

# **TOWN OF LITTLETON, MASSACHUSETTS**



# **2013**

## **ANNUAL TOWN REPORT**

*Including financial reports for the fiscal year ending June 30, 2013*

The Annual Town Report is compiled by the

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

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

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## **TOWN REPORT DEDICATION**

The 2013 Annual Town Report is dedicated to the ongoing service of volunteer citizens who contribute to all aspects of maintaining the community of Littleton, whose service has been critical in retaining our small town character and spirit, and to the memory of the following individuals who provided exemplary service to the Town of Littleton.

### **BARBARA H. CHAPIN**

Barbara H. Chapin passed away on Sunday, December 29, 2013 Barbara attended La Salle College where she studied Medical Admissions. She worked as a dental assistant for many years. As a resident of Littleton she served as secretary to the School Committee, the Library Trustee, a Theater Guild member, and as Treasurer of the First Church Unitarian. Most recently Barbara devoted her time to the Littleton Conservation Committee and the Littleton Community Garden. Barbara's lifelong interests were many. She enjoyed knitting, gardening, canning, cross country skiing, weaving, raising honey bees, reading and supporting the Patriots.

### **ANN FAIRWEATHER**

Ann Irene (Marshall) Fairweather, was a resident of Littleton, formerly of Westford, died Wednesday, January 2nd at her home after a long illness. Loving wife of Wayne H. Fairweather. Devoted and loving mother of Bryan Fairweather of Westford, Rhonda Lane and husband Richard of Leominster, Dana Fairweather and wife Leslie of Groton, and Tracy Lane and husband Bernie of Littleton

### **PAUL HOLLINGWORTH**

Paul Hollingworth was a lifelong resident of Littleton died at Life Care Center of Nashoba Valley in Littleton on January 19, 2013. He was born in Lowell on February 8, 1937, son of the late H. Orville and Ellen (Howe) Hollingworth. Paul was a graduate of Littleton High School, class of 1954, Kimball Union Academy, and later the Massachusetts Police Academy. After serving in the U.S Army, Mr. Hollingworth became a police officer for the Town of Littleton, retiring, after 29 years, as a Sergeant. Paul then worked for 19 years as an estate custodian in Concord. He was a member of the First Baptist Church of Littleton and The North Middlesex Police Association. In recent years he enjoyed his swimming pool, playing cards with his family, and day trips throughout New England

## **MARJORIE HARVEY**

Marjorie Dorson Harvey was a journalist, teacher, social activist, and a woman who welcomed friends and relatives by the dozens to her dinner table and empty bedrooms, died in her sleep on June 1, 2013. Marjorie Dorson was born in New York City on Nov. 5, 1921, the youngest of the three children of Gertrude and Louis Dorson. She attended the Dalton School in Manhattan and was graduated from Vassar College in 1942. She went to Tanager Lodge, a coed camp in upstate New York, where she met Henry Stimson Harvey. They married in 1942 while he was still a student at Union Theological Seminary. Following his ordination into the Congregational ministry, the couple settled in Redvale, CO, ministering to a three-church parish on the western slope of the water from an irrigation ditch. She also helped sort sheep, run a scout program, and taught Sunday school. In 1945 they returned east, and Henry attended Harvard Medical School. After his graduation and an internship in Cooperstown, NY, where their first two children arrived, they settled in Littleton, MA, in 1951, where Henry was cofounder of Acton Medical Associates, and she ran a busy household of eight. Because of her blood Rh factor, she lost three full term babies. When their four surviving children were all in school, Marjorie studied at Brandeis University for an MA in English and taught at Concord Academy from 1963 to 1971. For four of those years the Harveys housed some of the first African-American students to attend Concord Academy through the A Better Chance Program. Returning to school for an MS in journalism from Boston University, she embarked on a career in free lance writing that included publishing in the Boston Herald, the Boston Globe, and for more than twenty years, a column for the weekly Littleton Independent. In 1999 she published a collection of her columns entitled Notes from the Common An enthusiastic believer in the importance of place, of putting down roots in a small town, she served on the Littleton School Committee, on the Conservation Commission, and as Outside Editor of the Concord prison newspaper. Marjorie was committed member of Littletons First Church Unitarian, serving on various boards and committees.

## **PHILIP SWENSON**

Philip A. Swenson, died on July 11, 2013. He was born in Waltham, MA on February 25, 1943, son of the late Carl and Phyllis (Jenson) Swenson. He graduated from Waltham High School and moved to Littleton 40 years ago, where he worked for the telephone company for over 30 years. Phil became very involved in Littletons school sports programs, through photography and sports medicine. For many years he was a staff volunteer for Alpha Omega, a residential treatment program in Littleton for those in the care of DYS. He also sponsored youths from tough home situations in the Clinton/ Sterling area, all of whom shared an enthusiasm for skateboarding. Phil also worked at Nashoba Tech in Westford as an athletic trainer. Mr. Swenson was very committed to the Congregational Church of Littleton, where he was an active member and very much loved.

# ELECTED TOWN OFFICIALS

## MODERATOR

Timothy D Goddard 14 62 Edsel Rd

## TOWN CLERK

Diane Crory 16 74 King St

## BOARD OF ASSESSORS

Pamela Campbell	15	51 Boxboro Rd
Evelyn Masson	15	175 Whitcomb Ave
Donald Armstrong	16	51 Boxborough Rd
James Stephen Winroth	16	50 Bruce St
Frederick J Freund	14	45 Birch Rd

## BOARD OF SELECTMEN

Alexander S McCurdy	15	100 Harvard Rd
Joseph Knox	16	10 Brandy Hollow
Jenna Koerper Brownson	16	142 Harvard Rd
James F Karr	14	12 Elizabeth St
Ted Doucette	14	152 Whitcomb Ave

## BOARD OF ELECTRIC LIGHT COMMISSIONERS/ BOARD OF WATER COMMISSIONERS

Craig Gruskowski	15	336 King St
Bruce Trumbull	15	29 Mill Rd
Joseph McCumber	16	6 Apple Ridge Ln
Ivan Pagacik	16	123 Whitcomb Ave
Thomas Rauker	14	148 Russell St

## SCHOOL COMMITTEE

Paul J Avella	15	94 Grist Mill Rd
Michael Fontanella	15	213 Harwood Ave
Charles DeCoste	16	4 Matthew Dr
Daryl Baker	14	71 Grist Mill
Alexander Pratt	14	36 Birch Rd.

## PLANNING BOARD – 5 YEAR TERM

Mark J Montanari	17	242 King St
Richard P Crowley	18	359 King St
Peter Scott	14	5 Scott Lane
Donald MacIver	15	43 Foster Street
Gerald Portante	16	68 New Estate Rd

## TRUSTEES OF THE REUBEN HOAR LIBRARY

Jenna Koerper Brownson	15	142 Harvard Rd	*Resigned in 2013
Cheryl L Hardy-Faraci	15	8 Moore Lane	
Mark Rambacher	16	205 Hartwell Ave	
Laura Beltrami	16	30 White Pine Dr.	
Keri Bradshaw	14	107 King Street	
Raymond Boucher	14	10 Mary Shepherd Rd	

## PARK AND RECREATION COMMISSIONERS

**TOWN OF LITTLETON, MASSACHUSETTS**

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Frederick J Freund	15	45 Birch Road
W Brian Richter	15	139 Whitcomb Ave
Gary E Austin	16	162 Whitcomb Ave
Michael L Crory	16	160 New Estate Rd
Geralyn Miller	14	21 New Estate Rd

**CEMETERY COMMISSIONERS**

Mary Gosby	15	11 Gray Farm Rd
David Badger	16	230 Harwood
Janet Sullivan	14	7 Robinson Rd

**BOARD OF HEALTH**

William Cole	14	573 King St
Peter A Yapp	15	415 Newtown Rd
Ann Loree	16	39 Dahlia Dr
Peter Cassinari	14	12 Lochslea Rd
Gino Frattallone	14	26 Harwood Ave

**BOARD OF COMMISSIONERS OF TRUST FUNDS**

David Stevens	16	4 Masonbrook Ln
Richard Hoole	14	7 Uplands Rd
Andrew Sammarco	15	20 Forest Rd

**HOUSING AUTHORITY -- 5 YEAR TERM**

Mildred McGovern	17	38 New Estate Rd
Michael Morey	18	50 New Estate Rd
*Bartlett Harvey	15	146 Mill Rd
Theresa Schwulst	15	59 Tahattawan Rd
Gino Frattallone	16	26 Harwood Ave

\*Commonwealth Appointee

## **APPOINTED TOWN OFFICIALS**

**TOWN ADMINISTRATOR**

Keith A. Bergman (2016)

*Metropolitan Area Planning Council representative*

*MAPC MAGIC sub-region representative*

*MART advisory board representative*

**ASSISTANT TOWN ADMINISTRATOR**

**FOR FINANCE & BUDGET**

Bonnie-mae Holston (2016)

*Town Accountant*

*Chief Procurement Officer*

**TOWN TREASURER**

Steven Venuti

**CHIEF OF POLICE**

**TOWN COUNSEL**

Miyares & Harrington

**LABOR COUNSEL**

Kopelman and Paige, P.C.

**TAX COLLECTOR**

Rebecca Quinn

**CHIEF ASSESSOR**

Katherine Miller

**FIRE CHIEF**

Scott T. Wodzinski (2015)

John M. Kelly (2014)

**CONSTABLES**

Chief of Police John M. Kelly  
Deputy Police Chief Matthew King  
Ronald Raffi 2015  
David Allen 2015  
Clark Paige 2015  
Keith Leighton 2015

**DEPUTY CHIEF OF POLICE**

Matthew King

**MAINTENANCE SUPERVISOR**

William Cole

**INFORMATION SYSTEMS MANAGER**

Nancy Glencross

**DIRECTOR OF ELDER & HUMAN SERVICES**

Pamela Campbell

**VETERANS AGENT**

John F. Boroski

**HIGHWAY OPERATIONS MANAGER**

James Clyde

**BUILDING COMMISSIONER**

Roland J. Bernier  
*Zoning Enforcement Officer*

**INSPECTOR OF WIRES**

Bill Morehouse

**PLUMBING INSPECTOR**

Ed Sullivan

**DEPUTY PLUMBING INSPECTOR**

Joseph Cormier Jr.

**GAS INSPECTOR**

Ed Sullivan

**SEALER OF WEIGHTS & MEASURES**

Northern Middlesex Council of Governments

**DEPUTY GAS INSPECTOR**

Joseph Cormier Jr.

**SPECIAL PLUMBING/GAS INSP.**

Thomas Wielinski

**GRAVES REGISTRATION OFFICER**

David Badger

**NASHOBA VALLEY TECH.H.S.**

Charles Ellis, District Representative

**MAPC REPRESENTATION**

Keith A. Bergman, Town Administrator

# TOWN BOARD & COMMITTEES

## Commission on Disabilities

**Members**

Randall Benoit  
Barttlet Harvey  
Keith Bergman, ADA Coordinator

## Registrars of Voters

**Members**

Diane Crory, Town Clerk  
Katherine Petkewich  
Sandra Clyde  
Ellen Banks

## Conservation Commission

**Members**

James Pickard, Chair	<b>Term Expires:</b> 2015
Peter Tierney	2015
Thomas Mann	2016
Carl Melberg	2015
Sarah Seaward	2014
Anna Mayor	2014
Andrew Sammarco	2016

## Cultural Council

**Members**

Michael Kearney	<b>Term Expires:</b> 2014
Ed Horniak	2014
Kathleen Horniak	2014
Christine Faulkner	2014
Steven Glines	2015
Kim Ahern	2015
Margaret Low	2016

## Permanent Municipal Building Committee

**Members**

Jef Feehan, Chair	<b>Term Expires:</b> 2017
Joe Collentro	2017
Richard Crowley	2014
Stephen Moore	2015
Carl Bryant	2014
Bill Cole	2015
Alex Pratt	2016

## Agricultural Commission

**Members**

Jamie Cruz (farmer)	<b>Term Expires:</b> 2016
Paula Robinson (farmer)	2016
Peter Yapp (farmer)	2015
Daniel Pickard (farmer)	2015
William Pickard	2014
Andrew Sammarco	2016
Jake Mann	2015

## Finance Committee

**Members**

Allen McRae	<b>Term Expires:</b> 2014
Paul Glavey, Chair	2014
Chris Hinckley	2015
Brian Tarbox	2014
Betsy Bohling	2015
Fred Faulkner	2016
Peter Vilcans, Clerk	2015

## Board of Appeals

**Members**

Sherrill Gould, Chair	<b>Term Expires:</b> 2016
Bill Farnsworth, Vice-Chair	2016
Jeff Yates, Clerk	2014
John	2014
Cantino, Member	2015
Cheryl Hollinger, Member	
<b>Alternates:</b>	
Rod Stewart, Alternate	2016
Marc Saucier, Alternate	2016
Alan Bell, Alternate	2014
Patrick Joyce, Alternate	

Personnel Board

<b>Members</b>	<b>Term Expires</b>
Allen McRae	2014
Alex McCurdy	2015
Anita Harding	2014
Steve Venuti	2015
Joseph Gaffney	2015
Don O. Smith	2016

Council on Aging

<b>Members</b>	<b>Term Expires</b>
Louise Curley, Chair	2016
Robert Stetson, Secretary	2014
Mary Catalanotto	2016
Barry M. Curcio	2015
Barbara Kamb	2014
Mary Kaye	2014
Marjorie Payne	2015
Marsha Russell	2014
George Sanders	2015

LCTV Advisory Committee

<b>Members:</b>	<b>Term Expires</b>
Alan Hoff	2016
Barbara McRae	2016
Robert Spinozzi	2016
Millie McGovern	2015
Leslie GLorioso	2015
Allen McRae	2014
David Sill	2014

Community Preservation Committee

<b>Members</b>	<b>Term Expires</b>
Andrew Sammarco (Conservation)	
John Leger (Historical)	
Brian Ritcher (Park&Rec)	
Donald MacIver (Planning)	
Bartlett Harvey (Housing)	
Jeff Feehan, Vice Chair (BoS)	2014
Patrick Joyce (BoS)	2014
Mit Wanzer, Chair (BoS)	2016
Elliot Putnam (BoS)	2015

Historical Commission

<b>Members</b>	<b>Term Expires</b>
Ronald Goddard	2015
Andrew Watt	2015
Maureen Adema	2015
Linda Stein	2014
John Leger	2016
Donna White	2016
Jonathan Liebowitz	2014

Clean Lakes Committee

<b>Members</b>	<b>Term Expires</b>
Leon Weavor, <i>Spectacle Pond Member</i>	2015
David Richard, <i>Spectacle Pond Alternate</i>	2016
Steve Sussman, <i>Mill Pond Member</i>	2014
Timothy Wanzer, <i>Mill Pond Alternate</i>	2015
John Folsom, <i>Long Lake Member</i>	2014
Frank Vigna, <i>Long Lake Alternate</i>	2016
Charles Bush, <i>Lake Matawanakee Member</i>	2015
Scott C. Lewis, <i>Lake Matawanakee Alternate</i>	2015
Gerald James, <i>Citizen at Large</i>	
Sheryl James, <i>Citizen at Large</i>	
Scott C. Lewis, <i>Citizen at Large</i>	
Savas Danos, <i>Ex Officio</i>	

Open Space Plan Implementation Committee

***Members:***

Peter Church  
Vera Cohen  
Andrew Sammarco  
Samuel Bell  
Gary Austin

Study Committee To Increase Voter Participation

***Members:***

Timothy Goddard, Town Moderator  
Diane Crory, Town Clerk  
Alex McCurdy, Board of Selectmen  
Henry Christle, Sr, Voter at Large  
Andrew Samarrco, Voter at Large  
Alex Pratt, Voter at Large  
Bill Cole, Voter at Large  
Linda Lord, Voter at Large  
Marc LaVigne, Voter at Large

Public Shade Tree Committee

***Members***

Fredrick Findlay  
Kim Ahern  
James Clyde – Tree Warden  
**Patrick Joyce**  
Eva Apfelbaum

MBTA Advisory Committee

***Members***

Keith Carroll  
Bill Cole  
Dave Derrig  
Lori Grant  
Ruth Liebowitz  
Don McIver  
Russ Mullen  
Steve Sussman

Bicycle & Pedestrian Advisory Committee

***Members***

James Patrick Taber  
Inna Landsman  
Jonathan Isaac  
Nikolaus Bates-Haus  
Ann Grace  
Rob Horne  
Paulo Loureiro  
Jo-Ann Dery  
Dulcey Lacroix

Sustainability Committee

***Members***

Jack Apfelbaum  
Brian Balukonis  
Katie Carruth  
Joshua Cook  
Jamie Cruz  
Tracy Cutler  
Ian Emery  
Rick Findlay  
Erin Healy, Chair  
Paulo Loureiro  
Donald MacIver  
Madavi Oliver  
Sarah Rambacher  
Hilary Rostas-Watt

Economic Development Committee

*Members*

Robert Brownson  
Edward Coykendall  
Ian Emery  
Lisa Flannagan  
Paul Glavey  
Scott Lewis  
Cornelius O'Leary, Jr.  
Ivan Pagacik, Chair  
Joseph Prendiville  
Dick Taylor  
Hilary Rostas-Watt

Tercentennial Committee

*Members*

John Holmer  
Ann Himmelberger  
Mildred McGovern  
Robin Sewell  
Kathy Knox  
Mary Dugan  
Michael Crory  
Joe Knox  
Diane Crory, Town Clerk

Special Weighers & Sealers

**W. J. GRAVES CONSTRUCTION**

Steve Baronoski  
Ed Nowers

**FLAME**

Tom Wood  
Michele Roche  
Ronald Pollock  
Brian Pollock  
Jesse Wetteland

**AGGREGATE INDUSTRIES**

Lonnie Brown  
Steven Martin  
Chad Abramson  
James Nicosia  
John Gintner  
Nicholas Signoretti  
Mark Landry  
Kathy Ubersohn  
Dawn Schildt  
Andrew Edmiston

**KR AFT FOODS**

Gail Dandy  
Calvin Brown  
Domenic Carhnidi  
Ronald Farnsworth  
Larry Hess  
Thomas Hess  
Larry Hetu  
Ron Abramson

## BOARD OF SELECTMEN

During the past year, the Littleton Board of Selectmen conducted work in accordance with their goal of setting the example for town boards as a group that works in harmony, respectfully, and ethically. During this time there were several accomplishments by the Board of Selectmen.

### **Fiscal Management**

Followings the rating upgrade from last year, Standard & Poor's Ratings Services raised its rating on Littleton's general obligation (GO) bonds two notches to 'AAA'. The following statement summarizes the rating: "The town's maintenance of its very strong budgetary flexibility and adherence to strong financial policies, coupled with very strong liquidity and a favorable debt profile, further enhances the stability of the outlook. The Board of Selectmen would like to extend gratitude and congratulations to the Finance Committee, School Committed, and the town's finance department for the role they played in the town achieving this goal.

The Board of Selectmen continued an open and collaborative process to set the annual budget for Fiscal Year 2014. Following the financial guidelines set forth by the Selectmen and Finance Committee the town's budget was prepared for town meeting. The town's financial team played a vital role in keeping the Selectmen up to date with budget changes and assumptions

### **Economic Development**

On June 21, 2013 the dedication of the Littleton Commuter Rail station was held following improvements made to the station, including platform upgrades, handicap access to the new double track, and the expanded parking area. These improvements will serve Littleton for many years to come by providing a better experience for Littleton residents, and businesses. MBTA General Manager Dr. Beverly Scott and US Congresswoman Niki Tsongas attended the ribbon-cutting of the Littleton Commuter Rail Station.

On July 22, 2013, the Board of Selectman reestablished the Economic Development Committee.

A Solar payment in lieu of taxes (PILOT) agreement was negotiated and executed with NextSun, LLC.

### **Town Services**

The Selectmen and Highway Department continued to implement the Road Improvement Plan with construction of Harvard Road, and authorizing the design phase of Nashoba Road and New Estate Road.

Based upon recommendations by Fire Chief Scott Wodzinski and Deputy Chief Steele McCurdy the Selectmen and the town implemented 24-hour staffing of the fire station and ratified the fire union contract to implement schedule changes. This will provide better service and greatly reduced response times for emergencies in Littleton.

### **Organization**

The Board of Selectmen set a goal to review and revise the Board of Selectmen's Regulations and held several discussion to revise regulations and review the Ethics Policy.

Following a multi-year process, the Board of Selectmen and the Highway Department Union executed a contract which provided similar benefits as previously executed with other town departments and unions.

The Selectmen and the Building Committee completed an assessment of the town's six major buildings and developed a maintenance plan to sustain town properties and facilities.

### **Environment**

The Board of Selectmen adopted a Complete Streets Policy which aimed to make streets safe for all users and to contribute to the quality of life in Littleton. This policy sets standards for existing, new and reconstructed roads that support these goals. Initiated by the Bicycle and Pedestrian committee and with help from the Metropolitan Area Planning council, the policy was written and then ranked as the best of its kind in the nation by Smart Growth America's National Complete Streets Coalition.

The Board of Selectmen created a Bicycle and Pedestrian Advisory Committee, and a Sustainability Committee to help in the development and implementation of Littleton's sustainability vision.

The Board of selectmen authorized the acquisition of the Church Meadows property, 7.16 acres of land to be preserved for agricultural use.

Respectfully submitted,  
Ted P. Doucette, Chairman



Littleton MBTA Commuter Rail Station is dedicated, June 21, 2013.  
*L-R: Town Administrator Keith Bergman, MBTA General Manager Beverly Scott, State Representative Jim Arciero, former Congressman John Olver, Congresswoman Niki Tsongas, State Senator Jamie Eldridge, and Selectmen's Chairman Ted Doucette.*

## TOWN ADMINISTRATOR

I am pleased to submit this, my seventh, report as Town Administrator for the Town of Littleton. In 2013, the Town continued its efforts to promote economic development consistent with community character, and—after year's end—welcomed the news that the Town had achieved its highest bond rating.

### **Fiscal**

The Town of Littleton received an excellent report card from the Standard & Poor's bond rating agency, which announced on February 27, 2014 that it had raised the Town's AA rating by two notches, to AAA. S&P defines its AAA rating as "Extremely strong capacity to meet financial commitments. Highest Rating." Standard & Poor's March 18, 2014 report said its AAA rating for Littleton reflected the Town's

- Very strong economy with access to the Boston metropolitan statistical area . . .;
- Very strong budgetary flexibility with 2013 available reserves at 23.5% of general fund expenditures;
- Strong budgetary performance and relatively stable and consistent revenue profile with no appreciable funding interdependence with the state and federal government;
- Very strong liquidity characterized by strong cash levels to cover both debt service and expenditures and demonstrated capital market access;
- Very strong management conditions and strong financial policies and practices that we believe are embedded and sustainable . . .

Congratulations to the Finance Team—led by Assistant Town Administrator for Finance & Budget Bonnie Holston and Treasurer Steve Venuti-- for their hard work in bringing this about, and for the support of the Finance Committee and Board of Selectmen.

### **Transportation**

On June 21, 2013, the Town hosted state and federal officials in dedicating the MBTA's new commuter rail station for Littleton. The dual tracking and signal improvements along the Fitchburg commuter rail line are expected to be completed by late 2015 / early 2016, and bring an earlier and more frequent schedule for Littleton Station, served by a shuttle service to local businesses and neighboring towns.

To provide a framework for making smart decisions about transportation in our region, on August 19, 2013, the Board of Selectmen approved an inter-municipal agreement with the Towns of Acton, Boxborough, Concord, Maynard, Stow, and Westford for the establishment of the CrossTown Connect transportation management association, which will also involve key employees and regional transit authorities.

With support from the Metropolitan Area Planning Council (MAPC), and input from the Planning Board and Bicycle & Pedestrian Advisory Committee, the Board of Selectmen voted on December 16, 2013 to adopt a "Complete Streets" policy, which the National Complete Streets Coalition-- a program of Smart Growth America-- ranked as No. 1 of its kind in the nation. "Complete streets" are streets designed to allow for more trips to be taken via active transportation such as walking and cycling. Complete streets support residents to lead more active, healthier lifestyles and promote economic development. The State's 2014 Transportation Bond Bill authorizes \$50-million in funding to support cities and towns which have adopted "complete streets" policies.

### **Economic Development**

Sam Park & Company continued with construction of its 580,000-square-foot mixed-use development, "The Point," which will create some four hundred jobs. A soft opening is expected during 2014. The initial phase of the project involves a 100-room hotel, restaurants, retail establishments, and a supermarket.

The Board of Selectmen re-established an Economic Development Committee in 2013.

### **Affordable Housing**

The Town has contracted with MAPC to update the Town's Housing Production Plan, with assistance under the District Local Technical Assistance (DLTA) program. To coordinate this effort locally, the Board of Selectmen has appointed a Housing Committee, which includes representatives from the Board of Selectmen, Housing Authority, Planning Board, and Zoning Board of Appeals.

Littleton is participating in the regional housing services office led by the Town of Hudson for the five MAGIC towns of Bolton, Boxborough, Hudson, Littleton, and Stow;

Littleton is also coordinating an effort-- also funded by DLTA assistance from MAPC-- to explore ways in which housing authorities and their host communities in our region can work better together through collaborative efforts. Acton, Groton, Hudson, and Stow are among other participating communities.

### **Agriculture**

Littleton was lead community for the Comprehensive Agricultural Planning Project undertaken by the MAGIC sub-region of MAPC. In an inclusive planning process, MAPC and its partners developed recommendations for strengthening the agricultural system in the MAGIC sub-region, such as building community support for farming; promoting zoning amendments for accessory uses for farmland properties; and establishing and empowering local agricultural commissions.

The Town of Littleton purchased the 7.16-acre Congregational Church Meadows property at 194 Great Road on Route 2A/119 for agricultural use.

### **Regional**

Representing the Town of Littleton, I continue to serve on the executive committee of the Metropolitan Area Planning Council (MAPC), and chair the MAGIC (Minuteman Advisory Group on Interlocal Coordination) sub-region of MAPC. I also serve on the Montachusett Regional Transit Authority Advisory Board and chair MART's Finance and Executive Compensation Subcommittee.

Thanks to all Town employees, board members, and volunteers— and to the citizens of Littleton— whom it is our privilege to serve.

Respectfully submitted,

Keith A. Bergman  
Town Administrator

## **TOWN COUNSEL**

The role of Town Counsel is to provide accurate information about what the law requires, to advise Town officials and boards concerning the law, to protect the legal interests of the Town in the conduct of its affairs, and to represent the Town in judicial and administrative proceedings. This involves the research and drafting of legal memoranda, reviewing contracts and warrant articles, and answering questions on a wide variety of topics, as well as participating at various meetings and hearings.

The following is a list of the 2013-2014 judicial and administrative appeals:

- 1) In re: COMMON FOODS, INC. Alcoholic Beverages Control Commission License 062400018. Based on two separate violations for selling alcoholic beverages to intoxicated persons, the Board of Selectmen suspended Common Foods Inc.'s all alcohol pouring license for seven days with said suspension to be held in abeyance for twelve months. On August 23, 2013, Common Foods Inc. appealed to the Alcoholic Beverages Control Commission. As of October 23, 2013, this proceeding has been stayed indefinitely as the parties negotiated settlement.
- 2) WALDEN PARTNERS, INC. v. LITTLETON BOARD OF HEALTH, Superior Court No. MICO2013-1837L. An appeal of the Board of Health decision denying a permit for a septic system at 305 Tahattawan Road. The case is currently in discovery, which is set to end March 13, 2014. Subsequent to that, the Town will likely file a motion for summary judgment.
- 3) ALLEN, et al. v. LITTLETON BOARD OF APPEALS and LELIEVRE, Superior Court No. MICO2008-00311-L2. The Plaintiffs asked the Building Commissioner to declare that their neighbors' use of their residential lot violates the Zoning Bylaw. The Building Commissioner found no zoning violation, and the Board upheld his determination. This case is the Plaintiffs' appeal of the Board's decision. On July 6, 2009, the Superior Court (Walker, J.) denied a motion to dismiss filed by the neighbors, who are co-defendants in the case.
- 4) ANDREWS CROSSING, LLC v. LITTLETON BOARD OF HEALTH, Land Court No. 02-MISC-281893. An action seeking a declaration that the three-year freeze on the Board of Health's new regulations is tolled during the pendency of litigation against the Town. This case has been inactive since 2003.
- 5) BUTTERWORTH, et al. v. LITTLETON PLANNING BOARD, et al., Land Court No. 235237. The Plaintiffs appealed a decision of the Planning Board granting a modification to a special permit issued in 1994 to CVS. The modification would permit CVS to relocate a dumpster. The Town has filed a Notice of Appearance.
- 6) DICARLO, et al. v. LITTLETON PLANNING BOARD, Land Court No. 229270. The Plaintiffs appealed a decision of the Planning Board, ordering the modification of a 35 year old definitive subdivision plan. The case has been inactive since 1996.
- 7) ZAJAC v. KELLY, Mass. District Court Case No. 0448CV0371. An appeal of Police Chief Kelly's revocation of Mr. Zajac's firearms license. This case has been inactive since March 2005.
- 8) ZAJAC v. KELLY and TOWN OF LITTLETON, Superior Court No. WOCV2007-00803. An appeal of Police Chief Kelly's revocation of Mr. Zajac's firearms license. The Defendants have filed a Motion for Judgment on the Pleadings. This case has been inactive since March 2008.
- 9) CHARLES RIDGE REALTY, LLC, CHAPTER 11, US Bankruptcy Court for the District of Massachusetts, No. 07-40251-HB. On January 25, 2007 The Town filed a Notice of Appearance and request for service of documents. This case has been inactive since that time.

Miyares and Harrington LLP  
Littleton Town Counsel

## DEPARTMENT OF FINANCE AND BUDGET



### *Town of Littleton, Massachusetts Department of Finance and Budget*

*Bonnie-mae Holston, Assistant Town Administrator for Finance & Budget  
Michelle Reynolds, Assistant Town Accountant*

I hereby submit my report as the Town Accountant for the fiscal year ending June 30th, 2013.

I would like to thank the Board of Selectmen, Finance Committee and Town Administrator Keith Bergman for their support throughout the challenges of this past year. I would also like to thank Steve Venuti – Treasurer, Ken Mildren – Principal Assessor, Rebecca Quinn – Tax Collector, Michelle Reynolds – Assistant Accountant as well as all the staff throughout the Finance Department.

Chief Assessor Ken Mildren announced his intent to retire at the end of calendar 2013, after serving the Town admirably in this capacity for almost 10 years. He will be sorely missed by the Finance Department both personally and professionally.

Town Operating budgets continue to feel pressure as a result of stagnant State Aid levels. In Fiscal 2013 the Town's state aid was essentially flat over the FY2012 actual amounts received for both Town and School State Aid Accounts. With legislative changes adopted in FY2012, the Town explored health insurance plan design changes for the FY2013 budget that resulted in one time significant savings of \$640,000. These savings were then able to be directed towards funding the School Appropriation at a more meaningful level, rather than the level funding previously able to be supported with state and local aid projections. We continue to explore all cost saving options available to the town annually as it relates to employee benefits, and have successfully continued our funding plan to address our outstanding obligation as it relates to retiree health insurance benefits.

Despite economic conditions regarding state aid, there was continued support from the taxpayers for investments in town equipment, facilities and infrastructure. The FY2013 capital plan included \$1,859,267 in expenditures under the levy limit; and by recommendation of the Board of Selectmen and Finance Committee included application of \$300,000 in unexpended Snow and Ice removal funds towards the Track replacement project (which was originally authorized as a \$735,000 debt exclusion), saving the impact of that debt excluded project on the tax bills. The Finance team is committed to the boards' goal of keeping the remaining debt service inside the levy limit to the maximum extent possible. Also highlighted are refurbishments to the aging Fire Station and replacements within the Ambulance fleet within the Fire Department. Roadway improvements also continue, with the start of Harvard Road repairs and upgrades.

I look forward to meeting the challenges faced by the community in the coming fiscal years by working with both the Town Administrator and Finance Committee to craft solutions that best serve the town.

Bonnie-mae Holston  
Assistant Town Administrator for Finance and Budget

TOWN OF LITTLETON, MASSACHUSETTS

**Town of Littleton - Budget to Actual June 30, 2013**

General Fund		Budget	Expended	Unencum Bal
<b>0111 TOWN COUNSEL</b>				
2 EXPENSE		<b>284,000.00</b>	<b>283,514.73</b>	<b>485.27</b>
		284,000.00	283,514.73	485.27
<b>0114 TOWN MEETING MODERATOR</b>				
2 EXPENSE		<b>100.00</b>	<b>92.00</b>	<b>8.00</b>
		100.00	92.00	8.00
<b>0122 SELECTMEN/TOWN ADMINISTRATOR</b>				
1 WAGE		<b>160,888.80</b>	<b>160,568.04</b>	<b>320.76</b>
2 EXPENSE		<b>13,470.00</b>	<b>13,339.42</b>	<b>130.58</b>
		174,358.80	173,907.46	451.34
<b>0131 FINANCE COMMITTEE</b>				
1 WAGE		<b>610.00</b>	<b>609.00</b>	<b>1.00</b>
2 EXPENSE		<b>500.00</b>	<b>299.91</b>	<b>200.09</b>
		1,110.00	908.91	201.09
<b>0132 FINANCE COMMITTEE-RESERVE FUND</b>				
2 EXPENSE		<b>95,262.10</b>		<b>95,262.10</b>
		95,262.10		95,262.10
<b>0130 FINANCE DEPARTMENT</b>				
1 WAGE		<b>534,760.00</b>	<b>533,854.70</b>	<b>905.30</b>
2 EXPENSE		<b>36,655.00</b>	<b>32,213.00</b>	<b>4,442.00</b>
3 AUDIT		<b>35,000.00</b>	<b>35,000.00</b>	
4 DEBT SERVICE		<b>4,911,369.00</b>	<b>4,895,784.00</b>	<b>15,585.00</b>
		5,517,784.00	5,496,851.70	20,932.30
<b>0154 INFORMATION SYSTEMS</b>				
1 WAGE		<b>63,064.14</b>	<b>63,002.42</b>	<b>61.72</b>
2 EXPENSE		<b>136,300.00</b>	<b>136,299.39</b>	<b>0.61</b>
		199,364.14	199,301.81	62.33
<b>0161 TOWN CLERK/ELECTIONS</b>				
1 WAGE		<b>69,341.41</b>	<b>69,609.88</b>	<b>-268.47</b>
2 EXPENSE		<b>18,700.00</b>	<b>17,021.04</b>	<b>1,678.96</b>
		88,041.41	70,594.78	1,410.49
<b>0171 CONSERVATION COMMISSION</b>				
1 WAGE		<b>22,701.24</b>	<b>22,609.60</b>	<b>91.64</b>
2 EXPENSE		<b>1,000.00</b>	<b>904.65</b>	<b>95.35</b>
		23,701.24	23,514.25	186.99
<b>0172 PLANNING BOARD</b>				
1 WAGE		<b>58,210.65</b>	<b>57,969.28</b>	<b>241.37</b>
2 EXPENSE		<b>1,175.00</b>	<b>1,162.32</b>	<b>12.68</b>
		59,385.65	59,131.60	254.05
<b>0173 APPEALS BOARD</b>				

General Fund		Budget	Expended	Unencum Bal
	<b>1    WAGE</b>	<b>7,487.00</b>	<b>5,197.79</b>	<b>2,289.21</b>
	<b>2    EXPENSE</b>	<b>1,200.00</b>	<b>452.93</b>	<b>747.07</b>
		8,687.00	5,650.72	3,036.28
<b>0191 PUBLIC BUILDINGS EXPENSE</b>				
	<b>1    WAGE</b>	<b>48,696.44</b>	<b>48,505.60</b>	<b>190.84</b>
	<b>2    EXPENSE</b>	<b>359,056.00</b>	<b>358,575.74</b>	<b>480.26</b>
		407,752.44	407,081.34	671.10
<b>0193 PROPERTY &amp; LIABILITY INSURANCE</b>				
	<b>2    EXPENSE</b>	<b>341,400.00</b>	<b>341,322.80</b>	<b>77.20</b>
		341,400.00	341,322.80	77.20
<b>0194 EMPLOYEE BENEFITS</b>				
	<b>2    EXPENSE</b>	<b>5,561,843.00</b>	<b>5,249,271.79</b>	<b>312,571.21</b>
		5,561,843.00	5,249,271.79	312,561.21
<b>0195 GASOLINE</b>				
	<b>2    EXPENSE</b>	<b>126,000.00</b>	<b>125,901.99</b>	<b>98.01</b>
		126,000.00	125,901.99	98.01
<b>0196 TOWN REPORTS</b>				
	<b>2    EXPENSE</b>	<b>5,000.00</b>	<b>4,483.60</b>	<b>516.40</b>
		5,000.00	4,483.60	516.40
<b>0197 LCTV</b>				
	<b>1    WAGE</b>	<b>70,145.00</b>	<b>70,726.90</b>	<b>-581.90</b>
	<b>2    EXPENSE</b>	<b>20,250.00</b>	<b>19,668.14</b>	<b>581.86</b>
		90,395.00	90,395.04	-0.04
<b>0210 POLICE/DISPATCH</b>				
	<b>1    WAGE</b>	<b>1,583,736.15</b>	<b>1,583,398.42</b>	<b>337.73</b>
	<b>2    EXPENSE</b>	<b>100,471.00</b>	<b>100,307.79</b>	<b>163.21</b>
		1,684,207.15	1,396,659.69	500.94
<b>0220 FIRE/EMS</b>				
	<b>1    WAGE</b>	<b>677,512.59</b>	<b>643,584.52</b>	<b>33,928.07</b>
	<b>2    EXPENSE</b>	<b>108,523.00</b>	<b>107,705.83</b>	<b>817.17</b>
		786,035.59	751,290.35	34,745.24
<b>0251 BUILDING INSP</b>				
	<b>1    WAGE</b>	<b>96,983.96</b>	<b>96,983.52</b>	<b>0.44</b>
	<b>2    EXPENSE</b>	<b>5,430.00</b>	<b>2,369.70</b>	<b>3,060.30</b>
		102,413.96	99,353.22	3,060.74
<b>0300 LITTLETON SCHOOL DEPARTMENT</b>				
	<b>2    EXPENSE</b>	<b>15,618,010.00</b>	<b>15,618,010.00</b>	
		15,618,010.00	15,618,010.00	
<b>0301 ASSESSMENTS - REGIONAL TECHNICAL SCHOOLS</b>				
	<b>2    EXPENSE</b>	<b>732,374.00</b>	<b>730,466.00</b>	<b>1,908.00</b>
		732,374.00	730,466.00	1,908.00
<b>0420 HIGHWAY</b>				

TOWN OF LITTLETON, MASSACHUSETTS

General Fund		Budget	Expended	Unencum Bal
	<b>1    WAGE</b>	<b>691,978.38</b>	<b>691,978.38</b>	
	<b>2    EXPENSE</b>	<b>320,627.00</b>	<b>317,247.85</b>	<b>3,379.15</b>
		1,012,605.38	1,009,226.23	3,379.15
<b>0422 ROADS CONSTRUCTION &amp; MAINTENANCE</b>				
	<b>2    EXPENSE</b>	<b>555,184.00</b>	<b>555,184.00</b>	
		555,184.00	555,184.00	
<b>0423 SNOW AND ICE</b>				
	<b>1    WAGE</b>	<b>68,000.00</b>	<b>91,613.56</b>	<b>-23,613.56</b>
	<b>2    EXPENSE</b>	<b>132,000.00</b>	<b>270,192.12</b>	<b>-138,192.12</b>
		200,000.00	361,805.68	-161,805.68
<b>0424 STREET LIGHTING</b>				
	<b>2    EXPENSE</b>	<b>29,351.00</b>	<b>29,351.00</b>	
		29,351.00	29,351.00	
<b>0429 PARK MAINTENANCE</b>				
	<b>1    WAGE</b>	<b>13,376.00</b>	<b>13,376.00</b>	
		13,376.00	13,376.00	
<b>0440 WASTE/STORM WATER MANAGEMENT</b>				
	<b>2    EXPENSE</b>	<b>70,800.00</b>	<b>70,800.00</b>	
		70,800.00	70,800.00	
<b>0460 B &amp; M RAILROAD CROSSING</b>				
	<b>2    EXPENSE</b>	<b>2,806.00</b>	<b>2,806.00</b>	
		2,806.00	2,806.00	
<b>0490 CEMETERY</b>				
	<b>1    WAGE</b>	<b>86,948.04</b>	<b>86,574.56</b>	<b>373.48</b>
	<b>2    EXPENSE</b>	<b>17,800.00</b>	<b>17,465.14</b>	<b>334.86</b>
		104,748.04	104,039.70	708.34
<b>0512 BOARD OF HEALTH</b>				
	<b>1    WAGE</b>	<b>17,225.00</b>	<b>17,224.60</b>	<b>0.40</b>
	<b>2    EXPENSE</b>	<b>3,235.00</b>	<b>625.43</b>	<b>2,609.57</b>
		20,460.00	17,850.03	2,609.97
<b>0512 BOARD OF HEALTH ASSESSMENTS</b>				
0518 NASHOBA BOARD OF HEALTH		<b>22,250.00</b>	<b>19,436.48</b>	<b>2,813.52</b>
0519 ANIMAL INSPECTOR		<b>2,400.00</b>	<b>2,400.00</b>	
0522 NURSING SERVICES		<b>8,325.00</b>	<b>8,700.92</b>	<b>-375.92</b>
0523 ELIOT CLINIC		<b>3,780.00</b>	<b>3,780.00</b>	
		36,755.00	34,317.40	2,437.60
<b>0541 COUNCIL ON AGING</b>				
	<b>1    WAGE</b>	<b>68,235.36</b>	<b>65,313.03</b>	<b>2,922.33</b>
	<b>2    EXPENSE</b>	<b>14,153.90</b>	<b>14,066.42</b>	<b>87.48</b>
		82,389.26	79,379.45	3,009.81
<b>0543 VETRANS' SERVICES</b>				

2013 ANNUAL TOWN REPORT

General Fund		Budget	Expended	Unencum Bal
	<b>1    WAGE</b>	<b>5,000.00</b>	<b>5,000.00</b>	
	<b>2    EXPENSE</b>	<b>750.00</b>	<b>345.24</b>	<b>404.76</b>
	<b>2    VETERAN'S BENEFITS</b>	<b>37,000.00</b>	<b>36,569.33</b>	<b>430.67</b>
		42,750.00	41,914.57	835.43
<b>0610 LIBRARY</b>				
	<b>1    WAGE</b>	<b>356,003.54</b>	<b>343,254.79</b>	<b>12,748.75</b>
	<b>2    EXPENSE</b>	<b>90,400.00</b>	<b>90,480.66</b>	<b>-80.66</b>
	<b>3    MVLC EXP</b>	<b>31,714.00</b>	<b>31,714.00</b>	
		478,117.54	465,449.45	12,668.09
<b>0620 RECREATION</b>				
	<b>1    WAGE</b>	<b>154,850.00</b>	<b>154,850.00</b>	
		154,850.00	154,850.00	
<b>0650 HISTORICAL COMMISSION</b>				
	<b>2    EXPENSE</b>	<b>700.00</b>	<b>700.00</b>	
		700.00	700.00	
<b>0660 CELEBRATIONS</b>				
MEMORIAL DAY	<b>2    EXPENSE</b>	<b>500.00</b>	<b>500.00</b>	
PATRIOTS DAY	<b>2    EXPENSE</b>	<b>50.00</b>	<b>50.00</b>	
		550.00	550.00	



	General Fund	Special Revenue Funds	Govem Grant Funds	Capital Project Funds	Electric Enterprise	Water Fund	Ambul Fund	Trust Fund	Agency Fund	Long Term Debt Group
<b>ASSETS</b>										
Cash	10,150,402.92	5,715,611.17	34,688.60	82,067.08	14,456,276.34	3,563,242.68	0.00	9,117,240.13	151,900.41	0.00
Receivables	239.66	493,786.50	0.00	0.00	-13,146.23	-1,126.60	0.00	0.00	0.00	0.00
Property Taxes	749,966.84	2,083.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Allowance for Abate & Exempt	-742,294.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tax Liens	440,565.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Motor Vehicle Excise	129,942.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Amts Prov for Pay of Bonds	0.00	0.00	0.00	0.00	0.00	1,751,875.00	0.00	0.00	0.00	27,552,129.80
<b>TOTAL ASSETS</b>	<b>10,728,822.81</b>	<b>6,211,481.08</b>	<b>34,688.60</b>	<b>82,067.08</b>	<b>14,443,130.11</b>	<b>5,313,991.08</b>	<b>0.00</b>	<b>9,117,240.13</b>	<b>151,900.41</b>	<b>27,552,129.80</b>
<b>LIABILITIES</b>										
Liabilities	410,727.93	414,978.14	0.00	0.00	-13,146.23	0.00	0.00	0.00	151,900.41	3,331,582.93
Tailings	10,647.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Def Rev Prop Tax	741.72	2,083.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Def Rev Tax Liens	440,565.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Def Rev MV Excise	129,942.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
L - User Charges / Liens	0.00	78,808.36	0.00	0.00	0.00	-1,126.60	0.00	0.00	0.00	0.00
Bonds Payable	0.00	0.00	0.00	560,000.00	946,400.00	1,751,875.00	0.00	0.00	0.00	27,552,129.80
BANS DUE	0.00	0.00	0.00	234,507.00	0.00	4,554,400.00	0.00	0.00	0.00	0.00
<b>TOTAL LIABILITIES</b>	<b>992,624.61</b>	<b>495,869.91</b>	<b>0.00</b>	<b>794,507.00</b>	<b>933,253.77</b>	<b>6,305,148.40</b>	<b>0.00</b>	<b>0.00</b>	<b>151,900.41</b>	<b>30,883,712.73</b>
<b>FUND BALANCES</b>										
FUND EQUITY	0.00	5,715,611.17	34,688.60	-712,439.92	13,509,876.34	0.00	0.00	9,117,240.13	0.00	0.00
Reserved for Encumbrances	3,096,018.40	0.00	0.00	0.00	0.00	3,198,669.89	0.00	0.00	0.00	0.00
Reserved for Expenditures	379,110.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Reserved for Deficits	-59,101.79	0.00	0.00	0.00	0.00	-4,554,400.00	0.00	0.00	0.00	0.00
Designated	495,914.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Undesignated	5,824,257.55	0.00	0.00	0.00	0.00	364,572.79	0.00	0.00	0.00	0.00
BUDGETARY CONTROL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL FUND BALANCES</b>	<b>9,736,198.20</b>	<b>5,715,611.17</b>	<b>34,688.60</b>	<b>-712,439.92</b>	<b>13,509,876.34</b>	<b>-991,157.32</b>	<b>0.00</b>	<b>9,117,240.13</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>10,728,822.81</b>	<b>6,211,481.08</b>	<b>34,688.60</b>	<b>82,067.08</b>	<b>14,443,130.11</b>	<b>5,313,991.08</b>	<b>0.00</b>	<b>9,117,240.13</b>	<b>151,900.41</b>	<b>30,883,712.73</b>

# TOWN TREASURER

***Outstanding Bond Debt  
as of June 30, 2013***

<u>Date of Issue</u>	<u>Issue</u>	<u>Original Amount</u>	<u>Current Balance</u>	<u>Maturity Date</u>
<u><i>Light Department</i></u>				
12/15/2007	Light Dept - Op Center refunding	1,248,000.00	806,001.00	9/15/2018
<u><i>Sub Total - Light Department Debt</i></u>		<b>1,248,000.00</b>	<b>806,001.00</b>	
<u><i>Water Department</i></u>				
2/15/1999	Ultrafiltration #1- refunding	1,485,000.00	250,000.00	12/1/2014
12/7/2012	Water Tank - refunding	1,332,000.00	652,000.00	1/15/2023
5/15/2005	Nashoba Rd	350,000.00	190,000.00	5/15/2023
12/15/2007	Ultrafiltration #2 - refunding	414,225.00	180,000.00	9/15/2016
2/1/2010	Water Capital Improvements	191,088.00	160,000.00	2/1/2029
2/1/2010	Ozone Generator	86,609.00	40,000.00	2/1/2018
<u><i>Sub Total - Water Department Debt</i></u>		<b>3,858,922.00</b>	<b>1,472,000.00</b>	
<u><i>Town Debt - Inside Prop 2 1/2</i></u>				
12/15/2007	Town Offices renovation - refunding	256,550.00	90,000.00	9/15/2015
12/15/2007	Fire House renovations - refunding	77,050.00	25,000.00	9/15/2016
2/15/1999	Matawanakee Betterment	450,000.00	120,000.00	12/1/2018
12/15/2007	Shaker Lane - Refunding	2,352,000.00	1,519,000.00	9/15/2018
12/7/2012	Police Land - refunding	525,000.00	228,000.00	1/15/2022
12/7/2012	High School - refunding	23,795,000.00	3,833,000.00	1/15/2023
5/15/2005	Land Acquisition - Hartwell	575,000.00	300,000.00	5/15/2023
5/15/2005	Land Acquisition - Prouty	500,000.00	275,000.00	5/15/2024
4/29/1999	Septic Loan Program #1	199,806.72	44,401.44	2/1/2017
11/15/2002	Septic Loan Program #2	189,473.68	84,891.20	8/1/2020
2/1/2010	Land Acquisition - Lucy's Land	150,000.00	120,000.00	2/1/2029
2/1/2010	Building Renovation-Houghton Roof	195,000.00	160,000.00	2/1/2029
4/15/2011	Cobbs Land	323,955.00	280,000.00	4/15/2031
4/15/2011	Goldsmith Street	1,094,400.00	980,000.00	4/15/2031
<u><i>Sub Total - Town Debt - Inside Prop 2 1/2</i></u>		<b>30,683,235.40</b>	<b>8,059,292.64</b>	
<u><i>Town Debt - Outside Prop 2 1/2</i></u>				
12/7/2012	Land Acquisition - Morrison - refunding	1,768,000.00	724,000.00	1/15/2020
5/15/2005	Waste Water Treatment Facility	1,760,000.00	1,040,000.00	5/15/2025
1/15/2008	Middle School	7,554,000.00	5,500,000.00	3/15/2027
1/23/2008	Middle School - Low Interest Loan	2,142,297.00	1,713,837.00	11/1/2028
12/15/2007	Land Acq - Frost Whit refunding	322,175.00	140,000.00	9/15/2016
2/1/2010	Police Station Construction	6,023,303.00	5,060,000.00	2/1/2029
2/1/2010	Police Station Design	300,000.00	240,000.00	2/1/2028
4/15/2011	Russell St School - Design	232,800.00	200,000.00	4/15/2031

**2013 ANNUAL TOWN REPORT**

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4/15/2011	Russell St School - Construction	5,428,845.00	4,875,000.00	4/15/2031
<i>Sub Total - Town Debt - Outside Prop 2 1/2</i>		<i>25,531,420.00</i>	<i>19,492,837.00</i>	
<i>Total - Town Debt</i>	<i>-</i>	<i>56,214,655.40</i>	<i>27,552,129.64</i>	
<i>Total - All Debt</i>	<i>-</i>	<i>61,321,577.40</i>	<i>29,830,130.64</i>	

*Remaining Reimbursements on Town Debt (inside Prop 2 1/2)*

<u>Source</u>		
State	High School	-
State	Shaker Lane	1,455,041.00
CPA Funds	Houghton Roof	160,000.00
CPA Funds	Land Acquisition - Lucy's Land	120,000.00
CPA Funds	Cobbs Land	280,000.00
Cell Tower Funds	Land Acquisition - Hartwell	300,000.00
Cell Tower Funds	Land Acquisition - Prouty	275,000.00
<i>Total - Town Debt Reimbursements</i>	<i>-</i>	<i>2,590,041.00</i>
<i>Net Town Debt remaining (Inside Prop 2 1/2)</i>		<i>5,469,251.64</i>

**Funds under care of the Town Treasurer as of June 30, 2013**

General Fund, Revolving Funds, Grants, Bonds & Other Funds	\$ 18,342,777.65
OPEB Trust Fund - Town, Light & Water Departments	2,896,023.06
Stabilization	1,710,461.70
Water Enterprise Fund	3,563,242.68
Light Department Operating Funds	3,802,462.43
Light Department Depreciation Fund	2,872,688.51
Light Department Rate Stabilization Fund	6,844,356.27
Light Department Retirement Trust Fund	936,769.13
Trust Funds managed by the Trust Fund Commissioners	<u>4,509,653.18</u>
	<u>\$ 45,478,434.61</u>
 Cash Balance June 30, 2012	\$ 42,182,453.34
Cash Receipts	\$ 95,953,231.11
 Cash Disbursements	\$ (92,657,249.84)
 Ending Cash June 30, 2013	<u>\$ 45,478,434.61</u>

The above report reflects the cash and bond balances of the Town as of June 30, 2013.

Respectfully submitted

Steven Venuti  
Treasurer

TOWN OF LITTLETON, MASSACHUSETTS

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***Employee Total Earnings - January-December 2013***

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>2013 Earnings *</i>
<b><u>ACCOUNTANT</u></b>			
	HOLSTON, BONNIE-MAE	ASSISTANT TOWN ADMINISTRATOR FOR FINANCE/BUDGET	86,004.40
	REYNOLDS, MICHELLE	Assistant Accountant	36,424.68
	MANCHUSO, JANICE	FINANCE TECHNICIAN	8,818.85
<b><u>ASSESSORS</u></b>			
	MILDREN, KENNETH	CHIEF ASSESSOR	76,597.62
	FREITAS, LORRAINE	ASSISTANT ASSESSOR	43,998.42
	HARDING, ANITA	ASSISTANT ASSESSOR	43,998.42
<b><u>BUILDING</u></b>			
	BERNIER, ROLAND	BUILDING COMMISSIONER	77,645.28
	COBLEIGH, MICHELLE	ADMIN ASSISTANT -BUILDING	42,283.62
	MOREHOUSE, WILLIAM	INSPECTOR OF WIRES	34,697.98
	SULLIVAN, EDWARD	PLUMBING AND GAS INSPECTOR	19,827.46
	CORMIER, JOSEPH	ALTERNATE PLUMBING AND GAS	179.55
<b><u>CEMETERY</u></b>			
	SULLIVAN, CRAIG	CEMETERY SUPERINTENDENT	51,624.98
	TAYLOR, LAURIE	CEMETERY GROUNDSKEEPER	40,522.86
<b><u>COLLECTOR</u></b>			
	QUINN, REBECCA	TAX COLLECTOR	61,452.24
<b><u>CONSERVATION COMMISSION</u></b>			
	HAMPSON, HEATHER	ADMIN ASSISTANT- CONSERVATION	23,685.80
<b><u>CONTROL CTR DISPATCH</u></b>			
	MURPHY, JOHN	DISPATCHER	78,696.10
	WELCH, SAMUEL	DISPATCHER	65,712.96
	HARROLD, WILLIAM	COMMUNICATIONS OFFICER	35,405.62
	PERRY, ANDREW	COMMUNICATIONS OFFICER	26,240.47
	CONCEISON, DANIEL	DISPATCHER	16,345.43
	WOODS, JOSEPH	COMMUNICATIONS OFFICER	12,459.26
	PARENT, JENNIFER	COMMUNICATIONS OFFICER	4,917.17
	PERRY, NELSON	COMMUNICATIONS OFFICER	1,416.00
<b><u>COUNCIL ON AGING</u></b>			
	CAMPBELL, PAMELA	EHS DIRECTOR	59,373.20
	MAEDER, CONSTANTINA	OUTREACH COORDINATOR/ RESPITE CARE	37,738.05
	OGILVIE, GEORGE	COA VAN DRIVER	26,970.63
	KENT, RICHARD	PT MART DRIVER	8,812.50
	CAMPBELL, NEIL	COA VAN DRIVER	8,640.00
	TOKMAKIAN, PAUL	COA DISPATCHER	8,539.91
	SCHWERIN, FREDERICK	CAO VAN DRIVER	1,483.02
	ARTHUR, HAROLD	SENIOR WORK PROGRAM	488.00
	BUCKLES, RICHARD	SENIOR WORK PROGRAM	488.00

CORBIN, SHARON	SENIOR TAX PROGRAM	488.00
CRORY, MARY	SENIOR WORK PROGRAM	488.00
CURLEY, LOUISE	SENIOR WORK PROGRAM	488.00
DOUGLAS, DIANE	SENIOR WORK PROGRAM	488.00
INGHAM, JOAN	SENIOR WORK PROGRAM	488.00
JASINS, ELAINE	SENIOR WORK PROGRAM	488.00
JESENSKY, ANTHONY	SENIOR WORK PROGRAM	488.00
MACIVER, DONALD	SENIOR WORK PROGRAM	488.00
MCLAUGHLIN, MARGARET	SENIOR WORK PROGRAM	488.00
SMITHWOOD, CONSTANCE	SENIOR WORK PROGRAM	488.00
SOULE, LOIS	SENIOR WORK PROGRAM	488.00
SPARKS, ELAINE	SENIOR WORK PROGRAM	488.00
VALES, WILLIAM	SENIOR WORK PROGRAM	488.00
YAMASHITA, ATSUKO	SENIOR WORK PROGRAM	488.00
HARLOW, CAROLYN	SENIOR WORK PROGRAM	380.00
RUSSO, CLAIRE	SENIOR WORK PROGRAM	376.00
DIBACCO, ROSEMARIE	SENIOR WORK PROGRAM	336.00
SULLIVAN, JANET	SENIOR WORK PROGRAM	328.00
ZOTO, MARGARET	SENIOR WORK PROGRAM	328.00
SAMMARCO, JEANINE	SENIOR WORK PROGRAM	324.00
GRAHAM, JEAN	SENIOR WORK PROGRAM	312.00
WOODBINE, RICHARD	SENIOR WORK PROGRAM	312.00
CHRISFIELD, JANE	SENIOR WORK PROGRAM	296.00
FISHER, LYNDA	SENIOR WORK PROGRAM	296.00
LYNCH, JUDITH	SENIOR WORK PROGRAM	288.00
BANKS, ELLEN	SENIOR WORK PROGRAM	280.00
BOWERS, JOHN	SENIOR WORK PROGRAM	280.00
MONAHAN, CORRINE	SENIOR TAX WORK	270.27
MONGELLI, NANCY	SENIOR WORK PROGRAM	248.00
HARDING, DAVID	SENIOR WORK PROGRAM	240.00
STETSON, ROBERT	SENIOR WORK PROGRAM	230.00
LYONS, JANE	SENIOR WORK PROGRAM	216.00
BANKS, EARL	SENIOR WORK PROGRAM	208.00
BOWERS, SALLY	SENIOR WORK PROGRAM	208.00
CALABRESOTTO, SALVATORE	SENIOR WORK PROGRAM	208.00
DENUCCE, THOMAS	SENIOR WORK PROGRAM	208.00
DONNELLY, JAMES	SENIOR WORK PROGRAM	184.00
GREGORY, ALBERT	SENIOR WORK PROGRAM	168.00
BOWLES, CATHERINE	SENIOR WORK PROGRAM	164.00
GREGORY, BERNICE	SENIOR WORK PROGRAM	160.00
LARSEN, MARGARET	SENIOR WORK PROGRAM	150.00
CHILDS, MARTHA	SENIOR WORK PROGRAM	144.00
STREETER, RAYMOND	SENIOR WORK PROGRAM	136.00
WILLIS, JUDITH	SENIOR WORK PROGRAM	104.00
MCCORMACK, JAMES	SENIOR WORK PROGRAM	96.00
HRONIK, MARY	SENIOR WORK PROGRAM	76.00
STETSON, ELEANOR	SENIOR WORK PROGRAM	46.00
PAYSON, DARRELL	SENIOR WORK PROGRAM	40.00

FIRE

WODZINSKI, SCOTT	FIRE CHIEF	91,723.20
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TOWN OF LITTLETON, MASSACHUSETTS

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MCCURDY III, ALEXANDER	DEPUTY FIRE CHIEF	76,793.30
HOLT, SCOTT	FIREFIGHTER/EMT	73,387.16
CLANCY, GEORGE	FF/EMT- EMS COORDINATOR	66,565.74
DUNN, KEITH	FIREFIGHTER PREVENTION OFFICER	61,995.07
COFFEY, SEAN	FIREFIGHTER/EMT	61,200.05
DAVID, TYSON	FIREFIGHTER/EMT	53,935.36
SUNDQUIST, ALAN	FIREFIGHTER	50,799.38
TRIOLI, THERESA	ADMIN ASSISTANT - FIRE	33,346.72
ST GELAIS, BRIAN	FIREFIGHTER/EMT	28,036.38
DEBLASIO, MICHAEL	FF/EMT ADVANCED	26,094.02
GARDNER, TERENCE	FIREFIGHTER/EMT	26,003.72
ROBINSON, GEORGE	FF/EMT ADVANCED	24,885.93
MCGLOUGHLIN, LINDSAY ANN	ON-CALL FIREFIGHTER/EMT	13,936.59
BELTRAMI, DONALD	ON CALL FIREFIGHTER/EMT	12,258.28
CAHILL, JAMES	ON CALL CAPTAIN	12,005.75
COLWELL, BRYAN	On CALL FF/EMT	11,254.40
ALCOTT, BRENDA	ON CALL EMT	8,118.41
POLK JR., ANTHONY	FFIREFIGHTER/EMT	7,865.98
DENEHY JR, MICHAEL	ON CALL LIEUTENANT	7,367.92
RAY, JAMES	ON CALL DEPUTY CHIEF	7,299.52
MONIZ, DENISE	ON CALL EMT/ATHLETIC OFFICIAL	6,298.06
ROCK, JOSEPH	ON CALL CAPTAIN	5,996.05
KNEELAND JR., THOMAS	ON CALL FIRE LIEUTENANT	5,955.10
SEELEY, MICHAEL	FIREFIGHTER/EMT	4,511.62
BURG, EDWARD	ON CALL FF/EMT ADVANCED	4,109.94
WARD, SADIE	ON CALL FF/EMT	3,984.68
SURPRENANT, JEFFREY	ON CALL FIREFIGHTER	3,927.60
ROCK, TERESA	ON CALL FF/EMT ADVANCED	2,074.87
PUTNAM, JOHN	ON CALL FIREFIGHTER	1,952.14
HEVENOR, KEITH	ON CALL EMT	1,858.00
O'DONNELL, MATTHEW	ON CALL PROBATIONARY FF	1,770.00
HICKOX, MARK	ON CALL FIREFIGHTER	1,743.95
D'AURIA, JOHN	PER DIEM FF/EMT ADVANCED	1,670.63
BYAM, ERIK	ON CALL FF/EMT ADVANCED	1,483.99
NOLLET, MIREILLE	ON CALL EMT	1,412.96
MULONE, STEVEN	PROBATIONARY FIREFIGHTER	1,050.00
LEFEBVRE II, DAVID	PER DIEM FF/EMT ADVANCED	843.54
KLEIN, SUZANNE	ON CALL EMT	690.30
LELIEVRE, DAVID	ON CALL FIREFIGHTER	558.50
GASSIRARO, MICHAEL	ON CALL FF/EMT ADVANCED	551.10
BYRNE, LINDSAY	PROB ON CALL FIRE FIGHTER	490.00
BYRNE, NICOLE	PROB. ON -CALL FIRE FIGHTER	420.00
MONIZ, CHRISTINA	ON CALL EMT	164.00
SMITH, JASON	ON CALL PROB EMT	48.00

HIGHWAY

CLYDE, JAMES	HWY OPERATIONS MANAGER/SUPERINTENDENT	89,885.55
TEBBETTS, DANIEL	GENERAL FOREMAN	77,709.04
DEVOGEL, JAMES	HIGHWAY WORKING FOREMAN	68,938.74
BERNARD, SHAWN	EQUIPMENT OPERATOR/LABORER	65,636.96
BENITEZ, JESUS	EQUIPMENT OPERATOR/LABORER	63,425.31

MACFADGEN, WILLIAM	HIGHWAY MECHANIC	62,150.58
KELSON, DEREK	EQUIPMENT OPERATOR/LABORER	61,645.44
KELLEY, TIMOTHY	EQUIPMENT OPERATOR/LABORER	53,992.38
TOCCI, CATHERINE	BUSINESS ADMIN - HIGHWAY	44,702.76
NAWOICHIK, BARRY	EQUIPMENT OPERATOR/LABORER	44,458.40
FRANZEK, JOHN	EQUIPMENT OPERATOR/LABORER	41,492.36
UPPERMAN, CHRISTOPHER	Transfer Station Operator	38,168.10
ASHLEY, PHYLLIS	Assistant Transfer Station Operator	28,945.18
GODDARD, PATRICK	PARK WORKING FOREMAN	27,509.85
COOK, JOSHUA	SEASONAL HIGHWAY LABORER	8,749.48
PICHEL, RYAN	SEASONAL HIGHWAY LABORER	7,709.08
SALADINI, CRAIG	HIGHWAY TRUCK DRIVER/LABORER	5,537.15

LIBRARY

ROBERSON, KIP	LIBRARY DIRECTOR	52,156.56
FILIPE, CYNTHIA	LIBRARY OFFICE COORDINATOR	42,387.14
OUELLETTE HADUCH, DIANN	CHILDREN SERVICES/SENIOR LIBRARIAN	42,005.17
SILL, JEANNE	SENIOR LIBRARY TECHNICIAN	39,042.78
GRAHAM, HELEN	TECHNICAL SERVICES/SENIOR LIBRARIAN	34,827.15
CURRAN, ANDREA	HEAD OF CIRC / INTERLIBRARY LOAN / SENIOR LIBRARIA	34,616.05
SCHREIBER, LINDA	SENIOR LIBRARIAN	20,743.44
CANTINO, JENNA	LIBRARY TECHNICIAN	19,968.16
TABER, JAMES	LIBRARY TECHNICIAN	18,974.40
PALMER, SUSAN	LIBRARY TECHNICIAN	16,538.51
SMITH, BETTY	SENIOR LIBRARIAN	15,112.16
GEANISIS, MARGARET	LIBRARY TECHNICIAN	14,018.80
BERNARDI, JULIE	LIBRARY TECHNICIAN	10,565.36
PENDLETON, SALLY	LIBRARY ASSISTANT	5,605.18
FREDERICKSEN, JULIE	LIBRARY ASSISTANT	4,591.62

LIGHT DEPARTMENT

DANOS, SAVAS	GENERAL MANAGER	171,972.53
EDWARDS, SCOTT	ASSISTANT GENERAL MANAGER	160,654.25
LAWLER, NICHOLAS	SYSTEM ENGINEER	119,849.64
HUNT, ROBERT	LEAD LINEMAN	118,130.28
YOUNG JR, GERALD	BUSINESS MANAGER	111,966.90
BROWN, ALAN	COMP SYST.MGR	110,198.20
LIZOTTE, DAVID	WORKING FOREMAN	109,636.68
LARSEN, SCOTT	GENERAL LINE FOREMAN	108,360.01
GIUMBAKIS, EVANGELOS	LEAD LINEMAN	105,351.94
MCFARLAND, MATTHEW	LEAD LINEMAN	101,876.19
LANCIANI, JOHN	ELECTRIC SERVICE TECHNICA	99,464.20
BURNHAM, TODD	LINEMAN 1ST CLASS	98,277.52
SNYER, TREVER	LINEMAN 2ND CLASS	93,549.06
GODDARD, KEVIN	PR/MARKETING MANAGER	93,068.80
PATTERSON, DANIEL	MECHANIC-FLEET/FACILITIES	89,791.30
STEWART, JONATHAN	WORKING FOREMAN	75,628.80
MOSCARIELLO, GERALD	LIGHT DEPT MAINT.	73,950.98
GOODY, MICHAEL	ENGINEERING SYSTEMS ANALYST	73,338.46
GOUVEIA, MICHAEL	IT SYSTEMS ANALYST	70,232.82
THOMPSON, MARION	ASSOC. ACCOUNTANT	69,722.80

TOWN OF LITTLETON, MASSACHUSETTS

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BOURASSA, RICHARD	METER TECHNICIAN	64,404.65
TADRY, MATTHEW	LINEMAN 3RD CLASS	64,119.23
FRASER, MARGARET	OPERATIONS ASSISTANT	50,925.75
BAILEY, EILEEN	BUSINESS SERVICES	44,117.28
SCZYLVIAN, ELAINE	BUSINESS SERVICES	44,117.28
MARTIN, DANIEL	APPRENTICE LINEMAN	39,693.24
SILVERIA, JONI	SR. ADMINISTRATIVE ASSISTANT	38,460.93
SHIMMEL, JOHN	PT LINEMAN	37,299.31
CALLAHAN, DONALD	INVENTORY/PROCUREMENT COORDINATOR	36,952.19
CRORY, ERICA	STAFF ACCOUNTANT	30,406.00
HUNT, JUDITH	BUSINESS SERVICES	24,200.00
STEWART, WILLIAM	PART TIME	24,064.00
GILMORE, SUSAN	BUSINESS SERVICES	22,632.00
WIRZBICKI, DAVID	PROCUREMENT COORDINATOR	12,020.25
MERCER, ANDREW	APPRENTICE LINEMAN STEP 1	10,211.57
BRADLEY, MARGARET	BUSINESS SERVICES	8,693.53
YOUNG, GARRETT	GIS ASSISTANT - SEASONAL	7,995.00
EDWARDS, MELISSA	GIS ASSISTANT	2,959.00

PARKS AND REC

HODGES, KATE	PRCE DIRECTOR	77,141.41
MARTEL, SHARON	PRCE ASSISTANT DIRECTOR	51,737.76
GOEBEL, ERIN	PROGRAM SPECIALIST II	45,863.04
ADLEY, CHRISTOPHER	PROGRAM SPECIALIST 1	38,096.12
LEE, KEVIN	SPECIAL PROGRAMS INSTRUCTOR	37,011.10
JONES, JOHN	DRIVER'S ED PROGRAM COORDINATOR	35,322.06
NARDI-WILLIAMS, JONATHAN	DRIVER'S ED INSTRUCTOR I	11,939.01
ADLEY, CONNOR	SUMMER PROGRAM COORDINATOR	8,054.15
ADLEY, HANNAH	Program Aide II	6,484.72
DAUPHINAIS, ETHAN	PROGRAM AIDE 1	5,439.31
LAMOUREUX, LISA	DRIVER'S ED INSTRUCTOR II	5,252.09
REMICK, JESSICA	CAMP DIRECTOR - TAHATTAWAN	5,175.63
RAUKER, TYLER	SAILING INSTRUCTOR	5,068.55
EMERSON, DOUGLAS	Program Aide II	5,066.97
RAUKER, PATRICK	HEAD GUARD	4,913.50
FRENCH, AMY	DRIVER'S ED INSTRUCTOR II	4,518.29
MARTEL, KIMBALL	PROGRAM AIDE	4,124.48
MILLER, ANGELA	HEAD GUARD	4,120.08
ARONIAN, MICHAEL	CAMP SPECIALIST	3,858.27
ANTONELLI, ROBERT	DRIVER'S ED INSTRUCTOR II	3,725.85
MURRAY, JUSTIN	LEAD COUNSELOR	3,536.25
ARENA, RACHEL	LEAD COUNSELOR	3,452.89
ADLEY, BREANNE	PROGRAM AIDE	3,188.70
MILLER, RICHELE	CAMP LEAD COUNSELOR	3,079.15
MCGINNESS, AUBREY	CAMP LEAD COUNSELOR	3,002.88
MCKEE, BRAEDAN	SAILING INSTRUCTOR	2,932.98
OSLIN, DAVID	CAMP SPECIALISTS	2,903.77
ROBINSON, D'SEAN	LEAD COUNSELOR	2,892.25
THAYER, NICHOLAS	CAMP SENIOR COUNSELOR	2,741.86
LIVINGSTON, SARAH	LEAD COUNSELOR	2,685.79
MILLER, RACHEL	LIFEGUARD II	2,601.24

COCHIS, NICOLE	PROGRAM AIDE 1	2,566.20
WEBSTER, EMILY	CAMP SENIOR COUNSELOR	2,532.47
RAY JR, JAMES	CAMP SENIOR COUNSELOR	2,495.47
CAESAR, SAMANTHA	CAMP SENIOR COUNSELOR	2,396.16
GOULD, DANIELLE	LEAD COUNSELOR	2,386.27
SHOULTS, JACKSON	CAMP SENIOR COUNSELOR	2,261.15
BENULLO, NICHOLAS	CAMP SENIOR COUNSELOR	2,256.17
JENSEN, CHRISTOPHER	LIFEGUARD 1	2,223.10
COTNAM, ASHLEY	LIFEGUARD I	2,192.55
SLATTERY, NATALIA	LIFEGUARD I	2,163.72
AUSTIN, JILLIAN	PROGRAM AIDE 1	2,121.45
FREUND, BRENDAN	CAMP JUNIOR COUNSELOR	2,080.63
OTIS, MARCUS	PROGRAM AIDE 1	2,075.53
LEVINE, LUCIE	CAMP SENIOR COUNSELOR	2,067.81
SIMPSON, RACHAEL	CAMP JUNIOR COUNSELOR	2,038.47
ESSMAN, GARRETT	LIFEGUARD II	2,034.28
WARNOCK, ZACHARY	SNACK HUT ATTENDANT	1,997.60
SHAFFERY, JOHN	LIFEGUARD II	1,969.89
RUSCAK, JUNE	LIFEGUARD 1	1,919.95
KELLEHER, SHANDON	CAMP SENIOR COUNSELOR	1,889.06
HASCHIG, EMILY	CAMP SENIOR COUNSELOR	1,879.32
CHURCH, BENJAMIN	LIFEGUARD I	1,870.60
JACOBS, CAMERON	JUNIOR SAILING INSTRUCTOR	1,821.25
STURTZ, SHANNON	CAMP JUNIOR COUNSELOR	1,740.20
REIERSON, HALEY	LIFEGUARD	1,565.10
MAGNUSON, BRADLEY	CAMP JUNIOR COUNSELOR	1,518.00
SILL, LORRAINE	CAMP JUNIOR COUNSELOR	1,447.60
BERTOLINO, ELENA	CAMP JUNIOR COUNSELOR	1,371.71
BURNES, JUSTIN	CAMP SENIOR COUNSELOR	1,300.48
MILLER, SARAH	LIFEGUARD 1	928.25

PLANNING BOARD

TOOHILL, MAREN	PLANNING ADMIN/PERMIT COORDINATOR	59,746.16
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POLICE

KELLY, JOHN	POLICE CHIEF	128,343.97
PINARD, MATTHEW	SERGEANT	102,403.22
RAFFAELO, ROBERT	SERGEANT	97,783.39
KING, MATTHEW	DEPUTY POLICE CHIEF	96,152.29
CASEY, BRIAN	POLICE OFFICER	95,383.95
LESLIE, DAVID	SERGEANT	89,364.67
FERNANDEZ, PABLO	DETECTIVE/SRO	88,907.57
PATTERSON, JEFFREY	DETECTIVE SERGEANT	87,490.88
O'DONOGHUE, PATRICK	POLICE OFFICER	85,543.97
BUSSIERE, EDMOND	PATROL SERGEANT	83,453.75
BROOKS, ASHLEY	POLICE OFFICER- PROBATIONARY	81,535.49
SCHAEFFER, TIMOTHY	POLICE OFFICER	76,557.07
JANAKOS, JOHN	POLICE OFFICER	71,064.32
CRORY, MICHAEL	POLICE OFFICER	63,097.81
COOK, DOUGLAS	RESERVE POLICE OFFICER	56,515.32
BEMIS, TIMOTHY	RESERVE OFFICER	51,601.11

TOWN OF LITTLETON, MASSACHUSETTS

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LANDRY, DOUGLAS	POLICE OFFICER	45,409.46
CVITKOVICH, PAMELA	EXEC. ASSIST TO POLICE CHIEF	41,575.59
FEEHAN, THOMAS	POLICE OFFICER	36,529.95
O'SULLIVAN, MATTHEW	RESERVE POLICE OFFICER	27,859.20
CLARK, GORDON	RESERVE POLICE OFFICER	17,975.92
BIELECKI, ROBERT	POLICE OFFICER	16,707.81
RHODES, HEATHER	RESERVE POLICE OFFICER	15,192.81
LANDERS, RICHARD	RESERVE OFFICER	12,621.73
JONES, BRIAN	RESERVE POLICE OFFICER	11,758.31
DRISTILARIS, JOHN	RESERVE POLICE OFFICER	7,796.24
ROMILLY, ROBERT	SERGEANT	4,116.09
SABOURIN, ROBERT	RESERVE OFFICER	2,835.22

SCHOOLS

CLENCHY, KELLY	SUPERINTENDENT OF SCHOOLS	147,800.85
HARRINGTON, JOHN	PRINCIPAL HIGH SCHOOL	115,801.72
FAHERTY, RICHARD	PRINCIPAL SHAKER LANE	103,406.95
AJEMIAN, GERI LYN	CURRICULM DIRECTOR	99,357.11
BAZYDLO, SCOTT	PRINCIPAL	98,945.15
BRANCO, MARK	PRINCIPAL MIDDLE SCHOOL	97,891.28
MARK, STEVEN	BUSINESS MANAGER	93,800.82
PETERSON, DIANNA	DIR PUPIL PERSONNEL SERVICES	93,168.79
TEMPLE, CHERYL	ASST PRINCIPAL HIGH SCHOOL	91,351.41
FINNERTY, VALERIE	SCIENCE TEACHER	88,203.61
LYNN, MICHAEL	PE TEACHER/ATHLETIC DIRECTOR	86,336.72
MARRESE, NANCY	GRADE 1 TEACHER	85,535.61
HIBBARD, KATHLEEN	HEALTH/PE TEACHER	85,289.03
SCLAR, DANYA	PSYCHOLOGIST	84,717.81
WEINBERG, RANDI	SPEECH PATHOLOGIST	84,692.02
PISTORINO, MARILYN	7TH GRADE TEACHER	83,367.65
KENNEY, PERRY	GRADE 1 TEACHER	83,363.70
LEVINE, MARK	GRADE 8 TEACHER	82,958.68
MATHURIN, JUSTINE	GUIDANCE COUNSELOR	82,433.88
MORGAN, ELIZABETH	SOCIAL STUDIES TEACHER	82,305.29
ELMORE, JULIE	MATH TEACHER	82,083.70
MAWN, REBECCA	GRADE 2 TEACHER	80,727.80
GILLEN, MARGARET	FOREIGN LANGUAGE TEACHER	80,663.22
DANIELLO, SARAH	GUIDANCE COUNSELOR	80,326.08
ZWOLINSKI, CATHERINE	READING TEACHER	80,275.34
BACKMAN, NELINA	ENGLISH TEACHER	79,500.73
BULLOCK, ALLYSON	GRADE 1 TEACHER	79,470.98
STEPHENSON, BETH	SCIENCE TEACHER	79,339.25
INGEMIE, MARIE	GRADE 7 FOREIGN LANGUAGE TEACHER	78,959.14
HILL, SANDRA	GRADE 1 TEACHER	78,882.80
OGDEN, KELLY	MATH TEACHER	78,525.40
DONAHUE, PAULA	KINDERGARTEN TEACHER	78,470.98
DOKUS, JUDITH	GRADE 5 TEACHER	78,390.69
STRICKLAND, SHERRILL	GRADE 3 TEACHER	78,094.51
DONLON, KIMBERLY	GRADE 3 TEACHER	77,890.34
PACKER, MARJORIE	GRADE 2 TEACHER	77,643.02
ANDERSON, KAREN	GRADE 1 TEACHER	77,143.02

BALLARD, HOLLY	SPEECH TEACHER	76,717.13
KELLEY, ELIZABETH	FOREIGN LANGUAGE TEACHER	76,242.66
BERGMAN, STEVEN	MUSIC TEACHER	76,149.63
HOGAN, DANIEL	SCIENCE TEACHER	75,967.09
LOVE, HEATHER	GRADE 4 TEACHER	75,274.59
BOLAND, HELEN	GRADE 6 SCIENCE TEACHER	75,016.18
RAPOSA, LAURA	GRADE 5 TEACHER	74,687.13
TETREAULT, AMY	KINDERGARTEN TEACHER	74,452.24
TRACANNA, DIANE	GRADE 5 TEACHER	73,970.00
HOGAN, SARA	SPECIAL EDUCATION TEACHER	73,758.39
GIABBIAI, TODD	GRADE 7 SOCIAL STUDIES TEACHER	73,670.00
SMITH, MICHELE	GRADE 5 TEACHER	73,588.26
BUONACORE, TRICIA	HEALTH/PE TEACHER	73,316.03
COCHIS, ROSARIA	SPECIAL EDUCATION TEACHER	72,802.81
HICKS-DEJARDINS, TORI	GRADE 6 LATIN TEACHER	72,346.53
BERLINGER, SARAH PARROTT	SCIENCE TEACHER	71,950.66
ROGERS, KELLY	K-5 TITLE 1 MATH SPECIALIST TEACHER	71,576.05
PASCUCCI, DAVID	ENGLISH TEACHER	70,702.41
BRIDGE, HILARY	MUSIC TEACHER	70,238.61
CHRISTY, CHRISTOPHER	GUIDANCE COUNSELOR	69,744.44
HOLM, EVELYN	TRANSITIONAL TEACHER	69,518.55
HOUSTON, CECILY	LIBRARY/MEDIA SPECIALIST	68,456.28
TOMBENO, RICHARD	ENGLISH TEACHER	68,275.94
PERRY, MEREDITH	PE TEACHER	67,982.72
PRATT, CHERYL	GRADE 2 TEACHER	67,198.64
BELL, BETH	KINDERGARTEN TEACHER	66,874.86
LEIGHTON, RACHEL	GUIDANCE COUNSELOR	66,752.48
WORDEN, KIMBERLY	GRADE 3 TEACHER	66,752.48
HARVEY, SUSAN	SOCIAL STUDIES TEACHER	66,305.93
HIRTLE, ZACHARY	SPECIAL EDUCATION TEACHER	66,257.61
PETTENGILL, SUE	DISTRICT WIDE ELE TEACHER	66,137.78
STANTON, JESSICA	SPECIAL EDUCATION TEACHER	66,125.98
SHERMAN, BEVERLY	FOREIGN LANGUAGE TEACHER	66,123.03
SCHOFFEL, JESSICA	GRADE 4 TEACHER	64,957.26
JOHNSON, KAREN	PRE-SCHOOL TEACHER	64,675.81
HOLM, VANESSA	GRADE 2 TEACHER	64,372.81
PALANGE, MAUREEN	SPECIAL EDUCATION TEACHER	63,944.03
TSUJI, YUKIE	SPECIAL EDUCATION TEACHER	63,898.38
PANISH, PAMELA	SPECIAL EDUCATION TEACHER	63,545.81
BURNDRETT, CHRISTINA	SPECIAL EDUCATION TEACHER	63,348.60
REPAAL, STEVEN	SPECIAL EDUCATION TEACHER	63,338.03
ROBERTS, MARLEE	MUSIC TEACHER	63,304.76
TURNER, TRACY	SPECIAL EDUCATION TEACHER	63,048.60
KOOB, SARAH	READING TEACHER	63,019.63
STONE, BARBARA	GRADE 3 TEACHER	62,973.80
HARRINGTON, CHERYL	SCIENCE TEACHER	62,535.49
HUTCHINS, CRYSTAL	SPEECH THERAPIST	62,146.05
BARTH, MICHELLE	KINDERGARTEN TEACHER	61,877.79
MCEACHERN, MICHAEL	TECHNOLOGY COORDINATOR	61,800.00
BARRY, ELIZABETH	ENGLISH TEACHER	61,584.45

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PINZINO, ELIZABETH	BCBA	61,102.64
RYAN, KATHLEEN	SPEICAL EDUCATION TEACHER	60,476.40
HOSSFELD, EMILY	ART TEACHER	60,081.46
BREUER, KATHI	GRADE 5 TEACHER	59,895.43
SHOEMAKER, TODD	TECHNOLOGY TEACHER	59,759.28
FERNANDEZ, FERNANDO	SCHOOL CUSTODIAN	59,626.16
HULL, MARTHA	TD DIRECTOR	58,822.66
NOLAN, JANET	GUIDANCE COUNSELOR	58,230.12
JANOCH, JEANNE	.8 PRE-SCHOOL TEACHER	57,977.60
COSGRAVE, DIANNE	6TH GRADE TEACHER	57,189.00
MACGREGOR, HEIDI	GRADE 4 TEACHER	57,013.52
RYDER, NICOLE	GRADE 5 TEACHER	55,675.02
BEATON, KIMBERLY	GRADE 2 TEACHER	55,408.46
MISKINIS, WILLIAM	SOCIAL STUDIES TEACHER	55,244.60
RICHARD, JENNIFER	OCCUPATIONAL THERAPIST	54,320.30
CUNNINGHAM, DIANNA	GRADE 4 TEACHER	54,235.68
GILLETTE, GREGORY	PE TEACHER	53,402.76
SANDERSON, PAMELA	.8 SPECIAL EDUCATION TEACHER	53,401.95
MEAGHER JR., WILLIAM	SCHOOL MAINTENANCE	53,317.97
UPTEGROVE, ERIN	ART TEACHER	53,173.06
POWERS, ELIZABETH	FOREIGN LANGAUGE TEACHER	53,058.79
DIBEN, ELAINE	GRADE 3 TEACHER	52,231.39
MAMOS, KRISTEN	SPECIAL EDUCATION TEACHER	51,314.66
GILLEN, MICHAEL	SCIENCE TEACHER	51,130.98
JONES, JENNIFER	GRADE 5 TEACHER	50,789.57
OVERCASH JR, JOHN	FOOD SERVICES DIRECTOR	49,689.34
JOHNSON, TRACEY	.7 TEACHER SPED	49,488.20
WRIGHT, KATHLEEN	SPECIAL EDUCATION TEACHER	48,786.04
MCCARTHY, KATHLEEN	NURSE	48,707.00
SAWOSIK, TERYL	GRADE 1 TEACHER	48,345.61
ROMANO, ANDREA	ART TEACHER	48,302.88
JOHNSTON, DANICA	MATH TEACHER	48,191.29
HYSTEK, NANCY	ABA THERAPIST	48,190.91
COHEN, SARAH	ELA 6TH GRADE TEACHER	47,570.75
PORELL, CHRISTINE	NURSE	47,430.00
HARTFORD, JANICE	NURSE	47,430.00
SCHULZ, RACHEL	MATH TEACHER	47,341.36
AVERSO, TINA	ADMIN ASST TO SPED DIRECTOR	46,946.21
REGO, ELIZABETH	MATH TEACHER	46,098.97
RICHARDS, DEBORAH	FINANCIAL MANAGER	46,062.54
MULONE, DOROTHY	ADMIN ASST TO SUPT.	46,000.11
SEDERLUND, OLIVIA	SOCIAL STUDIES TEACHER	45,996.99
TRIPI, ROBIN	.6 PRE-SCHOOL TEACHER	45,024.93
JACKLIN, SUSAN	PAYROLL/ASST. TO BUSINESS MGR	44,902.49
DIONNE, DEBRA	ADMIN ASST TO PRINCIPAL	44,592.48
KEMPTON, JUNE	ADMIN. ASSIST. TO PRINCIPAL	43,833.08
HENSHAW, JOHN	GRADE 4 TEACHER	43,608.68
MCGRATH, AMY	GRADE 2 TEACHER	42,669.52
SULLIVAN, CHARLES	TECHNOLOGY & NETWORK SUPPORT SPECIALIST	42,302.61
HURLEY, MICHELLE	KINDERGARTEN TEACHER	41,968.36

DETWEILER, RITA	Director of Pupil Personnel	40,975.80
TARDIVO, NICOLE	ELA TEACHER	40,893.46
CANALE, PHILIP	SCIENCE TEACHER	40,570.66
SHIRE-SUSSER, SHERRI	SPEECH/LANGUAGE THERAPIST	40,416.44
HARTE, KELLI	PRE-SCHOOL TEACHER	40,183.03
SAYLOR, ANNETTE	ADMIN ASST TO PRINCIPAL	38,754.72
FARAGO, CONSTANCE	ADMIN ASST TO PRINCIPAL	38,408.16
PFANNEBECKER, LILLIAN	GRADE 6 TEACHER	36,853.24
RECTOR, DALE	CUSTODIAN	36,416.73
DUMAS, GEORGE	CUSTODIAN	36,287.34
GARVEY, JOAN M	SCHOOL SECRETARY	36,026.80
KROBOCK, CAITLIN	ABA THERAPIST	35,501.02
WARNER, KRISTEN	TEACHER ASSISTANT	34,911.68
CORMIER, VIRGINIA	GUIDANCE SECRETARY	34,620.64
BRANCH, NATALIE	DATA SUPPORT SPECIALIST	34,505.00
CABRAL, KEVIN	ABA THERAPIST	34,328.50
ALLISON, JENENE	FRENCH TEACHER	34,028.55
STORM, LAURA	SOCIAL STUDIES TEACHER	33,587.39
ROBBINS, JAMES	SCHOOL PSYCHOLOGIST	33,031.84
PETERSON, JOAN	EARLY CHILDHOOD COORDINATOR	32,662.74
HAGERTY, ELLEN	ELA TEACHER	32,595.70
MCKINLEY, RITA	.6 READING INTERVENTIONIST TEACHER	32,491.09
FONTAINE, REBECCA	BCBA	31,941.86
COTE, ROBERT	CUSTODIAN	31,479.88
ETHIER, MARY	OCCUPATIONAL THERAPIST	30,911.72
ROPER, CYNTHIA	NURSE	30,530.92
CORROW, BETTINA	ADMIN ASST TO DIR CURR.	30,146.52
CORNWALL, BARBARA	.5 LIBRARIAN	29,903.01
ALLEN, JONATHAN	HS GRAPHIC ARTS TEACHER	29,679.36
BOURQUE, MEGHAN	ABA THERAPIST	29,174.11
GRESKO-CAULFIELD, ANGELA	ABA THERAPIST	29,014.20
UVELLO, CHRISTINE	COTA	28,661.33
ANDRADE, BELIA	SPEECH AIDE	28,357.94
IGNAZIO, STEPHANIE	.6 ART TEACHER	27,798.75
BEHAN, MICHELE	TEACHER ASSISTANT	27,414.23
OKSANISH, SALLY	.4 MATH INTERVENTIONIST	27,306.52
WEBSTER, GRETCHEN	READING TUTOR	26,467.94
FEUDO, JENNIFER	TEACHER ASSISTANT	25,930.65
PISANO, BARBARA	.5 MATH LAB TEACHER	25,695.48
HEIM, VALERIE	TD COORDINATOR	25,661.24
RODRIGUEZ, JEAN	CUSTODIAN	25,347.25
KILLORAN, JAMES	TEACHER ASSISTANT	24,834.85
YORK, AMY	OCCUPATIONAL THERAPIST	24,749.90
BAXTER, BEVERLY	MATH TEACHER	24,035.92
DICKMAN, BARBARA	SPECIAL EDUCATION TEACHER	24,007.57
SANNELLA, MARY	TEACHERS' ASSISTANT/SPED EVAL COORDINATOR	23,551.77
PARE, JOAN	SCHOOL SECRETARY	23,433.45
MAILLET, LISA	TEACHER ASSISTANT	23,426.08
JEUDY, KORI	TD GROUP LEADER	23,413.98
MCGINTY, ANNE	ABA ASSISTANT	23,302.11

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BROWN, MARY LOU	SCIENCE TEACHER	23,250.25
DEVELLIS, MARYLOUISE	CAFE MANAGER	23,151.34
KEMPTON, SUSAN	SPED TEACHERS' ASSISTANT	22,713.65
DISPENSA, KAREN	TD PROGRAM LIAISON/NURSE	22,593.43
GARLINGTON, RACHEL	TEACHER ASSISTANT	22,369.69
NICHOLS, SUSAN	TEACHER ASSISTANT	22,289.22
RAMIREZ, CONNIE	TEACHER ASSISTANT	22,002.27
HALL, SACHIKO	TEACHER ASSISTANT	21,925.65
MALERBI, CAROLYN	TEACHER ASSISTANT	21,831.05
PRICE SIMMONS, ANDREA	KINDERGARTEN TEACHERS' ASSISTANT	21,660.87
OLDENQUIST, DONNA	TEACHER ASSISTANT	21,552.21
SUNDBERG, JENNIFER	TEACHER'S ASSISTANT	21,391.37
THIBEAULT, SUSAN	TEACHER ASSISTANT	21,211.79
WODZINSKI, CLAIRE	TEACHER ASSISTANT	21,072.55
CHILTON, DEBORAH	TEACHER ASSISTANT	21,027.76
CARREIRO, ROSALINA	TEACHER ASSISTANT	21,018.69
DONARUMA, DARLENE	TEACHER ASSISTANT	20,793.47
BOWEN, ALEV	GROUP LEADER	20,776.02
GRAVLIN, ERRIKA	TEACHER ASSISTANT	20,745.29
MAYLOTT, CAROLINE	TEACHER ASSISTANT	20,572.28
GERMAIN, ZOE	SPED TA	20,567.60
DOLAK, PATRICIA	TEACHER ASSISTANT	20,549.62
ABRUZZESE, JULIA	LIBRARY TUTOR	20,539.89
BOUTIETTE, DEBORAH	TEACHER ASSISTANT	20,460.72
RILEY, DAVID	ENERGY EDUCATION MANAGER	20,390.88
TULLEY-LEONE, MARTHA	TEACHER ASSISTANT	20,356.66
SAPIENZA, MICHELLE	TEACHER ASSISTANT	20,328.40
KRAMPF, JODI	TEACHER ASSISTANT	20,312.21
TERELLA, KAREN	TEACHER ASSISTANT	20,309.59
RICHTER, KAREN	TEACHER ASSISTANT	20,289.12
SPELIOTIS, MARY	TEACHER ASSISTANT	20,282.92
MEREDITH, DEBRA	TEACHER ASSISTANT	20,266.02
CAPPUCCI, CATHERINE	TEACHER ASSISTANT	20,220.69
AUSTIN, JANET	TEACHER ASSISTANT	20,207.89
AUTIO, CATHY	TEACHER ASSISTANT	20,176.24
RUSSO, KATHLEEN	OUT OF DIST. COORDINATOR	20,176.20
DERY, JOANNE	TEACHER ASSISTANT	20,171.28
SMITH, JERELL	TEACHER ASSISTANT	19,771.39
EDMONDS, MARGARET	MATH TUTOR	19,705.88
STURTZ, LEE-ELLEN	TEACHER'S ASSISTANT	19,505.55
SHIMMEL, ALICE	CAFE MANAGER	19,391.38
FOUSTOUKOS, MICHAEL	SOCIAL STUDIES TEACHER	19,170.39
LORD, JULIE	TECHNOLOGY SPECIALIST AIDE	19,104.48
BYRNE, JAMI	TEACHER ASSISTANT	18,997.36
WILSON, ANN	TEACHER ASSISTANT	18,212.42
KELLY, RYAN	TEACHER ASSISTANT	17,955.98
MAGNER, HOLLY	LIBRARY TUTOR	17,874.72
GENTILE, KIMBERLY	TEACHER ASSISTANT	17,048.75
CLARK, SANDRA	TEACHER ASSISTANT	17,040.03
WALSH, RYAN	6th GRADE SOCIAL STUDIES TEACHER	16,881.91

MCINNIS, TRICIA	TEACHER ASSISTANT	16,683.17
GRIFFIN, JEAN	CAFE MANAGER	16,024.45
APOSTOL, CHRISTINE	BCBA	16,006.27
FUMIA, LISA	CAFE MANAGER	15,992.84
COLEMAN, MARY	TD KINDERGARTEN SUPERVISOR	15,809.45
LANDAU, RUTH	TEACHER ASSISTANT	15,733.78
MOSHER, MICHELE	SCHOOL NURSE	15,506.04
SKODA, MARY	KINDERGARTEN TEACHERS' ASSISTANT	15,196.98
MARTIN, JOSEPH	CUSTODIAN	15,103.15
RODRIGUEZ, DAMIAN	SCHOOL CUSTODIAN	15,080.89
MCCOOK, KATHERINE	ENGLISH TEACHER	14,988.02
STURTZ, RAINA	ABA ASSISTANT	14,787.15
TERPSTRA, KERRY	5th GRADE TEACHER	14,708.91
HERBST, ANTONINA	TIGER'S DEN COORDINATOR	14,434.91
COURT, CATHY	TEACHER ASSISTANT	14,297.64
REED, MEGAN	SCHOOL PSYCHOLOGIST	13,653.59
OGDEN, JOHN	TEACHER ASSISTANT	13,425.20
HEVENOR, KRISTINA	KINDERGARTEN TEACHERS' ASSISTANT	13,304.81
LIPOSKY, KATHARINE	4th GRADE TEACHER	13,017.75
STANKOWSKI, REBECCA	TEACHER ASSISTANT	12,887.75
RABOIN, MEREDITH	TECHNOLOGY SPECIALIST AIDE	12,807.00
MULONE, ALYSSA	KINDERGARTEN TEACHERS' ASSISTANT	12,749.99
RUNGO, LISA	VAN MONITOR	12,472.66
HART, SUSAN	TEACHER ASSISTANT	12,407.85
MAYNARD, CHERYL	TD GROUP LEADER	12,366.10
MCGOVERN, MILDRED	CROSSING GUARD	12,235.00
PETERSON, KRISTIN	CAFE WORKER	11,858.12
WAITE, JESSICA	SPED TEACHERS' ASSISTANT	11,796.67
KERN, LAURA	.6 MATH TEACHER	11,754.22
BUNKER, PATRICIA	TD GROUP LEADER	11,499.26
CEGALIS, SARAH	TEACHER ASSISTANT	11,263.59
HARRINGTON, SUSANNE	SUBSTITUTE	11,022.00
ANGELOS, ZACHARY	TEACHER'S ASSISTANT	10,903.88
SAUCIER, MARC	COACH	10,890.00
NELSON, CELESTE	CAFE WORKER	10,866.36
HARVEY, JOAN	VAN MONITOR	10,782.75
MICKLE, LEEANN	CAFE WORKER	10,124.44
SCARINGELLA, JOANN	SPED TEACHER ASSISTANT	9,953.66
SHOULTS, DANA	AFTERCARE COORDINATOR	9,412.53
GAGNON, DIANA	CAFE WORKER	9,099.11
RODRIGUEZ, DEBRA	CAFE WORKER	8,725.41
MCGREGOR, PAMELA	CAFETERIA WORKER	8,574.98
COTRAN, BRADLEY	TECHNOLOGY SPECIALIST AIDE	8,424.00
ERSLAND, KRISTEN	TD GROUP LEADER	8,388.03
LONG, EMILY	SPED TEACHER ASSISTANT	8,008.25
VASILIADIS, MARIA	SUBSTITUTE	7,411.50
MCMAHAN, RICHELLE	SPECIAL EDUCATION TEACHER ASSISTANT	7,371.43
DECAMILLIS JR, FRANK	COACH	7,366.00
DONOVAN, STEPHEN	SUBSTITUTE	7,335.00
ROPER, CAM	SPED TEACHER ASSISTANT	7,275.49

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LYNCH, KATHIANNE	CAFE WORKER	7,246.52
ROFFEE, MARGIE	TEACHER ASSISTANT	7,185.21
DOWNING, MARY GAIL	TEACHER-RETIRED/SUB	7,182.50
LORDAN, MELINDA	SPED TEACHER ASSISTANT	7,147.57
LUCIANO, ABIGAIL	SUBSTITUTE	7,134.25
HULINGS, SHIRLEY	CAFE WORKER	6,434.63
FERRANTE, CARLO	COACH	6,308.00
MILAK, MARY	VAN MONITOR	6,295.68
GRAHAM, CHRISTINE	TD GROUP LEADER	6,157.79
MARSH, ELLEN	TEACHER RETIRED/SUB DAY TO DAY	6,036.25
WHITTEMORE, KELSEA	SUBSTITUTE	5,896.00
SZYDLO, FAITH	TD GROUP LEADER	5,637.82
HARVEY, BARTLETT	SUBSTITUTE	5,603.75
RODENHIZER, JUDITH	SUBSTITUTE/TD SUB GROUP LEADER	5,597.43
ORCIONE, JANEL	TEACHER	5,507.67
COBURN, BARBARA	SUBSTITUTES	5,465.00
MALNATI, ROBERT	SUBSTITUTE	5,307.25
PENNEY, NANCY	TEACHER ASSISTANT	5,099.08
HASTINGS, RICHARD	COACH	4,950.00
LOMBARD, MICHAEL	COACH	4,950.00
SCHNEIDER, HOWARD	COACH	4,950.00
TOKARZ, ANTHONY	SPED TEACHERS' ASSISTANT	4,932.93
ABRUZZESE, JOHN	COACH	4,927.00
BERGMAN, MARYANN	DRAMA DIRECTOR	4,918.00
TEEHAN, ZACHARY	SUBSTITUTE	4,694.50
GRACEFFA, MICHAEL	SUBSTITUTE/COACH	4,532.50
POULTER, GAIL	SUBSTITUTE	4,379.94
CLARK, JAMES	SUBSTITUTE	4,377.50
PRUSACZYK, BLAIR	SUBSTITUTE	4,377.50
OFSTHUN, CHRISTINE	SUBSTITUTE	4,362.64
MEGAN, LEAH	NURSE SUBSTITUTE	4,250.00
DUNCAN, SEAN	COACH	4,187.00
MARTINEC, SENA	SUBSTITUTE	4,034.29
STORMWIND, JOANNIE	SPED TEACHER ASSISTANT	4,031.03
COLOMBO, JOHN	TECHNOLOGY SPECIALIST AIDE	3,978.00
BLANCHARD, MICHAEL	COACH	3,842.00
FULVI, RICHARD	COACH	3,842.00
KALUKIEWICZ, CHRISTINE	VAR. GIRLS SOCCER COACH	3,842.00
SMITH, MICHAEL	COACH	3,842.00
LI, JI	MANDARIN TEACHER	3,800.00
WHITCOMB, TIMOTHY	COACH	3,788.00
PARE, DEBORAH	SUBSTITUTE	3,782.50
LAMSON, KARIN	TECHNOLOGY SPECIALIST AIDE	3,762.00
WEBBER, KATHERINE	TD ASSISTANT	3,573.60
DEVELLIS, JOSEPH	SUMMER STUDENT CUSTODIAN	3,557.50
LOOS, BEATRICE	TENNIS COACH	3,524.00
GALE, CINDY	SUBSTITUTE	3,503.75
FERNANDEZ, RACHAEL	SUBSTITUTE	3,308.76
AUSTIN, GARY	COACH	3,118.00
KISH, SHEILA	COACH	3,118.00

STEARNs, PATRICK	COACH	2,894.00
MOREHOUSE, JOEL	BASKETBALL COACH JR VARSITY	2,805.00
WHITCOMB, CHRISTINE	COACH	2,802.00
CRAMPTON, BARBARA	TD FINANCIAL CLERK	2,670.07
FANG, JING	LONG TERM SUBSTITUTE	2,648.50
ROLLA, JO-ANNE	SUBSTITUTE	2,630.13
SHEARER, TREVOR	TD ASSIST. GROUP LEADER	2,613.00
FEDELE, MARILYN	SC SECRETARY	2,583.08
FEEHAN, PATRICK	COACH	2,488.00
CANTRELL, CAROLYN	SUBSTITUTE	2,295.00
LEGATO, LISA	SUBSTITUTE NURSE	2,187.50
DUTCHER, ASHLEY	MS GIRLS SOCCER COACH	2,173.00
GARVEY, DANIEL	JV BOYS SOCCER COACH	2,173.00
HARDY, ALLISON	COACH	2,173.00
NEVINS, JOELLYN M	RETIREE/SUB	2,167.50
WHITE, RICHARD	HIGH SCHOOL ASSISTANT	2,158.56
LUTTIG, SHANNON	TD ASSISTANT	2,150.93
FROEHLICH, EILEEN	SUBSTITUTES	2,030.00
SAGL, JACQUELINE	MS CHEERLEADING COACH	2,014.00
GIBBONS, SARA	HIGH SCHOOL ASSISTANT	1,945.84
PORT, FREMAN	SENIOR WORK PROGRAM/SUBSTITUTE	1,748.00
FRIDAY, NANCY	CAFE SUBSTITUTE	1,703.00
PUTNAM, KARA	SUBSTITUTE	1,700.00
INGEMIE, SAMUEL	SUBSTITUTE	1,514.50
DRINKWATER, SARAH	TD STUDENT	1,514.16
CONBOY, LOUISE	VAN MONITOR	1,488.52
BADGER, BARBARA	TD GROUP LEADER	1,440.66
DUGGAN, MARISSA	TEACHER ASSISTANT-SPED SUMMER	1,362.24
HADLEY, TAMARA	CUSTODIAN	1,318.75
RIGOLI, BEVERLY	SUBSTITUTE	1,272.50
PLETCHER, JENNIFER	SUBSTITUTE NURSE	1,250.00
BURK, KIMBERLY	SUBSTITUTE	1,038.75
SCHOFIELD, MAURA	SUBSTITUTE	998.75
BABCOCK, MAUREEN	SUBSTITUTE	981.88
ARENA, PAMELA	SUBSTITUTE	863.88
LEVINE, P.	SUBSTITUTE	802.75
DEREMIAN, ROSE	SUBSTITUTE	722.00
TOBIN, NICOLE	TD SUBSTITUTE	479.05
FROEHLICH, PAUL	SUBSTITUTES	450.00
DEVOGEL, MICHELLE	CAFETERIA SUBSTITUTE	445.50
BERA, AUDREY	CAFETERIA SUB	442.00
OGILVIE, NATALIE	ATHLETIC OFFICIAL	413.00
MCGRATH, FRANCINE	SENIOR WORK PROGRAM/CAFE SUBSTITUTE	363.50
ARIMENTO, ELIZABETH	SUBSTITUTE	273.13
HOLMER, ASHLEY	SUBSTITUTE	263.00
ZANE, HARRY	SUBSTITUTE	212.50
DONOVAN, LAURA	SUBSTITUTE	137.75
MCGUIRE, KATHLEEN	SUBSTITUTE NURSE	125.00
LAWLOR, JACLYN	SUBSTITUTE	118.75
LARSEN, PAMELA	SUBSTITUTE	90.25

TOWN OF LITTLETON, MASSACHUSETTS

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MORRISON, NANCY	GAME TICKET SLAES	70.00
DOWNEY-COMER, DESIREE	SUBSTITUTE	38.00

SELECTMEN

BERGMAN, KEITH	TOWN ADMINISTRATOR	114,026.12
GLENROSS, NANCY	IT MANAGER	74,815.06
CRORY, MARK	CT EXECUTIVE DIRECTOR	62,882.56
GIBBONS, JENNIFER	EXEC ASST TO THE TA	55,403.60
COLE, WILLIAM	MAINTENANCE SUPERVISOR	50,012.48
DOLAK, KIRBY	LCTV-PT PROGRAM COORDINATOR	15,872.48
BOROSKI, JOHN	VETERAN'S AGENT	5,000.00
GERVAIS, JOSEPH	ALTERNATE INSPECTOR OF WIRES	1,026.00

TOWN CLERK

CRORY, DIANE	TOWN CLERK	57,206.49
LORD, LINDA	ADMIN CLERK- COLLECTOR/CLERK	34,447.12

TREASURER

VENUTI, STEVEN	TREASURER	71,682.96
ESSMAN, ANN	ASSISTANT TREASURER/PAYROLL	61,452.24
KENNEY, MARLENE	ADMINISTRATIVE ASSISTANT	28,069.33
HANLON, CAROL	ADMIN ASST FINANCE DEPT	7,415.01

WATER DEPARTMENT

DENARO, PAUL	WATER PRODUCTION SPECIALIST	98,418.22
VEASIE, JAY	UTILITY SPECIALIST STEP IV	93,301.98
MORSE, MICHAEL	UTILITY SPECIALIST III	82,244.96
HUNT, KEVIN	WATER DISTRIBUTION SUPERVISOR	72,667.35
PERRON, MARK	UTILITY SPECIALIST STEP III	72,104.90
TAYLOR, THOMAS	UTILITY SPECIALIST STEP III	68,792.69
FENNELL, REGINALD	WATER PRODUCTION STEP II	67,784.11
NELSON, STEVEN	WATER TREATMENT SYSTEMS OPERATOR	64,918.17
MCGLOUGHLIN, DAVID	EQUIPMENT OPERATOR II	46,803.45
SHIMMEL, NICHOLAS	UTILITY LABORER STEP III	1,285.76

\* Total Earnings include base salary, overtime, details and stipends and may include work in other departments not reflective of the title alone

# TAX COLLECTOR

Below is a list of tax balances as of January 1, 2013 and ending December 31, 2013, as reported.

Tax Year 2006-2010	Debit	Credit	Uncollected
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Uncollected as of Jan 1, 2013

Motor Vehicle Excise	\$15,437.78
Rescind of Abatement	\$388.65
Refunds	<u>\$147.66</u>
<b>Total Debit</b>	<b>\$15,974.09</b>

Collected

Motor Vehicle Excise	\$2,332.13
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Abated

Motor Vehicle Excise	<u>\$2,841.46</u>
<b>Total Credit</b>	<b>\$5,173.59</b>

Uncollected as of Dec 31, 2013

Motor Vehicle Excise	\$10,800.50
<b>Total Outstanding</b>	<b>\$10,800.50</b>

**Tax Year 2011**

Uncollected as of Jan 1, 2013

Real Estate	\$5,537.41
Personal Property	\$7,095.40
Motor Vehicle Excise	\$8,084.96
Motor Vehicle Comm	\$58.33
Refunds	<u>\$638.54</u>
<b>Total Debit</b>	<b>\$21,414.64</b>

Collected

Personal Property	\$1,063.72
Motor Vehicle Excise	\$3,582.00
<b>Total Collected</b>	<b>\$4,645.72</b>

Abated

Motor Vehicle Excise	<u>\$890.41</u>
<b>Total Credit</b>	<b>\$5,536.13</b>

TOWN OF LITTLETON, MASSACHUSETTS

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**Uncollected as of Dec 31, 2013**

Real Estate	\$5,537.41
Personal Property	\$6,031.68
Motor Vehicle Excise	<u>\$4,309.42</u>
<b>Total Uncollected</b>	<b>\$15,878.51</b>

**Tax Year 2012**

**Uncollected as of Jan 1, 2013**

Real Estate	\$48,496.44
CPA	\$370.80
Personal Property	\$4,513.26
Motor Vehicle Excise	\$23,927.31
Motor Vehicle Comm	\$9,114.56
Refunds	\$306,377.57
Resc of Abate	<u>\$290.63</u>
<b>Total Debit</b>	<b>\$393,090.57</b>

Collected:

Real Estate	\$18,533.40
CPA	\$131.07
Motor Vehicle Excise	<u>\$27,121.92</u>
<b>Total Collected</b>	<b>\$45,786.39</b>

Abated:

Real Estate	\$304,704.97
Motor Vehicle Excise	<u>\$2,991.80</u>
<b>Total Abated</b>	<b>\$307,696.77</b>

Tax Title:

Real Estate	\$28,289.20
CPA	<u>\$239.73</u>
<b>Total Tax Title</b>	<b>\$28,528.93</b>
<b>Total Credit</b>	<b>\$382,012.09</b>

**Uncollected as of Dec. 31, 2013**

Real Estate	\$1,673.84
Personal Property	\$4,513.26
Motor Vehicle Excise	\$4,891.38
<b>Total Uncollected</b>	<b>\$11,078.48</b>

**Tax Year 2013**

**Uncollected as of Jan 1, 2013**

Real Estate	\$13,841,395.57
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CPA	\$137,137.96
Street Betterment	\$3,166.12
Street Bett Int	\$2,583.35
Water Betterment	\$4,899.95
Water Bett Int	\$1,724.03
Septic Betterment	\$6,694.25
Septic Bett Int	\$2,724.94
Electric Lien	\$5,601.70
Water Lien	\$1,126.60
Lien Charges	\$250.00
Personal Property	\$701,488.54
Non-Comp	\$3,150.00
Real Estate Comm	\$59,737.08
CPA Comm	\$382.76
Motor Vehicle Comm	\$1,208,011.11
Refunds	\$259,005.29
<b>Total Debit</b>	<b>\$16,239,079.25</b>

Collected

Real Estate	\$13,726,626.53
CPA	\$136,336.84
Street Betterment	\$3,276.85
Street Bett Int	\$2,241.05
Water Betterment	\$4,899.95
Water Bett Int	\$1,724.03
Septic Betterment	\$6,694.25
Septic Bett Int	\$2,724.94
Electric Lien	\$5,601.70
Water Lien	\$1,126.60
Lien Charges	\$250.00
Personal Property	\$706,913.75
Non-Comp	\$2,850.00
Motor Vehicle Excise	<u>\$1,161,833.54</u>
<b>Total Collected</b>	<b>\$15,763,100.03</b>

Abated

Real Estate	\$216,486.81
CPA	\$680.60
Personal Property	\$2,129.66
Motor Vehicle	<u>\$28,838.17</u>
<b>Total Abated</b>	<b>\$248,135.24</b>

Tax Title

TOWN OF LITTLETON, MASSACHUSETTS

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Real Estate	\$127,788.70
CPA	\$377.63
Non-Comp	\$300.00
Street Bett Int	\$398.60
Total Tax Title	\$128,864.93
<b>Total Credit</b>	<b>\$16,140,100.20</b>

**Uncollected as of Dec 31, 2013**

Real Estate	\$46,244.51
CPA	\$299.99
Personal Property	\$24,251.42
Motor Vehicle Excise	\$28,183.13
<b>Total Uncollected</b>	<b>\$98,979.05</b>

**Tax Year 2014**

**Uncollected as of Jan 1, 2013**

Real Estate	\$28,088,088.88
CPA	\$218,925.59
Street Betterment	\$3,720.77
Street Bett Int	\$2,553.29
Water Betterment	\$4,921.63
Water Bett Int	\$1,482.97
Septic Betterment	\$6,694.25
Septic Bett Int	\$2,392.23
Electric Lien	\$2,711.84
Water Lien	\$695.98
Lien Charges	\$150.00
Personal Property	\$1,164,074.29
Municipal Lien Cert	\$10,500.00
Registry Markings	\$6,460.00
Tax Collector Fees	\$31,340.00
Motor Court Fees	\$11,232.00
Tax Title Advertising	\$450.00
Betterment Release	\$12.00
Interest	\$56,456.96
Duplicate Bill Fees	\$6,492.50
Deputy Coll Fees	\$16,223.00
Refunds	\$60,492.31
Roll Back 61A	<u>\$27,441.10</u>
<b>Total Debit</b>	<b>\$29,723,511.59</b>

**Collected**

Real Estate	\$13,551,037.03
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CPA	\$3,904.81
Street Betterment	\$512.47
Stret Bett Int	\$5.29
Water Betterment	\$14.49
Personal Property	\$538,475.59
Municipal Lien Cert	\$10,500.00
Registry Markings	\$6,460.00
Tax Collector Fees	\$31,340.00
Motor Coach Fees	\$11,232.00
Tax Title Advertising	\$450.00
Betterment Release	\$12.00
Interest	\$56,456.96
Duplicate Bill Fees	\$6,492.50
Deputy Coll Fees	\$16,223.00
Roll Back 61A	<u>\$27,441.10</u>
<b>Total Collected</b>	<b>\$14,260,557.24</b>

Abated

Real Estate	\$47,482.27
CPA	<u>\$641.92</u>
Total Abated	\$48,124.19
<b>Total Credit</b>	<b>\$14,308,681.43</b>

Uncollected as of Dec 31, 2013

Real Estate	\$14,547,511.45
CPA	\$214,378.86
Street Betterment	\$3,208.30
Street Bett Int	\$2,548.00
Water Betterment	\$4,907.14
Water Bett Int	\$1,482.97
Septic Betterment	\$6,694.25
Septic Bett Int	\$2,392.23
Electric Lien	\$2,711.84
Water Lien	\$695.98
Lien Charges	\$150.00
Personal Property	<u>\$628,149.14</u>
<b>Total Uncollected</b>	<b><u>\$15,414,830.16</u></b>

Respectfully submitted:  
 Rebecca Jean Quinn, Tax Collector

## BOARD OF ASSESSORS

The primary function of the Board of Assessors' Office is to fairly value real estate for the purpose of taxation. By statute, the Massachusetts Department of Revenue compels municipalities to closely reflect market values in their assessments. The Town of Littleton, experiencing tremendous growth as well as a rapidly changing market, has achieved that goal through the hard work and planning of the Assessor's staff.

2013 was an interim year after the 2012 revaluation. Values for all properties in Littleton were reviewed by the town for the period from 1/1/2011 through 12/31/2011 and were then reviewed and approved by the Department of Revenue. The Board again received a limited number of abatement requests this year, indicative of the effort made to provide reliable assessments. This continues the positive trend we have seen over the past several cycles as our data collection and analysis has maintained a high level of quality.

Chief Assessor Ken Mildren announced his retirement and left the position in December, 2013. Katherine (Kathy) Miller, a former assessor in Leominster and Groton was hired as Ken's replacement, scheduled to assume her duties in January, 2014. Kathy brings a strong record of increasing responsibilities and continued education to the position and the board looks forward to her tenure.

Departmental expenditures remain low and unlike other area communities, the Littleton staff handles their commercial and personal property valuations. It allows the staff to maintain an in-depth knowledge of all properties and also provides a significant cost savings to the Town. This self-contained methodology was a strong factor in the process of hiring our new chief assessor.

The Assessors\ Office hours are Monday through Friday 8:30 to 3:00. Citizens may contact the Assessors' Office with any questions or concerns at (978)952-2309.

Respectfully submitted,

Frederick J. Freund, Chairman  
James Stephen Winroth  
Lynn Masson  
Donald Armstrong  
Pamela Campbell

## COMMISSIONERS OF TRUST FUNDS

### Market Overview

The S&P 500 Index finished the year at 1848.36, gaining a remarkable 29.6% for the calendar year while bond indexes were down 2%. Interest rates remained low while the U.S. economy continued to show a modest recovery and inflation stayed in check.

### Fund Performance

The Littleton Trust Funds began the year with a balance of \$4,007,510 and finished the year at a record high market value of \$4,892,863, including capital contributions of \$10,000 to the Rueben Hoar Library

Fund and \$300,000 to the FB Morrison Charitable Fund. Excluding capital additions, this represented an increase of \$575,353 or 14.4% in the overall balance of the funds. The Funds' investment income in 2013 of \$169,547, which is made up primarily of stock dividends and interest, was up 28.6% from 2012. This steep increase significantly exceeds the historical income expectations for the funds.

### Commissioner Comments

During 2013 the Fund's performance closely tied to the custom benchmark performance targets established based on the investment policy. In 2012 the Commissioner's had asked our professional advisory firm, Bartholomew & Company, to increase the income generated by the funds. The significant increase in income in 2013 represents the cumulative impact of those actions. The Commissioners do not necessarily expect investment income to remain at the 2013 level and will manage disbursements in line with those expectations in those cases where we have the latitude to do so.

The Commissioners, as administrators of the Frank M. Kimball Second Fund, were pleased to award scholarships to the following citizens in 2013: Joe Carl, Ethan Dauphinais, Anika Gibbs, Jacob Hevenor, Shelby Hickox, Kendra Lavallee, Roger Leblanc, Rachel Marshall, Andrew Minior, Sarah Reilly, Temperance Staples, Shane Tarca, Casey Taylor, Brittany Wile, and Michelle Yang. The Commissioners wish to thank the Awards Committee members Larry Wenz, Linda Holcombe, and Tom Howes who screened the many applicants and provided the Commissioners with excellent recommended candidates.

The Commissioners also wish to thank Steve Venuti, Town Treasurer, for his invaluable assistance again this year with Fund management and reporting.

Respectfully submitted,

Commissioners of Trust Funds

Rick Hoole

David Stevens

Andrew Sammarco

### TRUST FUND BALANCES

FUND	Principal Account Balance as of 12/31/13 *	Expendable Funds Account Balance as of 12/31/13 **	Total Trust Fund Balance 12/31/2013	2013 Income
Cemetery Perpetual Care	\$274,123.93	\$144,262.21	\$418,386.14	\$14,683.63
J. Goldsmith Common School	8,724.97	8,515.38	17,240.35	605.07
C. Hildreth	111,364.53	105,701.60	217,066.13	7,617.87
L. Johnson High School	14,790.22	14,033.89	28,824.11	1,011.54
F. M. Kimball	145,583.98	103,720.71	249,304.69	8,800.43

TOWN OF LITTLETON, MASSACHUSETTS

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M. H. Kimball	287,474.21	200,583.05	488,057.26	17,115.18
B. Sampson Education	308,338.40	218,584.58	526,922.98	18,600.79
L. H. Zappy	13,918.11	13,518.01	27,436.12	962.34
B. Sampson Relief of Animals	53,146.43	52,969.26	106,115.69	3,723.69
A. Tuttle Lyceum	68,861.68	46,390.73	115,252.41	4,045.04
Reuben Hoar Library	687,751.91	432,360.76	1,120,112.67	39,099.99
F.M. Kimball II Fund	228,022.09	167,075.76	395,097.85	14,034.31
Doris Warren Education Fund	209,184.20	148,957.92	358,142.12	12,642.78
Clancy Lyceum	5,482.92	3,607.98	9,090.90	319.06
FB Morrison Charitable Fund	658,135.86	157,678.10	815,813.96	26,285.60
<b>Totals</b>	<b>\$3,074,903.44</b>	<b>\$1,817,959.94</b>	<b>\$4,892,863.38</b>	<b>\$169,547.32</b>

\* includes *Unrealized Gains & Losses*

\*\* includes *Realized Gains & Losses*

**Additions & Disbursements from Funds - Yr ending December 31, 2013**

<u>Fund</u>	<u>Additions</u>	<u>Disbursements</u>	<u>Reason for Disbursement</u>
Cemetery Perpetual Care	\$0.00	\$12,000.00	FY13 Cemetery Budget
J. Goldsmith Common School	-	500.00	FY13 Town Meeting Appropriation
C. Hildreth	-	6,000.00	FY13 Town Meeting Appropriation
L. Johnson High School	-	750.00	FY13 Town Meeting Appropriation
F. M. Kimball	-	7,450.00	Scholarship Awards
M. H. Kimball	-	-	TM Appropriation to be made
B. Sampson Education	-	15,800.00	Scholarship Awards
L. H. Zappy	-	200.00	FY13 Town Meeting Appropriation
B. Sampson Relief of Animals	-	2,500.00	FY13 Town Meeting Appropriation
A. Tuttle Lyceum	-	3,473.93	Disbursement to Littleton Lyceum
Reuben Hoar Library	10,000.00	14,500.00	FY13 Town Meeting Appropriation
F.M. Kimball II Fund	-	11,050.00	Scholarship Awards
Doris Warren Education	-	10,750.00	Scholarship Awards

Fund			
Clancy Lyceum	-	274.02	Disbursement to Littleton Lyceum
FB Morrison Charitable Fund	300,000.00	-	
Totals	\$310,000.00	\$85,247.95	

*Note: Disbursements for FY14 Town Meeting appropriations to be made in January 2014*

### TRUST FUND INVESTMENTS

NUMBER OF SHARES		MARKET VALUE 12/31/2013	Dividend Per Share	Estimated Annual Income
<b>Common Stocks</b>				
870.086	Abbott Labs	\$33,350.40	0.88	\$765.68
888.506	Abbvie Inc	\$46,922.00	1.60	\$1,421.61
1,015.628	American Express	\$92,147.93	0.92	\$934.38
774.670	Caterpillar Inc.	\$70,347.78	2.40	\$1,859.21
1,041.487	Chevron Corp.	\$130,092.14	4.00	\$4,165.95
2,533.392	Consolidated Edison Corp.	\$140,045.91	2.46	\$6,232.14
1,002.068	Danaher Corp.	\$77,359.65	0.10	\$100.21
1,600.000	Federal Home Loan Mtg Corp.	\$4,640.00	0.00	\$0.00
4,997.156	General Electric	\$140,070.28	0.88	\$4,397.50
1,039.743	Johnson & Johnson	\$95,230.06	2.64	\$2,744.92
3,191.552	Northeast Utilities	\$135,289.89	1.47	\$4,691.58
1,601.502	State Street Corp	\$117,534.23	1.04	\$1,665.56
1,107.405	Verizon Communications	\$54,417.88	2.12	\$2,347.70
<b>Total Common Stocks</b>		<b>\$1,137,448.15</b>		<b>\$31,326.44</b>
<b>Preferred / Other Stocks</b>				
1,900.000	Bank of America Corp	\$47,633.00	1.66	\$3,146.88
2,075.000	Barclays Bank	\$50,090.50	1.66	\$3,436.72
1,975.000	ML Capital Trust	\$49,868.75	1.84	\$3,641.41
1,758.683	Starwood Property Trust	\$48,715.52	1.82	\$3,200.80
<b>Total Preferred / Other Stocks</b>		<b>\$196,307.77</b>		<b>\$13,425.81</b>
<b>Mutual Funds</b>				

TOWN OF LITTLETON, MASSACHUSETTS

2,377.413	AllianxGI Ultra Micro Cap	\$60,314.97	0.00	\$0.00
	American Century Equity			
8,768.534	Income	\$75,234.02	0.22	\$1,938.72
	American Century Mid Cap			
3,445.479	Value	\$54,231.84	0.24	\$811.07
6,260.135	American Century Small Cap	\$61,286.72	0.11	\$689.24
2,052.065	American Funds Growth Fund	\$87,705.26	0.12	\$239.27
	Aston/River Road			
3,925.456	Independent Value	\$44,122.13	0.00	\$0.00
	Eaton Vance Atlanta Capital			
2,890.397	Small/Mid Cap Fund	\$71,363.90	0.15	\$427.20
13,323.735	Federated Strategic Value	\$77,810.61	0.20	\$2,640.76
5,024.100	Forward Select Income	\$118,217.07	1.60	\$8,025.87
3,887.827	Frank Value Fund	\$56,956.67	0.00	\$7.89
	John Hancock Global			
10,425.859	Absolute Return	\$115,414.26	0.16	\$1,665.32
11,502.468	JP Morgan Income Builder	\$118,475.42	0.47	\$5,463.67
	Neuberger Berman Absolute			
10,981.386	Return	\$120,795.25	0.00	\$0.00
	Nuveen Tactical Market			
9,402.599	Opportunities	\$100,419.76	0.10	\$956.24
1,975.247	Perkins Small Cap Value	\$50,783.60	0.20	\$396.19
3,998.899	Southernsun Small Cap	\$122,606.24	0.01	\$43.99
973.934	T. Rowe Price Mid Gr	\$70,882.92	0.00	\$0.00
7,316.605	Thornburg Income Builder	\$153,941.37	1.03	\$7,572.68
9,506.148	Wintergreen Fund	\$167,213.14	0.08	\$738.32
<b>Total Mutual Funds</b>		<b>\$1,727,775.15</b>		<b>\$31,616.43</b>

**Exchange Traded Equity Funds**

2,123.392	Select Sector SPDR - Financial	\$46,417.35	0.32	\$681.25
<b>Total Exchange Traded Equity Funds</b>		<b>\$46,417.35</b>		<b>\$681.25</b>

**International / Global Equity Mutual Funds**

1,643.798	American Capital World Growth & Income	\$74,365.42	0.87	\$1,433.39
3,343.550	Artisan International Value Fund	\$122,942.33	0.46	\$1,543.05

<b>Ashmore Emerging Markets</b>				
15,330.880	Total Return	\$138,897.77	0.00	\$0.00
1,656.851	First Eagle Global Grandeur Peak International	\$89,171.72	0.78	\$1,298.97
23,535.009	Opportunities Henderson Global Equity	\$77,194.83	0.03	\$674.98
19,178.725	Income	\$161,293.08	0.51	\$9,753.76
9,712.162	Matthews Asis Dividend Thornburg International	\$151,412.61	0.62	\$6,057.67
3,585.698	Growth	\$79,423.21	0.00	\$0.00
<b>Total International / Global Equity Mutual Funds</b>		<hr/>	<hr/>	<hr/>
		\$894,700.97		\$20,761.82
<b>Domestic Bond Mutual Funds</b>				
10,675.957	Blackrock Multi-Asset Income Doubleline Total Return Bond	\$120,851.83	0.53	\$5,613.62
13,392.595	Fund Goldman Sachs Strong	\$144,372.17	0.55	\$7,432.33
11,094.472	Income	\$118,267.07	0.41	\$4,589.28
<b>Total Domestic Bond Mutual Funds</b>		<hr/>	<hr/>	<hr/>
		\$383,491.07		\$17,635.23
<b>International Bond Mutual Funds</b>				
10,715.018	Principal Global Diversified	\$150,653.15	0.67	\$7,212.28
16,185.679	Templeton Global Total return	\$218,344.81	0.56	\$9,122.25
<b>Total International Bond Mutual Funds</b>		<hr/>	<hr/>	<hr/>
		\$368,997.96		\$16,334.53
<b>Corporate Bonds</b>				
90,000.000	Hewlett Packard Corp Note	\$90,019.80	0.01	\$573.84
<b>Total Corporate Bonds</b>		<hr/>	<hr/>	<hr/>
		\$90,019.80		\$573.84
<b>Money Market Mutual Funds</b>				
47,650.910	Prime Fund - Capital Reserves	\$47,650.91	0.00	\$0.00

<b>Total Money Market Mutual Funds</b>	\$47,650.91	\$0.00
<b>Total Accrued Interest</b>	\$54.25	
<b>Total Trust Funds</b>	<b>\$4,892,863.38</b>	<b>\$132,355.35</b>

## COMMUNITY PRESERVATION COMMITTEE

In 2013 the Littleton CPC held meetings on: January 22, February 26, March 12, April 9, April 30, May 28, July 16, July 30, October 8, October 22, November, 26 and December 17.

The committee funded four projects in 2013.

1. Regional housing Services: Regional housing services to monitor, maintain subsidized housing inventory in Littleton
2. Town Hall: Archival Storage/Vault Dehumidifier
3. PRCE: upgrade/expansion of the Recreation facilities at 300 King Street
4. Open Space: purchase of approx. 7.16 acres of open space property Congregational Church Meadows, located at 194 Great Rd in Littleton

During 2013 the CPC discussed the recent amendments to CPA, deed restrictions on historic properties rehabilitated with CP funds, and expanding revenue sources.

The management of CPA funds is handled by the town accountant.

	6/30/13 ending Estimated
Open Space	\$24,352
Historic	\$48,928
Housing	\$50,251
Undesignated	\$404,817

**Members (as of December, 2013):** Conservation Commission (1 member), Historical Commission (1 member), Park & Recreation Commission (1 member), Planning Board (1 member), Housing Authority (1 member), and Board of Selectmen (4 appointees).

Andrew Sammarco, CC  
John Leger, HC  
Brian Richter, PRCE  
Don MacIver, PB  
Bartlett Harvey, HA  
Eliot Putnam, BOS  
Timothy "Mit" Wanzer, CPC Chair, BOS  
Jef Feehan, Vice Chair, BOS  
Patrick Joyce, BOS

# REGULATORY & LAND USE

## BOARD OF HEALTH

The Board of Health is responsible for the administration and enforcement of Massachusetts environmental and public health regulation and laws. The most prominent issue is administering Title 5 of the State Environmental code, on-site sewage treatment systems. The Board plays a prominent role in monitoring and preventing disease, preventing tobacco sales to minors and preparation for emergency response.

The Board is a member of the Nashoba Associated Boards of Health (NABOH). Technical assistance is provided by the Nashoba health agents. NABOH licenses septic installers in accordance with Title 5, issues permits to drinking well contractors, issues food service permits and conducts inspections, investigates housing complaints in accordance with Chapter II of the State Sanitary Code and conducts weekly testing of Long Lake on behalf of the Board of Health. Nashoba nursing also offers blood pressure, wellness and flu clinics and investigates communicable diseases. Health agent James Garreffa, R.S. holds office hours in Littleton on Tuesdays from 12 – 1 p.m. and Thursdays from 9:30-10:30 a.m. or can be reached in the NABOH office at 978-772-3335. Additional information is available on the NABOH website [www.nashoba.org](http://www.nashoba.org). Mr. Peter Cassinari, a board member serves on the NABOH executive committee. Eliot Clinic of Concord provides mental health and lifestyle services for Littleton residents. Each year a representative meets with the Board of Health to describe their activities and plans for the upcoming year. The Board was represented by member Peter Cassinari on the Littleton Common Sewer Feasibility committee.

The Board's specific activity this year includes:

- Issued subsurface disposal system permits(31 new/increased flow, 27 upgrade/repairs, 22 transfer/extensions)
- Issued tobacco permits
- Issued stable permits
- Monitored monthly and quarterly reports of private wastewater treatment facilities
- Review building permit applications for compliance with Title 5
- Oversee the activity of the Littleton volunteer Corps/Medical Reserve Corps
- Coordinating flu clinics with NABOH
- Preparing emergency response plans for emergency sheltering and emergency dispensation sites with NABOH
- Planning and coordinating exercise and drills for the above emergency plans with NABOH

The five members of the Board of Health are elected for staggered three-year terms and attend meeting at least twice per month. The Board members are Chairman Ann Loree, Vice-chair Peter Yapp, Clerk William Cole, Peter Cassinari and Gino Frattalone. During the calendar year 2013 the Board held 24 meetings. All Board members are available to the public for questions at their homes. Additional public health information and contact information is available on the website [health@littletonma.org](mailto:health@littletonma.org). The Board of Health office is open Monday thru Friday 8 a.m. to 3:30 p.m.

TOWN OF LITTLETON, MASSACHUSETTS

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The Board of Health continues to be dedicated to serving the Town of Littleton and welcomes all comments that may assist us in improving our level of service.

Respectfully submitted by,  
Ann Loree, Chairman

**ANIMAL INSPECTOR REPORT 2013**

**Quarantines:**

The Board of Health were notified of the following bites/scratches:

10 day quarantines:

- cat bite/scratch to a human 3
- dog bite/scratch to a human 8
- dog bite to another dog 3

45 day quarantine:

- cat with current rabies vaccination wound of unknown origin 2
- dog with wound of unknown origin 1

**Request for rabies testing state laboratory Jamaica Plain:**

- 1 stray cat tested after human bite/scratch, result-negative to rabies

**Barn Book**

	<u>adults</u>	<u>young</u>
cattle:		
dairy	76	55
beef	6	45
steer	0	9
goats	51	15
sheep	46	43
swine:		
feeder	0	12
breeder	2	0
llamas	3	2
alpaca	1	
equine:		
horse	192	0
pony	26	0
donkey	5	0
mules	1	0
poultry:		
chickens	858	
waterfowl	54	
game birds	29	
rabbits	23	
other:		
pigeon	1	

54 residents were found to own livestock in Littleton in 2013.

Phyllis Tower, Littleton Animal Inspector

## BUILDING DEPARTMENT

The Building Department is pleased to report that during the calendar year 2013, fees were collected from 361 building permits totaling \$302,361. 00. Ten permit applications were rejected. Fees were also collected from miscellaneous permits and services such as annual inspections, sheet metal permits and trench permits totaling \$3785. 00. The following represents the number of permit applications received and reviewed.

New Commercial Construction	6
Commercial Addition / Renovation	3
New Residential Construction	42
Residential Renovation / Addition	43
Accessory Structure	18
Signs	16
Heating Appliance	15
Swimming Pools	12
Demolition	16
Miscellaneous	179
 Certificate of Inspection	 21

The mission of the Building Department is to provide minimum requirements to safeguard life or limb, health, and public welfare and the protection of property as it relates to these safeguards by regulating and controlling the design, construction, prefabrication, equipment or appliance installation, quality of materials, use, occupancy location and repair of all structures; through uniform building laws granting full justice to all building materials on a fair basis of true merits of each material; and to development on a sound economic basis for the future growth of our community through unbiased and equitable dealing with building construction. The department reviews applications for zoning compliance and issues permits for construction, repair, remodeling.

Zoning enforcement as always remains active involving site assessment, monitoring, issuing orders, aiding all concerned parties through the local appeal process and pursuing legal avenues as necessary to resolve violations. Presently there is one active court case pending. Construction activity for the calendar year 2013 improved significantly and promises to continue throughout 2014.

New residential starts increased slightly over last year as did existing home addition construction and remodeling, for those homeowners deciding to improve rather than move. This along with miscellaneous improvements represents the majority of residential permits issued for 2013. A new proposed 40B complex located at 15 Great Road will introduce 200 more dwelling units in single family for sale units and three garden style four story buildings when final approvals are secured. New commercial construction is represented by a new storage facility across from the Littleton Police Department, and the beginning phases of "The Point", a multi use, multi building complex located at the intersection of Russell Street and Great Road.

The warnings regarding non-vented fossil fuel heating appliances will forever be repeated. Said installation requires specific built-in safeguards, and are restricted to areas not used as bathrooms and bedrooms. As with any non-vented fossil fuel appliance, caution should be exercised in their use as they

## TOWN OF LITTLETON, MASSACHUSETTS

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introduce carbon monoxide gas into the living area. If you are contemplating using such a product, please contact this office or the Fire Department for more information.

We welcome Mr. Edward Sullivan as the new Plumbing and Gas Inspector. Mr. Sullivan was the successful candidate and has already proven to be a team player. Mr. Joe Cormier will remain as the alternate Plumbing and Gas Inspector offering a local and seasoned number two inspector when required.

In closing, I would like to thank the following individuals who, by their dedication and assistance, help provide the consistent service the Town of Littleton has come to expect from the Building Department. Mr. Bill Morehouse as Inspector of Wires, Mr. Ed Sullivan as the Gas and Plumbing Inspector, Mrs. Michelle Cobleigh who provides the administrative assistant services for the Building Department, Board of Health and Board of Appeals, and Mr. Gabriel Vallante who acts as the alternate Building Commissioner during my absence.

### BUILDING DEPARTMENT OFFICE HOURS

Monday, Tuesday, Wednesday	7:30 a.m. - 3:30 p.m.
Thursday	7:30 a.m. - 6:30 p.m.
Friday	7:30 a.m. - 12:30 p.m.

ROLAND J. BERNIER  
Building Commissioner  
Zoning Officer

### Report of the Inspector of Wires

Year Ending December 31, 2013

Please consider the following annual report of the Inspector of Wires for the year January 1, 2013 to December 31, 2013, collecting a total of \$50279.90 in fees from 358 electrical permits.

New Homes	47
Commercial Buildings	85
Residential additions more than ten outlets	68
Residential additions less than ten outlets	51
New Service	36
Swimming Pools	10
Temporary / permanent meters	13
Residential Security Systems	22
Appliance Installation	28

I have enjoyed serving the Town of Littleton in the capacity of Inspector of Wires and wish to thank all those concerned for their cooperation in helping me to execute my duties. A special thanks to Mr. Joe Gervais who acts as the alternate inspector during my absence.

WILLIAM MOREHOUSE  
Inspector of Wires

## Report of the Gas & Plumbing Inspector

### Year Ending December 31, 2013

As the Littleton Gas Inspector, I am pleased to report that 178 permits were issued collecting a total of \$15125.00 in gas permit fees.

New Commercial	3
New Residential	39
Renovation	136
Void	0

As the Littleton Plumbing Inspector, I am pleased to report that 164 permits were issued collecting a total of \$19522.80 in plumbing permit fees.

New Commercial	4
New Residential	39
Renovation	121
Void	0

ED SULLIVAN  
Plumbing and Gas Inspector

## CONSERVATION COMMISSION

This year the Littleton Conservation Commission had a few changes. Commission member Josh Millard resigned from the Commission after serving on the Commission since 2011. The Commission welcomed back long time member Peter Tierney after a brief retirement from the Commission.

The Commission continues to serve as the Town's agent for the Department of Environment Protection (MassDEP) and as stewardship of the Town-owned conservation lands. The Commission reviews all MassDEP filings as they are submitted. Public hearings are held in the Town Hall and site visits are made to properties subject to the filings. When the Commission approves the project design, it issues a permit.

The Commission went before the Board of Selectmen this year to adjust their existing fee schedule to bring it up to date and more in line with the surrounding towns. The Commission also received approval of the Selectman and the Town at the Spring Town meeting to draft their own Rules and Regulations which are still in the process of being drafted. The Rules and Regulations will better explain the Wetlands Protection Act to the residents of Littleton and allow the Commission to better control the activities that take place within the 100 foot buffer. Also approved at Spring Town meeting was a land exchange between the Conservation Commission and the Parks and Recreation Department. The land exchange allowed for the Commission to receive a strip of land along Route 2A near the Grist Mill Road subdivision in exchange for the uplands behind the Russell Street School. The land exchange is still in the process of being approved by state legislatures.

The Commission was busy this year with applications receiving 16 Notice of Intents (applications) and issuing 13 Orders of Condition (permits), 8 Determinations of Applicability (permit not required), and

11 Certificates of Compliance (projects completed satisfactorily). Each filing involved the requisite public hearing and site visit. Some projects required multiple visits and were continually reviewed by the Commission until completed.

Included in this year's applications received, the Commission saw 10 Notice of Intents for new homes. The Commission also reviewed and approved wetland delineation for a new subdivision on Oak Hill Road.

The Commission also reviewed and approved 3 Eagle Scout Projects this year. First, a project submitted by Isaac Tessler for a fence around the Community Garden at the Yapp Conservation Property. The Second, for an observation deck at Newtown Hill submitted by Ben Tessler. The last project, which has not been completed at this time, is for trail clearing at Oak Hill Conservation Land.

The Conservation Commission is responsible for the maintenance of the Town-owned conservation land. In this activity the Commission is continuously aided by Art Lazarus and his loyal band of volunteer land stewards. Art contributes his considerable talents to both the Town and to the Littleton Conservation Trust, a private, nonprofit open space preservation organization. The Land Stewards, which saw a rise in volunteers this year, help with maintenance and other activities at all the Commission's land and Conservation Trust Lands.

The Commission would like to thank Rick Findley and Don MacIver from the Conservation Trust for all the work they have done for the Commission over the last year. Rick and Don have worked on several projects including trail and land maintenance, grant writing, review of Conservation Restrictions and work with the Community Preservation Committee.

Respectfully submitted by Heather Hampson on behalf of the Littleton Conservation Commission.

## HISTORICAL COMMISSION

The Littleton Historical Commission was established in 1979 when the town residents expressed their desire to preserve Littleton's unique history. Preserving Littleton's heritage was again reaffirmed by the voters with the enactment of the Community Preservation Act in 2007.

With this sense of duty and obligation the Historical Commission has managed to save the historic Long Store building from demolition. The disassembled Long Store components were safely preserved and put in storage and are awaiting reassembly. Built in c.1734 the Long Store is truly a historical treasure for the town of Littleton and should be restored and preserved for future generations.

Plans have been made to secure funding for the Long Store restoration by applying for funds from the Community Preservation Commission. The restoration process will begin as soon as town meeting approval is received.

Another historical project currently in progress is the commemoration and preservation of the historic "Tory house site" located at 300 King St. This is the site where the local town patriots during the American Revolution stood their ground against pro-British authority. The town property is currently under the jurisdiction of the Park & Recreation Department. A joint effort is being made to protect this unique historic site.

Following its annual tradition, the Historical Commission on April 19<sup>th</sup> paid tribute to Littleton's Revolutionary War Patriots. A ceremony honoring our patriots was held at Liberty Square. This is the site where the local patriots met and drilled to prepare for the upcoming battle against the British forces. The Historical Society and the Boxborough Minutemen joined us in the celebration.

In other historical endeavors, the Historical Commission is an active participant on the following town committees: The Littleton Community Preservation Commission, The Couper Farm Preservation Committee and the Littleton 300<sup>th</sup> Anniversary Committee. The Historical Commission also works closely with the Littleton Historical Society.

Historical Commission members are all very knowledgeable, talented and hardworking individuals who willingly donate their time and skills to the town. So it is with gratitude that I acknowledge the following members of our Commission: Ronald Goddard, Donna White, Linda Stein, Prof. Jonathan Liebowitz, Dr Andrew Watt and Maureen Adema.

The Historical Commission meets every second Thursday of the month in Room 307 at the Littleton Town offices. The public is cordially invited to attend any of our meetings. Meeting agendas as well as Minutes of past meetings are always available on the town's website.

Respectfully Submitted,  
John Leger, Chairman

## PLANNING BOARD

The Planning Board held 19 meetings and one Public Forum during 2013. Highlights of the Board's work in 2013 include the May 16, 2013 Public Forum "Goals for Preserving Agricultural Land", proctored by MAPC (Metropolitan Area Planning Council, the regional planning agency). Detailed input was received from attendees on their interest in preserving agricultural land and farming uses, and led to the formation of a "Zoning Bylaw Working Group" comprised of members from the Board of Selectmen, Planning Board, and Agricultural Committee. The zoning bylaw group met over the summer, working with local landowners' representatives to draft an update to the "Extensive Recreation" bylaw. The Planning Board met jointly with the Selectmen and Agricultural Commission on August 22 to discuss the bylaw proposal, and held a Public Hearing on September 12 on the Extensive Recreation bylaw. Significant negative input from landowners and residents at this public hearing led to a vote by the Planning Board to not proceed with bringing the bylaw amendment forward to Town Meeting.

May 2013 Annual Town Meeting passed two key Zoning Amendments brought forward by the Planning Board, including a temporary moratorium on Medical Marijuana Treatment Centers, and an update to the Open Space Development bylaw to require a "density yield plan" to determine the maximum number of housing units for an open space residential development. Fall Town Meeting passed a Vehicular Retail Sales bylaw to prohibit new large-scale automobile dealerships from locating in the Village Common Business District.

The Board drafted, reviewed, and adopted a "Paper Street Review Procedure" on May 30, 2013. Paper streets or paper roads are an interesting phenomenon when subdivisions were recorded prior to the Town's adoption of the Subdivision Control Law, and the roadways were never constructed. The Paper Street Review Procedure outlines the process and design standards for land owners or developers who wish to upgrade paper streets to provide frontage and/or access to undeveloped property along a paper street. This

new procedure will assure the Town takes a consistent, fair, and design-based approach to the issue. One Paper Street Review was undertaken in 2013: Washington Drive.

**Residential Development:** Overall, there was an increase in applications for future residential developments, with two Preliminary Open Space Subdivisions: Farmers Row Estates (22 lots) and Sanderson (32 lots) and one Definitive Open Space Subdivision: The Orchards (21 new lots) off Grist Mill Road at the Acton Town line. The Chestnut Farms subdivision off Harvard Road was modified, adding new 2 lots.

A total of 10 residential ANR (Approval Not Required) plans were endorsed by the Planning Board in 2013, creating 8 new residential lots.

There were no applications for Shared Residential Driveways; 3 lots were granted Scenic Road Approvals, following joint public hearings with the Tree Warden.

**Commercial Development:** The Planning Board reviewed several applications for future commercial development and re-development in 2013. Construction is underway at “The Point”, a commercial property including retail, restaurant, office, hotel, and possible theater space. Development of this site is slated over the next few years, with the first retail and restaurant buildings anticipated to open as early as 2014.

Two commercial ANR plans for Constitution Avenue were approved for “The Point”.

Other new commercial development approved by the Planning Board in 2013 included a new Water Treatment Plant for the Littleton Water Department at 519 Great Road. Modifications to existing commercial sites were approved for 438 King Street, 53 Ayer Road, 550 King Street, Lot 3 Taylor Street, 1 Distribution Venter Circle, and 1 Spectacle Pond Road. These improvements varied from new office space and significant site updates to allow FIBA Technologies to open a new manufacturing facility and office at 53 Ayer Road to a 1 Megawatt solar installation at an existing office building at 1 Spectacle Pond Road.

Special Permits issued by the Planning Board for commercial development included aquifer and water resource district permits for 550 King Street (additional backup generator for IBM) and for the new water treatment plant at 519 Great Road. A Commercial Solar Photovoltaic Special Permit was issued for the 1 MW solar installation at 1 Spectacle Pond Road. A Major Industrial Use Special Permit was approved for the 80 Ayer Road site to address a previous addition to the site.

The Planning Board encourages developers to meet with the Planning Board early in the commercial or residential development process to allow for communication of the Town’s goal to foster economic development that is consistent with community character.

The Planning Board office, located in Room 303 of Town Hall, is open from 9:00 a.m. to 4:00 p.m. Mondays, Tuesdays, Thursdays and Fridays. Planning Board meetings are held on Thursday evenings as posted. The Board appreciates and encourages public attendance at its meetings and encourages citizens to offer their constructive comments. Planning Board meeting agendas are posted in Town Hall, and also for information, on the town Web site, [www.littletonma.org](http://www.littletonma.org). The Board thanks Town officials and members of the various Boards and Departments for their cooperation and assistance throughout the year. Please feel free to call the Planning Board Office at 978/540-2425 or email [MToohill@littletonma.org](mailto:MToohill@littletonma.org) with any questions.

Respectfully Submitted,  
Mark Montanari, Chairman

## ZONING BOARD OF APPEALS

The Littleton Zoning Board of Appeals conducted hearings on 13 new or continued applications during 2013. Applications fell into the following distribution:

Seven applications were for Special Permits to change, modify or extend a pre-existing non-conformity, typically due to setback non-conformance. All were granted. One was to re-certify an accessory dwelling for an in-law apartment due to change of ownership. The applicant met all of the requisite conditions and it was granted.

One variance application was submitted for a septic system retaining wall within the setback area, but it was withdrawn upon a septic system redesign.

Three applications were for modifications to existing 40B projects, two for Kimloch Farms, and one for 15 Great Road. Kimloch Farms was granted a modification to allow the addition of decks and/or porches, but withdrew an application to finish attic space after the Board determined the request to be a "substantial change", impacting bedroom calculation and density, requiring notice and publication. 15 Great Road, II, LLC petitioned for a substantial change to increase the number of units from 190 to 200, to reduce the number of 3 bedroom units, to permit single family detached homes to be sold rather than retained as rental and to allow for elevators in the rental buildings. All of the requested changes would continue to satisfy the town's quota for affordable housing until 2020 and would meet the requirements of the Host Community Agreement. Discussions continued into the following year.

One administrative matter was scheduled for the Board to sign a previously granted extension to Kimball Farms, Inc., to extend their 40B permit.

Application fees collected in 2013 were \$1,600.00.

Respectfully submitted,  
SHERRILL R. GOULD, CHAIRPERSON

The Board consists of Members

Sherrill R. Gould, Chair  
William Farnsworth, Vice Chair  
Jeffrey Yates, Clerk  
John Cantino, Assistant Clerk  
Cheryl Cowley Hollinger

Alternate Members  
Marc Saucier  
Rod Stewart  
Alan Bell  
Patrick Joyce

## AGRICULTURAL COMMISSION

The Littleton Agricultural Commission has been in existence for eight years. We have a full committee made up of a majority of farmers from the town involved in production agriculture.

We have made a shift in our focus over the last few years, concentrating on agricultural issues rather than community outreach.

We have been involved since the very beginning on the Church Meadow property and are working hard to ensure a strong agricultural future there. We are lucky to have so many professional farmers involved in the discussion to ensure that the final plan be well suited for whatever type of grower/producer/farmer or agriculturalist is placed on that piece of land that is now proudly owned by the Town of Littleton.

The Littleton Agricultural Commission has participated in the Metropolitan Area Planning Council (MAPC), Minuteman Advisory Group on Interlocal Coordination (MAGIC). The AgCom has been represented in many meetings and forums since the beginning and we are proud of the final plan that has taken months to complete. We were pleased to be involved in the discussion and look forward to seeing all the hard work fall into place.

A member of the Commission was involved in the Zoning Bylaw Working Group that was made up of members from the Planning Board and Board of Selectmen to discuss possible zoning changes on large parcels of land.

The Agricultural Commission Chair, Jamie Cruz was voted onto the Massachusetts Association of Agricultural Commissions, back in 2013 as a Middlesex County representative and still holds her position on the board.

The Agricultural Commission continues to work closely with the Board of Selectmen and Charles Auger of Nagog Hill Orchards to ensure the land remains a working farm.

Just recently the Agricultural Property Working Group was formed to go over and through best management practices for all Town owned agricultural properties. The work on this group will begin early this spring and will hopefully become a consistent and well organized template for all agricultural properties owned by the Town today and possibly acquired into the future.

The Agricultural Commission continues to have involvement in the Country Fair each September promoting agriculture in our town. This year, there were five Littleton farms that organized at Fay Park including Nagog Hill Orchards, Springdell Farm, Gary's Farm Stand, Spring Brook Farm, and Larsen Farm. We have brought farm animals, handouts, and all sorts of local food to promote agriculture within the town.

Respectfully submitted,

Jamie Cruz,  
Chairperson

# PUBLIC SAFETY

## POLICE DEPARTMENT



### **Littleton Police Department**

It is my sincere honor to submit this, my final entry in The Littleton Town Report as your Chief of Police, which I have proudly served as for 16 years. Having worked for our community since 1982 and now residing here, I consider myself to be a Littletonian, although certainly not a card carrying Littletonian.

Please accept my humble gratitude for the opportunity to serve you for these many years. I leave my position confident that Littleton is a safer and more secure community to live in and visit and with an enhanced quality of life, this due to the men and woman of the Littleton Police Department that I have had the honor to serve with and lead over the years. They are my proudest legacy and the quality of service they provide is one that I have great confidence in as I continue as a taxpaying citizen of Littleton.

It is my sincere pleasure to pass this yearly exercise and duty to Deputy Chief Matthew J. King, who shall take on the responsibility as Acting Chief of Police soon after the 2014 Town Meeting. Then, on 3 September 2014, the qualifier of "Acting" shall be dropped from his title and Chief Matthew J. King shall begin his service as the Littleton Chief of Police, which will be a continuation of his 32 years of dedicated service to the Community of Littleton, and a period of leadership that will most certainly elevate the department to new levels in all areas. I therefore leave the Littleton Police Department and those we serve in the best of hands.

Most Sincerely,

John M. Kelly  
Chief of Police  
1998-2014

2013 saw many changes at the Littleton Police Department, Sergeant Robert Romilly retired after serving the town for over thirty years. We all wish Bob and Donna safe travels in their retirement and thank Bob for his dedication to duty and his long friendship. Patrolman Tom Feehan was called to active duty and is currently serving in Afghanistan. Hopefully by the time you read this Tom will be home and back protecting the streets of Littleton. Doug Landry was hired as a Patrolman and has already made his presence known in our community. Ed Bussiere was promoted to Sergeant and serves as the night shift Sergeant. The Communications Section saw many changes with the retirement of Tim Bemis and the addition of Jennifer Parent, Nelson Perry and William Harrold. While I have singled out several notable changes in our department I would be remiss if I did not personally thanks all the men and women of the Police/Communications Departments for their dedication to duty and their continued efforts in keeping Littleton a great place to live and work. Most importantly, the Chief of Police for the last sixteen years John M. Kelly is retiring from his post. Chief Kelly is responsible for modernization of the Littleton

TOWN OF LITTLETON, MASSACHUSETTS

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Police Department and through his leadership is one that others strive to attain. Personally I would like to thank him for his tutelage and friendship for the last thirty two plus years. The men and women of the department are eternally grateful for all that you have done for the department. We wish you and Jessie well in the next chapter in your lives. Thank You.

Over the next year the department will face challenges, with the opening of the “Point” and the construction of the complex located at 15 Great Road. We look forward to meeting these challenges as we always have, as a community and with the best interest of Littleton in mind. We intend to strengthen our great relationship with the schools, and to provide additional programs to our elders to ensure that they are not victimized.

I would like to thank the Townspeople of Littleton for their support, all of the other Town Departments and would like to single out our partnerships with the Fire Department, Highway Department and Light and Water Departments who assist us in to many ways to name. Thank you and have a great 2014.

Respectfully,

Matthew J. King  
Deputy Chief of Police

<b>Incident Type</b> <i>(Partial List)</i>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>Difference</b>	<b>% Change</b> From previous Year)
Rape	3	5	3	5	2	66.67%
Assault and Battery	47	46	47	51	4	8.51%
Break and Entry	43	51	52	47	-5	-9.62%
Larceny	101	108	110	115	5	4.55%
Motor Vehicle Theft	6	5	4	4	0	0.00%
Vandalism	49	51	56	62	6	10.71%
Weapons Violations	7	6	8	7	-1	-12.50%
Drug laws	63	66	53	44	-9	-16.98%
Family Offenses	63	54	55	69	14	25.45%
Arrests	169	247	221	214	-7	-3.17%
Vehicle Tows	276	405	431	418	-13	-3.02%
Disturbances (Gnrl)	78	85	86	95	9	10.47%
Family Disturbances	75	61	62	65	3	4.84%
Noise Complaint	85	69	72	69	-3	-4.17%
Suspicious Activity	596	644	521	518	-3	-0.58%
Internet Crimes	37	39	44	51	7	15.91%
Community Policing	254	305	298	319	21	7.05%
Medical Emergencies	619	633	567	769	202	35.63%
Burglar Alarms	461	497	453	453	-44	-9.71%
MVA Personal Injury	46	37	35	53	18	51.43%
MVA Property Damage	185	194	196	253	57	29.08%
<b>Calls For Service</b>						
<b>Partial</b>	<b>3263</b>	<b>3608</b>	<b>3374</b>	<b>3681</b>	<b>307</b>	<b>9.10%</b>
<b>Total Activity Year</b>			<b>All calls Received</b>	<b>20,442</b>		
Total Traffic Citations	2387	2555	2773	2049	-724	-26.11%
Total Citation Fines	\$82,470.00	\$103,170.00	\$92,450.00	\$72,838.00	(\$19,612.00)	-21.21%

**LITTLETON POLICE DEPARTMENT PATROL**

John M. Kelly	Chief of Police	27-Aug-1984
Matthew J. King	Deputy Police Chief	1-May-1982
David P. Leslie	Sergeant	7-Sep-1992
Robert A. Raffaelo	Sergeant	1-Mar-1999
Jeffrey M. Patterson	Detective Sergeant	3-Jun-2002
Matthew J. Pinard	Sergeant	22-Jul-2002
Edmond D. Bussiere	Sergeant	2-Oct-2006
Pablo S. Fernandez	Detective / S.R.O.	11-Dec-2002
John M. Janakos	Patrolman	1-Sep-1999
Edmond D. Bussiere	Patrolman	2-Oct-2006
Patrick L. O'Donoghue	Patrolman	16-Apr-2007
Brian M. Casey	Patrolman	1-Jul-2008
Michael L. Crory	Patrolman	8-Feb-2010
Thomas M. Feehan	Patrolman	31-May-2012
Ashley M. Brooks	Patrolman	31-May-2012
Douglas W. Landry	Patrolman	30-May-2013
Pamela D.A. Cvitkovich	Executive Assistant	27-Oct-2008

**Communications Center**

Timothy G. Bemis	Dispatch Supervisor Retired 31-May-2013	22-Mar-1988
Samuel N. Welch	Communications Officer	1-Mar-1999
John M. Murphy	Communications Officer	22-Feb-2000
William E. Harrold	Communications Officer	27-Mar-2013

## TOWN OF LITTLETON, MASSACHUSETTS

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Nelson W. Perry	Communications Officer	5-Dec-2013
Jennifer M. Parent	Communications Officer	26-Dec-2013

### **PART TIME CRUISER RESERVE OFFICER(S)**

John M. Murphy

### **PART TIME DETAIL OFFICER(S)**

Timothy G. Bemis	Gordon N. Clark	Douglas J. Cook
John G. Dristilaris	Brian M. Jones	Richard E. Landers
Matthew O'Sullivan	Jennifer M. Parent	Heather C. Rhodes
	Robert F. Sabourin	

### **PART TIME COMMUNICATIONS OFFICER(S)**

Brian M. Casey	Sean P. Coffey	Terence M. Gardner
	Andrew S. Perry	

## FIRE DEPARTMENT



### **Littleton Fire Department 2013 Review**

2013 was a very active year for the Littleton Fire Department. The largest change in the history of the department was brought about with 24 staffing, and an 8% increase in our emergency responses kept administrative and line staffing extremely busy. On several occasions this increased run volume taxed the department's resources and mutual aid was requested for assistance mostly on the medical side of our organization. Our 2008 ambulance was also replaced in 2013; currently we are serving the town with 2 F550 model ambulances with 4 wheel drive capabilities that are one year apart in age.

#### **Building Feasibility Study**

In February of 2013 the town hired The Carell Group to do a feasibility study for the fire department. This study determined that our current facility was inadequate and undersized for our current needs. As the study progressed through the year alternative sites for a fire station were investigated and analyzed.

The one site that rose to the top was the Morgan property located on King Street. This site was investigated and analyzed with a final determination that it would add significant cost to the project due to the length of the roadway and the modification to the property due to its high water table. At a meeting in December of 2013 the Board of Selectmen voted to keep the fire station at its current location of 20 Foster Street for the simple fact we currently own the property. This would allow us to reuse the existing building with modifications and additions to the current site with at a substantial cost savings. The proposed addition will meet our current and future needs while bringing us into compliance with today's standards.

### Staffing

In July of 2013 we hired 5 new full time firefighter/EMT's allowing the department to be staffed 24 hours a day 365 days a year. This was a huge step in coverage needs as the department was struggling to meet basic operational commitments with response times taking as much as 15 minutes during overnight hours. Now that we have full time coverage our average response time has been reduced to about 5 minutes regardless of the time of day.

With the additional staffing our services have been able to expand with improvements to public education and awareness in the schools and in the area of fire prevention. This past fall the department successfully taught hands only CPR to the Littleton High School sophomores and seniors. As we look to the future, the department will continue to expand the community education programs in an effort to reduce the overall risk of injuries and fires to our residents.

### Responses

Littleton Fire Department Responds To -

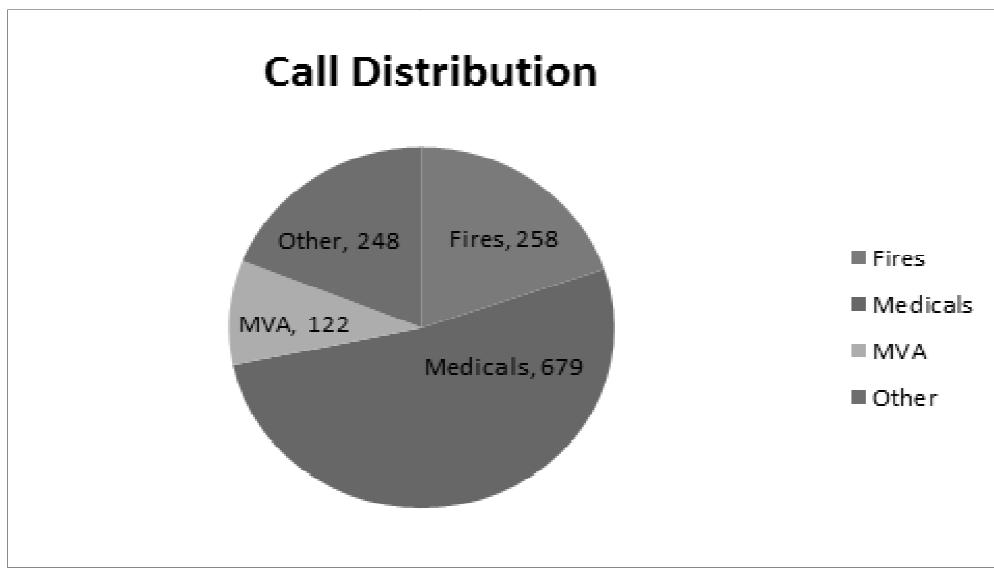
- Fires
- Medical emergencies
- Motor Vehicle Crashes
- Hazardous materials incidents (e.g. spills, leaks and releases)
- Rescue (e.g. vehicle entrapment, confined space incidents, structural collapse and water rescue)
- Hazardous conditions (e.g. electrical wires down, and carbon monoxide inside homes)
- Alarm calls (e.g. fire alarms, carbon monoxide, and medical alert)
- Service calls (e.g. water leaks, and house lockouts)
- Severe weather emergencies and incidents

In 2013, the Littleton Fire Department responded to 1427 emergency calls, this was an 8.41% increase in calls over 2012.

Incident Type	2009	% of Vol	2010	% of Vol	2011	% of Vol	2012	% of Vol	2013	% of Vol
Structure Fires	6	0.46%	13	0.90%	11	0.73%	11	0.84%	9	0.63%
Chimney Fires	4	0.30%	0	0.00%	6	0.40%	5	0.38%	2	0.14%
Car Fires	6	0.46%	9	0.62%	12	0.80%	11	0.84%	14	0.98%
Fire Alarm Investigations	109	8.28%	125	8.63%	162	10.79%	149	11.40%	136	9.53%
Carbon Monoxide Investigations	17	1.29%	38	2.62%	45	3.00%	38	2.91%	33	2.31%
Oil Burner Malfunctions	9	0.68%	9	0.62%	3	0.20%	3	0.23%	5	0.35%

## TOWN OF LITTLETON, MASSACHUSETTS

Motor Vehicle Accidents (MVA)	137	10.40%	111	7.67%	137	9.13%	119	9.10%	127	8.90%
MVAs with Entrapment	3	0.23%	2	0.14%	5	0.33%	3	0.23%	3	0.21%
Medicals (Non-MVA)	758	57.56%	749	51.73%	720	47.97%	679	51.95%	769	53.89%
Brush Fires	12	0.91%	23	1.59%	6	0.40%	18	1.38%	26	1.82%
Flammable Liquid Spills	25	1.90%	16	1.10%	18	1.20%	12	0.92%	8	0.56%
Flammable Gas Release	38	2.89%	50	3.45%	36	2.40%	18	1.38%	45	3.15%
Electrical Hazards	23	1.75%	33	2.28%	79	5.26%	25	1.91%	19	1.33%
Smoke Scares	26	1.97%	34	2.35%	44	2.93%	23	1.76%	27	1.89%
Lock Outs	26	1.97%	27	1.86%	22	1.47%	35	2.68%	28	1.96%
Service Calls	40	3.04%	77	5.32%	85	5.66%	32	2.45%	58	4.06%
Illegal Burning	20	1.52%	12	0.83%	10	0.67%	21	1.61%	10	0.70%
Cover Assignments	8	0.61%	12	0.83%	12	0.80%	16	1.22%	15	1.05%
Citizen Complaints	9	0.68%	12	0.83%	5	0.33%	5	0.38%	2	0.14%
Other Fire Incidents	41	3.11%	96	6.63%	83	5.53%	84	6.43%	91	6.38%
<b>Total</b>	<b>1317</b>		<b>1448</b>	<b>9%</b>	<b>1501</b>	<b>4%</b>	<b>1307</b>	<b>-14.84%</b>	<b>1427</b>	<b>8.41%</b>



### Who We Are

The Littleton Fire Department is a combination career/call department. We know this to be an extremely cost effective means to provide fire and emergency services to the town. 8 fulltime employees work alternating 24 hour shifts with Fire Prevention the Chief and Deputy Chief as well as, ensuring basic emergency services coverage 24 hours per day. The call department consists of 34 dedicated on-call firefighters and EMT's that augment the full time staff, they respond to emergency incidents when needed. These men and women respond from their homes to the fire station and then to an emergency scene with the appropriate apparatus.

The national standard is to have emergency apparatus on scene within ten minutes of the 911 call for help, eighty percent of the time. The only way to meet the standard is to have the fire station staffed at all

times. With the impending development of The Point, Omni and other areas of town, the calls for emergency service will continue to grow. Clearly with budgets as they are, we will continue to assess creative and cost effective ways to achieve additional coverage.

### **Capital Program**

In December of 2013 the fire department took delivery of a 2013 F-550 ambulance. This ambulance, built by PL Custom out of New Jersey, is a duplicate to the ambulance purchased in 2012. These ambulances have the space to accommodate the necessary equipment of a modern EMS/Fire service and four-wheel-drive to combat New England winters.

With the additional staffing in 2013, the Littleton Fire Department added a modular building attached to the existing fire station. This building is providing the necessary office and living space to accommodate the new 24 hour staffing.

### **Training**

Fire department personnel train 3 times each month on the first, third and last Monday evening. Training is an essential part of the fire service and our firefighters and EMT's must be familiar with the safe and efficient handling of many incident types. Knowledgeable and highly skilled personnel are more likely to perform in a safe and efficient manner and are less likely to be injured while doing so.

Through partnerships with our mutual aid partners, the Littleton Fire Department has continued to work on readiness at a regional level. With the exception of major cities, most fire departments rely heavily on mutual aid to mitigate major incidents or answer multiple simultaneous calls. By training with our partners, the level of service can be improved over a large geographic area ultimately improving the outcome of incidents.

### **Fire Prevention**

The Fire Prevention Officer remained extremely busy in 2013. In total the Littleton Fire Department issued 900 permits, 392 of which required an onsite inspection. The fire prevention officer also conducted 290 plan reviews of commercial and residential buildings. These plan reviews assist with the placement of smoke detectors and carbon monoxide detectors, both required by Massachusetts General Law Chapter 148 § 26F.

As the Town continues to grow, Fire Prevention will have an increasing demand for permits and inspections. Each new commercial or multiple family building built will require between 5 and 8 hours of work from the fire prevention officer to ensure the safety of the future occupants. The Fire Prevention Officer is also part of the daily staffing to ensure that EMS and rescue services are met. Emergency calls, at times, can delay inspection of projects requiring multiple trips to complete the inspection.

### **Inspections**

	oil	smoke/co	propane	other	fire drills	burning permit activations		
	30	187	52	92	31	679		
<b>totals</b>	<b>30</b>	<b>187</b>	<b>52</b>	<b>92</b>	<b>31</b>	<b>679</b>		
<b>permits</b>	oil	smoke/co	Propane	fire alarm	Sprinkler	transfer	other	Blasting
	51	177	61	14	12	10	32	10
<b>totals</b>	<b>51</b>	<b>177</b>	<b>61</b>	<b>14</b>	<b>12</b>	<b>10</b>	<b>32</b>	<b>10</b>
								391
								<b>758</b>

### **Pre-Incident Planning**

Pre-incident planning is the process of gathering and recording information that could be critical for public safety personnel making life-saving decisions at an incident, such as a fire or natural disaster.

In 2007 the Littleton Fire Department started an aggressive pre-incident planning effort to identify properties with specialized needs in the event of an emergency. The result has been the ability to provide our front line leaders with critical site information to better handle emergency situations at these properties before we arrive on scene. Pre-planning is a team effort between department personnel and the citizens of the town. This effort allows the Littleton Fire Department to provide better and more comprehensive services in the event of an emergency.

In 2013 the Littleton Fire Department conducted pre-incident planning visits in 8 new commercial facilities, and updated 16 existing plans based on the NFPA 1620 guide lines. Each of these visits can take several hours to complete and document. Our efforts will continue in 2014 with the goal of updating pre-incident plans in all commercial buildings.

### **Explorer Post 1**

The Littleton Fire Explorer Post 1 continues to be a valuable resource in augmenting the Fire Department as the department advanced 3 explorers to the call department as firefighters. This group of teenage men and women assist the department during training exercises and major incidents when called upon. The Post meets twice a month for training. Membership is open to young men and women ages 14-21 that have an interest in learning about the fire service and helping the community.

## **FIRE DEPARTMENT ROSTER**

### **Fire Chief**

Scott Wodzinski

### **Deputy Chief**

Steele McCurdy

### **Administrative Assistant**

Theresa Trioli

### **Deputy Chief**

James Ray

### **Company 1**

**Captain** Joe Rock

**Lieutenant** Dave McGloughlin

FF/EMT Don Beltrami

FF Cody Brooks

FF/EMT Ed Burg

FF Lindsay Byrne

FF Nicole Byrne

EMT Keith Hevenor

FF Mark Hickox

EMT Suzanne Klein

EMT Denise Moniz

### **Captain** Jim Cahill

**Lieutenant** Mike Denehy

**Lieutenant** Tom Kneeland

EMT Brenda Alcott

FF/EMT Bryan Colwell

FF/EMT Mike Gassiraro

FF Lowell Kish

EMT Rich Landers

FF Dave Lelievre

FF/EMT Lindsay McGloughlin

FF David Parks

### **FPO** Keith Dunn

FF/EMT Tom Clancy

FF/EMT Tyson David

FF/EMT Mike Deblasio

FF/EMT Sean Coffey

FF/EMT Terence Gardner

FF/EMT Scott Holt

FF/EMT Matt Robinson

FF/EMT Brian St. Gelais

FF/EMT Al Sundquist

FF Steve Mulone	FF/EMT Tony Polk	
EMT Mireille Nollet	FF/EMT Theresa Rock	
FF/EMT Matt O'Donnell	FF Jeff Surprenant	FF/EMT Eric Byam
FF John Putnam	FF/EMT Sadie Ward	FF/EMT John D'Auria
FF/EMT Matt Moniz *	<b>Specialist</b>	
*Active Military	Photographer John McNamara	
	<b>Senior volunteer</b>	
	Don Smith (Ret. Captain)	

I would like to thank all of the members of the Littleton Fire Department and their families for the dedicated service that they provide to you, the citizens of Littleton. I would also like to thank the members of the Board of Selectmen, all of the Town Department heads and Town Boards and Committees for their continued cooperation, assistance and support.

Respectfully,

Scott Wodzinski,  
Fire Chief

## PUBLIC WORKS

### CEMETERY COMMISSION

The new expansion area has finally received a permit for construction from Natural Heritage. This was made possible by the donation of 7.2 acres of land to the Conservation Commission to be held as a “conservation restricted area”. We are now able to pave the access road and when it is completed we will begin selling lots.

Westlawn had 42 burials of which 15 were full burials (36%) and 21 cremations (64%) in 2013. We have launched a new online burial search program complete with GIS mapping software. This allows anyone with web access the ability to search for a decedent and locate them on the map. It also provides opportunity for descendants to forward genealogical information to the Cemetery Department to be added to the database.

Paving of Foster Avenue in the older section of Westlawn was completed this fall.

The Administration building's exterior has received a complete overhaul to repair damage caused by birds.

## LITTLETON ELECTRIC LIGHT DEPARTMENT

The Board of Electric Light Commissioners is pleased to present the annual report of the Electric Light Department for the calendar year 2013.

The department continues to advance its tradition as a progressive public utility committed to quality, value and service. As your local electric company, we consistently strive to retain our status as the region's low cost provider for residential customers, while offering superior customer service and outstanding value to the community.

A review of **residential rates** charged by public and private utility companies shows that LEED's rates are consistently and significantly lower than those charged by both public and private utilities and are, in fact, the *lowest in the state, across all customer use classes*. For purposes of comparison, a Littleton customer using 1000 kWh per month has a monthly bill of \$100.15. The same usage in Ayer, served by National Grid, would cost \$139.61; while in Acton, served by NSTAR, that usage would cost \$160.56. LEED's commercial rates are also highly competitive, placing at or near the lowest in the state when compared to both public and private utility companies.

The department maintains four-day, ten-hour workweek, through which we save energy, lower costs and offer expanded customer service hours. We take particular pride in leading by example, and believe that the best "green" program is one that consistently reduces energy consumption while maintaining or improving customer service. In keeping our commitment to conservation, we have a photovoltaic array of 117 panels on the roof of our Administration Building that generates approximately 22 kW of power. Through our net metering program, we currently have 5 residential customers with photovoltaic arrays tied to the grid. For more information on solar opportunities and our interconnection standards, please visit our website, [www.lelwd.com](http://www.lelwd.com).

Perhaps most significantly, this year we entered into a 20 year agreement to purchase the energy and capacity of a 4 megawatt (MW) solar energy plant on Distribution Circle. The contract price for this peaking power from NextSun Energy is 10 cents/kWh and the energy produced will comprise approximately one percent of LEED's load. In addition to increasing the percentage of renewables in LEED's power portfolio, the project will assist with peak shaving opportunities during exceptionally hot or cold days, when power consumption and pricing typically spike. In a separate agreement, NextSun negotiated a payment-in-lieu-of-taxes (PILOT) with the town for \$1.5 million over the life of the contract.

By adding this venture into our power mix, we are squarely on target for acquiring 15 percent of our capacity from renewable sources by 2015. Other green initiatives included a purchase agreement for wind power from Saddleback Ridge Wind in Carthage, Maine, which represents one half of one percent of our annual energy. We also installed two electric vehicle charging stations at Acton Toyota, with more scheduled for other locations in the coming year. These projects complement our longstanding appliance rebate program, home energy audits, incentives for energy-efficient home improvements and audits of our municipal buildings.

The business office continues to offer an online bill presentation and payment program that offers our customers a secure, convenient way to view and pay their bills. On the personnel front, we welcomed Erica Crory as Staff Accountant and Dave Wirzbicki as Inventory/Procurement Coordinator. Erica is responsible for accounts payable and related accounting functions, while Dave purchases equipment and hardware to support our line operations functions. Both have proved to be successful additions to our staff.

Our line crew was also strengthened with the addition of Dan Martin, a distinguished graduate of the Southeast Lineman Training Center in Trenton, Georgia. There, Dan completed over 500 hours of line worker training, focusing on several key aspects of the trade.

Crews worked on a number of major projects throughout the year, completing upgrades from open wire construction to spacer cable on major circuits in both Boxborough and Littleton. These projects represent part of a \$1.5 million investment in our distribution system and will significantly improve the reliability of our circuits. We also converted several open wire single phase laterals to tree wire, whose durability and protective layer will reduce system faults. For the Point, the Sam Park project on Great Rd. at Rt. 495, crews installed a new pole line and relocated three circuits to that line. And, in testament to the sacrifice our crew members often make, two of our linemen – Todd Burnham and Dan Martin – spent Christmas week in Eastern Maine, joining hundreds of crews from across the northeast in a mutual aid effort to restore power to customers in the dark for days since an ice storm wiped out power for thousands in the region. Driving through the night in a bucket truck, the Littleton crew arrived in the early morning hours on the day of Christmas Eve and began the first of a week-long string of 18-hour shifts to restore electric service to nearly 12,000 customers of the Eastern Maine Electric Cooperative, which serves parts of eastern Washington, southern Aroostook and western Penobscot Counties.

On the IT front, the department completed the installation of a comprehensive security system for department facilities, both at Ayer Rd. and its remote sites. We also completed construction of a town-wide fiber loop with redundant hub locations at LELD and the Police Department. This loop provides network redundancy to all municipal facilities for data, phone and internet services. The department also completed the installation of a virtual network infrastructure at LELD and the Police Department, with expansion to Town Hall on the schedule. These projects reflect a further network integration among town departments and facilities.

This year, we provided annual financial and in-kind contributions in excess of \$800,000 to the town and continued to support many programs and initiatives, including arts, athletic and science grants to the high school, GIS mapping, environmental and planning assistance, cell tower proceeds for the preservation and acquisition of open space, the annual holiday tree lighting on the Common, the senior citizen luncheon and elementary school field trips.

As part of the Northeast Public Power Association (NEPPA) building project, we also made several improvements to Koerper Field, expanding and paving the parking lot, installing a water fountain and adding LED lights to illuminate the lot.

As an organization, LELD has always prided itself on being a progressive utility, using the latest tools and technologies to offer outstanding value for our services. We embrace our role as leading municipal citizens committed to projects and programs that enrich and enhance the quality of community life. Our record of performance, we believe, underscores the value of public power and the virtue of a progressive business posture. As we move forward, we are confident of our ability to further that tradition.

For more information, please visit our website, [www.lelwd.com](http://www.lelwd.com).

Respectfully submitted,

Board of Electric Light Commissioners

TOWN OF LITTLETON, MASSACHUSETTS

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LITTLETON ELECTRIC LIGHT DEPARTMENT

December 31, 2013

Preliminary / Unaudited

ASSETS	LIABILITIES AND SURPLUS		
UTILITY PLANT	SURPLUS		
Total Electric Steam Production	0	Unappropriated Surplus	33,567,698
Total Electric Transmission Plant	11,228	Restricted for OPEB	886,635
Total Electric Distribution Plant	19,645,095		
Total Electric General Plant	13,331,769		
<b>TOTAL UTILITY PLANT</b>	<b>32,988,092</b>	<b>TOTAL SURPLUS</b>	<b>34,454,333</b>
Accum. Depreciation Steam Plant	0	LONG TERM LIABILITIES	
Accum. Depreciation Transmission Plant	-9,923	Bonds Payable	667,333
Accum. Depreciation Distribution Plant	-8,507,938	Post Employment Benefits Payable	684,376
Accum. Depreciation General Plant	-5,348,162		
		<b>TOTAL LONG TERM LIABILITIES</b>	<b>1,351,709</b>
<b>TOTAL DEPRECIATION</b>	<b>13,866,023</b>	CURRENT AND ACCRUED LIABILITIES	
NET ELECTRIC PLANT	19,122,069	Accounts Payable	199,442
Construction In Process	278,566	Miscellaneous Accrued Liabilities	2,144,035
FUND ACCOUNTS		<b>TOTAL CURRENT &amp; ACCRUED LIABILITIES</b>	<b>2,343,477</b>
Depreciation	2,879,952		
Construction	2,481,688		
Rate Stabilization	6,865,097	Reserve for Uncollectible Accounts	37,000
Pension Fund	938,475		
OPEB Fund	886,735		
Operations Fund	1,000	Power Buyouts	0
<b>TOTAL FUND ACCOUNTS</b>	<b>14,052,946</b>	<b>TOTAL LIABILITIES</b>	<b>3,732,186</b>
CURRENT AND ACCRUED ASSETS		<b>TOTAL LIABILITIES/SURPLUS</b>	<b><u>38,186,519</u></b>
Accounts Receivable Rates	2,263,355		
Accounts Receivable Jobbings	-93,552		
Accounts Receivable Other			
Inventories	917,544		
Prepayments	1,595,888		
Deferred Expenses	49,702		
<b>TOTAL CURRENT &amp; ACCRUED ASSETS</b>	<b>4,732,938</b>		
<b>TOTAL ASSETS</b>		<b><u>38,186,519</u></b>	

## LITTLETON WATER DEPARTMENT

The Board of Water Commissioners is pleased to present the annual report of the Water Department for the calendar year 2013.

This was a significant year in terms of investment in our infrastructure, as we neared completion of three satellite wells and an accompanying treatment plant at our Beaver Brook well site. These improvements will result in an additional capacity of 200 gallons per minute (gpm), a nearly 75% increase in pumping capacity, since the capacity of the original well, although rated at 285 gpm had decreased to only 125 gpm. The site's accompanying plant will treat naturally occurring iron and manganese to meet Massachusetts DEP requirements. We are hopeful that these upgrades will successfully mitigate nuisance issues, particularly in the Russell St./Great Rd. area.

The department was honored to be named "Utility of the Year" by the New England Water Works Association (NEWWA), the region's largest and oldest not-for-profit organization of water works professionals. The department was recognized "for making significant improvements to the water system infrastructure, customer service, staff training and operations," as the inscription on the award reads.

In addition to the award, the department scored exceptionally well on a survey of Massachusetts water utilities that measured two important criteria – rates and per capita usage. In both categories, Littleton was favorably ranked, particularly when compared to surrounding towns. Littleton's water rates are among the lowest in the region as measured by an average annual household usage of 90,000 gallons, the standard usage surveyed by Tighe & Bond, the engineering firm that conducted the study. LWD has successfully maintained its competitive rates despite making significant investments in capital improvements to its production and distribution infrastructures over the last few years, including upgrades to the Spectacle Pond water treatment plant, the installation of a new water main on Goldsmith St. and, as mentioned in this report, the major rehabilitation of the Beaver Brook well site, with a new treatment facility there.

Again this year, we implemented our seasonal water conservation program, "Drive to 65," beginning our educational efforts in the spring, and enforcing conservation measures over the course of the summer. Our latest Water Management Act permit requires us to reduce residential consumption to less than 65 gallons per day (gpd) per person within the next few years. Regardless of our system's capacity, our utility's ability to withdraw water may be seriously restricted if we do not meet the state's conservation criteria. We believe that our proactive approach has begun to pay dividends as more and more of our customers understand the importance of using water wisely.

We continue to make enhancements to our emergency notification system to better pinpoint the components of our infrastructure and improve call efficiency. This is particularly helpful in notifying customers of service interruptions due to water main breaks or hydrant flushing. We urge all who have not yet registered to do so by following the Community Notification Link on the home page of our website, [www.lelwd.com](http://www.lelwd.com).

On the environmental front, the department, in association with the Clean Lakes Committee, continues to promote the installation of rain barrels, rain gardens, vegetative swales and other low impact development methods to control and recharge clean rainwater. Early in the spring, in advance of the growing/planting season, we again offered the sale of Pearl's Premium grass seed at cost, in an effort to promote drought tolerant lawns. We expect to offer this seed for sale annually, since it has proved to be a popular program. For more information on the seed, visit [www.pearlspremium.com](http://www.pearlspremium.com).

On all water quality issues, we serve as consultants to the town, particularly the Planning Board and Board of Health, to ensure that all proposed developments are constructed without adverse impact to capacity or

## TOWN OF LITTLETON, MASSACHUSETTS

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infrastructure. With several major projects in the pipeline, particularly the Point development on Great Rd. at Rte. 495, our efforts in this regard are aimed at making certain that the objectives of commercial development and environmental protection are both properly served.

On another environmental note, we support financially the operation of the Regional Household Hazardous Waste Collection Center located at Devens. This collaborative is comprised of 9 area towns, including Littleton, and is open on the first Wednesday and following Saturday each month, from 9 a.m. to 12 noon, March through December. This service provides a safe, convenient and affordable way for residents to properly dispose of toxic waste. Fees are \$20 for up to 5 gallons or pounds of materials or \$40 for up to 10 gallons or pounds. Residents are encouraged to partner with friends and neighbors for greater savings. For more information on the program, visit [www.devenshhw.com](http://www.devenshhw.com).

Our operations staff continues to perform a number of important functions, including the installation of new water services, the repair of emergency water main breaks and the monitoring of water quality. Our certified drinking water operators keep the treatment plant running efficiently through regular maintenance and equipment upgrades. Both our operators and utility specialists are on call 24 hours a day, 7 days a week to respond to emergencies. This year, we added Dave McGloughlin as a Distribution Operator. Dave is former LWD employee who returned to us after five years with the Westford Fire Department, where he worked as a Firefighter/Paramedic.

The department's accomplishments are chronicled in our annual Water Quality Report, which affirms our water is of the highest quality. As the stewards of an exemplary water quality program, we proudly present this report, which validates our efforts to provide clean, safe drinking water to our customers.

For more information, please visit our website, [www.lelwd.com](http://www.lelwd.com).

Respectfully submitted,

Board of Water Commissioners

### LITTLETON WATER DEPARTMENT June 30, 2012

<u>ASSETS</u>		<u>LIABILITIES AND SURPLUS</u>	
<u>Current and Accrued Assets</u>		<u>Current and Accrued Liabilities</u>	
Cash and Cash Investments	3,659,427	Accounts payable	681
Accounts receivable	189,857	Current portion long-term debt	287,000
Accrued unbilled revenues	165,324	Bond Anticipation Notes	4,554,400
Merchandising and Jobbings	20,869	Accrued liabilities	<u>9,589</u>
Materials and supplies	<u>80,720</u>		
<u>Total Current and Accrued Assets</u>	<u>4,116,197</u>	<u>Current and Accrued Liabilities</u>	<u>4,851,670</u>
<u>Noncurrent Assets</u>		<u>Long-term Debt</u>	
Prepaid bond costs	36,240	Compensated Absences payable	60,483
		Other Post Employment Benefits Payable	209,951
Total plant, at cost	15,933,215	Bonds payable	<u>1,185,000</u>
Less: Accumulated depreciation	5,901,839		

<u>Net Plant in Service</u>	<u>10,031,376</u>	<u>Total Liabilities</u>	<u>6,307,104</u>
<u>Construction in progress</u>		<u>Net Assets</u>	
		Invested in capital assets, net of related debt	7,191,497
<u>Total Noncurrent Assets</u>	<u>10,067,616</u>	<u>Restricted for OPEB trust</u>	<u>85,305</u>
		Unrestricted net assets	<u>599,907</u>
		Total Net Assets	7,876,709
<u>Total Assets</u>	<u>14,183,813</u>	<u>Total Liabilities and Surplus</u>	<u>14,183,813</u>

## HIGHWAY DEPARTMENT

The Highway Department provides maintenance and improvements to 62 miles of Town roadways, operates the Transfer Station, administers contracts for the disposal of solid wastes and recyclables, maintains 62.5 acres of municipal recreation facilities and building grounds facilities (including school grounds), performs public shade tree removals, performs snow and ice removal operations and maintains the Department's equipment to accomplish these tasks.

### ***Employees:***

The Highway Department consists of the following employees: James Clyde, Operations Manager; Katie Tocci, Administrative Assistant; Daniel Tebbets, General Foreman; James DeVogel, Highway Working Foreman; Patrick Goddard, Park Working Foreman (Left in April), Barry Nawaichik, Shawn Bernard, Jesus Benitez , Derek Kelson, Tim Kelley, John Franzek (started in February), Craig Saladini, (started in November) Equipment Operators/Truck Drivers/Laborers; William MacFadgen, Mechanic; Christopher Upperman, Transfer Station Operator and Phyllis Ashley, Assistant Transfer Station Operator.

### ***Road Maintenance:***

Annual maintenance of the Town's streets includes; street and sidewalk sweeping; cleaning out over 1200 catch basins; drainage structure repairs; pavement repairs; roadside mowing; tree trimming and tree planting; installation of street name signs and traffic control devices; painting street lines, parking lot lines, crosswalks, snow and ice removal on roadways, parking lots and various sidewalks.

### ***Park Maintenance:***

The Park division of the Highway Department is in charge of all grounds maintenance throughout the Town facilities (including school grounds). This consists of mowing and weed trimming of all grounds and the lining of all athletic fields. The Park division is responsible for the removal of trash from a limited amount of public facilities throughout Town.

***Transfer Station:***

After a full year of operating the Transfer Station under the Pay As You Throw system, it has proven to be very successful at reducing municipal solid waste disposal and increasing recycling. The Towns “bulky waste” and construction & demolition waste is disposed of at Devens Recycling facility in Devens, MA. Our municipal solid waste is disposed of at Covanta Energy, Inc of Haverhill, MA. Last year we disposed of 1185 tons of municipal solid waste. In addition we recycled 903 tons of materials with several different vendors.

The Town of Groton, through a grant from the Massachusetts Department of Environmental Protection, has opened a regional recycling facility to accept certain recyclable materials such as cardboard, mixed paper, plastics and tin cans. The Littleton transfer station is now taking advantage of their facility with some of our materials. Their recycling facility is closer therefore saving transportation costs and they shop around for the best markets with the highest return rate on the materials. I would like to thank the Town of Groton and their employees for taking on this important project.

Devens Regional Household Hazardous Products Collection Center: The facility will allow residents up to twenty (20) days per year to dispose of unwanted hazardous products. The facility is open 10 months per year starting in March through December on the first Wednesday and Saturday of each month. The facility is located at 9 Cook Street Devens, MA 01434 and the phone number is (978) 501-3943 or [www.info@DevensHHW.com](mailto:www.info@DevensHHW.com)

***Road Construction:***

Great Road (Route 119): The Town of Littleton was awarded a 1.8 million dollar grant from Mass Works Infrastructure Program to perform signalization and safety improvements to a section of Great Road from approximately 500 Great Road (The Police Station to about 410 Great Road (The mill building). The project contractor is Onyx Corporation of Acton, MA. This project had some significant engineering/design challenges due to the amount and complexity of overhead wires and utility pole relocations and because of those issues the project has been slightly delayed. The project is scheduled to be completed in the spring of 2014.

Harvard Road (5,800 feet): The roadway project was a full depth reconstruction project that involved the installation of a drainage system, ledge removal, new sub-base material, road reclamation, asphalt paving, stripping, and street signs. The work was performed by P. J Albert of Fitchburg, MA.

Road Design Engineering: Green International & Affiliates of Westford MA is the design engineer for several upcoming projects; Nashoba Road from the intersection of Nagog Hill Road to Great Road approximately 6,100 feet, New Estate Road for its entire length from King Street to Ayer Road approximately 5,800 feet. Green International & Affiliates also provided onsite resident engineering services for construction oversight on the Harvard Road project. Green International & Affiliates is working with the Planning Board and the Highway Department on peer review for submitted projects and review/revision of the subdivision regulations.

Newly Accepted Public Ways: None in 2013

***Equipment Replacement/Refurbishment:***

Town meeting approved the purchase of an asphalt hot box trailer. This will allow the crews to use bituminous asphalt hot mix even during the colder weather months.

Town meeting approved the replacement of a one ton dump truck with plow. A Chevrolet 3500 was purchased from Liberty Chevrolet in Wakefield, MA.

Town meeting approved the refurbishment of a 2002 John Deere 444H loader done by Schmidt Equipment Corporation of Oxford, MA. The refurbishment included new body panels, repainting and mechanical repairs.

***Snow and Ice:***

The town plows approximately 62 miles of public roads, 4 schools, Police Station, Fire Station, Town Hall, 300 King Street (Castle in the Trees playground), Center of town parking lot, Highway Department and the Transfer Station. The town also plows approximately 14 miles of sidewalks. We supplement the 9 town plow trucks with plowing sub-contractors. The winter of 2012/2013 was one of the least snowy winters in recent years.

***Private Ways (Snow & Ice Removal)***

Twenty petitions for snow & ice removal services on private ways were received by the Highway Department and were later approved for services by the Board of Selectmen at a scheduled meeting.

Respectfully Submitted,

James E. Clyde  
Operations Manager

## CLEAN LAKES COMMITTEE

**CLC Members:**

Jon Folsom, Long Lake, Chairman  
Leon Weaver, Spectacle Pond  
David Richard, Spectacle Pond Alternate  
Charlie Bush, Lake Matawanakee  
Scott Lewis, Friends of Forge Pond

Steven Sussman, Mill Pond  
Sheryl James, member at large  
Jeff James, member at large  
Frank Vigna, Long Lake Alternate  
Savas Danos, LELWD – Advisor

The Littleton Selectmen formed the Clean Lakes Committee (CLC) in 1999 as an ad hoc group to assess conditions and coordinate improvements to Littleton's lakes and ponds. Working with Savas Danos, General Manager of the Littleton Water Department, the CLC has taken on initiatives that address public access, restoration and maintenance in Long Lake, Mill Pond and Spectacle Pond. The CLC has been funded from its inception through profits from cellphone towers located on Littleton Water Department property. In November 2011 at the Special Town Meeting, voters approved an amendment to establish the CLC as a standing committee of the Town.

The CLC brings together representatives from lake associations, interested town committees and concerned citizens to share ideas and objectives, and implement actions to help restore, improve and maintain water bodies, streams and wetlands town-wide. Meetings are generally held at 7:00pm on the

second Wednesday of the month at the Littleton Electric Light and Water Department (LELWD) Operations Center, 39 Ayer Road. Meeting dates and approved minutes are posted on the Littleton Water Department website: [www.lelwd.com/minutes.html](http://www.lelwd.com/minutes.html).

We invite any town resident who is committed to improving Littleton's publicly accessible waterways to join us or apply to become a voting member of the CLC. Please send an email detailing your interests to CLC Advisor Savas Danos, [SDanos@lelwd.com](mailto:SDanos@lelwd.com).

### **2013 Invasive Plant Management at Long Lake and Spectacle Pond**

Suppression of in-water invasive plants continues to be a primary focus of the CLC. Variable milfoil, fanwort and curlyleaf pondweed reoccur regularly and spread rapidly, threatening the health and recreational value of our lakes and ponds. If left unchecked, these water-born plants can overtake native species and clog the shallows of our lakes and ponds. These nuisance plants can accelerate the deterioration of healthy water bodies degrading both in-water and shoreline habitat.

As in previous years, most of the CLC's annual expenses were committed to the management of invasives. Since this seems to have become an ever more expensive undertaking, a concerted effort was made this year to understand our alternatives. We wanted to get an early start, interview our contractors face to face, and gain a better understanding of costs versus effectiveness. Most importantly, the committee sought to conduct in-lake treatments a few weeks earlier than in past years to reduce disruption to beachgoers and boaters.

For the first time, respondents to our Requests for Proposal (RFP's) were interviewed by the committee - in the first week of March. Speaking to experts helped us assess products and approaches and to better determine whose proposal best addressed our objectives. We came to see that eradication of nuisance invasives was beyond our reach. Too many factors conspire against us. Nutrient rich sediments that have accumulated around storm drain outfalls would have to be dredged. The inflow from storm drains would have to be intercepted before they reached the lakes in the first place. Boat washes would need to be used anywhere anything was taken out of one water body and moved to another. Even birds would have to be prevented from transporting seeds from one lake to another. We live in the real world. Management of aquatic invasives must be our role.

On May 29 the CLC had Long Lake treated for all 3 invasives by Lycott Environmental, Inc. (<http://www.lycott.com>) of Spencer. On June 19 we had Aquatic Control Technology, Inc. (<http://aquaticcontroltech.com>) of Sutton treat Spectacle Pond for the same invasives. Two additional applications in each lake were performed within the first few weeks of summer. Notably, for the first time since we initiated this program, no lake treatments interrupted swimming, boating or fishing - even on the day of application. The herbicides targeted only specific invasive plants.

As a rule, the CLC tries to conduct its work with as little negative impact as possible and takes precautions to assure our efforts cause no harm. That said, scheduling does remain a challenge. On the front end, assessment of underwater conditions cannot be made until spring. On the back end, targeted plants need to develop to a point where treatment will be most effective. This often pushes scheduling into beach-going season. We will continue to seek responsible approaches to control problem aquatic plants.

### **Mill Pond Restoration Project**

As in the past, Mill Pond was not considered for herbicide treatment as it will require extensive dredging and stabilization before such measures would prove effective. Plans for restoring Mill Pond continue to be discussed.

In the most ambitious project that the CLC has undertaken to date, Mill Pond's primary basin (which abuts the dam beside Rt. 495) will be drained and dredged to restore a healthy habitat for an array of fish, amphibians and fowl. The dredged material will be trucked away, dried and converted into compost.

This year however, difficulties at the Federal level limited progress on the project. We still see partnering with the US Army Corps of Engineers (USACE) as the most affordable path forward. However, funding priorities, sequestration and Congressional gridlock have delayed completion of the USACE Feasibility Study until 2014 at the earliest.

#### **Water Sampling at Lake Matawanakee/Forge Pond**

Efforts initiated this year by the advocacy group Friends of Forge Pond (<http://friendsofforgepond.yolasite.com/>) have strengthened the bonds of good will between Littleton and Westford – the two towns that border Lake Matawanakee (commonly called Forge Pond). FOFP talks with the Westford Department of Parks & Recreation led to an agreement where all Littleton residents are free to use the Westford Town Beach and boat launch. This is a boon to Littleton's Lake Matawanakee neighborhoods since there is no public access to the lake on Littleton land.

That lack of access has always been viewed as an obstacle to CLC-funded projects for Lake Matawanakee. In our view, any improvements to conditions there would be enjoyed only by abutters. The CLC will not commit public moneys to private benefit.

However, in light of the efforts of the FOFP and Westford's generous overture to Littleton, the committee was pleased to approve funding for a water sampling regimen to profile conditions in the lake and help to establish a foundation for future actions and further analysis.

#### **Grass Seed & Rain Barrels**

The CLC underwrote the purchase of grass seed for sale in conjunction with the Water Department again this year. Pearl's Premium Grass Seed was offered to Littleton residents at the lowest price anywhere in Massachusetts. Pearl's is a low maintenance, slow-growth grass that develops foot-deep roots, requires no fertilizer, little watering and infrequent mowing – all greatly beneficial to area lakes and streams. Consider the advantages when you reseed.

The committee has also offered rain barrels for sale in the past. However, our vendor has gone out of business. We hope to find a new supplier and resume sales next year.

#### **Cell Tower Parking Lot & Access Road Paving**

Funds were approved for overlay paving of the Spectacle Pond Treatment Plant/Cell Tower parking lot and access drive. Income from the site's tower provides the CLC's annual funding, so it was felt that maintenance should be the committee's responsibility. It was hoped that the work could be completed before year's end, but cold weather has delayed execution until spring 2014.

#### **Savas Set to Retire**

This fall, CLC Advisor and LELWD General Manager Savas Danos announced his plans to retire in June, 2014. We will be forever grateful for his dedication, boundless energy and enthusiasm for the work of the Clean Lakes Committee. As our advisor, Savas was the engine that drove our committee and our accomplishments are thanks to him. Looking to the future, Savas is planning to hire an environmental

analyst whose job at the Water Department will include working with the CLC, spending a portion of each week in that capacity.

Respectfully submitted,  
Jon Folsom, CLC Chairman

## **PERMANENT MUNICIPAL BUILDING COMMITTEE**

Projects worked on during the year included repairs to the exterior of the building at the cemetery, COUNSEL ON AGING meal site, FACILITIES MAINTENANCE STUDY, proposed addition to the fire station, a project a 300 King St. for the PARKS & RECREATION DEPT. and the close out of the track project.

### **CEMETERY BUILDING**

The exterior siding of the building was in need of repairs in several locations. The repairs were made, building painted, gutter work done and new lights installed to replace the original lighting that had failed. The roof was found to be leaking. Temporary repairs were made in the late fall with a complete roof replacement scheduled for the spring of 2014.

### **COA MEAL SITE**

The committee was asked to produce a couple of design options for the kitchen at the meal site. DESIGN PARTNERSHIP ARCHITECTS of Haverhill was chosen to work on this project. The COA and PMBC spent a great deal of time on this finally agreeing on a design that was felt to be in the best interest of the community. The results of this project were presented to the FINANCE COMMITTEE and BOARD OF SELECTMAN to determine funding.

### **FACILITIES MAINTENANCE STUDY**

An RFP was put out to have a FACILITIES STUDY done on all the school dept. buildings as well as 3 other major town owned buildings. Five companies responded to the posting. EMG CORP. from Maryland was chosen to perform the work. The project was completed in the fall of 2013. The PMBC spent a great deal of time reviewing what EMG came up with. The results of the study along with PMBC recommendations were presented to the BOARD OF SELECTMAN in January 2014. The BOS were pleased with the study and formed a “working group” comprised of 2 selectman, 2 finance committee members, 1 school committee member and 2 PMBC members. This group will evaluate the results of the study for integration into the towns Capital Spending.

### **FIRE STATION**

July 1, 2013 the fire department transformed from a “call” department to a “full time” member staffed department. Temporary living quarters in the form of mobile trailers have been placed on site. The PMBC was asked to provide preliminary schematic drawings along with an estimated cost to add on to the existing fire station. The proposed design would include living quarters as well as a building with several bays to accommodate the fire and emergency apparatus necessary to protect our expanding community. The CARELL GROUP from Hopkinton Mass. provided the preliminary design and estimated cost of the project. The PMBC presented the results of this project to the Board of Selectman for their determination.

### **300 KING STREET**

The PARKS & RECREATION DEPARTMENT received funding to start work on refurbishing there site at 300 King St. The plan is to upgrade the existing basketball courts, add a walking/exercise path around the

perimeter of the site and revise the parking area. GREEN INTERNATIONAL AFFILIATES of Westford Mass. was chosen to do the design and engineering for the project. Further design and funding is currently in the works.

#### **TRACK**

The track project was closed out in the fall of 2013. The final stage of the project included the planting of Arborvitaes along the RT. 495 side of the track and additional paving at the storage shed.

There was one membership change on the committee this year. The school committee chose to replace Chuck DeCoste with Alex Pratt as there representative to the PMBC. The committee thanks Chuck for his participation with this group.

Respectfully submitted,  
James (Jef) Feehan, Chairman

## **Town Services**

### **ELDER AND HUMAN SERVICES**

*Incorporating the report of the Littleton Friends of the COA*

**Mission Statement:** *The mission of the Department of Elder and Human Services and the Council on Aging is to identify and serve the social, recreational, health and educational needs of older adults (60+) in the community. We strive, to the greatest extent possible, to maintain dignity, independence and support for their role as community members. To this end we provide opportunities for seniors to build physical, emotional, intellectual and social wellbeing. In addition, we provide human services for all residents of the town, especially assisting low-income and distressed individuals with securing needed services.*

The Department of Elder and Human Services/ Council on Aging is located in the Shattuck Street TownHouse, Second floor, Room 231. Office hours are 8:30 a.m. to 4:30 p.m., Monday through Friday. The EHS/COA website is found at [www.littletonma.org](http://www.littletonma.org) under Departments. Visit this site for the latest information on activities and services. Our monthly newsletter, the Senior Broadcaster is available on the site as a .pdf and can also be received by email.

There are 1864 Littleton residents over the age of 60 (2010 census). The EHS/COA supports programs for interested citizens at the Littleton Senior Center, provides van transportation services for elders and people with disabilities, and serves as an information resource for seniors and other persons in need of services and their families. We coordinate numerous volunteer services to elders in the community in order to offer a wide range of programming. Through our Outreach program we play an advocacy role for seniors and other town residents at the local, state, and federal level. Programming offerings include daily hot meals and meals-on-wheels delivery to homes; fitness and health classes and various activities and diversions to promote socialization; assistance with obtaining fuel oil subsidies, food stamps and services from other food-provision programs; blood pressure and blood sugar screenings; transportation to medical appointments, pharmacies, grocery stores, and treatment programs; and support to multiple town departments through the Senior Tax Worker program.

During FY2013, Elder and Human Services operated with 3.5 full-time equivalent staff. The staff is supported by the 11 member Council on Aging Board and by the efforts of the Friends of the COA, a 5 person board who directly sponsor activities as well as provide funds for many others. We coordinate the activities of numerous volunteers to provide services to elders in the community far in excess of what could be provided by paid staff alone. The Board wishes to acknowledge the work of Mary Dugan and Rosemarie DeBaccio, departing Board members, and thank them for their service. Both served the elders in Littleton through the Board for many years. Mary most recently was Chairman and Rosemarie was the Editor of the Senior Broadcaster and manager of the EHS website.

EHS/COA has five primary focus areas:

- Programming for mature adults
- Nutrition
- Outreach to all
- Transportation
- Senior Property Tax Work-off program

#### **Programming:**

Typical Fitness and Exercise activities are our Stretch and Flex and Fit-4-Life classes, TaiChi, and line dancing. A kayaking group paddles during the summer months. Health events include our weekly blood pressure screening clinic, bi-monthly Podiatry clinic, the Strong Women Strong Bones series, bi-monthly Chair Massage, the autumn Wellness Fair, and our annual flu clinic. Nashoba Nursing and Hospice provides a monthly Bereavement Support Group. Social events include parties in celebration of holidays and birthdays, day trips by bus, and movies. Recreational activities include Wii bowling, a very popular crafts group, art classes, knitting, and MahJongg and other games. The Littleton Cultural Council generously supports grants for classes and arts performances.

Community Education events address issues relevant to seniors including presentations on Alzheimers, Emergency Preparedness, understanding Advanced Directives, and the CarFit Event. A popular weekly Computer Class has been started. Many social events were held in collaboration with the Friends of the Littleton Council on Aging, such as the monthly Mens and Ladies Breakfasts and parties to celebrate holidays. Some of the special social events held during FY2013 included a barbecue sponsored by State Representative Arciero and State Senator Eldridge, a sit-down Veteran's Luncheon, and summer cookouts sponsored and staffed by the Littleton Police Department and the Littleton Fire Department.

During FY2013 we were fortunate to receive a \$5,000 grant from the Metropolitan Area Planning Council to support wellness activities and this money was used to establish a Bicycle and Pedestrian Advisory Committee and re-fund our Wellness Coordinator position.

#### **Nutrition:**

The Nutrition Program centers around our Senior Diner, located on the lower level of the TownHouse building. A hot lunch is served Monday through Friday, special meals are also served, and food is assembled and packaged for the Meals on Wheels daily deliveries. Over 5,500 hot meals were served during FY2013, supervised by Nutrition Site Manager for Minuteman Senior Services, Gayle Dalton. In response to senior requests for more 'home style' meals a weekly homemade soup-and-sandwich lunch, prepared by volunteers, is provided on Thursdays. We have witnessed a significant increase in meal attendance on Thursdays due to this program. Our Meals on Wheels program served 6,828 meals in FY2013.

**Outreach:**

Tina Maeder, Licensed Social Worker, is our Outreach Coordinator. Tina conducts needs assessments and screens for referral to appropriate services. While the focus is on older residents, with the expansion of the department to Elder and Human Services, Tina provides assistance to all eligible families and gives supportive counseling regardless of client's age. She is a strong resource for out-of-the-area family members.

Among the services Outreach provides are help with the fuel assistance application process (SMOC), assistance in completing food stamp applications, and referrals to food programs such as Loaves and Fishes food pantry. Tina runs our monthly Living Along Support Group. She provides services in our office, at Pine Tree Park, and she conducts home visits when necessary. Increasingly, Tina is required to assist families dealing with long-term unemployment and in some instances, homelessness.

Some FY2013 Outreach numbers are:

- Over 1800 requests for information were handled
- 184 different residents were assisted
- 96 residents were granted fuel assistance or other forms of financial assistance

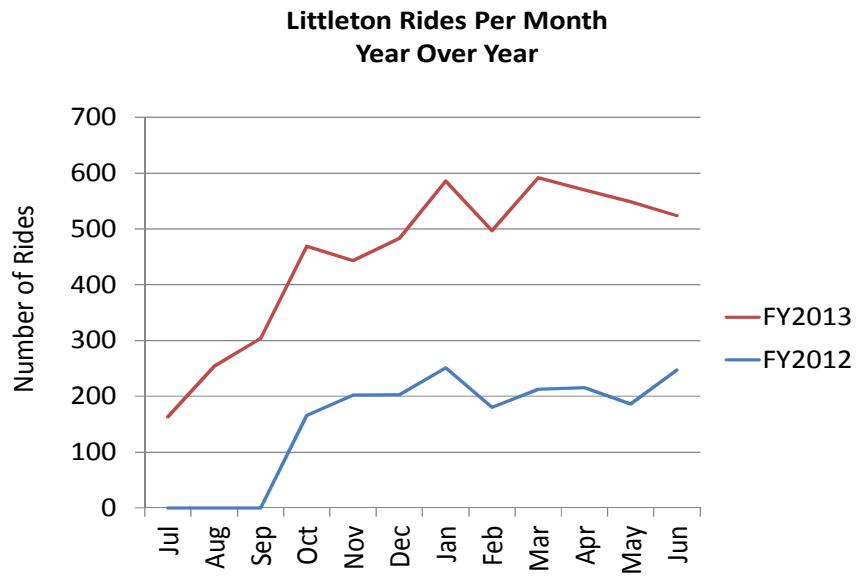
Tina coordinates with Minuteman Senior Services to provide elders-at-risk and protective services. Minuteman is a non-profit organization which helps seniors and disabled adults. In FY2013 over 700 Littleton residents used Minuteman Services at an estimated value of \$479,604. Minuteman instituted 32 Protective Service orders for Littleton residents. SHINE Counselor Bob Selling assisted 117 Littleton seniors with questions on HMOs, Medicare, Medicare D and Medicaid. AARP-trained Tony Jesensky, a member of the Friends Board, provided free tax assistance to 80 elderly and low-income taxpayers, up from 63 the previous year.

**Transportation:**

With no public transportation in Littleton our MART and COA Vans provide much needed transport 5 days a week, with the exception of legal holidays, for medical appointments and errands such as picking up prescriptions at the pharmacy. Transportation is provided for seniors and the disabled at a nominal cost and to veterans with no charge. Rides to and from the EHS/COA are free. Transportation plays a vital part in keeping seniors independent. Our ride volume requires two vans on the road every weekday, from morning until late afternoon. Due to the need, we transport all over the local area and also to medical appointments in Boston, Worcester, Burlington and Bedford.

The table below shows the number of rides provided in the months of FY2012 and FY2013 and clearly shows the increase in ridership. FY2013 is the top line.

In all, 3647 rides were provided for 110 residents in FY2013. The transportation program is supported in large part by MART, the Montachusett Area Region Transport agency, a Massachusetts state regional transit authority.



### **Senior Property Tax Work-off Program:**

In FY2013 the EHS/COA provided 110 workers to various town offices and departments at a cost of \$44,068 to the town through the Senior Tax Work-Off Program. Workers were placed (among other departments) in the office of the Assessors, School Department, Office of the Treasurer, the Reuben Hoar Library, the Conservation Commission and the Cemetery department. Working at minimum wage, seniors perform needed services with earnings applied to a reduction in their real estate property tax to a maximum of \$488 on the next tax year. This program allows town departments to receive much needed help for clerical and other tasks, relieving and supplementing town employees, while also giving seniors a reduction in property tax.

### **Access our Offerings:**

Programs and services are publicized through the Littleton Senior Broadcaster, published monthly. The Broadcaster is available on-line, by mail and at several drop-off locations in the community. Residents can subscribe to receive the Broadcaster by email through the town website. Funding for mailings was provided in FY2013 through the generosity of Richard and Ann Perrault. Many thanks to all of the individuals and local businesses who donated to the Littleton Council on Aging throughout the year. We are particularly grateful for contributions to the energy fund. Each year as heating costs rise, the amount available in aid from the state and private organizations has dropped. Many Littleton residents would be without heat or lights without the generous gifts from businesses, foundations, and individuals in Littleton. Thank you.

The Friends of the Littleton Council on Aging are unstinting in their support financially and with volunteer efforts. They sponsor, staff and execute numerous social and recreational events throughout the year and provide funding for equipment and supplies. They also provide financial support for our Outreach staff,

allowing us to extend our hours of availability. We thank all the Friends and their President, Barbara McRae, for their endless energy, enthusiasm and support for our mission.

**Annual Report of the Friends of the Littleton Council on Aging**

For a little history, the Littleton Council on Aging organized the Friends of the Littleton Council on Aging, in 1990. They incorporated in September of 1992. The original Board members were: Howard Russell, President, Dr. Henry Harvey, Treasurer, and Kathy Mull, Secretary.

The Friends had their first table at the Town Bazaar in December of 1991. They opened a Thrift and Gift Shop in October of 1992, in a small room on the first floor, at the Town Hall, Shattuck Street. It has been profitable ever since. The Friends also have periodic fashion shows using items donated to the Thrift Shop.

The Friends of the Littleton Council on Aging is a non-profit (501C-3) private charitable corporation that raises money to supplement the town and state funds for the Littleton Council on Aging.

The LFCOA are dedicated in supporting the Littleton Council on Aging, and welcomed the new director, Pamela Campbell. We are devoted in having the seniors play an active role in our community with enriching activities and programs held throughout the year.

Funds are raised by our annual request for money to all Littleton residents, sales from the Thrift Shop, Holiday Bazaar, and yard sales with items given to the Thrift Shop. We give a special tribute to the Loving Stitches. They contributed all of their sales, of homemade products, sold at the Holiday Bazaar to the Friends. Another very special gift was a Karaoke Machine, donated to us by the Laroche family.

The funds that we raise are for the benefit of seniors in need (fuel assistance, medicine, food, clothing, etc.), food gift cards, supplementing the Outreach Co-ordinator's salary, and monthly social events for the Senior Community.

The Thrift Shop continues to be a main contributor to the Friend's budget all because of the hard work done by volunteers, sales, and donations from many Littleton residents. The shop also is a popular place during their annual \$3.00 a bag sale each spring and fall for customers of all ages.

Another exciting note is that the Friends are very active in incorporating intergenerational programs with the Littleton School Department.

For over twenty years, the Friends of the Littleton Council on Aging has been devoted to enhancing the lives of our seniors. If you would like to make a donation toward this rewarding cause, please mail your check to the Friends of the Littleton Council on Aging (LFCOA), P.O. Box 134, Littleton, MA 01460.

We would like to give a very special "thank you" to the Perrault family, for their most generous support of the FLCOA's mission.

Thank you for your support.

Respectfully Submitted,

Friends of the Littleton Council on Aging Board  
President - Barbara McRae  
Vice President - Nancy Levine  
Secretary – Dotty Chase/Carolyn Harlow  
Treasurer - Tony Jesensky  
Ellen Araujo  
Sharon Corbin  
Dotty Ruiz

And it would not be possible to provide the range and variety of services we offer without the help of a tireless group of dedicated volunteers. We are grateful for their help every day.

Respectfully submitted,  
Pamela Campbell, Director Elder and Human Services

**Elder and Human Services Staff**

Director  
Pamela Campbell

**Outreach Coordinator**

Tina Maeder

**Wellness Coordinator**

Hilary Rostas

**Dispatcher**

Paul Tokmakian

**Drivers**

George Ogilvie

Neil Campbell

Richard Kent

Corrine (Gina) Monahan

Fred Schwerin (retired)

Hal Arthur

Jim Hunt

**Senior Broadcaster Editor**

Nancy Hilsinger

**Council on Aging Board**

Chairperson Louise Curley

Vice Chairperson Marjorie Payne

Secretary Robert Stetson

Mary Catalanotto

Barry M. Curcio

Barbara Kamb

George Sanders

Mary Kaye

Marsha Russell

## LITTLETON COMMUNITY TELEVISION

Littleton Community Television (LCTV) is a town department whose budget is fully funded by franchise agreements with Littleton's two cable providers, Comcast and Verizon. LCTV operates 3 channels: Public, Government, and Educational (see lineup below).

2013 was a watershed year in the history of LCTV. In April we officially dedicated the brand new state-of-the-art TV studio in Town Hall with an event that was attended by nearly 200 and featured town leadership and a visit from State Representative James Arciero.

Now staffed by Mark Crory (full-time) and Kirby Dolak (part-time), LCTV has been able to greatly expand the scope of services offered to the Littleton Town residents. Over 25 people have participated in training workshops. The Littleton High School Video Club meets at the Studio every week, and features 18 regular participants creating TV programs. Outreach has been done with the Littleton Police, Littleton Fire, LWD, LEED, Littleton School District, the MIAA, and the 300th Committee.

This past year saw a series of programming “firsts”:

- Town Meeting televised for the first time
- Every candidate for town office recorded short statements
- All day FINCOM meeting to review department budgets
- Coverage of all LHS football games, including 2 away games
- Coverage of the historic Super Bowl victory at Gillette Stadium
- Fire Station Open House
- First Room 307 broadcast including a webinar
- Live simultaneous broadcasts from LPD and Room 103

LCTV has continued to upgrade production facilities throughout Town Hall with a goal of increasing the amount of coverage of Town government activities, and improving the overall quality of that coverage. Room 103 now features upgraded SD robotic cameras, all tied into the switcher, a 70” flatscreen and two additional monitors, gooseneck mics, and live streaming capabilities. Room 307 has been fully wired with three robotic cameras, a large flatscreen, a confidence monitor for participants to keep an eye on what is being aired, all tied into a switcher in the adjacent data room, and gooseneck mics.

The result of these efforts has been a massive increase in LCTV programming. Cablecast content has expanded from an average of 130 hours per week in Q1 2013, to 900 hours per week in Q1 2014. LCTV On Demand provides convenient replay of popular programs, including Board of Selectmen meetings. The LCTV On Demand link can be found on the Town of Littleton home page. These results are consistent with the charter of public access television: to provide the residents of Littleton a means with which to get involved and stay informed in the life of their community.

LCTV would like to acknowledge the many volunteers who help to make LCTV the vital voice of the Littleton community it is intended to be. Special thanks to Bob Spinozzi who served many years on our committee and continues to be an active producer. We would also like to thank the Field family for the gift of a lift for handicap accessibility, and the students of Nashoba Valley Tech for its refurbishment.

#### **LCTV Channel Lineup:**

Comcast: Public (8), Government (9), Education (99)  
Verizon: Public (38), Government (37), Education (36)

#### **LCTV Hours of Operation:**

Monday, Tuesday: 2 pm to 8 pm

Wednesday: 11 am to 4 pm

Thursday: 1 pm to 5 pm

Friday: 11 am to 4 pm

Saturday: By appointment

Be sure to “Like” Littleton Community Television on Facebook!

Respectfully,

Alan Hoff, Chairman

## PARKS AND RECREATION COMMISSION



### TOWN OF LITTLETON Parks, Recreation & Community Education Department

#### Location & Hours of Operation:

**Address:** 33 Shattuck Street, Town Hall  
First Floor, through courtyard

**Hours:** Mon., Tues., Thurs., Fri.  
9:00 AM – 4:00 PM  
Wednesdays:  
9:00 AM – 2:00 PM

**Seasonal Hours:** Monday-Friday  
8:30 AM – 5:30 PM

**Phone Number:** (978)540-2490

**General Email:** [littletonrec@littletonma.org](mailto:littletonrec@littletonma.org)



*PRCE Staff: Back Row (L-R): Chris Adley, Program Specialist; Gary Austin, Commission Chair; Kevin Lee, Special Programs Coordinator; Erin Goebel, Program Coordinator. Front Row (L-R): Sharon Martel, Asst. Director & Kate Hodges, Director*

#### Parks & Recreation Commission:

The Parks, Recreation & Community Education Commission is made up of five residents elected by the Town of Littleton voters. The Commission is a policy-making board responsible to the Town for providing year-round quality indoor and outdoor recreation activities and educational programs for children and adults.

The Commission is concerned with meeting appropriate community-based needs that are cost efficient and within the reach of the overall community resource base while providing the highest level of participant satisfaction. All individuals with special conditions are entitled to participation and all efforts are made to make reasonable accommodations when needed. Commission meetings are open to the public and posted at Town Hall and on the Department’s website—[www.littletonrec.com](http://www.littletonrec.com). Meetings are held once a month in the Parks and Recreation Conference Room (Room 121) in Town Hall.

Park and Recreation Commission members for 2013 included: Gary Austin, Chairman; Fred Freund, Vice-Chairman; Geralyn Miller, Secretary; Brian Richter, Sports Liaison, CPC Representative and Michael Crory.

#### **Major Departmental Operations:**

Nearly 98% of the Department operations were funded from program revenues and user fees in 2013. The Departments total budget for operations remained level at approximately \$1,200,000 with the Town's contribution from the levy hovering around \$42,000. It is with this notion in mind that the Department seeks to maintain high-quality programming at little cost to the tax payer. Revenues from beach stickers, for example, fully subsidize the payroll for lifeguards.

The Department maintained a steady flow of registrations in the Town-Sponsored Public Driving School which began in 2011. In 2013, we ran seven (8) classes. Currently, the Driving School operates seven days per week and the school's fees support five part-time employees. In addition to excellent personnel, the school/Town also owns and maintains two sedan-style automobiles. In 2013, the Driving School certified about 125 drivers in the State of Massachusetts, and we currently have about 65 additional students enrolled and working towards their licenses at the time of this report.

#### **Program & Event Highlights:**

In 2013, the Department conducted over 1100 programs and serviced nearly five 5,000 total program participants. The Community Education division of the Department, managed by PRCE Assistant Director Sharon Martel, leads the programming division of the Department, and provides a line of quality enrichment and education-based programming for adults and children. Sharon is also instrumental in the creation and editing of the Department's quarterly brochure which is distributed to over twenty-one thousand homes in Littleton and the surrounding communities of: Ayer, Harvard, Groton, West Groton, Dunstable, and Boxboro.

In 2013, the Community Education Division highlights included youth sports instruction, engineering and cartooning classes for children, the 7-week Kids Adventure Summer Enrichment Program and a wide variety of contemporary adult classes taught by highly-skilled professionals and talented members of the community who want to share their knowledge with the community.

In addition to the many program offerings, the Department ran ten special events and boasted attendance of over one thousand total participants Town-wide. Events for 2013 included: *Fire and Ice at Fay Park*, *The Father-Daughter Valentine's Dance*, *Three Third Thursday Community Fairs* held on the Common, *Movie at the Beach*, *Touch-A-Truck Day*, *The Spring Egg Hunt & Bunny Breakfast*, *The Halloween Parade*, *Halloween Costume Swap* and the *Holiday Helpers Gift Drive*. All these events were well attended and people in the community commented as to how much they appreciated the Department's efforts in building such great 'community spirit.' As a Commission and a Department, we are so pleased to see how many people really enjoy and all the hard-work we put in to make sure Littleton's Department is the best in the area.



#### **Summer Season:**

The Summer Season was successful, but showed a decrease in beach sticker sales which will call for cuts in staff hours and programming for 2014. With over 375 beach stickers sold, Long Lake was an area of great use this past season lead by Aquatics Director/Program Coordinator, Erin Goebel. Unfortunately, this was approximately 125 less stickers than what was sold in the 2012 season. Swimming and boating lesson participation stayed relatively the same from 2012 to 2013. The Department had about 300 children enrolled in various levels throughout the summer. Back for its third year, our Junior Lifeguard program ran weekly training young adults in water safety and regarding the essential rescue skills needed to be a successful Lifeguard. Our junior lifeguards had the chance to help the younger kids with swim lessons, shadow lifeguards, and learn some techniques that our lifeguards use every day making them the perfect candidates for hire when they become of age. Our Sailing Camp was again successful this year reaching registration capacity each week with 100 total summer participants. Children enjoyed learning how to sail our sunfish beginner sailboats and spend the day with their friends at beautiful Long Lake. This year's lessons were again split by age to allow the older sailors to learn and perform more difficult techniques while the younger generation of participants worked on important beginner techniques which will be needed, eventually, to sail at a higher level.

In-service training sessions and staff meetings were held on a bi-weekly basis to keep lifeguards up-to-date on their life-saving skills and prepared for any emergency that may happen at the waterfront. Long Lake is known by many residents as a great place to bring your family and friends. The beautiful scenery and friendly staff is loved by all and keeps patrons coming back every year!

*Panoramic view of Long Lake in June. We may be bias (okay we are)...but this has got to be one of the most beautiful spots in Town! Don't you agree?*



*The Town's October Glory Red Maple Tree located in the Long Lake Beach Area. Received from a Grant by the New England Parks Association in October*

Lastly, the Department received a grant from the New England Parks Association in October of 2013 to purchase a new tree to replace the storm damaged Maple Tree which was forced to be taken down in 2012 because of safety issues. The October Glory Red Maple was planted in October of 2013 and will be a welcome addition to the playground and shade area on the North end of the property.

Camp Tahattawan had another good summer season with about 850 participants enrolled. Overseen by Program Specialist, Chris Adley, highlights to this year's camp season included trips to Breezy Picnic Grounds, Co-Co Key

Water Resort, and an educational trip to The Boston Children's Museum which included interactive tours of the Boston's Big Dig and the Aquatic

ecosystems unique to the bay state area. Camp staff continued to



*Elmo (Intern Connor Adley) and PRCE Director, Kate Hodges, visit Camp*

incorporate learning components into camp including daily specialty sessions of: science and nature, music and drama, arts and crafts, and sports and games. Each of the segments of our camp curriculum is taught by a certified teacher with a Master's Degree in their field. Camp Director, Jessica Connelly, used her extensive knowledge of early childhood education to continue to improve upon the scholastic enrichment offerings of Camp Tahattawan. Sarah Goddard, Assistant Director, ensured that the exceptionally popular Counselor-in-Training (CIT) program continued to run smoothly and provided a learning environment for prospective future counselors. During the season, Camp afternoons were filled with group-play, fun on the inflatable water-slide, and trips to the lake for sailing, boating and free swim.

The CIT Program, which began in 2009, had another successful summer in 2013 boasting maximum enrollment in all 6 weeks of camp; sixteen (16) participants each week, with waiting list filled to the maximum. CIT's volunteer to work and 'shadow' older Camp Counselors to learn how to become effective community leaders in the hopes of securing paid positions when they become sixteen years of age or older. Thus far, we have hired several Junior Counselors from this program, and have found it to be a huge asset to the Department and the community.



*Erin Goebel, Program Coordinator (left) happily working with Sharon Martel (PRCE Asst. Director) at the 3<sup>rd</sup> Thurs. Events*

One of the major successes of the year was, again, the middle school summer travel program entitled "TRAC" (*Teen Recreation Adventure Crew*) which began in 2012. TRAC is a full day program running from 8:30AM-3:30PM with extended day from 3:30-5:30 PM. Run by Special Programs Instructor, Kevin Lee, TRAC participants traveled to four fieldtrip destinations per week (M-Th) outside of the Littleton area and ended their weeks at Long Lake each Friday with a "beach and swim party". TRAC traveled in a coach bus to all fieldtrips which seemed to be the biggest draw to the pre-teen crowd; driving in luxury definitely had its perks. TRAC offered a fun and safe environment for students in sixth to eights grades; the students had a sense of structure and also the type of freedom that allowed them to fully enjoy their summer vacation in a structured environment free to television, video games and other more sedentary options. By summer's end, this first year program had traveled to several popular destinations including:

Southwick Zoo, a Pawtucket Red Sox Game, Wingaersheek Beach in Gloucester, Central Rock Gym, Pinz Bowling & Pizza and Canobie Lake Park in Salem, NH. The total participation was over one hundred and thirty (130) kids; nothing but positive feedback on the program has been receive thus far from parents and kids alike.

New is 2013, the Department rolled-out an afterschool program mirrored after the successful TRAC program which we called TASK (*Teen After School Klub.*) Run by Special Programs Instructor, Kevin Lee, this program was housed at the Middle School Monday-Friday from school's release until 5:30PM. We had a very steady stream of participants and feedback from the participants has been positive.

#### **Departmental Operations:**

Department Director, Kate Hodges continued to work on a more intuitive and transparent accounting and budget process for the Commission which she completed during the fall season. It was decided that the Department will be moving to an Enterprise-type of fund starting July 1, 2014. The Commission continued to employ a system of budgeting which coincides with the goals for the Department was

implemented which made the process more efficient and manageable for Commissioners and opened a dialogue with the Board of Selectmen regarding the directive for the Department to be fully self-sustaining, receiving no subsidy from the tax levy, by the year 2014. The Commission worked through the summer and fall months to educate the members of the Finance Committee regarding the non-revenue generating offerings of the Department as well the rising costs of Field and Park Management. Discussions of the Town's vision for the Department continued into 2013, and we look forward to coming to a resolution which leave the citizens of Littleton with access to all programming and space.

In addition to budget work, in February of 2012, the Department began a Capital Campaign for the repair and restoration of the 8.5-Acre park property located at 300 King Street in Town. With a budget of approximately \$500,000 for repairs, the administration must rely heavily on private donations, CPC funds and grant monies to see the project to completion. The Department seeks, specifically, to improve the

property for school groups, citizens and athletic groups to engage in play. Over 1,500 children participate in Recreation Sports and more than 5,000 school-aged children participate in Recreation and Community Education offerings over the course of a calendar year. The Department, in conjunction with the Commission, seeks to increase program offerings and open-play and green spaces with the renovation of this central park property that has been left to deteriorate.



At Town Meeting in 2013, the Department received \$200,000 from

*Performer 'Ooch' entertains kids at Camp Tahattawan. This summer camp had a Special Guest EVERY Wednesday*

CPC funding to begin the project. As of today, all site work and surveys have been completed and we are

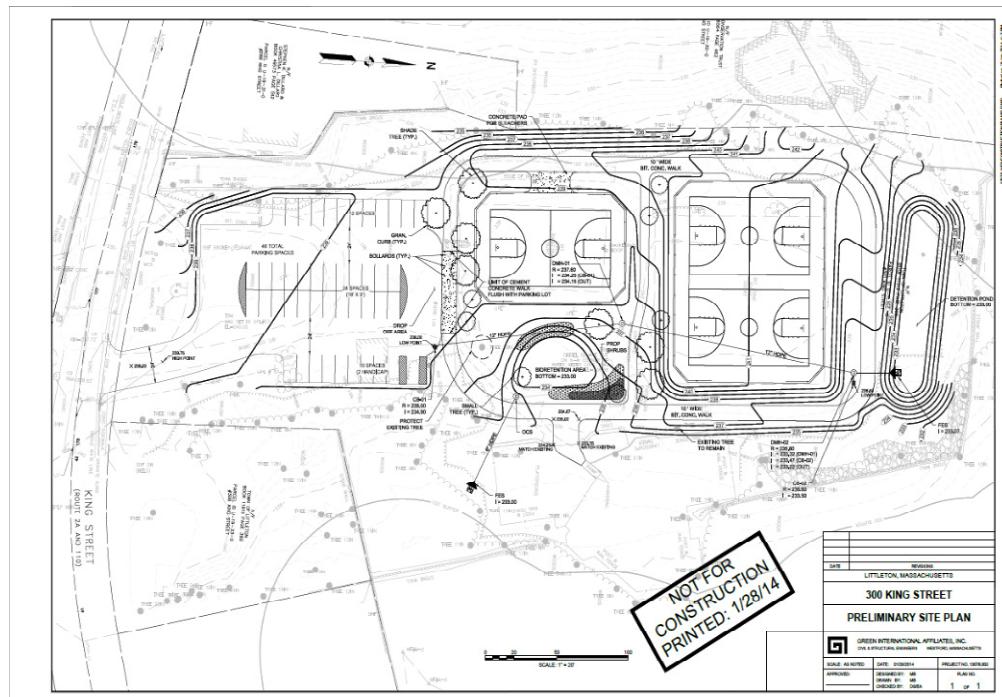
awaiting bid documents for a summer and fall completion date.

Renovations to the property include: resurfacing tennis/basketball courts; new hoops and nets; renovation of the existing parking facilities; creation of two new trail systems including one dedicated to fitness and walking with state-of-the-art equipment for body shaping; new trees and picnic areas and other amenities as required for public park properties.

In February of 2014, the Commission submitted an application for funding to the Community Preservation Committee (CPC) to assist in the final phases of the project. It is the Department's understanding that the Community Preservation Act seeks to establish a dedicated funding source "...to acquire and preserve open space, parks and conservation land, protect public drinking water supplies, and scenic areas, protect farm land and forests from future development, restore and preserve historic properties, and help meet local families' housing needs." This project mirrors many of those goals as the Department and Commission seek to beautify this park property which is located in central Littleton. This article will be submitted to Town meeting in Spring of 2014.

2013 was a fabulous year of progress and growth within the Department. We are making great strides towards our goal of serving the people of Littleton better. As always, should you have an idea for a program or any comments about our operation or existing program offerings, please do not hesitate to contact us; we would love to hear from you.

### 300 King St. Preliminary Site Plan (01.28.14, not for construction)



## VETERANS AGENT

The Mission of the Veterans' Affairs office is to help address the financial and medical needs of Littleton's veterans and their dependents. The Veterans Agent also provides information and support to family members of Service personnel currently in the Armed Forces.

### DESCRIPTION OF SERVICES

The Agent assists veterans in applying for State and Federal services. The office also offers assistance and referrals in the areas of federal compensation and pensions, state and federal educational benefits, tax exemptions, annuities, home loans, counseling and job training.

Indigent (very low income and minimal other financial assets) veterans and dependents may qualify for necessary financial assistance for food, shelter, clothing, housing supplies and medical care in accordance with a formula which takes into account the number of dependents, if any, and income from all sources.

Other eligible veterans will receive assistance in applying for state or federal (VA) benefits or services for which they may be entitled. You may review these benefits and services from your home computer by logging-on to [www.mass.gov](http://www.mass.gov) and entering Veterans Services in the search box for state benefits and [www.va.gov](http://www.va.gov) for VA benefits, or simply come to my office for a discussion and assistance.

### STAFFING

Staff consists of one part-time Veteran's agent, approximately 6 hours per week.

**PERFORMANCE/WORKLOAD INDICATORS**

<b>Indicator</b>	<b>Unit of Measure</b>	<b>FY13</b>	<b>Projected FY14</b>
Veteran's receiving benefits	Count	6	7
Calls per year	Count	156	175
VA Applications received	Count	4	6
VA Applications approved	Count	2	6

During this calendar year, all requests for assistance have been processed or passed to other agencies for the needed help. All veteran's graves in town have been visited, mapped and had a flag placed for Memorial Day. All Veteran's Memorials are being suitably maintained and flags replaced as needed. There were nine (9) burials for veterans at the Westlawn Cemetery this year.

**Branch of Service Totals:**

Army: 4  
Air Force: 1  
Navy: 4

**Era Totals: Vietnam: 2, World War 2: 6, Korea: 1**

We honor their service and mark their passing below:

<b>NAME</b>	<b>SERVICE</b>	<b>WAR</b>
<i>RALPH BURRILL</i>	<i>U.S. ARMY</i>	<i>WWII</i>
<i>HENRY J. CORMIER</i>	<i>U.S. NAVY</i>	<i>VIETNAM</i>
<i>RAYMOND M. CORNISH</i>	<i>U.S. AIR FORCE</i>	<i>WWII</i>
<i>ALBERT DODGE</i>	<i>U.S. ARMY</i>	<i>WWII</i>
<i>JOSEPH M. FINNERAN</i>	<i>U.S. NAVY</i>	<i>WWII</i>
<i>VINCENT J. GAZIANO</i>	<i>U.S. NAVY</i>	<i>KOREA</i>
<i>ROBERT B. LEARMONT, JR.</i>	<i>U.S. ARMY</i>	<i>WWII</i>
<i>PAUL THOMAS MCGRATH</i>	<i>U.S. NAVY</i>	<i>VIETNAM</i>
<i>EDWIN WILSON TOOKER</i>	<i>U.S. ARMY</i>	<i>WWII</i>

Veterans and widows of veterans in need of assistance or information may contact John Boroski at 978-540-2485 or e-mail [jbiloski@littletonma.org](mailto:jbiloski@littletonma.org). You may always visit the office in Room 222 at the Town House between 8:45 am and 11:45 am on Monday and Thursday's.

This department cannot speak highly enough of the many residents who have volunteered to support us this year with their time and effort towards our Memorial Day Parade and Veterans' Day Activities. Without the volunteer help of the American Legion Post 249 and the Veterans of Foreign Wars Post 6556 members these activities would not be possible.

The Town now has several places for residents to drop off their faded, torn or otherwise damaged flags for proper retirement. The flag collection boxes are now available at the main entrance to the Town Hall, the Transfer Station and the Westlawn Cemetery Administration Building. The Flag Retirement ceremony is held in November of each year.

Respectfully submitted,

John Boroski  
Veterans Agent

## TERCENTENARY GENERAL PLANNING COMMITTEE



[www.littleton300.org](http://www.littleton300.org)

**Opening**-June 21, 2014  
**Picnic**-July 12, 2014  
**Parade**-September 6, 2014  
**Fireworks**- September 6, 2014  
**Ball**-September 13, 2014  
**Closing**-September 27, 2014

The Tercentenary General Planning Committee meets regularly on the second Thursday of each month. Our goal is to finalize details to create a memorable and meaningful 300<sup>th</sup> celebration for our town in 2014. Nine subcommittees with over 60 volunteers continue to plan and organize tercentennial events including: Open and Closing Ceremonies, Picnic, Parade, Fireworks, and Ball. Other volunteers collaborate on Publicity, Legacy, and Community Outreach subcommittees. Smaller teams concentrate their efforts on memorabilia and banner sales. The Friends of the 300<sup>th</sup> Inc. is a private group that assists with 300<sup>th</sup> fundraising efforts. Please join us at Littleton's 300<sup>th</sup> events throughout the year.

Respectfully submitted,

## TERCENTENARY GENERAL COMMITTEE

Jack Holmer-Chairman	Michael Crory
Mary Dugan	Ann Himmelberger
Beth Jouris-Administrative Assistant	Kathy Knox-Treasurer
Millie McGovern	Robin Sewell-Secretary

## REUBEN HOAR LIBRARY

### GOODBYES & HELLOS IN 2013

After a lengthy search, the Trustees welcomed Kip M. Roberson as the Library's new...and first male...director; Kip started his duties on April 1<sup>st</sup>. The Trustees and staff bid a fond farewell to Meredith McCulloch who served as Interim Director. Also departing, office coordinator Cindy Filipe left the library in November for a position in the Town Treasurer's office and was replaced by longtime staff member Susan Palmer.

### LIBRARY TRUSTEES & STAFF

#### Trustees:

Mark Rambacher, Chair	Cheryl Hardy-Faraci, Vice-Chair
Raymond Boucher, Treasurer	Keri Bradshaw, Secretary
Laura Beltrami	Jenna Koerper Brownson (Resigned in May)
Peter Church (Appointed in May)	

#### Administration:

Director - Kip M. Roberson (Appointed April 1)  
Interim Director - Meredith McCulloch  
Office Coordinator - Cindy Filipe (Resigned November 21)

#### Librarians:

Circulation & Interlibrary Loan Services - Andrea Curran  
Technical Services – Helen Graham, Betty Smith  
Children's Services – Diann Ouellette-Haduch  
Reference & Young Adult Services - Linda Schreiber  
Senior Library Technicians - Jeanne Sill, Susan Palmer  
Library Technicians - Jenna Cantino, Margaret Geanisis, Julie Bernardi, James Taber  
Library Assistants - Julie Frederickson, Sally Pendleton

#### Library Statistics:

Total circulation of materials	161,910 an average of 18.1 loans per resident
Registered borrowers	6,126 (including 65% of town population)
Volumes owned	95,912
Loans between libraries	27,856 received; 25,613 loaned
Adult programs	152 with 2,212 participants
Children's programs	148 with 3,685 participants
Young Adult programs	12 with 134 participants
Library Hours	Open 2,013 hours in 2013

### WHAT WE DO WITH YOUR TAX DOLLARS

Here are some of the ways we spend your money:

- Purchase books, audiobooks, magazines and newspapers, DVDs, music CDs

- Provide access to an eLibrary of research databases, eBooks, eAudiobooks, magazines, downloadable music, streaming video, and online learning with more than 500 educational courses
- Provide 12 public computer workstations where users can access the Internet or do word processing
- Maintain the library website at [www.LittletonLibrary.org](http://www.LittletonLibrary.org) where visitors can access the eLibrary of online resources 24/7 or search the online catalog with access to materials from all over the Commonwealth
- Provide public meeting rooms for community groups
- Sponsor summer reading programs for adults, teens and children
- Answer your reference questions by phone, eMail and in-person
- Provide genealogy assistance through electronic resources and a monthly genealogy club
- Assist library users in finding the best materials for your reading, watching or listening enjoyment
- Pay the skilled and friendly staff who:
  - Get library materials into your hands
  - Help you find library materials that suit your needs
  - Answer your research, school and general information questions
  - Select and catalog the best books, DVDs, magazines, CDs, audiobooks and other materials which meet community needs and interests
  - Read aloud and recommend books promoting childhood literacy during story times
  - Plan and implement programs for adults, teens, and children
  - Keep the shelves in order so that items are easily discovered

## HOW WE STRETCH YOUR TAX DOLLARS

### LIBRARY VOLUNTEERS:

Volunteers are not paid -- not because they are worthless, but because they are priceless! Reuben Hoar Library is grateful to the many volunteers, adults and teens, who augment the work of the library across many functions. Volunteer tasks include processing books, shelving materials, assisting with cleaning/repair of damaged items, discarding items, making phone calls, and helping with the summer reading program.

#### Volunteers serving the library and the community include:

Nancy Carl  
Kikuko Chang and Maya\*  
Phyllis Curcuru  
Chuck Faraci  
Ken Haduch  
David Harding  
Terry Hathaway  
Dick Hunt  
Rosemary Jackson  
Carol Lodi  
Martha McCown & Greta\*  
Crystal Orton  
Linda Stone

Donna Ray  
Kathy Roemer  
Jayne Rossetti  
Linda Stone  
Ashley Wrona

**Scholarship Volunteers**  
Elizabeth Imbrogna  
Marina Middleton  
Chloe Shelford

**Senior Tax Volunteers**

GayAnn Barbella  
 Peter Barbella  
 Diane Douglas  
 Andy Fredette  
 Pat Gross  
 Bob Meier  
 Lois Meier  
 Claire Russo  
 Elizabeth Schmidt

Atsuko Yamashita

Marge Zoto

**Teen Volunteers**

David Baron  
 Ashley Chow  
 Geoffrey Keane  
 Diana Kumynova  
 Daniel Millard  
 Derek Murray

\*Maya and Greta are the Library's "Read to Me" dogs who visit the Children's Room regularly.

**REUBEN HOAR LIBRARY FUND**

The fourth annual Reuben Hoar Library Fund, now totaling over \$185,000, welcomed contributions. The funds will be used to improve the existing library space or to help defray the costs associated with either a new or expanded library facility. No determination on what exactly the future holds on this front has been made as the library ended 2013 working on a planning and design grant application for the Massachusetts Board of Library Commissioners.

**FRIENDS OF THE REUBEN HOAR LIBRARY**

The Friends of the Library is a non-profit organization with over 300 members who support and volunteer to raise funds to augment the library's operating budget. Among their gifts are the annual purchase of museum passes, support for library programs, and the purchase of needed equipment for the library. The Friends of the Library board members in 2013 were Chuck Faraci, Judy Grande, Tanya Lombard, Jane Lyons, Cristina Miller, Cathy Olson, Sarah Rambacher, Kathy Roemer, and Karen Smith. We are grateful for their many gifts of time and funds.

**TRUST FUNDS**

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FUND NAME	BEGINNING PRINCIPAL	ENDING MARKET VALUE
<b>REUBEN HOAR - BOOK FUND</b>		
HOUGHTON FOUNDATION	\$5,000.00	\$12,952.40
AUGUSTUS K. FLETCHER FUNDS	\$1,000.00	\$2,579.12
LAWS FUND	\$1,000.00	\$2,579.12
GEORGE CHEYNE SHATTUCK FUND	\$2,000.00	\$5,158.28
JOHN MURRAY SPRAGUE FUND	\$1,000.00	\$2,579.12
VICTORY FUND	\$1,000.00	\$2,579.12
BRADFORD SAMPSON FUND	\$30,520.37	\$93,775.32
REUBEN S. & MARY ANN HOAR MEMORIAL	\$5,500.00	\$14,270.50
REITA I. BEAN FUND	\$3,862.00	\$9,995.09
JOHN HILTON STARR	\$20,000.00	\$46,082.42
DAVID F. ROWSE MEMORIAL	\$15,100.00	\$35,290.62
EDWARD POTTER SANDERSON	\$20,000.00	\$46,082.42
 SUBTOTALS	 \$105,982.37	 \$273,923.53

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**REUBEN HOAR - CHILDREN'S BOOK FUND**

GEORGE W. SANDERSON FUND	\$1,000.00	\$2,319.55
CELIA M. HOUGHTON FUND	\$1,000.00	\$2,319.55
NATALIE R. CURRAN FUND	\$10,579.00	\$24,095.63
<b>SUBTOTALS</b>	<b>\$12,579.00</b>	<b>\$28,734.73</b>

**REUBEN HOAR - GENERAL FUND w/ PRINCIPAL PRESERVATION**

SUBSCRIPTION FUND	\$1,514.00	\$3,918.27
LIBERTY FUND - JOEL EMERY FLETCHER	\$750.00	\$1,923.25
LIBERTY FUND - SPRAGUE FUND	\$250.00	\$655.92
NAHUM HARWOOD FUND	\$2,000.00	\$4,081.29
ELIZABETH G. HOUGHTON FUND	\$5,000.00	\$12,952.40
ANNIE C. SMITH FUND	\$1,520.00	\$8,461.15
ANNA H. BROWN BEQUEST	\$500.00	\$1,317.35
EDNA L. YOUNG FUND	\$1,000.00	\$2,579.12
DOROTHY HEMMINGWAY MEMORIAL	\$631.00	\$1,628.67
THEODORE FLETCHER COBB MEMORIAL	\$5,000.00	\$12,952.40
GEORGE & ROSE WOOD FUND	\$82,300.00	\$206,881.62
WALTER CLANCY FUND	\$16,040.00	\$36,975.99
EUNICE MORRISON FUND	\$30,000.00	\$59,213.56
SECOND CENTURY - LIBRARIANS FUND	\$95,280.00	\$234,437.92
SECOND CENTURY - DAVID GLUYAS		
WILLIAMS	\$10,238.00	\$25,682.68
SECOND CENTURY - MARION BROWN		
AHERN	\$7,000.00	\$17,869.65
JOHN D. HOUGHTON FUND	\$2,500.00	\$5,763.23
<b>SUBTOTALS</b>	<b>\$251,523.00</b>	<b>\$637,294.47</b>

SECOND CENTURY - UNSPECIFIED	\$45,692.00	\$113,038.92
GERTRUDE HOUGHTON FUND	\$44,855.00	\$67,121.02
<b>SUBTOTALS</b>	<b>\$90,547.00</b>	<b>\$180,159.94</b>
<b>GRAND TOTALS</b>	<b>\$470,631.37</b>	<b>\$1,120,112.67</b>

## SCHOOL COMMITTEE

In the last year, the Littleton Public School system addressed a variety of challenges and opportunities regarding curriculum, budgeting and management. While a significant effort was required from the teachers, student, administrators and School Committee members to manage these challenges and opportunities, it ultimately resulted in continued improvement in the delivery of education and achievement by our staff and students.

The School Committee and Littleton Educators Association reached an agreement in FY 13 to defer steps and lanes for the teachers as part of an effort to address budget pressures and, while we were not able to avoid staff reductions, deferring the steps and lanes helped mitigate the impact. This fiscal year, the School Committee

and Littleton Educators Association reached an agreement to disburse the value of the deferred FY 13 step increase on top of the original contract values for FY 14. Additionally, the School Committee and Littleton Educators Association opened contract negotiations for a contract to take effect September 1, 2014. As an alternative to traditional bargaining, the School Committee and the LEA agreed to use Interest Based Bargaining (IBB). IBB eschews the traditional bargaining approach whereby the parties would list positions and instead focuses on shared interests in achieving an amicable collective bargaining agreement. As always, the School Committee will work to balance the impact of a new contract on the Town's overall finances while ensuring that the District remains able to attract and retain the highest qualified candidates for teaching positions in Littleton.

The administration also worked closely with the LEA to design and implement a new Educator Evaluation Model as well as implementing a web-based software tool called Teach Point to track the evaluation process. While this required a significant amount of time and effort from our administration team, we are excited that it will provide our teachers enhanced opportunities for professional growth and development both individually and collectively, resulting in even stronger skills in the classroom that will have a positive impact on our students.

The high school administration team and teaching staff were also extremely busy as they successfully completed an exhaustive reaccreditation process. Occurring every ten years and administered by the New England Association of Schools and Colleges (NEASC), this process reviews all aspects of the culture, climate, content and delivery of education to our high school students. While it was heavily time and resource consuming, it presented a terrific opportunity for evaluation, validation and improvement for all aspects of the school.

The Middle School began a review of their science curriculum. The school was also the only beneficiary in the state of a grant to start a computer coding curriculum for middle school students, complete with software and hardware. In addition, there was an expansion of the Engineering Club at the middle school, due in large part by efforts of high school students and staff to spread resources at the high school to the younger students.

The Russell Street School also took advantage of an opportunity for enhanced instruction when the 5th graders participated in a weeklong Department of Defense sponsored science, technology, engineering and math (STEM) immersion program at Hanscom Air Force Base. This STEM program presented opportunities for the fifth grades to be exposed to a level of instruction not normally available to our students.

Teachers and administrators continue to use data analysis from MCAS and other measures to inform the use of programs such as Response to Intervention at Shaker Lane and Russell Street and the Academic Support Center at the Middle School. These programs are designed to enhance efforts to implement differentiated instruction, which allows all levels of student achievers to grow and improve. Our district continues to move forward in regard to MCAS achievement within all of our schools. In comparison with state results, Littleton students across all grade levels and subject areas had higher percentages of students achieving proficiency levels when compared to state averages.

Our High School Students continue to do well on Advanced Placement Exams (AP). Eighty students participated in 154 AP exams in May of 2013. Seventeen students received designation of being an AP scholar as a result of receiving a grade of 3 or higher on three or more exams. Five students received recognition as AP scholars with Honor, based on an average grade of at least 3.25 on all AP exams taken, and grades 3 or higher on four or more of these exams. Ten students received recognition as an AP scholar with Distinction, as a result of scoring 3.5 or higher on all AP exams taken, and grades of 3 or higher on five or more of these exams. In total, LHS had 32 AP scholars in 2013.

Our High School students continue to show significant gains in SAT achievement. Ninety Nine percent of LHS students in the class of 2013 participated in the SAT, and demonstrated the following gains: 15 point increase in critical reading, 10 point increase in Math, and a 13 point increase in writing. We continue to be proud of our school achievement on this internationally based exam.

One of the main focuses in moving the District forward is on the continued integration of technology in the classrooms and across the curriculum. Continuing a trend toward distributed resources, teachers and students have been working to increase the use and benefit of iPads and Chromebooks directly in classrooms rather than in computer centers. Obvious uses of this technology include the use of computers in math, science and engineering classes, but these technologies are also being used on a regular basis in other classrooms as evidenced in the implementation of a research based approach to teach History using Chromebooks and on-line research platforms and resources. The use of emerging technologies also makes it easier to keep class content current and relevant, resulting in more engaged students learning from real-world examples of course concepts and lessons.

The introduction of Chromebooks at the Middle and High Schools is also due in part to the anticipated introduction of a new standardized assessment, called Partnership for Assessment of Readiness for College and Careers (PARCC), that is designed to replace the MCAS. The PARCC assessment is tied to the implementation of Common Core standards in math and English Language Arts from K-12. School administrators and educators have been working diligently to align Littleton's curriculum with the Common Core standards as well as preparing the District for the anticipated implementation of PARCC. While the District is confident that these initiatives will have a positive impact on learning, it must be noted that the implementation has strained resources in terms of the amount of time and effort being expended by our staff. In addition, the PARCC assessment must be administered electronically, rather than using pencil and paper, requiring a significant expenditure over the next several years for enough computing device capacity to allow students to take the test. While these mandates have come from the Federal and State Departments of Education, funding and aid for staffing and resources have not, resulting in additional stress on our budget in a time of already constrained resources.

Dealing with these unfunded mandates has become a sustained challenge for the School Committee and Administration. It is also becoming a sustained challenge dealing with effectively level amounts of Local Aid and Chapter 70 funding from the State over the past several years. As a District, we are being asked, and we are committed to, increasing the level of education being provided to our students. However, we are not being given the requisite resources to match the demands being made on us by these governing bodies and the demands we have for ourselves. One of our primary concerns as a Committee is the long-term sustainability of our budget to meet these new mandates and challenges without increased funding commitments.

The High School and Middle School community saw the rollout of a new student information system called ASPEN which gives teachers a centralized portal to enter and track assignments and grades. ASPEN also allows students and parents 24/7 access to the assignments and grades as well, creating an opportunity for more immediate feedback. The School Committee and Administration hope that the availability of this information will encourage students to strive for an even higher level of achievement and progress as they move through the upper grades.

While our main focus is on fostering strong academic success for our students, the Littleton schools continue to provide growth opportunities in a variety of other areas as well. Even in the midst of difficult budget times, the District has managed to avoid cutting extracurricular activities. There are chorus and band offerings at Russell Street, the Middle School and High School. Both the Middle School and High School offer multiple drama productions during the school year. The Middle School supports a broad interscholastic sports program with teams for boys and girls in all three seasons. Littleton High School offers 14 different sports for 20 teams

(10 for girls, 10 for boys) and has had a sustained level of success over the past several years in terms of league championships and playoff appearances. Both the Middle School and High School have a wide variety of after-school clubs that focus on providing extended learning opportunities and direct application of knowledge and concepts in foreign language, history and social sciences, math, science and engineering.

During FY 13, School Committee member Daryl Baker led an exhaustive review of our policy manual. Under Daryl's direction, the School Committee completed the most extensive overhaul of School Committee policies in over a decade. Committee policies now align more directly with both federal and state laws. The revamped policies are fewer in number and are clearly specific in their application.

The spring Town elections resulted in the re-election of Chuck DeCoste to his second three-year term on the School Committee. Alex Pratt won a special election to serve the remaining year of the seat absented by Tyler Gray. After the elections, the Committee re-organized with Paul Avella being elected Chairman, Mr. DeCoste as Vice-Chair and Daryl Baker as Secretary.

The School Committee would like to thank Bob O'Neill for his work serving as an appointed member of the Committee prior to the special election. Mr. O'Neill, a long time attendant of School Committee meetings, was able to step in on short notice and immediately begin contributing to our work. After leaving the Committee, Mr. O'Neill was gracious enough to volunteer to take a position on the Pursuit of Excellence task force and continue to offer support and guidance to the Littleton schools.

Mr. O'Neill is just one example of a legion of Littleton citizens who volunteer their time in our schools on behalf of our children. The School Committee would like to thank the hundreds of volunteers who serve in our classrooms helping our teachers and those who serve on bodies such as the Pursuit of Excellence task force, the PTA, School Improvement Councils, SEPAC and other committees and bodies that help support and promote the education mission of the Littleton Public Schools.

During the FY13 year our district bid farewell to four staff members who retired. Dianna Peterson, Director of Pupil Personnel Services, spent six years in Littleton Public Schools and retired in September 2013. Cynthia Roper, Russell Street School Nurse spent 24 years in our district and retired in June 2013. John Henshaw, Russell Street School Teacher, spent 10 years in our district and retired in June 2013. Elaine Driben taught for 31 years in the Littleton Public Schools and retired in June 2013. We would like to take this opportunity to thank our retirees for their dedicated service and commitment to our students and community. We would like to wish them the best as they embark upon a new life journey.

The Littleton schools face significant challenges including the introduction of new curriculum standards and student assessments, a new educator evaluation system and significant budget pressures along with regular internal and external reviews and assessments of our programs and curriculum. Even with these challenges and pressures, we also continue to embrace a variety of opportunities in programming, curriculum and technology that are designed to improve and enhance the educational opportunities offered to Littleton students. The School Committee, as the oversight body, receives regular updates and feedback from the Superintendent and his administrative team in regards to these challenges and opportunities. As a Committee, we are confident the Littleton Public Schools are successfully meeting the challenges they face and we are excited about the new opportunities for improving and enhancing the educational program being offered to our students. The Littleton Public Schools will continue to exceed the standard and will provide students with every chance to excel as they move through our schools and into the world of the 21<sup>st</sup> century.

Respectfully,

Littleton School Committee:  
Paul Avella, Chair

## SUPERINTENDENT OF SCHOOLS

It is with great pride and enthusiasm that I write my third annual report for the Littleton School Department. Throughout the year I have been witness to many great events within our schools. I have had the pleasure of witnessing incredible classroom lessons delivered to our students by various staff and have experienced top-notch extra-curricular and co-curricular activities throughout the year. We have also celebrated a number of staff and student successes during the year.

Our schools continue to make great strides in enhancing our curricular and instructional programs focused on advancing student achievement. An array of professional development offerings aligned with building based School Improvement Plans continue to be offered during the three hour early release days. District-based professional development offerings supported Littleton's full implementation of the new Massachusetts Educator Evaluation system. All educators, teachers and administrators receive summative evaluations based on Performance Standards and Performance Ratings, which Littleton adapted from statewide models. Accordingly, Littleton offered professional development sessions for faculty, administrators and the School Committee on the new Educator Evaluation system. Faculty and staff were also trained on a new TeachPoint software program, which was adopted to manage all records and communications involved with the new Educator Evaluation system.

Teachers and administrators also received training on the Common Core State Standards as they relate to the Massachusetts ELA curriculum frameworks. Faculty members were divided into two grade level cohorts (K-5 and 6-12) and received training to assist them in applying instructional practices that align with shifts in reading and writing standards that align with the Common Core.

Our school district continues to embrace the importance of staff development at the district and school level. Site-based faculty led Professional Development comprises half of the professional development offered to staff during the three hour early dismissal days. Each Principal has a school-based team to review and endorse all site-based PD activities, which align with activities and initiatives in each school's Improvement Plans. Examples of activities that faculty members are pursuing include curriculum reviews, the development of new courses and updating of curriculum, technology trainings, best practices and revision of student report cards. Access to quality professional development is essential in providing staff with opportunities to keep abreast of best practice as well as fostering an environment that is committed to excellence.

As a school district we continued to use data analysis focused on monitoring individual student growth from year to year. We remain committed to the analysis of student achievement data to inform curriculum as well as support targeted individualized instruction within our classrooms. Our district continues to move forward in regard to MCAS achievement within all of our schools. In comparison with state results, Littleton students, across all grade levels and subject areas, had higher percentages of students achieving proficiency levels when compared to state averages. This fall our administrators and curriculum coordinators worked as a data team to share trends and procedures in MCAS analyses. Our Principals then engaged in an in-depth review of student growth percentiles for students in their respective schools using the Spring 2013 MCAS results.

During the year, our school district curriculum coordinators have worked in grade level and department-based teams to align their curricula with the new Massachusetts curriculum frameworks which incorporate the Common Core Standards for English Language Arts, Literacy and Mathematics. Faculty at the Shaker Lane School and the Russell Street Schools also worked on revising student report cards to align with the Common Core. As a district, we are continuing the implementation of a system-wide web-based

curriculum mapping process that will allow easy access to our preK through 12 curricula. Our staffs have continued to refine instructional practices to provide small group instruction and differentiation to meet the needs of diverse learners and increase student engagement across the curriculum.

In the area of technology, our district continues to move forward through strategic planning to develop an updated district technology plan and a new “Bring Your Own Device” policy. In conjunction with this policy, the bandwidths at Littleton High School and Middle School were increased to support the high number of users we have as a result of the increased use of technology within our classrooms. Currently we have up to 600 devices that are being used on a daily basis with our bandwidths capable of handling 1000 devices per school. Our district expanded the use of cloud based services, including Google Apps for Education for both students and staff. To further the utilization of Google Apps for Education in classroom settings, the district purchased 100 chromebooks for student use. Our technology staff has provided faculty trainings throughout the summer and during early release days specific to the utilization of chromebooks and MacBooks as well as newly adopted software programs such as Teachpoint and the Aspen Student/Parent Portal.

An important and exciting opportunity in technology for Littleton Middle and High School students was the participation in the national “Hour of Code” program designed by Code.org to introduce students to computer science and computer programming. Littleton Middle School received a prestigious honor of being selected as one of fifty schools (one per State) to receive a \$10, 000 award from Code.org. The funding will be used to design and implement a Programming and Engineering Computer Lab where students will learn coding methodology, computer science techniques, and engineering design skills through designing apps, games and robotic projects.

This spring Littleton will be participating in the 2014 PARCC Field Test. PARCC stands for the Partnership for Assessment and Readiness for College and Careers, a consortium of 18 states including Massachusetts and the District of Columbia, which is developing a set of assessments in English Language Arts/Literacy and Mathematics based on the Common Core Standards (CCSS) that will be used by all states in the consortium. The spring 2014 PARCC Field Test will be administered to more than one million students across all PARCC states to prepare for the first operational administration of PARCC assessments during the 2014-2015 school year. In Littleton a limited number of students in Grades 3 through 11 will participate in the Field Tests.

As part of our district’s web based student information system, the on-line password protected Aspen family/student portal was opened at Littleton Middle School and High School to enhance communication among students, parents, teachers and administrators. Parents and students are able to access on-line progress and grade reports, attendance records, and student schedules. Teachers can share course information such as syllabi, homework and scheduled assessments and grades.

Strategic Planning has been a primary focus for our teachers and administrators at both the school and district levels. Each school formulated an updated 2013-2015 School Improvement Plan encompassing the following five goal areas: 1. Curriculum/Instruction/Assessment 2. Professional Development 3. Community/Communication 4. Climate/Culture 5. Technology. The newly updated School Improvement Plans formed the foundation for a new strategic plan entitled Vision 2020, which encompasses the same five goal areas for the years 2013-2016. Vision 2020 is our district’s vision for excellence. This document reflects input from faculty, staff and community members, and is a living document that guides all programmatic and budgetary decision making.

Throughout the year our students have had many opportunities to take part in co-curricular and extracurricular offerings that have provided invaluable educational experiences. As we all know, our

students will cherish many of these experiences as they continue their educational journeys. I would like to commend our staff, students, coaches and community for supporting these programs throughout the year.

Our schools continue to make great strides in enhancing curricular and instructional programs that educate the whole child with the Russell Street School implementing a Responsive Classroom program building wide. A number of Shaker Lane faculty and administration also received training in this program. The Littleton Middle School continued its successful implementation of the Second Step program.

Budget considerations were a focus of conversation throughout the year. As a result of continued increases in costs as well as limited growth in revenue, the School Committee recommended a level- staffing budget. Through the maintenance of staffing we were able to continue to provide quality programming for our students. This was a direct result of the hard work of our administration and staff. With the current forecast for our FY 15 budget, a lack of increase in State Revenue will continue to create challenges in our ability to maintain a level services budget. I would like to thank our staffs, administrators and School Committee for their hard work and dedication in ensuring that our students continue to be well supported. I would also like to thank our community for their continued support in ensuring that our students receive the necessary educational experiences that are paramount for continued success.

Special thanks go to the many citizens who continue to volunteer within our schools and to the many town organizations and citizens who have given funds, goods and services to support and enhance programs for our students. We are fortunate to have over 400 volunteers who have donated their time, talent and resources to our schools.

Through these efforts and more we will continually aim to have all of our students reach their full potential and continue to actualize our Core Values of Respect, Responsibility, Integrity and Accountability.

Kelly R. Clenchy  
Superintendent of Schools

## **SHAKER LANE SCHOOL PRINCIPAL REPORT**

The Shaker Lane School, serving grades Early Childhood through Grade Two, is the critical first stage of a child's educational experience in the Littleton school community. Our primary goal is to provide a secure, inviting, success-oriented environment that meets the cognitive, emotional, social, and physical needs of the whole child at his or her level of development. We believe in challenging every child and providing them with the opportunity and encouragement to reach the next stage in their academic development. In addition to encouraging optimum academic achievement, this supportive atmosphere also advocates human values that develop social awareness and mutual respect in our global society. Our dedicated staff provides quality-learning experiences for all members of our school family within a caring environment, setting high expectations for achievement and social interactions.

Shaker Lane offers both nursery and pre-kindergarten programs for three to five year old children. Our programs, all of which are inclusive, offer a three day, half-day program for three year olds; a four day half-day program for four year olds; and two five day full-day programs that are multi-age. Both nursery and pre-kindergarten experiences provide secure, inviting success-oriented environments which meet the cognitive, emotional, social and physical needs of the whole child at his or her level of development. Our preschool program is based on fundamental principles of how young children learn. We believe that all children can be successful and learn best in a nurturing, predictable, and safe environment. We recognize that children learn best when all are included and are viewed individually with distinct abilities and needs.

In response to this philosophy, the program utilizes a developmental approach and provides experiences, which promote curiosity and develop cognitive, language, social and motor skills. Through teacher facilitation, the children are encouraged to actively explore their environment and acquire skills through a combination of play, small and large group activities, and direct instruction. Each child is provided open-ended curriculum activities where they can experience success as they learn and develop at their own rate.

In kindergarten, we continued to offer a full-day kindergarten program for those families that are interested. The longer school day allows more time to explore concepts, and more time to practice and learn the outcomes. We continue to offer several options for students. All kindergarten students attend kindergarten from 8:50 AM to 12:00 pm for the entire school year. In addition, parents can choose to extend their child's kindergarten day to 3:15 on a fee basis. Besides choosing a half-day or full day five days a week program, parents could choose to have their child attend two, three or four full-days. Children who do not stay for an afternoon are bused home, leaving at 12:00 p.m. Students in the full-day kindergarten program ride the regular Shaker Lane bus routes to and from school with the rest of the Shaker Lane students. The transitional program provides for children who may not be developmentally ready to enter grade one.

At Shaker Lane we focus on creating a responsive and proactive environment for staff, students and families. At the core of our character education program is our H.E.A.R.T. philosophy. H.E.A.R.T. is an acronym for Honesty, Effort, Acceptance, Respect, and Take Responsibility, all character traits we promote in our students. As a school community, children and classrooms "show H.E.A.R.T." by striving to display these values. The entire Shaker Lane community comes together at regular Community Meeting assemblies where staff and students engage in songs, skits and activities to promote the H.E.A.R.T. values. It is our goal to enable all children to be responsible and honest citizens.

The Shaker Lane School Council formulates the School Improvement Plan and to review the school's budget. The School Council continues to focus on five district goals:

Align and enhance curriculum, instruction and assessment to continually improve student achievement. Provide opportunities for continued growth for staff to support high standards in all district programs targeted toward identified needs.

Continually improve communication among schools, parents, students, and community

Sustain an accepting, respectful, and responsive culture that provides for a safe and secure learning environment

Provide all staff and students with access to current technology

This past year we continued the work of documenting the curriculum and the implementation of the new common core. Staff was involved in revising our curriculum maps, incorporating 21<sup>st</sup> skills (critical thinking, communication, creativity, collaboration & citizenship) updating our student performance benchmarks, and revising our assessments.

In September, 2013, we began our fifth year of RTI (Response to Intervention). This three-tiered intervention model was developed to ensure that each student received appropriate high quality instruction. Working collaboratively, teachers assess, monitor, and intervene based on each individual student's learning and **response to interventions**. All students in K-2 are assessed using the DIBELS (Dynamic Indicator of Early Literacy Skills) and placed in the appropriate intervention groups. Students are assessed three times yearly to determine if benchmarks have been met. All students K-2 receive instruction in our core program (**Treasures**) during the Tier I block. During a thirty-minute Tier II block, all students - those who are exceeding expectations, those who are meeting grade level benchmarks, and those who are

struggling – receive instruction that is designed to meet their individual needs. Tier III is designed to provide services for students who require additional interventions.

Along with the Cambridge Public Schools, Shaker Lane was chosen to participate in a research study with The Concord Consortium, a local educational research center. The goal of the research was to identify children's misconceptions about temperature and heat. Participating two teachers from each grade level (K-2) were provided with two days of professional development during the summer months.

In Mathematics we continued to use the updated version of ***Everyday Mathematics*** as the cornerstone for our instruction. ***Everyday Mathematics*** is a comprehensive Pre-K through 6th grade mathematics curriculum developed by the University of Chicago School Mathematics Project and published by McGraw-Hill Education. In September all students in grades K-2 also began weekly participation in ***Symphony Math*** in our technology lab.

Through the generosity of the PTA, fundraising efforts from our participation in the Race for Education, all K-2 classrooms now have Apple TV's. All grade one and two classrooms are also equipped with document cameras. PTA also purchased four tripods that are compatible with our iPads. We are also grateful to the Littleton Electric, Light and Water Department for a generous grant that enabled us to purchase additional iPads solely for use in our Kindergarten classrooms,

All students at Shaker Lane are now regularly using iPads across the curriculum. We use our iPads in targeted skill-based small group instruction. The pairing of this technology has enhanced our instruction in all curriculum areas. Teachers can facilitate small groups of students at different levels, allowing for more opportunities for differentiation. iPads have been easily incorporated to the present "work station" format in our classrooms. Many of our staff also participate in Professional Development on Tuesday (called "Tech Tuesdays") mornings before school on using technology in classrooms and for communication. Many thanks to First Grade Teacher Nancy Marrese and Technology Assistant Julie Lord for facilitating these sessions.

The Arts continue to be an important part of the curriculum at Shaker Lane. In June of this year we said good-bye to our amazing Art Teacher, Stephanie Ignazio. Stephanie left a strong mark on Shaker Lane and is now pursuing teaching private lessons in her own studio. We were very fortunate to welcome back to Shaker Lane Andrea Romano as our Art Teacher. Andrea returned to us after a five-year absence. A major goal of our art program is to provide our students with a comfortable and positive art and music experience, while instilling self-confidence and self-expression.

In the spring of 2013, parents and community members once again had a chance to see and hear many of the artistic endeavors of our students at our annual Art Show and at the Second Grade Spring Concert. Our Music Teacher, Marlee Roberts, does a tremendous job teaching our students appreciation for music and putting this concert together.

We continued our participation in the "Fuel Up To Play Sixty" Program under the direction of our Physical Education Teacher, Kathy Hibbard. . The goal of the program is to help make students aware of healthy eating habits and to emphasize the importance of regular exercise.

The foundation for a strong parent/school partnership is regular, open communication. We make every effort to keep parents and community informed about what's happening at school through our website, newsletters, news-paper articles, parent open houses, curriculum nights, parent/teacher conferences and other special events throughout the school year. Children enjoy having the involvement of their parents in their day-to-day school life. Volunteer programs also provide a vehicle for strengthening the home school connection. Parents are encouraged to volunteer at Shaker Lane in a variety of different manners.

We are very fortunate to have a very dedicated group of parents working to support the students and staff of the Littleton School District. The Parent Teacher Association (PTA) supports the students, staff, parents and administrators at Shaker Lane financially, as well as by offering enriching activities and events for all to enjoy. The PTA also helps to organize volunteers within the school. Money raised by the PTA activities is used for a wide variety of activities such as cultural enrichment programs, author/illustrator weeks, classroom/school activities, field trips and materials and equipment that benefit our students.

The Shaker Lane staff and I continue to very appreciative of the support that the town of Littleton shows to Shaker Lane. We are very fortunate to work in a community that where parents are involved in their children's education and supportive of our efforts.

Respectfully,  
Richard M. Faherty, Principal

## **RUSSELL STREET SCHOOL PRINCIPAL REPORT**

The Russell Street School, serving students in grade three through five, is the second stage of the child's educational experience in Littleton. Providing a bridge between the primary school experience and middle school, RSS is committed to creating a rigorous academic environment while fostering the social and emotional growth of each child. Maintaining high levels of student engagement is also a primary focus. Our standards establish high expectations of intellectual growth while maintaining sensitivity to the uniqueness of the individual and encouraging the creativity within each child. With an enrollment of approximately 350 students, we currently have five third grade, four fourth grade and six fifth grade classrooms with an average class size of approximately 25 students per classroom. The RSS team is comprised of a dedicated group of individuals, who include professional, support and service personnel to meet the needs of all of our students. We also work closely with the Concord Area Special Education Collaborative (CASE) and provide space for two classrooms of students in grades three through five.

The spring of 2013 brought mixed emotion to the Russell Street community as three long time educators decided to retire. Elaine Driben, John Henshaw, and Cindy Roper all said goodbye to RSS after many years of outstanding service leaving extraordinarily large shoes to fill. We were lucky to bring passionate and talented individuals on to the team to fill the vacancies created. Kat Liposky is teaching fourth grade, Michele Mosher can be found in the health office, and Kerry Terpstra is teaching fifth grade. Rounding out the staffing changes over the summer, Judy Rodenhizer also decided to move on from RSS. We wish all of our former teammates the best of luck in their new endeavors and welcome our new educators to the Russell Street family.

The team at Russell Street School is committed to ongoing professional growth and providing a cutting-edge educational experience for each child. The fall of 2013 has given us the opportunity to begin addressing the goals of a new two-year School Improvement Plan. The action items in this plan are varied in nature and designed to improve the educational experience for our students. The RSS School Improvement Plan aligns with Littleton Public Schools Strategic Plan goals listed below:

Align and enhance curriculum, instruction and assessment to continually improve student achievement.

Provide opportunities for continued growth for staff to support high standards in all district programs targeted toward identified needs.

Continually improve communication among schools, parents, students, and community.

Sustain an accepting, respectful, and responsive culture that provides for a safe and secure learning environment.

Provide all staff and students with access to current technology.

The team at RSS has implemented several new initiatives this year. All staff members are utilizing the new educator evaluation model designed to provide a more meaningful supervisory experience for all staff. Faculty is aligning lessons to the new Massachusetts frameworks that incorporate the Common Core State Standards. This shift has required significant efforts to ensure lessons are properly aligned and students are receiving a robust experience across their educational program. Our team has also begun a pilot of a new supplementary literacy program called Achieve3000. Each of these initiatives has required significant professional development experiences for faculty and staff.

The team at RSS utilizes assessment data to inform instructional decision-making and practices whenever possible. To this end, student MCAS data can be an important educational tool. It is our goal to move every child towards proficiency in his/her core academic subjects. Standardized assessments are one tool to gauge our success in this endeavor. We utilize a math intervention program to provide further instruction to students in grades four and five who scored below proficient on the math MCAS. Students identified through the use of MCAS data, receive targeted math instruction during school throughout the year to improve their math skills leading them to proficiency of the grade level math standards. Russell Street School has been designated a Level II school (with Level 1 being the highest designation) due to a slightly lower performance by our high needs subgroup. We are continuing to work on strategies to address the achievement gap for our high needs learners.

In our effort to continually improve instruction; our staff has been involved in implementing the Response to Intervention (RTI) model for reading. A three-tiered intervention model was developed to ensure that each student receives targeted, high quality instruction in identified areas of weakness. Like Shaker Lane, our research based instruction focuses on the five major areas of reading (phonemic awareness, phonics, vocabulary, fluency, and comprehension). In this model, all students receive ninety minutes of instruction in our core program during the Tier I block. During a thirty-minute Tier II block, students needing more time and instruction are identified through reading assessments and teacher recommendations for further instruction in areas of need. Tier III instruction is designed to provide services for students who require additional interventions. Working collaboratively, teachers assess, monitor, and intervene based on each individual student's learning and response to interventions. Data collection is monitored throughout the year, to determine whether interventions are working for our students who demonstrate areas of weakness in any component of reading performance.

Children are celebrated at Russell Street School. We have high expectations of all members of our community as both academic learners and citizens. Standards for behavior and learning are set high, and students are provided the support necessary to find success and build confidence. We have a tremendous parent community who participates throughout our school in many ways and enriches the learning experiences of children. We strive to foster an atmosphere of mutual respect, tolerance, and optimism wherein each child can develop a positive self-image. Our focus on social development is fostered through our "Reach for the Stars" school wide program, which focuses on monthly themes that are taught at each grade level in all classrooms. The monthly themes provide teachers opportunities to use activities that instill the values that all children will need to become responsible citizens in their school and community. Monthly All-School Meetings provide an opportunity to celebrate students academically and socially. It is also a venue where children may showcase their many talents in front of the school community and take on leadership roles. We have also begun to offer social action projects for children at each grade level. It is our goal that children leave Russell Street School confident learners who understand the importance of playing an active role in their community.

To this end, a major initiative this year was to roll out a full school implementation of the Responsive Classroom approach. Our faculty spent a week in training over the summer and the program launched on the first day of school. The remainder of the RSS staff was trained during a full day in-service in the fall.

The Responsive Classroom approach helps guide our work in classrooms and school-wide as we help improve the citizenship of children and strengthen our community. Even after just part of a school year, there have already been noticeable changes in our culture and climate.

We are extremely fortunate to have the support of an active Parent/Teacher Association at Russell Street School. This dedicated group of individuals works extremely hard to enrich the experience our students receive at school through funding a variety of projects and hosting spirit events. From Bingo Night to the Basket Raffle, the PTA is always hard at work planning a fun event for members of the RSS Community. They are also quick to financially support our educators with enrichment materials and fun enrichment programming for students such as visits from the Boston Museum of Science or Potato Hill Poetry. We value a well-rounded educational experience for the children of Russell Street School, and the PTA plays a major role in helping us make this a reality.

We realize the importance of the role technology plays in providing students with the 21<sup>st</sup> century skills they will need to be successful in life and career. Russell Street School is fortunate to be equipped with interactive white boards and mounted LCD projectors in each classroom. Both wired and wireless networks provide Internet access throughout the entire school. This year we added a mobile Chrome Book cart for student and teacher use in classrooms. Moving forward we will be looking to upgrade the student computer lab, provide mobile technology to staff, and continue to add more mobile devices for students that can be used in the instructional setting.

The Russell Street Team is grateful to be a part of such a great school system and community. I would like to extend our most sincere thanks to our parents, the greater community, our LPS colleagues, and our School Committee for their support. We appreciate the role we play in a child's educational experience and are proud to be a member of the greater Littleton educational family.

Respectfully,  
Scott R. Bazydlo, Principal

## **MIDDLE SCHOOL PRINCIPAL REPORT**

The Littleton Middle School community is made up of approximately 380 students in grades six, seven and eight; 50 staff members; a hardworking PTA and School Council; numerous volunteers; supportive parents; and a community that is dedicated to providing our students with a quality public school education. The life of a young adolescent is filled with an enormous amount of educational, social, and emotional growth. Together, we continue to provide our students with a wide variety of rigorous, high quality educational experiences that will prepare them to be lifelong learners and productive, responsible citizens in an emerging global society.

LMS is a “teamed” middle school. Each grade level consists of one teacher in each of the following subject areas: English/Language Arts, Math, Science, Social Studies, World Language, and Special Education. Our Unified Arts team is made up of teachers in the following subjects: Band, Chorus, General Music, Library, Computers, Art, Physical Education and Health. As a result of this concept, teams are provided with common planning time, which is used in a variety of ways including designing interdisciplinary lessons, coordinating grade level activities, and discussing the individual and collective needs of their students. Our students benefit greatly from this model as it provides each of them with a core group of adults that forms a small learning community within the larger school community.

Over all, our students continue to demonstrate academic strengths and growth in all of the major content areas. Our MCAS results remain strong and our students continue to demonstrate their knowledge and

abilities in a variety of ways including: traditional assessments, project-based learning, interdisciplinary units, technology integration, and authentic application.

In addition to the core academic subjects, students are provided with a number of additional opportunities to expand upon and demonstrate their academic knowledge and skills such as: All School Geography Bee, Virtual High School, Science Fair, and for the first time an All-School Spelling Bee which was planned and organized in 2013 and will take place in February of 2014.

At LMS, we recognize the importance of educating the “whole child.” In addition to our core and unified arts curricula, we provide our students with a wide variety of learning experiences that allow them to develop and apply new or developing knowledge and skills in areas such as: Interscholastic sports: field hockey, soccer, basketball, track, softball, baseball, and cheerleading.

Intramural sports

After school clubs: Engineering Club, Art Club, Cooking Club, Health Club, Roots and Shoots, Student Council, National Junior Honor Society, School Magazine, a Musical and Play.

Art Show

Concerts

Nature’s Classroom (grade 6)

Washington D.C. Trip (grade 8)

Variety of curriculum related field trips

At the middle school we provide a variety of opportunities for students to become active and supportive members of their school and local communities. Student organizations such as Roots & Shoots, Health Club, Student Council, and National Junior Honor Society just to name a few, have been responsible for numerous community service projects already this year. It is important to mention that many middle school staff members also organize community support programs in addition to those sponsored by individual student groups. This collective focus on community service is another important component of educating the “whole child.” Some examples of the great work done this past year are:

Coats for Kids

Giving Tree

Trick –or-Treat for Unicef

Boo Grams for Unicef

Turkey Trot food drive

Loaves and Fishes Food Pantry food drive

Toys for Tots

Helping Hands

Recycling initiatives

Pennies for Patients

Relay for Life

During Computer Science Education Week, December 9<sup>th</sup> – 13<sup>th</sup>, 2013 all LMS students participated in Code.org’s Hour of Code program during their computer classes. This introduction to computer science is designed to demystify “code” and show that anyone can learn the basics to be a maker, a creator, and an innovator. I am thrilled to tell you that LMS was selected as one of fifty schools nationwide (one per state) to receive a \$10,000 award from Code.org. This money will be used to design and implement a Center-Based Programming and Engineering Computer Lab. Through these centers, students will learn coding methodology, computer science techniques, and engineering design skills by designing apps, games, a variety of digital media, and robotic projects. As a result of this project, our program will be better aligned with, and students better prepared for, courses offered at Littleton High School and beyond.

We were very proud to have hosted for the second year in a row, over thirty local veterans for our All-School Veteran's Day Program. This was organized by the Social Studies Department and included a luncheon for Veterans and a school assembly with honored guest, faculty, and student speakers.

We are in our third year of implementing the *Second Step* program. "The *Second Step* middle school program is a universal, classroom-based prevention program designed to decrease aggression, bullying, and substance abuse and increase students' social skills and school success" (Program Implementation Guide, p. 13). This program is part of our on going efforts to foster and maintain a school environment that is inclusive, supportive, and enjoyable for all.

We continue to focus on integrating technology in our classrooms and within our school environment overall. We have added two Chromebook carts which have 30 chromebooks each. These devices combined with our two ipad carts, classroom computers, two computer labs and Bring Your Own Device (BYOD) Program allow us to provide students with a learning environment that is more customized to their needs and reflective of the world they live in and will work in. Our teachers are using many other innovative technological tools in and outside of the classrooms as well such as YouTube, Flipped Classroom techniques, Apple TV's, SMART boards, QR codes linked to teacher websites, SMART student response system, Moodle online classroom, Wikispace discussion forums, digital balances, and a variety of content specific web based programs and products.

The LMS School Council was instrumental in assisting me and the faculty with the development of our new school improvement plan. This group will continue to guide and monitor the progress made in our school improvement goal areas, will be charged with updating our school handbooks, and will provide valuable input as budgetary decisions are made throughout the year. I am very thankful to have such a dedicated group of people serving on this team. Some of the initiatives outlined in the new improvement plan include:

Execute a comprehensive review of the MS Science program resulting in the selection, development and implementation of a new program and/or materials which include web- based products and mobile technology capability.

Develop a unified 6-8 approach to teaching and assessing vocabulary in English/Language Arts.

Develop a school-wide approach for teaching, assessing and applying research skills.

School-wide implementation of web-based SIS grade book portal for student & parent access.

Collect end of year (13-14) parent data related to school-wide practices, procedures and culture

The middle school benefits greatly from a community that values and supports the education of our up and coming community members. Without organizations such as the PTA, LEF, LCC, SEPAC, and Rotary, we would not be able to provide the same quality programs and/or materials that we do now. Our students also benefit greatly from various types of volunteers who provide math support, help out in the library, chaperone field trips, and work with after school clubs and teams. By serving on School Committee, School Council, PTA, SEPAC, the LMS Character Education Committee, participating in public meetings, or working behind the scenes on any number of school related programs, parents and community members serve as role models for our students and provide authentic examples of how adults can be active and supportive members of their community. We value our current relationships with various stakeholders within the local community and look forward to developing new relationships as well.

As I reflect on this past school year, I am proud of the efforts and accomplishments of our students and staff. The LPS vision statement tells us that "the community will continue to be an active and contributing partner in the education and schooling of each child" and that the "partnership of students, teachers, support staff, administrators, and the community, excelling at what they do and acting with strong conviction and deep commitment, will bring about a higher quality education in Littleton." I believe that

in many ways these statements are reflective of who we are as a community. It is my hope that we can continue to work together in the best interest of all of our students and provide them with the highest quality education possible that includes the development of a deep-rooted sense of belonging. Littleton Middle School is a special place in a wonderful community.

Respectfully,  
Mark W. Branco, Principal

## **HIGH SCHOOL PRINCIPAL REPORT**

The Littleton High School community experienced an active and dynamic year in 2013. Our school especially enjoyed notable achievements in academics, arts, athletics, and accreditation.

First, we are pleased to announce that the Committee on Public Secondary Schools voted to award Littleton High School with continued accreditation in the New England Association of Schools and Colleges (NEAS&C).

During the past three years Littleton High School went through an extensive self-study process and rigorous review of its adherence to seven NEAS&C standards: Curriculum, Instruction, Assessment of and for Student Learning, School Culture & Leadership, School Resources for Learning, and Community Resources for Learning. The process culminated with an evaluation visit by a team of New England educators and administrators during May 5-8, 2013. After the visiting team reviewed our self-study, observed classes, conducted interviews, facilitated focus groups, they completed an evaluation report, which is available on the Littleton High School webpage.

The official letter of continued accreditation from NEAS&C noted that the Committee on Public Secondary Schools “was impressed with many of the programs and services and wishes to commend the following:

- The efforts of the leadership team and faculty in the formal identification of the core values, beliefs and learning expectations
- The visibility of core values throughout the building and their evidence in the school culture
- The culture of respect between students and staff
- The common vehicle for curriculum mapping that allows for vertical and horizontal articulation between all academic areas
- The provision of significant professional development time and resources which have the potential to facilitate purposeful curricular review
- The collegiality among teachers which allows them to routinely share ideas
- The commitment of administrators, teachers, and staff to personalize instruction for students
- The highly qualified and knowledgeable professional staff who remain current in their content areas through formal classes and workshops
- The data analysis of standardized test results on an annual basis
- The use of common assessments on midterm and final assessments
- The strong sense of school pride, evident in students, professional and support staffs, and parents

“The Committee was equally pleased to acknowledge the following:

- The positive roles of the principal, assistant principal, and professional and support staffs in creating a school community that personalizes learning, demonstrates tremendous school pride, and supports and builds meaningful relationships with students

- The opportunities for teachers to exercise initiative and leadership essential to the improvement of the school
- The teacher mentoring program
- The demonstrated commitment of and collaboration among student support services personnel to meet the needs of students
- The physical and electronic collection of resources in the library/media center that is purposefully integrated into the curriculum
- The availability of dual-enrollment classes at local colleges
- The welcoming nature of the school that involves parent and community volunteers
- The efforts to actively engage parents and families as partners in each student's education
- The dependable funding provided by the community and the district's governing body
- The daily upkeep and cleanliness of the building”

The accreditation cycle is based upon a ten-year process of ongoing school improvement. The high school now enters the follow-up phase in the accreditation process and will complete a special progress update in October 2014. Specifically, the high school staff will need to develop and submit school-wide analytic rubrics for the school's social and civic expectations and also describe its progress with implementing rubrics for the school's academic expectations.

As part of the process, all accredited schools must submit a Two-Year Progress Report in response to recommendations made in an evaluation report. Littleton High school will complete this Progress Report by October 1, 2015.

The school administration extends its appreciation to all the students, teachers, parents, and community members who contributed to the positive evaluation of Littleton High School and its continued accreditation in the New England Association of Schools and Colleges.

Along with finishing our successful steps in the accreditation process, we worked to accomplish additional positive changes in our operation as a school community:

- Installation of a campus wide wireless network
- Implementation of the new educator evaluation model
- Adoption of new district-wide site-based professional development
- Launch of a new student and parent portal for online access to student information such as grades and schedules
- Expanded partnership with the CASE (Concord Area Special Education) Collaborative with the renovation and assignment of a classroom for students with special needs

While our school community has great motivation to develop our strengths and continue to improve, you will see among the following seasonal highlights from 2013 that Littleton High School is a strong school with lots to celebrate.

### **Winter 2013**

Students enjoyed the third annual Winter Semi-formal event held at Devens Common on January 11th.

School Counselors hosted an informative and well attended evening meeting about the college application and admissions process on February 7<sup>th</sup>.

Our Band enjoyed a great time in Florida during the February school vacation. Things went smoothly and students had an excellent educational experience with plenty of fun.

The discussion at the *Principal's Roundtable* on February 25<sup>th</sup> focused on teen alcohol and substance use/abuse. Parents, educators, law enforcement officers, and community members expressed concerns in general and locally with the "casual" attitudes of our students about their substance use. The legal changes to marijuana enforcement are also presenting new issues.

The traditional LHS Spirit Week was held the week of March 11th.

The NHS led by their advisors, Mrs. Sarah Berlinger and Mrs. Danica Johnston organized a successful Blood Drive on March 7th.

Fifty-two students took the 2013 National Latin Exam on March 14th. Twenty-seven students received special recognitions for their outstanding performance.

Departments made their annual winter revisions to the Program of Studies. The English language Arts and Mathematics departments continued their implementation of the Common Core Curriculum requirements. Curriculum coordinators made a special March presentation to parents of incoming freshmen about course selection and the transition process. We also announced the addition of a R.A.D. (Rape & Aggression Defense System) term elective in partnership with the Littleton Police Department and a yoga semester elective in the Physical Education/Health department as well as a "Beginning Guitar" semester elective in the Music department. We are expecting to offer a more robust Computer Science course in the 2014-2015 school year.

The Winter sports season featured a number of notable events. The **Boys Basketball team** enjoyed a great season as Mid-Wach D Champions and Central Mass District Champions. In addition, they won the Clark University Tournament Championship Game in dramatic "come from behind" fashion. They finished with a record of 24-2. The Girls basketball team qualified for the MIAA tournament. The **Boys and Girls Indoor Track teams** completed a sixth season as a varsity program and several athletes earned distinction by competing at the district level.

### **Spring 2013**

The high-stakes MCAS exams were administered between March and June. Ninety-nine percent of the participating students scored proficient or advanced in English language arts. Ninety-three percent of our participating students scored proficient or advanced in math. Ninety-four percent of our participating students scored proficient or advanced in science. The faculty continues to do an excellent job of examining student results and making any necessary instructional adjustments.

The World Language Department sponsored a Cultural Festival on the evening of March 21 that featured food, music, historical characters, and projects from over 25 different cultures.

The fourth annual LHS College Fair during the school day on March 21st included an array of college admission representatives to appeal to the varied interests of LHS students.

This year's Spring Musical featured *Joseph and the Amazing Technicolor Dreamcoat*, which ran April 5-April 7.

LHS hosted a special Career Fair on April 10<sup>th</sup> that featured an inspiring Guest Speaker and specific sessions with representatives and panelists from a variety of career fields.

The Junior/Senior Prom was held on May 3rd at the Tewksbury Country Club.

Traditional senior events and Spring Banquets dominated our evening calendar in May. The seniors took their traditional final trip together and enjoyed lunch and a show (*Blue Man Group*) in Boston.

The Humanitarian Club sponsored the May *Relay for Life* and raised tens of thousands for cancer research. Ms. Susan Harvey, social studies teacher and club advisor, was once again instrumental in the planning and fundraising success.

**The Baseball team won the Mid-Wach D Championship**, qualified for the MIAA Tournament, and finished 17-3. Girls Softball qualified for the MIAA Tournament. 2013 marked the fourth year for the **Girls' Varsity Lacrosse team and they qualified for the MIAA Tournament and finished 15-5**. The **Boys Lacrosse team in its** fifth year as a varsity program won the Mid-Wach B Championship, qualified for MIAA Tournament, and achieved a record of 17-3. Several outdoor track athletes competed at the district level. The Girls Outdoor Track team completed a 6-0 season and won the Mid-Wach D Championship.

The Littleton High School graduation took place indoors at our Performance Center this year because of heavy rain on June 7th. We are especially grateful to the Littleton Scholarship Trust which awarded generous college scholarships to graduating seniors and alumni.

### **Summer 2013**

This summer we saw long awaited technological upgrades with the installation of a campus wide wireless network and the distribution of laptop computers to faculty.

The Digital Media Classroom/Mac Lab was moved upstairs and the PC lab was moved downstairs. The Guidance Seminar Room relocated to the former TV Studio; and, our counselors acquired a cart of Google *Chromebooks* for students to use for researching colleges/careers and managing their college applications. The History/Social Science department also acquired *Chromebooks* for students to conduct historical research, collaborate on projects, and write reports.

The summer brought our customary transitions with staff and students. Again, we expressed best wishes to the faculty who left, and offered a warm welcome to our new teachers. Mr. Michael Foustoukos, history/social science teacher, Mrs. Kate McCook, English teacher, and Mrs. Laura Kern, part-time math teacher, and Mrs. Mary Lou Brown, science teacher, joined our faculty and our commitment to caring, teaching, and learning. Later in the year, custodian Joe Martin departed for a position at Nashoba Valley Technical High School, and Tamara Hadley replaced him. We also welcomed students and staff from the CASE Collaborative Program who move into their newly renovated classroom.

Our welcome breakfast and orientation for freshman and new students was held on Tuesday, August 27th. Assistant Principal Cheryl Temple did a fantastic job organizing all the student volunteers and helping the students feel welcome and more comfortable with their new school. The day included a tour of the campus, a student panel presentation, and a forum led by counselors, administrators and the athletic director. Littleton Rotary demonstrated their generosity once again by donating t-shirts for all the new students and volunteers. There are currently 126 members in the Class of 2017.

### **Fall 2013**

We kicked-off the 2013-2014 school year with a strong commitment to build upon our steady school improvement initiatives during the previous years. We set out with plans and activities related to a number goals: full implementation of our new student information system; further alignment to the Common Core; review of future Advisory curriculum; piloting of the new Partnership for Assessment of Readiness for College and Careers (PARCC) assessments; revitalizing professional development; and, enhancing instructional technology equipment and skills. I am happy to report to you, as your principal,

that our staff members have continually demonstrated excellent teamwork, combined talent, and shared leadership in all these endeavors.

We made a comprehensive presentation to the School Committee in September about the results of our Advanced Placement (AP) Program. Eighty students took 154 AP (Advanced Placement) exams in May. Littleton High School had seventeen students named AP scholars based on receiving a grade of 3 or higher on three or more AP exams. Five students received recognition as AP Scholars with Honor based on an average grade of at least 3.25 on all AP exams taken, and grades of 3 or higher on four or more of these exams. Ten students received recognition as an AP Scholar with Distinction because of an average grade of at least 3.5 on all AP exams taken, and grades of 3 or higher on five or more of these exams. LHS had a total of 32 AP Scholars in 2013.

We are thrilled to report that our SAT Results showed significant gains in 2013. 99% of LHS students in the Class of 2013 took the SAT, and the cohort showed the following gains from the previous cohort: 15 point increase in Critical Reading; 10 point increase in Math (there was a 23 point increase in Math in 2012); and a 13 point increase in Writing.

Our Back to School Night was held on September 12th and Parent/Teacher Conferences were held on October 17th.

A large number of students and parents continued the outstanding tradition of active participation in the Fundraising Drive for the Littleton Scholarship Trust. We are grateful to the Trust and Community members for the generous college scholarships that benefit so many of our students.

Massachusetts native, former Boston Celtic, and current substance abuse prevention speaker, Chris Herren, captivated an all-school assembly in October with his biographical story, life lessons, and positive message for making healthy choices. As a follow-up to the educational assembly, Digital Media students made a moving video, book, and front lobby display that garnered rave reviews. The LHS students who created the video won a national award from *The Herren Project*.

The National Honor Society inducted 33 members on November 19th.

All LHS students participated in the *Hour of Code* initiative during Computer Science Education Week in December.

LHS and LMS students delivered outstanding performances in “Shrek, the Musical” from December 6-8.

The LHS Band and Chorus showcased their talents once again at the annual Winter Concert on December 10.

Littleton High School Fall Athletic teams completed another successful season.

Boys Soccer Team qualified for MIAA Tournament. Our Cross-Country team continued to grow with increased participants and improved performances in their third season. The Girls’ Soccer Team completed the season with a 15-3-2 record, qualified for the MIAA Tournament, and won the Mid-Wach C Championship. The Golf team enjoyed an awesome undefeated season and finished 16-0. They won the Mid-Wach D Championship and played in the State Tournament. The Girls Varsity Field Hockey team finished 19-3. They won the Mid-Wach C Championship and were District Finalists in the MIAA Tournament.

The Varsity Football team enjoyed a spectacular and historic season by finishing with an undefeated 13-0 record and winning the State Football Championship at Gillette Stadium on December 7, 2013. The team

also won the annual Thanksgiving Day Football Game, the Mid-Wach D Championship, and Central Massachusetts Championship on their way to the state title.

We are grateful for the service of all our School Council members who gather each month to discuss and make plans for continuous improvement in key areas: Curriculum, Instruction, Assessment, Professional Development, Community/Communication, Climate/Culture, and Technology. We are also much appreciative of the PTA (Parent Teacher Association) and LEF (Littleton Education Foundation) who continue their generous support of initiatives at LHS.

As always, we appreciate all the support of our community in making Littleton High School a great place to learn, grow, and prepare for life beyond school.

Respectfully,  
 John M. Harrington, Ed.D.  
 Principal

## 2013 Report Card – Littleton

### Littleton Enrollment by Grades October 1, 2013

Grade	Boys	Girls	Total
PreK	34	32	66
K	59	50	109
T	6	8	14
1	58	48	106
2	53	70	123
3	61	59	120
4	53	49	102
5	55	75	130
6	69	72	141
7	50	68	118
8	56	61	117
9	70	55	125
10	51	60	111
11	53	59	112
12	43	50	93
<b>TOTALS</b>	<b>771</b>	<b>816</b>	<b>1587</b>

### Ten-Year History – Enrollment

Year	Total Enrollment October 1	Number Increase/Decrease	Percent Increase/Decrease
2004	1,546	-21	-1.3
2005	1,588	+42	+2.7
2006	1,555	-33	-2.1
2007	1,610	+55	+3.5
2008	1,652	+42	+2.6
2009	1,607	-45	-2.7
2010	1,586	-21	-1.3
2011	1,610	+24	+1.5
2012	1,581	-29	-1.8
2013	1,587	+6	+0.3

Number of School Choice (non-resident) students attending Littleton Public Schools: 74

Number of Littleton Students attending Nashoba Valley Technical School: 39

Students from Littleton attending special classes in out of district schools: 36

**Grades Offered:**

PK, K, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12		
	District	State
<b>Total Count</b>	1,576	954,773
<b>Race/Ethnicity (%)</b>		
African American or Black	1.3	8.6
Asian	4	5.9
Hispanic or Latino	1.3	16.4
Multi-race, Non-Hispanic	1.5	2.7
Native American	0.1	0.2
Native Hawaiian or Pacific Islander	0.4	0.1
White	91.4	66
<b>Gender (%)</b>		
Male	47.6	51.2
Female	52.4	48.8
<b>Selected Populations (%)</b>		
English Language Learner	0.4	7.7
Low-Income	8.4	37
Students w/Disabilities	21.2	17
First Language Not English	1.2	17.3

**Educator Data (2012-13)**

	District	State
Total # of Teachers	84.2	70,635.8
Percentage of Teachers Licensed in Teaching Assignment	99.1	97.5
Total Number of Classes in Core Academic Areas	480	345,316
Percentage of Core Academic Classes Taught by Teachers Who are Highly Qualified	99.2	98.0
Percentage of Core Academic Classes Taught by Teachers Who are Not Highly Qualified	.8	2.0
Student/Teacher Ratio	18.7 to 1	13.5 to 1
Percentage of Public Elementary and Secondary School Teachers Issued Waivers	0.0	0.3

**Educator Quality Data for High Poverty and Low Poverty Littleton Public Schools**

School	Highly Qualified %	Not Highly Qualified %	Licensed %
<b>Low Poverty</b>			
Littleton High School	97.3	2.7	96.6
Littleton Middle School	100.0	0.0	100.0
Shaker Lane Elementary	100.0	0.0	100.0

## **TOWN CLERK**

### **VITAL STATISTICS:**

At the recommendation of the Registry of Vital Records and United States Department of State we will no longer be printing vital records in the Town Reports. This will help to protect the privacy of the individuals as well as help to curb identity theft. We will maintain the lists of names and dates in the Office of the Town Clerk for anyone interested in reviewing them. The following statistics are filings in the Town:

Number of Births: 78

Number of Marriage Intentions filed: 33

Number of Deaths: 89

Dogs Licensed in 2012: 728 (Unlicensed over 600)

Total Receipts: \$7,560.00

Population: 9233

Registered Voters: 6468

The warrants and results of all elections and town meetings held in 2013 follow:

### **TOWN MEETINGS IN 2013**

**MONDAY, MAY 6, 2013 at 7:30 PM**

**SPECIAL TOWN MEETING**

**Commonwealth of Massachusetts  
Middlesex, ss.**

To any Constable of the Town of Littleton in the County of Middlesex,

#### **GREETINGS:**

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Littleton qualified to vote in the elections and Town affairs, to meet in the **Charles Forbes Kaye Gymnasium, Littleton Middle School, 55 Russell Street in said Littleton on Monday, the sixth day of May, 2013 at 7:30 o'clock in the evening** by posting a printed copy of this warrant, by you attested, at eight meeting houses, at the Town Office Building on Shattuck Street, at the

Post Office at Littleton Common, at the Post Office at Littleton Depot, at the Baptist Church, at the Unitarian Church, at the Catholic Church, at the Congregational Church, and at the Mormon Church, in said Town, fourteen days at least before the sixth day of May, 2013, then and there to act on the following Articles:

**ARTICLE 1**  
**Board of Selectmen**  
**Bills of Prior Years**

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

**There was no affirmative action taken on this Article.**

**ARTICLE 2**  
**Board of Selectmen**  
**FY2013 Line Item Transfers**

To see if the Town will vote to amend the FY 2013 Operating Budget, as adopted under Article 4 of the May 7, 2012 Annual Town Meeting, by adjusting budget line items, or to take any other action in relation thereto.

**Ayes have it, motion carries by unanimous vote to amend the FY 2013 Operating Budget, as adopted under Article 4 of the May 7, 2012 Annual Town Meeting and amended by the Article 4 of the November 14, 2012 Special Town Meeting, by adjusting budget line items as follows:**

<u>Budget</u>	<u>Line Item</u>	<u>FY13 Budget</u>	<u>Adjustment</u>	<u>FY13 Adjusted</u>
Legal - Expenses	151	\$175,000	\$35,000	\$210,000
Appeals Board - Personal	176	3,830	3,657	7,487
Building Maintenance - Expenses	191	321,556	30,000	351,556
Employee Benefits [Unemployment]	194	350,000	(68,657)	281,343
Total Budget Appropriated		\$34,724,233	\$0	\$34,724,233

**ARTICLE 3**  
**Board of Selectmen**  
**FY2013 Minuteman Vocation Bill**

To see if the Town will vote to transfer \$40,000 from available funds to pay FY2013 tuition for two Littleton students enrolled at Minuteman Vocational Technical High School, or to take any other action in relation thereto.

**Ayes have it; the motion carries by unanimous vote to transfer \$40,000 from available funds to pay FY2013 tuition for two Littleton students enrolled at Minuteman Vocational Technical High School.**

**ARTICLE 4**  
**Board of Selectmen**  
**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.

**No affirmative action taken on this Article.**

**ARTICLE 5**  
**Board of Selectmen/Finance Committee**  
**FY2013 Capital Items From Available Funds**

To see if the Town will vote to transfer from available funds a sum or sums of money to be expended by the respective Departments or Officers indicated, for the capital projects and purchases itemized and described, or to take any other action in relation thereto.

A. Ambulance replacement - \$250,000 to be expended by the Fire Department to replace a 2006 Ambulance.

**Ayes have it; the motion carries by unanimous vote to transfer \$250,000 from undesignated fund balance to be expended by the Fire Department, to replace a 2006 ambulance.**

**A. Ambulance replacement - \$250,000 to be expended by the Fire Department to replace a 2006 Ambulance.**

**ARTICLE 6**  
**Board of Selectmen**  
**Establish Capital Stabilization Fund**

To see if the Town will vote to create a Capital Stabilization Fund for the purpose of funding any capital-related project, or pieces of capital equipment, or debt-service payment related thereto, as authorized by Chapter 40, Section 5B of the General Laws, or to take any other action in relation thereto.

**Ayes have it motion carries by unanimous vote, so declared a two-thirds vote (as permitted by the Procedural Motion taken at the beginning of the Special Town Meeting) and the casting of a specimen ballot to create a Capital Stabilization Fund for the purpose of funding any capital-related project, or pieces of capital equipment, or debt-service payment related thereto, as authorized by Chapter 40, Section 5B of the General Laws.**

**ARTICLE 7**  
**Board of Selectmen**  
**Fund Capital Stabilization Fund**

To see if the Town will vote to transfer from available funds a sum of money for the purpose of supplementing the Capital Stabilization Fund established by Article 6 of the May 6, 2013 Special Town Meeting, as authorized by Chapter 40, Section 5B of the General Laws, or to take any other action in relation thereto.

**Ayes have it motion carries by unanimous vote, so declared a two-thirds vote (as permitted by the Procedural Motion taken at the beginning of the Special Town Meeting) and the casting of a specimen ballot to transfer from available funds a sum of money for the purpose of supplementing the Capital Stabilization Fund established by Article 6 of the May 6, 2013 Special Town Meeting, as authorized by Chapter 40, Section 5B of the General Laws.**

**ARTICLE 8**  
**Board of Selectmen/ School Committee**  
**Security Upgrades for Littleton Public Schools**

To see if the Town will vote to amend its vote under Article 6 of the October 20, 2008 Special Town Meeting, which raised and appropriated the sum of \$20,000 to be expended by the School Committee for replacement of the fire alarm system at the Shaker Lane School, to provide that said funds may also be expended by the School Committee “for security upgrades at the Littleton Public Schools,” or to take any other action in relation thereto.

**Ayes have it motion carries by unanimous vote to amend its vote under Article 6 of the October 20, 2008 Special Town Meeting, which raised and appropriated the sum of \$20,000 to be expended by the School Committee for replacement of the fire alarm system at the Shaker Lane School, to provide that said funds may also be expended by the School Committee “for security upgrades at the Littleton Public Schools.”**

**ARTICLE 9**  
**Board of Water Commissioners**  
**Water Betterment on Gilson Road**

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow a sum of money for the purpose of extending Town water service on Gilson Road; and to authorize the Town to recover the full cost of such improvements, with interest, through the assessment of betterments on the properties benefitted thereby, or to take any other action in relation thereto.

**No affirmative action taken on this Article.**

Motion was made, moved and seconded and unanimously voted to dissolve the Special Town Meeting and return to the matters of the Annual Town Meeting at 7:40PM. Town Moderator, Timothy Goddard, declared the Special Town Meeting dissolved and immediately returned to the matters of the Annual Town Meeting.

**MONDAY, MAY 6, 2013 at 7:00 PM**

**ANNUAL TOWN MEETING**

**Commonwealth of Massachusetts  
Middlesex, ss.**

To any Constable of the Town of Littleton in the County of Middlesex,

**GREETINGS:**

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Littleton qualified to vote in the elections and Town affairs, to meet in the **Charles Forbes Kaye Gymnasium, Littleton Middle School, 55 Russell Street in said Littleton on Monday, the sixth day of May, 2013, at 7:00 o'clock in the evening** by posting a printed copy of this warrant, by you attested, at eight meeting houses, at the Town Office Building on Shattuck Street, at the Post Office at Littleton Common, at the Post Office at Littleton Depot, at the Baptist Church, at the Unitarian Church, at the Catholic Church, at the Congregational Church, and at the Mormon Church, in said Town, seven days at least before the sixth day of May, 2013, then and there to act on the following Articles:

**ARTICLE 1  
Board of Selectmen  
Town Officers**

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

**Unanimously voted by the Town, through the Consent Calendar to choose the following Officers for the year 2013: Fence Viewers: Timothy Harrison Whitcomb, Joseph Knox; Field Driver: Raymond C. O'Neal; Surveyor of Timber & Measurer of Wood Bark: Henry Parlee; Measurers of Weighers of Grain, Hay, Coal and Livestock: Tom Wood, Ronald Pollack, Michelle Roche and Cindy McNiff.**

**ARTICLE 2  
Board of Selectmen  
Annual Report**

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

**Ayes have it, declared a unanimous vote and the motion carries, so declared by the Moderator to accept all printed reports of Town Officers and Committees as published in the 2012 Annual Town Report.**

**ARTICLE 3  
Board of Selectmen  
Borrowing Authorization**

To see if the Town will vote to authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow money from time to time in anticipation of the revenue for the fiscal year beginning July 1, 2013, in accordance with the provisions of Chapter 44, Section 4 of the General Laws, and to issue a note or notes as may be given for a period of less than one (1) year, in accordance with Chapter 44, Section 17 of the General Laws, or to take any other action in relation thereto.

**Unanimously voted by the Town, through the Consent Calendar to authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow money from time to time in anticipation of the revenue for the fiscal year beginning July 1, 2013, in accordance with the provisions of Chapter 44, Section 4 of the General Laws, and to issue a note or notes as may be given for a period of less than one (1) year, in accordance with Chapter 44, Section 17 of the General Laws.**

**Paul Glavey, FinCom Chair, gave the report of the Fincom regarding Article 4. After the report of the Fincom was completed, it was moved and seconded and unanimously voted at 7:30PM to adjourn the Annual Town Meeting and open the Special Town Meeting. After the business of the Special Town Meeting it was moved and seconded at 7:40PM to dissolve the Special Town Meeting and return to the matters of the Annual Town Meeting, it was declared that the motion carries through the majority ayes by the Moderator.**

**The Town Moderator, Timothy Goddard, began discussion of Article 4 at 7:40PM, upon the dissolution of the Special Town Meeting.**

**ARTICLE 4**  
**Finance Committee/Board of Selectmen**  
**FY 2014 Operating Budget**

To see if the Town will vote to raise and appropriate, transfer from available funds in the treasury or transfer from the Enterprise and Trust Funds, such sums of money to defray the expenses of the various departments of the Town and to fix the salary and compensation of all elected officials for the Fiscal Year beginning July 1, 2013, or to take any other action in relation thereto.

	<i>Department</i>	<i>FY2012 Actual</i>	<i>FY2013 Budget</i>	<i>FY2014 Budget</i>
<b>114 MODERATOR</b>				
Expenses		<u>45</u>	<u>100</u>	<u>100</u>
<b>Total 114</b>		45	100	100
<b>122 SELECTMEN / TOWN ADMINISTRATOR</b>				
Personal Services		156,993	158,435	166,720
Expenses		11,794	11,870	11,870
MAGIC Assessment		<u>1,625</u>	<u>1,600</u>	<u>1,600</u>
<b>Total 122</b>		170,412	171,905	180,190
<b>131 FINANCE COMMITTEE</b>				
Expenses		<u>173</u>	<u>500</u>	<u>500</u>
<b>Total 131</b>		173	500	500
<b>132 RESERVE FUND</b>				
Expenses		<u>1,218</u>	<u>150,000</u>	<u>150,000</u>
<b>Total 132</b>		1,218	150,000	150,000

TOWN OF LITTLETON, MASSACHUSETTS

	<i>Department</i>	<i>FY2012 Actual</i>	<i>FY2013 Budget</i>	<i>FY2014 Budget</i>
<b>135</b>	<b>FINANCE AND BUDGET</b>			
	Personal Services	503,167	505,315	554,380
	Expenses	48,117	36,655	36,655
	Audit	<u>34,500</u>	<u>35,000</u>	<u>37,500</u>
	<b>Total 135</b>	<b>585,784</b>	<b>576,970</b>	<b>628,535</b>
<b>151</b>	<b>LEGAL</b>			
	Expenses	<u>208,246</u>	<u>175,000</u>	<u>175,000</u>
		<b>Total 151</b>	<b>208,246</b>	<b>175,000</b>
<b>155</b>	<b>INFORMATION SYSTEMS</b>			
	Personal Services	60,263	62,610	87,030
	Expenses	<u>84,943</u>	<u>136,300</u>	<u>174,402</u>
		<b>Total 155</b>	<b>145,206</b>	<b>198,910</b>
<b>161</b>	<b>TOWN CLERK</b>			
	Elected Salaries	49,126	52,495	54,355
	Personal Services	16,397	16,635	17,625
	Expenses	1,500	1,500	1,500
	Transfer In - Dog Tax Fund	<u>(2,200)</u>	<u>(2,200)</u>	<u>(2,200)</u>
		<b>Total 161</b>	<b>64,823</b>	<b>68,430</b>
<b>162</b>	<b>ELECTIONS &amp; REGISTRATIONS</b>			
	Expenses	<u>11,377</u>	<u>8,700</u>	<u>8,700</u>
		<b>Total 162</b>	<b>11,377</b>	<b>8,700</b>
<b>171</b>	<b>CONSERVATION COMMISSION</b>			
	Personal Services	20,730	21,960	23,490
	Expenses	941	1,000	1,000
	Transfer In - Wetland Fund	<u>(5,050)</u>	<u>(5,280)</u>	<u>(5,280)</u>
		<b>Total 171</b>	<b>16,621</b>	<b>17,680</b>
<b>175</b>	<b>PLANNING BOARD</b>			
	Personal Services	52,628	56,475	61,055
	Expenses	<u>1,175</u>	<u>1,175</u>	<u>1,175</u>
		<b>Total 175</b>	<b>53,803</b>	<b>57,650</b>
<b>176</b>	<b>APPEALS BOARD</b>			
	Personal Services	4,399	3,830	4,240
	Expenses	<u>557</u>	<u>1,200</u>	<u>1,200</u>
		<b>Total 176</b>	<b>4,956</b>	<b>5,030</b>
<b>191</b>	<b>BUILDING MAINTENANCE</b>			
	Personal Services	48,436	48,425	50,405
	Expenses	<u>355,027</u>	<u>321,556</u>	<u>365,000</u>
		<b>Total 191</b>	<b>403,463</b>	<b>369,981</b>
<b>193</b>	<b>GENERAL INSURANCE</b>			
	Expenses	<u>279,674</u>	<u>340,000</u>	<u>340,000</u>
		<b>Total 193</b>	<b>279,674</b>	<b>340,000</b>
<b>194</b>	<b>EMPLOYEE/RETIREE BENEFITS</b>			
	Expenses	3,758,525	5,027,865	5,326,503

	<i>Department</i>	<i>FY2012 Actual</i>	<i>FY2013 Budget</i>	<i>FY2014 Budget</i>
	Other Post Employment Benefits Liability Fund	500,000	689,835	605,000
	Transfer In - Cable Studio Benefits	0	(21,692)	(21,692)
	Transfer In - Recreation Revolving	(14,416)	(14,556)	(14,647)
	<b>Total 194</b>	4,244,109	5,681,452	5,895,164
<b>196</b>	<b>TOWN REPORT / TOWN MEETING</b>			
	Expenses	4,915	5,000	5,000
		<b>Total 196</b>	4,915	5,000
<b>197</b>	<b>CABLE STUDIO</b>			
	Personal Services	0	70,145	83,400
	Expenses	0	20,250	20,250
	Transfer In - Cable Access Fees	0	<u>-90,395</u>	<u>-103,650</u>
		<b>Total 197</b>	0	0
<b>210</b>	<b>POLICE / DISPATCH</b>			
	Personal Services	1,463,079	1,532,577	1,543,047
	Expenses	117,523	100,571	100,571
		<b>Total 210</b>	1,580,602	1,633,148
				1,643,618
<b>220</b>	<b>FIRE / EMS DEPARTMENT</b>			
	Personal Services	652,004	670,645	936,753
	Expenses	95,523	95,523	95,523
	Transfer In - Ambulance Fees	(485,000)	(287,000)	(287,000)
		<b>Total 220</b>	262,527	479,168
				745,276
<b>241</b>	<b>BUILDING DEPARTMENT</b>			
	Personal Services	99,059	91,625	98,768
	Expenses	5,430	5,430	5,430
	Transfer In - Inspectional Revolving	(3,000)	(3,000)	(3,000)
		<b>Total 241</b>	101,489	94,055
				101,198
<b>300</b>	<b>SCHOOL DEPARTMENT</b>			
	Budget	14,977,076	15,618,010	16,400,000
	Transfer In - LH Zappy Trust	(200)	(200)	(200)
	Transfer In - Hildreth Trust	(6,000)	(6,000)	(6,000)
	Transfer In - Goldsmith Trust	(500)	(500)	(500)
	Transfer In - Johnson Trust	(750)	(750)	(750)
		<b>Total 300</b>	14,969,626	15,610,560
				16,392,550
<b>301</b>	<b>TECHNICAL SCHOOL</b>			
	Nashoba Valley Technical	620,422	692,374	689,712
	Minuteman Vocational			40,000
		<b>Total 301</b>	620,422	692,374
				729,712
<b>420</b>	<b>HIGHWAY DEPARTMENT</b>			
	Personal Services	651,324	690,000	697,000
	Expenses	389,847	396,927	396,927
	Streetlights	30,829	29,351	30,693
	Park Maintenance	6,800	6,936	9,250

TOWN OF LITTLETON, MASSACHUSETTS

	<i>Department</i>	<i>FY2012 Actual</i>	<i>FY2013 Budget</i>	<i>FY2014 Budget</i>
	Wastewater	66,938	65,000	65,000
	B&M Crossing	2,806	2,806	2,806
	Gasoline	<u>102,054</u>	<u>120,000</u>	<u>120,000</u>
	<b>Total 420</b>	1,250,598	1,311,020	1,321,676
<b>422</b>	<b>ROADWAY REPAIRS</b>			
	Expenses	<u>474,142</u>	<u>478,884</u>	<u>483,673</u>
		<b>Total 422</b>	474,142	478,884
<b>423</b>	<b>SNOW &amp; ICE</b>			
	Personal Services	54,546	68,000	68,000
	Expenses	<u>162,469</u>	<u>132,000</u>	<u>132,000</u>
		<b>Total 423</b>	217,015	200,000
<b>491</b>	<b>CEMETERY DEPARTMENT</b>			
	Personal Services	77,778	85,215	91,445
	Expenses	17,482	17,800	17,800
	Transfer In - Sale of Cemetery Lots	(12,000)	(12,000)	(12,000)
	Transfer In - Graves	<u>(18,897)</u>	<u>(18,897)</u>	<u>(18,897)</u>
		<b>Total 491</b>	64,363	72,118
<b>510</b>	<b>HEALTH DEPARTMENT</b>			
	Personal Services	20,439	17,225	19,065
	Expenses	2,574	3,235	3,235
	Assessment - Nashoba BOH	21,651	22,250	22,250
	Assessment - Nashoba Nursing	8,182	8,325	8,325
	Assessment - Eliot Clinic	3,780	3,780	3,780
	Animal Inspector	2,400	2,400	2,400
	Transfer In - B. Sampson Animal Fund	<u>(2,500)</u>	<u>(2,500)</u>	<u>(2,500)</u>
		<b>Total 510</b>	56,526	54,715
<b>541</b>	<b>COUNCIL ON AGING</b>			
	Personal Services	63,210	67,515	70,195
	Expenses	<u>11,861</u>	<u>13,416</u>	<u>13,416</u>
		<b>Total 541</b>	75,071	80,931
<b>543</b>	<b>VETERANS SERVICES</b>			
	Personal Services	5,000	5,000	5,000
	Expenses	1,009	750	750
	Veteran Benefits	<u>31,952</u>	<u>12,000</u>	<u>25,000</u>
		<b>Total 543</b>	37,961	17,750
<b>610</b>	<b>REUBEN HOAR LIBRARY</b>			
	Personal Services	350,460	342,170	397,933
	Expenses	65,859	90,400	71,157
	Merrimack Valley Assessment	31,714	31,714	31,714
	Transfer In - Library Trust Fund	<u>(13,000)</u>	<u>(11,500)</u>	<u>(11,500)</u>
		<b>Total 610</b>	435,033	452,784
				489,304
<b>630</b>	<b>PARK AND RECREATION DEPARTMENT</b>			
	Personal Services	151,638	154,850	168,095
	Expenses	7,500	0	0

	<i>Department</i>	FY2012 Actual	FY2013 Budget	FY2014 Budget
	Transfer In - Revolving Wages	<u>(113,774)</u>	<u>(113,774)</u>	<u>(128,095)</u>
	<b>Total 630</b>	45,364	41,076	40,000
<b>690</b>	<b>OTHER CULTURE &amp; RECREATION</b>			
	Historical	444	700	700
	Memorial Day	350	500	500
	Patriot's Day	<u>50</u>	<u>50</u>	<u>50</u>
	<b>Total 690</b>	844	1,250	1,250
<b>710</b>	<b>LONG TERM DEBT</b>	5,004,135	4,886,847	3,612,121
<b>720</b>	<b>SHORT TERM DEBT</b>	147,289	200,000	326,033
	Transfer In - Cemetery Trust	(13,000)	(13,000)	(13,000)
	Transfer In - Self Help Grant	(17,000)	(17,000)	(17,000)
	Transfer In - Wastewater Settlement	(17,274)	(17,274)	(17,274)
	Transfer In - Oak Hill Cell Tower	(38,113)	(37,206)	(36,269)
	Transfer In - Newtown Hill Cell Tower	(49,641)	(43,373)	(42,248)
	Transfer In - Clean Lakes	0	0	0
	Transfer In - Bond Premium	(70,086)	(66,170)	(62,268)
	Transfer In - Community Preservation	(67,111)	(62,038)	(61,038)
	Transfer In - Light Department	<u>(183,309)</u>	<u>(175,477)</u>	<u>(168,687)</u>
	<b>Total Debt Service</b>	4,695,890	4,655,309	3,520,370
	<b>FUNDING SUMMARY</b>			
	Net Budgets	32,215,119	34,724,232	35,171,772
	Transfers In	<u>(1,132,821)</u>	<u>(1,021,782)</u>	<u>(1,035,695)</u>
	Total Appropriated Budgets	31,082,298	33,702,450	34,136,077

**Ayes have it, motion carries by unanimous vote the Town to raise and appropriate the sum of \$34,136,077 and transfer from the funds specified herein the sum of \$1,035,695, for a total of \$35,171,772 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, 2013.**

**ARTICLE 5**  
**Board of Water Commissioners**  
**FY 2014 Water Enterprise Fund Operating Budget**

To see if the Town will vote to appropriate \$2,327,500 or any other sum or sums of money from the Water Enterprise Fund to finance the operation of the Water Department for the fiscal year beginning July 1, 2013 (*detail below*), or to take any other action in relation thereto.

<b>I. Water Enterprise Revenues</b>	<b>FY 2014</b>
User Charges	\$2,227,500
Enterprise Available Funds	100,000
Investment Income	

<b>Total Revenues</b>	
<b>II. Costs Appropriated for the Enterprise Fund</b>	2,327,500
Salaries and Wages	670,000
Expenses	876,500
Capital Outlay – Equipment	0
Capital Outlay – Improvements	0
Reserve Fund	100,000
Debt Principal and Interest	377,775
Budgeted Surplus	303,225
<b>Total Costs Appropriated for Enterprise Fund</b>	<b>\$2,327,500</b>
<b>III. Costs Appropriated for General Fund to be Charged to the Enterprise Fund</b>	
Indirect Costs	0
Benefits	0
Pension Costs	0
<b>Total Costs Appropriated for the General Fund.</b>	<b>0</b>
<b>Total Costs</b>	<b>\$2,327,500</b>

**Ayes have it, motion carries by unanimous vote to appropriate \$2,327,500 from the Water Enterprise Fund to finance the operation of the Water Department for the fiscal year beginning July 1, 2013**

**ARTICLE 6**  
**Board of Selectmen**  
**Stabilization Fund**

To see if the Town will vote to raise and appropriate the sum of \$4,310 for the Stabilization Fund in accordance with the provisions of Massachusetts General Laws, Chapter 40, Section 5B for the twelve month period beginning July 1, 2013, or to take any other action in relation thereto.

**ARTICLE 7**  
**Board of Selectmen / Finance Committee**  
**FY 2014 Capital Items from Available Funds**

To see if the Town will vote to raise and appropriate, and/or transfer from available funds, a sum or sums of money, to be expended by the respective Departments or Officers indicated, for the capital projects and purchases itemized and described, or to take any other action in relation thereto.

**I. POLICE DEPARTMENT**

A. Police Cruiser Leases - \$75,089 to be expended by the Police Department for police cruiser leases, as follows: \$28,500 for third year (final) payment on two cruisers; \$16,145 for second year (final) payment on one cruiser, \$15,820 for third year (final) payment on one unmarked vehicle; and \$14,624 for second year (final) payment on one unmarked vehicle.

B. Police Vehicle Maintenance -\$5,000 to be expended by the Police Department for tire replacement and equipment maintenance of its fleet of vehicles.

C. Police Vehicle Refurbishment - \$13,000 to be expended by the Police Department for the refurbishment of a marked 2008 Dodge Charger.

D. Police Portable Radios - \$11,600 to be expended by the Police Department to replace portable radios in Command and Detective Vehicles.

## **II. FIRE DEPARTMENT**

A. Fire Major Equipment Repair -\$15,000 to be expended by the Fire Department for major equipment repairs and upkeep.

B. UHF Radio System Upgrade - \$120,000 to be expended by the Fire Department for the radio system upgrade. The current system will require significant upgrades by the FCC imposed December 31, 2013 deadline for narrow banding.

## **III. HIGHWAY DEPARTMENT**

A. Highway Major Equipment Repair - \$15,000 to be expended by the Highway Department for major equipment repairs and upkeep.

B. Highway Loader Refurbishment – \$35,000 to be expended by the Highway Department for refurbishment of a 2003 John Deere Loader.

C. Highway Dump Pickup truck - \$58,000 to be expended by the Highway Department to purchase a new pick-up truck with plow to replace an existing 2004 vehicle.

D. Asphalt Hot Box trailer - \$26,000 to be expended by the Highway Department for the purchase of a trailer mounted Asphalt Hot Box for roadway repairs and maintenance.

## **IV. SCHOOLS**

A. School iPads & Carts - \$33,000 *to be expended by the School Committee for the second year payment on the lease / purchase agreement for four complete carts, 120 iPads, MacBook Air laptops, carts, charging station and all accessory hardware and equipment.*

B. Shaker Lane Univents - \$25,000 *to be expended by the School Committee to replace univent HVAC units at the Shaker Lane School.*

C. High School WIFI Upgrades - \$40,000 *to be expended by the School Committee to upgrade the WIFI systems at the High School.*

D. School Technology - \$25,000 to be expended by the School Committee to upgrade the network infrastructure and firewalls/switching in the district.

E. Shaker Lane Playground & Fencing - \$30,000 *to be expended by the School Committee to upgrade the Shaker Lane School Playground and equipment.*

F. Shaker Lane Bathroom Door Dividers - \$10,000 *to be expended by the School Committee to replace the bathroom door dividers at the Shaker Lane School.*

G. Technology Computer Replacements - \$50,000 *to be expended by the School Committee to for replacements of computer systems.*

H. General Building Maintenance - \$10,000 *to be expended by the School Committee for major systems repairs and maintenance at School locations.*

## **V. FACILITIES AND INFRASTRUCTURE**

A. Town Hall HVAC - \$30,000 *to be expended by the Board of Selectmen and the Permanent Municipal Building Committee for major systems repairs and upkeep of the HVAC Roof Top Units at the Town Offices on Shattuck Street.*

B. Town Building Major Equipment Repairs/Maintenance - \$14,000 to be expended by the *Board of Selectmen for major systems and equipment repairs and maintenance of public buildings.*

C. Cemetery Building Repairs - \$30,000 to be expended by the *Cemetery Commissioners and the Permanent Municipal Building Committee for repairs to the exterior brick work of the Cemetery facility.*

D. Salt Shed Building Repairs - \$20,000 to be expended by the *Highway Department and the Permanent Municipal Building Committee for repairs to the salt shed facility.*

- E. Fire Station Modular Building - \$38,410 to be expended by the Fire Department and the Permanent Municipal Building Committee to locate a modular building on site for sleeping quarters (should additional staffing be approved).
- F. Sidewalk Repairs - \$20,000 to be expended by the Highway Department to repair the sidewalks and walkways located at the Shaker Lane and High Schools.

**VI. OTHER**

- A. Cemetery Paving - \$15,000 to be expended by the Cemetery Commission to repair pavement on the Foster Road site.
- B. Long Lake Security - \$6,700 to be expended by the Recreation Commission to upgrade security at the Long Lake facility.
- C. Recreation vehicle lease - \$4,000 transferred from the Recreation Revolving account to be expended by the Park and Recreation Commission for the third year payment of a five-year lease for a Ford Ranger.
- D. Library Furniture \$3,000 – to be expended by the Library Trustees to replace worn and damaged furniture at the Reuben Hoar Library.

**Ayes have it, motion carries by unanimous vote to raise and appropriate \$394,689 and to transfer from the Undesignated Fund Balance the sum of \$379,110 and to transfer from the sums specified herein the sum of \$4,000 for a total of \$777,799 for the capital projects and purchases itemized and described.**

**ARTICLE 8  
Board of Selectmen**

**Borrowing: Littleton Common Smart Sewering Preliminary Design**

To see if the Town will vote to raise and appropriate and borrow a sum of money for the purpose of funding preliminary design services and preparation of a Preliminary Design Report and other tasks related to development of a sustainable wastewater management system for the Littleton Village Common District and the Village Overlay District West—Beaver Brook Common District, including sewers, pump stations, wastewater treatment facilities, treated wastewater disposal systems and other ancillary facilities; and that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow up to said sum under and pursuant to Chapter 44, Section 7(1) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor, or to take any other action in relation thereto.

**No affirmative action was taken on this article.**

**ARTICLE 9  
Board of Selectmen/School Committee/Trust Fund Commissioners  
M.H. Kimball Trust School Grant Funds**

To see if the Town will vote to transfer \$14,200 from a grant from the M.H. Kimball Trust to the Littleton School Department for the purpose of providing students with access to current technology through the purchase of additional technology items for students and staff at the Russell Street Elementary School and costs related thereto, or to take any other action in relation thereto.

**Unanimously voted by the Town, through the Consent Calendar, to transfer \$14,200 from a grant from the M.H. Kimball Trust to the Littleton School Department for the purpose of providing students with access to current technology through the purchase of additional technology items for students and staff at the Russell Street Elementary School and costs related thereto.**

**ARTICLE 10**  
**Board of Selectmen**  
**FY 2014 Revolving Funds**

To see if the Town will vote to authorize the following Fiscal Year 2014 Revolving Funds, in accordance with Chapter 44, section 53E½ of the General Laws, or to take any other action in relation thereto.

- (1) Wiring/Plumbing/Gas Inspections: to allow receipts from wiring and plumbing fees to be segregated into a special account; and with funds therefrom, up to a limit of \$100,000 annually, to be expended to compensate the Wiring, Plumbing and Gas Inspectors, under the direction of the Building Commissioner, with the prior year's fund balance to be available for expenditure;
- (2) Dog By-law Enforcement: to allow receipts from dog license fees and fines to be segregated into a special account; and with funds therefrom, up to a limit of \$5,000 annually, to be expended for costs associated with by-law enforcement, under the direction of the Town Clerk, with the prior year's fund balance to be available for expenditure;
- (3) Alarm Box Repairs: to allow receipts from alarm box fees to be segregated into a special account; and with funds therefrom, up to a limit of \$5,000 annually, to be expended for repairs to alarm boxes, under the direction of the Fire Department, with the prior year's fund balance to be available for expenditure;
- (4) CPR Courses: to allow receipts from CPR course fees to be segregated into a special account; and with funds therefrom, up to a limit of \$2,000 annually, to be expended for CPR course costs, under the direction of the Fire Department, with the prior year's fund balance to be available for expenditure;
- (5) Sealer of Weights and Measures: to allow receipts from sealer fees to be segregated into a special account; and with funds therefrom, up to a limit of \$3,000 annually, to be expended to compensate the Sealer, under the direction of the Board of Selectmen, with the prior year's fund balance to be available for expenditure;
- (6) Fire Safety Act Compliance: to allow receipts from Fire Safety Act fees and fines to be segregated into a special account; and with funds therefrom, up to a limit of \$3,000 annually, to be expended for associated administrative costs, under the direction of the Board of Selectmen, with the prior year's fund balance to be available for expenditure;
- (7) M.A.R.T.: to allow receipts from reimbursement from M.A.R.T. bus fees to be segregated into a special account; and with funds therefrom, up to a limit of \$68,000 annually, to be expended for wages and expenses for senior van operation, under the direction of the Council on Aging, with the prior year's fund balance to be available for expenditure;
- (8) Pet Cemetery: to allow receipts from pet cemetery fees to be segregated into a special account; and with funds therefrom, up to a limit of \$20,000 annually, to be expended for associated administrative costs, under the direction of the Cemetery Commission, with the prior year's fund balance to be available for expenditure;

(9) *Spectacle Pond Cell Tower*: to allow receipts from the Spectacle Pond Cell Tower rent to be segregated into a special account; and with funds therefrom, up to a limit of \$40,000 annually, to be expended for debt service for the Clean Lakes program, under the direction of the Board of Selectmen, with the prior year's fund balance to be available for expenditure;

(10) *Legal Advertisements*: to allow receipts paid by applicants for advertising costs to be segregated into a special account; and with funds therefrom, up to a limit of \$5,000 annually, to be expended for legal advertising costs, under the direction of the Board of Appeals, with the prior year's fund balance to be available for expenditure;

(11) *Cemetery Revolving*: to allow a portion of receipts received from sales of lots to be segregated into a special account: and with funds therefrom, up to a limit of \$10,000 annually, to be expended for expenses associated with maintenance of such under the direction of the Cemetery Commissioners, with the prior year's fund balance to be available for expenditure;

(12) *Permitting Software*: to allow a portion of receipts received from land use permit fees to be segregated into a special account: and with funds therefrom, up to a limit of \$15,000 annually, to be expended for expenses associated with maintenance of permitting software under the direction of the Board of Selectmen, with the prior year's fund balance to be available for expenditure;

(13) *Police Cruisers sale proceeds*: to allow the proceeds resulting from the sale/disposal of retired police vehicles to be segregated into a special account: and with funds therefrom, up to a limit of \$25,000 annually, to be expended for expenses associated with purchasing Police replacement vehicles authorized under the Capital Plan under the direction of the Board of Selectmen, with the prior year's fund balance to be available for expenditure; and

(14) *Paper Recycling*: to allow the proceeds resulting from the disposal/sale of recyclable paper product collected to be segregated into a special account: and with funds therefrom, up to a limit of \$3,000 annually, to be expended for expenses associated with programming expenses of the Department of Elder and Human Services under the direction of the Council on Aging, with the prior year's fund balance to be available for expenditure.

**Unanimously voted by the Town, through the Consent Calendar, to authorize the following Fiscal Year 2014 Revolving Funds, in accordance with Chapter 44, section 53E½ of the General Laws.**

<p style="text-align: center;"><b>ARTICLE 11</b> <b>Board of Selectmen/ Personnel Board</b> <b>Personnel By-Law Amendments</b></p>
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To see if the Town will vote to amend Chapter 33 of the Town Code, Personnel, as follows:

(1) By adding the position of "Plumbing & Gas Inspector" to Grade 10 of Schedule A, Permanent Full and Part-time Employees, of the Classification and Compensation Plan; and

(2) By amending Schedule C of the Classification and Compensation Plan to read as follows:

**Motion fails by a majority NO votes to amend Chapter 33 of the Town Code, Personnel, as follows:**

**SCHEDULE C: Temporary/Seasonal Park & Recreation Department positions, 2013 Season**

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
<b>1 hourly</b>	<b>8.00</b>	<b>8.16</b>	<b>8.40</b>	<b>8.66</b>	<b>8.92</b>
<b>2 hourly</b>	<b>8.25</b>	<b>8.42</b>	<b>8.67</b>	<b>8.93</b>	<b>9.20</b>
<b>3 hourly</b>	<b>9.20</b>	<b>9.38</b>	<b>9.67</b>	<b>9.96</b>	<b>10.25</b>
<b>4 hourly</b>	<b>9.75</b>	<b>9.95</b>	<b>10.24</b>	<b>10.55</b>	<b>10.87</b>
<b>5 hourly</b>	<b>9.80</b>	<b>10.00</b>	<b>10.30</b>	<b>10.60</b>	<b>10.92</b>
<b>6 hourly</b>	<b>11.10</b>	<b>11.32</b>	<b>11.66</b>	<b>12.01</b>	<b>12.37</b>
<b>7 hourly</b>	<b>11.35</b>	<b>11.58</b>	<b>11.92</b>	<b>12.28</b>	<b>12.65</b>
<b>8 hourly</b>	<b>12.55</b>	<b>12.80</b>	<b>13.19</b>	<b>13.58</b>	<b>13.99</b>
<b>9 hourly</b>	<b>13.50</b>	<b>13.77</b>	<b>14.18</b>	<b>14.61</b>	<b>15.05</b>
<b>10 hourly</b>	<b>17.00</b>	<b>17.34</b>	<b>17.86</b>	<b>18.40</b>	<b>18.95</b>

**GRADE 1**

Program Aide I

**GRADE 2**

Junior Camp Counselor

Snack Hut Attendee

Program Aide II

**GRADE 3**

Lifeguard I

Junior Sailing Instructor

Maintenance Technician

**GRADE 4**

Snack Hut Manager

Camp Senior Counselor

Intern

**GRADE 5**

Lifeguard II/WSI

Sailing Instructor

Junior Guard Coordinator

Aftercare Coordinator

**GRADE 6**

Camp Lead Counselor

Summer Program Coordinator

**GRADE 7**

Camp Specialists

Head Lifeguard

**GRADE 8**

Seasonal Programs Instructor

Camp Assistant Director

Sailing Coordinator

**GRADE 9**

Special Course Coordinator

**GRADE 10**

Preschool Instructor

Camp Director

or to take any other action in relation thereto.

**ARTICLE 12**  
**Board of Selectmen**  
**Community Preservation Fund Local Appropriation**

To see if the Town will vote to dedicate revenue to the Community Preservation Fund in an amount not greater than 2% of the real estate tax levy against real property against other sources of municipal revenue as specified in MGL Chapter 44B, section 3(b1/2), and to raise and appropriate or transfer from available funds a sum of money to the Community Preservation Fund, and or to take any other action in relation thereto.

**No affirmative action was taken on this article.**

**ARTICLE 13**  
**Community Preservation Committee**

**FY 2014 Community Preservation Budget**

To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the Fiscal Year 2014 Community Preservation Budget, to appropriate or reserve from FY 2014 Community Preservation Fund annual revenues and reserves the following amounts, as recommended by the Community Preservation Committee, with each item considered a separate appropriation:

**Ayes have it, motion passes by the necessary majority vote to hear and act on the report of the Community Preservation Committee on the Fiscal Year 2014 Community Preservation Budget, to appropriate or reserve from FY 2014 Community Preservation Fund annual revenues and reserves the following amounts, as recommended by the Community Preservation Committee, with each item considered a separate appropriation:**

***Appropriations***

Administration	\$ 5,000
Debt service – from FY 2014 open space	13,400
Debt service – from open space reserve	775
Debt service – from FY 2014 historic resources	13,400
Debt service – from historic resources reserve	2,375
Debt service – from FY 2014 undesignated	31,088
Regional Housing Services – from FY 2014 community housing reserve	15,000
Town Clerk Vault/Dehumidifier – from FY 2014 historic resources reserve	20,000
300 King Street Recreation - from undesignated reserve	<u>200,000</u>
	<i>Sub-total</i> <u>\$301,038</u>

***Reserves***

Open Space (to Reserve)	\$0
Community Housing (to Reserve)	13,400
Budgeted Reserve (to Reserve)	88,800
	<i>Sub-total</i> <u>102,200</u>
	<b>TOTAL</b> <u>\$403,238</u>

<b>ARTICLE 14</b>
<b>Board of Selectmen</b>
<b>Home Rule Petition: Conservation, Recreation Land Exchange</b>

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for special legislation as set forth below authorizing a land exchange between the Conservation Commission and the Park and Recreation Commission, provided, however, that the General Court may make clerical or editorial changes of form only to said bill, unless the Board of Selectmen approves amendments thereto prior to enactment by the General Court, and provided further that Board of Selectmen is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition:

SECTION 1. The conservation commission of the town of Littleton may transfer the care, custody, management and control of the dry (non-wetland) portion of the parcel shown as "Parcel A Open Space", on a certain plan of land entitled "Definitive Subdivision Plan for

Shelburne Village at Littleton Over 55 Housing Development", prepared by R. Wilson and Associates dated September 27, 2006 and recorded with the Middlesex South District Registry of Deeds as Plan 1529 of 2006, which was acquired by the town and held for conservation purposes, to the Park and Recreation Commission for municipal recreation purposes. The dry (non-wetland) portion of said parcel, shown on a plan entitled, "Plan of Parcel A Open Space", has been declared surplus by the conservation commission.

SECTION 2. The park and recreation commission of the town of Littleton may transfer the care, custody, management and control of the parcels of land shown as Lots 5A, 6A, 7A and 11A on a plan entitled "Apple D'Or Farms", prepared by J.D. Marquedant & Associates, Inc. dated November 20, 1998 and recorded with the Middlesex South District Registry of Deeds as Plan 623 of 1999, which together contain proximately 5.18 acres and were acquired by the town and held for municipal recreation purposes, to the Conservation Commission for open space and conservation purposes. These parcels have been declared surplus by the park and recreation commission.

SECTION 3. This act shall take effect upon its passage.

And, further, provided that the special legislation is approved by the General Court in a form consistent with the provisions of this article, to transfer the care, custody, management and control of the affected parcels of land as described in the special legislation, or take any other action in relation thereto.

**ARTICLE 15**  
**Board of Selectmen**  
**Acquisition of Congregation Church Meadow Property, 194 Great Road**

To see if the Town will vote to:

1. Raise and appropriate and/or borrow a sum of money for the acquisition by gift, purchase, or eminent domain of a fee simple interest or lesser interest in a parcel of land approximately 7.61+/- acres, together with all flowage rights and easements and subject to all well rights and easements appurtenant thereto, currently owned by the Congregational Church of Littleton, located at 194 Great Road in the Town of Littleton and described by the Littleton Board of Assessors as Parcel U06 4 0, and to meet said appropriation with funds transferred and/or borrowed in accordance with M.G.L. Chapter 44B, the Community Preservation Act, and to authorize the Treasurer, with the approval of the Board of Selectmen, to issue any bonds or notes that may be necessary for that purpose, as authorized by M.G.L. Chapter 44, or any other enabling authority;
2. Authorize the Town Administrator, Board of Selectmen and/or Conservation Commission to file on behalf of the Town any and all applications deemed necessary under the Self-Help Act (M.G.L. Chapter 132A, Section 11) and the regulations described in 301 CMR 5.00, the Land and Water Conservation Fund (P.L. 88-578, 78 Stat 897), or any other applications for funds in any way connected with the scope of this acquisition;
3. Provide that said parcel, or such lesser interest as may be acquired, shall be under the care, custody, management and control of the Board of Selectmen and held for the purposes of (a) agricultural use and/or (b) sale or lease to third parties who shall engage in such agricultural use; and
4. Authorize the Town Administrator and the Board of Selectmen, as they deem appropriate, to enter into all agreements and execute any and all instruments including the conveyance of a perpetual conservation or agricultural preservation restriction in accordance with M.G.L. Chapter

**TOWN OF LITTLETON, MASSACHUSETTS**

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184 as required by Section 12(a) of Chapter 44B, as may be necessary on behalf of the Town to affect, or further the purposes of, said acquisition.  
Or take any other action in relation thereto.

**It was so voted and passed by checklist and ballot by the necessary two-thirds vote, with the vote being:**

**Yes Votes: 258; No Votes: 12; Total Votes Cast: 270; Yes Votes necessary to pass as 2/3rds: 180, the vote was so declared passed by necessary 2/3rds requirement**

<b>ARTICLE 16</b> <b>Board of Selectmen</b> <b>Compensating Balance Agreement</b>
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To see if the Town will vote to authorize the Treasurer to enter into a Compensating Balance Agreement(s) for FY 2014, pursuant to Chapter 44, Section 53F of the General Laws, or to take any other action in relation thereto.

**Unanimously voted by the Town, through the Consent Calendar to authorize the Treasurer to enter into a Compensating Balance Agreement(s) for FY 2014, pursuant to Chapter 44, Section 53F of the General Laws.**

<b>ARTICLE 17</b> <b>Board of Selectmen</b> <b>FY 2-14 Personal Exemption Amounts</b>
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To see if the Town will vote to accept Chapter 73 of the Acts and Resolves of 1986, as amended by Chapter 126 of the Acts and Resolves of 1988, and under the provisions thereof to grant additional real estate tax exemptions for fiscal year 2014 to those persons who otherwise qualify for an exemption under Clauses 17D, 22, 22A, 22B, 22C, 22D, 22E, 37A or 41C of section 5 of Chapter 59 of the General Laws (elderly persons, disabled veterans, or blind persons), in an amount equal to twenty percent (20%) of said exemption, or to take any other action in relation thereto.

**Unanimously voted by the Town, through the Consent Calendar to accept Chapter 73 of the Acts and Resolves of 1986, as amended by Chapter 126 of the Acts and Resolves of 1988, and under the provisions thereof to grant additional real estate tax exemptions for fiscal year 2014 to those persons who otherwise qualify for an exemption under Clauses 17D, 22, 22A, 22B, 22C, 22D, 22E, 37A or 41C of section 5 of Chapter 59 of the General Laws (elderly persons, disabled veterans, or blind persons), in an amount equal to twenty percent (20%) of said exemption**

<b>ARTICLE 18</b> <b>Board of Selectmen</b> <b>Payment in Lieu of Taxes - Solar</b>
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To see if the Town will vote to authorize the Board of Selectmen to enter into and execute on

behalf of the Town a tax agreement, as authorized by MGL Chapter 59, section 38H, with NextSun Energy LLC with respect to annual payments in lieu of real and personal property taxes for a term of up to twenty years relative to a solar energy system with an AC-rated capacity of up to four megawatts, to be installed on a parcel of land owned by PR Littleton Expansion LLC and located at 1-3 Distribution Center Circle, Littleton, or to take any other action in relation thereto.

**Ayes have it passes by the necessary majority vote to authorize the Board of Selectmen to enter into and execute on behalf of the Town a tax agreement, as authorized by MGL Chapter 59, section 38H, with NextSun Energy LLC with respect to annual payments in lieu of real and personal property taxes for a term of up to twenty years relative to a solar energy system with an AC-rated capacity of up to four megawatts, to be installed on a parcel of land owned by PR Littleton Expansion LLC and located at 1-3 Distribution Center Circle, Littleton.**

<b>ARTICLE 19</b>
<b>Board of Selectmen</b>
<b>Tax Title Abutter Lot Sales Program – List of Parcels</b>

To see if the Town will vote to add the following list of properties to the “Tax Title Abutter Lot Sales Program” established by Article 10 of the November 14, 2011 Special Town Meeting:

Map/Parcel	Lot Size (sq.ft.)	Address
U12-110	4000.1	Narcissus Rd
U12-158	1999.8	Pine Rd
U12-151	2000	Pine Rd
U12-122	4000.1	Oak Rd
U15-95	4000.1	Suffolk Dr
U14-10	4799.9	Shaker Lane
U15-182	4000.1	Middlesex Dr
U15-44	4000.1	Ipswich Dr
U17-296	4000.1	Washington Dr
U17-196	4000.1	Forest St

or to take any other action in relation thereto.

**Ayes have it motion carries by unanimous vote, declaring a two-thirds vote based on the Procedural Motion taken at the beginning of the Annual Town Meeting, and the casting of a specimen ballot thus the recorded vote is a two-thirds vote to add the following list of properties to the “Tax Title Abutter Lot Sales Program” established by Article 10 of the November 14, 2011 Special Town Meeting:**

<b>ARTICLE 20</b>
<b>Planning Board</b>
<b>Zoning By-law Amendment: Open Space Development</b>

To see if the Town will vote to amend the Zoning By-law of the Town of Littleton as follows:

1. Amend §173-104.A by deleting subsection A therefrom in its entirety, and inserting in its place the following:

A. Except as modified by Subsection B below, the maximum number of dwelling units in an Open Space Development shall be calculated via a Density Yield Plan. A Density Yield Plan shall show the number of building lots that can be developed by right in a conventional subdivision under the zoning requirements of the Zoning By-Law (other than the Special Permit provisions under this Article XIX, Open Space Development) and all applicable land use regulations in the district (including wetlands protection), and complying with the Subdivision Rules and Regulations, as demonstrated by a preliminary subdivision density yield plan. The applicant must further certify that each lot identified on the Density Yield Plan can support the placement of an on-lot septic system for a four bedroom residential dwelling, as evidenced by a soils and percolation tests, consistent with Title 5. Such Density Yield Plan shall be submitted with the Open Space Development special permit application and shall be subject to the review and approval of the Planning Board. The applicant is encouraged to submit such material to the Planning Board office early in the development process, prior to submittal of a completed application, for verification and acceptance of the proposed development density.

2. Further amend §173-104 by deleting subsections B, C and D therefrom in their entirety and designating existing subsection E as subsection B to account for the deletions.

3. Amend §173-98.C by inserting a new subsection (2) as follows:

(2) A "Density Yield Plan" sketch (at a scale of no less than 1"=100') showing how development of the parcel would be achieved by a conventional subdivision plan, in accordance with all applicable land use regulations, to determine the maximum allowable density under this Special Permit.

and renumbering the existing subsections that follow to account for the new insertion, or to take any other action in relation thereto.

**It was so voted and passed by the necessary two-thirds vote, with the vote being:**

**Yes Votes: 198; No Votes: 44; Total Votes Cast: 242; Yes Votes necessary to pass as two-thirds: 162, the vote was so declared passed to amend the Zoning By-law of the Town of Littleton**

<p style="text-align: center;"><b>ARTICLE 21</b> <b>Planning Board</b> <b>Zoning By-law Amendment: Temporary Moratorium</b> <b>on Medical Marijuana Treatment Centers</b></p>
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To see if the Town will vote to amend the Zoning Bylaw of the Town of Littleton by adding a new Article XXVII, to read as follows:

**ARTICLE XXVII, Temporary Moratorium on Medical Marijuana Treatment Centers**  
**§173-185. Purpose.**

By vote at the State election on November 6, 2012, the voters of the Commonwealth approved a law regulating the cultivation, distribution, possession and use of marijuana for medical purposes. The law provides that it is effective on January 1, 2013 and the State Department of Public Health is required to issue regulations regarding implementation within 120 days of the law's effective date. Currently under the Zoning Bylaw, a Medical Marijuana Treatment Center is not a permitted

use in the Town and any regulations promulgated by the State Department of Public Health are expected to provide guidance to the Town in regulating medical marijuana, including Medical Marijuana Treatment Centers. The regulation of medical marijuana raises novel and complex legal, planning, and public safety issues and the Town needs time to study and consider the regulation of Medical Marijuana Treatment Centers and address such novel and complex issues, as well as to address the potential impact of the State regulations on local zoning and to undertake a planning process to consider amending the Zoning Bylaw regarding regulation of Medical Marijuana Treatment Centers and other uses related to the regulation of medical marijuana. The Town intends to adopt a temporary moratorium on the use of land and structures in the Town for Medical Marijuana Treatment Centers so as to allow the Town sufficient time to engage in a planning process to address the effects of such structures and uses in the Town and to adopt provisions of the Zoning Bylaw in a manner consistent with sound land use planning goals and objectives.

**§173-185. Definition.**

“Medical Marijuana Treatment Center” shall mean a not for profit entity, as defined by Massachusetts law only, registered by the Department of Public Health, that acquires, cultivates, possesses, processes (including development of related products such as food, tinctures, aerosols, oils or ointments), transfers transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials to qualifying patients or their personal caregivers.

**§173-187. Temporary Moratorium.**

For the reasons set forth above and notwithstanding any other provision of the Zoning Bylaw to the contrary, the Town hereby adopts a temporary moratorium on the use of land or structures for a Medical Marijuana Treatment Center. The moratorium shall be in effect through June 30, 2014. During the moratorium period, the Town shall undertake a planning process to address the potential impacts of medical marijuana in the Town, consider the Department of Public Health regulations regarding Medical Marijuana Treatment Centers and related uses, and shall consider adopting new provisions of the Zoning Bylaw to address the impact and operation of Medical Marijuana Treatment Centers and related uses.

or take any other action in relation thereto.

**It was so voted and passed by the necessary two-thirds vote, with the vote being:**

**Yes Votes: 243; No Votes: 4; Total Votes Cast: 247; Yes Votes necessary to pass as two-thirds: 165, the vote was so declared passed to amend the Zoning Bylaw of the Town of Littleton**

**ARTICLE 22**

**Voter Petition**

**Zoning By-law Amendment: Extensive Recreation Special Permit Granting Authority**

To see if the Town will vote to amend the Use Regulation Schedule 173-26 of the Town of Littleton Zoning Bylaws under Recreational Uses section “Extensive Recreation” to allow the Planning Board to be the special permit granting authority, or to take any other action in relation thereto.

**No affirmative action was taken on this Article.**

**ARTICLE 23**  
**Voter Petition**  
**Zoning By-law Amendment: Extensive Recreation Definiton**

To see if the Town will vote to amend the definition of “Extensive Recreation” to: Golf Courses laid out substantially in accordance with the usual requirements or specifications of the United States Golf Association, ski areas, indoor and outdoor sports fields and recreational facilities which primarily use, preserve or provide open space, together with clubhouses and appurtenant facilities, whether or not operated for profit. Such appurtenant facilities may provide for recreational activities not directly connected with the use of open space, provided that in no event shall structures housing said recreational activities occupy more than five percent (5%) of the lot area. Additionally, such appurtenant facilities may also include the following commercial uses: office, restaurant and retail sales and services; provided that in no event shall structures housing said commercial uses occupy more than five percent (5%) of the lot area. In no event shall the appurtenant facilities housing recreational activities and the appurtenant facilities housing commercial activities combines occupy more than ten percent (10%) of the lot area. or to take any other action in relation thereto.

**No affirmative action was taken on this Article.**

**ARTICLE 24**  
**Board of Selectmen**  
**Town By-law Amendment: Wetlands Protection**

To see if the Town will vote to amend Chapter 171, Wetlands Protection, of the Town Code as follows:

1. Amend §171-1 by inserting a new subsection C, to read as follows:
  - C. The Commission may, with the approval of the Board of Selectmen, establish, in its rules and regulations, design specifications, performance standards, and other measures and safeguards, including setbacks, no-disturb areas, and other work limits for protection of such areas subject to protection.
2. Further amend §171-1 by renumbering the remaining existing subsections to account for the insertion of new Subsection 171-1.C.
3. Amend the title of §171-7 so that said title reads as follows:  
**General provisions, presumptions, performance standards, rules and regulations, and statute of limitations.**
4. Amend §171-7.A so that said subsection reads as follows:
  - A. *Except as otherwise provided in this chapter or in the Rules and Regulations promulgated in accordance with this chapter*, the provisions set forth in M.G.L. c.131, § 40, 310 CMR 10.03(1) through 10.03(6)(Presumptions), 310 CMR 10.04 (Definitions), and 310 CMR 10.51 through 10.60 (Performance Standards) shall be used for the interpretation and implementation of this chapter.
5. Amend §171-7 by inserting a new subsection B, to read as follows:
  - B. After due notice and a public hearing, the Commission shall promulgate rules, regulations and procedures for compliance with this Bylaw, a copy of which shall be filed with the Town Clerk. Failure by the Commission to promulgate such rules,

regulations or procedures or a legal declaration of their invalidity by a court of law shall not act to suspend or invalidate the effects of this Bylaw.

6. Further amend §171-7 by renumbering the remaining existing subsection to account for the insertion of new Subsection 171-7.B.  
or to take any other action in relation thereto.

**Ayes have it, motion carries, so declared a unanimous vote to amend Chapter 171, Wetlands Protection, of the Town Code**

<p style="text-align: center;"><b>ARTICLE 25</b> <b>Board of Selectmen/Council on Aging</b> <b>Town By-law Amendment: Director of Elder and Human Services</b></p>
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To see if the Town will vote to amend Chapter 3, Section 3 of the Town Code so that said section reads follows:

The Town Administrator shall directly supervise and conduct performance reviews for the following current and future department heads unless otherwise specified by statute: Assistant Town Administrator for Finance and Budget; Head of the Highway Department; Facilities Manager; Head of Information Technology; Building Commissioner; Human Resources; *Director of Elder and Human Services*; and Littleton Community Television (LCTV) Executive Director. The department heads shall be appointed by, and can be removed by, the Town Administrator subject to the approval of the Board of Selectmen. *The appointment of the Director of Elder and Human Services shall also be subject to approval by the Council on Aging. Employees of the heads of said departments shall be appointed by the department head subject to approval of the Town Administrator.*" or to take any other action in relation thereto.

**Ayes have it, motion carries by necessary majority vote to amend Chapter 3, Section 3 of the Town Code**

<p style="text-align: center;"><b>ARTICLE 26</b> <b>Board of Selectmen</b> <b>Senior Work Program</b></p>
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To see if the Town will vote to request the Board of Assessors to commit \$55,000, or any other sum or sums of money, from the Overlay Account for Abatements to fund the Senior Citizen Tax Work-off Abatement Program, or to take any other action in relation thereto.

**Unanimously voted by the Town, through the Consent Calendar to request the Board of Assessors to commit \$55,000, or any other sum or sums of money, from the Overlay Account for Abatements to fund the Senior Citizen Tax Work-off Abatement Program.**

<p style="text-align: center;"><b>ARTICLE 27</b> <b>Board of Selectmen</b> <b>Use of MassDOT Chapter 90 Funds</b></p>
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To see if the Town will vote to transfer from available funds or authorize the Treasurer to borrow in anticipation of reimbursements, a sum of money for authorized road improvements and other projects provided for under Chapter 90 of the General Laws, or to take any other action in relation thereto.

**Unanimously voted by the Town, through the Consent Calendar to transfer from available funds or authorize the Treasurer to borrow in anticipation of reimbursements, a sum of money for authorized road improvements and other projects provided for under Chapter 90 of the General Laws.**

<p style="text-align: center;"><b>ARTICLE 28</b> <b>Board of Selectmen</b> <b>Drainage Easements on Harvard Road</b></p>
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To see if the Town will vote to authorize the Board of Selectmen to acquire by purchase, gift or eminent domain an easement and/or rights in a portion of the parcel of land shown on Assessor's Map R16 as Parcel 1-0 for the purposes of making certain roadway improvements on Harvard Road, said portion being shown as "Proposed Permanent Easement for Drainage Purposes Area = 3,370 S.F. +/-" on the plan of land entitled "Permanent Easement Harvard Road," dated March 20, 2013 and prepared by Green International Affiliates, Inc., or take any other action in relation thereto.

**Ayes have it, motion carries by unanimous vote, declared a two-thirds vote (as permitted by the Procedural Motion taken at the beginning of the Town Meeting) to authorize the Board of Selectmen to acquire by purchase, gift or eminent domain an easement and/or rights in a portion of the parcel of land shown on Assessor's Map R16 as Parcel 1-0 for the purposes of making certain roadway improvements on Harvard Road, said portion being shown as "Proposed Permanent Easement for Drainage Purposes Area = 3,370 S.F. +/-" on the plan of land entitled "Permanent Easement Harvard Road," dated March 20, 2013 and prepared by Green International Affiliates, Inc..**

<p style="text-align: center;"><b>ARTICLE 29</b> <b>Board of Selectmen</b> <b>Sewer Easements on Grist Mill Road and Surrey Road</b></p>
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To see if the Town will vote to authorize the Board of Selectmen to convey to Fifteen Great Road, LLC, Fifteen Great Road II, LLC, John R. Keilty, as Trustee of Littleton Holding Realty Trust u/d/t dated April 8, 2010, John R. Keilty, as Trustee of Nashoba Place Realty Trust u/d/t dated December 22, 2011, recorded with Middlesex South District Registry of Deeds in Book 58154, Page 117, and/or Leslie J. French, as Trustee of JFM Realty Trust u/d/t dated February 24, 2005, recorded with Middlesex South District Registry of Deeds in Book 44725, Page 478 (individually and collectively, along with their respective successors and assigns, the "Developer") the easements and rights needed from the Town to allow the Developer to install and maintain underground sewer lines and cleanouts, manholes, markers, magnetic marking tape, insulation for the sewer lines, posts to identify where the sewer lines cross under the public way and such other appurtenances as are normally associated with the installation of such sewer lines on, above or beneath Grist Mill Road

and Surrey Road in order to connect Lot 41A as shown on a plan entitled "PHASE II 'Apple D'Or Farms' Subdivision of Land in Littleton, Massachusetts", dated January 2, 1998, and recorded with the Middlesex South District Registry of Deeds as Plan No. 704 of 1998), Lots 46A, 47A, 97A, 102A, 127A and 128A as shown on a Plan of Land entitled "Plan of Land in Littleton, Massachusetts", dated September 8, 1999, and recorded in the Middlesex South District Registry of Deeds as Plan Number 1419 of 1999), to a wastewater treatment facility the Developer proposes to construct on Lot 1 as shown on the entitled "PLAN OF LAND, LOCATION; 15 GREAT ROAD, TOWN: LITTLETON, MASSACHUSETTS, PREPARED FOR: FIFTEEN GREAT ROAD LLC" Dated December 2, 2012, by Places Associates, Inc., recorded in the Middlesex South District Registry of Deeds as Plan No. 86 of 2013, or to take any other action in relation thereto.

**The motion fails by the necessary majority of NO votes**

<b>ARTICLE 30</b> <b>Board of Selectmen/Board of Health</b> <b>Community Septic System Repair Loan Program</b>
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To see if the Town will vote to appropriate the sum of \$300,000 for the purpose of financing the following water pollution facility projects: repair, replacement and/or upgrade of septic systems, pursuant to agreements with the Board of Health and residential property owners, including without limitation all costs thereof as defined in Section 1 of Chapter 29C of the General Laws; that to meet this appropriation the Treasurer with the approval of the Board of Selectmen is authorized to borrow said sum and issue bonds or notes therefore under M.G.L. c.111, s.127B 1/2 and/or Chapter 29C of the General Laws; that project and financing costs shall be repaid by the property owners, in accordance with those agreements, but such bonds or notes shall be general obligations of the Town; that the Treasurer with the approval of the Board of Selectmen is authorized to borrow all or a portion of such amount from the Massachusetts Water Pollution Abatement Trust established pursuant to Chapter 29C and in connection therewith to enter into a loan agreement and/or security agreement with the Trust and otherwise contract with the Trust and the Department of Environmental Protection with respect to such loan and for any federal or state aid available for the projects or for the financing thereof; and that the Board of Selectmen or other appropriate local body or official is authorized to enter into a project regulatory agreement with the Department of Environmental Protection, to expend all funds available for the projects and to take any other action necessary to carry out the projects, or to take any other action relative thereto.

**Voted by unanimous vote and so declared a two-thirds vote (as permitted by the Procedural Motion taken at the beginning of the Town Meeting) and the casting of a specimen ballot.**

<b>ARTICLE 31</b> <b>Board of Selectmen</b> <b>Rescind Unused Borrowing Authorizations</b>
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To see if the Town will vote to rescind the borrowing authorized for the following articles and following un-issued amounts, or to take any other action in relation thereto:

Town Meeting Vote	Project	Authorization	Amount Issued	Total to be Rescinded
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TOWN OF LITTLETON, MASSACHUSETTS

11/8/2010 STM Art. 9	Cobb Land Purchase	\$323,955.68	\$323,955.00	\$ 0.68
5/3/2010 STM Art. 7	Road Resurfacing/Water Mains	100,000.00	94,400.00	5,600.00
9/24/2001 STM Art. 5	Clean Lakes	50,000.00	-	50,000.00
5/3/1999 ATM Art. 25	Septic System Betterments	250,000.00	-	<u>250,000.00</u>
	Total			\$305,600.68

**Unanimously voted by the Town, through the Consent Calendar to rescind the borrowing**

**Moved and seconded and unanimously voted to dissolve the Annual Town Meeting. The meeting was so declared closed by Town Moderator, Timothy Goddard at 10:30PM.**

A TRUE COPY ATTEST:  
Diane Crory, Town Clerk

**MONDAY, NOVEMBER 4, 2013 at 7:00 PM**

**SPECIAL TOWN MEETING**

**Commonwealth of Massachusetts**

**Middlesex, ss.**

To any Constable of the Town of Littleton in the County of Middlesex,

**GREETINGS:**

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Littleton qualified to vote in the elections and Town affairs, to meet in the **Charles Forbes Kaye Gymnasium, Littleton Middle School, 55 Russell Street in said Town of Littleton on Monday, the Fourth day of November, 2013 at 7:00 o'clock in the evening** by posting a printed copy of this warrant, by you attested, at eight meeting houses, at the Town Office Building on Shattuck Street, at the Post Office at Littleton Common, at the Post Office at Littleton Depot, at the Baptist Church, at the Unitarian Church, at the Catholic Church, at the Congregational Church, and at the Mormon Church, in said Town, fourteen days at least before the Fourth day of November, 2013 then and there to act on the following Articles:

**ARTICLE 1**  
**Board of Selectmen**  
**Bills of Prior Years**

*[9/10ths vote required]*

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

**No affirmative action taken as there were no bills of previous years to pay.**

**ARTICLE 2**  
**Board of Selectmen**  
**Fund Collective Bargaining Agreement**

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.

It was unanimously voted to raise and appropriate the sum of \$14,171 to fund the **collective bargaining agreement reached between the Town and the AFSCME Council 93, Local 1703 (Highway).**

**ARTICLE 3**  
**Board of Selectmen**  
**FY 2014 Budget Amendments**

To see if the Town will vote to amend the FY 2014 Operating Budget, as adopted pursuant to Article 4 of the May 6, 2013 Annual Town Meeting, by adjusting budget line items, or to take any other action in relation thereto.

**It was unanimously voted to amend the FY 2014 Operating Budget, as adopted pursuant to Article 4 of the May 6, 2013 Annual Town Meeting, by adjusting budget line items, as follows:**

Budget	Line Item	FY 2014 Budget	FY 2014 Adjustment	FY 2014 Adjusted
194	Other Post Employment Benefits Liability Fund	\$605,000	+208,998	\$813,998
194	Employee/Retiree Benefits	\$5,326,503	-3,500	\$5,323,003
420	Highway – Personal Services	697,000	+ 17,552	\$714,552
690	Historical Commission	700	+3,500	\$4,200
<b>TOTAL Appropriated Budgets</b>		<b>\$34,136,077</b>	<b>+\$226,550</b>	<b>\$34,362,627</b>

**ARTICLE 4**  
**Board of Selectmen**  
**FY 2014 Capital Items from Available Funds**

To see if the Town will vote to raise and appropriate or transfer from available funds a sum or sums of money to be expended by the respective Departments or Officers indicated, for the capital projects and purchases itemized and described, or to take any other action in relation thereto.

1. LCTV equipment upgrades - \$65,000 from the PEG funds account to be expended by the LCTV Advisory Committee for LCTV equipment upgrades.
2. Public safety radio upgrades - \$120,000 to be expended by the Police and Fire Chiefs to upgrade to a microwave radio system for the public safety departments.

**Ayes have it motion carries by unanimous vote to transfer the sum of \$65,000 from the PEG funds account and raise and appropriate the sum of \$120,000 to fund the projects listed below:**

- 1. LCTV equipment upgrades - \$65,000 from the PEG funds account to be expended by the LCTV Advisory Committee for LCTV equipment upgrades.**
- 2. Public safety radio upgrades - \$120,000 to be expended by the Police and Fire Chiefs to upgrade to a microwave radio system for the public safety departments.**

**ARTICLE 5**  
**Board of Selectmen**  
**Littleton 300<sup>th</sup>**

To see if the Town will vote to raise and appropriate or transfer from available funds a sum or sums of money to be expended by the Tercentennial General Planning Committee to fund the 300<sup>th</sup> anniversary celebration of the Town of Littleton in 2014, or to take any other action in relation thereto.

**Unanimously voted by the Town to raise and appropriate \$50,000 to be expended by the Tercentennial General Planning Committee to fund the 300<sup>th</sup> anniversary celebration of the Town of Littleton in 2014.**

**ARTICLE 6**  
**Board of Selectmen/Board of Electric Light & Water Commissioners**  
**Revenue Sharing: Solar, Peak Generator at Town Landfill; Cell Towers at Water**

*[2/3rds vote required]*

To see if the Town will vote as follows:

Whereas the Littleton Electric Light Department (the “Light Department”) wishes to reduce the cost of peak rate electricity to the rate payers by installing a peak shaving generator; and

Whereas the Light Department wishes to reduce the cost of electricity to the rate payers by installing a photovoltaic system; and

Whereas the Light Department wishes to construct the peak shaving generator and the photovoltaic system at the Town’s Landfill located on Spectacle Pond Road; and

Whereas the Board of Selectmen (the “Selectmen”) is the custodian of the Landfill; and

Whereas the Selectmen wish to be compensated for electricity generated at the Landfill; and

Whereas the Littleton Water Commissioners have constructed cell towers at their property at Oak Hill and at Newtown Hill; and

Whereas the revenues from the cell towers are deposited in the conservation fund and Conservation Commission land acquisition accounts to be used to purchase land or an interest in land; and

Whereas the Selectmen, the Light Commissioners and the Water Commissioners all wish to retain future, unencumbered revenues generated on property under their respective control; and

Whereas the Selectmen supports transferring future, unencumbered revenues generated on Water Department property to the Water Department in exchange for receiving revenues generated by the Light Department at the Landfill, so long as the amount of revenue the Town receives from the Light Department is equal to or greater than cell tower revenues retained by the Water Department; and

Whereas the Selectmen intend to deposit into the Community Preservation Fund all or a portion of the proceeds the Town receives from the Light Department, but no less than an amount equal to the amount that would have been placed into the conservation fund and Conservation Commission land acquisition accounts that is not already encumbered for debt service on previous land purchases; the Selectmen's intention to direct these funds to the Community Preservation Fund is contingent upon successful passage of an amendment to the Town's acceptance of the Community Preservation Act contained in Article 13 of this Warrant and at the May 2014 Annual Town Election; and

Whereas the Town has directed, by its votes under Articles 37 and 45 of the May 5, 1997 Annual Town Meeting, Article 1 of the June 15, 2000 Special Town Meeting, Article 6 of May 6, 2002 Special Town Meeting, and Article 8 of the November 14, 2012 Special Town Meeting, that funds from the proceeds of cell tower leases at the Water Department's standpipes at Oak Hill and Newtown Hill be deposited in the conservation fund and Conservation Commission land acquisition accounts; and

Whereas the Town has directed, by its votes under Article 5 of the September 22, 2003 Special Town Meeting and Article 5 of the November 12, 2002 Special Town Meeting, that it intends to use the funds from the proceeds of cell tower leases at the Water Department's standpipes at Oak Hill and Newtown Hill to pay the annual debt payments incurred by the interests acquired in the Prouty Property and the Hartwell Property; and

Whereas the Town also voted under Article 8 of the November 14, 2012 Special Town Meeting that the proceeds from co-locator sites at Well #2 shall be "deposited directly into the Water Department Water Surplus Fund."

Therefore, shall the Town vote to authorize the Selectmen to lease to the Littleton Electric Light Department, on such terms as it determines to be in the best interest of the Town, approximately five acres of land located at the Town's Landfill, Spectacle Pond Road, for the purpose of installing and operating thereon photovoltaic systems and a peak shaving generator for electric power generation and distribution for a term of years equal to the useful life of said photovoltaic systems or peak shaving generator, whichever is longer, and to authorize the Selectmen to grant to the Littleton Electric Light Department such temporary easements in, on, under, across or over any adjacent Town-owned property and adjacent roadways, for utility and access purposes, as reasonably necessary and appropriate for the installation and operation of such photovoltaic systems and a peak shaving generator, for a term of years equal to the useful life of said photovoltaic systems or peak shaving generator, whichever is longer, and further, notwithstanding any previous Town Meeting vote to the contrary, to deposit into the Water Department Water Surplus Fund, the following sums: (1) all unencumbered revenues derived from leasing telecommunications co-locator sites located at Oak Hill; and (2) all unencumbered revenues derived from leasing telecommunications co-locator sites located at Newtown Hill, and to allow the Water Department to use said revenues for capital improvements, or to take any other action in relation thereto.

**No affirmative action was taken.**

<p style="text-align: center;"><b>ARTICLE 7</b> <b>Board of Selectmen</b> <b>Russell Street Sidewalk Easement</b></p>
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*[2/3rds vote required]*

To see if the Town will vote to authorize the Board of Selectmen to acquire by purchase, gift or eminent domain an easement and/or rights in a portion of the parcel of land shown on Assessor's Map R18 as Parcel 2-1 for the purposes of making certain sidewalk improvements on Russell Street, said portion being shown as "Proposed Permanent Easement for Sidewalk Purposes Area = 75 S.F. ±" on the plan of land entitled "Plan of Land, Town of Littleton, Permanent Easement Russell Street at Great Road" prepared by Green International Affiliates, Inc., dated January 21, 2013, or to take any other action in relation thereto.

**Unanimously voted, passes by the necessary two-thirds requirement, that the Town authorize the Board of Selectmen to acquire by purchase, gift or eminent domain an easement and/or rights in a portion of the parcel of land shown on Assessor's Map R18 as Parcel 2-1 for the purposes of making certain sidewalk improvements on Russell Street, said portion being shown as "Proposed Permanent Easement for Sidewalk Purposes Area = 75 S.F. ±" on the plan of land entitled "Plan of Land, Town of Littleton, Permanent Easement Russell Street at Great Road" prepared by Green International Affiliates, Inc., dated January 21, 2013.**

**ARTICLE 8**  
**Board of Selectmen**  
**Russell Street Ariel utility Line & Pole Easement**

*[2/3rds vote required]*

To see if the Town will vote to authorize the Littleton Electric Light Department to acquire by purchase or gift, an easement and/or rights in a portion of the parcel of land shown on Assessor's Map R18 as Parcel 2-1 for the purposes of relocating certain overhead utility lines and poles on Russell Street, said portion being shown as "Parcel UT-1 Permanent Aerial Utility Line and Pole Easement Area = 150 ± S.F" on the plan of land entitled "Town of Littleton, Aerial Utility Line and Pole Easement, Russell Street at Great Road" prepared by Green International Affiliates, Inc., dated June 14, 2013, or to take any other action in relation thereto.

**Unanimously voted, passes by the necessary two-thirds requirement, that the Town authorize the Littleton Electric Light Department to acquire by purchase or gift, an easement and/or rights in a portion of the parcel of land shown on Assessor's Map R18 as Parcel 2-1 for the purposes of relocating certain overhead utility lines and poles on Russell Street, said portion being shown as "Parcel UT-1 Permanent Aerial Utility Line and Pole Easement Area = 150 ± S.F" on the plan of land entitled "Town of Littleton, Aerial Utility Line and Pole Easement, Russell Street at Great Road" prepared by Green International Affiliates, Inc., dated June 14, 2013.**

**ARTICLE 9**  
**Cemetery commissioners**  
**Transfer of Land to Conservation**

*[2/3rds vote required]*

To see if the Town will vote to authorize the Cemetery Commission to convey, for no consideration, to the Conservation Commission, for conservation purposes, a parcel of land described as "Conservation Restriction Area" in a certain plan of land entitled "Plan of Land in Littleton, Massachusetts (Middlesex County), For: Westlawn Cemetery" prepared by Stamski and

McNary, Inc., dated August 10, 2011, said parcel containing of approximately 7.2004 acres of land containing a vernal pool and associated upland habitat, or to take any action in relation thereto.

**Unanimously voted, passes by the necessary two-thirds requirement, that the Town authorize the Cemetery Commission to convey, for no consideration, to the Conservation Commission, for conservation purposes, a parcel of land described as "Conservation Restriction Area" in a certain plan of land entitled "Plan of Land in Littleton, Massachusetts (Middlesex County), For: Westlawn Cemetery" prepared by Stamski and McNary, Inc., dated August 10, 2011, said parcel containing of approximately 7.2004 acres of land containing a vernal pool and associated upland habitat.**

**ARTICLE 10**  
**Planning Board**  
**Zoning By-law Amendment: Motor Vehicle/Vehicular Retail Sales**

*[2/3rds vote required]*

To see if the Town will vote to amend the Zoning By-law of the Town of Littleton as follows:

1. Amend §173-2 by deleting from the definition of MOTOR VEHICLE SERVICE STATION "and/or sales or storage of motor vehicles."
2. Amend §173-2 by inserting, in alphabetical order, a definition for VEHICULAR RETAIL SALES, as follows:

**VEHICULAR RETAIL SALES:** Any use involving the sale or lease of new or used motor vehicles (which shall include without limitation all varieties of automobiles, motorcycles, mopeds, off road sporting vehicles, snowmobiles, jet skis and boats), parts or accessories, or the commercial display or storage of any motor vehicles, parts or accessories.

3. Amend the Use Regulations Schedule set forth in §173-26.A by inserting, immediately below the row labeled "Motel, hotel, conference center" a new row as follows:

	<b>R</b>	<b>VC</b>	<b>B</b>	<b>IA</b>	<b>IB</b>
Vehicular Retail Sales	N	N	A10	A10	A10

4. Amend the Use Regulations Schedule set forth in §173-26.A by changing the row labeled "Motor vehicle service station" to read as follows:

	<b>R</b>	<b>VC</b>	<b>B</b>	<b>IA</b>	<b>IB</b>
Motor vehicle service station	N	N	A10	A10	A10

5. Amend the Notes that follow the Use Regulations Schedule set forth in §173-26 by adding new Note 10, as follows:

10 Except that vehicular retail sales and motor vehicle service stations shall be an excluded/prohibited use (N) within the Littleton Village Overlay District West—Beaver Brook Area District.

6. Amend the use regulations schedule set forth in §173-61 by by changing the row labeled "Motor vehicle service or washing station" to read as follows:

**Aquifer (A) Water Resource (W.R.)**

Motor vehicle service or washing station	N	P1
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and adding a new Note 1 to follow the use regulations schedule as follows:

1 Except that motor vehicle service or washing stations shall be an excluded/prohibited use (N) within the Littleton Village Overlay District West—Beaver Brook Area District.

7. Amend the use regulations schedule set forth in §173-61 by inserting, immediately below the row labeled "Motor vehicle service or washing station" a new row as follows:

**Aquifer (A) Water Resource (W.R.)**

Vehicular Retail Sales

N

N

8. Amend §173-171.B to by deleting the existing section in its entirety and inserting in its place a new section, as follows: "The following uses, granted by Special Permit in the underlying Industrial Zones, shall not be allowed in any project submitted as a Master Planned Development: Adult Use Establishments and Mobile Homes. Motor Vehicle Service Stations and Vehicular Retail Sales shall not be allowed by Special Permit as part of a Master Planned Development pursuant to this bylaw." or take any other action in relation thereto.

**Voted and passed by the Town by the necessary two-thirds vote to amend the Zoning By-law of the Town of Littleton**

**Ballots cast: Ayes: 82 No: 31, Total ballots cast: 113, Votes necessary to pass 75, motion carries as follows:**

- 1. Amend §173-2 by deleting from the definition of MOTOR VEHICLE SERVICE STATION "and/or sales or storage of motor vehicles."**
- 2. Amend §173-2 by inserting, in alphabetical order, a definition for VEHICULAR RETAIL SALES, as follows:**

**VEHICULAR RETAIL SALES:** Any use involving the sale or lease of new or used motor vehicles (which shall include without limitation all varieties of automobiles, motorcycles, mopeds, off road sporting vehicles, snowmobiles, jet skis and boats), or the commercial display or storage of any motor vehicles, parts or accessories.

- 3. Amend the Use Regulations Schedule set forth in §173-26.A by inserting, immediately below the row labeled "Motel, hotel, conference center" a new row as follows:**

	R	VC	B	IA	IB
Vehicular Retail Sales	N	N	P10	P10	P10

- 4. Amend the Notes that follow the Use Regulations Schedule set forth in §173-26 by adding new Note 10, as follows:**

**10 Except that vehicular retail sales shall be an excluded/prohibited use (N) within the Littleton Village Overlay District West—Beaver Brook Area District.**

- 5. Amend the use regulations schedule set forth in §173-61 by inserting, immediately below the row labeled "Motor vehicle service or washing station" a new row as follows:**

**Aquifer (A) Water Resource (W.R.)**

Vehicular Retail Sales	N	N
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- 6. Amend §173-171.B by deleting the existing section in its entirety and inserting in its place a new section, as follows: "The following uses, granted by Special Permit in the underlying Industrial Zones, shall not be allowed in any project submitted as a Master Planned Development: Adult Use Establishments and Mobile Homes. Motor Vehicle Service Stations and Vehicular Retail Sales shall not be allowed by Special Permit as part of a Master Planned Development pursuant to this bylaw."**

**ARTICLE 11**

**Board of Selectmen/Park & Recreation Commission  
Establish Park, Recreation & Community Education Enterprise Fund**

To see if the Town will vote to accept the provisions of Chapter 44, § 53F½ of the Massachusetts General Laws to establish Littleton's Park, Recreation, and Community Education Department as an enterprise fund, effective fiscal year 2015, or to take any other action in relation thereto.

**Ayes have it motion carries by unanimous vote and so declared that the Town accept the provisions of Chapter 44, § 53F½ of the Massachusetts General Laws to establish Littleton's Park, Recreation, and Community Education Department as an enterprise fund, effective fiscal year 2015.**

<b>ARTICLE 12</b> <b>Board of Selectmen</b> <b>Other Post Employment benefit Liability Trust Fund</b>
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To see if the Town will vote to accept the provisions of Chapter 32B, Section 20 of the General Laws to establish a separate fund, to be known as an Other Post Employment Benefits Liability Trust Fund, and to transfer thereto the balance of the Other Post Employment Benefits Liability Fund established under Article 9 of the May 3, 2010 Special Town Meeting; or to take any other action in relation thereto.

**Ayes have it motion carries and so declared that the Town accept the provisions of Chapter 32B, Section 20 of the General Laws to establish a separate fund, to be known as an Other Post Employment Benefits Liability Trust Fund, and to transfer thereto the balance of the Other Post Employment Benefits Liability Fund established under Article 9 of the May 3, 2010 Special Town Meeting.**

<b>ARTICLE 13</b> <b>Board of Selectmen</b> <b>Community Preservation Act Amendment</b>
---

To see if the Town will vote as follows:

Whereas, the Town of Littleton has accepted Section 3 to 7, inclusive, of Chapter 44B of the General Laws, (the Community Preservation Act) by its ballot votes on May 12, 2007 and May 11, 2013; and

Whereas, said votes impose a 1 per cent surcharge on all classes of property, with exemptions for the first \$100,000 of value of class one residential, class three commercial property and class four industrial property as defined in section 2A of Chapter 59 of the Massachusetts General Laws, and for property owned and occupied as a domicile by any person who qualifies for low income housing or low or moderate income senior housing in the Town, as defined in Section 2 of said Act; and

Whereas, the Town desires to accept the provisions of the Community Preservation Act as amended by Chapter 139, sections 69 to 83 of the Acts of 2012 in order to have the 1 per cent surcharge remain in place while making an additional commitment of funds from other sources of municipal revenue, said additional commitment from other sources being equal to the equivalent of 2 per cent of the real estate tax levy against real property, in order to increase the base for state matching funds;

Therefore, shall the Town vote to reauthorize the surcharge of 1 per cent previously approved under section 3 of Chapter 44B of the General Laws (the Community Preservation Act)

and approve appropriation to the Community Preservation Fund of additional municipal revenues pursuant to Section 3(b1/2) of Chapter 44B up to 2 per cent of the taxes assessed annually on real property, effective for fiscal years beginning on or after July 1, 2014, or to take any other action in relation thereto.

**Ayes have it motion carries by unanimous vote and so declared:**

**Whereas, the Town of Littleton has accepted Section 3 to 7, inclusive, of Chapter 44B of the General Laws, (the Community Preservation Act) by its ballot votes on May 12, 2007 and May 11, 2013; and**

**Whereas, said votes impose a 1 per cent surcharge on all classes of property, with exemptions for the first \$100,000 of value of class one residential, class three commercial property and class four industrial property as defined in section 2A of Chapter 59 of the Massachusetts General Laws, and for property owned and occupied as a domicile by any person who qualifies for low income housing or low or moderate income senior housing in the Town, as defined in Section 2 of said Act; and**

**Whereas, the Town desires to accept the provisions of the Community Preservation Act as amended by Chapter 139, sections 69 to 83 of the Acts of 2012 in order to have the 1 per cent surcharge remain in place while making an additional commitment of funds from other sources of municipal revenue, said additional commitment from other sources being equal to the equivalent of 2 per cent of the real estate tax levy against real property, in order to increase the base for state matching funds;**

**Therefore, shall the Town vote to reauthorize the surcharge of 1 per cent previously approved under section 3 of Chapter 44B of the General Laws (the Community Preservation Act) and approve appropriation to the Community Preservation Fund of additional municipal revenues pursuant to Section 3(b1/2) of Chapter 44B up to 2 per cent of the taxes assessed annually on real property, effective for fiscal years beginning on or after July 1, 2014.**

<p style="text-align: center;"><b>ARTICLE 14</b> <b>Board of Selectmen</b> <b>By-law Amendment: Manner of Authorizing Indebtedness</b></p>
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To see if the Town will vote to amend Chapter 18, Section 6 of the Town Code, "Manner of authorizing indebtedness," so that said section will read as follows:

Whenever a two-thirds vote is required by law to authorize the Town to incur indebtedness, the manner of voting shall be by ballot, and a checklist of the voters of the Town shall be used; *provided, however, that, by unanimous vote, the Town Meeting may dispense with the requirement for use of the ballot and checklist, and the vote to incur indebtedness may be conducted in such manner as the Moderator determines.*

or to take any other action in relation thereto.

**Ayes have it motion carries and declared a vote that the Town amend Chapter 18, Section 6 of the Town Code, "Manner of authorizing indebtedness," so that said section will read as follows:**

**Whenever a two-thirds vote is required by law to authorize the Town to incur indebtedness, the manner of voting shall be by ballot, and a checklist of the voters of the Town shall be used; *provided, however, that, by unanimous vote, the Town Meeting***

*may dispense with the requirement for use of the ballot and checklist, and the vote to incur indebtedness may be conducted in such manner as the Moderator determines.*

**ARTICLE 15**  
**Board of Selectmen**  
**By-law Amendment: Fees**

To see if the Town will vote, pursuant to the acceptance Chapter 40, §22F of the Massachusetts General Laws by Article 15 of the May 5, 2003 Annual Town Meeting, to amend the Town Code as follows:

(1) by deleting Chapter 115, Junk Dealer, §115-3, Fee, and inserting in its place the following:

For any license so granted, there shall be paid to the Town Treasurer a fee that shall be set by Board of Selectmen pursuant to M.G.L. c.40, §22F.

(2) by deleting Chapter 171, Wetlands Protection, §171-3. Fee/charges, Section B. Fees, and inserting in its place the following:

B. Fees shall be as set by the Conservation Commission with the approval of the Board of Selectmen pursuant to M.G.L. c.40, §22F.

or to take any other action in relation thereto.

**Ayes have it motion carries and declared a vote that the Town will, pursuant to the acceptance Chapter 40, §22F of the Massachusetts General Laws by Article 15 of the May 5, 2003 Annual Town Meeting, to amend the Town Code as follows:**

(1) by deleting Chapter 115, Junk Dealer, §115-3, Fee, and inserting in its place the following:

For any license so granted, there shall be paid to the Town Treasurer a fee that shall be set by Board of Selectmen pursuant to M.G.L. c.40, §22F.

(2) by deleting Chapter 171, Wetlands Protection, §171-3. Fee/charges, Section B. Fees, and inserting in its place the following:

B. Fees shall be as set by the Conservation Commission with the approval of the Board of Selectmen pursuant to M.G.L. c.40, §22F.

**ARTICLE 16**  
**Board of Selectmen**  
**Home Rule Petition – Subsidized Housing Inventory**

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for special legislation as set below for the purpose of ensuring that low or moderate income housing authorized by the Town to be built or created under G.L. chapters 40A, 40B, or 40R shall be included for purposes of G.L. c.40B, §20 on the Subsidized Housing Inventory maintained by the Department of Housing and Community Development as “affordable housing”; provided, however, that the General Court may make clerical or editorial changes of form only to said bill, unless the Board of Selectmen approves amendments to the bill prior to enactment by the General Court, and provided further that the Board of Selectmen is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition, or take any other action relative thereto.

SECTION 1. Notwithstanding the provisions of sections 20 through 23 of chapter 40B of the General Laws, or of any other general or special law or Massachusetts regulation to the

contrary, the determination of whether the Town of Littleton has low or moderate income housing in excess of ten per cent of the total housing units reported in the latest federal decennial census for the Town of Littleton for purposes of section 20 of said Chapter 40B, which determination is reflected in a list known as the Subsidized Housing Inventory (“SHI”) as maintained by the Massachusetts Department of Housing and Community Development or by a successor department regardless of its name, shall be calculated as follows. As of the date an approval decision is filed with the Littleton Town Clerk and through and including the expiration date of the decision as provided by applicable statute or regulation and any extension of such decision granted by action of the Town or the General Court, the SHI shall include all of the following:

1. Any affordable housing unit approved under any local zoning provision under G.L. c.40A, including a so-called Local Initiative Program project, provided that the affordable unit shall be required to have a permanent deed restriction to restrict occupancy or ownership of the unit to an “Income Eligible Household” as presently defined under the Department’s regulations at 760 CMR 56.02;
2. Any affordable housing unit in a homeownership project approved under G.L. c.40B or G.L. c.40R; and
3. Any rental housing unit in a rental project approved under G.L. c.40B or G.L. c.40R. Provided further that if any such approval decision is appealed, the unit or units at issue shall continue to be listed on the SHI unless and until the approval decision is finally overturned by a court of competent jurisdiction.

**SECTION 2.** This act shall apply to all housing units meeting the requirements of section 1 wherein the relevant approval decision was filed with the Littleton Town Clerk on or after January 1, 2000.

**SECTION 3.** This act shall take effect upon its passage.

**Ayes have it motion carries and declared that the Town authorize the Board of Selectmen to petition the General Court for special legislation as set below for the purpose of ensuring that low or moderate income housing authorized by the Town to be built or created under G.L. chapters 40A, 40B, or 40R shall be included for purposes of G.L. c.40B, §20 on the Subsidized Housing Inventory maintained by the Department of Housing and Community Development as “affordable housing”; provided, however, that the General Court may make clerical or editorial changes of form only to said bill, unless the Board of Selectmen approves amendments to the bill prior to enactment by the General Court, and provided further that the Board of Selectmen is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition, or take any other action relative thereto.**

**SECTION 1.** Notwithstanding the provisions of sections 20 through 23 of chapter 40B of the General Laws, or of any other general or special law or Massachusetts regulation to the contrary, the determination of whether the Town of Littleton has low or moderate income housing in excess of ten per cent of the total housing units reported in the latest federal decennial census for the Town of Littleton for purposes of section 20 of said Chapter 40B, which determination is reflected in a list known as the Subsidized Housing Inventory (“SHI”) as maintained by the Massachusetts Department of Housing and Community Development or by a successor department regardless of its name, shall be calculated as follows. As of the date an approval decision is filed with the Littleton Town Clerk and through and including the expiration date of the decision as provided by applicable statute or regulation and any

extension of such decision granted by action of the Town or the General Court, the SHI shall include all of the following:

1. Any affordable housing unit approved under any local zoning provision under G.L. c.40A, including a so-called Local Initiative Program project, provided that the affordable unit shall be required to have a permanent deed restriction to restrict occupancy or ownership of the unit to an "Income Eligible Household" as presently defined under the Department's regulations at 760 CMR 56.02;
2. Any affordable housing unit in a homeownership project approved under G.L. c.40B or G.L. c.40R; and
3. Any rental housing unit in a rental project approved under G.L. c.40B or G.L. c.40R. Provided further that if any such approval decision is appealed, the unit or units at issue shall continue to be listed on the SHI unless and until the approval decision is finally overturned by a court of competent jurisdiction.

**SECTION 2.** This act shall apply to all housing units meeting the requirements of section 1 wherein the relevant approval decision was filed with the Littleton Town Clerk on or after January 1, 2000.

**SECTION 3.** This act shall take effect upon its passage.

Town Moderator Tim Goddard took a minute to recognize Ken Mildren, Chief Assessor for the Town of Littleton who is retiring this year and he received a standing ovation for all his service. Motion to dissolve the Special Town Meeting at 8:10, moved and seconded and the meeting was declared dissolved.

A TRUE COPY ATTEST:  
Diane Crory, Town Clerk

## ANNUAL TOWN ELECTION RESULTS

MODERATOR		ELECTRIC LIGHT COMMISSIONER		BOARD OF HEALTH	
One Year Term	VOTE FOR ONE	Three Year Term	VOTE FOR TWO	Three Year Term	VOTE FOR ONE
<b>TIMOTHY D GODDARD</b> 62 Edsel Rd Candidate for Re-Election	<b>1349</b>	<b>JOSEPH T MCCUMBER</b> 6 Apple Ridge Ln Candidate for Re-Election	<b>880</b>	<b>ANN M LOREE</b> 39 Dahlia Dr Candidate for Re-Election	<b>1184</b>
(Blanks & Write-in)  303		<b>IVAN PAGACIK</b> 123 Whitcomb Av Candidate for Re-Election	<b>1012</b>	(Blanks & Write-in)	<b>468</b>
<b>TOWN CLERK</b> Three Year Term VOTE FOR ONE		<b>DICK TAYLOR</b> 109 Goldsmith St <b>679</b>		<b>LIBRARY TRUSTEE</b> Three Year Term VOTE FOR TWO	
		(Blanks & Write-in)  733			

TOWN OF LITTLETON, MASSACHUSETTS

<b>DIANE F CRORY</b> 74 King St Candidate for Re-Election <b>1379</b>	(Write-In)	<b>LAURA J BELTRAMI</b> 30 White Pine Dr Candidate for Re-Election <b>1225</b>
(Blanks & Write-in) <b>273</b>	<b>WATER COMMISSIONER</b> Three Year Term VOTE FOR TWO	<b>MARK J RAMBACHER</b> 205 Hartwell Ave Candidate for Re-Election <b>1176</b>
<b>BOARD OF SELECTMEN</b> Three Year Term VOTE FOR TWO	<b>JOSEPH T. MCCUMBER</b> 6 Apple Ridge Ln Candidate for Re-Election <b>850</b>	(Blanks & Write-in) <b>903</b>
	<b>IVAN PAGACIK</b> 123 Whitcomb Ave Candidate for Re-Election <b>999</b>	(Write-in)
<b>GREGG S CHAMPNEY</b> 110 Great Rd Candidate for Re-Election <b>781</b>	<b>DICK TAYLOR</b> 109 Goldsmith St <b>699</b>	<b>PLANNING BOARD</b> Five Year Term VOTE FOR ONE
<b>JOSEPH S KNOX</b> 10 Brandy Hollow Candidate for Re-Election <b>918</b>	(Blanks & Write-in) <b>756</b>	
<b>JENNA KOERPER</b> <b>BROWNSON</b> 142 Harvard Rd <b>1021</b>	(Write-In)	<b>RICHARD P CROWLEY</b> 359 King St Candidate for Re-Election <b>871</b>
(Blanks & Write-in) <b>584</b>	<b>SCHOOL COMMITTEE</b> Three Year Term VOTE FOR ONE	<b>RONALD DOUGLAS SHAW</b> <b>JR</b> 3 Sleigh Ride Ln <b>505</b>
(Write-In)		(Blanks & Write-in) <b>276</b>
<b>BOARD OF ASSESSORS</b> Three Year Term VOTE FOR TWO	<b>CHARLES J DECOSTE</b> 4 Matthew Dr Candidate for Re-Election <b>1170</b>	<b>PARK &amp; RECREATION</b> <b>COMMISSIONER</b> Three Year Term VOTE FOR TWO
	(Blanks & Write-in) <b>482</b>	
<b>JAMES STEPHEN</b> <b>WINROTH</b> 50 Bruce St Candidate for Re-Election <b>1138</b>	<b>SCHOOL COMMITTEE</b> One Year Term VOTE FOR ONE	<b>GARY E AUSTIN</b> 162 Whitcomb Ave Candidate for Re-Election <b>1034</b>
<b>DONALD ARMSTRONG</b> 15 Moore Ln Candidate for Re-Election <b>1133</b>	<b>ROBERT B O'NEILL</b> 7 Colburn Ln <b>652</b>	<b>MICHAEL L CRORY</b> 160 New Estate Rd <b>1205</b>
(Blanks & Write-in) <b>1033</b>	<b>ALEXANDER D PRATT</b> 36 Birch Rd <b>913</b>	(Blanks & Write-in) <b>1065</b>
(Write-In)	(Blanks & Write-in) <b>87</b>	(Write-in)
<b>CEMETERY</b> <b>COMMISSIONER</b>	<b>TRUST FUND</b> <b>COMMISSIONER</b>	<b>HOUSING AUTHORITY</b>

Three Year Term	VOTE FOR ONE	Three Year Term	VOTE FOR ONE	Five Year Term	VOTE FOR ONE
<b>DAVID W BADGER</b> 230 Harwood Ave Candidate for Re-Election  <b>1303</b>		<b>DAVID R STEVENS</b> 4 Masonbrook Ln Candidate for Re-Election  <b>1164</b>		<b>MICHAEL A MOREY</b> 50 New Estate Rd Candidate for Re-Election  <b>1164</b>	
(Blanks & Write-in)  349		(Blanks & Write-in)  488		in)	(Blanks & Write-in)  488

**QUESTION 1:**

Shall the Town of Littleton amend its acceptance of Section 3(e) of Chapter 44B of the General Laws, as approved by ballot vote on May 12, 2007, as follows:

- a. By eliminating the exemption from the property tax surcharge imposed under Section 3 of Chapter 44B of the General Laws, the Community Preservation Act, for class three commercial property and class four industrial property as defined in section 2A of Chapter 59 of the Massachusetts General Laws, commencing in fiscal year 2014, and
- b. By adopting exemption (4) of Section 3 (e) of Chapter 44B of the General Laws, for \$100,000 of the value of each taxable parcel of class three commercial property and class four industrial property as defined in section 2A of Chapter 59 of the Massachusetts General Laws, commencing in fiscal year 2014?

YES 949      NO 385      Blanks 318

Total Registered Voters: 6333

Total Ballots Cast: 1652

26% Voter Turnout

**SPECIAL STATE PRIMARY WARRANT AND RESULTS**

**THE COMMONWEALTH OF MASSACHUSETTS**  
**WILLIAM FRANCIS GALVIN**  
**SECRETARY OF THE COMMONWEALTH**

**Middlesex, SS.**

To either of the Constables of the Town of Littleton

**GREETINGS:**

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said Town of Littleton who are qualified to vote in the Special State Election to vote at:

TOWN OF LITTLETON, MASSACHUSETTS

---

Precinct One  
Precinct Two  
Precinct Three

Charles Forbes Kaye Gymnasium  
Littleton Middle School  
55 Russell Street  
TUESDAY, JUNE 25, 2013

In said Town of Littleton on **TUESDAY, THE TWENTY-FIFTH OF JUNE, 2013**, from 7:00 A.M. to 8:00 P.M. by posting a printed copy of this warrant, by you attested, at eight meeting houses at the Town Office Building on Shattuck Street, at the Post Office at Littleton Common, at the Post Office at Littleton Depot, at the Baptist Church, at the Unitarian Church, at the Catholic Church, at the Congregational Church and the Mormon Church seven days at least before the Twenty-fifth day of June, 2013 for the following purpose:

To cast their votes in the Special State Election for the candidates for the following office:

**SENATOR IN CONGRESS. . . . FOR THE COMMONWEALTH**

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.

Given under our hands this \_\_\_\_\_ day of April, 2013.

Board of Selectmen: Town of Littleton

---

*Chairman*

---

*Clerk*

---

*Member*

---

*Member*

---

*Member*

A TRUE COPY ATTEST:  
Diane Crory, Town Clerk

**Charles Forbes Kaye Gymnasium  
Littleton Middle School  
55 Russell Street**

**Thirtieth day of April, 2013**

SENATOR IN CONGRESS

Precinct 1

Precinct 2

Precinct 3

TOTAL

2013 ANNUAL TOWN REPORT

STEPHEN F. LYNCH	114	104	75	293
EDWARD J. MARKEY	153	158	163	474
BLANKS/WRITE INS		1		1
TOTAL BALLOTS CAST	267	263	238	768

SENATOR IN CONGRESS	Precinct 1	Precinct 2	Precinct 3	TOTAL
GABRIEL E. GOMEZ	69	79	79	227
MICHAEL J. SULLIVAN	51	40	32	123
DANIEL B. WINSLOW	16	9	22	47
TOTAL BALLOTS CAST	136	128	133	397

TOTAL REGISTERED VOTERS	6333
TOTAL VOTES CAST	1165
% VOTER TURNOUT	18%

## STATE & FEDERAL ELECTED OFFICIALS

President of the United States

Barack H. Obama  
1600 Pennsylvania Avenue  
Washington, D.C.

Governor of the Commonwealth

Deval Patrick  
(617) 727-7200  
State House  
Boston, MA 02133

Senators in Congress

Elizabeth Warren  
2400 JFK Federal Building  
15 New Sudbury Street  
Boston, MA 02203  
Phone: 617-565-3170

John Kerry  
(617) 565-8519  
Transportation Building  
10 Park Plaza, Room 3220  
Boston, MA 02116

Representative in Congress

Nicola S. Tsongas  
(978) 263-1951  
5th Congressional District  
492 Main St  
Acton, MA 01720

Senator in General Court

State Senator Jamie Eldridge  
617-722-1120  
Middlesex-Worcester District  
Room 413F, State House  
Boston, MA 02133

Representative in General Court

James Arciero  
(617) 722-2320  
2nd Middlesex District  
Room 34, State House  
Boston, MA 02133

## TOWN MEETING & VOTER INFORMATION

Annual Town Meeting	First Monday in May
Annual Town Election	Saturday following May Annual Town Meeting
Form of Government	Open Town Meeting
Absentee Voting	Town, State and National
Population	9233
Number of Registered Voters	6468
Dog Licenses	728
Size of Town	16 square miles

### Residential Taxes per \$1000 valuation:

Tax Rate 1993	\$13.82	Tax Rate 2004	\$11.32
Tax Rate 1994	\$15.05	Tax Rate 2005	\$11.35
Tax Rate 1996	\$16.20	Tax Rate 2006	\$12.17
Tax Rate 1997	\$15.58	Tax Rate 2007	\$12.11
Tax Rate 1998	\$14.37	Tax Rate 2008	\$12.62
Tax Rate 1999	\$14.89	Tax Rate 2009	\$13.85
Tax Rate 2000	\$14.09	Tax Rate 2010	\$15.33
Tax Rate 2001	\$12.81	Tax Rate 2011	\$16.08
Tax Rate 2002	\$13.21	Tax Rate 2012	\$16.98
Tax Rate 2003	\$11.15		

- To have an article on the Annual Town Meeting Warrant, a petition must be signed by 10 registered voters.
- To have an article on a Special Town Meeting Warrant, a petition must be signed by 100 registered voters.
- To call a Special Town Meeting, a petition signed by 200 registered voters must be presented to the Board of Selectmen.
- The Selectmen must set a Special Town Meeting within 45 days of receipt of the petition.

# GENERAL INFORMATION – WHERE TO CALL

Accounting	Town Accountant	978-540-2440
Appeal of Zoning Decision	Board of Appeals	978-540-2432
Assessments	Board of Assessors	978-540-2410
Birth, Death, and Marriage Certificates	Town Clerk	978-540-2401
Building Permits	Building Commissioner	978-540-2420
Cemeteries	Cemetery Commissioners	978-540-2480
Conservation Issues	Conservation Commission	978-540-2428
Dog Licenses	Town Clerk	978-540-2401
Dog Problems	Dog Officer	978-540-2300
Education Information	School Superintendent's Office	978-540-2500
Elderly Information	Council on Aging	978-540-2470
Elections and Voting Registration	Town Clerk	978-540-2401
Electricity	Light and Water Department	978-540-2222
<b>Fire &amp; Ambulance</b>		
<b>Emergencies</b>	<b>Fire Department</b>	<b>9 1 1</b>
Fire Permits-General Calls	Fire Department	978-540-2302
Garbage and Refuse	Board of Health	978-540-2432
Gas Permits	Gas Inspector	978-540-2420
Health and Sanitation	Board of Health	978-540-2432
Highways and Streets	Highway Department	978-540-2670
Housing for the Elderly	Housing Authority	978-486-8833
Information Technology Office	Information Systems Manager	978-540-2477
Library	Reuben Hoar Library	978-540-2600
Marriage Licenses	Town Clerk	978-540-2401
Nurse (Town)	Board of Health	978-540-2432
<b>Police &amp; Ambulance</b>		
<b>Emergencies</b>	<b>Police Department</b>	<b>9 1 1</b>
Police General Calls & Info	Police Department	978-540-2300
Planning Board	Planning Board	978-540-2425
Plumbing Permits	Plumbing Inspector	978-540-2420
Recreation	Park & Recreation	978-540-2490
Schools	Shaker Lane Elementary	978-486-3959
	Russell Street Elementary	978-486-3134
Nashoba Valley Technical High School	Middle School Russell St	978-486-8938
Selectmen	High School	978-952-2555
Tax Collections	Superintendent	978-486-8951
Transfer Station Stickers	Main Office	978-692-4711
Treasurer	Town Administrator	978-540-2460
Veterans Services	Tax Collector	978-540-2405
Vital Records	Transfer Station	978-540-2671
Water	Town Treasurer	978-540-2450
Wiring Permits	Veterans Agent	978-540-2485
Zoning	Town Clerk	978-540-2401
	Light and Water Department	978-540-2222
	Wiring Inspector	978-540-2420
	Building Commissioner	978-540-2420