

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

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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

| | | |
|--------------------|----|-------------------|
| 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

ASSISTANT BUILDING INSPECTOR

Gabriel Vellante

DEPUTY PLUMBING INSPECTOR

Joseph Cormier Jr.

ASSISTANT WIRING INSPECTOR

Joe Gervais

GAS INSPECTOR

Ed Sullivan

DEPUTY GAS INSPECTOR

Joseph Cormier Jr.

SEALER OF WEIGHTS & MEASURES

Northern Middlesex Council of Governments

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
Bartlett 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
Peter Tierney
Thomas Mann
Carl Melberg
Sarah Seaward
Anna Mayor
Andrew Sammarco

Term Expires:

2015
2015
2016
2015
2014
2014
2016

Cultural Council

Members

Michael Kearney
Ed Horniak
Kathleen Horniak
Christine Faulkner
Steven Glines
Kim Ahern
Margaret Low

Term Expires

2014
2014
2014
2014
2015
2015
2016

Permanent Municipal Building Committee

Members

Jef Feehan, Chair
Joe Collentro
Richard Crowley
Stephen Moore
Carl Bryant
Bill Cole
Alex Pratt

Term Expires

2017
2017
2014
2015
2014
2015
2016

Agricultural Commission

Members

Jamie Cruz (farmer)
Paula Robinson (farmer)
Peter Yapp (farmer)
Daniel Pickard (farmer)
William Pickard
Andrew Sammarco
Jake Mann

Term Expires

2016
2016
2015
2015
2014
2016
2015

Finance Committee

Members

Allen McRae
Paul Glavey, Chair
Chris Hinckley
Brian Tarbox
Betsy Bohling
Fred Faulkner
Peter Vilcans, Clerk

Term Expires

2014
2014
2015
2014
2015
2016
2015

Board of Appeals

Members

Sherrill Gould, Chair
Bill Farnsworth, Vice-Chair
Jeff Yates, Clerk
John
Cantino, Member
Cheryl Hollinger, Member
Alternates:
Rod Stewart, Alternate
Marc Saucier, Alternate
Alan Bell, Alternate
Patrick Joyce, Alternate

Term Expires

2016
2016
2014
2014
2015
2016
2016
2016
2014

Personnel Board

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

Council on Aging

| <i>Members</i> | <i>Term Expires</i> |
|---------------------------|----------------------------|
| Louse 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

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

Community Preservation Committee

| <i>Members</i> | <i>Term Expires</i> |
|-----------------------------------|----------------------------|
| 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

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

Clean Lakes Committee

| <i>Members</i> | <i>Term Expires</i> |
|---|----------------------------|
| Leon Weaver, <i>Spectacle Pond</i> | 2015 |
| <i>Member</i> | 2014 |
| David Richard, <i>Spectacle Pond</i> | 2016 |
| <i>Alternate</i> | 2015 |
| Steve Sussman, <i>Mill Pond Member</i> | 2014 |
| Timothy Wanzer, <i>Mill Pond</i> | 2016 |
| <i>Alternate</i> | 2015 |
| John Folsom, <i>Long Lake Member</i> | 2014 |
| Frank Vigna, <i>Long Lake Alternate</i> | 2016 |
| Charles Bush, <i>Lake Matawanakee</i> | 2015 |
| <i>Member</i> | 2015 |
| Scott C. Lewis, <i>Lake Matawanakee</i> | |
| <i>Alternate</i> | |
| 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

KR AFT FOODS

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

AGGREGATE INDUSTRIES

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

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

Following 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 Committee, 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 Massachusetts 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. MICV2013-1837L. 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. MICV2008-00311-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 - Budget to Actual June 30, 2013

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

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

TOWN OF LITTLETON, MASSACHUSETTS

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

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

| | General Fund | Special Revenue Funds | Govern Grant Funds | Capital Project Funds | Electric Enterprise | Water Fund | Ambul Fund | Trust Fund | Agency Fund | Long Term Debt Group |
|--|----------------------|-----------------------------|-----------------------|-----------------------------|------------------------|---------------------|---------------|---------------------|-------------------|-------------------------|
| ASSETS | | | | | | | | | | |
| 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 |
| TOTAL ASSETS | 10,728,822.81 | 6,211,481.08 | 34,688.60 | 82,067.08 | 14,443,130.11 | 5,313,991.08 | 0.00 | 9,117,240.13 | 151,900.41 | 27,552,129.80 |
| LIABILITIES | | | | | | | | | | |
| 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 |
| TOTAL LIABILITIES | 992,624.61 | 495,869.91 | 0.00 | 794,507.00 | 933,253.77 | 6,305,148.40 | 0.00 | 0.00 | 151,900.41 | 30,883,712.73 |
| FUND BALANCES | | | | | | | | | | |
| 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 |
| TOTAL FUND BALANCES | 9,736,198.20 | 5,715,611.17 | 34,688.60 | -712,439.92 | 13,509,876.34 | -991,157.32 | 0.00 | 9,117,240.13 | 0.00 | 0.00 |
| TOTAL LIABILITIES & FUND BALANCES | 10,728,822.81 | 6,211,481.08 | 34,688.60 | 82,067.08 | 14,443,130.11 | 5,313,991.08 | 0.00 | 9,117,240.13 | 151,900.41 | 30,883,712.73 |

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>Light Department</u> | | | | |
| 12/15/2007 | Light Dept - Op Center refunding | 1,248,000.00 | 806,001.00 | 9/15/2018 |
| <u>Sub Total - Light Department Debt</u> | | <u>1,248,000.00</u> | <u>806,001.00</u> | |
| <u>Water Department</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 Improvments | 191,088.00 | 160,000.00 | 2/1/2029 |
| 2/1/2010 | Ozone Generator | 86,609.00 | 40,000.00 | 2/1/2018 |
| <u>Sub Total - Water Department Debt</u> | | <u>3,858,922.00</u> | <u>1,472,000.00</u> | |
| <u>Town Debt - Inside Prop 2 1/2</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>Sub Total - Town Debt - Inside Prop 2 1/2</u> | | <u>30,683,235.40</u> | <u>8,059,292.64</u> | |
| <u>Town Debt - Outside Prop 2 1/2</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

| | | | | |
|---|----------------------------------|----------------------|----------------------|-----------|
| 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>56,214,655.40</i> | <i>27,552,129.64</i> | |
| <i>Total - All Debt</i> | | <i>61,321,577.40</i> | <i>29,830,130.64</i> | |

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

Source

| | | |
|--|--------------------------------|-----------------------|
| 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>- 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 | 4,509,653.18 |
| | <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

Employee Total Earnings - January-December 2013

| <i>Dept</i> | <i>Employee</i> | <i>Title</i> | <i>2013 Earnings *</i> |
|--------------------------------|---------------------|---|------------------------|
| <u>ACCOUNTANT</u> | | | |
| | 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 |
| <u>ASSESSORS</u> | | | |
| | MILDREN, KENNETH | CHIEF ASSESSOR | 76,597.62 |
| | FREITAS, LORRAINE | ASSISTANT ASSESSOR | 43,998.42 |
| | HARDING, ANITA | ASSISTANT ASSESSOR | 43,998.42 |
| <u>BUILDING</u> | | | |
| | 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 |
| <u>CEMETERY</u> | | | |
| | SULLIVAN, CRAIG | CEMETERY SUPERINTENDENT | 51,624.98 |
| | TAYLOR, LAURIE | CEMETERY GROUNDSKEEPER | 40,522.86 |
| <u>COLLECTOR</u> | | | |
| | QUINN, REBECCA | TAX COLLECTOR | 61,452.24 |
| <u>CONSERVATION COMMISSION</u> | | | |
| | HAMPSON, HEATHER | ADMIN ASSISTANT- CONSERVATION | 23,685.80 |
| <u>CONTROL CTR DISPATCH</u> | | | |
| | 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 |
| <u>COUNCIL ON AGING</u> | | | |
| | 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 |

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|-------------------------|---------------------|--------|
| 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, LYNDIA | 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 |
| DENUCCIE, 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

| | | |
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| 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 |

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| 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 |
| FILIFE, 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 |
| | HEAD OF CIRC / INTERLIBRARY LOAN / SENIOR LIBRARIA | 34,616.05 |
| CURRAN, ANDREA | SENIOR LIBRARIAN | 20,743.44 |
| SCHREIBER, LINDA | LIBRARY TECHNICIAN | 19,968.16 |
| CANTINO, JENNA | LIBRARY TECHNICIAN | 18,974.40 |
| TABER, JAMES | LIBRARY TECHNICIAN | 16,538.51 |
| PALMER, SUSAN | SENIOR LIBRARIAN | 15,112.16 |
| SMITH, BETTY | LIBRARY TECHNICIAN | 14,018.80 |
| GEANISIS, MARGARET | LIBRARY TECHNICIAN | 10,565.36 |
| BERNARDI, JULIE | LIBRARY ASSISTANT | 5,605.18 |
| PENDLETON, SALLY | 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 |
| GIOUMBAKIS, EVANGELOS | LEAD LINEMAN | 105,351.94 |
| MCFARLAND, MATTHEW | LEAD LINEMAN | 101,876.19 |
| LANCIANI, JOHN | ELECTRIC SERVICE TECHNICIA | 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, RICHEL | 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 |

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|---------------------|---------------------------|----------|
| 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 |
|----------------|-----------------------------------|-----------|

POLICE

| | | |
|---------------------|------------------------------|------------|
| KELLY, JOHN | POLICE CHIEF | 128,343.97 |
| PINARD, MATTHEW | SERGEANT | 102,403.22 |
| RAFFAELLO, 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

| | | |
|---------------------|------------------------------|-----------|
| 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 |

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| 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 |
| GIABBAI, 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-DESJARDINS, 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 |

TOWN OF LITTLETON, MASSACHUSETTS

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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 |
| DRIBEN, 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 |
| HLYTEK, 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 |

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| DEWEILER, 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 |

TOWN OF LITTLETON, MASSACHUSETTS

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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 |

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| 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 |
| VASILADIS, MARIA | SUBSTITUE | 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 |

TOWN OF LITTLETON, MASSACHUSETTS

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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 |
| WHITEMORE, 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 VARISITY | 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 |
| FROELICH, 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 |
| FROELICH, PAUL | SUBSTITUTES | 450.00 |
| DEVOGEL, MICHELLE | CAFETERIA SUBSTITUTE | 445.50 |
| BERA, AUDREY | CAFETERIA SUB | 442.00 |
| OGILVIE, NATALIE | ATHELTIC 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 | SUBSTITUE NURSE | 125.00 |
| LAWLOR, JACLYN | SUBSTITUTE | 118.75 |
| LARSEN, PAMELA | SUBSTITUTE | 90.25 |

TOWN OF LITTLETON, MASSACHUSETTS

| | | |
|-------------------------|----------------------------------|------------|
| MORRISON, NANCY | GAME TICKET SLAES | 70.00 |
| DOWNEY-COMER, DESIREE | SUBSTITUTE | 38.00 |
| <u>SELECTMEN</u> | | |
| BERGMAN, KEITH | TOWN ADMINISTRATOR | 114,026.12 |
| GLENCROSS, 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 |
| <u>TOWN CLERK</u> | | |
| CRORY, DIANE | TOWN CLERK | 57,206.49 |
| LORD, LINDA | ADMIN CLERK- COLLECTOR/CLERK | 34,447.12 |
| <u>TREASURER</u> | | |
| 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 |
| <u>WATER DEPARTMENT</u> | | |
| 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 |
|--|--------------------|-------------------|--------------------|
| <u>Uncollected as of Jan 1, 2013</u> | | | |
| Motor Vehicle Excise | \$15,437.78 | | |
| Rescind of Abatement | \$388.65 | | |
| Refunds | <u>\$147.66</u> | | |
| Total Debit | \$15,974.09 | | |
| <u>Collected</u> | | | |
| Motor Vehicle Excise | | \$2,332.13 | |
| <u>Abated</u> | | | |
| Motor Vehicle Excise | | <u>\$2,841.46</u> | |
| Total Credit | | \$5,173.59 | |
| <u>Uncollected as of Dec 31, 2013</u> | | | |
| Motor Vehicle Excise | | | \$10,800.50 |
| Total Outstanding | | | \$10,800.50 |
| Tax Year 2011 | | | |
| <u>Uncollected as of Jan 1, 2013</u> | | | |
| 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> | | |
| Total Debit | \$21,414.64 | | |
| <u>Collected</u> | | | |
| Personal Property | | \$1,063.72 | |
| Motor Vehicle Excise | | \$3,582.00 | |
| Total Collected | | \$4,645.72 | |
| <u>Abated</u> | | | |
| Motor Vehicle Excise | | <u>\$890.41</u> | |
| Total Credit | | \$5,536.13 | |

Uncollected as of Dec 31, 2013

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

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> |
| Total Debit | \$393,090.57 |

Collected:

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

Abated:

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

Tax Title:

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

Uncollected as of Dec. 31, 2013

| | |
|--------------------------|--------------------|
| Real Estate | \$1,673.84 |
| Personal Property | \$4,513.26 |
| Motor Vehicle Excise | \$4,891.38 |
| Total Uncollected | \$11,078.48 |

Tax Year 2013

Uncollected as of Jan 1, 2013

| | |
|-------------|-----------------|
| Real Estate | \$13,841,395.57 |
|-------------|-----------------|

| | |
|--------------------|------------------------|
| 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 |
| Total Debit | \$16,239,079.25 |

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> |
| Total Collected | \$15,763,100.03 |

Abated

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

Tax Title

TOWN OF LITTLETON, MASSACHUSETTS

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

Uncollected as of Dec 31, 2013

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

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> |
| Total Debit | \$29,723,511.59 |

Collected

| | |
|-------------|-----------------|
| Real Estate | \$13,551,037.03 |
|-------------|-----------------|

| | |
|-----------------------|--------------------|
| 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> |
| Total Collected | \$14,260,557.24 |

Abated

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

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> |
| Total Uncollected | <u>\$15,414,830.16</u> |

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 Lavalley, 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 |

| | | | | |
|------------------------------|----------------|----------------|----------------|--------------|
| 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 |
| Totals | \$3,074,903.44 | \$1,817,959.94 | \$4,892,863.38 | \$169,547.32 |

* 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 |
|---|-----------------------------|----------------------------|-----------------------|----------------------------|
| Common Stocks | | | | |
| 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 |
| Total Common Stocks | | \$1,137,448.15 | | \$31,326.44 |
| Preferred / Other Stocks | | | | |
| 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 |
| Total Preferred / Other Stocks | | \$196,307.77 | | \$13,425.81 |

Mutual Funds

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 |
| Total Mutual Funds | | \$1,727,775.15 | | \$31,616.43 |
| Exchange Traded Equity Funds | | | | |
| 2,123.392 | Select Sector SPDR - Financial | \$46,417.35 | 0.32 | \$681.25 |
| Total Exchange Traded Equity Funds | | \$46,417.35 | | \$681.25 |
| International / Global Equity Mutual Funds | | | | |
| | American Capital World | | | |
| 1,643.798 | Growth & Income | \$74,365.42 | 0.87 | \$1,433.39 |
| | Artisan International Value | | | |
| 3,343.550 | Fund | \$122,942.33 | 0.46 | \$1,543.05 |

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

| | | |
|--|----------------|--------------|
| Total Money Market Mutual Funds | \$47,650.91 | \$0.00 |
| Total Accrued Interest | \$54.25 | |
| Total Trust Funds | \$4,892,863.38 | \$132,355.35 |

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 Garreff, 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. 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 Frattallone. 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. The Board of Health office is open Monday thru Friday 8 a.m. to 3:30 p.m.

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

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 19th 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 300th 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. 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 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 thank 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

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

| Incident Type | 2010 | 2011 | 2012 | 2013 | Difference | % Change From previous Year) |
|--------------------------------------|-------------|--------------|-------------------------------|---------------|-------------------|---|
| (Partial List) | | | | | | |
| 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% |
| Calls For Service Partial | 3263 | 3608 | 3374 | 3681 | 307 | 9.10% |
| Total Activity Year | | | All calls Received | 20,442 | | |
| 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 |

| | | |
|--------------------|------------------------|-------------|
| 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

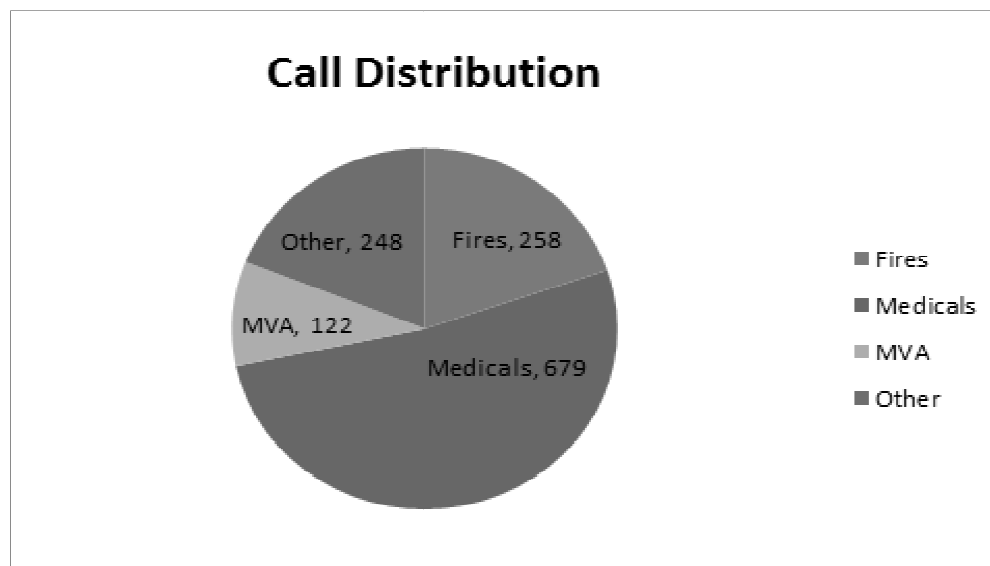
Littleton Fire Department Responds To -

- 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% |

| | | | | | | | | | | |
|-------------------------------|-------------|--------|-------------|-----------|-------------|-----------|-------------|----------------|-------------|--------------|
| 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% |
| Total | 1317 | | 1448 | 9% | 1501 | 4% | 1307 | -14.84% | 1427 | 8.41% |



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 | | | | |
| totals | 30 | 187 | 52 | 92 | 31 | 679 | 1071 | | | |
| permits | oil | smoke/co | Propane | fire alarm | Sprinkler | transfer | other | Blasting | burning | |
| | 51 | 177 | 61 | 14 | 12 | 10 | 32 | 10 | 391 | |
| totals | 51 | 177 | 61 | 14 | 12 | 10 | 32 | 10 | 391 | 758 |

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

Company 2

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

Career Staff

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
EMT Mireille Nollet
FF/EMT Matt O'Donnell
FF John Putnam

FF/EMT Tony Polk
FF/EMT Theresa Rock
FF Jeff Surprenant
FF/EMT Sadie Ward

FF/EMT Eric Byam
FF/EMT John D' Auria
FF/EMT Dave Lefebvre

FF/EMT Matt Moniz *
*Active Military

Specialist
Photographer John McNamara
Senior volunteer
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 LELD'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. LELD'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.

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 LELD's load. In addition to increasing the percentage of renewables in LELD'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.

Respectfully submitted,

Board of Electric Light Commissioners

TOWN OF LITTLETON, MASSACHUSETTS

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 | | |

| | | | |
|---------------------|------------|---------------|------------|
| TOTAL UTILITY PLANT | 32,988,092 | TOTAL SURPLUS | 34,454,333 |
|---------------------|------------|---------------|------------|

| | | | |
|--|------------|----------------------------------|---------|
| 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 | | |

| | |
|-----------------------------|-----------|
| TOTAL LONG TERM LIABILITIES | 1,351,709 |
|-----------------------------|-----------|

| | |
|--------------------|------------|
| TOTAL DEPRECIATION | 13,866,023 |
|--------------------|------------|

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

| | |
|-------------------------------------|-----------|
| TOTAL CURRENT & ACCRUED LIABILITIES | 2,343,477 |
|-------------------------------------|-----------|

| | |
|--------------------|-----------|
| Depreciation | 2,879,952 |
| Construction | 2,481,688 |
| Rate Stabilization | 6,865,097 |
| Pension Fund | 938,475 |
| OPEB Fund | 886,735 |
| Operations Fund | 1,000 |

| | |
|------------------------------------|--------|
| Reserve for Uncollectible Accounts | 37,000 |
|------------------------------------|--------|

| | |
|---------------|---|
| Power Buyouts | 0 |
|---------------|---|

| | | | |
|---------------------|------------|-------------------|-----------|
| TOTAL FUND ACCOUNTS | 14,052,946 | TOTAL LIABILITIES | 3,732,186 |
|---------------------|------------|-------------------|-----------|

CURRENT AND ACCRUED ASSETS

| | |
|---------------------------|-------------------|
| TOTAL LIABILITIES/SURPLUS | <u>38,186,519</u> |
|---------------------------|-------------------|

| | |
|------------------------------|-----------|
| 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 |

| | |
|--------------------------------|-----------|
| TOTAL CURRENT & ACCRUED ASSETS | 4,732,938 |
|--------------------------------|-----------|

| | |
|--------------|-------------------|
| TOTAL ASSETS | <u>38,186,519</u> |
|--------------|-------------------|

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.

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.

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

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.

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.

Respectfully submitted,

Board of Water Commissioners

LITTLETON WATER DEPARTMENT June 30, 2012

ASSETS

Current and Accrued Assets

| | |
|----------------------------|---------------|
| Cash and Cash Investments | 3,659,427 |
| Accounts receivable | 189,857 |
| Accrued unbilled revenues | 165,324 |
| Merchandising and Jobbings | 20,869 |
| Materials and supplies | <u>80,720</u> |

Total Current and Accrued Assets 4,116,197

Noncurrent Assets

| | |
|--------------------------------|----------------|
| Prepaid bond costs | 36,240 |
| Total plant, at cost | 15,933,215 |
| Less: Accumulated depreciation | 5,901,839 |

LIABILITIES AND SURPLUS

Current and Accrued Liabilities

| | |
|--------------------------------|--------------|
| Accounts payable | 681 |
| Current portion long-term debt | 287,000 |
| Bond Anticipation Notes | 4,554,400 |
| Accrued liabilities | <u>9,589</u> |

Current and Accrued Liabilities 4,851,670

Long-term Debt

| | |
|--|------------------|
| Compensated Absences payable | 60,483 |
| Other Post Employment Benefits Payable | 209,951 |
| Bonds payable | <u>1,185,000</u> |

| | | | |
|---------------------------------|-------------------|---|-------------------|
| <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> | |
| <u>Total Noncurrent Assets</u> | <u>10,067,616</u> | Invested in capital assets, net of related debt | 7,191,497 |
| | | <u>Restricted for OPEB trust</u> | 85,305 |
| | | Unrestricted net assets | <u>599,907</u> |
| | | <u>Total Net Assets</u> | <u>7,876,709</u> |
| <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 Tebbetts, General Foreman; James DeVogel, Highway Working Foreman; Patrick Goddard, Park Working Foreman (Left in April), Barry Nawoichik, 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

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.lclwd.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@lclwd.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 their 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 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 enator 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

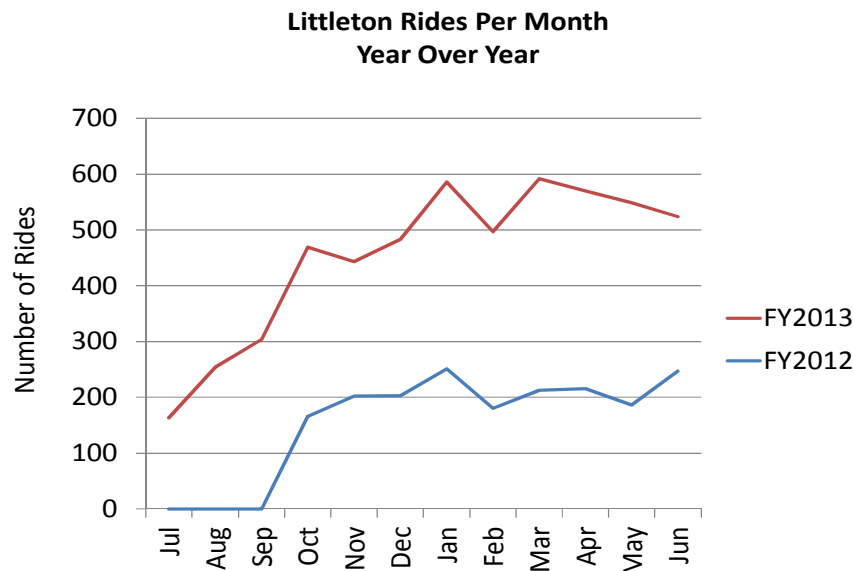
Tina coordinates with Minuteman Senior Services to provide elders-at-risk and protective services. Minuteman is a non-profit organization which helps seniors and disabled adults. In FY2013 over 700 Littleton residents used Minuteman Services at an estimated value of \$479,604. Minuteman instituted 32 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, LELD, 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



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. 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 that 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 3rd 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 eighth 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 received thus far from parents and kids alike.

New in 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*

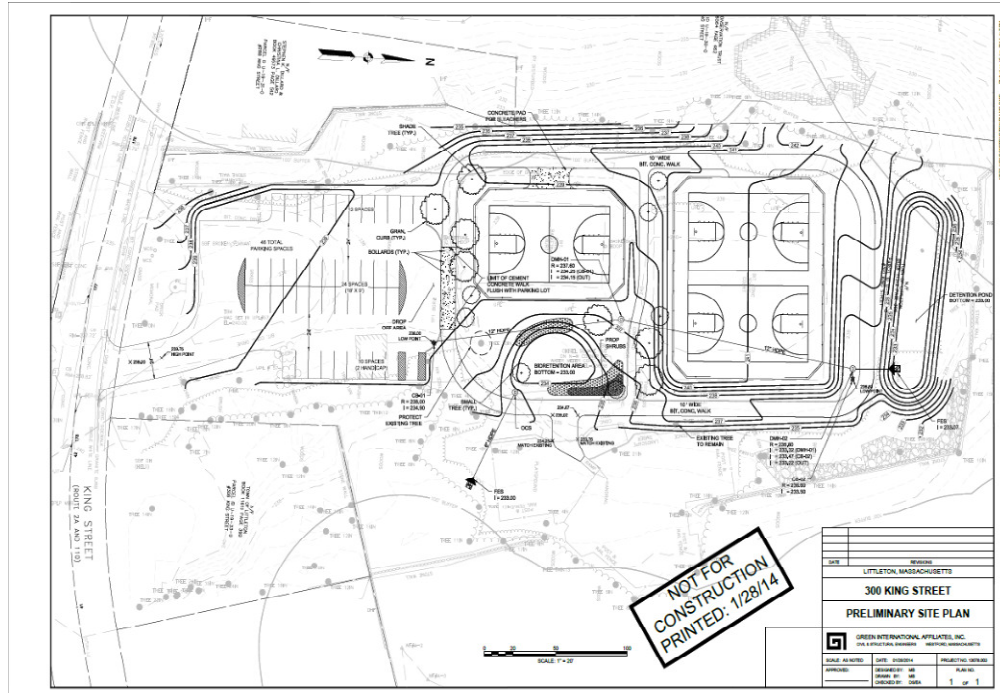
CPC funding to begin the project. As of today, all site work and surveys have been completed and we are

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 and entering Veterans Services in the search box for state benefits and 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

| Indicator | Unit of Measure | FY13 | Projected FY14 |
|------------------------------|------------------------|-------------|-----------------------|
| 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:

| NAME | SERVICE | WAR |
|---------------------------------|-----------------------|----------------|
| <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. LEARMONTH, 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 jboroski@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

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 300th 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 300th Inc. is a private group that assists with 300th fundraising efforts. Please join us at Littleton's 300th events throughout the year.

Respectfully submitted,

TERCENTENARY GENERAL COMMITTEE

Jack Holmer-Chairman
Mary Dugan
Beth Jouris-Administrative Assistant
Millie McGovern

Michael Crory
Ann Himmelberger
Kathy Knox-Treasurer
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 1st. 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 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

| FUND NAME | BEGINNING PRINCIPAL | ENDING MARKET VALUE |
|------------------------------------|------------------------|---------------------------|
| REUBEN HOAR - BOOK FUND | | |
| 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 |

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 |
| SUBTOTALS | \$12,579.00 | \$28,734.73 |

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 |
| SUBTOTALS | \$251,523.00 | \$637,294.47 |

| | | |
|------------------------------|--------------------|---------------------|
| SECOND CENTURY - UNSPECIFIED | \$45,692.00 | \$113,038.92 |
| GERTRUDE HOUGHTON FUND | \$44,855.00 | \$67,121.02 |
| SUBTOTALS | \$90,547.00 | \$180,159.94 |

| | | |
|---------------------|---------------------|-----------------------|
| GRAND TOTALS | \$470,631.37 | \$1,120,112.67 |
|---------------------|---------------------|-----------------------|

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 the move through our schools and into the world of the 21st 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 21st 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 to 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 I 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 21st 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 9th – 13th, 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 7th.

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 25th 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 10th 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 |
| TOTALS | 771 | 816 | 1587 |

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 |
|-------------------------------------|----------|---------|
| Total Count | 1,576 | 954,773 |
| Race/Ethnicity (%) | | |
| 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 |
| Gender (%) | | |
| Male | 47.6 | 51.2 |
| Female | 52.4 | 48.8 |
| Selected Populations (%) | | |
| 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 % |
|-------------------------|--------------------|------------------------|------------|
| Low Poverty | | | |
| 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.

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| <p align="center">ARTICLE 4 Finance Committee/Board of Selectmen FY 2014 Operating Budget</p> |
|--|

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> |
|------------|---------------------------------------|--------------------------|--------------------------|--------------------------|
| 114 | MODERATOR | | | |
| | Expenses | <u>45</u> | <u>100</u> | <u>100</u> |
| | Total 114 | 45 | 100 | 100 |
| 122 | SELECTMEN / TOWN ADMINISTRATOR | | | |
| | 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> |
| | Total 122 | 170,412 | 171,905 | 180,190 |
| 131 | FINANCE COMMITTEE | | | |
| | Expenses | <u>173</u> | <u>500</u> | <u>500</u> |
| | Total 131 | 173 | 500 | 500 |
| 132 | RESERVE FUND | | | |
| | Expenses | <u>1,218</u> | <u>150,000</u> | <u>150,000</u> |
| | Total 132 | 1,218 | 150,000 | 150,000 |

| | <i>Department</i> | <i>FY2012 Actual</i> | <i>FY2013 Budget</i> | <i>FY2014 Budget</i> |
|------------|--------------------------------------|--------------------------|--------------------------|--------------------------|
| 135 | FINANCE AND BUDGET | | | |
| | 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> |
| | Total 135 | 585,784 | 576,970 | 628,535 |
| 151 | LEGAL | | | |
| | Expenses | <u>208,246</u> | <u>175,000</u> | <u>175,000</u> |
| | Total 151 | 208,246 | 175,000 | 175,000 |
| 155 | INFORMATION SYSTEMS | | | |
| | Personal Services | 60,263 | 62,610 | 87,030 |
| | Expenses | <u>84,943</u> | <u>136,300</u> | <u>174,402</u> |
| | Total 155 | 145,206 | 198,910 | 261,432 |
| 161 | TOWN CLERK | | | |
| | 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> |
| | Total 161 | 64,823 | 68,430 | 71,280 |
| 162 | ELECTIONS & REGISTRATIONS | | | |
| | Expenses | <u>11,377</u> | <u>8,700</u> | <u>8,700</u> |
| | Total 162 | 11,377 | 8,700 | 8,700 |
| 171 | CONSERVATION COMMISSION | | | |
| | 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> |
| | Total 171 | 16,621 | 17,680 | 19,210 |
| 175 | PLANNING BOARD | | | |
| | Personal Services | 52,628 | 56,475 | 61,055 |
| | Expenses | <u>1,175</u> | <u>1,175</u> | <u>1,175</u> |
| | Total 175 | 53,803 | 57,650 | 62,230 |
| 176 | APPEALS BOARD | | | |
| | Personal Services | 4,399 | 3,830 | 4,240 |
| | Expenses | <u>557</u> | <u>1,200</u> | <u>1,200</u> |
| | Total 176 | 4,956 | 5,030 | 5,440 |
| 191 | BUILDING MAINTENANCE | | | |
| | Personal Services | 48,436 | 48,425 | 50,405 |
| | Expenses | <u>355,027</u> | <u>321,556</u> | <u>365,000</u> |
| | Total 191 | 403,463 | 369,981 | 415,405 |
| 193 | GENERAL INSURANCE | | | |
| | Expenses | <u>279,674</u> | <u>340,000</u> | <u>340,000</u> |
| | Total 193 | 279,674 | 340,000 | 340,000 |
| 194 | EMPLOYEE/RETIREE BENEFITS | | | |
| | 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 | <u>(14,416)</u> | <u>(14,556)</u> | <u>(14,647)</u> |
| | Total 194 | 4,244,109 | 5,681,452 | 5,895,164 |
| 196 | TOWN REPORT / TOWN MEETING | | | |
| | Expenses | <u>4,915</u> | <u>5,000</u> | <u>5,000</u> |
| | Total 196 | 4,915 | 5,000 | 5,000 |
| 197 | CABLE STUDIO | | | |
| | Personal Services | 0 | 70,145 | 83,400 |
| | Expenses | 0 | 20,250 | 20,250 |
| | Transfer In - Cable Access Fees | <u>0</u> | <u>-90,395</u> | <u>-103,650</u> |
| | Total 197 | 0 | 0 | 0 |
| 210 | POLICE / DISPATCH | | | |
| | Personal Services | 1,463,079 | 1,532,577 | 1,543,047 |
| | Expenses | <u>117,523</u> | <u>100,571</u> | <u>100,571</u> |
| | Total 210 | 1,580,602 | 1,633,148 | 1,643,618 |
| 220 | FIRE / EMS DEPARTMENT | | | |
| | Personal Services | 652,004 | 670,645 | 936,753 |
| | Expenses | 95,523 | 95,523 | 95,523 |
| | Transfer In -Ambulance Fees | <u>(485,000)</u> | <u>(287,000)</u> | <u>(287,000)</u> |
| | Total 220 | 262,527 | 479,168 | 745,276 |
| 241 | BUILDING DEPARTMENT | | | |
| | Personal Services | 99,059 | 91,625 | 98,768 |
| | Expenses | 5,430 | 5,430 | 5,430 |
| | Transfer In - Inspectional Revolving | <u>(3,000)</u> | <u>(3,000)</u> | <u>(3,000)</u> |
| | Total 241 | 101,489 | 94,055 | 101,198 |
| 300 | SCHOOL DEPARTMENT | | | |
| | 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 | <u>(750)</u> | <u>(750)</u> | <u>(750)</u> |
| | Total 300 | 14,969,626 | 15,610,560 | 16,392,550 |
| 301 | TECHNICAL SCHOOL | | | |
| | Nashoba Valley Technical | 620,422 | 692,374 | 689,712 |
| | Minuteman Vocational | | | <u>40,000</u> |
| | Total 301 | 620,422 | 692,374 | 729,712 |
| 420 | HIGHWAY DEPARTMENT | | | |
| | 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 |

| | <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> |
| | Total 420 | 1,250,598 | 1,311,020 | 1,321,676 |
| 422 | ROADWAY REPAIRS | | | |
| | Expenses | <u>474,142</u> | <u>478,884</u> | <u>483,673</u> |
| | Total 422 | 474,142 | 478,884 | 483,673 |
| 423 | SNOW & ICE | | | |
| | Personal Services | 54,546 | 68,000 | 68,000 |
| | Expenses | <u>162,469</u> | <u>132,000</u> | <u>132,000</u> |
| | Total 423 | 217,015 | 200,000 | 200,000 |
| 491 | CEMETERY DEPARTMENT | | | |
| | 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> |
| | Total 491 | 64,363 | 72,118 | 78,348 |
| 510 | HEALTH DEPARTMENT | | | |
| | 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> |
| | Total 510 | 56,526 | 54,715 | 56,555 |
| 541 | COUNCIL ON AGING | | | |
| | Personal Services | 63,210 | 67,515 | 70,195 |
| | Expenses | <u>11,861</u> | <u>13,416</u> | <u>13,416</u> |
| | Total 541 | 75,071 | 80,931 | 83,611 |
| 543 | VETERANS SERVICES | | | |
| | 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> |
| | Total 543 | 37,961 | 17,750 | 30,750 |
| 610 | REUBEN HOAR LIBRARY | | | |
| | 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> |
| | Total 610 | 435,033 | 452,784 | 489,304 |
| 630 | PARK AND RECREATION DEPARTMENT | | | |
| | Personal Services | 151,638 | 154,850 | 168,095 |
| | Expenses | 7,500 | 0 | 0 |

| <i>Department</i> | <i>FY2012 Actual</i> | <i>FY2013 Budget</i> | <i>FY2014 Budget</i> |
|---|--------------------------|--------------------------|--------------------------|
| Transfer In - Revolving Wages | <u>(113,774)</u> | <u>(113,774)</u> | <u>(128,095)</u> |
| Total 630 | 45,364 | 41,076 | 40,000 |
| 690 OTHER CULTURE & RECREATION | | | |
| Historical | 444 | 700 | 700 |
| Memorial Day | 350 | 500 | 500 |
| Patriot's Day | <u>50</u> | <u>50</u> | <u>50</u> |
| Total 690 | 844 | 1,250 | 1,250 |
| 710 LONG TERM DEBT | 5,004,135 | 4,886,847 | 3,612,121 |
| 720 SHORT TERM DEBT | 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> |
| Total Debt Service | 4,695,890 | 4,655,309 | 3,520,370 |
| FUNDING SUMMARY | | | |
| 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.

| |
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| <p align="center">ARTICLE 5 Board of Water Commissioners FY 2014 Water Enterprise Fund Operating Budget</p> |
|--|

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.

| I. Water Enterprise Revenues | FY 2014 |
|-------------------------------------|----------------|
| User Charges | \$2,227,500 |
| Enterprise Available Funds | 100,000 |
| Investment Income | |

| | |
|--|--------------------|
| Total Revenues | |
| II. Costs Appropriated for the Enterprise Fund | 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 |
| Total Costs Appropriated for Enterprise Fund | \$2,327,500 |
| III. Costs Appropriated for General Fund to be Charged to the Enterprise Fund | |
| Indirect Costs | 0 |
| Benefits | 0 |
| Pension Costs | 0 |
| Total Costs Appropriated for the General Fund. | 0 |
| Total Costs | \$2,327,500 |

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.

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| <p style="text-align: center;">ARTICLE 10 Board of Selectmen FY 2014 Revolving Funds</p> |
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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.

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| <p style="text-align: center;">ARTICLE 11 Board of Selectmen/ Personnel Board Personnel By-Law Amendments</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 |
|------------------|---------------|---------------|---------------|---------------|---------------|
| 1 hourly | 8.00 | 8.16 | 8.40 | 8.66 | 8.92 |
| 2 hourly | 8.25 | 8.42 | 8.67 | 8.93 | 9.20 |
| 3 hourly | 9.20 | 9.38 | 9.67 | 9.96 | 10.25 |
| 4 hourly | 9.75 | 9.95 | 10.24 | 10.55 | 10.87 |
| 5 hourly | 9.80 | 10.00 | 10.30 | 10.60 | 10.92 |
| 6 hourly | 11.10 | 11.32 | 11.66 | 12.01 | 12.37 |
| 7 hourly | 11.35 | 11.58 | 11.92 | 12.28 | 12.65 |
| 8 hourly | 12.55 | 12.80 | 13.19 | 13.58 | 13.99 |
| 9 hourly | 13.50 | 13.77 | 14.18 | 14.61 | 15.05 |
| 10 hourly | 17.00 | 17.34 | 17.86 | 18.40 | 18.95 |

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**

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| FY 2014 Community Preservation Budget |
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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> | <i>\$301,038</i> |

Reserves

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

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| ARTICLE 14 |
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| Board of Selectmen |
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| Home Rule Petition: Conservation, Recreation Land Exchange |
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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

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

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| <p style="text-align: center;">ARTICLE 16 Board of Selectmen Compensating Balance Agreement</p> |
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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.

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| <p style="text-align: center;">ARTICLE 17 Board of Selectmen FY 2-14 Personal Exemption Amounts</p> |
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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

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| <p style="text-align: center;">ARTICLE 18 Board of Selectmen Payment in Lieu of Taxes - Solar</p> |
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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.

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| <p style="text-align: center;">ARTICLE 19 Board of Selectmen Tax Title Abutter Lot Sales Program – List of Parcels</p> |
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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:

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| <p style="text-align: center;">ARTICLE 20 Planning Board Zoning By-law Amendment: Open Space Development</p> |
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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

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| <p style="text-align: center;">ARTICLE 21 Planning Board Zoning By-law Amendment: Temporary Moratorium on Medical Marijuana Treatment Centers</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 Definition

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

ARTICLE 25

Board of Selectmen/Council on Aging

Town By-law Amendment: Director of Elder and Human Services

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

ARTICLE 26

Board of Selectmen

Senior Work Program

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.

ARTICLE 27

Board of Selectmen

Use of MassDOT Chapter 90 Funds

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.

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| <p style="text-align: center;">ARTICLE 28 Board of Selectmen Drainage Easements on Harvard Road</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..

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| <p style="text-align: center;">ARTICLE 29 Board of Selectmen Sewer Easements on Grist Mill Road and Surrey Road</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

ARTICLE 30
Board of Selectmen/Board of Health
Community Septic System Repair Loan Program

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.

ARTICLE 31
Board of Selectmen
Rescind Unused Borrowing Authorizations

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:

| <i>Town Meeting Vote</i> | <i>Project</i> | <i>Authorization</i> | <i>Amount Issued</i> | <i>Total to be Rescinded</i> |
|--------------------------|----------------|----------------------|--------------------------|----------------------------------|
|--------------------------|----------------|----------------------|--------------------------|----------------------------------|

| | | | | |
|----------------------|------------------------------|--------------|--------------|-------------------|
| 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 | 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 |
| TOTAL Appropriated Budgets | | \$34,136,077 | +\$226,550 | \$34,362,627 |

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 300th

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 300th 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 300th 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.

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| <p style="text-align: center;">ARTICLE 7 Board of Selectmen Russell Street Sidewalk Easement</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. \pm " 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. \pm " 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.

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| <p style="text-align: center;">ARTICLE 8 Board of Selectmen Russell Street Ariel utility Line & Pole Easement</p> |
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[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 \pm 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 \pm 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.

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| <p style="text-align: center;">ARTICLE 9 Cemetery commissioners Transfer of Land to Conservation</p> |
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[2/3rds vote required]

To see if the Town will vote to 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.

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| <p style="text-align: center;">ARTICLE 10 Planning Board Zoning By-law Amendment: Motor Vehicle/Vehicular Retail Sales</p> |
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[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:

| | <u>R</u> | <u>VC</u> | <u>B</u> | <u>IA</u> | <u>IB</u> |
|------------------------|-----------------|------------------|-----------------|------------------|------------------|
| 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:

| | <u>R</u> | <u>VC</u> | <u>B</u> | <u>IA</u> | <u>IB</u> |
|-------------------------------|-----------------|------------------|-----------------|------------------|------------------|
| 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:

| | <u>Aquifer (A)</u> | <u>Water Resource (W.R.)</u> |
|--|---------------------------|-------------------------------------|
| Motor vehicle service or washing station | N | P1 |

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:

| | <u>R</u> | <u>VC</u> | <u>B</u> | <u>IA</u> | <u>IB</u> |
|------------------------|----------|-----------|----------|-----------|-----------|
| 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:

| | <u>Aquifer (A)</u> | <u>Water Resource (W.R.)</u> |
|------------------------|--------------------|------------------------------|
| Vehicular Retail Sales | N | N |

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.

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| <p style="text-align: center;">ARTICLE 12 Board of Selectmen Other Post Employment benefit Liability Trust Fund</p> |
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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.

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| <p style="text-align: center;">ARTICLE 13 Board of Selectmen Community Preservation Act Amendment</p> |
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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.

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| <p style="text-align: center;">ARTICLE 14 Board of Selectmen By-law Amendment: Manner of Authorizing Indebtedness</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 One Year Term VOTE FOR ONE | ELECTRIC LIGHT COMMISSIONER Three Year Term VOTE FOR TWO | BOARD OF HEALTH Three Year Term VOTE FOR ONE |
|--|--|---|
| TIMOTHY D GODDARD 62 Edsel Rd Candidate for Re-Election 1349 | JOSEPH T MCCUMBER 6 Apple Ridge Ln Candidate for Re-Election 880 | ANN M LOREE 39 Dahlia Dr Candidate for Re-Election 1184 |
| (Blanks & Write-in) 303 | IVAN PAGACIK 123 Whitcomb Av Candidate for Re-Election 1012 | (Blanks & Write-in) 468 |
| TOWN CLERK Three Year Term VOTE FOR ONE | DICK TAYLOR 109 Goldsmith St 679 | LIBRARY TRUSTEE Three Year Term VOTE FOR TWO |
| | (Blanks & Write-in) 733 | |

TOWN OF LITTLETON, MASSACHUSETTS

| | | |
|--|---|--|
| DIANE F CRORY 74 King St Candidate for Re-Election 1379 | (Write-In) | LAURA J BELTRAMI 30 White Pine Dr Candidate for Re-Election 1225 |
| (Blanks & Write-in) 273 | WATER COMMISSIONER Three Year Term VOTE FOR TWO | MARK J RAMBACHER 205 Hartwell Ave Candidate for Re-Election 1176 |
| BOARD OF SELECTMEN Three Year Term VOTE FOR TWO | JOSEPH T. MCCUMBER 6 Apple Ridge Ln Candidate for Re-Election 850 | (Blanks & Write-in) 903 |
| | IVAN PAGACIK 123 Whitcomb Ave Candidate for Re-Election 999 | (Write-in) |
| GREGG S CHAMPNEY 110 Great Rd Candidate for Re-Election 781 | DICK TAYLOR 109 Goldsmith St 699 | PLANNING BOARD Five Year Term VOTE FOR ONE |
| JOSEPH S KNOX 10 Brandy Hollow Candidate for Re-Election 918 | (Blanks & Write-in) 756 | |
| JENNA KOERPER BROWNSON 142 Harvard Rd 1021 | (Write-In) | RICHARD P CROWLEY 359 King St Candidate for Re-Election 871 |
| (Blanks & Write-in) 584 | SCHOOL COMMITTEE Three Year Term VOTE FOR ONE | RONALD DOUGLAS SHAW JR 3 Sleigh Ride Ln 505 |
| (Write-In) | | (Blanks & Write-in) 276 |
| BOARD OF ASSESSORS Three Year Term VOTE FOR TWO | CHARLES J DECOSTE 4 Matthew Dr Candidate for Re-Election 1170 | PARK & RECREATION COMMISSIONER Three Year Term VOTE FOR TWO |
| | (Blanks & Write-in) 482 | |
| JAMES STEPHEN WINROTH 50 Bruce St Candidate for Re-Election 1138 | SCHOOL COMMITTEE One Year Term VOTE FOR ONE | GARY E AUSTIN 162 Whitcomb Ave Candidate for Re-Election 1034 |
| DONALD ARMSTRONG 15 Moore Ln Candidate for Re-Election 1133 | ROBERT B O'NEILL 7 Colburn Ln 652 | MICHAEL L CRORY 160 New Estate Rd 1205 |
| (Blanks & Write-in) 1033 | ALEXANDER D PRATT 36 Birch Rd 913 | (Blanks & Write-in) 1065 |
| (Write-In) | (Blanks & Write-in) 87 | (Write-in) |
| CEMETERY COMMISSIONER | TRUST FUND COMMISSIONER | HOUSING AUTHORITY |

| Three Year Term | VOTE FOR ONE | Three Year Term | VOTE FOR ONE | Five Year Term | VOTE FOR ONE |
|--|--------------|---|--------------|--|--------------|
| | | | | | |
| DAVID W BADGER 230 Harwood Ave Candidate for Re-Election 1303 | | DAVID R STEVENS 4 Masonbrook Ln Candidate for Re-Election 1164 | | MICHAEL A MOREY 50 New Estate Rd Candidate for Re-Election 1164 | |
| (Blanks & Write-in) 349 | | (Blanks & Write-in) 488 | | 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:

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 |
|---------------------|------------|------------|------------|-------|
|---------------------|------------|------------|------------|-------|

| | | | | |
|--------------------|-----|-----|-----|-----|
| 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 |
| Fire & Ambulance | | |
| Emergencies | Fire Department | 9 1 1 |
| 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 |
| Police & Ambulance | | |
| Emergencies | Police Department | 9 1 1 |
| 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 |
| | Middle School Russell St | 978-486-8938 |
| | High School | 978-952-2555 |
| | Superintendent | 978-486-8951 |
| Nashoba Valley Technical High School | Main Office | 978-692-4711 |
| Selectmen | Town Administrator | 978-540-2460 |
| Tax Collections | Tax Collector | 978-540-2405 |
| Transfer Station Stickers | Transfer Station | 978-540-2671 |
| Treasurer | Town Treasurer | 978-540-2450 |
| Veterans Services | Veterans Agent | 978-540-2485 |
| Vital Records | Town Clerk | 978-540-2401 |
| Water | Light and Water Department | 978-540-2222 |
| Wiring Permits | Wiring Inspector | 978-540-2420 |
| Zoning | Building Commissioner | 978-540-2420 |