u>10,000</u>	<u>16,000</u>	<u>16,000</u>
	<b><i>Total TAX TITLE</i></b>	10,000	16,000
<b><i>Total EXPENSES</i></b>	1,000,000	1,000,000	1,000,000

<b>Functional Area</b>	<b>Voting</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>
<b>Department</b>	<b>Line</b>	<b>Actual</b>	<b>Budget</b>	<b>Recommended</b>
<b>TOWN CLERK</b>				
Elected Salaries		84,323	87,822	90,935
Salaries & Wages		46,485	47,960	51,797
Expenses		<u>3,800</u>	<u>5,500</u>	<u>5,500</u>
	<b><i>Total TOWN CLERK</i></b>	134,608	141,282	148,232
<b>ELECTIONS &amp; REGISTRATIONS</b>				
Salaries & Wages		3,000	3,000	3,000
Expenses		<u>9,200</u>	<u>19,200</u>	<u>19,200</u>
	<b><i>Total ELECTIONS &amp; REGISTRATIONS</i></b>	12,200	22,200	22,200
<b>CONSERVATION COMMISSION</b>				
Salaries & Wages		44,605	47,159	48,331
Expenses		<u>1,450</u>	<u>2,150</u>	<u>1,600</u>

TOWN OF LITTLETON, MASSACHUSETTS

<b>Total CONSERVATION COMMISSION</b>	46,055	49,309	49,931
<b>PLANNING BOARD</b>			
Salaries & Wages	111,220	113,838	115,490
Expenses	<u>1,175</u>	<u>4,845</u>	<u>4,600</u>
<b>Total PLANNING BOARD</b>	112,395	118,683	120,090
<b>APPEALS BOARD</b>			
Salaries & Wages	4,920	5,120	5,300
Expenses	<u>1,000</u>	<u>1,000</u>	<u>400</u>
<b>Total APPEALS BOARD</b>	5,920	6,120	5,700

<b>VOTED TOTAL GENERAL GOVERNMENT</b>			
Salaries & Wages	<b>1</b>	1,573,436	1,731,206
Expenses	<b>2</b>	<u>1,110,286</u>	<u>1,298,684</u>
<b>VOTED TOTAL GENERAL GOVERNMENT</b>		<b>2,683,722</b>	<b>3,029,890</b>
			<b>3,202,287</b>

<b>Functional Area</b> <b>Department</b>	Voting Line	<b>FY2020</b> <i>Actual</i>	<b>FY2021</b> <i>Budget</i>	<b>FY2022</b> <i>Recommended</i>
<b>PUBLIC SAFETY</b>				
<b>POLICE</b>				
Salaries & Wages		1,762,680	2,053,414	2,123,380
Expenses		<u>124,871</u>	<u>181,000</u>	<u>185,700</u>
<b>Total POLICE</b>		1,887,551	2,234,414	2,309,080
<b>FIRE / EMS DEPARTMENT</b>				
Salaries & Wages		1,675,215	1,819,469	1,859,804
Expenses		<u>202,705</u>	<u>288,240</u>	<u>240,990</u>
<b>Total FIRE / EMS DEPARTMENT</b>		1,877,920	2,107,710	2,100,794
<b>DISPATCH</b>				
Salaries & Wages		478,205	553,824	579,045
Expenses		<u>5,950</u>	<u>5,950</u>	<u>1,500</u>
<b>Total DISPATCH</b>		484,155	559,774	580,545
<b>BUILDING DEPARTMENT</b>				
Salaries & Wages		300,070	298,330	359,121
Expenses		<u>6,060</u>	<u>5,930</u>	<u>11,980</u>
<b>Total BUILDING DEPARTMENT</b>		306,130	304,260	371,101

TOWN OF LITTLETON, MASSACHUSETTS

**EMERGENCY MANAGEMENT**

Expenses	1,000	6,458	6,671
<b>Total EMERGENCY MANAGEMENT</b>	1,000	6,458	6,671

**CROSSING GUARDS**

Salaries & Wages	5,000	25,000	5,000
<b>Total CROSSING GUARDS</b>	5,000	25,000	5,000

**CANINE CONTROL**

Expenses	34,000	34,000	34,000
<b>Total CANINE CONTROL</b>	34,000	34,000	34,000

**VOTED TOTAL PUBLIC SAFETY**

Salaries & Wages	3	4,221,170	4,750,037	4,926,350
Expenses	4	374,586	521,578	480,841
<b>VOTED TOTAL PUBLIC SAFETY</b>	<b>4,595,756</b>	<b>5,271,615</b>	<b>5,407,191</b>	

<i>Functional Area</i> <i>Department</i>	Voting Line	<i>FY2020</i> <i>Actual</i>	<i>FY2021</i> <i>Budget</i>	<i>FY2022</i> <i>Recommended</i>
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**PUBLIC WORKS**

**DPW**

Salaries & Wages	905,690	791,094	810,148
Expenses	424,575	111,304	100,285
<b>Total DPW</b>	<b>1,330,265</b>	<b>902,398</b>	<b>910,433</b>

**ROADWAY REPAIRS**

Expenses	730,000	826,800	826,800
<b>Total ROADWAY REPAIRS</b>	<b>730,000</b>	<b>826,800</b>	<b>826,800</b>

**PARKS**

Salaries & Wages	179,415	186,116	192,014
Expenses	37,000	79,550	80,600
<b>Total PARKS</b>	<b>216,415</b>	<b>265,666</b>	<b>272,614</b>

**SNOW & ICE**

Salaries & Wages	68,000	68,000	68,000
Expenses	132,000	132,000	132,000
<b>Total SNOW &amp; ICE</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>

TOWN OF LITTLETON, MASSACHUSETTS

**TRANSFER STATION**

Salaries & Wages	0	133,882	138,969
Expenses	0	<u>346,113</u>	<u>443,600</u>
<b>Total TRANSFER STATION</b>	0	479,995	582,569

**STREET LIGHTING**

Expenses	<u>25,000</u>	<u>18,200</u>	<u>18,200</u>
<b>Total STREET LIGHTING</b>	25,000	18,200	18,200

**DPW - Wastewater/Stormwater Management**

Expenses	<u>110,000</u>	<u>141,550</u>	<u>246,550</u>
<b>Total Wastewater/Stormwater Mgmt</b>	110,000	141,550	246,550

**CLEAN LAKES**

Expenses	<u>46,000</u>	<u>66,000</u>	<u>0</u>
<b>Total CLEAN LAKES</b>	46,000	66,000	0

**B&M CROSSING**

Expenses	<u>2,809</u>	<u>2,825</u>	<u>2,900</u>
<b>Total B&amp;M CROSSING</b>	2,809	2,825	2,900

<b>Functional Area</b>	<b>Voting</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>
<b>Department</b>	<b>Line</b>	<b>Actual</b>	<b>Budget</b>	<b>Recommended</b>
<b>CEMETERY DEPARTMENT</b>				
Salaries & Wages		117,800	125,210	132,278
Expenses		<u>17,800</u>	<u>19,200</u>	<u>15,750</u>
<b>Total CEMETERY DEPARTMENT</b>		135,600	144,410	148,028

<b>VOTED TOTAL PUBLIC WORKS</b>				
Salaries & Wages	5	1,270,905	1,304,302	1,341,409
Expenses	6	<u>1,525,184</u>	<u>1,743,542</u>	<u>1,866,685</u>
<b>VOTED TOTAL PUBLIC WORKS</b>		2,796,089	3,047,844	3,208,094

**HEALTH & HUMAN SERVICES**

**HEALTH DEPARTMENT**

Salaries & Wages	22,120	25,239	26,048
Expenses	<u>2,587</u>	<u>1,330</u>	<u>1,330</u>
<b>Total HEALTH DEPARTMENT</b>	24,707	26,569	27,378

TOWN OF LITTLETON, MASSACHUSETTS

**NASHOBA ASSOCIATED BOARD OF HEALTH**

Expenses	<u>26,250</u>	<u>27,562</u>	<u>26,250</u>
<b>Total NASHOBA ASSOCIATED BOARD OF HEALTH</b>	26,250	27,562	26,250

**ANIMAL INSPECTOR**

Salaries & Wages	<u>2,450</u>	<u>0</u>	<u>0</u>
<b>Total ANIMAL INSPECTOR</b>	2,450	0	0

**NURSING SERVICES**

Expenses	<u>9,975</u>	<u>11,497</u>	<u>9,975</u>
<b>Total NURSING SERVICES</b>	9,975	11,497	9,975

**MENTAL HEALTH SERVICES**

Expenses	<u>16,500</u>	<u>16,500</u>	<u>20,000</u>
<b>Total MENTAL HEALTH SERVICES</b>	16,500	16,500	20,000

**ELDER AND HUMAN SERVICES**

Salaries & Wages	205,305	236,733	242,798
Expenses	<u>25,810</u>	<u>23,555</u>	<u>24,005</u>
<b>Total ELDER AND HUMAN SERVICES</b>	231,115	260,288	266,803

<b>Functional Area</b>	<b>Voting</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>
<b>Department</b>	<b>Line</b>	<b>Actual</b>	<b>Budget</b>	<b>Recommended</b>
<b>VETERANS AGENT</b>				
Salaries & Wages		7,850	8,007	8,087
Expenses		<u>11,560</u>	<u>11,910</u>	<u>11,910</u>
<b>Total VETERANS AGENT</b>		19,410	19,917	19,997
<b>VETERAN BENEFITS</b>				
Expenses		<u>185,000</u>	<u>190,000</u>	<u>175,000</u>
<b>Total VETERAN BENEFITS</b>		185,000	190,000	175,000
<b>DISABILITY COMMISSION</b>				
Expenses		<u>0</u>	<u>1,200</u>	<u>1,200</u>
<b>Total DISABILITY COMMISSION</b>		0	1,200	1,200
<b>VOTED TOTAL HEALTH &amp; HUMAN SERVICES</b>				
Salaries & Wages	7	237,725	269,979	276,933
Expenses	8	<u>277,682</u>	<u>283,554</u>	<u>269,670</u>
<b>VOTED TOTAL HEALTH &amp; HUMAN SERVICES</b>		<b>515,407</b>	<b>553,533</b>	<b>546,603</b>

TOWN OF LITTLETON, MASSACHUSETTS

**CULTURE AND RECREATION**

**REUBEN HOAR LIBRARY**

Salaries & Wages	520,800	531,443	550,828
Expenses	<u>164,725</u>	<u>185,225</u>	<u>185,600</u>
<b>Total REUBEN HOAR LIBRARY</b>	<b>685,525</b>	<b>716,668</b>	<b>731,103</b>

**PATRIOTS DAY**

Expenses	<u>50</u>	<u>0</u>	<u>0</u>
<b>Total PATRIOTS DAY</b>	<b>50</b>	<b>0</b>	<b>0</b>

**MEMORIAL DAY**

Expenses	<u>750</u>	<u>750</u>	<u>750</u>
<b>Total MEMORIAL DAY</b>	<b>750</b>	<b>750</b>	<b>750</b>

**HISTORICAL COMMISSION**

Expenses	<u>700</u>	<u>4,480</u>	<u>4,480</u>
<b>Total HISTORICAL COMMISSION</b>	<b>700</b>	<b>4,480</b>	<b>4,480</b>

<b>Functional Area</b>	<b>Voting</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>
<b>Department</b>	<b>Line</b>	<b>Actual</b>	<b>Budget</b>	<b>Recommended</b>

**CULTURAL COUNCIL**

Expenses	<u>0</u>	<u>5,600</u>	<u>5,600</u>
<b>Total CULTURAL COUNCIL</b>	<b>0</b>	<b>5,600</b>	<b>5,600</b>

**SHADE TREE COMMITTEE**

Expenses	<u>0</u>	<u>5,000</u>	<u>3,500</u>
<b>Total SHADE TREE COMMITTEE</b>	<b>0</b>	<b>5,000</b>	<b>3,500</b>

**VOTED TOTAL CULTURE AND RECREATION**

Salaries & Wages	<u>9</u>	<u>520,800</u>	<u>531,443</u>	<u>550,828</u>
Expenses	<u>10</u>	<u>166,225</u>	<u>201,055</u>	<u>199,930</u>
<b>VOTED TOTAL CULTURE AND RECREATION</b>		<b>687,025</b>	<b>732,498</b>	<b>750,758</b>

**OTHER GENERAL GOVERNMENT**

**MUNICIPAL BUILDING COMMITTEE**

Salaries & Wages	<u>0</u>	<u>5,000</u>	<u>5,000</u>
Expenses	<u>40,000</u>	<u>25,000</u>	<u>20,000</u>
<b>Total MUNICIPAL BUILDING COMMITTEE</b>	<b>40,000</b>	<b>30,000</b>	<b>25,000</b>

**PUBLIC BUILDINGS**

Salaries & Wages	166,816	68,581	66,189
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TOWN OF LITTLETON, MASSACHUSETTS

Expenses	<u>370,000</u>	<u>370,450</u>	<u>405,100</u>
<b><i>Total PUBLIC BUILDINGS</i></b>	<b><u>536,816</u></b>	<b><u>439,031</u></b>	<b><u>471,289</u></b>
<b>PROPERTY &amp; LIABILITY INSURANCE</b>			
Expenses	<u>376,000</u>	<u>420,000</u>	<u>471,500</u>
<b><i>Total PROPERTY &amp; LIABILITY INSURANCE</i></b>	<b><u>376,000</u></b>	<b><u>420,000</u></b>	<b><u>471,500</u></b>
<b>CENTRAL COMMUNICATIONS</b>			
Expenses	<u>105,000</u>	<u>115,000</u>	<u>121,262</u>
<b><i>Total CENTRAL COMMUNICATIONS</i></b>	<b><u>105,000</u></b>	<b><u>115,000</u></b>	<b><u>121,262</u></b>
<b>FUEL</b>			
Expenses	<u>135,000</u>	<u>135,000</u>	<u>145,000</u>
<b><i>Total FUEL</i></b>	<b><u>135,000</u></b>	<b><u>135,000</u></b>	<b><u>145,000</u></b>

<b><i>VOTED TOTAL OTHER GENERAL GOVERNMENT</i></b>			
<i>Salaries &amp; Wages</i>	<b><u>11</u></b>	<b><u>166,816</u></b>	<b><u>73,581</u></b>
<i>Expenses</i>	<b><u>12</u></b>	<b><u>1,026,000</u></b>	<b><u>1,065,450</u></b>
<b><i>VOTED TOTAL OTHER GENERAL GOVERNMENT</i></b>		<b><u>1,192,816</u></b>	<b><u>1,139,031</u></b>
			<b><u>1,234,051</u></b>

<i>Functional Area</i>		<i>Voting</i>	<i>FY2020</i>	<i>FY2021</i>	<i>FY2022</i>
<i>Department</i>		<i>Line</i>	<i>Actual</i>	<i>Budget</i>	<i>Recommended</i>

**EDUCATION**

**LITTLETON SCHOOL DEPARTMENT**

Education Budget	<u>21,117,881</u>	<u>21,969,762</u>	<u>22,590,000</u>
<b><i>Total LITTLETON SCHOOL DEPARTMENT</i></b>	<b><u>21,117,881</u></b>	<b><u>21,969,762</u></b>	<b><u>22,590,000</u></b>

**TECHNICAL SCHOOL EXPENDITURES**

Education Budget	<u>502,080</u>	<u>636,116</u>	<u>675,000</u>
<b><i>Total TECHNICAL SCHOOL EXPENDITURES</i></b>	<b><u>502,080</u></b>	<b><u>636,116</u></b>	<b><u>675,000</u></b>

***VOTED TOTAL EDUCATION***

Education Budget	<b><u>13</u></b>	<b><u>21,619,961</u></b>	<b><u>22,605,878</u></b>	<b><u>23,265,000</u></b>
<b><i>VOTED TOTAL EDUCATION</i></b>		<b><u>21,619,961</u></b>	<b><u>22,605,878</u></b>	<b><u>23,265,000</u></b>

**EMPLOYEE BENEFITS**

**EMPLOYEE/RETIREE BENEFITS**

Unemployment	100,000	100,000	190,000
Medicare	325,000	335,000	375,000

TOWN OF LITTLETON, MASSACHUSETTS

Life Insurance	0	24,000	24,000
Short/Long Term Disability	23,000	23,000	23,000
Medical / Health Insurance	4,684,348	4,634,359	4,837,032
County Retirement	2,247,212	1,956,186	2,443,511
Longevity	25,000	0	0
Other	75,000	20,000	20,000
Tuition Reimbursement	0	0	0
Workers Comp Insurance	0	150,000	175,000
<b>Total EMPLOYEE/RETIREE BENEFITS</b>	<b>7,479,560</b>	<b>7,242,545</b>	<b>8,087,543</b>

**VOTED TOTAL EMPLOYEE BENEFITS**

Expenses	<b>14</b>	<u>7,479,560</u>	<u>7,242,545</u>	<u>8,087,543</u>
<b>VOTED TOTAL EMPLOYEE BENEFITS</b>		<b><u>7,479,560</u></b>	<b><u>7,242,545</u></b>	<b><u>8,087,543</u></b>

<b>Functional Area</b>	<b>Voting</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>
<b>Department</b>	<b>Line</b>	<b>Actual</b>	<b>Budget</b>	<b>Recommended</b>

**DEBT SERVICE**

<b>710 LONG TERM DEBT</b>	3,094,509	3,223,702	3,062,091
<b>720 SHORT TERM DEBT</b>	<u>998,838</u>	<u>353,442</u>	<u>535,481</u>
<b>Total DEBT SERVICE</b>	<b>4,093,347</b>	<b>3,577,144</b>	<b>3,597,572</b>

**VOTED TOTAL DEBT SERVICE**

Expenses	<b>15</b>	<u>4,093,347</u>	<u>3,577,144</u>	<u>3,597,572</u>
<b>VOTED TOTAL DEBT SERVICE</b>		<b><u>4,093,347</u></b>	<b><u>3,577,144</u></b>	<b><u>3,597,572</u></b>

**TRANSFERS TO/FROM GENERAL FUND**

**TRANSFERS INTO GENERAL FUND**

Transfer In - From: Ambulance Revolving Fund To: Fire/EMS Department	<b>16</b>	-650,000	-650,000	-525,000
Transfer In - From: Wetland Fund To: Conservation	<b>17</b>	-8,000	-8,000	0
Transfer In - From: Inspectional Services Revolving Fund To: Building Department	<b>18</b>	-125,000	-125,000	0
Transfer In - From: Wastewater Settlement To: Debt Service	<b>19</b>	-17,274	-17,274	-17,274

TOWN OF LITTLETON, MASSACHUSETTS

Transfer In - From: Oak Hill Cell Tower				
To: Debt Service	<b>20</b>	-30,238	-29,206	-28,175
Transfer In - From: Newtown Hill Cell Tower				
To: Debt Service	<b>21</b>	-35,010	-33,773	-32,535
Transfer In - From: Bond Premium				
To: Debt Service	<b>22</b>	-23,315	-19,109	-17,183
Transfer In - From: Clean Lakes Fund				
To: Clean Lakes	<b>23</b>	-46,000	-66,000	0
Transfer In - From: Sale of Cemetery Lots /				
Openings				
To: Cemetery Department	<b>24</b>	-30,897	-30,897	0
Transfer In - From: Debt Exclusion				
Stabilization				
To: Debt Service	<b>25</b>	-295,891	-164,204	-161,137
Transfer In - From: Community Preservation				
To: Debt Service	<b>26</b>	-88,988	-86,388	-76,138

<b>Functional Area</b> <b>Department</b>	<b>Voting</b> <b>Line</b>	<b>FY2020</b> <b>Actual</b>	<b>FY2021</b> <b>Budget</b>	<b>FY2022</b> <b>Recommended</b>
Transfer In - Cable Studio Benefits		-60,488	0	0
Transfer In - Cemetery Perpetual Care		-13,000	0	0
Transfer In - Library Trust Fund		-15,000	0	0
Transfer In - Recreation Enterprise Fund		-55,528	0	0
<b>Total TRANSFERS INTO GENERAL FUND</b>		<b>-1,494,629</b>	<b>-1,229,851</b>	<b>-857,442</b>

**TRANSFERS OUT OF GENERAL FUND**

Transfer Out - OPEB Trust Fund	<b>27</b>	2,212,373	2,648,610	1,961,465
Transfer Out - TREAD Tax Relief	<b>28</b>	25,000	25,000	0
Transfer Out - Recreation Enterprise	<b>29</b>	230,000	245,000	245,000
<b>Total TRANSFERS OUT OF GENERAL FUND</b>		<b>2,467,373</b>	<b>2,918,610</b>	<b>2,206,465</b>

**FUNDING SUMMARY**

Salaries & Wages	7,990,852	8,660,548	8,939,806
Expenses (including transfers out of General Fund)	18,520,243	18,852,162	19,300,758
Education	<u>21,619,961</u>	<u>22,605,878</u>	<u>23,265,000</u>
<b>Total Operating Budget</b>	<b>48,131,056</b>	<b>50,118,588</b>	<b>51,505,564</b>
Transfers into General Fund	<u>-1,494,629</u>	<u>-1,229,851</u>	<u>-857,442</u>
<b>Net Operating Budget</b>	<b>46,636,427</b>	<b>48,888,738</b>	<b>50,648,122</b>

TOWN OF LITTLETON, MASSACHUSETTS

**Motion:** Moved and seconded by the Finance Committee that the Town vote to approve Article 4 as amended and printed in the Annual Town Meeting Handout.

**The Select Board voted to recommend approval of the article. The Finance Committee recommendation is forthcoming.**

<b>ARTICLE 8</b> <b>Park &amp; Recreation Commission</b> <b>FY 2022 Park, Recreation &amp; Community Education Enterprise Fund Operating Budget</b>
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To see if the Town will vote to appropriate \$1,098,367 or any other sum or sums of money from the Park, Recreation & Community Education Enterprise Fund to finance the operation of the Park, Recreation and Community Education Department for the fiscal year beginning July 1, 2021 (detail below), or to take any other action related thereto.

<b>I. PRCE Enterprise Revenues</b>	<b>FY2021 Budget</b>	<b>FY2022 Budget</b>
User Charges	\$895,185	\$809,367
Transfer In from Recreation Fund	0	0
Transfer In from General Fund	\$245,000	\$245,000
Enterprise Available Funds	\$45,963	\$44,000
Investment Income	4500	\$500
<b>Total Revenues</b>	<b>\$1,186,648</b>	<b>\$1,098,367</b>
<b>II. Costs Appropriated for the Enterprise Fund</b>		
Salaries and Wages	\$675,727	\$658,650
Expenses	\$510,921	\$439,717
Transfer to General Fund – Field Maintenance	0	0
Capital Outlay – Equipment	0	0
Capital Outlay – Improvements	0	0
Reserve Fund	0	0
Debt Principal and Interest	0	0
Transfer to General Fund	0	0
Budgeted Surplus	0	0
<b>Total Costs Appropriated for Enterprise Fund</b>	<b>\$1,186,648</b>	<b>\$1,098,367</b>
<b>III. Costs Appropriated for General Fund to be Charged to the Enterprise Fund</b>		
Indirect Costs	\$0	\$0
Benefits	0	0
Pension Costs	0	0
<b>Total Costs Appropriated for the General Fund</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Costs</b>	<b>\$1,186,648</b>	<b>\$1,098,367</b>

[Article 8 funds the FY 2022 enterprise fund for the Park, Recreation & Community Education Department. Prior to FY 2016, PRCE had been funded both by an annual operating budget and by a series of separate revolving funds. All fees generated by PRCE are now retained by

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its enterprise fund, with the balance certified annually by the State's Department of Revenue. For FY 2022, the general fund subsidy for PRCE is \$245,000, which covers the salaries and benefits of both the director and assistant director.

***Motion:*** Moved and seconded by the Park & Recreation Commission that the Town vote to approve Article 8 as amended and printed in the Annual Town Meeting Handout.

**The Select Board voted to recommend approval of the article. The Finance Committee and Park & Recreation Commission recommendation is forthcoming.**

**ARTICLE 14  
Select Board/Personnel Board  
FY 2022 Compensation Grid**

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

By amending Schedule A Permanent Full and Part-time Employees, effective July 1, 2021, by applying a one percent (1%) salary schedule adjustment, and by adopting Schedules and Schedules B, B-1, B-2, C, C-1, and D as shown below:

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**TOWN OF LITTLETON, MASSACHUSETTS**  
**FY 2022 CLASSIFICATION & COMPENSATION PLAN**  
**SCHEDULE A, Permanent Full and Part-time Employees**  
 Salaries shown are hourly and annual based on 52.2 weeks / year.

Gr	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5 Employees	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
1	16.81	17.23	17.66	18.11	18.56	19.03	19.50	19.99	20.48	21.00
	35,091.76	35,977.49	36,884.31	37,812.22	38,761.21	39,731.30	40,722.47	41,734.74	42,768.09	43,843.62
2	17.98	18.43	18.90	19.37	19.86	20.35	20.86	21.38	21.92	22.46
	37,538.06	38,487.06	39,457.14	40,448.32	41,460.58	42,493.93	43,548.37	44,644.99	45,762.70	46,901.49
3	19.24	19.73	20.22	20.73	21.24	21.78	22.32	22.88	23.45	24.04
	40,174.16	41,186.43	42,219.78	43,274.22	44,349.75	45,467.45	46,606.25	47,766.13	48,968.19	50,191.34
4	20.58	21.10	21.62	22.17	22.73	23.29	23.88	24.47	25.09	25.71
	42,978.97	44,054.50	45,151.12	46,289.92	47,449.80	48,630.77	49,853.92	51,098.16	52,384.58	53,692.08
5	22.03	22.58	23.15	23.72	24.32	24.93	25.55	26.19	26.85	27.51
	45,994.67	47,154.56	48,335.53	49,537.59	50,781.83	52,047.16	53,354.66	54,683.26	56,054.03	57,445.89
6	23.57	24.16	24.77	25.38	26.02	26.66	27.33	28.02	28.71	29.43
	49,221.26	50,444.41	51,709.74	52,996.15	54,324.75	55,674.43	57,066.29	58,500.33	59,955.46	61,452.76
7	25.22	25.85	26.49	27.16	27.84	28.53	29.25	29.98	30.72	31.49
	52,658.73	53,966.24	55,315.92	56,707.78	58,120.73	59,575.86	61,073.16	62,591.56	64,152.13	65,754.88
8	26.99	27.66	28.35	29.06	29.78	30.53	31.30	32.08	32.88	33.69
	56,349.27	57,762.22	59,196.26	60,672.48	62,190.87	63,751.44	65,354.19	66,978.03	68,644.04	70,352.24
9	29.01	29.73	30.48	31.24	32.02	32.81	33.63	34.47	35.33	36.21
	60,567.03	62,085.43	63,646.00	65,227.66	66,851.50	68,517.51	70,225.70	71,976.07	73,768.62	75,603.35
10	31.91	32.70	33.52	34.36	35.22	36.10	37.00	37.93	38.87	39.84
	66,619.52	68,285.53	69,993.73	71,744.10	73,536.65	75,371.37	77,248.27	79,188.44	81,170.79	83,195.32
11	35.73	36.62	37.54	38.48	39.44	40.43	41.44	42.48	43.54	44.63
	74,612.17	76,467.99	78,387.07	80,348.33	82,351.76	84,418.47	86,527.35	88,699.49	90,913.82	93,191.41
Senior Management										
12	42.17	43.22	44.30	45.41	46.54	47.70	48.89	50.12	51.37	52.65
	88,045.74	90,238.98	92,495.48	94,815.24	97,177.19	99,602.40	102,090.88	104,642.63	107,257.64	109,935.91
13	49.76	51.01	52.28	53.58	54.92	56.30	57.70	59.15	60.62	62.14
	103,904.52	106,498.44	109,155.63	111,876.08	114,680.89	117,548.97	120,480.31	123,496.01	126,574.98	129,738.30
14	55.73	57.13	58.55	60.01	61.52	63.05	64.63	66.25	67.90	69.60
	116,368.00	119,278.25	122,251.77	125,309.65	128,451.88	131,657.38	134,947.23	138,321.44	141,780.00	145,322.92
15	62.42	63.98	65.58	67.22	68.89	70.62	72.39	74.19	76.05	77.95
	130,328.78	133,597.55	136,929.58	140,345.96	143,846.70	147,452.89	151,143.43	154,918.32	158,798.66	162,763.36

**GRADE 1**

*No positions assigned*

**GRADE 2**

Cemetery Laborer

**GRADE 3**

Library Assistant

Library Processing Clerk

**GRADE 4**

Building Maintenance Custodian

Department Clerk

Financial Technician

**GRADE 5**

Assessing Clerk

Cemetery Groundskeeper

Library Technician

LCTV – Video Production Coordinator

Administrative Clerk – Tax Collector

**GRADE 6**

Administrative Assistant – Building

Administrative Assistant – Conservation

Administrative Assistant – Elder & Human Services

Administrative Assistant – Human Resources

Administrative Assistant – Parks & Recreation

P/T Communications Officer

Senior Library Technician

Teen Program Leader

**GRADE 7**

Assessing Clerk/Field Lister

Library Office Coordinator

Payroll and Finance Coordinator

Reserve Police Officer

Wellness Coordinator

**GRADE 8**

Assistant Town Clerk

Business Administrator-Public Works

Executive Assistant of Public Safety – Fire

Executive Assistant of Public Safety – Police

Community Education and Teen Coordinator

Recreation and Sports Coordinator

**GRADE 9**

Assistant Assessor

Assistant Human resources Administrator

Assistant Town Accountant

Building Maintenance Supervisor

Cemetery Superintendent

Children's Services/Senior Librarian

Conservation Coordinator

Elder and Human Services Outreach

Coordinator and Respite Care

Executive Assistant to the Town Administrator

Head of Circulation & Interlibrary Loan/Senior

Librarian

Information Systems Support Technician

LCTV Production Supervisor

Senior Librarian

Technical Services/Senior Librarian

Young Adult Services/Reference Services/

Senior Librarian

**GRADE 10**

Assistant Director of Elder and Human Services

Assistant Library Director

Assistant PRCE Director

Assistant Treasurer

Assistant Zoning Officer/Permit

Coordinator/Business Administrator

Inspector of Wires

Plumbing & Gas Inspector

**GRADE 11**

Director of Elder and Human Services

Human Resources Manager

Littleton Community Television Executive Director

Parks, Recreation & Community Education Director

*Police Lieutenant*\*

Tax Collector

*Town Clerk*\*\*

Town Engineer

Town Planner

**GRADE 12**

Building Commissioner/Zoning Enforcement Officer

Chief Assessor/Appraiser

Highway Superintendent

Information Systems Manager

Town Treasurer/ Assistant Director of Finance and Budget

*Deputy Fire Chief*\*

*Deputy Police Chief*\*

*Library Director*\*

**GRADE 13**

Assistant Town Administrator

*Director of Finance and Budget / Town Accountant*\*

Director of Public Works

*Fire Chief*\*

**GRADE 14**

*Chief of Police*\*

**GRADE 15**

*Town Administrator*\*

*Management contract (\*) and elected (\*\*) positions not subject to this Bylaw.*

TOWN OF LITTLETON, MASSACHUSETTS

**Schedule B**

On-Call Meeting Clerk, \$13.50, Veteran's Agent, \$17.56

**Schedule B-1, Other Employees**

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
<b>1 hourly</b>	\$13.50	13.63	13.77	13.90	14.08
<b>2 hourly</b>	\$15.61	\$15.92	\$16.24	\$16.56	\$16.89

**GRADE 1**

COA Dispatcher

**GRADE 2**

COA Van Driver

**Schedule B-2, Temporary/Seasonal Employees**

GRADE	STEP 1	STEP 2	STEP 3	STEP 4
<b>1 hourly</b>	\$15.21	15.51	15.82	16.14
<b>2 hourly</b>	\$16.27	16.60	16.93	17.27
<b>3 hourly</b>	\$17.41	17.76	18.12	18.48
<b>4 hourly</b>	\$18.63	19.00	19.38	19.77

**GRADE 1**

*No positions assigned*

**GRADE 3**

Engineering Technician

**GRADE 4**

Seasonal Highway Laborer

Seasonal Truck Driver/Laborer

**Schedule C, Park & Recreation Department**

Seasonal/Temporary / Fee-based positions (hourly) – effective **January 1, 2021**

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
<b>1 hourly</b>	13.50	13.66	14.00	14.35	14.71
<b>2 hourly</b>	13.66	14.00	14.35	14.71	15.08
<b>3 hourly</b>	14.00	14.35	14.71	15.08	15.46
<b>4 hourly</b>	14.35	14.71	15.08	15.46	15.85
<b>5 hourly</b>	15.00	15.38	15.76	16.15	16.55
<b>6 hourly</b>	15.68	16.07	16.47	16.88	17.30
<b>7 hourly</b>	16.39	16.80	17.22	17.65	18.09

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GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
<b>8 hourly</b>	17.13	17.56	18.00	18.45	18.91
<b>9 hourly</b>	17.90	18.35	18.81	19.28	19.76
<b>10 hourly</b>	18.71	19.18	19.66	20.15	20.65
<b>11 hourly</b>	19.55	20.04	20.54	21.05	21.58
<b>12 hourly</b>	20.43	20.94	21.46	22.00	22.55

**GRADE 1**

Program Aide I  
Camp Junior Counselor  
Recreation Attendant

**GRADE 2**

Program Aide II

**GRADE 3**

Camp Senior Counselor

**GRADE 4**

Intern

Snack Hut Manager

**GRADE 5**

Camp Lead I

Lifeguard I

**GRADE 6**

Camp Lead II

Program Coordinator

Sailing Instructor

Lifeguard II

**GRADE 7**

Camp Specialists  
Aftercare Coordinator

**GRADE 8**

Head Lifeguard  
Camp Assistant Director  
Sailing Coordinator

**GRADE 9**

Seasonal Programs Instructor

**GRADE 10**

Special Course Coordinator

**GRADE 11**

Preschool Instructor

**GRADE 12**

Aquatics Director  
Camp Director

**Schedule C-1, Community Education**

GRADE	STEP 1	STEP 2	STEP 3
<b>1 hourly</b>	13.50		
<b>2 hourly</b>	14.00	14.35	14.71
<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

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**GRADE 1**  
CE Teacher's Aide  
**GRADE 2**  
CE Assistant  
**GRADE 3**  
CE Instructor 1  
Custodian

**GRADE 4**  
CE Instructor 2  
Nurse  
**GRADE 5**  
CE Instructor 3  
**GRADE 6**  
CE Instructor 4

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

On-Call Stipend \$4.00/hour

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
<b>1 hourly</b>	\$13.50					
<b>2 hourly</b>	\$15.77	\$16.09	\$16.41	\$16.74	\$17.07	\$17.41
<b>3 hourly</b>	\$16.40	\$16.73	\$17.06	\$17.40	\$17.74	\$18.09
<b>4 hourly</b>	\$17.05	\$17.39	\$17.74	\$18.09	\$18.45	\$18.82
<b>5 hourly</b>	\$17.55	\$17.90	\$18.26	\$18.56	\$18.93	\$19.31
<b>6 hourly</b>	\$18.08	\$18.44	\$18.81	\$19.19	\$19.57	\$19.96
<b>7 hourly</b>	\$18.63	\$19.00	\$19.38	\$19.77	\$20.17	\$20.57
<b>8 hourly</b>	\$19.19	\$19.57	\$19.96	\$20.36	\$20.77	\$21.19
<b>9 hourly</b>	\$19.77	\$20.17	\$20.57	\$20.98	\$21.40	\$21.83
<b>10 hourly</b>	\$19.96	\$20.36	\$20.77	\$21.19	\$21.61	\$22.04
<b>11 hourly</b>	\$21.97					

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

**GRADE 1**  
On-Call/Per Diem Probationary Firefighter or EMT  
**GRADE 2**  
*No positions assigned*  
**GRADE 3**  
On-Call/Per Diem Firefighter  
On-Call/Per Diem EMT  
**GRADE 4**  
On-Call/Per Diem Firefighter/EMT  
**GRADE 5**  
*No positions assigned*  
**GRADE 6**  
or to take any other action related thereto.

*No positions assigned*  
**GRADE 7**  
On-Call/Per Diem Firefighter/EMT (advanced EMT certification)  
**GRADE 8**  
On-Call/Per Diem Lieutenant  
**GRADE 9**  
On-Call/Per Diem Captain  
**GRADE 10**  
On-Call/Per Diem Deputy Chief  
**GRADE 11**  
On-Call/Per Diem Firefighter/Paramedic

**[Article 14 amends the classification and compensation plans for non-union Town employees for FY 2022. Union negotiations have been completed and similar to unions, it is recommended that non-union employees in Schedule A receive a 1% cost of living increase as shown above. Also**

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included are corrections to the hourly wage for the On Call Meeting Clerk to comply with minimum wage requirements and changes to Schedule D for Fire Department On-Call to correct the wage table to that approved by 2020 Annual Town Meeting.]

**Motion:** Moved and seconded by the Personnel Board that the Town vote to approve Article 14 as printed in the Annual Town Meeting Handout.

**The Select Board and Personnel Board voted to recommend approval of the article. The Finance Committee recommendation is forthcoming.**

**ARTICLE 16**  
**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 16 funds the first year of collective bargaining agreements reached with the Town's police, fire, highway, and dispatch unions. Increases associated with the Agreements are summarized in the table below.]

**Motion:** Moved and seconded by the Select Board that the Town vote to approve Article 16 as amended and printed in the Annual Town Meeting Handout.

Collective Bargaining Agreement	Dept./Budget	Amount
Littleton Dispatch Unit, MassCOP, Local 204A	Dispatch	\$7,051
AFSCME Council 93, Local 1703	Highway/Transfer Station/Parks	\$9,079
Littleton Professional Firefighters, Local 4599	Fire	\$22,188
Littleton Police Unit, MassCOP, Local 204	Police	\$29,490

**The Select Board voted to recommend approval of the article. The Finance Committee recommendation is forthcoming.**

**ARTICLE 25**

**Littleton Community Television Advisory Committee**

**FY2022 LCTV Receipts Reserved for Appropriation from the Public, Education and Government Access Fund**

To see if the Town will vote to appropriate \$316,192 from the Receipts Reserved for Appropriation from the Public, Education and Government (PEG) Access and Cable Related Fund (as established under M.G.L. c.44, §53F $\frac{3}{4}$  by vote of the November 2, 2015 Special Town Meeting, and which has a current balance of approximately \$464,232) to the LCTV Enterprise Fund for the operation of the Littleton Community Television cable television studio, as follows: \$214,458 for salaries, \$65,110 for employee/retirement benefits, \$36,624 for operating expenses, or to take any other action related thereto.

**[Article 25 appropriates existing funds to be utilized for FY 2022 salaries and expenses related to the operation of the Littleton Community Television cable television studio and it redirects all future revenue received through the Inter-Municipal Agreement with the Town of Boxborough to be deposited into the Receipts Reserved for Appropriation from the Public, Education and Government (PEG) Access and Cable Related Fund, as opposed to the revolving fund, with the goal to consolidate all revenues and expenditures into one place.]**

***Motion:*** Moved and seconded by the Finance Committee that the Town vote to approve Article 25 as amended and printed in the Annual Town Meeting Handout.

**The Select Board voted to recommend approval of the article. The Finance Committee recommendation is forthcoming.**

**ARTICLE 30**

**Planning Board**

**Littleton Station 40R**

*[Simple Majority]*

To see if the Town will vote to amend the Zoning Bylaw to create a Smart Growth Zoning District, pursuant to Chapter 40R of the Massachusetts General Laws; and (2) the Zoning Bylaw to adopt a new section or section governing such district; or to take any other action related thereto.

**[Article 30 enables the Town to establish 40R Smart Growth Districts and establishes the Littleton Station Smart Growth District to promote housing and accessory services to provide a range of housing types near the Littleton commuter rail station. It provides resource efficient, climate resilient, and socially equitable housing choices. The proposed 40R Smart Growth District bylaw is based on the foundational planning work of the community: the April 2017 Littleton Master Plan and the January 2020 Littleton Station Village Vision Plan, as brought forward by the work of the Littleton Station Area Committee and the Planning Board. The Bylaw and District Map can be viewed on the Town's website at**

**[https://www.littletonma.org/sites/g/files/vyhlif806/f/uploads/littleton\\_40r\\_v10.pdf](https://www.littletonma.org/sites/g/files/vyhlif806/f/uploads/littleton_40r_v10.pdf)**

***Motion:*** Moved and seconded by the Planning Board that the Town vote to pass over Article 30.

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**The Select Board voted to recommend passing over the article.**

**ARTICLE 31**  
**Planning Board**  
**Senior Residential Development/Apartments Amendments**  
*[Simple Majority]*

To see if the Town will vote to amend the Zoning Bylaw as follows:

1. By amending §173-148(H) to read as follows:

Senior Residential Developments under this bylaw are subject to Article XXIX, Inclusionary Housing. Notwithstanding anything contained in Article XXIX, for any Senior Residential Development fifty (50) percent of the total number of dwelling units shall be affordable housing; provided that the Planning Board may reduce the required number of affordable units to not less than twenty-five (25) percent of the total dwelling units, and that in all cases the affordable units shall range from 60% to 150% AMI and the mix of affordability range of these units shall be at the discretion of the Planning Board. Section 173-205 shall not apply to Senior Residential Developments. All other requirements of Article XXIX shall remain fully applicable to Senior Residential Developments.

2. By amending §173-204(C) to read as follows:

**C.** Exemptions. This Article **XXIX** shall not apply to rehabilitation of a building or structure all of or substantially all of which is destroyed or damaged by fire or other casualty. However, any rehabilitation or repair that increases the density, bulk, or size of such building or structure above that which existed prior to the damage or destruction thereof shall comply with this article.

3. By amending §173-2, inserting a new defined term, Senior Apartment, to read as follows:

**SENIOR APARTMENT**

A dwelling unit in Senior Residential Development, in which at least one member of the family is aged 55, or disabled, and having a minimum livable floor area of 500 square feet and a maximum of 1,200 square feet (meaning the heated floor area of the building above finished grade, excluding non-dwelling areas such as attic space or a garage).

4. By inserting a new section, §173-153 Senior Apartments, to read as follows:

**A.** Pursuant to this bylaw, the Planning Board may grant a Special Permit for a Senior Residential Development comprised exclusively of Senior Apartments.

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B. Senior Apartments, permitted as Senior Residential Development under §173-153, may be developed with a maximum density of 20 units per acre provided that the application conforms to the following requirements.

- (1) Senior Apartment dwelling units may be permitted in the form of cottage dwellings, townhouses, or multifamily dwellings, as those terms are defined in §173-2, provided that the proposal complies with all of the basic requirements of §173-148, with the exception of the prescribed maximum unit density which shall be 20 units per acre.
- (2) All Senior Apartments shall be affordable housing units which shall range from 30% to 60% of AMI and the mix of affordability range of these units shall be at the discretion of the Planning Board.
- (3) Senior Apartments shall be required to have in residence at least one person who:
  - (a) Has reached the age of 55 within the meaning of M.G.L. c. 151B, §4, par. 6, and 42 USC §3607(b)(2)(C); or
  - (b) Is disabled within the meaning of 42 USC §12102.
- (4) All deeds, condominium unit deeds, trusts, or other documents referring to permitted Senior Apartment units shall incorporate the affordability, age, and disability restrictions required by Sections 173-153(B)(3)-(4) of this bylaw.
- (5) Senior Apartments shall be a variety of Studio, One-Bedroom, and Two-Bedroom units, the mix of which shall be subject to the approval of the Planning Board.
- (6) Senior Apartments shall incorporate universal design principles.

C. All requirements of Article XXIII Senior Residential Development, not herein modified, shall remain fully applicable to a Senior Residential Development Special Permit for Senior Apartments.

5. By amending §173-148(F)(2), to read as follows:

- (2) Independent living units and Senior Apartment units: one space per unit.

6. By amending §173-26, footnote 2, to read as follows:

<sup>2</sup> A special permit for a nursing home in a residential area shall not be granted unless the plans, in accordance with which the nursing home is to be constructed, show that it will comply with the following conditions: no structure is to be erected within 600 feet of a street line or within 200 feet of a side line or rear line; ingress and egress are onto a street over a way or a right-of-way with a width of 50 feet or more; and no building facade or roof has length exceeding 150 feet without a horizontal break of at least three feet.

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7. By amending §173-2, so that the definition of Independent Living Unit reads as follows:

**INDEPENDENT LIVING UNITS**

Multifamily buildings in a Senior Residential Development that are designed and intended for occupancy principally by people age 55 years and over, with units that provide a minimum level of basic services which shall include meals, housekeeping, grounds maintenance, security, and common areas and common facilities for events and activities benefiting residents of the development.

or take any action in relation thereto.

**[Article 31 updates the current Senior Residential Development and Inclusionary Housing Zoning Bylaws to remove inconsistent wording, clarify affordability requirements, add the Senior Apartment use category, remove the outdated requirement for excess lot area for every nursing home bed, and clarify the definition of Independent Living units. These amendments will support development of housing to allow residents to age in community.]**

***Motion:*** Moved and seconded by the Planning Board that the Town vote to approve Article 31 as printed in the Annual Town Meeting Amendment Handout.

**The Select Board voted to recommend approval of the article.**

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**ARTICLE 33**  
**Select Board**  
**Transfer of Land to Affordable Housing Trust Fund**  
**[2/3<sup>rd</sup> Vote]**  
***SUPPLEMENTAL INFORMATION***

