

TOWN OF LITTLETON, MASSACHUSETTS



2012

ANNUAL TOWN REPORT

Including financial reports for the fiscal year ending June 30, 2012

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 2012 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.

REVEREND WILLIAM E. BELDAN, JR. 1935-2012

Reverend William E. Beldan Jr., 77, of Shirley, formerly of Littleton, died at Apple Valley Nursing facility on October 12, 2012. He was born in Newport, RI, on May 10, 1935 son of the late William and Elizabeth (Caswell) Beldan. He grew up in Centerville, MA where he graduated from the Barnstable School System. He graduated from University of Massachusetts with a BA in English Literature in 1956 and later from the Newton Theological School with a BD in 1960. While in Seminary he did fieldwork at Wellesley Hills Congregational Church and was ordained to the Christian Ministry in Vermont in 1960. From 1959 to 1965 Bill served as the Pastor and Teacher of the United Federated Church of Williamstown, VT, and the East Brookfield, VT Congregational Church. From 1965-1969 he was the Pastor of the First Congregational Church of Coventry, CT. He served as Associate Minister of Storrs Congregational Church, Storrs, CT from 1968 until 1978 and Pastor of the Littleton Congregational Church, United Church of Christ, and Littleton, MA from 1978 until his retirement in 2000. An active Firefighter, Bill had been a member and Volunteer Firefighter for Williamstown Fire Dept, Williamstown, VT; Life member, Volunteer Firefighter and Chaplain of the Coventry Volunteer Fire Association, Coventry, CT. He was a Life Member, Volunteer Firefighter, EMT and Chaplain of the Eagleville Fire Dept, Storrs, CT; a Call Firefighter and Chaplain of the Littleton Fire Dept, Littleton, MA and a Member of the Massachusetts Corps of Fire Chaplains. Bill was presently an active member of the Townsend Congregational Church, United Church of Christ in Townsend, MA. He enjoyed reading particularly books on physics, religious and theological magazines. He also enjoyed gardening, landscaping, spending time at his cottage in Maine, being with his family, children and grandchildren. He also liked taking day- trips around New England.

HENRY 'JOSEPH' CORMIER JR. 1947-2012

Henry "Joseph" Cormier Jr., of Littleton, died at Mass. General Hospital in Boston, after a lengthy illness on November 28, 2012. Joe was born in Ayer on July 10, 1947, son of the late Henry J. Cormier Sr. and Maxine (Luce) Cormier. A lifelong resident of Littleton, he graduate from Littleton High School in 1966, and served in the U.S Navy during the Vietnam Era as a Ship fitter Fireman. Joe formed Colonial Plumbing & Heating in 1973 and retiring recently. He was also a Plumbing Inspector for the town of Littleton from 2006 to 2012. He was a member of the Littleton Rotary Club, and his interests included mechanics and snowmobiling, and loved doing carpentry, boating, and racing. His survivors include his wife, Virginia (Keene) Cormier of Littleton; two sons, Joseph H. and his wife, Kimberly Cormier of Ayer, and David R. and his wife, Karen Cormier of Mendon; a sister, Norma Knowles Sowers of Dixmont, ME.

DONALD E. "JOE" COZZENS 1930-2012

Donald E. Cozzens passed away on January 19, 2012. He was born in Ayer on September 30, 1930. He is survived by his wife, Margaret (Byrne) Cozzens. He grew up in Littleton, and was a graduate of Littleton School System, where he played baseball for the "Hornets". Don then attended UMASS Amherst where he received a BS Degree in Engineering. He was commissioned in the Air Force during the Korean Conflict and served in France until 1957. He moved back to Concord and worked as an engineer for Diamond, MITRE, and Raytheon. In 1979, he accepted a job with the United Nations in Switzerland where he lived for 10 years. Mr. Cozzens returned to Littleton in 1989 where he has since worked as a real estate appraiser. He was a member of the Board of the Littleton Historical Society, served the Town of Littleton on the board of Assessors, a member of Council on Aging, and Meals on Wheels.

RAYMOND “RAY” GRANDE 1930–2012

Ray Grande, passed away on September 24, 2012. He was born in Drummond, Wisconsin May 31, 1930 son of the late Einar and Cora (Olson) Grande. He was the beloved husband of Judy (Bellizia) Grande, who shared his love for over 30 years. An Army veteran of the Korean War, Ray was a graduate of the University of Wisconsin and was employed by General Electric Corporation and LFE Corporation. He retired in 1996 as President of LFE, and spent most of the time since then enjoying his retirement and helping Judy with her business. He hiked and did charity walks, gardened and built stone walls (and a stone woodshed!), bird watched, collected rocks (he was Judy’s Rock Star), read, and travelled near and far, but his biggest joy was volunteering. In the past he worked with the Littleton Conservation Trust clearing trails, sold advertising for the Littleton Historical Society, and served on the boards of the Littleton Lyceum, the Castle in the Trees Playground, the Friends of the Reuben Hoar Library and the Trustees of the Reuben Hoar Library. Right up until his death he was a very active volunteer with Loaves & Fishes Food Pantry and was co-chair of their Shop for Your Kids Program for several years.

WARREN HIMMELBERGER 1922-2012

Warren Himmelberger, passed away on November 5, 2012. He served in the Pacific during World War II as a Navy weatherman. A dedicated high school and junior high school math teacher, Warren spent most of his career at Wilson Junior High in Natick, MA until retiring from teaching in 1977. From 1956-84, he also worked at post offices in Holliston and Sherborn, MA. A faithful member of University Lutheran Church, Cambridge, MA since 1946. Warren possessed a keen sense of justice and offered his time and talents to benefit people however he could. In 1963 he joined the South Middlesex Branch of the NAACP, serving as second vice president and ombudsman over a 20 year period. During his 39 years in Wellesley, Warren was active in town government, serving on several education and planning committees, and in Town Meeting for 25 years. As Chairman of a Regional School District Planning Board he helped create Quinobin Regional Vocational District and continued his involvement, first as the acting executive director and then as secretary-treasurer from 1978-1987. He was a member of the Wellesley Historical Society for over two decades, serving as both treasurer and chairman of the finance committee. After his retirement, Warren was an active volunteer with the Tax Counseling for the Elderly Program from 1984-1994. He enjoyed singing with the Highland Glee Club from 1984-1994, and he always looked forward to his annual travels in Europe with Ann.

FRANK EDWARD MUELLER 1923-2012

Frank Edward Mueller, passed away on February 25, 2012. He is survived by his wife, Lois (Converse) Mueller, with whom he would have celebrated their 50th wedding anniversary on April 3, 2012. He graduated from Jamaica Plain High School in 1939. He was a 1950 graduate of Worcester Poly Tech and a life member of the Sigma Phi Epsilon fraternity. He worked as an electrical R&D engineer at Raytheon for 44 years in the Microwave and Power Tube Division in Waltham, Mass. In 1960, while curing for tuberculosis in Gabriels, NY, he met his wife who was a nurses aide at the Gabriels Sanatorium. They have lived in Littleton since 1964. Throughout his life he had many interests. As a young man he rode his bicycle throughout New England, spent time at his family’s summer place in Brattleboro, VT, and was an avid photographer. He received his pilots license in 1945 and flew for pleasure for a few years. Frank and his family enjoyed camping for many years. Frank was a life-long antique car enthusiast owning many cars over the years. He was a member of North Eastern Massachusetts Antique Auto Club (NEMAC), the Classic Car Club of America, the Antique Automobile Club of America, among others. He knew who owned what car, to whom it was sold and became an expert at answering the many questions asked by fellow club members from all over. He was a member of the Sixteen-Footers Square Dance Club in the early 1970s and with his wife, was treasurer for a number of years. A member of the Congregational Church of Littleton, Frank sang in the choir for over 30 years and played in the handbell choir. On April 11, 2010 his choir robe number 11 was retired at a special coffee hour held in his honor. He also volunteered at the Littleton Historical Society for the

past 23 years and was a master at transcribing many of their archives and thoroughly researching families and properties.

ERNEST "ERNIE" LESLIE STACKPOLE 1927-2012

Ernest Leslie Stackpole, born in Sanford, Maine, on June 22, 1927 passed away June 26, 2012. He is predeceased by his wife of 48 years, Carmel "Candy" (Ducharme) Stackpole who died in 2006. Ernie and Candy made their home on 10 Pleasant St. in Littleton, MA. Ernest Stackpole was a WWII and Korean Conflict US Army veteran. He is the recipient of the Purple Heart for combat injuries sustained while in South Korea. After honorable discharge from the Army, Ernie worked at San-Vel Corp., the Littleton Police Dept., Advanced Security, 1st Security, DEC security. In retirement, he worked part-time for many years at McGloughlin Sunoco gas station, and convenience store in Littleton. Ernie and Candy lived for their summer vacations on Cape Cod each year. Ernie's personal passion was big band music. A seasoned percussionist, he played drums with Tony Brown, Tommy Dorsey, and Mal Hallett in the 1940s.

ELECTED TOWN OFFICIALS

MODERATOR

Timothy D Goddard 13 62 Edsel Rd

TOWN CLERK

Diane Crory 13 74 King St

BOARD OF ASSESSORS

William E Ingham	15	4 Brandy Hollow
Evelyn Masson	15	175 Whitcomb Ave
Donald Armstrong	13	15 Moore Ln
James Stephen Winroth	13	50 Bruce St
Frederick J Freund	14	45 Birch Rd

BOARD OF SELECTMEN

Alexander S McCurdy	15	100 Harvard Rd
Joseph Knox	13	10 Brandy Hollow
Gregg Champney	13	110 Great 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	13	29 Gray Farm Rd
Ivan Pagacik	13	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	13	4 Matthew Dr
Daryl Baker	14	71 Grist Mill
Tyler Gray	14	5 Cobb Lane

PLANNING BOARD – 5 YEAR TERM

Mark J Montanari	17	242 King St
Richard P Crowley	13	359 King St
Peter Scott	14	5 Scott Lane
Donald MacIver	15	43 Foster St
Gerald Portante	16	68 New Estate Rd

TRUSTEES OF THE REUBEN HOAR LIBRARY

Jenna Koerper Brownson	15	142 Harvard Rd
Cheryl L Hardy-Faraci	15	8 Moore Lane
Mark Rambacher	13	205 Hartwell Ave
Laura Beltrami	13	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	13	162 Whitcomb Ave
Stephen Gentile	13	15 Ernies Dr
Geralyn Miller	14	21 New Estate Rd

CEMETERY COMMISSIONERS

Mary Gosby	15	11 Gray Farm Rd
David Badger	13	230 Harwood Ave
Janet Sullivan	14	7 Robinwood Rd

BOARD OF HEALTH

William Cole	15	573 King St.
Peter A Yapp	15	415 Newtown Rd
Ann Loree	13	39 Dahlia Dr
Peter Cassinari	14	12 Lochslea Rd
Gino Frattalone	14	26 Harwood Ave

BOARD OF COMMISSIONERS OF TRUST FUNDS

David Stevens	13	4 Masonbrook Ln
Richard Hoole	14	7 Uplands Rd
Tyler Gray	15	5 Cobb Lane

HOUSING AUTHORITY -- 5 YEAR TERM

Mildred McGovern	17	38 New Estate Rd
Michael Morey	13	50 New Estate Rd
*Bartlett Harvey	15	146 Mill Rd
Theresa Schwulst	15	59 Tahattawan Rd
Gino Frattalone	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

John M. Kelly (2014)

TOWN COUNSEL

Miyares & Harrington

LABOR COUNSEL

Kopelman and Paige, P.C.

TAX COLLECTOR

Rebecca Quinn

CHIEF ASSESSOR

Kenneth Mildren

FIRE CHIEF

Scott T. Wodzinski (2015)

CONSTABLES

Chief of Police John M. Kelly	DEPUTY CHIEF OF POLICE
Deputy Police Chief Matthew King	Matthew King
Ronald Raffi 2015	
David Allen 2015	MAINTENANCE SUPERVISOR
Clark Paige 2015	William Cole
Keith Leighton 2015	
	INFORMATION SYSTEMS MANAGER
	Nancy Glencross
	VETERANS AGENT
	John F. Boroski
HIGHWAY OPERATIONS MANAGER	
James Clyde	INSPECTOR OF WIRES
BUILDING COMMISSIONER	
Roland J. Bernier	Bill Morehouse
<i>Zoning Enforcement Officer</i>	
ASSISTANT BUILDING INSPECTOR	PLUMBING INSPECTOR
Gabriel Vellante	Joseph Cormier
ASSISTANT WIRING INSPECTOR	
Vincent Chant	DEPUTY PLUMBING INSPECTOR
DEPUTY GAS INSPECTOR	Joseph Cormier Jr.
Joseph Cormier Jr.	
SPECIAL PLUMBING/GAS INSP.	GAS INSPECTOR
Thomas Wielinski	Joseph Cormier
	SEALER OF WEIGHTS & MEASURES
	Northern Middlesex Council of Governments
	GRAVES REGISTRATION OFFICER
	David Badger

APPOINTED TOWN BOARDS & COMMITTEES

AGRICULTURAL COMMISSION

Jamie Cruz (farmer)	2013
Paula Robinson (farmer)	2013
Peter Yapp (farmer)	2015
Daniel Pickard (farmer)	2015
William Pickard	2014
John Mitchell	2013
Jake Mann	2015
<i>Alternate member</i>	
Andrew Sammarco	2015

COUNCIL ON AGING

Mary Dugan	2013
Louise Curley	2013
Mary Catalanotto	2013
Robert Stetson	2014
Barbara Kamb	2014
Mary Kaye	2014
Marsha Russell	2014
Barry Curcio	2015
Rosemarie Dibacco	2015
George Sanders	2015
Marjorie Payne	2015

CLEAN LAKES COMMITTEE

Leon Weavor	Spectacle Pond	2015
David Richard	Spectacle Pond (Alt)	2014
Steve Sussman	Mill Pond	2013
Timothy Wanzer	Mill Pond (Alt)	2015
John Folsom	Long Lake	2014
Frank Vigna,	Long Lake (Alt)	2013
Charles Bush	Lake Matawanakee	2015
Scott C. Lewis	Lake Matawanakee (Alt)	2014
Gerald James	Citizen at Large	2013
Sheryl James	Citizen at Large	2015
Scott C. Lewis	Citizen at Large	2015

COMMUNITY PRESERVATION COMMITTEE

Joshua Millard, Conservation Commission	
John Leger, Historical Comm.	
Stephen Gentile, Park & Rec	
Donald MacIver, Planning Board	
Bartlett Harvey, Housing Authority	
Patrick Joyce	2014
Mit Wanzer	2013
Jeff Feehan	2014
Eliot Putnam	2015

CONSERVATION COMMISSION

James Pickard	2015
Joshua Millard	2015
Carl Melberg	2015
Thomas Mann	2013
Sarah Seaward	2014
Anna Mayor	2014
Vacancy	2013
Associate Member (Non-voting)	
Andrew Sammarco	(2014)

CULTURAL COUNCIL

Andrew Bowers	2013
Diann Ouellett Hadduck	2013
Michael Kearney	2014
Ed Horniak	2014
Kathleen Horniak	2014
Christine Faulkner	2015
Steven Glines	2015
Kim Ahern	2015

DISABILITY COMMISSION

George Sanders	
Randall Benoit	
Bartlet Harvey	
Town Administrator <i>ex officio</i>	

FINANCE COMMITTEE

Paul Glavey	2014
Chris Hinckley	2015
Brian Tarbox	2014
Allen McRae	2014
Betsy Bohling	2015
Peter Vilcans	2015
Fred Faulkner	2013

LCTV ADVISORY COMMITTEE

Mildred McGovern	
Barbara McRae	
Alan McRae	
David Sill	
Alan Hoff	
Robert Spinozzi	
Lesley Glorioso	

NASHOBA VALLEY TECHNICAL HIGH SCHOOL DISTRICT

Charles Ellis, District Representative	
Carl Melberg, Alternate District Representative	

PERMANENT MUNICIPAL BUILDINGCOMMITTEE

Joseph Collentro	2017
Stephen Moore	2015
Jeff Feehan	2017
Charles DeCosta	2013
Carl Bryant	2014
Richard Crowley	2014
William Cole	2015

REGISTRARS OF VOTERS

Diane Crory, Town Clerk
Katherine Petkewich
Sandra Clyde
Ellen Banks

PERSONNEL BOARD (3 Yr Term)

Allen McRae, FinCom.	2015
Alex McCurdy, Selectman	2015
Joseph Gaffney, Citizen	2015
Don O. Smith, Citizen	2013
Anita Harding, Employee	2014
Steve Venuti, DeptHead	2013
Town Administrator <i>ex officio</i>	

HISTORICAL COMMISSION

John Leger, Chairman	2013
Jonathan Liebowitz, Vice-Chair	2014
John Hathaway	2015
Linda Stein, Clerk	2014
Donna White	2013
Ronald Goddard	2015
Andrew Watt, Treasurer	2015

OPEN SPACE IMPLEMENTATIONCOMMITTEE

Peter Church
 Kimberley Harriman
 David Outman
 Vera Cohen
 Gary Austin

LITTLETON COMMON SEWER FEASIBILITY STUDY COMMITTEE

Ted Doucette, Board of Selectmen
 Peter Cassinari, Board of Health
 Richard Crowley, Planning Board
 Joseph Collentro, PMBC
 Megan Ford, Citizen at Large
 Donald MacIver, Citizen at Large
 Ken Smith, Citizen at Large
 Stephen Jahne, Citizen at Large
 Janet LaVigne, Citizen at Large

LITTLETON VOLUNTEER CORP.

Ann Loree
 Ky Mehado
 Ron Thornton
 Charlene De Stefano
 Louise Curley

PAY AS YOU THROW IMPLEMENTATION COMMITTEE

Jim Karr, Selectmen
 Ted Doucette, Selectmen
 Jim Clyde, Highway Dept
 Derek Podgorni, Citizen at-large
 Henry G. Christle, Sr., Citizen at-large
 Jeanette P. Rossi, Citizen at-large
 Richard Buckles, Citizen at-large

PUBLIC SHADE TREE COMMITTEE

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

TOWN OF LITTLETON, MASSACHUSETTS

**STUDY COMMITTEE TO INCREASE VOTER
PARTICIPATION**

Timothy Goddard, Moderator
Diane Crory, Town Clerk
Alex McCurdy, Selectman
Henry Christle, Sr.
Linda Lord
Sandra Clyde
Marc LaVigne
Andrew Samarrco
Alex Pratt

SCHOOL BUILDING COMMITTEE

Richard Crowley, PMBC
Steven Mark, School Business Manager
Keith A. Bergman, Town Administrator
Steven Venuti, Town Treasurer
Paul Avella, School Committee,
Joe Collentro, PMBC
Mark Mizzoni
Jef Feehan, PMBC

TOWN FOREST COMMITTEE

Kathy Stevens
Jeff Menzigan, Associate Member
James Clyde, Tree Warden

**TERCENTENNIAL GENERAL PLANNING
COMMITTEE**

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

**LITTLETON MBTA COMMUTER RAIL
ADVISORY COMMITTEE**

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

ZONING BOARD OF APPEALS

Sherrill Gould 2013

Bill Farnsworth	2013
Cheryl Hollinger	2015
John Cantino	2014
Jeffrey Yates	2014
<i>Alternates</i>	
Patrick Joyce	2014
Rod Stewart	2013
Marc Saucier	2013

BOARD OF SELECTMEN

Over the past year, the Board of Selectmen completed numerous projects and initiatives for Littleton. The following are some of the highlights of what was accomplished throughout the year.

Economic Development

Littleton continues to bring economic development consistent with the character of our town. The town boards and staff continued to work with Sam Park and Company's "The Point" development project; the grant agreement with the Commonwealth for \$1.8 million under the MassWorks Infrastructure Program for the Route 119 and I-495 interchange traffic mitigation project was approved. We executed a Memorandum of Agreement with Littleton Commercial Investments, LLC, and awarded the contract to Onyx Corporation of Acton, MA, for the MassWorks traffic mitigation project. A ground-breaking ceremony for The Point project was held in August.

With Town Meeting's authorization, the Selectmen unanimously approved a Tax Increment Financing (TIF) agreement for FIBA Technologies at 53 Ayer Road under the State's Economic Development Incentive Program to promote job growth. FIBA is moving their facilities to Littleton, and will increase its workforce by 67 employees by the end of 2015.

The Board voted to approve the 15 Great Road Host Community Agreement (HCA) with the principals of Omni Development. The language of the HCA ensure that the town's affordable housing inventory will remain above the 10% goal set by the state until the 2030 U.S. Census, allowing the ZBA to disapprove without appeal any future 40B applications.

The Board approved a restaurant license for all-alcoholic beverages for the new Pub on the Common, bringing another option for Littletonians to dine in the Common area.

Fiscal Management

Standard and Poor's Rating Service affirmed the Town of Littleton's AA bond rating with a stable outlook. The report stated Littleton's rating as a strong financial position and management practices.

The Board approved the sale of \$5,437,000 general obligation refunding bonds at 1.1244%. The bonds would refund a portion of the Town's \$28,656,000 general obligation bonds issued in 2003 maturing in 2023.

The Board successfully funded the budget for Fiscal Year 2013 and started early on the FY 2014 budget.

Town Services

As part of the Selectmen's goals, work continued on the ongoing road improvement plan with designs being completed for Harvard Road; construction to begin in 2013.

The Board approved a Memorandum of Agreement with the School Committee and the Park and Recreation Commission regarding shared responsibilities for recreational facilities, including provision of services by the Littleton Highway Department, such as field maintenance.

Organization

The Board of Selectmen and the Council on Aging both unanimously approved an agreement to implement in Littleton, for the benefit of its seniors, "best practices" for councils on aging endorsed by the Massachusetts Executive Office of Elder Affairs, including establishing the COA in an advisory role and having the Director of Elder and Human Services be appointed by the Town Administrator with approval of the Selectmen and the Council on Aging.

After several months of interviews by the Fire Chief Search Committee, the board voted and approved a three year contract with Scott T. Wodzinski as the Fire Chief for the Town of Littleton.

The Board ratified new three-year contracts with the Littleton's police, fire, and dispatch unions.

Environment

TOWN OF LITTLETON, MASSACHUSETTS

The Board voted to establish the Couper Farm Preservation Committee and the Solar PILOT (payment in lieu of taxes) Subcommittee.

Littleton is a community that still possesses a rural feel and a commitment to its agricultural heritage. The town provides an excellent education to our students and is where the citizens are provided high-quality public services. Over the years, I have seen Littleton continue to become a more desirable town to raise a family, work, and spend consumable dollars. I thank you for the opportunity to serve the citizens of Littleton on the Board of Selectmen and I thank the town employees and board volunteers for their dedication, hard work and solid results over the past year.

Respectfully submitted,
Gregg S. Champney, Chairman
Board of Selectmen



August 6, 2012 groundbreaking for the MassWorks Infrastructure Program-supported Rt.119/I-495 Interchange Safety and Capacity Improvement Project, and Sam Park & Company's 580,000-square foot mixed use development, "The Point."

L-R: Congresswoman Niki Tsongas, State Representative Jim Arciero, Board of Selectmen Chairman Gregg Champney, State Senator Jamie Eldridge, Town Administrator Keith Bergman, developer Sam Park, and Massachusetts Economic Development Secretary Greg Bialecki.

TOWN ADMINISTRATOR

I am pleased to submit this, my sixth, report as Town Administrator for the Town of Littleton.

The Town of Littleton is committed to economic development consistent with community character. In promoting quality job growth, we have a true partnership with the Commonwealth of Massachusetts and the Executive Office of Housing and Economic Development, with whom the Town has worked closely-- first in planning, and now in implementing that vision. The 495/MetroWest Development Compact Plan issued by the EOED Secretary in 2012 included Littleton Common and the crossroads of Route 2 at I-495 among the State's list of priority areas for development.

A focus of the Town's efforts has been Littleton Common, which hosts the Littleton campus of IBM's MassLab facility-- its largest software development campus in North America, with 495,000 square feet of office space for 2,200 employees-- and the 580,000-square-foot mixed-use development which Sam Park & Company is building on the 90-acre site now called "The Point," which will create 400 more jobs. On August 6, 2012, Massachusetts Economic Development Secretary Greg Bialecki joined Congresswoman Niki Tsongas, State Senator Jamie Eldridge, State Representative Jim Arciero, developer Sam Park of Sam Park & Co. and Littleton town officials to break ground on the Route 119/I-495 Interchange Safety and Capacity Improvement Project, and Sam Park's mixed use development. The Board of Selectmen had awarded a construction contract on May 14, 2012 to Onyx Corporation of Acton in the amount of \$2,334,620, funded by a \$1.8-million MassWorks grant and \$600,000 from Sam Park & Company.

Along the Route 2A / Route 110 industrial corridor, the Town of Littleton welcomed FIBA Technologies as the new owner of 53 Ayer Road, a half-million-square-foot industrial facility that will house the relocation to Littleton of FIBA's high-pressure gas containment manufacturing business. In recognition of the creation of a net increase of 67 jobs, voters at the November 14, 2012 Special Town Meeting approved a 20-year Tax Increment Financing agreement for FIBA.

The Town looks forward to the planned completion in 2013 of the reconstruction of the Littleton commuter rail station at the intersection of Grimes Lane and Foster Street, and the dual tracking of the Fitchburg commuter rail line in Littleton. The enhanced schedule which the Fitchburg line improvements will help bring about will greatly support local and regional employers whose employees live in the Boston and Cambridge area and do a "reverse commute" to Littleton and this region each day.

With the help of funding from the State's Community Innovation Challenge grant program, Littleton is working with the Towns of Acton, Boxborough, Concord, Maynard, Stow, and Westford on a shared transportation project to establish a transportation management association (TMA) and other public/private strategies to provide a framework for decisions about transportation services in our region, including a shuttle that will connect commuter rail stations with local businesses.

In affirming the Town of Littleton's 'AA' bond rating, with a stable outlook, Standard & Poor's Ratings Services upgraded its view of the Town's financial management practices from "good" to "strong" on November 27, 2012, noting that practices are strong, well embedded and likely sustainable. The stable outlook reflects S&P's expectation that "Littleton's continued strong fiscal management will allow the town to maintain strong general fund reserves commensurate with its formal policy throughout the economic cycle."

TOWN OF LITTLETON, MASSACHUSETTS

On December 3, 2012, the Board of Selectmen approved the refunding of some \$5.437-million in 2003 bonds, with a reduced interest rate of just 1.1%, which will save the Town a total of \$1.952-million over the next ten years.

Following months of meetings and discussions about various group health plan design options between the Town's finance team and members of the Insurance Advisory Committee (IAC)-- which represents the Town's employees and retirees-- the Board of Selectmen entered into a Memorandum of Agreement with the Littleton Public Employee Committee on March 12, 2012 to implement group health insurance plan design changes estimated to generate total savings of \$316,826.

The November 14, 2012 Special Town Meeting implemented a classification and compensation plan update for union and non-union employees, by amending the Personnel By-law and approving new three-year contracts for the police, fire, and dispatch unions. Also included was a comprehensive update of the sick leave, and short- and long-term disability policies, which limits the amount of sick time available to employees while providing them salary protection during periods of extended illnesses. Changes approved also included providing for pay on a biweekly, rather than weekly, basis.

On February 11, 2013, the Board of Selectmen approved a host community agreement for the 15 Great Road development which provides for up to \$1.2-million in mitigation payments and provides assurance that the Town will remain above the 10% Chapter 40B affordability goal through 2031.

Let me express my appreciation to the Board of Selectmen for their support in renewing my contract with the Town of Littleton for another three years.

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 2012-2013 judicial and administrative appeals:

- 1) DUTCHER v. LITTLETON PLANNING BOARD, Land Court No. 13 MISC 476155 (KCL). In the decision dated January 11, 2013, the Planning Board denied the Plaintiffs' application for endorsement of an Approval Not Required ("ANR") plan creating four new lots on Moore Lane. The Plaintiff has appealed this decision pursuant to M.G.L. c.41, §81BB.
- 2) 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.

- 3) 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.
- 4) BUTTERWORTH, et al. v. LITTLETON PLANNING BOARD, et al., Land Court No. Case 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.
- 5) 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.
- 6) 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.
- 7) 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.
- 8) 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.
- 9) AQUARIUS SANCTUARY CENTER FOR HIGHER LEARNING AND HEALING, INC. v. LITTLETON BOARD OF APPEALS, Land Court No. 08-MISC-378178 (JCC). This case concerns Aquarius Sanctuary's claim that it is an educational use exempt from zoning pursuant to *M.G.L. c.40A, §3*, and that it may therefore continue to operate its business in a residentially zoned neighborhood. In a decision dated December 17, 2009, the Land Court denied Aquarius Sanctuary's motion for summary judgment.

Miyares and Harrington
Littleton Town Counsel

INFORMATION SYSTEMS

Projects:

One of the top priorities for the past few months has been to continue to update electronic town maps. With help from the Massachusetts Office of Geographic Information, MassGIS, a total map conversion is underway. The assessor's parcel paper maps have been submitted for conversion to electronic maps. Upon completion, a new library of digitized maps will be available for use with MapsOnline, which will then be available on our website.

Infrastructure & Inventory

Town of Littleton Fiber Optic Network

The Town of Littleton has a high speed, redundant Fiber Optic network connecting all municipal buildings, except the Shaker Lane School and the Russell St. Middle School. This fiber network is owned and operated by Littleton Electric Light Dept., with maintenance and new installations performed by LELD & Phoenix Communications of Worcester, MA. We are currently working on plans to connect the Middle

TOWN OF LITTLETON, MASSACHUSETTS

School, and hope to have that in place within the next few months. Connectivity to the Shaker Lane School is a long term goal.

Littleton Electric Light Dept. is the main hub of the fiber network with the Littleton Police Dept. utilized as the redundant location for network hardware and fiber terminations. Both locations have proper backup power & generation ensuring the maximum uptime of the network. Each municipal building has, or will have connections to both LELD & LPD and can function if service is interrupted to either of those locations. This allows the Town of Littleton to share resources such as Internet connectivity, Exchange email, and VoIP Telephone services and minimize the amount of downtime to any one location. The Electric Substation, Water Treatment Plant and all of our well sites are connected as well allowing us consistent control of our Electric & Water infrastructures as well as accurate data from all remote locations.

We are completing connectivity from the Littleton Community TV studios to LPD which will allow us to cover meetings from both LPD & Town Hall. We are also planning to connect the Littleton Middle School to the LCTV studios as well, to allow coverage of Town Meetings and other important events.

Respectfully Submitted,
Nancy Glencross
Alan Brown

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 create a memorable and meaningful 300th celebration for our town in 2014. Nine subcommittees have been formed with over 60 volunteers to plan and organize events including the Open and Closing Ceremonies, Picnic, Parade, Fireworks, and Ball. Additional volunteers collaborate on Finance, Publicity, Legacy, and Community Outreach subcommittees to support this endeavor.

Respectfully submitted,
Tercentenary General Committee
Jack Holmer, Chairman

DEPARTMENT OF FINANCE AND BUDGET

TOWN ACCOUNTANT

I hereby submit my report as the Town Accountant for the fiscal year ending June 30th, 2012.

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.

Town Operating budgets continue to feel pressure as a result of stagnant State Aid levels. In Fiscal 2012 the Town's state aid was essentially flat over the FY2011 actual amounts received for both Town and School State Aid Accounts. As a result, operating budgets for the town departments (non school) have not been allowed to increase service levels since FY2005, while employee benefit costs have increased by double digits annually due to the combination of health insurance premium increases as well as increased enrollment. 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, there was continued support from the taxpayers for investments in town equipment, facilities and infrastructure. The FY2012 capital plan included \$904,500 in expenditures under the levy limit and included the replacement of the Fire Department's Engine 1 as well as refurbishments to the aging fleet in the Highway Department. Roadway improvements also continue, with the completion of Bruce and Whitcomb Street 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

Department	FY 2012 Budget	FY 2012 Actual	Budget vs Actual
114 MODERATOR			
Personal Services	\$ 0	0	0
Expenses	<u>100</u>	<u>45</u>	<u>55</u>
Total 114	100	45	55

122 SELECTMEN / TOWN ADMINISTRATOR

TOWN OF LITTLETON, MASSACHUSETTS

Department	FY 2012 Budget	FY 2012 Actual	Budget vs Actual
Personal Services	159,015	156,993	2,022
Expenses	11,870	11,794	76
MAGIC Assessment	<u>1,628</u>	<u>1,625</u>	<u>3</u>
Total 122	172,513	170,412	2,101
131 FINANCE COMMITTEE			
Personal Services	0	0	0
Expenses	<u>500</u>	<u>173</u>	<u>327</u>
Total 131	500	173	327
132 RESERVE FUND			
Expenses	<u>150,000</u>	<u>1,218</u>	<u>148,782</u>
Total 132	150,000	1,218	148,782
135 FINANCE AND BUDGET			
Personal Services	507,577	503,167	4,410
Expenses	48,117	48,117	0
Audit	<u>34,500</u>	<u>34,500</u>	<u>0</u>
Total 135	590,194	585,784	4,410
151 LEGAL			
Expenses	<u>208,246</u>	<u>208,246</u>	<u>0</u>
Total 151	208,246	208,246	0
155 INFORMATION SYSTEMS			
Personal Services	60,727	60,263	464
Expenses	<u>84,943</u>	<u>84,943</u>	<u>0</u>
Total 155	145,670	145,206	464
161 TOWN CLERK			
Elected Salaries	49,126	49,126	0
Personal Services	16,695	16,397	298
Expenses	1,500	1,500	0
Transfer In - Dog Tax Fund	<u>(2,200)</u>	<u>(2,200)</u>	<u>0</u>
Total 161	65,121	64,823	298
162 ELECTIONS & REGISTRATIONS			
Personal Services	0	0	0
Expenses	<u>11,377</u>	<u>11,377</u>	<u>0</u>
Total 162	11,377	11,377	0
171 CONSERVATION COMMISSION			

Department	FY 2012 Budget	FY 2012 Actual	Budget vs Actual
Personal Services	20,730	20,730	0
Expenses	1,000	941	59
Transfer In - Wetland Fund	<u>(5,050)</u>	<u>(5,050)</u>	<u>0</u>
Total 171	16,680	16,621	59
175 PLANNING BOARD			
Personal Services	52,628	52,628	0
Expenses	<u>1,175</u>	<u>1,175</u>	<u>0</u>
Total 175	53,803	53,803	0
176 APPEALS BOARD			
Personal Services	5,285	4,399	886
Expenses	<u>1,200</u>	<u>557</u>	<u>643</u>
Total 176	6,485	4,956	1,529
191 BUILDING MAINTENANCE			
Personal Services	48,436	48,436	0
Expenses	<u>355,027</u>	<u>355,027</u>	<u>0</u>
Total 191	403,463	403,463	0
193 GENERAL INSURANCE			
Expenses	<u>290,000</u>	<u>279,674</u>	<u>10,326</u>
Total 193	290,000	279,674	10,326
194 EMPLOYEE/RETIREE BENEFITS			
Expenses	4,987,143	3,758,525	1,228,618
Other Post Employment Benefits Liability Fund	500,000	500,000	0
Transfer In - Recreation Revolving	<u>(14,416)</u>	<u>(14,416)</u>	<u>0</u>
Total 194	5,472,727	4,244,109	1,228,618
196 TOWN REPORT / TOWN MEETING			
Expenses	<u>5,000</u>	<u>4,915</u>	<u>85</u>
Total 196	5,000	4,915	85
210 POLICE / DISPATCH			
Personal Services	1,463,080	1,463,079	1
Expenses	<u>100,571</u>	<u>100,571</u>	<u>0</u>
Total 210	1,563,651	1,563,650	1
220 FIRE / EMS DEPARTMENT			
Personal Services	652,004	641,534	10,470

TOWN OF LITTLETON, MASSACHUSETTS

Department	FY 2012 Budget	FY 2012 Actual	Budget vs Actual
Expenses	96,523	96,523	0
Transfer In -Ambulance Fees	(287,000)	(287,000)	0
Total 220	460,527	451,057	9,470
241 BUILDING DEPARTMENT			
Personal Services	89,059	87,150	1,909
Expenses	5,430	5,430	0
Transfer In - Inspectional Revolving	(3,000)	(3,000)	0
Total 241	91,489	89,580	1,909
300 SCHOOL DEPARTMENT			
Budget	14,977,076	14,977,076	0
Transfer In - LH Zappy Trust	(200)	(200)	0
Transfer In - Hildreth Trust	(6,000)	(6,000)	0
Transfer In - Goldsmith Trust	(500)	(500)	0
Transfer In - Johnson Trust	(750)	(750)	0
Total 300	14,969,626	14,969,626	0
301 NASHOBA TECH ASSESSMENT			
Expenses	620,423	620,422	1
Total 301	620,423	620,422	1
420 HIGHWAY DEPARTMENT			
Personal Services	689,660	651,324	38,336
Expenses	391,034	389,847	1,187
Streetlights	30,829	30,829	0
Park Maintenance	6,800	6,800	0
Wastewater	66,938	66,938	0
B&M Crossing	2,806	2,806	0
Gasoline	102,054	102,054	0
Total 420	1,290,121	1,250,598	39,523
422 ROADWAY REPAIRS			
Expenses	474,142	474,142	0
Total 422	474,142	474,142	0
423 SNOW & ICE			
Personal Services	68,000	54,546	13,454
Expenses	132,000	162,469	(30,469)
Total 423	200,000	217,015	(17,015)
491 CEMETERY DEPARTMENT			

Department	FY 2012 Budget	FY 2012 Actual	Budget vs Actual
Personal Services	77,778	77,778	0
Expenses	17,800	17,482	318
Transfer In - Sale of Cemetery Lots	(12,000)	(12,000)	0
Transfer In - Graves	<u>(18,897)</u>	<u>(18,897)</u>	<u>0</u>
Total 491	64,681	64,363	318
510 HEALTH DEPARTMENT			
Personal Services	20,437	20,439	(2)
Expenses	2,574	2,574	0
Assessment - Nashoba BOH	21,650	21,651	(1)
Assessment - Nashoba Nursing	8,250	8,182	68
Assessment - Eliot Clinic	3,780	3,780	0
Animal Inspector	2,400	2,400	0
Transfer In - B. Sampson Animal Fund	<u>(2,500)</u>	<u>(2,500)</u>	<u>0</u>
Total 510	56,591	56,526	65
541 COUNCIL ON AGING			
Personal Services	63,210	63,210	0
Expenses	<u>13,416</u>	<u>11,861</u>	<u>1,555</u>
Total 541	76,626	75,071	1,555
543 VETERANS SERVICES			
Personal Services	5,000	5,000	0
Expenses	1,009	1,009	0
Veteran Benefits	<u>31,952</u>	<u>31,952</u>	<u>0</u>
Total 543	37,961	37,961	0
610 REUBEN HOAR LIBRARY			
Personal Services	359,971	350,460	9,511
Expenses	65,900	65,859	41
Merrimack Valley Assessment	31,714	31,714	0
Transfer In - Library Trust Fund	<u>(13,000)</u>	<u>(13,000)</u>	<u>0</u>
Total 610	444,585	435,033	9,552
630 PARK AND RECREATION DEPARTMENT			
Personal Services	151,638	151,638	0
Expenses	7,500	7,500	0
Transfer In - Revolving Wages	(87,162)	(87,162)	0
Transfer In - Revolving Fields	<u>0</u>	<u>0</u>	<u>0</u>
Total 630	71,976	71,976	0

TOWN OF LITTLETON, MASSACHUSETTS

Department	FY 2012 Budget	FY 2012 Actual	Budget vs Actual
690 OTHER CULTURE & RECREATION			
Historical	700	444	256
Memorial Day	500	350	150
Patriot's Day	<u>50</u>	<u>50</u>	<u>0</u>
<i>Total 690</i>	1,250	844	406
710 LONG TERM DEBT	5,004,135	5,004,135	0
720 SHORT TERM DEBT	147,289	147,289	0
Transfer In - Cemetery Trust	(13,000)	(13,000)	0
Transfer In - Self Help Grant	(17,000)	(17,000)	0
Transfer In - Wastewater Settlement	(17,274)	(17,274)	0
Transfer In - Oak Hill Cell Tower	(38,113)	(38,113)	0
Transfer In - Newtown Hill Cell Tower	(49,641)	(49,641)	0
Transfer In - Clean Lakes	0	0	0
Transfer In - Bond Premium	(70,086)	(70,086)	0
Transfer In - Community Preservation	(67,111)	(67,111)	0
Transfer In - Light Department	<u>(183,309)</u>	<u>(183,309)</u>	<u>0</u>
<i>Total Debt Service</i>	4,695,890	4,695,890	0

Balance Sheet 07/01/2011-06/30/2012

	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	10,354,099.51	4,719,456.53	34,530.70	1,003,394.11	16,003,624.17	304,278.07	210,796.43	7,166,910.87	254,066.28	0.00
Receivables	0.00	609,636.17	0.00	0.00	-7,594.53	0.00	0.00	0.00	0.00	0.00
Property Taxes	686,106.33	2,020.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Allowance for Abate & Exempt	-1,173,287.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tax Liens	377,088.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Motor Vehicle Excise	124,103.54	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	38,697,235.76
TOTAL ASSETS	10,368,110.36	5,331,113.26	34,530.70	1,003,394.11	15,996,029.64	2,056,153.07	210,796.43	7,166,910.87	254,066.28	38,697,235.76
LIABILITIES										
Liabilities	486,572.76	430,937.71	0.00	0.00	-7,594.53	0.00	0.00	0.00	254,066.28	3,331,582.93
Tailings	10,716.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Def Rev Prop Tax	-487,180.90	2,020.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Def Rev Tax Liens	377,088.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Def Rev MV Excise	124,103.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
L - User Charges / Liens	0.00	178,698.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bonds Payable	0.00	0.00	0.00	685,000.00	946,400.00	1,751,875.00	0.00	0.00	0.00	38,697,235.76
BANS DUE	0.00	0.00	0.00	438,874.00	0.00	819,700.00	0.00	0.00	0.00	0.00
TOTAL LIABILITIES	511,299.77	611,656.73	0.00	1,123,874.00	938,805.47	2,571,575.00	0.00	0.00	254,066.28	42,028,818.69
FUND BALANCES FUND										
EQUITY	23,463.98	4,719,456.53	34,530.70	-120,479.89	15,057,224.17	0.00	0.00	7,166,910.87	0.00	0.00
Reserved for Encumberances	3,159,949.31	0.00	0.00	0.00	0.00	169,493.81	0.00	0.00	0.00	0.00
Reserved for Expenditures	689,233.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Reserved for Deficits/BAN	0.00	0.00	0.00	0.00	0.00	-819,700.00	0.00	0.00	0.00	0.00
Designated	538,620.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Undesignated	5,445,544.24	0.00	0.00	0.00	0.00	134,784.26	210,796.43	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	9,856,810.59	4,719,456.53	34,530.70	-120,479.89	15,057,224.17	-515,421.93	210,796.43	7,166,910.87	0.00	0.00
TOTAL LIABILITIES & FUND BALANCES	10,368,110.36	5,331,113.26	34,530.70	1,003,394.11	15,996,029.64	2,056,153.07	210,796.43	7,166,910.87	254,066.28	42,028,818.69

TOWN TREASURER**OUTSTANDING BOND DEBT AS OF JUNE 30, 2012**

<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	946,400.00	9/15/2018
<u>Sub Total - Light Department Debt</u>		1,248,000.00	946,400.00	
<u>Water Department</u>				
Ultrafiltration #1- Water Dept				
2/15/1999	refunding	1,485,000.00	380,000.00	12/1/2014
1/15/2003	Water Tank - Water Department	1,332,000.00	715,000.00	1/15/2023
5/15/2005	Nashoba Rd - Water Department	350,000.00	210,000.00	5/15/2023
Ultrafiltration #2 -Water Dept				
12/15/2007	refunding	414,225.00	226,875.00	9/15/2016
2/1/2010	Water Capital Improvments	191,088.00	170,000.00	2/1/2029
2/1/2010	Ozone Generator	86,609.00	50,000.00	2/1/2018
4/15/2011	Goldsmith Street	1,094,400.00	1,035,000.00	4/15/2031
<u>Sub Total - Water Department Debt</u>		4,953,322.00	2,786,875.00	
<u>Town Debt - Inside Prop 2 1/2</u>				
Town Offices renovation -				
12/15/2007	refunding	256,550.00	121,250.00	9/15/2015
12/15/2007	Fire House renovations - refunding	77,050.00	35,416.67	9/15/2016
2/15/1999	Matawanakee Betterment	450,000.00	140,000.00	12/1/2018
12/15/2007	Shaker Lane - Refunding	2,352,000.00	1,783,600.00	9/15/2018
1/15/2003	Police Land	525,000.00	255,000.00	1/15/2022
1/15/2003	High School	23,795,000.00	13,085,000.00	1/15/2023
5/15/2005	Land Acquisition - Hartwell	575,000.00	330,000.00	5/15/2023
5/15/2005	Land Acquisition - Prouty	500,000.00	300,000.00	5/15/2024
4/29/1999	Septic Loan Program #1	199,806.72	55,502.00	2/1/2017
11/15/2002	Septic Loan Program #2	189,473.68	94,056.76	8/1/2020
2/1/2010	Land Acquisition - Lucy's Land	150,000.00	130,000.00	2/1/2029
Building Renovation-Houghton				
2/1/2010	Roof	195,000.00	170,000.00	2/1/2029
4/15/2011	Cobbs Land	323,955.00	300,000.00	4/15/2031
<u>Sub Total - Town Debt - Inside Prop 2 1/2</u>		29,588,835.40	16,799,825.43	
<u>Town Debt - Outside Prop 2 1/2</u>				
1/15/2003	Land Acquisition - Morrison	1,768,000.00	820,000.00	1/15/2020
5/15/2005	Waste Water Treatment Facility		1,130,000.00	5/15/2025

<u>Date of Issue</u>	<u>Issue</u>	<u>Original Amount</u>	<u>Current Balance</u>	<u>Maturity Date</u>
		1,760,000.00		
1/15/2008	Middle School	7,554,000.00	5,910,000.00	3/15/2027
1/23/2008	Middle School - Low Interest Loan	2,142,297.00	1,820,952.45	11/1/2028
12/15/2007	Land Acq - Frost Whit refunding	322,175.00	176,458.33	9/15/2016
2/1/2010	Police Station Construction	6,023,303.00	5,380,000.00	2/1/2029
2/1/2010	Police Station Design	300,000.00	260,000.00	2/1/2028
4/15/2011	Russell St School - Design	232,800.00	215,000.00	4/15/2031
4/15/2011	Russell St School - Construction	5,428,845.00	5,150,000.00	4/15/2031
<i>Sub Total - Town Debt - Outside Prop 2 1/2</i>		25,531,420.00	20,862,410.78	
<i>Total - Town Debt</i>	-	55,120,255.40	37,662,236.21	
<i>Total - All Debt</i>	-	61,321,577.40	41,395,511.21	
<i>Remaining Reimbursements on Town Debt (inside Prop 2 1/2)</i>				
<u>Source</u>				
State	High School	10,022,397.00		
State	Shaker Lane	1,662,904.00		
CPA Funds	Houghton Roof	170,000.00		
CPA Funds	Land Acquisition - Lucy's Land	130,000.00		
CPA Funds	Cobbs Land	300,000.00		
Cell Tower Funds	Land Acquisition - Hartwell	330,000.00		
Cell Tower Funds	Land Acquisition - Prouty	300,000.00		
<i>Total - Town Debt Reimbursements</i>	-	12,915,301.00		
<i>Net Town Debt remaining (Inside Prop 2 1/2)</i>		3,884,524.43		

Funds under care of the Town Treasurer as of June 30, 2012

General Fund, Revolving Funds, Grants, Bonds & Other Funds	\$ 18,707,768.36
OPEB Trust Fund - Town, Light & Water Departments	1,729,659.40
Stabilization	1,595,218.58
Water Enterprise Fund	304,278.07
Light Department Operating Funds	4,379,856.20
Light Department Depreciation Fund	3,888,659.44
Light Department Rate Stabilization Fund	6,802,209.85
Light Department Retirement Trust Fund	932,898.68
Trust Funds managed by the Trust Fund Commissioners	<u>3,841,904.76</u>
	<u>\$ 42,182,453.34</u>
 Cash Balance June 30, 2011	\$ 38,659,231.35
Cash Receipts	\$ 77,938,491.41
Cash Disbursements	<u>\$ (74,415,269.42)</u>

TOWN OF LITTLETON, MASSACHUSETTS

<u>Date of Issue</u>	<u>Issue</u>	<u>Original Amount</u>	<u>Current Balance</u>	<u>Maturity Date</u>
	Ending Cash June 30, 2012			\$ 42,182,453.34

The above report reflects the cash and bond balances of the Town as of June 30, 2012.

Respectfully submitted,
Steven Venuti, Treasurer

EMPLOYEE TOTAL EARNINGS – JANUARY TO DECEMBER, 2012

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

<u>Dept</u>	<u>Employee</u>	<u>Title</u>	<u>2012 Earnings *</u>
<u>ACCOUNTANT</u>			
	HOLSTON, BONNIE-MAE	ASSISTANT TOWN ADMINISTRATOR FOR FINANCE/BUDGET	79,155.84
	REYNOLDS, MICHELLE	ASSISTANT ACCOUNTANT	34,159.80
	MANCHUSO, JANICE	FINANCE TECHNICIAN	4,363.77
<u>ASSESSORS</u>			
	MILDREN, KENNETH	CHIEF ASSESSOR	70,346.16
	FREITAS, LORRAINE	ASSISTANT ASSESSOR	42,851.26
	HARDING, ANITA	ASSISTANT ASSESSOR	42,851.26
<u>BUILDING</u>			
	BERNIER, ROLAND	BUILDING COMMISSIONER	70,592.96
	COBLEIGH, MICHELLE	ADMIN ASSISTANT -BUILDING	41,478.08
<u>CEMETERY</u>			
	SULLIVAN, CRAIG	CEMETERY SUPERINTENDENT	50,099.88
	TAYLOR, LAURIE	CEMETERY GROUNDSKEEPER	38,621.52
<u>COLLECTOR</u>			
	QUINN, REBECCA	TAX COLLECTOR	57,303.36
<u>CONSERVATION COMMISSION</u>			
	HAMPSON, HEATHER	ADMIN ASSISTANT- CONSERVATION	21,916.98
<u>CONTROL CTR DISPATCH</u>			
	MURPHY, JOHN	DISPATCHER	76,904.37
	BEMIS, TIMOTHY	COMMUNICATIONS SUPERVISOR	70,835.78
	WELCH, SAMUEL	DISPATCHER	64,160.36
	COFFEY, SEAN	COMMUNICATIONS OFFICER	33,180.83
	WOODS, JOSEPH	COMMUNICATIONS OFFICER	20,213.47
	BROWN, JOSEPH	DISPATCHER	14,071.87
<u>COUNCIL ON AGING</u>			
	NOWICKI, JANICE	DIRECTOR OF ELDER AND HUMAN SERVICES	57,247.77
	MAEDER, CONSTANTINA	OUTREACH COORDINATOR/ RESPITE CARE	36,753.15
	OGILVIE, GEORGE	COA VAN DRIVER	25,957.50
	CAMPBELL, NEIL	COA VAN DRIVER	8,910.00
	HARLOW, CAROLYN	COA DISPATCHER	6,374.96

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>2012 Earnings *</i>
	HARLOW, NORMAN	MART DRIVER	5,319.75
	FOSTER, PATRICIA	MART DISPATCHER	3,450.00
	CAMPBELL, PAMELA	INTERIM EHS DIRECTOR	3,447.60
	KENT, RICHARD	PT MART DRIVER	1,973.00
	RAYMOND, SUSAN	SENIOR WORK PROGRAM	1,024.00
	CHILDS, MARTHA	SENIOR WORK PROGRAM	880.00
	LARSEN, MARGARET	SENIOR WORK PROGRAM	834.00
	HUNT, JAMES	SENIOR WORK PROGRAM	748.00
	CHRISFIELD, JANE	SENIOR WORK PROGRAM	728.00
	HRONIK, MARY	SENIOR WORK PROGRAM	728.00
	WHITCOMB, DAVID	SENIOR WORK PROGRAM	712.00
	HJERPPE, PER	SENIOR WORK PROGRAM	672.00
	PAYNE, MARJORIE	SENIOR WORK PROGRAM	650.00
	BOWLES, CATHERINE	SENIOR WORK PROGRAM	596.00
	PROTASOWICKI, DELIA	SENIOR WORK PROGRAM	580.00
	LYNCH, JUDITH	SENIOR WORK PROGRAM	576.00
	WOODBINE, RICHARD	SENIOR WORK PROGRAM	572.00
	FISHER, LYNDA	SENIOR WORK PROGRAM	568.00
	OGILVIE, NATALIE	SENIOR WORK PROGRAM	556.00
	AMES, JOHN	SENIOR WORK PROGRAM	536.00
	CORBIN, SHARON	SENIOR TAX PROGRAM	536.00
	JASINS, ELAINE	SENIOR WORK PROGRAM	536.00
	JESENSKY, ANTHONY	SENIOR WORK PROGRAM	536.00
	WHITE, DONNA	SENIOR TAX PROGRAM	536.00
	DENUCCE, THOMAS	SENIOR WORK PROGRAM	532.00
	ZOTO, MARGARET	SENIOR WORK PROGRAM	498.00
	RUSSO, CLAIRE	SENIOR WORK PROGRAM	492.00
	ALLEN, MARIE	SENIOR WORK PROGRAM	488.00
	CURTIN, MILDRED	SENIOR WORK PROGRAM	488.00
	DIGIACOMO, JAMES	SENIOR WORK PROGRAM	488.00
	DOUGLAS-ARAUJO, ELLEN	SENIOR WORK PROGRAM	488.00
	EWING, WILLIAM	SENIOR WORK PROGRAM	488.00
	FRIDAY, RICHARD	SENIOR WORK PROGRAM	488.00
	GATES JR, JOHN	SENIOR WORK PROGRAM	488.00
	GIRARD, PAULETTE	SENIOR WORK PROGRAM	488.00
	HALLORAN, JOYCE	SENIOR WORK PROGRAM	488.00
	HILSINGER, NANCY	SENIOR WORK PROGRAM	488.00
	HOLT, MARY	SENIOR WORK PROGRAM	488.00
	JOYCE JR, PATRICK	SENIOR WORK PROGRAM	488.00
	KAMB, BARBARA	SENIOR WORK PROGRAM	488.00
	MCPHERSON, MARY	SENIOR WORK PROGRAM	488.00
	MITRANO, GAIL	SENIOR WORK PROGRAM	488.00
	NEWMAN, JOYCE	SENIOR WORK PROGRAM	488.00
	QUINN, FRANCIS	SENIOR WORK PROGRAM	488.00
	RILEY, MARGARET	SENIOR WORK PROGRAM	488.00
	ROBERTS, MARIANNE	SENIOR WORK PROGRAM	488.00
	RUSSELL, MARSHA	SENIOR WORK PROGRAM	488.00
	SABOURIN, MARIA	SENIOR WORK PROGRAM	488.00

TOWN OF LITTLETON, MASSACHUSETTS

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>2012 Earnings *</i>
	SANDERS, GEORGE	SENIOR WORK PROGRAM	488.00
	SCHWERIN, FREDERICK	SENIOR WORK PROGRAM	488.00
	SMITH, DON	SENIOR WORK PROGRAM	488.00
	SWEATT, ANNE	SENIOR WORK PROGRAM	488.00
	WIELINSKI, SUSAN	SENIOR WORK PROGRAM	488.00
	CHASE, DOROTHEA	SENIOR WORK PROGRAM	448.00
	BERA, AUDREY	SENIOR WORK PROGRAM	432.00
	BOWERS, JOHN	SENIOR WORK PROGRAM	432.00
	INGHAM, JOAN	SENIOR WORK PROGRAM	432.00
	FOUGSTEDT, SUSAN	SENIOR WORK PROGRAM	424.00
	TIRONE, MARGARET	SENIOR WORK PROGRAM	384.00
	WILLIS, JUDITH	SENIOR WORK PROGRAM	384.00
	STREETER, RAYMOND	SENIOR WORK PROGRAM	378.00
	STETSON, ROBERT	SENIOR WORK PROGRAM	346.00
	RUSSELL, BRUCE	SENIOR WORK PROGRAM	320.00
	ARTHUR, PAULINE	SENIOR WORK PROGRAM	304.00
	DONNELLY, JAMES	SENIOR WORK PROGRAM	304.00
	GREGORY, ALBERT	SENIOR WORK PROGRAM	286.00
	CALABRESOTTO, SALVATORE	SENIOR WORK PROGRAM	280.00
	PAYSON, DARRELL	SENIOR WORK PROGRAM	276.00
	LYONS, JANE	SENIOR WORK PROGRAM	272.00
	HARDING, DAVID	SENIOR WORK PROGRAM	248.00
	MEIER, ROBERT	SENIOR WORK PROGRAM	248.00
	MEIER, LOIS	SENIOR WORK PROGRAM	240.00
	MONGELLI, NANCY	SENIOR WORK PROGRAM	240.00
	ARTHUR, HAROLD	SENIOR WORK PROGRAM	232.00
	GREGORY, BERNICE	SENIOR WORK PROGRAM	232.00
	NELSON, PRISCILLA	SENIOR WORK PROGRAM	228.00
	SULLIVAN, JANET	SENIOR WORK PROGRAM	222.00
	BRUCE, EDWARD	SENIOR WORK PROGRAM	180.00
	GRAHAM, JEAN	SENIOR WORK PROGRAM	176.00
	MCCORMACK, JAMES	SENIOR WORK PROGRAM	172.00
	PAYSON, ANN LOUISE	SENIOR WORK PROGRAM	172.00
	RUSSELL, LESLIE	SENIOR WORK PROGRAM	168.00
	SAMMARCO, JEANINE	SENIOR WORK PROGRAM	164.00
	DAIELL, ROBIN	SENIOR WORK PROGRAM	160.00
	DOUGLAS, DIANE	SENIOR WORK PROGRAM	132.00
	CARPENTIER, SHARON	SENIOR WORK PROGRAM	128.00
	WOODBINE, BARRY	SENIOR WORK PROGRAM	112.00
	BOWERS, SALLY	SENIOR WORK PROGRAM	104.00
	TREPANIER, LOIS	SENIOR WORK PROGRAM	100.00
	STETSON, ELEANOR	SENIOR WORK PROGRAM	70.00
FIRE			
	MCCURDY III, ALEXANDER	FIRE CAPTAIN	84,023.12
	HOLT, SCOTT	FIREFIGHTER/EMT	82,618.44
	CLANCY, GEORGE	FIREFIGHTER/EMT	66,556.41
	DUNN, KEITH	FIREFIGHTER PREVENTION OFFICER	63,042.52
	MCGLOUGHLIN, LINDSAY	FIREFIGHTER/EMT	62,109.06

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>2012 Earnings *</i>
	SUNDQUIST, ALAN	FIREFIGHTER	55,080.85
	GARDNER, TERENCE	ON CALL FF/EMT ADVANCED	28,365.55
	TRIOLI, THERESA	ADMIN ASSISTANT - FIRE	28,301.12
	WODZINSKI, SCOTT	FIRE CHIEF	26,902.72
	ALCOTT, BRENDA	ON CALL EMT	12,932.10
	CAHILL, JAMES	ON CALL CAPTAIN	12,735.92
	SEELEY, MICHAEL	FIREFIGHTER/EMT	10,260.41
	DAVID, TYSON	FIREFIGHTER/EMT	9,981.15
	MCNAMARA, JOHN	ON CALL FF	8,900.88
	POLK JR., ANTHONY	FFIREFIGHTER/EMT	8,864.98
	DEBLASIO, MICHAEL	ON CALL FF/EMT ADVANCED	8,563.38
	KNEELAND JR., THOMAS	ON CALL FIRE LIEUTENANT	8,318.51
	CARTER, STEPHEN	FIRE CHIEF	7,811.96
	RAY, JAMES	ON CALL DEPUTY CHIEF	7,779.53
	MONIZ, DENISE	ON CALL EMT/ATHLETIC OFFICIAL	7,489.40
	DENEHY JR, MICHAEL	ON CALL LIEUTENANT	7,290.14
	HARROD, GREGORY	ON CALL FIREFIGHTER/EMT	7,215.00
	ROCK, JOSEPH	ON CALL CAPTAIN	6,532.88
	MCGLOUGHLIN, DAVID	ON CALL FIRE LIEUTENANT	5,325.68
	BELTRAMI, DONALD	ON CALL FIREFIGHTER/EMT	5,231.49
	WARD, SADIE	ON CALL FF/EMT	5,125.45
	ST GELAIS, BRIAN	ON CALL FIREFIGHTER	4,621.00
	COLWELL, BRYAN	ON CALL FF/EMT	4,603.99
	D'AURIA, JOHN	ON-CALL FF/EMT ADVANCED	4,598.12
	SURPRENANT, JEFFREY	ON CALL FIREFIGHTER	4,371.06
	BURG, EDWARD	ON CALL FF/EMT ADVANCED	4,252.91
	GASSIRARO, MICHAEL	ON CALL FF/EMT ADVANCED	3,217.73
	HEVENOR, KEITH	ON CALL EMT	2,973.36
	BYAM, ERIK	ON CALL FF/EMT ADVANCED	2,697.00
	KLEIN, SUZANNE	ON CALL EMT	2,141.18
	MONIZ, CHRISTINA	ON CALL EMT	1,927.50
	PUTNAM, JOHN	ON CALL FIREFIGHTER	1,838.50
	LELIEVRE, DAVID	ON CALL FIREFIGHTER	1,240.88
	HICKOX, MARK	ON CALL FIREFIGHTER	1,218.56
	LEFEBVRE II, DAVID	ON CALL FF/EMT ADVANCED	1,109.06
	SMITH, JASON	ON CALL PROB EMT	944.50
	ROCK, TERESA	ON CALL FF/EMT ADVANCED	930.46
	PACHECO, TIMOTHY	ON CALL EMT	595.07
	NOLLET, MIREILLE	ON CALL EMT	515.66
	KAISER, CHRISTOPHER	ON CALL FF/EMT	295.00
HIGHWAY			
	CLYDE, JAMES	HIGHWAY OPERATIONS MANAGER	87,291.21
	TEBBETTS, DANIEL	GENERAL FOREMAN	66,407.48
	DEVOGEL, JAMES	HIGHWAY WORKING FOREMAN	60,384.05
	NAWOICHIK, BARRY	EQUIPMENT OPERATOR/LABORER	59,012.49
	GODDARD, PATRICK	PARK WORKING FOREMAN	58,799.72
	MACFADGEN, WILLIAM	HIGHWAY MECHANIC	57,170.48
	BERNARD, SHAWN	EQUIPMENT OPERATOR/LABORER	56,627.06

TOWN OF LITTLETON, MASSACHUSETTS

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>2012 Earnings *</i>
	BENITEZ, JESUS	EQUIPMENT OPERATOR/LABORER	54,584.71
	KELSON, DEREK	EQUIPMENT OPERATOR/LABORER	46,260.86
	TOCCI, CATHERINE	BUSINESS ADMIN - HIGHWAY	43,430.72
	COTE, BRIAN	EQUIPMENT OPERATOR/LABORER	37,383.78
	UPPERMAN, CHRISTOPHER	TRANSFER STATION OPERATOR	33,968.45
		ASSISTANT TRANSFER STATION OPERATOR	
	ASHLEY, PHYLLIS	EQUIPMENT OPERATOR/LABORER	27,442.08
	LAWTON, DOUGLAS	TEMPORARY HIGHWAY LABORER	21,171.41
	CANDLEN, ERIC	EQUIPMENT OPERATOR/LABORER	3,923.18
	GOULD, JOSHUA	SUMMER HIGHWAY LABORER	3,747.32
	MALLOY, CHRISTOPHER		176.00
<u>LIBRARY</u>			
	FILIPE, CYNTHIA	LIBRARY	45,200.84
	OUELLETTE HADUCH, DIANN	CHILDREN SERVICES/SENIOR LIBRARIAN	39,519.17
	ZALEWSKI, LAURA	LIBRARY DIRECTOR	38,745.62
	SILL, JEANNE	SENIOR LIBRARY TECHNICIAN	38,137.48
	CURRAN, ANDREA	HEAD OF CIRC / INTERLIBRARY LOAN / SENIOR LIBRARIA	32,726.07
	GRAHAM, HELEN	TECHNICAL SERVICES/SENIOR LIBRARIAN	32,309.26
	SCHREIBER, LINDA	SENIOR LIBRARIAN	26,691.68
	CANTINO, JENNA	LIBRARY TECHNICIAN	16,741.03
	PALMER, SUSAN	LIBRARY TECHNICIAN	16,504.67
	SMITH, BETTY	SENIOR LIBRARIAN	13,887.48
	GEANISIS, MARGARET	LIBRARY TECHNICIAN	13,392.00
	MORSE, DOREEN	LIBRARY TECHNICIAN	10,533.99
	COHEN, MAXWELL	LIBRARY TECHNICIAN	5,956.83
	BERNARDI, JULIE	LIBRARY TECHNICIAN	4,752.45
	PENDLETON, SALLY	LIBRARY ASSISTANT	3,423.49
	TABER, JAMES	LIBRARY TECHNICIAN	1,964.70
	FREDERICKSEN, JULIE	LIBRARY ASSISTANT	1,808.82
	OTUYELU, MOBOLAJI	LIBRARY ASSISTANT	1,661.87
<u>LIGHT DEPARTMENT</u>			
	DANOS, SAVAS	GENERAL MANAGER	167,569.78
	EDWARDS, SCOTT	ASSISTANT GENERAL MANAGER	156,116.55
	LAWLER, NICHOLAS	SYSTEM ENGINEER	115,859.40
	HUNT, ROBERT	LEAD LINEMAN	113,022.39
	LARSEN, SCOTT	LEAD LINEMAN	109,690.40
	STEWART, JONATHAN	WORKING FOREMAN	109,341.60
	YOUNG JR, GERALD	BUSINESS MANAGER	108,216.80
	BROWN, ALAN	COMP SYST.MGR	106,994.00
	GIUMBAKIS, EVANGELOS	LEAD LINEMAN	105,728.00
	LIZOTTE, DAVID	LEAD LINEMAN	102,512.50
	LANCIANI, JOHN	ELECTRIC SERVICE TECHNICA	94,845.75
	MCFARLAND, MATTHEW	LINEMAN 1ST CLASS	93,865.47
	GODDARD, KEVIN	PR/MARKETING MANAGER	89,510.00
	PATTERSON, DANIEL	MECHANIC-FLEET/FACILITIES	87,092.84
	BURNHAM, TODD	LINEMAN 2ND CLASS	87,002.10
	MOSCARIELLO, GERALD	LIGHT DEPT MAINT.	80,543.37
	SNYER, TREVER	LINEMAN 3RD CLASS	76,178.59

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>2012 Earnings *</i>
	GOODY, MICHAEL	ENGINEERING SYSTEMS ANALYST	68,101.74
	THOMPSON, MARION	ASSOC. ACCOUNTANT	67,610.88
	GOUVEIA, MICHAEL	IT SYSTEMS ANALYST	67,072.80
	BOURASSA, RICHARD	METER TECHNICIAN	63,523.64
		INVENTORY/PROCUREMENT	
	CALLAHAN, DONALD	COORDINATOR	55,120.49
	TADRY, MATTHEW	LINEMAN 3RD CLASS	53,930.41
	HUNT, JUDITH	BUSINESS SERVICES	53,462.16
	FRASER, MARGARET	OPERATIONS ASSISTANT	49,789.18
	SCZYLVIAN, ELAINE	BUSINESS SERVICES	41,302.41
	BAILEY, EILEEN	BUSINESS SERVICES	41,048.27
	SILVERIA, JONI	SR. ADMINISTRATIVE ASSISTANT	32,767.05
	BRADLEY, MARGARET	BUSINESS SERVICES	31,078.80
	STEWART, WILLIAM	PART TIME	23,248.00
	SHIMMEL, JOHN	PT LINEMAN	21,343.71
	GILMORE, SUSAN	BUSINESS SERVICES	13,056.00
	EDWARDS, MELISSA	GIS ASSISTANT	3,423.00
	YOUNG, GARRETT	GIS ASSISTANT - SEASONAL	3,066.00
PARK AND RECREATION			
	HODGES, KATE	PRCE DIRECTOR	73,923.52
	MARTEL, SHARON	PRCE ASSISTANT DIRECTOR	50,757.76
	GOEBEL, ERIN	PROGRAM SPECIALIST II	42,550.56
	JONES, JOHN	DRIVER'S ED PROGRAM COORDINATOR	42,320.82
	ADLEY, CHRISTOPHER	PROGRAM SPECIALIST 1	37,271.21
	LEE, KEVIN	SPECIAL PROGRAMS INSTRUCTOR	34,564.22
	ADLEY, CONNOR	SUMMER PROGRAM COORDINATOR	8,780.89
	LAMOUREUX, LISA	DRIVER'S ED INSTRUCTOR II	6,595.58
	RYAN, TIMOTHY	SAILING COORDINATOR	5,591.15
	REMICK, JESSICA	CAMP DIRECTOR - TAHATTAWAN	5,025.99
	GODDARD, SARAH	CAMP ASSISTANT DIRECTOR	4,984.26
	LIVINGSTON, SARAH	HEAD LIFEGUARD	4,958.82
	ARONIAN, MICHAEL	PROGRAM AIDE II/CAMP LEAD COUNSELOR	4,817.14
	DAUPHINAIS, ETHAN	PROGRAM AIDE 1	4,396.37
	EMERSON, DOUGLAS	SUMMER PROGRAM COORDINATOR	3,478.76
	HAYWARD, LILLIAN	CAMP LEAD COUNSELOR	3,424.89
	OSLIN, DAVID	CAMP LEAD COUNSELOR	3,302.02
	GAUGHAN, AIDAN	LIFEGUARD II	3,285.73
	BROGAN, JULIE	CAMP SPECIALIST	3,180.60
	RAUKER, PATRICK	LIFEGUARD II/WSI	3,179.28
	MCGINNESS, AUBREY	CAMP LEAD COUNSELOR	3,102.15
	MILLER, RICHELE	CAMP LEAD COUNSELOR	3,044.66
	ADLEY, HANNAH	CAMP SENIOR COUNSELOR	3,022.67
	MURRAY, JUSTIN	AFTERCARE COORDINATOR	3,017.91
	RAUKER, TYLER	SAILING INSTRUCTOR	2,814.07
	OCKENE, DANIEL	CAMP SENIOR COUNSELOR	2,803.20
	ROBINSON, D'SEAN	CAMP SENIOR COUNSELOR	2,780.16
	CAESAR, SAMANTHA	CAMP SENIOR COUNSELOR	2,778.75
	BENULLO, NICHOLAS	CAMP SENIOR COUNSELOR	2,720.27

TOWN OF LITTLETON, MASSACHUSETTS

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>2012 Earnings *</i>
	AUGER, NICOLE	CAMP SENIOR COUNSELOR	2,603.52
	THAYER, NICHOLAS	CAMP SENIOR COUNSELOR	2,583.77
	BURNES, JUSTIN	CAMP SENIOR COUNSELOR	2,562.14
	ADLEY, BREANNE	CAMP JUNIOR COUNSELOR	2,531.00
	LEVINE, LUCIE	CAMP SENIOR COUNSELOR	2,524.16
	DOUCETTE, LEAH	LIFEGUARD II	2,484.89
	NARDI-WILLIAMS, JONATHAN	DRIVER'S ED INSTRUCTOR I	2,472.12
	SHOULTS, JACKSON	CAMP SENIOR COUNSELOR	2,459.46
	RAY JR, JAMES	CAMP JUNIOR COUNSELOR	2,422.37
	ARENA, RACHEL	CAMP SENIOR COUNSELOR	2,416.64
	GOULD, DANIELLE	CAMP SENIOR COUNSELOR	2,373.12
	SIMPSON, RACHAEL	CAMP JUNIOR COUNSELOR	2,360.60
	WEBSTER, EMILY	CAMP JUNIOR COUNSELOR	2,256.24
	SLATTERY, NATALIA	LIFEGUARD I	2,217.71
	LEVINE, ISAAC	CAMP JUNIOR COUNSELOR	2,160.40
	OTIS, MARCUS	CAMP JUNIOR COUNSELOR	2,142.80
	WARNOCK, ZACHARY	SNACK HUT ATTENDANT	2,136.20
	FREUND, BRENDAN	CAMP JUNIOR COUNSELOR	2,058.69
	COTNAM, ASHLEY	LIFEGUARD I	2,018.65
	MCKEE, BRAEDAN	JUNIOR SAILING INSTRUCTOR	1,976.35
	ALONGI, MATTHEW	CAMP JUNIOR COUNSELOR	1,962.15
	COCHIS, NICOLE	LIFEGUARD I	1,905.85
	ESSMAN, GARRETT	LIFEGUARD I	1,872.95
	AUSTIN, JILLIAN	SNACK HUT ATTENDANT	1,806.20
	FRENCH, AMY	DRIVER'S ED INSTRUCTOR II	1,720.00
	BERTOLINO, ELENA	CAMP JUNIOR COUNSELOR	1,705.00
	MILLER, RACHEL	LIFEGUARD II	1,666.04
	GIUGNO, CHRISTINE	PROGRAM AIDE II	1,544.77
	RUSCAK, JUNE	LIFEGUARD 1	1,402.95
	JENSEN, CHRISTOPHER	LIFEGUARD 1	1,283.10
	HART, STEVEN	HEAD LIFEGUARD	1,084.75
	DELIKAT, BENJAMIN	LIFEGUARD II	1,006.83
	PEASE, GREGORY	INTERN	741.30
	SHAFFERY, JOHN	LIFEGUARD I	489.06
	CALEY, RICHELE	DRIVER'S ED INSTRUCTOR I	396.00
	MILLER, ANGELA	LIFEGUARD II	217.43
<u>PLANNING BOARD</u>			
	TOOHILL, MAREN	PLANNING ADMIN	56,810.21
<u>POLICE</u>			
	KELLY, JOHN	POLICE CHIEF	123,005.56
	RAFFAELLO, ROBERT	SERGEANT	106,073.97
	PINARD, MATTHEW	SERGEANT	96,847.12
	KING, MATTHEW	DEPUTY POLICE CHIEF	92,699.32
	PATTERSON, JEFFREY	DETECTIVE SERGEANT	88,346.99
	ROMILLY, ROBERT	SERGEANT	87,642.94
	O'DONOGHUE, PATRICK	POLICE SERGEANT	86,873.07
	LESLIE, DAVID	SERGEANT	85,107.97
	FERNANDEZ, PABLO	DETECTIVE/SRO	84,544.87

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>2012 Earnings *</i>
	BIELECKI, ROBERT	POLICE OFFICER	79,389.80
	BUSSIERE, EDMOND	POLICE OFFICER	79,008.37
	SCHAEFFER, TIMOTHY	POLICE OFFICER	76,195.81
	CASEY, BRIAN	POLICE OFFICER	71,272.06
	JANAKOS, JOHN	POLICE OFFICER	69,296.72
	COOK, DOUGLAS	RESERVE POLICE OFFICER	63,785.58
	CRORY, MICHAEL	POLICE OFFICER	54,944.48
	CVITKOVICH, PAMELA	EXEC. ASSIST TO POLICE CHIEF	39,538.94
	BROOKS, ASHLEY	POLICE OFFICER- PROBATIONARY	26,795.05
	FEEHAN, THOMAS	POLICE OFFICER	26,316.64
	CLARK, GORDON	RESERVE POLICE OFFICER	19,000.08
	LANDERS, RICHARD	RESERVE OFFICER	18,923.94
	STANDER, MICHAEL	POLICE OFFICER	17,426.97
	SABOURIN, ROBERT	RESERVE OFFICER	8,010.04
SCHOOLS			
	CLENCHY, KELLY	SUPERINTENDENT OF SCHOOLS	146,090.43
	HARRINGTON, JOHN	PRINCIPAL HIGH SCHOOL	114,492.82
	PETERSON, DIANNA	DIR PUPIL PERSONNEL SERVICES	105,894.74
	FAHERTY, RICHARD	PRINCIPAL SHAKER LANE	102,243.37
	AJEMIAN, GERI LYN	CURRICULM DIRECTOR	98,376.42
	BRANCO, MARK	PRINCIPAL MIDDLE SCHOOL	93,906.49
	MARK, STEVEN	BUSINESS MANAGER	92,757.28
	TEMPLE, CHERYL	ASST PRINCIPAL HIGH SCHOOL	90,619.26
	WEINBERG, RANDI	SPEECH PATHOLOGIST	87,444.34
	LYNN, MICHAEL	PE TEACHER/ATHLETIC DIRECTOR	85,368.86
	SCLAR, DANYA	PSYCHOLOGIST	83,753.15
	HIBBARD, KATHLEEN	HEALTH/PE TEACHER	83,406.94
	FINNERTY, VALERIE	SCIENCE TEACHER	83,021.69
	KENNEY, PERRY	GRADE 1 TEACHER	82,684.47
	SEWELL, ROBIN	TEACHER	82,132.07
	MARRESE, NANCY	GRADE 1 TEACHER	81,920.56
	LEVINE, MARK	GRADE 8 TEACHER	81,885.71
	PISTORINO, MARILYN	7TH GRADE TEACHER	81,472.63
	ELMORE, JULIE	MATH TEACHER	80,956.83
	MATHURIN, JUSTINE	GUIDANCE COUNSELOR	80,830.08
	DOKUS, JUDITH	GRADE 5 TEACHER	80,625.79
	STEPHENSON, BETH	SCIENCE TEACHER	78,331.15
	KELLEY, ELIZABETH	FOREIGN LANGUAGE TEACHER	78,211.34
	MAWN, REBECCA	GRADE 2 TEACHER	78,186.99
	MORGAN, ELIZABETH	SOCIAL STUDIES TEACHER	78,020.95
	INGEMIE, MARIE	GRADE 7 FOREIGN LANGUAGE TEACHER	77,896.45
	DRIBEN, ELAINE	GRADE 3 TEACHER	77,601.15
	STRICKLAND, SHERRILL	GRADE 3 TEACHER	77,499.15
	HILL, SANDRA	GRADE 1 TEACHER	77,397.15
	DONAHUE, PAULA	KINDERGARTEN TEACHER	77,231.16
	DONLON, KIMBERLY	GRADE 3 TEACHER	76,814.56
	ANDERSON, KAREN	GRADE 1 TEACHER	76,581.15
	PACKER, MARJORIE	GRADE 2 TEACHER	76,581.15

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<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>2012 Earnings *</i>
	PRICE, MARGARET	FOREIGN LANGUAGE TEACHER	76,350.19
	BACKMAN, NELINA	ENGLISH TEACHER	76,088.99
	DORFMAN DANIELLO, SARAH	GUIDANCE COUNSELOR	75,876.64
	PRATT, CHERYL	GRADE 2 TEACHER	75,108.00
	ORCIONE, JANEL	TEACHER	74,909.84
	BOLAND, HELEN	GRADE 6 SCIENCE TEACHER	74,471.50
	OGDEN, KELLY	MATH TEACHER	74,370.13
	BULLOCK, ALLYSON	GRADE 1 TEACHER	73,797.58
	TETREAULT, AMY	KINDERGARTEN TEACHER	73,107.83
	GIABBALI, TODD	GRADE 7 SOCIAL STUDIES TEACHER	72,869.75
	RAPOSA, LAURA	GRADE 5 TEACHER	72,784.66
	BUONACORE, TRICIA	HEALTH/PE TEACHER	72,781.82
	LOVE, HEATHER	GRADE 4 TEACHER	72,481.66
	WRIGHT, KATHLEEN	SPECIAL EDUCATION TEACHER	72,481.66
	BALLARD, HOLLY	SPEECH TEACHER	72,434.52
	TRACANNA, DIANE	GRADE 5 TEACHER	72,079.01
	HOGAN, DANIEL	SCIENCE TEACHER	71,964.38
	BERGMAN, STEVEN	MUSIC TEACHER	71,901.66
	HICKS-DESJARDINS, TORI	GRADE 6 LATIN TEACHER	71,818.32
	SMITH, MICHELE	GRADE 5 TEACHER	71,818.32
	COCHIS, ROSARIA	SPECIAL EDUCATION TEACHER	71,817.95
	HOGAN, SARA	SPECIAL EDUCATION TEACHER	70,667.94
	BERLINGER, SARAH PARROTT	SCIENCE TEACHER	70,187.32
	MEAGHER JR., WILLIAM	SCHOOL MAINTENANCE	69,439.95
	ROGERS, KELLY	K-5 TITLE 1 MATH SPECIALIST TEACHER	68,690.16
	CHRISTY, CHRISTOPHER	GUIDANCE COUNSELOR	67,614.19
	HOUSTON, CECILY	LIBRARY/MEDIA SPECIALIST	67,265.16
	HOLM, EVELYN	TRANSITIONAL TEACHER	66,626.33
	PASCUCCI, DAVID	ENGLISH TEACHER	66,367.17
	SHERMAN, BEVERLY	FOREIGN LANGUAGE TEACHER	65,670.67
	HENSHAW, JOHN	GRADE 4 TEACHER	64,790.17
	TOMBENO, RICHARD	ENGLISH TEACHER	64,787.70
	WORDEN, KIMBERLY	GRADE 3 TEACHER	64,689.91
	LEIGHTON, RACHEL	GUIDANCE COUNSELOR	64,519.68
	ROBERTS, MARLEE	MUSIC TEACHER	64,226.67
	BELL, BETH	KINDERGARTEN TEACHER	63,883.33
	PALANGE, MAUREEN	SPECIAL EDUCATION TEACHER	63,555.17
	HOLM, VANESSA	GRADE 2 TEACHER	63,312.98
	HIRTLE, ZACHARY	SPECIAL EDUCATION TEACHER	63,076.68
	JOHNSON, KAREN	PRE-SCHOOL TEACHER	62,949.17
	SCHOFFEL, JESSICA	GRADE 4 TEACHER	62,799.69
	PANISH, PAMELA	SPECIAL EDUCATION TEACHER	62,585.98
	REPAAL, STEVEN	SPECIAL EDUCATION TEACHER	62,585.67
	PETTENGILL, SUE	DISTRICT WIDE ELE TEACHER	62,539.24
	STANTON, JESSICA	SPECIAL EDUCATION TEACHER	61,837.16
	TSUJI, YUKIE	SPECIAL EDUCATION TEACHER	60,741.03
	BURNDRETT, CHRISTINA	SPECIAL EDUCATION TEACHER	60,739.69
	HULL, MARTHA	TD DIRECTOR	60,405.84

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>2012 Earnings *</i>
	FONTAINE, REBECCA	BCBA	60,367.32
	HARVEY, SUSAN	SOCIAL STUDIES TEACHER	60,366.05
	STONE, BARBARA	GRADE 3 TEACHER	60,324.67
	TURNER, TRACY	SPECIAL EDUCATION TEACHER	60,123.90
	CANALE, PHILIP	SCIENCE TEACHER	59,982.01
	PINZINO, ELIZABETH	BCBA	59,957.07
	HALL, JANE	PRINCIPAL RUSSELL STREET	59,664.29
	FERNANDEZ, FERNANDO	SCHOOL CUSTODIAN	58,016.26
	JANOCH, JEANNE	.8 PRE-SCHOOL TEACHER	57,817.86
	CAOUETTE, MAUREEN	TEACHER	57,690.00
	PERRY, MEREDITH	PE TEACHER	57,689.75
	RYAN, KATHLEEN	SPEICAL EDUCATION TEACHER	57,558.81
	HOSSFELD, EMILY	ART TEACHER	57,518.13
	BARRY, ELIZABETH	ENGLISH TEACHER	57,512.18
	MCEACHERN, MICHAEL	TECHNOLOGY COORDINATOR	57,428.59
	HARRINGTON, CHERYL	TEACHER	57,249.26
	BARTH, MICHELLE	KINDERGARTEN TEACHER	56,981.33
	KOOB, SARAH	READING TEACHER	56,804.55
	HURLEY, MICHELLE	KINDERGARTEN TEACHER	56,776.31
	NOLAN, JANET	GUIDANCE COUNSELOR	56,285.01
	BREUER, KATHI	GRADE 5 TEACHER	55,325.66
	PERKINS, WENDY	TEACHER	55,053.54
	RICHARD, JENNIFER	OCCUPATIONAL THERAPIST	54,828.41
	COSGRAVE, DIANNE	TEACHER	54,325.66
	MACGREGOR, HEIDI	GRADE 4 TEACHER	54,320.17
	BRIDGE, HILARY	MUSIC TEACHER	54,155.53
	PFANNEBECKER, LILLIAN	GRADE 6 TEACHER	52,683.67
	MISKINIS, WILLIAM	SOCIAL STUDIES TEACHER	51,859.65
	SANDERSON, PAMELA	.8 SPECIAL EDUCATION TEACHER	51,832.17
	RYDER, NICOLE	GRADE 5 TEACHER	51,703.58
	GILLETTE, GREGORY	PE TEACHER	51,148.33
	SHOEMAKER, TODD	TECHNOLOGY TEACHER	51,078.48
	DYER, MARIAN	TEACHER	51,036.51
	HUTCHINS, CRYSTAL	SPEECH THERAPIST	50,768.76
	JONES, JENNIFER	GRADE 5 TEACHER	50,758.70
	MAMOS, KRISTEN	SPECIAL EDUCATION TEACHER	50,475.44
	MCCORMICK, CAROL	SCHOOL ADJUSMENT COUNSELOR	50,341.14
	ROBBINS, JAMES	SCHOOL PSYCHOLOGIST	49,332.67
	OVERCASH JR, JOHN	FOOD SERVICES DRIECTOR	49,091.67
	JOHNSTON, DANICA	MATH TEACHER	48,979.42
	CUNNINGHAM, DIANNA	GRADE 4 TEACHER	48,914.99
	JOHNSON, TRACEY	.7 TEACHER SPED	48,183.43
	GILLEN, MICHAEL	SCIENCE TEACHER	48,092.68
	POWERS, ELIZABETH	FOREIGN LANGAUGE TEACHER	47,947.99
	BAZYDLO, SCOTT	PRINCIPAL	47,476.36
	HYSTEK, NANCY	ABA THERAPIST	46,750.30
	STRONG, JEFF	TEACHER	46,682.40
	SAWOSIK, TERYL	GRADE 1 TEACHER	46,520.68

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<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>2012 Earnings *</i>
	ROPER, CYNTHIA	NURSE	45,546.79
	MULONE, DOROTHY	ADMIN ASST TO SUPT.	45,262.23
	SCHULZ, RACHEL	MATH TEACHER	45,129.68
	HAGERTY, ELLEN	ELA TEACHER	44,960.76
	COBURN, BARBARA	SUBSTITUTES	44,492.76
	JACKLIN, SUSAN	PAYROLL/ASST. TO BUSINESS MGR	44,250.44
	DIONNE, DEBRA	ADMIN ASST TO PRINCIPAL	44,179.20
	TRIPI, ROBIN	.6 PRE-SCHOOL TEACHER	44,161.68
	AVERSO, TINA	ADMIN ASST TO SPED DIRECTOR	43,411.98
	MACINTYRE, THOMAS	TEACHER	42,784.27
	MCKINLEY, RITA	.6 READING INTERVENTIONIST TEACHER	42,578.13
	RICHARDS, DEBORAH	AP CLERK	42,403.63
	SULLIVAN, CHARLES	TECHNOLOGY & NETWORK SUPPORT SPECIALIST	41,557.05
	IGNAZIO, STEPHANIE	.6 ART TEACHER	41,300.99
	KEMPTON, JUNE	ADMIN. ASSIST. TO PRINCIPAL	41,064.20
	HARTFORD, JANICE	NURSE	41,057.85
	BAXTER, BEVERLY	MATH TEACHER	40,775.33
	MCCARTHY, KATHLEEN	NURSE	40,225.04
	PORELL, CHRISTINE	NURSE	39,982.83
	MCGRATH, AMY	GRADE 2 TEACHER	39,603.34
	ROMANO, ANDREA	.6 ART TEACHER	38,329.96
	FARAGO, CONSTANCE	ADMIN ASST TO PRINCIPAL	38,062.08
	SAYLOR, ANNETTE	ADMIN ASST TO PRINCIPAL	37,892.16
	RODRIGUEZ, JEAN	CUSTODIAN	37,599.92
	CABRAL, KEVIN	ABA THERAPIST ASST	37,431.25
	KROBOCK, CAITLIN	ABA THERAPIST	37,039.44
	IRELAND, BRENNA	TEACHER	37,036.96
	WILKERSON, AMBER	TEACHER PRE-SCHOOL	36,565.25
	SULLIVAN, ELIZABETH	.8 MATH TEACHER	36,350.68
	GARVEY, JOAN M	SCHOOL SECRETARY	35,712.28
	CORMIER, VIRGINIA	GUIDANCE SECRETARY	34,080.76
	OKSANISH, SALLY	.4 MATH INTERVENTIONIST	33,459.20
	BOURQUE, MEGHAN	ABA THERAPIST	32,439.58
	BEATON, KIMBERLY	GRADE 2 TEACHER	32,329.40
	HARTE, KELLI	PRE-SCHOOL TEACHER	31,992.83
	LANCE, DEBRA	TEACHER GRADE 4	30,646.20
	ANDRADE, BELIA	SPEECH AIDE	30,569.71
	COTE, ROBERT	CUSTODIAN	30,342.00
	ETHIER, MARY	OCCUPATIONAL THERAPIST	30,300.58
	CORNWALL, BARBARA	.5 LIBRARIAN	30,056.17
	OKUN, ALISON	TEACHER .6	29,003.79
	CORROW, BETTINA	ADMIN ASST TO DIR CURR.	28,922.33
	UVELLO, CHRISTINE	COTA	27,392.11
	PISANO, BARBARA	.5 MATH LAB TEACHER	27,233.07
	OGDEN, JOHN	TEACHER ASSISTANT	26,640.45
	EDMONDS, MARGARET	MATH TUTOR	26,267.68
	WEBSTER, GRETCHEN	READING TUTOR	26,142.59

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>2012 Earnings *</i>
	GRESCO-CAULFIELD, ANGELA	ABA THERAPIST ASSISTANT	26,068.10
	YORK, AMY	OCCUPATIONAL THERAPIST	24,953.85
	OLDENQUIST, DONNA	TEACHER ASSISTANT	24,943.66
	HEIM, VALERIE	TD COORDINATOR	24,717.92
	BEHAN, MICHELE	TEACHER ASSISTANT	23,628.77
	MARTIN, JOSEPH	CUSTODIAN	23,439.22
	FEUDO, JENNIFER	TEACHER ASSISTANT	23,342.60
	KILLORAN, JAMES	TEACHER ASSISTANT	23,263.14
	PARE, JOAN	SCHOOL SECRETARY	23,231.06
	PETERSON, JOAN	EARLY CHILDHOOD COORDINATOR	22,698.42
	DURLING JR, RUSSELL	OUT OF DISTRICT LIAISON	22,599.99
	SANNELLA, MARY	TEACHERS' ASSISTANT/SPED EVAL COORDINATOR	22,506.67
	NICHOLS, SUSAN	TEACHER ASSISTANT	22,402.54
	LANDAU, RUTH	TEACHER ASSISTANT	22,193.59
	CARREIRO, ROSALINA	TEACHER ASSISTANT	21,841.06
	DISPENSA, KAREN	TD PROGRAM LIAISON/NURSE	21,685.87
	THIBEAULT, SUSAN	TEACHER ASSISTANT	21,649.14
	MALERBI, CAROLYN	TEACHER ASSISTANT	21,631.06
	DUMAS, GEORGE	CUSTODIAN	21,531.32
	GERMAIN, ZOE	SPED TA	21,407.35
	MAILLET, LISA	TEACHER ASSISTANT	20,943.53
	GARLINGTON, RACHEL	TEACHER ASSISTANT	20,775.94
	JEUDY, KORI	TD GROUP LEADER	20,748.57
	HALL, SACHIKO	TEACHER ASSISTANT	20,724.76
	WODZINSKI, CLAIRE	TEACHER ASSISTANT	20,458.67
	SMITH, JERELL	TEACHER ASSISTANT	20,445.88
	DONARUMA, DARLENE	TEACHER ASSISTANT	20,384.77
	RECTOR, DALE	CUSTODIAN	20,262.54
	DOLAK, PATRICIA	TEACHER ASSISTANT	20,260.31
	BOUTIETTE, DEBORAH	TEACHER ASSISTANT	20,107.85
	ABRUZZESE, JULIA	LIBRARY TUTOR	20,099.23
	CHILTON, DEBORAH	TEACHER ASSISTANT	20,091.40
	DEVELLIS, MARYLOUISE	CAFE MANAGER	20,086.37
	MAYLOTT, CAROLINE	TEACHER ASSISTANT	20,002.50
	RICHTER, KAREN	TEACHER ASSISTANT	19,971.40
	RILEY, DAVID	ENERGY EDUCATION MANAGER	19,941.17
	DERY, JOANNE	TEACHER ASSISTANT	19,940.29
	AUSTIN, JANET	TEACHER ASSISTANT	19,895.84
	MEREDITH, DEBRA	TEACHER ASSISTANT	19,851.37
	SPELIOTIS, MARY	TEACHER ASSISTANT	19,842.48
	TERELLA, KAREN	TEACHER ASSISTANT	19,833.59
	GRAVLIN, ERRIKA	TEACHER ASSISTANT	19,771.36
	SAPIENZA, MICHELLE	TEACHER ASSISTANT	19,744.70
	TULLEY-LEONE, MARTHA	TEACHER ASSISTANT	19,744.70
	HART, SUSAN	TEACHER ASSISTANT	19,712.00
	CAPPUCCI, CATHERINE	TEACHER ASSISTANT	19,638.02
	KRAMPF, JODI	TEACHER ASSISTANT	19,602.45

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<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>2012 Earnings *</i>
	RAMIREZ, CONNIE	TEACHER ASSISTANT	19,397.19
	SUNDBERG, JENNIFER	TEACHER'S ASSISTANT	19,312.55
	ELLIOTT, CHAD	TECHNOLOGY COORDINATOR	19,150.68
	SHIMMEL, ALICE	CAFE MANAGER	19,126.91
	WARNER, KRISTEN	TEMP. LONG TERM SUBSTITUTE	19,001.84
	BYRNE, JAMI	TEACHER ASSISTANT	18,857.93
	STURTZ, RAINA	ABA ASSISTANT	18,817.05
	KEMPTON, SUSAN	SPED TEACHERS' ASSISTANT	18,144.99
	AUTIO, CATHY	TEACHER ASSISTANT	18,106.14
	KELLY, RYAN	TEACHER ASSISTANT	17,979.71
	MCINNIS, TRICIA	TEACHER ASSISTANT	17,925.99
	GRACEFFA, MICHAEL	SUBSTITUTE/COACH	17,858.50
	MAGNER, HOLLY	LIBRARY TUTOR	17,737.08
	MCGINTY, ANNE	ABA TEACHERS' ASSISTANT	17,671.99
	BOWEN, ALEV	GROUP LEADER	17,191.26
	UPTEGROVE, ERIN	ART TEACHER	16,831.36
	WAITE, JESSICA	SPED TEACHERS' ASSISTANT	16,761.29
	STURTZ, LEE-ELLEN	TEACHER'S ASSISTANT	16,757.01
	COURT, CATHY	TEACHER ASSISTANT	16,631.04
	CLARK, SANDRA	TEACHER ASSISTANT	16,593.90
	GENTILE, KIMBERLY	TEACHER ASSISTANT	16,224.25
	WILSON, ANN	TEACHER ASSISTANT	16,188.69
	SHIRE-SUSSER, SHERRI	SPEECH/LANGUAGE THERAPIST	16,115.49
	FUMIA, LISA	CAFE MANAGER	16,026.25
	STORM, LAURA	SOCIAL STUDIES TEACHER	16,019.61
	GRiffin, JEAN	CAFE MANAGER	15,716.94
	MCCOLL, WILLIAM	DATA SUPPORT SPECIALIST	15,544.10
	LORD, JULIE	TECHNOLOGY SPECIALIST AIDE	15,534.94
	COLEMAN, MARY	TD KINDERGARTEN SUPERVISOR	15,246.39
	COHEN, SARAH	ELA 6TH GRADE TEACHER	15,208.71
	CANTRELL, CAROLYN	SUBSTITUTE	13,879.00
	PRICE SIMMONS, ANDREA	KINDERGARTEN TEACHERS' ASSISTANT	13,808.54
	GEELEN, LAURA	TEACHER ASSISTANT	12,881.84
	SEDERLUND, OLIVIA	SOCIAL STUDIES TEACHER	12,811.20
	MAYNARD, CHERYL	TD GROUP LEADER	12,115.89
	TAYLOR, NANCY	TEACHER ASSISTANT	12,099.29
	WOLF, CINDY	TEACHER ASSISTANT	12,037.06
	RUNGO, LISA	VAN MONITOR	11,922.12
	ATTELLA, MEAGHAN	TEACHER ASSISTANT	11,364.76
	MCGOVERN, MILDRED	CROSSING GUARD	11,363.00
	SKODA, MARY	KINDERGARTEN TEACHERS' ASSISTANT	11,287.71
	CONSTANTINE, DONNA	SUBSTITUTE LONG-TERM	10,975.50
	POITRAS, MICHAEL	SCHOOL CUSTODIAN	10,860.10
	NELSON, CELESTE	CAFE WORKER	10,531.50
	BUNKER, PATRICIA	TD GROUP LEADER	10,484.11
	PETERSON, KRISTIN	CAFE WORKER	10,370.33
	WHITtLES, JEANINE	TD K-2 COORDINATOR	10,313.69
	MARTEL, KIMBALL	TD SUBSTITUTE	9,939.73

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>2012 Earnings *</i>
	MICKLE, LEEANN	CAFE WORKER	9,885.50
	ALLISON, JENENE	FRENCH TEACHER	9,746.44
	SCARINGELLA, JOANN	TEACHER ASSISTANT	9,743.45
	SAUCIER, MARC	COACH	9,628.00
	BRANCH, NATALIE	DATA SUPPORT SPECIALIST	9,366.50
	HARVEY, JOAN	VAN MONITOR	9,209.72
	KELLY, MATTHEW	TEACHER ASSISTANT	8,969.99
	GAGNON, DIANA	CAFE WORKER	8,722.70
	HARRINGTON, SUSANNE	SUBSTITUTE	8,613.50
	HARVEY, BARTLETT	SUBSTITUTE	8,538.75
	RODENHIZER, JUDITH	TEACHER ASSISTANT	8,392.16
	ERSLAND, KRISTEN	TD GROUP LEADER	8,334.84
	MCGREGOR, PAMELA	CAFETERIA WORKER	8,311.56
	SANTOS, ZILDO	SCHOOL CUSTODIAN	8,268.75
	ROFFEE, MARGIE	TEACHER ASSISTANT	7,947.67
	ALLEN, JONATHAN	GRAPHIC ARTS TEACHER	7,686.72
	HEVENOR, KRISTINA	KINDERGARTEN TEACHERS' ASSISTANT	7,669.18
	PRUSACZYK, BLAIR	SUBSTITUTE	7,586.25
	HOLT, MARIE	TEACHER /RETIRED	7,450.52
	DOWNING, MARY GAIL	TEACHER-RETIRED/SUB	7,310.00
	MILLER, JUDITH-GRACE	TEACHER ASSISTANT	7,300.78
	ANTHONY, JENNIFER	SUBSTITUTE	7,251.00
	MILAK, MARY	VAN MONITOR	7,180.60
	TOKARZ, ANTHONY	SPED TEACHERS' ASSISTANT	7,011.65
	LYNCH, KATHIANNE	CAFE WORKER	6,848.45
	DECAMILLIS JR, FRANK	COACH	6,734.00
	ABRUZZESE, JOHN	COACH	6,712.00
	KISH, SHEILA	COACH	6,328.00
	HULINGS, SHIRLEY	CAFE WORKER	6,277.25
	RODRIGUEZ, DEBRA	CAFE WORKER	6,069.01
	MARSH, ELLEN	TEACHER RETIRED/SUB DAY TO DAY	6,017.50
	SANTOS, HENRIQUETA	SCHOOL CUSTODIAN	6,000.75
	HERBST, ANTONINA	TIGER'S DEN COORDINATOR	5,617.50
	MULONE, ALYSSA	KINDERGARTEN TEACHERS' ASSISTANT	5,613.68
	SZYDLO, FAITH	TD GROUP LEADER	5,503.95
	RABOIN, MEREDITH	TECHNOLOGY SPECIALIST AIDE	5,400.00
	BOWEN, NANCY	SUBSTITUTE	5,178.25
	CLARK, JAMES	SUBSTITUTE	5,100.00
	HASTINGS, RICHARD	COACH	4,950.00
	LOMBARD, MICHAEL	COACH	4,950.00
	SCHNEIDER, HOWARD	COACH	4,950.00
	WHITCOMB, CHRISTINE	COACH	4,926.00
	POULTER, GAIL	SUBSTITUTE	4,851.40
	IPPOLITO, SALVATORE	.2 TV PRODUCTION TEACHER	4,650.96
	PENNEY, NANCY	TEACHER ASSISTANT	4,649.49
	CRAMPTON, BARBARA	TD FINANCIAL CLERK	4,600.18
	SHOULTS, DANA	ASSIST. GROUP LEADER	4,506.95
	ZANE, HARRY	SUBSTITUTE	4,398.75

TOWN OF LITTLETON, MASSACHUSETTS

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>2012 Earnings *</i>
	LEGATO, LISA	SUBSTITUTE NURSE	4,023.62
	SMITH, MICHAEL	COACH	3,842.00
	STALL, ROBERT	COACH	3,842.00
	WHITCOMB, TIMOTHY	COACH	3,788.00
	GALE, CINDY	SUBSTITUTE	3,626.75
	LEWIS, MARCUS	COACH	3,524.00
	WEBBER, KATHERINE	TD ASSISTANT	3,275.40
	LOOS, BEATRICE	TENNIS COACH	3,210.00
	MCCARTHY, EDWARD	COACH	3,118.00
	PUTNAM, KARA	SUBSTITUTE	2,906.25
	AUSTIN, GARY	COACH	2,805.00
	MARTINEC, SENA	SUBSTITUTE	2,708.63
	OFSTHUN, CHRISTINE	SUBSTITUTE	2,574.15
	MOREHOUSE, JOEL	BASKETBALL COACH JR VARSITY	2,488.00
	STEARNS, PATRICK	COACH	2,488.00
	DEVELLIS, JOSEPH	SUMMER STUDENT CUSTODIAN	2,480.00
	FEDELE, MARILYN	SC SECRETARY	2,468.00
	PARE, DEBORAH	SUBSTITUTE	2,465.00
	BERGMAN, MARYANN	DRAMA DIRECTOR	2,459.00
	SHEARER, TREVOR	TD ASSIST. GROUP LEADER	2,369.10
	NEVINS, JOELLYN M	RETIREE/SUB	2,337.50
	MUELLER, DANIEL	SUMMER CUSTODIAN	2,240.00
	FEEHAN, PATRICK	COACH	2,173.00
	LUCIANO, ABIGAIL	SUBSTITUTE	2,026.50
	LUTTIG, SHANNON	TD ASSISTANT	1,937.38
	LEVINE, P.	SUBSTITUTE	1,930.89
	BLANCHARD, MICHAEL	COACH	1,921.00
	CANTRILL, JAMES	CE INSTRUCTOR	1,856.97
	DRINKWATER, SARAH	TD STUDENT	1,822.24
	TEEHAN, ZACHARY	SUBSTITUTE	1,812.00
	MCGRAW, MAX	TD H.S. ASSISTANT	1,460.00
	BADGER, BARBARA	TD GROUP LEADER	1,312.58
	ACKERMAN, ASHLEY	TIGERS' DEN H.S. ASSISTANT	1,297.80
	GIBBONS, SARA	HIGH SCHOOL ASSISTANT	1,249.44
	BUDD, ROLF	COACH	1,244.00
	DONOVAN, STEPHEN	SUBSTITUTE	1,230.00
	PLETCHER, JENNIFER	SUBSTITUTE NURSE	1,218.75
	FRIDAY, NANCY	CAFE SUBSTITUTE	1,200.00
	SCHOFIELD, MAURA	SUBSTITUTE	1,190.00
	MALNATI, ROBERT	SUBSTITUTE	1,107.50
	HIGGINS, AMY	TD ASSISTANT	1,050.00
	ARENA, PAMELA	SUBSTITUTE	1,007.00
	DIMECO, ROCCO	EDUCATIONAL ASSISTANT	978.78
	BURK, KIMBERLY	SUBSTITUTE	969.00
	BERLINGER, JOHN	SUBSTITUTE	952.50
	MCGRATH, FRANCINE	SENIOR WORK PROGRAM/CAFE	808.00
	RIGOLI, BEVERLY	SUBSTITUTE	787.00

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>2012 Earnings *</i>
	SMITH, JUDITH	SUBSTITUTE	768.25
	LYNN, JUDITH	SENIOR WORK PROGRAM	767.00
	PARTRIDGE, BRITANY	COACH FIELD HOCKEY	703.98
	TOBIN, NICOLE	TD SUBSTITUTE	643.50
	FROEHLICH, EILEEN	SUBSTITUTES	615.00
	CHANDLER, TONI	SUBSTITUTE	595.00
	WICKLINE, KATHLEEN	SUBSTITUTE	433.00
	KEOHANE, JACQUELINE	TD H.S. ASSIST.	406.00
	DEREMIAN, ROSE	SUBSTITUTE	389.50
	WHITE, BRITTANY	HIGH SCHOOL ASSISTANT	384.00
	HUSSEY, MARK	SUBSTITUTE	382.50
	SCULLY, MEGHAN	SUBSTITUTE	369.00
	LARSEN, PAMELA	SUBSTITUTE	368.13
	WHITE, RICHARD	HIGH SCHOOL ASSISTANT	360.00
	ARIMENTO, ELIZABETH	SUBSTITUTE	359.76
	BABCOCK, MAUREEN	SUBSTITUTE	359.00
	CEGALIS, SARAH	SUBSTITUTE	350.00
	FROEHLICH, PAUL	SUBSTITUTES	350.00
	PORT, FREMAN	SENIOR WORK PROGRAM/SUBSTITUTE	315.00
	MCGUIRE, KATHLEEN	SUBSTITUE NURSE	312.50
	LANDERS, ELIZABETH	SUBSTITUTE	294.50
	MARTINEC, RAINA	SUBSTITUTE	282.00
	RAPOZA, NANCY	SUBSTITUTE GROUP LEADER	257.40
	SMITH, DAINA	NURSE SUBSTITUTE	250.00
	DEGUGLIELMO, JOSEPH	SUBSTITUTE	140.00
	NICHOLS, DAVID	SUBSTITUTE	140.00
	WHITCOMB, KAYLA	SUBSTITUTE	35.00
<u>SELECTMEN</u>			
	BERGMAN, KEITH	TOWN ADMINISTRATOR	110,576.68
	GLENROSS, NANCY	IT MANAGER	62,180.51
	CRORY, MARK	LCTV EXECUTIVE DIRECTOR	60,883.76
	GIBBONS, JENNIFER	EXEC ASST TO TOWN ADMIN	53,842.20
	COLE, WILLIAM	MAINTENANCE SUPERVISOR	47,508.24
	BOROSKI, JOHN	VETERAN'S AGENT	5,000.00
<u>TOWN CLERK</u>			
	CRORY, DIANE	TOWN CLERK	54,750.70
	LORD, LINDA	ADMIN CLERK- COLLECTOR/CLERK	33,697.90
	PETKEWICH, KATHERINE	SENIOR WORK PROGRAM	563.00
<u>TREASURER</u>			
	VENUTI, STEVEN	TREASURER	69,646.16
	ESSMAN, ANN	ASSISTANT TREASURER/PAYROLL	56,600.48
	KENNEY, MARLENE	ADMINISTRATIVE ASSISTANT	45,330.02
<u>WATER DEPARTMENT</u>			
	DENARO, PAUL	WATER PRODUCTION SPECIALIST	98,581.64
	VEASIE, JAY	UTILITY SPECIALIST STEP IV	86,475.49
	PERRON, MARK	UTILITY SPECIALIST STEP III	74,810.64
	TAYLOR, THOMAS	UTILITY SPECIALIST STEP III	73,397.57
	NELSON, STEVEN	WATER TREATMENT SYSTEMS OPERATOR	60,895.15

TOWN OF LITTLETON, MASSACHUSETTS

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>2012 Earnings *</i>
	MORSE, MICHAEL	UTILITY SPECIALIST III	60,005.93
	HUNT, KEVIN	WATER DISTRIBUTION SUPERVISOR	53,793.37
	SHIMMEL, NICHOLAS	UTILITY LABORER STEP III	51,038.61
	ASH, JOHN	PART TIME ASSISTANT	45,830.30
	FENNELL, REGINALD	WATER PRODUCTION STEP II	22,743.75

TAX COLLECTOR

Below is a list of tax balances as of January 1, 2012 and ending December 31, 2012, as reported.

	Debit	Credit	Uncollected
Tax Year 2006-2009			
<u>Uncollected 1/1/2012</u>			
Motor Vehicle Excise	\$10,281.60		
Rescind of Abatement	<u>873.75</u>		
Total Debit	\$11,155.35		
<u>Collected</u>			
Motor Vehicle Excise		\$2,189.58	
Total Credit		\$2,189.58	
<u>Uncollected 12/31/2012</u>			
Motor Vehicle Excise			\$8,965.77
Total Uncollected			\$8,965.77
Tax Year 2010			
<u>Uncollected 1/1/2012</u>			
Personal Property	\$528.10		
Motor Vehicle Excise	13,565.28		
MV Commitment	355.00		
Refunds	<u>340.36</u>		
Total Debit	\$14,788.74		
<u>Collected</u>			
Personal Property		\$528.10	
Motor Vehicle Excise		<u>7,267.59</u>	
Total Collected			\$7,795.69
<u>Abated</u>			
Motor Vehicle Excise		<u>\$521.04</u>	
Total Abatements			\$521.04
Total Credit			\$8,316.73
<u>Uncollected 12/31/2012</u>			
Motor Vehicle Excise			\$6,472.01
Total Uncollected			\$6,472.01
Taxes Year 2011			
<u>Uncollected 12/1/12</u>			
Real Estate	\$67,717.57		
CPA	380.68		
Personal Property	10,319.98		

	Debit	Credit	Uncollected
Motor Vehicle Excise	43,234.34		
Motor Vehicle Comm	8,483.85		
Real Estate Comm	-88.91		
Refunds	14,408.88		
Total Debit	\$144,456.39		

Collected

Real Estate	\$33,213.71
CPA	168.78
Personal Property	3,224.58
Motor Vehicle Excise	42,597.06
Total Collected	\$79,204.13
<u>Abated</u>	
Real Estate	\$13,139.40
Motor Vehicle Excise	2,305.65
Total Abated	\$15,445.05
<u>Tax Title</u>	
Real Estate	\$28,877.54
CPA	211.90
Total Tax Title	\$29,089.44
Total Credits	\$123,738.62

Uncollected 12/31/2012

Real Estate	\$5,537.41
Personal Property	7,095.40
Motor Vehicle Excise	8,084.96
Total Uncollected	\$20,717.77

Tax Year 2012Uncollected 1/1/2012

Real Estate	\$13,813,962.32
CPA	132,078.53
Street Betterment	3,768.41
Street Betterment	2,934.83
Interest	5,981.76
Water Betterment	2,398.81
Water Betterment	6,694.25
Interest	3,059.66
Septic Betterment	8,984.03
Septic Betterment	200.00
Interest	617,663.42
Electric Lien	1,160,447.56
Lien Charge	23,426.87
Personal Property	235.24
Motor Vehicle Excise	
Real Estate Comm	
CPA Comm	
Refunds	59,070.57
Total Debit	\$15,840,906.26

TOWN OF LITTLETON, MASSACHUSETTS

	Debit	Credit	Uncollected
<u>Collected</u>			
Real Estate		\$13,645,471.58	
CPA		131,383.44	
Street Betterment		3,325.51	
Street Betterment		2,514.09	
Interest		5,981.76	
Water Betterment		2,398.81	
Water Betterment		6,694.25	
Interest		3,059.66	
Septic Betterment		7,594.53	
Septic Betterment		175.00	
Interest		610,945.27	
Electric Lien		<u>1,118,960.51</u>	
Lien Charge		\$15,538,504.41	
Personal Property			
Motor Vehicle			
Total Collected		\$56,065.87	
		333.73	
<u>Abated</u>			
Real Estate		2,700.64	
CPA		<u>32,497.81</u>	
Personal Property		\$91,598.05	
Motor Vehicle Excise			
Total Abated		\$130,898.58	
		319.27	
<u>Tax Title</u>			
Real Estate		442.90	
CPA		420.74	
Street Betterment		1,389.50	
Street Betterment		<u>25.00</u>	
Interest		\$133,495.99	
Electric Lien		<u>\$15,763,598.45</u>	
Lien Charge			
Total Tax Title			\$48,496.44
Total Credits			370.80
			4,513.26
<u>Uncollected 12/31/12</u>			<u>23,927.31</u>
Real Estate			\$77,307.81
CPA			
Personal Property			
Motor Vehicle Excise			
Total Uncollected			
Tax Year 2013			
<u>Uncollected 1/1/12</u>			
Real Estate	\$26,887,594.01		
CPA	140,332.37		
Street Betterment	3,720.77		
Street Interest	2,739.30		

	Debit	Credit	Uncollected
Water Betterment	4,921.64		
Water Betterment	1,724.03		
Interest	6,694.25		
Septic Betterment	2,724.94		
Septic Betterment	5,601.70		
Interest	1,126.60		
Electric Lien	250.00		
Water Lien	1,234,855.19		
Lien Charge	11,350.00		
Personal Property	7,620.00		
Municipal Liens	36,629.00		
Registry Markings	11,232.00		
Tax Collector Fees	225.00		
Motor Coach Fees	32.00		
Tax Title Advertising	66,682.84		
Betterment Release	6,756.00		
Interest	71.53		
Duplicate Bill Fees	1.50		
Advanced Street Bett	7,420.68		
Adv St Bett Int	268.43		
Advanced Water Bett	17,015.00		
Adv Wat Bett Int	36,451.75		
Deputy Coll Fees	<u>\$28,494,040.53</u>		
Refunds			
Total Debit			

Collected

Real Estate	\$13,010,734.96
CPA	2,293.71
Personal Property	533,366.65
MLC's	11,350.00
Registry Marking	7,620.00
Tax Collector Fees	36,629.00
Motor Coach Fees	11,232.00
Tax Title Advertising	225.00
Betterment Release	32.00
Interest	66,682.84
Duplicate Bill Fees	6,756.00
Adv Street Betterment	71.53
Adv St Bett Int	1.50
Adv Water Betterment	7,420.68
Adv Water Bett Int	268.43
Street Betterment	554.65
Street Bett Int	155.95
Water Betterment	21.69
Deputy Coll Fees	<u>17,015.00</u>
Total Collected	<u>\$13,712,431.59</u>

TOWN OF LITTLETON, MASSACHUSETTS

	Debit	Credit	Uncollected
Abated			
Real Estate		\$71,915.23	
CPA		<u>900.70</u>	
Total Abated		\$72,815.93	
Total Credits		\$13,785,247.52	

Uncollected 12/31/2012

Real Estate	\$13,841,395.57
CPA	137,137.96
Street Betterment	3,166.12
Street Betterment	2,583.35
Interest	4,899.95
Water Betterment	1,724.03
Water Betterment	6,694.25
Interest	2,724.94
Septic Betterment	5,601.70
Septic Betterment	1,126.60
Interest	250.00
Electric Lien	<u>701,488.54</u>
Water Lien	
Lien Charge	
Personal Property	
Total Uncollected	\$14,708,793.01

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. 2012 was revaluation year and values for all properties in Littleton were reviewed and revised. The updated values, based on the period from 1/1/2011 through 12/31/2011, were then reviewed and approved by the Department of Revenue. The Board once 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. Will Ingham's tenure on the board concluded this year. We were fortunate that Pamela Campbell, a former board member, was once again available to serve and was elected as a write-in candidate. 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 saving to the Town.

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

COMMISSIONERS OF TRUST FUNDS

Market Overview

The S&P 500 Index finished the year at 1426.19, gaining 13.4% for the calendar year, while bonds produced minor gains and interest rates remained near record low levels. Home prices and jobs creation showed a modest recovery while inflation stayed in check.

Fund Performance

The Littleton Trust Funds began the year with a balance of \$3,630,117 and finished the year at a record high market value of \$4,007,510. This represented an increase of \$377,393 or 10.4% in the overall balance of the funds. The Funds' investment income in 2012 of \$131,869, which is made up primarily of stock dividends and interest, was up 2.4% from 2011. This increase is in line with inflationary growth of dividends and flat interest rates and actually exceeds the historical income expectations for the funds.

Commissioner Comments

During 2012 our professional advisory firm, Bartholomew & Company, completed the diversification of the portfolio, bringing the funds in line with our investment policy guidelines. This has lead to increased fund stability as evidenced by the Funds closely tying to the custom benchmark performance targets established based on the investment policy. The Commissioners expect investment income to stabilize in 2013 at a level that may dip slightly from 2012 performance, but is sustainable.

The Commissioners, as administrators of the Frank M. Kimball Second Fund, were pleased to award scholarships to the following citizens in 2012: David Oslin, Shelby Hickox, Myles Hohman, Alex Melberg, Nancy Bowen, Vera Kirillov, Nick Benullo, Casey Taylor, Roger LeBlanc, and Rachel Marshall. The Commissioners wish to thank the Awards Committee members Larry Wenz, Linda Holcombe, and Bob Morse 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 12/31/12 *	Expendable Funds Account Balance as of 12/31/12 **	Total Trust Fund Balance 12/31/2012	2012 Income
Cemetery Perpetual Care	\$261,235.92	\$119,225.93	\$380,461.85	\$12,431.79
J. Goldsmith Common School	8,195.10	7,489.22	15,684.32	515.58
C. Hildreth	104,628.74	92,486.78	197,115.52	6,479.60
L. Johnson High School	13,885.58	12,232.40	26,117.98	858.49
F. M. Kimball	137,960.93	89,061.18	227,022.11	7,494.46
M. H. Kimball	269,385.10	157,392.98	426,778.08	14,226.67
B. Sampson Education	292,238.24	187,654.17	479,892.41	15,848.76
L. H. Zappy	12,944.87	11,289.88	24,234.75	796.61
B. Sampson Relief of Animals	49,759.00	46,076.25	95,835.25	3,149.75
A. Tuttle Lyceum	65,349.22	39,666.96	105,016.18	3,473.93
Reuben Hoar Library	637,316.04	348,178.90	985,494.94	32,135.83
F.M. Kimball II Fund	215,679.89	142,647.67	358,327.56	11,892.45
Doris Warren Education Fund	198,243.53	127,945.85	326,189.38	10,765.20
Clancy Lyceum	5,205.87	3,077.65	8,283.52	274.02
FB Morrison Charitable Fund	262,939.12	88,116.69	351,055.81	11,525.66
Totals	\$2,534,967.15	\$1,472,542.51	\$4,007,509.66	\$131,868.80

* includes Unrealized Gains & Losses

** includes Realized Gains & Losses

Note: B. Sampson Library Fund was combined with the Reuben Hoar Library Fund during 2012

**ADDITIONS & DISBURSEMENTS FROM FUNDS –
YEAR ENDING DECEMBER 31, 2012**

<u>Fund</u>	<u>Additions</u>	<u>Disbursements</u>	<u>Reason for Disbursement</u>
Cemetery Perpetual Care	\$4,500.00	\$13,000.00	FY12 Cemetery Budget
J. Goldsmith Common School	-	500.00	FY12 Town Meeting Appropriation
C. Hildreth	-	6,000.00	FY12 Town Meeting Appropriation
L. Johnson High School	-	750.00	FY12 Town Meeting Appropriation
F. M. Kimball	-	5,500.00	Scholarship Awards 2010 & 2011 disbursements to Schools
M. H. Kimball	-	14,058.00	Scholarship Awards
B. Sampson Education	-	12,500.00	FY12 Town Meeting Appropriation
L. H. Zappy	-	700.00	FY12 Town Meeting Appropriation
B. Sampson Relief of Animals	-	2,500.00	FY12 Town Meeting Appropriation
A. Tuttle Lyceum	-	3,499.86	Scholarship Awards
Reuben Hoar Library	109,041.07	17,500.00	FY12 Town Meeting Appropriation
F.M. Kimball II Fund	-	10,250.00	Scholarship Awards
Doris Warren Education Fund	-	7,500.00	Scholarship Awards
Clancy Lyceum	-	275.75	Scholarship Awards
FB Morrison Charitable Fund	-	-	
Totals	\$113,541.07	\$94,533.61	

Note: Disbursements for FY13 Town Meeting appropriations to be made in January 2013

TRUST FUND INVESTMENTS

NUMBER OF SHARES		MARKET VALUE 12/31/2012	Dividend Per Share	Estimated Annual Income
Common Stocks				
856.667	Abbott Labs	\$56,111.69	0.56	\$479.73
1,003.511	American Express	\$57,681.81	0.80	\$802.81
759.243	Caterpillar Inc.	\$68,035.01	2.08	\$1,579.23
1,008.576	Chevron Corp.	\$109,067.41	3.60	\$3,630.87
296.751	Colgate-Palmolive Co.	\$31,022.35	2.48	\$735.94
2,425.676	Consolidated Edison Corp.	\$134,722.05	2.42	\$5,870.14
1,000.928	Danaher Corp.	\$55,951.88	0.10	\$100.09
1,800.000	Federal Home Loan Mtg Corp.	\$473.40	0.00	\$0.00
4,837.902	General Electric	\$101,547.56	0.76	\$3,676.81
1,008.701	Johnson & Johnson	\$70,709.94	2.44	\$2,461.23
4,532.530	Northeast Utilities	\$177,131.27	1.37	\$6,218.63
910.205	Southern Co	\$38,965.88	1.96	\$1,784.00
1,631.003	Starwood Property Trust Inc	\$37,447.83	1.76	\$2,870.57
2,262.941	State Street Corp	\$106,380.86	0.96	\$2,172.42
1,062.098	Verizon Communications	\$45,956.98	2.06	\$2,187.92
Total Common Stocks		\$1,091,205.92		\$34,570.39
Preferred Stocks				
1,900.000	Bank of America Corp	\$49,875.00	1.66	\$3,146.40
2,075.000	Barclays Bank	\$51,875.00	1.66	\$3,436.20
1,975.000	ML Capital Trust	\$49,631.75	1.84	\$3,641.90
Total Preferred Stocks		\$151,381.75		\$10,224.50
Mutual Funds				
8,028.921	American Century Equity Income	\$62,786.16	0.21	\$1,710.16
3,195.252	American Century Mid Cap Value	\$41,634.13	0.00	\$0.00
5,300.193	American Century Small Cap	\$45,316.65	0.13	\$699.63
1,920.159	American Funds Growth Fund	\$65,554.23	0.28	\$541.48
3,774.671	Aston/River Road Independent Value	\$41,106.17	0.00	\$0.00
	Eaton Vance Atlanta Capital			
2,872.506	Small/Mid Cap Fund	\$52,451.96	0.00	\$0.00
12,788.478	Federated Strategic Value	\$63,814.51	0.20	\$2,544.91
	Forward Commodity Long/Short			
1,873.821	Strategy Fund	\$37,869.92	0.00	\$0.00
3,216.138	Forward Select Income	\$78,473.77	1.82	\$5,840.51
3,647.374	Frank Value Fund	\$40,303.48	0.00	\$0.00

NUMBER OF SHARES		MARKET VALUE 12/31/2012	Dividend	Estimated
			Per Share	Annual Income
4,814.867	Hussman Strategic Total Return	\$58,308.04	0.07	\$351.49
3,566.892	James Balanced:Golden Rainbow	\$76,902.19	0.35	\$1,234.14
3,224.131	Janus Triton Fund	\$58,421.25	0.07	\$222.47
6,282.250	JP Morgan Income Builder	\$61,942.99	0.49	\$3,084.58
5,008.926	Nuveen Tactical Market Opportunities	\$55,949.70	0.10	\$510.91
4,106.178	Perkins Mid Cap Value	\$87,625.84	0.17	\$681.63
1,863.308	Perkins Small Cap Value	\$39,166.73	0.28	\$523.59
1,205.236	Permanent Portfolio Fund	\$58,622.68	0.27	\$325.41
6,837.495	Principal Global Diversified Income	\$95,041.18	0.78	\$5,326.41
3,796.822	Royce Micro Cap	\$40,861.57	0.00	\$0.00
2,947.769	Royce Value Plus Inv	\$40,767.65	0.00	\$0.00
916.976	T. Rowe Price Mid Gr	\$51,781.63	0.00	\$0.00
6,626.162	Wintergreen Fund	\$99,988.78	0.09	\$583.10
Total Mutual Funds		\$1,354,691.21		\$24,180.42
Exchange Traded Equity Funds				
1,380.830	Financial Select sector SPDR	\$22,631.80	0.29	\$400.44
605.092	iShares Tr D/J Energy Sector	\$24,711.96	0.68	\$411.46
1,005.365	Materials Select Sector SPDR	\$37,741.40	0.85	\$854.56
Total Exchange Traded Equity Funds		\$85,085.16		\$1,666.46
International Equity Mutual Funds				
4,831.605	Allianz NFJ International Value	\$103,734.56	0.43	\$2,077.59
2,200.099	Driehaus Emerging Markets	\$67,345.03	0.11	\$253.01
1,445.116	First Eagle Overseas	\$32,312.79	0.31	\$446.54
2,091.081	Matthews Asia Dividend	\$30,467.05	0.57	\$1,202.37
3,491.902	Thornberg International Growth	\$58,000.49	0.04	\$139.68
Total International Equity Mutual Funds		\$291,859.92		\$4,119.19
Global Equity Mutual Funds				
1,604.389	American Capital World G&I	\$59,570.96	0.83	\$1,336.46
11,812.635	Henderson Global Equity income	\$87,531.63	0.50	\$5,918.13
1,803.595	Scout International Fund	\$60,149.89	0.53	\$954.10
4,909.228	Thornburg Investor Income Builder	\$93,029.87	1.19	\$5,817.44
Total Global Equity Mutual Funds		\$300,282.35		\$14,026.13
Domestic Bond Mutual Funds				

TOWN OF LITTLETON, MASSACHUSETTS

NUMBER OF SHARES		MARKET VALUE 12/31/2012	Dividend	Estimated
			Per Share	Annual Income
6,065.207	Blackrock Inflation Protection	\$73,207.05	0.22	\$1,310.08
6,258.269	Doubleline Total Return Bond Fund	\$70,906.19	0.72	\$4,499.70
6,003.876	Forward Credit Analysis Long/Short Fund	\$53,614.61	0.22	\$1,332.86
6,504.439	PIMCO Total Return	\$73,109.89	0.36	\$2,367.62
6,092.755	Wells Fargo Advantage Adj Rate Gvt Fund	\$55,992.42	0.09	\$560.53
Total Domestic Bond Mutual Funds		\$326,830.16		\$10,070.79
Exchange Traded Domestic Bond Funds				
378.506	iShares iBoxx Investment Gr Corporate ETF	\$45,795.44	4.63	\$1,752.48
Total Exchange Traded Domestic Bond Funds		\$45,795.44		\$1,752.48
International Bond Mutual Funds				
6,147.152	EV Global Macro Absolute Return	\$60,426.50	0.39	\$2,385.10
12,352.831	Templeton Global Bond Fund	\$164,786.77	0.59	\$7,325.23
Total International Bond Mutual Funds		\$225,213.27		\$9,710.33
Corporate Bonds				
90,000.000	Hewlett Packard Corp Note	\$88,210.80	0.01	\$639.45
Total Corporate Bonds		\$88,210.80		\$639.45
Money Market Mutual Funds				
46,892.730	Prime Fund - Capital Reserves	\$46,892.73	0.00	\$4.69
Total Money Market Mutual Funds		\$46,892.73		\$4.69
Total Accrued Interest		\$60.95		
Total Trust Funds		\$4,007,509.66		\$110,964.83

COMMUNITY PRESERVATION COMMITTEE

In 2012 the Littleton CPC held meetings on: January 24, February 28, March 20, May 22, August 7, August 28, October 1, and October 23.

The committee had two projects brought before them in 2012.

1. Comprehensive Agricultural Planning Program Support Grant (\$5,000.).
2. Renovating the recreation park at 300 King Street (\$200,000.).

During 2012 the CPC discussed a policy for deadlines for projects, 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. Overall, in 2012, revenues have exceeded expenditures.

CPC Fund Balance Total for June 30, 2012: \$505,851.94

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 Garreffii, 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's specific activity this year includes:

- Issued subsurface disposal system permits(32 new/increased flow, 49 upgrade/repairs, 13 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 Gino Frattallone Vice-chair Ann Loree, Clerk William Cole, Peter Cassinari and Peter Yapp. During the calendar year 2012 the Board held 21 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 was represented by various members of the following committees: Solid Waste Options Steering Committee; Littleton Common Sewer Feasibility committee; Medical Reserve Corps Executive Committee

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,

Gino Frattalone, Chairman
Board of Health

ANIMAL INSPECTOR REPORT

The animal inspector is responsible for reporting on animal health and the stable permitting process to the Board of Health. The animal inspector is Phyllis Tower

Investigated livestock complaints: 3

Quarantines:

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

10 day quarantine: -cat bit/scratch to a human - 3
10 day quarantine: dog bite/scratch to a human – 10
10 day quarantine: dog bite to another dog - 1
45 day quarantine: cat with current rabies vaccination wound of unknown origin – 2
45 day quarantine: cat with wound of unknown origin - 2
6 month quarantine: cat with no rabies vaccination wound of unknown origin - 1

The animal inspector investigates all reported rabies exposures to domestic animals and quarantines all domestic animals which have wounds of unknown origin, or wounds from a suspected or confirmed rabid animal. Quarantines are also served for domestic animals that have bitten or scratched each other or a human.

Rabies testing:

Specimens tested for rabies at the Massachusetts Department of Public Health State Laboratory Institute
1 report -dog attack to a 2 year old child
1 report -bat (met the requirements for testing)

Barn Book

cattle:

dairy	145	beef	2	steer	59
goats	56	sheep	46	swine	21
llamas	3	alpaca	1	horses	204
ponies	21	donkey	5	mules	1
chickens	728	waterfowl	78	pigeons	1
game birds	45	rabbits	27		

49 residents are reported to own livestock in Littleton in 2011.

Respectfully Submitted,
Phyllis Tower, Littleton Animal Inspector

BUILDING DEPARTMENT

The Building Department is pleased to report that during the calendar year 2012, fees were collected from 370 building permits totaling \$215,710. 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 \$5189. The following represents the number of permit applications received, reviewed and Certificate of Inspections issued;

New Commercial Construction	6
Commercial Addition / Renovation	1
New Residential Construction	35
Residential Renovation / Addition	39
Accessory Structure	33
Signs	9
Heating Appliance	24
Swimming Pools	17
Demolition	11
Miscellaneous	195
Certificate of Inspection	18

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 are two active court cases in progress or pending.

Construction activity for the calendar year 2012 improved significantly and promises to continue throughout 2013. 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 2012.

One (1) proposed 40B complex located at 15 Great Road will introduce 190 more dwelling units in several 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.

It is with deep sorrow that we announce the passing of co-worker and friend, Joseph Cormier. Joe held the position of Plumbing and Gas Inspector for nearly 6 years, having previously served as the alternate inspector in support of his brother Steven Cormier. Joe will be sorely missed by the entire department. We also welcome Mr. Joseph Cormier Jr. as the new Plumbing and Gas Inspector. Joe has been the alternate Plumbing and Gas Inspector for the past several years and will provide a seamless transition of service. Mr. Wielenski will continue to serve as the alternate inspector.

Mr. Booth Jackson announced his retirement earlier this year from the services of the Town of Littleton as the Inspector of Wires. Mr. Jackson was a seasoned 28 year professional inspector providing meticulous and thorough review of all installed wiring within the town. His unique style of inspection and dedication to the trade was appreciated and will be missed. In addition, Mr. Vincent Chant who was the alternate Inspector of Wires announced his retirement earlier this spring. Both Inspectors served the town well and will be missed.

We welcome Mr. William Morehouse as the new Inspector of Wires. Bill is a town resident and comes to the position with a veterans resume. His qualifications and style will afford a seamless transition of services to the public. Mr. Joseph Gervais will be acting as the new alternate Inspector of Wires.

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. Joe Cormier 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.

Respectfully Submitted,
ROLAND J. BERNIER
Building Commissioner / Zoning Enforcement Officer

REPORT OF THE INSPECTOR OF WIRES

Please consider the following annual report of the Inspector of Wires for the year January 1, 2012 to December 31, 2012, collecting a total of \$39845.00 in fees from 369 electrical permits.

New Homes	34
Commercial Buildings	65
Residential additions more than ten outlets	80
Residential additions less than ten outlets	63
New Service	34
Swimming Pools	17
Temporary Meters	16
Residential Security Systems	13
Appliance Installation	45
Meter Replacement	2

TOWN OF LITTLETON, MASSACHUSETTS

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.

Respectfully Submitted,

WILLIAM MOREHOUSE
Inspector of Wires

REPORT OF THE GAS & PLUMBING INSPECTOR

As the Littleton Gas Inspector, I am pleased to report that 153 permits were issued collecting a total of \$16419.00 in gas permit fees.

New Commercial	2
New Residential	24
Renovation	127
Void	0

As the Littleton Plumbing Inspector, I am pleased to report that 148 permits were issued collecting a total of \$12009.00 in plumbing permit fees.

New Commercial	2
New Residential	20
Renovation	126
Void	0

Respectfully Submitted,

JOSEPH CORMIER,
Plumbing and Gas Inspector

CONSERVATION COMMISSION

This year the Littleton Conservation Commission saw several changes to its members. Peter Tierney, 12-year Commission member, retired in August. Peter who was also a teacher in Town often attended site visits and was very active on the Commission. The Commission also welcomed one new member, Anna Mayor; and one associate member, Andrew Sammarco.

Anna Mayor joined the Commission in September to fill the vacancy left by Peter. Anna comes to the Commission with knowledge on wetlands protection and other environmental issues.

At Spring Town meeting, the Commission was given the opportunity to have associate members. The Commission welcomed Andrew Sammarco as its first official associate member. Andrew serves on many other boards in town including the Agricultural Commission and the Trust Fund Commission also serves as the Land Steward for Bumblebee Park. Andrew developed a new trail at Bumblebee Park, and named it in honor Peter Tierney. Andrew also volunteered many hours in the Commission office and took minutes at meetings while the administrator was out on leave.

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 again showed a slight increase in the amount of filings for the year, and issued 13 Orders of Condition (permits), 6 Determinations of Applicability (permit not required), and 10 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 those permits were the Point Project and the widening of Route 119. The Point is a 90 acre development that was previously owned by Cisco Company. The plan for the site includes walking trails that will connect to other trails in the area. Other projects approved this past year include bridge improvements over Routes 2 and 495 and the repaving of Harvard Road. Both projects are projected to start in the Spring of 2013. Some other larger projects that have been continually reviewed by the Commission this year include the parking area and train station on Foster Street and the repaving of Bruce Street and the replacing of the culvert on Nagog Hill Road.

The Conservation Commission is responsible for the maintenance of the Town-owned conservation land. In this activity the Commission is considerably 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 mission of the Littleton Historical Commission, as established by the voters in 1979, is to preserve the unique history of Littleton by working with property owners to protect and preserve historic properties and historic sites.

Pursuant to our mandate, the Historical Commission was instrumental in saving the town's historic Long Store from imminent demolition. Built in c.1734, the Long Store had played an important role in the daily life of the town's residents. The Historical Commission held numerous meetings, often on a weekly basis, with all parties concerned. Ultimately, the Long Store was carefully disassembled and saved. The axe-hewn oak posts and beams, along with rare artifacts, were preserved and put in storage. In the coming year, plans for the reconstruction of the Long Store will be pursued.

TOWN OF LITTLETON, MASSACHUSETTS

Another historical project begun by the Historical Commission in the past year and 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-owned 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, on April 19th the Historical Commission 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. A presentation was made by the Littleton 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, some of whom have been on the Commission for years, are all very knowledgeable, talented, and hardworking individuals. Their willingness to donate their time and skills to the town is very much appreciated. So it is with gratitude that I acknowledge the following members of our Commission: Ronald Goddard, Donna White, John Hathaway, Linda Stein, Prof. Jonathan Liebowitz, and Dr. Andrew Watt. We particularly want to thank John Hathaway, who retired from our Commission this year, for his numerous years of service to the Commission and to the town.

The Historical Commission meets every second Thursday of the month in Room 307 at the Littleton Town Hall. 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 during 2012. In March 2012, the Planning Board adopted new subdivision regulations, Chapter 249 of the Town Code, a comprehensive update of the design and construction criteria for new subdivisions. Thank you to Jim Clyde, Littleton Highway Department Operations Manager, for his input and insight to help assure that new subdivision roadways and infrastructure are constructed to the proper standards. May 2012 Town Meeting approved one zoning amendment, adding two parcels to the "Beaver Brook – West" overlay district approved at the May 2011 Town Meeting. May also brought Planning Board participation in a "Littleton at the Crossroads" Public Forum, co-hosted by the Board of Selectmen and presented by the Metropolitan Area Planning Council (MAPC). Planning Board members continue to be active on various Town Boards and Committees, including the Permanent Municipal Building Committee, the Littleton Common Sewer Feasibility Study Committee, the Littleton MBTA Advisory Committee, and the Community Preservation Committee.

Residential Development:

Overall, there was a minimal amount of residential development proposed through new applications to the Planning Board. The Planning Board spent a significant amount of meeting time in 2012 reviewing the Preliminary Subdivision and subsequent Definitive Subdivision applications of Omni for a 40A subdivision called “The Orchards”, made complicated not only by the request for a waiver from the length of a dead end roadway, but by its interconnection with an affordable housing or 40B development associated with the project. Review of the project will continue in 2013. There were no other applications for subdivisions. A total of 9 ANR (Approval Not Required) plans submitted to the Planning Board for consideration in 2012; eight plans were approved, creating 7 new residential lots; one was denied. There were no applications for Shared Residential Driveways, but 7 lots were granted Scenic Road Approvals, following joint public hearings with the Tree Warden. The “Village at Reed Meadow” Over-55 Residential Development was modified in 2012 due to lack of qualified seniors to purchase age-restricted affordable units. The market indicates that if potential buyers can qualify for a real estate loan to purchase the property, they do not qualify to purchase the affordable unit due to strict income and savings limits regulated by the State. The developer requested, and the Planning Board approved, lifting of the affordability restrictions on the 3 affordable units, approved 4 additional market-rate over-55 units, and coordinated with the Board of Selectmen to enter into a Host Community Agreement (HCA) to accept a gift to the Town of 7 percent of the sales price, or a minimum of \$50,000 per unit, of the 4 new units for the purpose of providing for and otherwise supporting Affordable Housing. The Planning Board would like to thank Town Administrator Keith Bergman and Town Counsel for assuring that the Planning Board’s support of Affordable Housing was memorialized in the Reed Meadow HCA.

Commercial Development:

Applications for commercial development and re-development remained at a significantly high level in 2012. The largest new development, now known as “The Point”, formerly approved for Cisco Systems, was approved as a mixed-use development in the newly-designated “Littleton Village Overlay District West - Beaver Brook Area” and will likely include retail, restaurants, theater, and office use totaling 580,000 square feet, plus a 100-room hotel. Development of this site is slated over the next two to three years. Significant groundwork was completed in 2012, with the first retail and restaurant buildings anticipated to be constructed in 2013. The Planning Board would like to thank all Town Departments for providing timely and thoughtful input to the Planning Board’s permitting process for this significant commercial development.

Other new commercial development approved by the Planning Board in 2012 included a 6,000 square foot warehouse at 4 Spectacle Pond Road, and a 5 MW solar photovoltaic installation at 1-3 Distribution Drive. While neither of these two new projects has yet to move to construction, the Planning Board was proud to approve these proposals with the potential to bring thoughtful growth and new jobs to the community. Numerous commercial redevelopment proposals were also approved by the Board, with site upgrades approved for: Littleton Highway Department storage shed at 39 Ayer Road; outdoor display area at 312 Great Road; ambulance bay at the Foster Street fire station; updates of approvals for the self-storage facility at 509 Great Road; updated telecommunications equipment at the Oak Hill wireless tower; addition of new vehicle storage area behind 222 Great Road; circulation improvements at the Great Road Dunkin Donuts; additional backup power generator at 550 King Street for IBM; and a new backup power generator at 376 King Street for Verizon. In addition, the Planning Board reconfirmed approvals for the Site Plan for “The Point”, at the applicant’s request. The most significant Site Plan modification for redevelopment was approval of updates to 53 Ayer Road, the old Lone-Star/Sanvel pre-stress building, for FIBA Technologies, providing significant improvements to the site and the potential for over 100 new jobs in Littleton within the next year.

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, usually the second and fourth Thursdays of the month. The Board appreciates and encourages public

attendance at its meetings and encourages citizens to offer their constructive comments. Planning Board meetings 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 MTooohill@littletonma.org with any questions.

Respectfully Submitted,
Mark Montanari, Chairman

ZONING BOARD OF APPEALS

The Littleton Zoning Board of Appeals conducted hearings on 17 new or continued applications during 2012. Applications fell into the following distribution:

Seven applications were for Special Permits; three to change, modify or extend a pre-existing non-conforming structure with the addition of a porch or deck, and four to add an accessory dwelling unit (in-law apartment). All were granted, some with conditions.

Six Variance applications were filed. There were two for signs. One was granted and one was withdrawn without prejudice when the applicant conformed to the bylaw. There were three for dimensional relief, granted with conditions. One application was for a septic system retaining wall, which was continued into 2013.

One application was for approval under Section 152-1 of the Code of the Town of Littleton, a general code, not a zoning bylaw, for permission to allow a fence not more than 25 feet from the outside edge of a pool apron. The board granted approval.

There were two appeals from the Building Inspector's decision. One was granted after two hearings and upon conditions of compromise by the landowner; the other was withdrawn without prejudice when the landowner complied with the determination.

The Comprehensive Permit application of Omni Properties was amended to reduce the number of units to 190, to revise the style of units to predominantly townhouse style units, and to create buffers for the Grist Mill Road neighborhood. Regular hearings were held during the year 2012, resulting in a favorable decision in 2013.

Application fees in 2012 for general business were \$3,650.00. The Board also collected \$20,000.00 in 2011, which covered the legal and administrative costs for the 40B project. In addition, the developer paid the peer review and consultant fees of approximately \$37,000.00. These payments were in addition to the grant received through the efforts of the Town Administrator, to provide technical assistance with this project. The Board thanks Town Counsel, Tom Harrington and Chris Heep; Town Administrator, Keith Bergman; Administrative Assistant, Michelle Cobleigh; and Consultant, Ed Marchant for all of their hard

work on this project, their attendance at every meeting, and for making all submittals immediately available to the public through the Town Website.

Several Board members participated in training seminars.

Respectfully submitted,
Sherrill R. Gould, Chairperson

AGRICULTURAL COMMISSION

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

We have made a shift in our focus over the last year, concentrating on agricultural issues rather than community outreach. Some of our main focuses have been on wildlife issues and the Town owned apple orchard.

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.

On March 2, 2013; the Agricultural Commission Chair, Jamie Cruz was voted onto the Massachusetts Association of Agricultural Commission as the Middlesex County representative.

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.

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 WORKS

CEMETERY COMMISSION

Construction on the new expansion area is almost complete. This project was made possible by the overwhelming cooperation and effort received from the Highway Department. At this time it looks like the project will be completed within the Town allocated funds. The first phase of this project will yield approximately 325 grave lots which should cover projected need for 13 years. There are two additional phases within this project to be developed at a later date. We hope to start selling lots in the fall of 2013. Westlawn had twenty-one (21) full burials and thirteen (13) cremations in 2012. 2012 saw renewed interest in the pet cemetery. The department will be launching a new online burial search program complete with GIS mapping software. This will allow anyone with computer access the ability to search for a decedent and locate them on the map. It will also provide opportunity for descendants to forward genealogical information to the Cemetery Department to be added to the database. Hopefully this will be online by February 1, 2013. The Commissioners approved departmental purchases of a 2013 truck to replace the 1996 vehicle, and a Walker mower.

Respectfully submitted,
David Badger, Chairman

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 2012.

2012 was an historic year for us, as we marked our 100th Anniversary and paused to reflect on our founding spirit, honor our progressive character and celebrate our enduring value. To acknowledge the milestone, we hosted two signature events – a public open house in June and a Centennial Gala for employees, community partners and business colleagues in September which, appropriately enough corresponded to the exact day and hour in 1912 when the first LELED light was turned on. At both, we highlighted the accomplishments that have made us such a central part of the Littleton and Boxborough communities we have served over this last century. To commemorate the occasion, we produced a video retrospective on our history, “A Century of Service,” which can be found on our website for convenient viewing. 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 LELED’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 \$105.15. The same usage in Ayer, served by National Grid, would cost \$138.51; while in Acton, served by NSTAR, that usage would cost \$162.10. LELED’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 3 residential customers with generators tied to the grid. We also have a major commercial solar project on the horizon – a 4 mW project on Distribution Drive. By adding this venture into our power mix, we are on target for acquiring 15 percent of our capacity from renewable sources by 2015. Other green initiatives include small hydro and wind power projects as well as the installation of an electric vehicle charging station at Acton Toyota, with more scheduled in the coming months. 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.

Crews worked on a number of major projects throughout the year, completing upgrades from open wire construction to spacer cable on major circuits in Boxborough and on New Estate Rd. in 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.

On the IT front, the department neared completion of a comprehensive security system for department facilities, both at Ayer Rd. and its remote sites, which includes the construction of a fiber ring from the Beaver Brook Substation to our water treatment plant and back to our administration and operations facilities.

The high winds and heavy rains of Superstorm Sandy wreaked havoc on our system, causing widespread outages in our service area. As is our custom, our crews once again rose to the challenge, restoring power to all customers within 24 hours of the first outage. Six downed utility poles on Great Rd. put nearly three quarters of our customers out of service, but crews worked diligently to bring circuits back on line quickly. Overall, our distribution system held up well to the storm – in large measure because of the investment in upgrades LELD has made over the last several years. From dispatching crews and answering customer calls personally to keeping all informed of the restoration work, we worked cooperatively and efficiently to get our customers back in service.

Construction of a training facility and administrative offices for the Northeast Public Power Association (NEPPA) at the rear of our property on Ayer Rd. was also completed this year. The facility, financed by LELD and leased to NEPPA, houses administrative offices, a training room and conference room. It also features an outdoor training area to support the activities of the Apprentice Lineworker Program and underground distribution training. This partnership between LELD and the industry’s leading professional organization represents a creative solution to providing a centrally located base for NEPPA’s members and convenient access to state-of-the-art training programs.

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.

TOWN OF LITTLETON, MASSACHUSETTS

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.lewd.com.

Respectfully submitted,
 Board of Electric Light Commissioners
 Tom Rauker, Chair

LITTLETON ELECTRIC LIGHT DEPARTMENT – December 31, 2012 - Preliminary/Unaudited

ASSETS		LIABILITIES AND SURPLUS
UTILITY PLANT		SURPLUS
Total Electric Steam Production	0	Unappropriated Surplus
Total Electric Transmission Plant	11,228	
Total Electric Distribution Plant	19,333,658	
Total Electric General Plant	12,622,181	
TOTAL UTILITY PLANT	31,967,068	TOTAL SURPLUS
		35,706,396
Accum. Depreciation Steam Plant	0	LONG TERM LIABILITIES
Accum. Depreciation Transmission Plant	-9,605	Bonds Payable
Accum. Depreciation Distribution Plant	-8,238,696	Post Employment Benefits Payable
Accum. Depreciation General Plant	-4,451,834	TOTAL LONG TERM LIABILITIES
TOTAL DEPRECIATION	-12,700,135	1,479,706
		CURRENT AND ACCRUED LIABILITIES
NET ELECTRIC PLANT	19,266,933	Accounts Payable
Construction In Process	524,630	Miscellaneous Accrued Liabilities
		156,195
		1,828,900
FUND ACCOUNTS		
Depreciation	2,892,021	
Construction	3,403,329	
Rate Stabilization	6,824,346	Reserve for Uncollectible Accounts
Pension Fund	939,748	
OPEB Fund	559,528	
Operations Fund	1,000	Power Buyouts
TOTAL FUND ACCOUNTS	14,619,972	TOTAL LIABILITIES
		0
		3,527,316
CURRENT AND ACCRUED ASSETS		TOTAL LIABILITIES/SURPLUS
Accounts Receivable Rates	1,915,380	39,233,712
Accounts Receivable Jobbings	-45,285	
Accounts Receivable Other	-5,277	
Inventories	922,940	
Prepayments	1,976,434	
Deferred Expenses	57,986	
TOTAL CURRENT & ACCRUED ASSETS	4,822,177	
TOTAL ASSETS	39,233,712	

LITTLETON WATER DEPARTMENT

The Board of Water Commissioners is pleased to present the annual report of the Water Department for the calendar year 2012. 2012 was an historic year for the department, as we celebrated the 100th Anniversary of our founding. To mark the milestone, we hosted two signature events – a public open house in June and a Centennial Gala for employees, community partners and business colleagues in September. At both, we highlighted the accomplishments that have made us such a central part of the community we have served over this last century. To commemorate the occasion, we produced a video retrospective on the history of both the Light and Water Departments, “A Century of Service,” which can be found on our website for convenient viewing.

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.

Outdoor watering accounts for the greatest water use and is the most serious threat to a community’s ability to meet the per capita residential standard. Daytime watering is not only costly, but largely ineffective. While we understand that people are trying to maintain their landscapes, this objective can still be met with much less water during the early morning or evening hours. Only one inch of water per week is sufficient to maintain a healthy lawn, so we ask that our customers use common sense when watering outdoors. We have tried to take a reasonable approach to water restrictions over the years, for most summers asking only for voluntary restrictions unless drought conditions dictated a mandatory program. When we have had to enforce the program, it has been successful, with a high level of compliance. For that we are thankful, and appreciate your support.

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. Our system offers an open enrollment feature, where residents can enter multiple numbers, including cell phones, into the database, virtually ensuring receipt of the message on the devices of their choosing. 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.

2012 was a busy year for capital projects, as we made significant upgrades to our system, most notably at the Spectacle Pond Treatment Facility. Improvements there included a new backwash recovery system, with variable speed, high efficiency motors, which both improve performance and conserve energy. And at the November Special Town Meeting, voters approved \$3.6 million in borrowing to fund improvements at our Beaver Brook well site, where three new satellite wells will boost capacity by 300 gallons per minute (gpm) at that source. A treatment plant is also slated for construction at the site to treat naturally occurring iron and manganese

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.

Two outstanding, longtime employees – Judy Hunt and John Ash – retired this year, bringing with them nearly 50 years of combined experience. Kevin Hunt joined LWD as the Water Distribution Supervisor, responsible for all distribution operations, while Reggie Fennell joined the staff as a treatment plant operator.

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
Tom Rauker, Chair

<u>ASSETS</u>	<u>LIABILITIES AND SURPLUS</u>		
<u>Current and Accrued Assets</u>	<u>Current and Accrued Liabilities</u>		
Cash	376,209	Accounts payable	35,210
Accounts receivable	151,527	Current portion long-term debt	281,875
Accrued unbilled revenues	217,938	Bond Anticipation Notes	819,700
Merchandising and Jobbing	20,520	Accrued liabilities	<u>33,295</u>
Materials and supplies	<u>75,402</u>		
<u>Total Current and Accrued Assets</u>	<u>841,596</u>	<u>Current and Accrued Liabilities</u>	<u>1,170,080</u>
<u>Noncurrent Assets</u>		<u>Long-term Debt</u>	
Prepaid bond costs	52,686	Compensated Absences payable	72,205

		Other Post Employment Benefits Payable	158,368
Total plant, at cost	15,243,605	Bonds payable	<u>1,470,000</u>
Less: Accumulated depreciation	5,563,673		
		<u>Total Liabilities</u>	<u>2,870,653</u>
<u>Net Plant in Service</u>	<u>9,679,932</u>		
		<u>Net Assets</u>	
<u>Construction in progress</u>		Invested in capital assets, net of related debt	7,277,850
		<u>Restricted for OPEB trust</u>	54,027
<u>Total Noncurrent Assets</u>	<u>9,732,618</u>	Unrestricted net assets	<u>371,684</u>
		Total Net Assets	7,703,561
<u>Total Assets</u>	<u>10,574,214</u>	<u>Total Liabilities and Surplus</u>	<u>10,574,214</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, Barry Nawoichik, Shawn Bernard, Jesus Benitez, Derek Kelson, Brian Cote (left in October), Douglas Lawton (left in October), Tim Kelley (started in December) 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:

TOWN OF LITTLETON, MASSACHUSETTS

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 Town also signed a contract with Devens Recycling, Inc. of Devens MA for the disposal of “bulky waste” and construction & demolition waste. Our municipal solid waste still goes to Covanta Energy, Inc of Haverhill, MA. Last year we disposed of 1214 tons of municipal solid waste. In addition we recycled 709 tons of materials to several different vendors.

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 Reconstruction:

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 includes signalization, road widening, resurfacing, sidewalk improvements, utility relocation, water main installation, curbing work and various safety improvements. The Great Road signalization and safety project cost will be approximately 3 million dollars. The project is being funded under the Mass Works grant program (1.8 million dollars) and Littleton Commercial Investments LLC, the entity constructing “The Point” retail and office development, is funding the additional project costs. The project contractor is Onyx Corporation of Acton, MA.

Bruce Street (4,837 feet): The roadway reconstruction project had the top coat of asphalt installed in the spring and the project was completed by the end of May. The work was performed by P. J Albert of Fitchburg, MA.

Whitcomb Avenue (1,800 feet): The roadway reconstruction project had the top coat of asphalt installed in the spring and the project was completed by the end of May. The work was performed by P. J Albert of Fitchburg, MA.

Nagog Hill Road: A failed cross culvert near the Acton town line was removed and replaced by Aqua-line Construction of East Bridgewater, MA

Road Design Engineering: Green International & Affiliates of Westford MA is the design engineer for several upcoming projects, Harvard Road reconstruction from the Harvard town line for approximately 6,000 linear feet to approximately house number 94, Nashoba Road from the intersection of Nagog Hill Road to Great Road approximately 6,100 feet, a sidewalk project on Russell Street from the intersection of Delaney Drive to Great Road approximately 2,400 feet and the reconstruction design of New Estate Road for its entire length from King Street to Ayer Road approximately 5,800 feet. Green International & Affiliates worked on the road projects through the winter, we held two public input meetings to incorporate as much of the resident’s feedback/ideas/requests as possible into the Harvard Road project. Environmental and scenic road permits were obtained and the Harvard Road project is being prepared for spring bid advertising and bid award. Green International & Affiliates also provided onsite resident engineering services for construction oversight on the Bruce Street, Whitcomb Avenue and Nagog Hill Road projects. 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 2012

Equipment Replacement/Refurbishment:

The refurbishment of two (2) 1993 Mack 6 wheel trucks was done by Heritage Truck and Auto Body of Londonderry, NH. These trucks had the frames sand blasted and painted and the refurbishments of the cabs were completed as well. The refurbishment of a 1998 John Deere 544H loader was done by Schmidt Equipment Corporation of Oxford, MA. The refurbishment included new body panels, extensive mechanical repairs, repainting and a new loader bucket.

Snow & 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 2011/2012 was one of the least snowy winters in recent years. Of major significance was the late October snowstorm which caused many road closures, power outages and significant tree damage throughout the whole town. It took the highway crews 6 1/2 weeks to remove the storm debris from the 62 plus miles of roadways.

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
Jim Clyde, Highway Operations Manager

PERMANENT MUNICIPAL BUILDING COMMITTEE

Projects worked on during the year included the construction of the new track facility, several projects at the fire station, a complete remodel of the cable T.V. studio, discussions on updating the COUNSEL ON AGING meal site, FACILITIES MAINTANANCE STUDY and additional work at the MIDDLE SCHOOL covered under the original funding agreement of the school building project.

TRACK

Construction of the new track facility began at the end of June. The old track surface was completely removed during the first week of work. With the summer being relatively rain free installation of the materials for the new surface went as scheduled. Substantial completion of the project was reached in the early fall. Inclement weather delayed the completion of several punch list items. It was agreed by all parties to finish the punch list in the spring. The track is expected to be available for the spring track season.

CABLE STUDIO

The cable studio went through a complete over haul. The PMBC managed the construction segment and the CABLE STUDIO COMMITTEE handled the equipment upgrades. New walls were built for set backdrops. Suspended light tracking and the installation of air conditioning are substantial upgrades to that area. A significant amount of electrical work was required to accommodate all the new equipment and upgrades. Studio programming and live program broadcasting were unavailable during the 4 month construction phase. Live broadcasting resumed the first of January.

FIRE STATION PROJECTS

TOWN OF LITTLETON, MASSACHUSETTS

In order to accommodate the new fire engine and ambulance that were on order it was necessary to widen both overhead doors at the front of the fire station. The masonry on the front of the garage area was cut back, a new steel beam installed to carry the roof load and 2 new insulated overhead doors were installed. A small addition at the rear of the station allows the continued use in one bay of the parking of three vehicles deep. An additional project at the fire station was the replacement of all the windows and doors in the building. Heating oil costs will be tracked so as to assess the savings. The realization that a larger facility for the fire dept. may be required sooner rather than later brought the BOARD OF SELECTMAN to have the PMBC contract out the estimating of the cost to build an addition on to the existing fire station. As of this writing that project is in the works.

COA MEAL SITE

The PMBC continues to work with the COA on upgrades and improvements to the kitchen. It has been determined that the scope of work initially requested did not include the design and installation of equipment necessary to bring the area up to current building codes as well as board of health codes.

FACILITIES MAINTENANCE STUDY

Two years ago an RFP for a FACILITIES STUDY of town buildings was advertised. The scope of that study drew a less than favorable number of respondents to the project. The PMBC revised that same document and resubmitted the RFP. Five companies responded with what appears to be much better results. As of this writing the process of choosing a company to carry out the study is underway.

MIDDLE SCHOOL PROJECTS

Midway through the year the town was made aware that approximately \$200,000 was still available for the MIDDLE SCHOOL BUILDING PROJECT that was completed about 5 years ago. The funding procedures used by the town on that project required that all funds appropriated needed to be spent. The bonding company involved notified the town that the remaining funds must be spent by the end of this fiscal year. Non compliance would result in a stiff penalty. The school department and PMBC have worked to put a list of items together to be purchased for the school. Since the school has been designated as the primary building for use as an emergency shelter both the BOARD OF SELECTMAN and SCHOOL COMMITTEE agreed that upgrading the building for emergency purposes should be a priority. A key piece of equipment is the generator currently in use at the building. That generator is in the process of being tested to see what if any steps need to be taken to ensure that enough emergency backup power is available to satisfy the requirements of an emergency shelter.

The PMBC realized one vacancy on the committee as member Michael Cataldo moved out of town. Michaels' work on the committee was greatly appreciated and we wish both he and his wife well. Resident Stephen Moore was appointed to fill the vacancy. Stephen, a past candidate for PLANNING BOARD, has several decades of commercial construction in his background and is a welcome addition to the committee.

Respectfully submitted,
PERMANENT MUNICIPAL BUILDING COMMITTEE
James (Jef) Feehan, Chairman

CLEAN LAKES COMMITTEE

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

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

2012 In Review

The LELWD marked its 100th anniversary of service this year. A late spring celebration was held at the Operations Center on June 16th. The annual grass seed & rain barrel sale, jointly sponsored by the Water Department and the CLC, was rolled into the festivities.

Once again, 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.

Rain barrels continue to be a great way to go green. Remember rain barrels needn't be installed only around ponds and rivers. Anywhere runoff can be kept from carrying sediments and waste directly down storm drains helps protect our waterways and wetlands. Using rain barrels is an easy way to help our lakes while saving drinking water. Free storm runoff is great for lawns, plants and flower beds. The CLC subsidizes rain barrel sales, offering them to town residents at \$5 below the purchase price, while the Water Department contributes the cost of freight and administration.

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, invasive aquatic plants can overtake native species and clog the shallows of our water resources. These nuisance plants can accelerate the deterioration of healthy water bodies impacting both in-water and shoreline habitat.

As in 2011, most of the CLC's budget was expended on management of invasives. On June 21st the CLC had Long Lake treated for curlyleaf pondweed and variable milfoil infestation by Aquatic Control Technology, Inc. (<http://aquaticcontroltech.com>) of Sutton. The following day we had Lycott Environmental, Inc. (<http://www.lycott.com>) of Spencer treat Spectacle Pond for the same invasives. Fanwort was not found in significant concentration in either lake this year. Mill Pond was not considered for herbicide treatment as it will require extensive dredging and stabilization before such measures would prove effective.

Next year the committee plans to contract lake treatments a few weeks earlier to reduce disruption to beachgoers and boaters. 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.

Lake Matawanakee

A renewed concern this year is the condition of Lake Matawanakee – often referred to as Forge Pond. Easily the largest single water body in Littleton, two thirds of the T- shaped lake is actually in Westford. There are two public access points, the Westford Town Beach and the boat launch off Beaver Brook Road. Neither location is in Littleton. The water level is set at an outflow control structure at the dam in Forge Village. The structure is part of the Abbot Mill complex and may again direct outflows to a power generating turbine. Despite all that, over 80% of the houses around the lake are on the Littleton side. All in all, it's a jurisdictional quagmire.

Invasive plants have become a problem in Matawanakee. For a number of years, winter drawdowns have been tried in an effort to expose nuisance aquatic plants to freezing and die off. Results, as documented in CLC Annual Reports from 2006-2009, have been disappointing. Private wells going dry due to the drawdowns or unfavorably warm and/or rainy winter weather have led to failure every time.

Management of the invasives through herbicides has been seen as too expensive to residents. The flow of water through Matawanakee raises those costs. An appeal for funding from the CLC was made in August. However without a convenient access point to the general public from the Littleton side the CLC is reluctant to commit town funds.

A new lake association, Friends of Forge Pond, was established in 2010 to address issues affecting Lake Matawanakee and advocate for all residents. The CLC membership feels the group's concerns are well founded and will continue our dialogue.

There have been just a few developments this year on the Mill Pond Restoration Project. The Army Corps of Engineers has changed our agreement – it must reflect some form of Federal belt-tightening. The 35%-65% financial split for their services will now include project design. Littleton's contribution for the design phase is \$130,000. This will allow completion of the design feasibility study without obtaining additional Federal funds this fiscal year. The CLC plans to proceed with this proposal. It is expected that we can now tie payments to deliverables and move forward on this long-overdue project.

The slope of the new ramp at the Lake Warren Drive canoe launch is steeper than expected due to a plan revision during construction. Remediation ranging from a railing to redesign was discussed but no action was taken this year.

A bench will be installed at the canoe launch near the landing. It has been donated by CLC member Steven Sussman in memory of his wife.

Respectfully submitted,
Jon Folsom
CLC Chairman

TOWN SERVICES

ELDER AND HUMAN SERVICES

Mission Statement: *The mission of the Department of Elder and Human Services 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 members of the community. 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 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. EHS/COA offers WiFi connectivity.

There are 1864 Littleton residents over the age of 60, just over 20% of the 2010 population. 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.

Littleton Elder and Human Services operates 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 Council on Aging, a 5 person board who directly sponsor activities as well as provide funds for many others. Volunteers provide a great deal of effort and support, as well. EHS coordinates the activities of these 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 leadership of Janice Nowicki, Director during FY2012. Janice brought many ideas with her to the Council and initiated new programs for our seniors during her tenure.

EHS/COA has five primary focus areas: Programming for older adults, Nutrition, Outreach to all, Transportation, and the Senior Property Tax Work-off program. One indicator of performance is the volume in these areas and details can be found below.

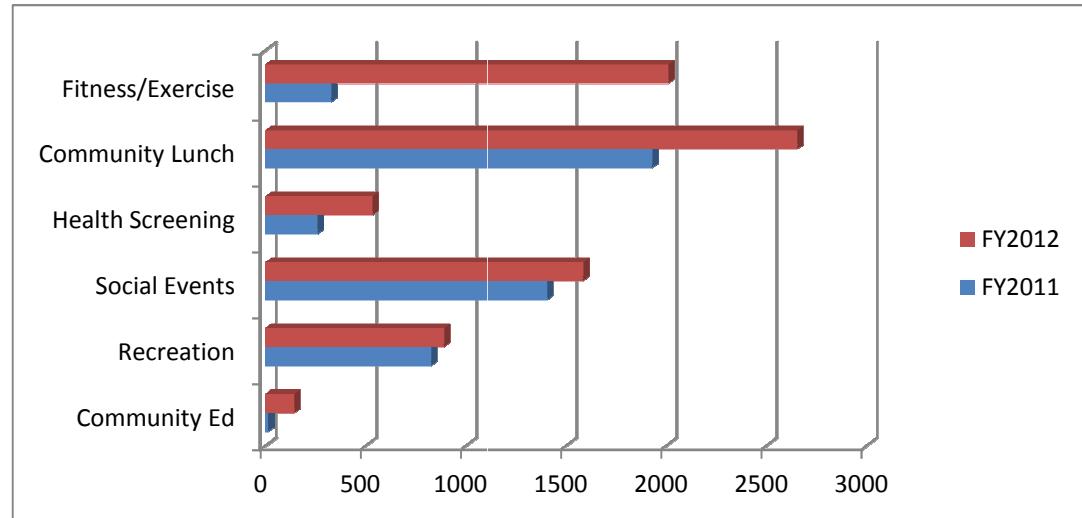
Programming:

There has been a strong increase in the number of seniors attending programs and events from FY2011 to FY2012. The chart below shows a comparison of attendance and the different types of programming events. FY2012 is on the top of each pairing.

Typical Fitness and Exercise events are our Stretch and Flex classes, yoga, line dancing and exercise classes. Health events include our weekly blood pressure screening clinic, bi-monthly Podiatry clinic, the Healthy Me

series, and our annual flu clinic. Social events include parties in celebration of holidays and birthdays, day trips by bus, and movies. Recreational activities include Wii bowling, crafts, MahJongg and other games.

Attendance at Events FY2012 over FY2011



This chart shows the total number of attendees at EHS activities and events FY2012 is on the top of each pairing above.

Community Education events address issues relevant to seniors including presentations about the Registry of Motor Vehicles and elder law. Many events were held in collaboration with the Friend's of the Littleton Council on Aging. Some of the special events held during FY2012 included a barbecue sponsored by Representative Arciero and Senator Eldridge, a sit-down Veteran's Lunch, and our End-of-Summer cookout.

A \$10,000 grant from the Greater Lowell Community Foundation and the Nashoba Valley Community Healthcare Fund was used to fund a Wellness Coordinator to support an outreach program aimed at improving the health and wellbeing of seniors and those approaching their senior years. The Wellness position was staffed with a registered and licensed Occupational Therapist who expanded programming to include newer media such as the internet and email, conducted evening and weekend programs, and introduced new programs such as CarFit, an AARP program developed to fit the cars of seniors to their bodies. A Wellness Fair brought over 30 vendors and included vision and hearing screenings, flu shots, chair massage, and many businesses concerned with supporting the wellness of older adults.

Nutrition:

Our Nutrition program includes the bar on the chart above marked "Community Lunch" and our Meals on Wheels program. Our Senior Diner is located on the lower level of the Town Hall Building and a hot lunch is served Monday through Friday – 2,572 hot meals were served during FY2012, 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 made available on Thursdays. We have witnessed a significant increase in meal attendance on Thursdays due to this program. Our Meals on Wheels program served 7,089 meals in FY2012.

Outreach:

Tina Maeder, Licensed Social Worker, is our Outreach Coordinator. Tina provides needs assessments and referrals to appropriate services. While the focus is on older citizens, with the expansion of the former 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 she provides are help with the fuel assistance application process (SMOC), assistance in completing food stamp applications, and referrals to Loaves and Fishes food pantry. She runs our monthly Living Along Support Group. She provides services in our office, on site at Pine Tree Park, and she conducts home visits when necessary. Outreach numbers are up substantially over FY2011, as you can see in the chart below.

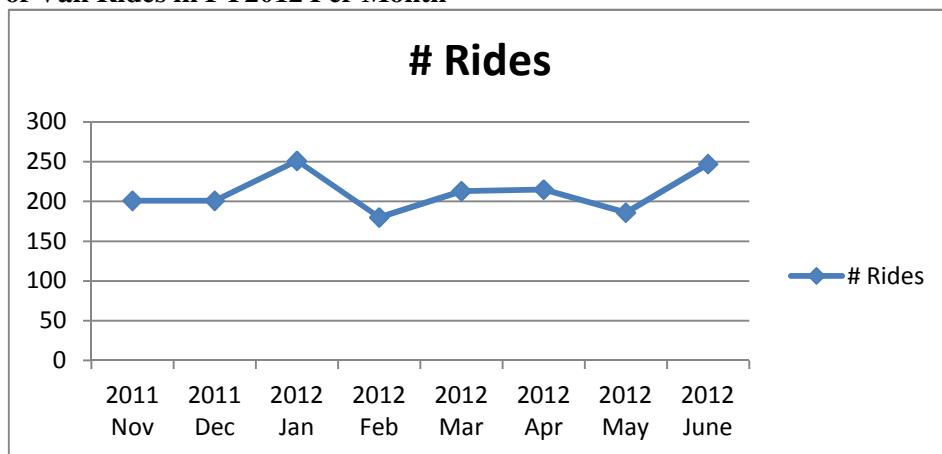
Some FY2012 Outreach numbers:

	Percent Increase over FY2011
Over 1900 requests for information were handled	27.5%
180 different residents were assisted	16.8%
95 residents were given fuel assistance or other finan. Assist.	21.7%
31 non-seniors received financial assistance	158 %

Tina coordinates with Minuteman Senior Services to manage elders-at-risk and protective services. Minuteman is a non-profit organization which assists seniors and disabled adults. In FY2012 over 800 Littleton residents used Minuteman Services and Minuteman instituted 28 Protective Service orders for Littleton residents. SHINE Counselor Bob Selling assisted 171 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 63 elderly and low-income taxpayers.

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. The table below shows the number of rides provided in the months of FY2012 for which data is available.

Number of Van Rides in FY2012 Per Month



In total, 1925 rides were provided for 118 residents in FY2012, for the months for which data was collected. 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 FY2012 the EHS/COA provided 94 workers to various town offices and departments at a cost of \$49,632 to the town. 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 of \$528 on the next tax year. This

TOWN OF LITTLETON, MASSACHUSETTS

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.

Programs 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. Funding for mailings was provided in FY2012 through the generosity of Bob Moran and Richard and Ann Perrault. Many thanks to all of the individuals and local businesses who donated to the Littleton Council on Aging.

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, Interim Director

Elder and Human Services Staff: Carolyn Harlow and Pat Foster retired from Dispatching this year. We thank them for their dedication to the EHS/COA. Norm Harlow retired from Driving our van. Many thanks for all your hard work.

Interim Director

Pamela Campbell

Wellness Coordinator

Pamela Campbell

Outreach Coordinator

Tina Maeder

MART Dispatchers

Paul Tokmakian
Carolyn Harlow (Retired)
Pat Foster (Retired)

MART Drivers

George Ogilvie
Neil Campbell
Richard Kent
Fred Schwerin
Hall Author
Jim Hunt
Norman Harlow

LITTLETON COMMUNITY TELEVISION

This is the first report of Littleton Community Television (LCTV) since becoming a town-run department on November 17, 2011. The most important thing for residents to understand is that LCTV, although a town department, is fully funded through the franchise agreements between the town's two cable providers, Comcast and Verizon. We operate three (3) cable channels, described by the FCC as PEG Channels. Peg is an acronym for Public, Educational, and Government. If you are a Comcast subscriber your Public Channel is 8, Government Channel is 9, and Educational Channel is 99. For Verizon customers, Channel 38 is your Public Channel, Channel 37 is Government, and Channel 36 is the Educational Channel.

In September 2012, LCTV began renovations on the studio space located at Town Hall. The renovations included a complete redesign of the control room, editing suites, offices, and main studio areas. We also invested \$125,000.00 in state-of-the-art equipment. The renovations are scheduled to be completed by March 2013.

In November 2012, we advertised for a part-time Production Coordinator slated to begin in January 2013. We received forty-five (45) applicants for the position. After narrowing the field of candidates to six (6), we were pleased to offer Littleton resident Kirby Dolak the position.

LCTV is looking forward to 2013 as we expand our programming hours, launch The Government Channel, and make our local programming available on-line for your PC, laptop, or tablet. We are always looking for volunteers. If you or someone you know wants to get involved with LCTV, go to www.littletonma.org and click on the LCTV tab for more information.

LCTV HOURS OF OPERATION

Mondays: 2pm – 8pm

Tuesdays: 2pm – 8pm

Wednesdays: 11am – 4pm

Thursdays: 1pm – 5pm

Fridays: 11am – 4pm

Saturdays by appointment only

Allen McRae, Chairman

PARKS & RECREATION COMMISSION

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.

Location & Hours of Operation:

Address: 33 Shattuck Street, Town Office Building
First Floor, Main Office, Room 120
P.O. Box 934 (for mailing)

Hours: Mon, Tue, Thu & Fri.: 9 AM – 4 PM; Wed 9 AM – 2 PM

Phone Number: (978)540-2490/fax (978)952-6053
General Email: littletonrec@littletonma.org



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 2012 included: Brian Richter, Chairman; Fred Freund, Vice-Chairman; Geralyn Miller, Secretary; Gary Austin, and Stephen Gentile.

Major Departmental Operations:

Nearly 95% of Department operations are funded from program revenues and user fees, not from the town tax levy; the Departments total budget is 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 started a Public Driving School for Littleton Residents and surrounding Towns several years ago. In 2012, we ran seven (7) classes. Currently, the Driving School operates seven days per week and the school's fees support one and a half full-time employees as well as five part-time instructors. In addition to excellent personnel, the school/Town also owns and maintains two sedan-style automobiles. In 2012, the Driving School certified one hundred and forty five (145) drivers in the State of Massachusetts, and we currently have an additional eighty nine (89) students enrolled and working towards their licenses at the time of this report.

Program & Event Highlights:

In 2012, the Department conducted over one thousand thirty five (1,035) programs and serviced nearly five thousand (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 (21,000) homes in Littleton and the surrounding communities of: Ayer, Harvard, Groton, West Groton, Dunstable, and Boxboro.

In 2012, the Community Education Division highlights included Karate instruction, engineering and art 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 eleven (11) special events and boasted attendance of over one thousand (1,000) total participants Town-wide. Events for 2012 included: *Fire and*

Ice at Fay Park, The Father-Daughter Valentine's Dance, Three Third Thursday Community Fairs, Movie at the Beach, Touch-A-Truck Day, Littleton-Palooza, 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 proved highly successful this year. With over five hundred (500) beach stickers sold, Long Lake was an area of great use this past season lead by Aquatics Director/Program Coordinator, Erin Goebel. Swimming and boating lesson participation increased from last year, with about three hundred (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 another huge success this year reaching registration capacity each week with over one hundred and ten (110) 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 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!

Camp Tahattawan had another terrific summer season with high enrollment in all seven one-week sessions; over nine hundred thirty (930) participants by summer's end! 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 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 its most successful summer in 2012 boasting maximum enrollment in all seven (7) 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.

New in 2012, was the middle school summer travel program entitled "TRAC" (Teen Recreation Adventure Crew.) TRAC is a full day program running from 8:30AM-3:30PM with extended day from 3:30-5:30 PM.

Run by Special Programs Instructor, Kevin Lee, TRAC participants traveled to four fieldtrip destinations per week (M-Th) outside of the Littleton area and ended their weeks at Long Lake each Friday with a “beach and swim party”. TRAC traveled in a coach bus to all fieldtrips which seemed to be the biggest draw to the pre-teen crowd; driving in luxury definitely had its perks. TRAC offered a fun and safe environment for students in sixth to eights grades; the students had a sense of structure and also the type of freedom that allowed them to fully enjoy their summer vacation in a structured environment free to television, video games and other more sedentary options. By summer’s end, this first year program had traveled to several popular destinations including: Southwick Zoo, a Pawtucket Red Sox Game, Wingaersheek Beach in Gloucester, Central Rock Gym, Pinz Bowling & Pizza and Canobie Lake Park in Salem, NH. The total participation was over one hundred and thirty (130) kids; nothing but positive feedback on the program has been receive thus far from parents and kids alike.

Departmental Operations:

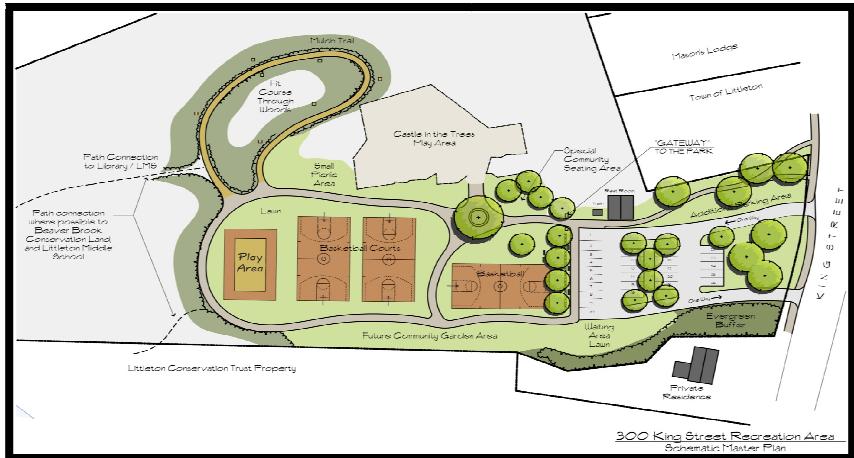
Department Director, Kate Hodges continued to work on a more intuitive and transparent accounting and budget process for the Commission which she completed during the fall season. She distributed quarterly expenditure and revenue reports which included program highlights and Department accomplishments. In addition, 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 continue to 2013, and we look forward to coming to a resolution which leave the citizens of Littleton with access to all programming and space regardless of an ability to pay a fee for services.

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 three hundred thousand dollars (\$300,000) for repairs, the administration must rely heavily on private donations 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.

Within the overall project budget of \$300,000, all renovations to the property will be addressed including: 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 November of 2012, the Commission submitted an application for funding to the Community Preservation Committee (CPC) to assist in Phases one and two 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.

Reference A: Artistic Rendition of 300 King Street Property Renovation; 06/01/12



**Rendition services donated by Kim Ahern, Landscape Architects, Littleton.*

In conclusion, 2012 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 via email at: littletonrec@littletonma.org or you may call the PRCE Director, Kate Hodges, via phone at (978) 540-2490.

REUBEN HOAR LIBRARY

A major highlight of the year was the Littleton Reads Program. Residents of all ages were invited to participate in a town-wide shared reading experience. The book chosen was *The Omnivore's Dilemma, a Natural History of Four Meals* by Michael Pollan. It delves into the origins of our food and the social health and political implications of what we eat. A young readers' edition titled *The Omnivore's Dilemma, the Secrets of What You Eat* was also available. The library offered twelve programs from January to May with over seven hundred people participating, a great success.

Littleton Reads was funded through a grant of \$7,500 in federal funds from the Institute of Museum and Library Services and administered by the Massachusetts Board of Library Commissioners. Additional support came from the Friends of the Reuben Hoar Library and the Littleton Conservation Trust.

Another special programs was the Children's Summer Reading Program which drew upon the state-wide theme: "Dream Big (Dinosaurs!)" The library received three special contributions to support this program. Littleton Conservation Trust gave \$325 for "Wing Masters; North American Birds of Prey," a presentation with Jim Parks. The Littleton Cultural Council contributed \$475 for the "Amazing Americans" presentation by Keith Michael Johnson. A scholarship from the Museum of Science brought a program called "Magic of Science." Teen Readers participating in the Summer Reading Program produced a public service announcement video against bullying.

The Littleton Job Seekers and Job Search Boot Camp continued to provide support for patrons seeking employment. Other programs were a digital photography workshop and book talks by Hank Phillippi Ryan and co-authors Nancy Sporborg and Pat Piper.

TOWN OF LITTLETON, MASSACHUSETTS

Trustees and staff said goodbye to Laura Zalewski who resigned as Library Director in August after two years of service. Cindy Filipe was appointed to serve as Acting Director. A search committee comprised of Library Trustees, the library staff, and the public was formed. They were Mark Rambacher, Ray Boucher, Andrea Curran, Cynthia Filipe, Goo Newman and Peter Church. Six candidates were interviewed during the summer, but no appointment was made. A new search will begin in January 2013. In October Meredith McCulloch was hired as Interim Director.

Donations to the Library not only allow us to provide more new library materials, but also underscore the importance of the library to the community. Each one is very much appreciated. This year several generous gifts were earmarked for children's books: the Helen B. Hauben Foundation gave \$2500, the Littleton Parent Association donated \$210, and Aline and Ken Davis gave \$200 in memory of their son Ryan. Other gifts were \$1000 from Carol and Marshall Henrichs and \$509 raised by the Girl Scouts through their Christmas tree auction to benefit the library.

LIBRARY STAFF in FY2012:

Laura Zalewski, Director through August 2, 2012

Cynthia Filipe – Acting Director/Library Office Coordinator

Meredith McCulloch, Interim Director

Library Department Heads:

Circulation and Interlibrary Loan - Andrea Curran, Senior Library Technician

Technical Services – Helen Graham and Betty Smith, Senior Librarians

Children's Services – Diann Ouellette-Haduch, Senior Librarian, Jeanne Sill, Senior Library Technician

Reference Librarian and Teen Services –Linda Schreiber, Senior Librarian

Senior Library Technicians - Jeanne Sill, Susan Palmer.

Library Technicians - Jenna Cantino, Margaret Geanisis, Julie Bernardi, James Taber, and Max Cohen who resigned October 2, 2012. Doreen Morse, Library Technician, retired this year.

Library Assistants - Julie Frederickson, Sally Pendleton.

LIBRARY STATISTICS

Total circulation of materials	164,597 an average of 18.4 loans per resident
Registered borrowers	7,029 (including 65% of town population)
Volumes owned	95,862
Loans between libraries	25,927 received; 28,533 loaned
Friends of the Library membership	315
Adult programs	191 with 2,428 participants
Children's programs	147 with 3,380 participants
Young Adult programs	15 with 156 participants

LIBRARY VOLUNTEERS:

We are grateful to the many volunteers, adults and teens, who augment the work of the library across many functions. Tasks include re-barcoding the collection, processing books, shelving materials, making phone calls, and helping with the Summer Reading Program.

LIBRARY TRUST FUNDS

FUND NAME	BEGINNING PRINCIPAL	ENDING MARKET VALUE
REUBEN HOAR - BOOK FUND		
HOUGHTON FOUNDATION	\$5,000.00	\$10,780.37
AUGUSTUS K. FLETCHER FUNDS	\$1,000.00	\$2,146.63
LAWS FUND	\$1,000.00	\$2,146.63
GEORGE CHEYNE SHATTUCK FUND	\$2,000.00	\$4,293.28
JOHN MURRAY SPRAGUE FUND	\$1,000.00	\$2,146.63
VICTORY FUND	\$1,000.00	\$2,146.63
BRADFORD SAMPSON FUND	\$30,520.37	\$78,049.90
REUBEN S. & MARY ANN HOAR MEMORIAL	\$5,500.00	\$11,877.46
REITA I. BEAN FUND	\$3,862.00	\$8,318.97
JOHN HILTON STARR	\$20,000.00	\$42,604.96
DAVID F. ROWSE MEMORIAL	\$15,100.00	\$31,580.60
EDWARD POTTER SANDERSON	\$20,000.00	\$42,604.96
SUBTOTALS	\$105,982.37	\$238,697.02
REUBEN HOAR - CHILDREN'S BOOK FUND		
GEORGE W. SANDERSON FUND	\$1,000.00	\$2,146.63
CELIA M. HOUGHTON FUND	\$1,000.00	\$2,146.63
NATALIE R. CURRAN FUND	\$10,579.00	\$22,238.43
SUBTOTALS	\$12,579.00	\$26,531.69
SUBSCRIPTION FUND	\$1,514.00	\$3,261.22
LIBERTY FUND - JOEL EMERY FLETCHER	\$750.00	\$1,600.73
LIBERTY FUND - SPRAGUE FUND	\$250.00	\$545.92
NAHUM HARWOOD FUND	\$2,000.00	\$3,305.08
ELIZABETH G. HOUGHTON FUND	\$5,000.00	\$10,780.37
ANNIE C. SMITH FUND	\$1,520.00	\$7,042.27
ANNA H. BROWN BEQUEST	\$500.00	\$1,096.44
EDNA L. YOUNG FUND	\$1,000.00	\$2,146.63
DOROTHY HEMMINGWAY MEMORIAL	\$631.00	\$1,355.57
THEODORE FLETCHER COBB MEMORIAL	\$5,000.00	\$10,780.37
GEORGE & ROSE WOOD FUND	\$82,300.00	\$172,189.13
WALTER CLANCY FUND	\$16,040.00	\$30,775.37
EUNICE MORRISON FUND	\$20,000.00	\$38,373.26
SECOND CENTURY - LIBRARIANS FUND	\$95,280.00	\$200,443.96
SECOND CENTURY - DAVID GLUYAS WILLIAMS	\$10,238.00	\$21,375.88
SECOND CENTURY - MARION BROWN AHERN	\$7,000.00	\$14,873.05
JOHN D. HOUGHTON FUND	\$2,500.00	\$4,796.81
SUBTOTALS	\$251,523.00	\$524,742.06
SECOND CENTURY – UNSPECIFIED	\$45,692.00	\$97,400.24
GERTRUDE HOUGHTON FUND	\$44,855.00	\$53,672.24
SUBTOTALS	\$90,547.00	\$151,072.48
GRAND TOTALS	\$460,631.37	\$941,043.25

VOLUNTEERS SERVE THE LIBRARY AND THE COMMUNITY:

Ben Bosbach	Carol Lodi
Nancy Carl	Martha McCown & Greta*
Kikuko Chang and Maya*	Bob Meier
Phyllis Cururu	Lois Meier
Jim Donnelly	Sarah Rambacher
Chuck Faraci	Donna Ray
Ariana Gabriel	Elizabeth Schmidt
Rachel Gallant	Linda Stone
Terry Hathaway	Senior Tax Volunteers
Ken Haduch	Atsuko Yamashita
David Harding	Donna Douglas
Dick Hunt	Claire Russo
Rosemary Jackson	Marge Zoto

TEEN VOLUNTEERS

Olivia Boucher	Daniel Millard
David Baron	Ethan Rambacher
Jennifer Keane	Calvin Rambacher
Geoffrey Keane	Derek Murray
Chloe Shelford	

SCHOLARSHIP VOLUNTEERS

Elizabeth Imbrogna
Marina Middleton

The Friends of the Library The Friends of the Library is an organization of 315 volunteers who raise funds to support the library. 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 2012 were Gary Gumuchian, President, Karen Smith, and Judy Grande, Jane Lyons, Chuck Faraci, Cathy Olson, Sarah Rambacher, and Bernard Farrell. We are grateful for their many gifts of time and funds.

LIBRARY TRUSTEES

Mark Rambacher, Chair
Jenna Koerper Brownson, Vice Chair

Keri Bradshaw, Secretary
Raymond Boucher, Treasurer
Cheryl Hardy-Faraci
Laura Beltram

VETERANS AGENT

The Office of Veterans Services is an extension of the Massachusetts Department of Veterans Services. The Veterans Service Officer provides information, advice, and assistance regarding eligibility for a wide range of state and federal benefits for veterans, their dependents, and widows and children of deceased veterans. 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. 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 thirteen (13) burials for veterans at the Westlawn Cemetery this year. We honor their service and mark their passing below:

Branch of Service Totals:

Army: 6
Air Force: 2
Navy: 5

Era Totals:

Vietnam: 2,
World War II: 6
Korea: 4

RICHARD L. BENTON	U.S. ARMY	VIETNAM
JOHN A. CANNAVA	U.S. ARMY	WWII
DONALD E. COZZENS	U.S. AIR FORCE	KOREA
JOHN WILLIAM DAVIES	U.S. ARMY	VIETNAM
SIDNEY PORTER DURKEE	U.S. ARMY	WWII
ALLAN C. GANUNG	U.S. NAVY	KOREA
WARREN HIMMELBURGER	U.S. NAVY	WWII
JOHN W. LEAHY	U.S. ARMY	
WALLACE MACDONALD	U.S. ARMY	KOREA
WARREN MIMMELBERGER	U.S. NAVY	WWII
JOSEPHINE ROY	U.S. AIR FORCE	KOREA
ROLAND ST. HILAIRE	U.S. NAVY	WWII
MARLIN T. YOUNG, JR.	U.S. NAVY	WWII

Veterans and widows of veterans in need of assistance or information may contact John Boroski at 978-540-2485 or e-mail jbiloski@littletonma.org. You may always visit the office in Room 222 at the Town House between 9:00 am and Noon 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.

John Boroski,
Veterans Agent

CULTURAL COUNCIL

The Littleton Cultural Council, LCC, is a State-funded organization responsible for the disbursement of monies to local and regional projects in the arts and humanities.

This past year saw a change in membership of the Cultural Council with the departure of long-time members Diann Ouellette-Hadduch and Steve Anderson. Both of these members were required to step down as Massachusetts law governing Councils mandates a member must vacate the board for at least one year after having served six. The Council would like to publicly thank Diann and Steve for their many years of service and hopes that both will be able to return after their hiatus. In their places, the Council was fortunate to have two returning former members, Kim Ahern and Steve Glines. The Council also welcomed new member Chris Faulkner.

There were 31 grant applications in the fall of 2012 for the current funding cycle, amounting to just over \$16,000. With only less than a quarter of that available from State funds, the LCC had to make some difficult decisions; not all applications could be funded and many of those chosen could not be fully funded.

Some of the programs that have currently received grants include a reading program at the Reuben Hoar Library, a painting workshop at the COA and a genealogical program at the Littleton Historical Society.

Every year, now with the assistance of the Rotary Club of Littleton, the LCC runs the 4th of July Town Picnic at Fay Park. This past year was no exception; the picnic featured opening ceremonies, children's games—including the ever-popular sack race—and a free concert from the gazebo. Many thanks to all the volunteers who made this event possible, giving much of their holiday time to make this community event a success. This coming 4th of July Town Picnic will feature more of the same. We hope you can be there!

Anyone interested in serving on the LCC is welcome to contact either the Selectmen's Office or Andrew Bowers. Also, if you would like to obtain information about grant applications for the 2013-14 funding cycle, contact someone on the Council or access the State Website at: www.massculturalcouncil.org.

Respectfully submitted,
Andrew Bowers, Chair

PUBLIC SAFETY

POLICE DEPARTMENT

Mission Statement: *It is the mission of the Littleton Police Department to exist, in partnership with the community, and to enhance the lives of all the citizens of Littleton. We strive to create an atmosphere that is free of unlawful encroachment upon individual rights and to safeguard the lives and property of our citizens. We will accomplish this through mutual trust, honesty, impartiality and professionalism. This is the Mission Statement of the Littleton Police Department.*

As the Littleton Police Department settles into its new headquarters and completes its third year of residency the facility use by the community continues to increase. In addition to many community sports organizations, municipal study groups, state government organizations, and civic groups, the Littleton School Committee now holds all of their meetings at the Littleton Police Headquarters Community Room. These meetings are currently taped for future broadcast, however in the future they will be broadcast live through the use of equipment recently installed at the LPDHQ. The enhanced use of our facility is a testament to the good planning and implementation that took place when the facility was constructed through the Permanent Municipal Building Committee on behalf of our citizens. It also supports the Town Meeting vote to include such a room within the design, as it was clearly needed.

Calendar year 2012 was the first year in many that our overall activity level, measured on the attached table as Total Calls for Service, decreased from the previous year. The reason for this was due to the fact that patrol initiated areas of contact with the public were down, as our patrol staff was short for most of the year by one officer through attrition. We also had officers that were out for extended periods of time due to illness and injury and that also contributed to a decrease in patrol initiated activities. Examples of such types of activity are seen in the table as “Drug Law Violations”, “Arrests”, “Suspicious Activity”, “Building Checks”, and others that do not appear on the list. You will also note in the table that some areas that are based in “citizen reports”, such as “Motor Vehicle Theft”, “Medical Emergencies”, “Burglar Alarms”, and “Personal Injury Motor Vehicle Crashes” also decreased.

Our citizens consistently inform us that motor vehicle traffic within the community is the foremost issue, under our jurisdiction, that most affects their quality of life. Motor vehicle traffic and its associated offenses continue to be the primary focus of the Littleton Police Department’s enforcement efforts. Although we had some personnel shortages this year we continued to increase our number of traffic stops and citations written by over 8%. We did experience a decrease in fines issued resulting from citations, which is an indication that officers are using their statutory discretion and issuing more written warnings than in the past. We ask that you continue to reach out to us and inform us of your specific traffic concerns and needs in this area. In addition to our pro-active and response based enforcement efforts the Littleton Police Department continues to forge strong community ties through various initiatives and programs. The position of School Resource Officer, which has existed for 11 years now, was recently filled by Detective Pablo

Fernandez who was promoted prior to the beginning of the school year. Detective Fernandez replaced Sergeant Matthew Pinard, who was promoted earlier in the year and assigned as a Patrol Supervisor on the evening shift. Sgt. Pinard was the SRO for 10 years and during that time defined the position within Littleton and developed it as the important position it is today. His talents in the area of relationship development will certainly carry over into his new assignment.

The position of School Resource Officer continues to be an integral part of the educational process within Littleton as Detective Fernandez is the primary respondent to or assists in all disciplinary, truancy, and juvenile based issues that our youth encounter in school or otherwise. He also coordinates all security matters within our 5 school facilities in cooperation with the School District. Pablo has a great “small town” presence and will take the position of SRO to the next level. Detective Fernandez is a direct report of Detective Sergeant Jeff Patterson, who was promoted earlier in the year from the position of Detective. D/S Patterson has a very strong background in investigations and now supervises all investigations that the department conducts, to include those associated with the School Resource Officer duties. We would like to thank Superintendent Clenchy and his team for their continued partnership with us in this very important community position.

The Littleton Police Department Patrol Division also saw the hiring of two new officers during 2012 in order to fill a vacated patrol position and also in anticipation of a retirement that took place at the end of the year. We were very pleased to hire Ashley Brooks of Worcester and Tom Feehan of Lowell to the position of patrol officer and send them to the Lowell Police Academy. Officer Books was previously a Communications Supervisor in the City of Worcester and has degrees in Animal Care and Criminal Justice. Officer Feehan, who is a native son, has a degree in Criminal Justice and is also a non-commissioned officer serving in the Army Reserve with Military Intelligence. He completed a one year tour in Iraq in 2011. Both officers are welcome additions and have shown themselves to be a good fit for Littleton.

One last promotion within patrol in 2012 was that of Sergeant Patrick O’Donoghue from the position of Patrolman. Once again, this promotion took place through a competitive internal process, which resulted in Sergeant O’Donoghue’s assignment as Patrol Supervisor on the late-night shift. Sergeant O’Donoghue has been with us for five and a half years and has, during that time, established himself within the community as an officer that genuinely cares for the individual citizen and Town as a whole. He has developed many strong relationships with Littleton families and businesses, taking steps to serve them well beyond what is expected, while at the same time establishing himself as a very active officer whose focus is on community contacts rather than punitive action.

Other personnel changes that took place this year included the hiring of Communications Officers Sean Coffey and Joseph Woods. Sean, a resident of Littleton and a newcomer to the Law Enforcement Field, was hired and trained by the LPD and is also a call-member of the Littleton Fire Department. Joe was hired from the corporate security field and had previous municipal communications experience in the Town of Groton. Both gentlemen, who were hired as a result of attrition, have proven themselves to be very valuable additions to the department and we look forward to them serving with us for years to come.

All of the personnel matters highlighted here took place within the guidelines of the Littleton Police Department Successor Plan, which the Board of Selectmen accepted in August of 2011. There has been no increase to the number of officers on the department through these personnel moves and the department continues to be short staffed since layoffs that took place in 2004.

Two very strong programs that were recently introduced to the community by the LPD include the Students Police Academy and the Littleton Police Explorers. These programs have been in existence for 3 and 2 years, respectfully, and continue to grow with great enthusiasm. The applications for the Student Police Academy will soon be distributed at the middle school and we anticipate in excess of 30 participants this year, based on the last two. In tandem with the SPA the Littleton Police Explorers have taken part in many Town activities during their first two years to include Town Meeting, First Thursday Celebrations, and community sporting events, in addition to the many training meetings they have had. The Explorers are a very motivated unit of young men and women interested in the law enforcement field and can be recognized at Town events through their blue uniforms and campaign hats.

On December 26, 2012, Sgt. Robert R. Romilly completed a 30 plus year career with the Littleton Police Department, the last 14 of which he served as the day-shift patrol supervisor. During his career Bob maintained an enthusiasm for the job of protecting and serving our citizens that was not matched. He continued stopping motor vehicles and answering your calls for service until the end of his last shift.

Bob Romilly was born and raised in Littleton and was one of those increasingly rare individuals that chose to remain home and serve the community that loved him and that he loved back, which can be a precarious balancing act at times. Through his service he made Littleton a better and safer place to live and work. He instructed many of us in the areas of motor vehicle law, operating under the influence enforcement, and was instrumental in bringing the department forward in the area of technology. Sgt. Romilly started with the department when ticker-tape computers were still utilized and he finished as the department Information Technology Manager, keeping pace with all of the changes throughout the years. That was indicative of Sgt. Romilly's entire career.

I would like to thank all of the members of the Littleton Police Department, which consists of 16 police officers, 5 dispatchers, an administrative assistant, and several part-time employees within those same positions. These men and women perform admirably on a daily basis and take tremendous pride in their service to you. It is my pleasure to be associated with them professionally and have a part in their good work.

Again, we thank you; our friends, neighbors, fellow tax payers, and citizens for the support you continue to show us. We serve you on a daily basis to the best of our ability and take pride in our efforts to ensure your safety and security. Be mindful of your surroundings and please report anything that you find suspicious, out of the ordinary, or obviously wrong, even if you feel it is "nothing". The effectiveness of the Littleton Police Department depends on your assistance and partnership.

Respectfully Submitted,
John M. Kelly, Chief of Police
"If You Can't Stop, Wave"

Incident Type <i>(Partial List)</i>	2009	2010	2011	2012	Difference	% Change From previous Year
Rape	4	3	5	3	-2	-40.00%
Assault and Battery	58	47	46	47	1	2.17%
Break and Entry	33	43	51	52	1	1.96%
Larceny	103	101	108	110	2	1.85%
Motor Vehicle Theft	654	6	5	4	-1	-20.00%
Vandalism	61	49	51	56	5	9.80%
Weapons Violations	9	7	6	8	2	33.33%
Drug laws	62	63	66	53	-13	-19.70%
Family Offenses	41	63	54	55	1	1.85%
Arrests	201	169	247	221	-26	-10.53%
Vehicle Tows	315	276	405	431	26	6.42%
Disturbances (Gnrl)	106	78	85	86	1	1.18%
Family Disturbances	58	75	61	62	1	1.64%
Noise Complaint	53	85	69	72	3	4.35%
Suspicious Activity	532	596	644	521	-123	-19.10%
Internet Crimes	26	37	39	44	5	12.82%
Building Checks	7214	13182	14175	13309	-866	-6.11%
Medical Emergencies	587	619	633	567	-67	-10.58%
Burglar Alarms	443	461	497	453	-44	-8.85%
MVA Personal Injury	41	46	37	35	-2	-5.41%

TOWN OF LITTLETON, MASSACHUSETTS

MVA Property Damage	134	185	194	196	2	1.03%
Total Calls For Svrs.	16327	23631	26349	23705	-2644	-10.03%
(All incidents)						
Total Traffic Citations	1923	2387	2555	2773	218	8.53%
Total Citation Fines	\$62,005.00	\$82,470.00	\$103,170.00	\$92,450.00	(\$10,720.00)	-10.39%

LITTLETON POLICE DEPARTMENT PATROL

John M. Kelly	Chief of Police	27-Aug-1984
Matthew J. King	Deputy Police Chief	1-May-1982
Robert R. Romilly	Sergeant	1-May-1982
	Retired	26-Dec-2012
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
Patrick L. O'Donoghue	Sergeant	16-Apr-2007
Pablo S. Fernandez	Detective / S.R.O.	11-Dec-2002
John M. Janakos	Patrolman	1-Sep-1999
Robert J. Bielecki	Patrolman	22-Jul-2002
Edmond D. Bussiere	Patrolman	2-Oct-2006
Timothy M.W. Schaeffer	Patrolman	24-Nov-2006
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
Pamela D.A. Cvitkovich	Executive Assistant	27-Oct-2008
Communications Center		
Timothy G. Bemis	Dispatch Supervisor	22-Mar-1988
Samuel N. Welch	Communications Officer	1-Mar-1999
John M. Murphy	Communications Officer	22-Feb-2000
Sean P. Coffey	Communications Officer	1-Jul-2012
Joseph M. Woods	Communications Officer	1-Jul-2012

Part Time Cruiser Reserve Officer(s) John M. Murphy

Part Time Cruiser Detail Officer(s) Timothy G. Bemis; Gordon N. Clark; Douglas J. Cook; Richard E. Landers; Robert F. Sabourin

Part Time Communications Officer(s): Brian M. Casey; Michael L. Crory; Terence M. Gardner

FIRE DEPARTMENT

2012 was a year of celebration, as the Littleton fire department celebrated 100 years of dedicated service to the community. In August the town celebrated with a parade of fire trucks through town to the Middle school where we held a fire fighters muster and cookout. This event was well attended by town's people and surrounding fire departments. I would again like to thank the men and women of the department for their efforts and dedication to make the 100th celebration a great success. 2012 was also a transition year for the fire department, as a hiring process was moving along to find a new fire chief. Steele McCurdy did an outstanding job as the interim chief keeping the department in check and continuing to maintain normal operations thru November 4th at which time Scott Wodzinski was sworn in as the new fire chief.



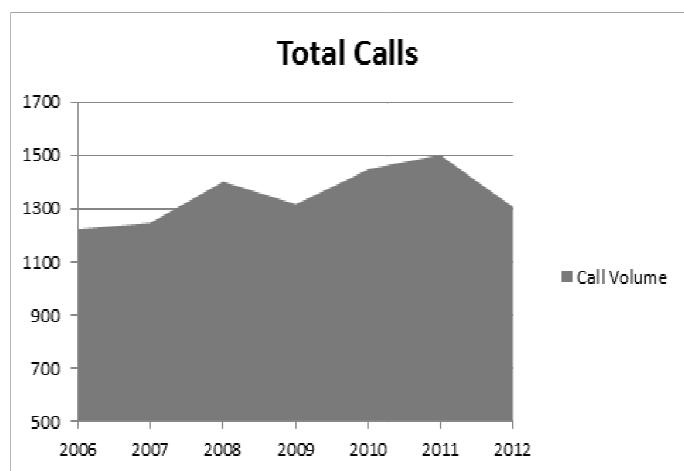
The Littleton Fire Department provides a wide-variety of 9-1-1 and emergency response services, inspections and code enforcement, under the auspices of Massachusetts General Law Chapters 48, 111c and 148. The term fire department implies that we only respond to fires. Over the years, the fire service in Littleton and across America has evolved into a multi-service emergency response organization. Such emergency responses include, but are not limited 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

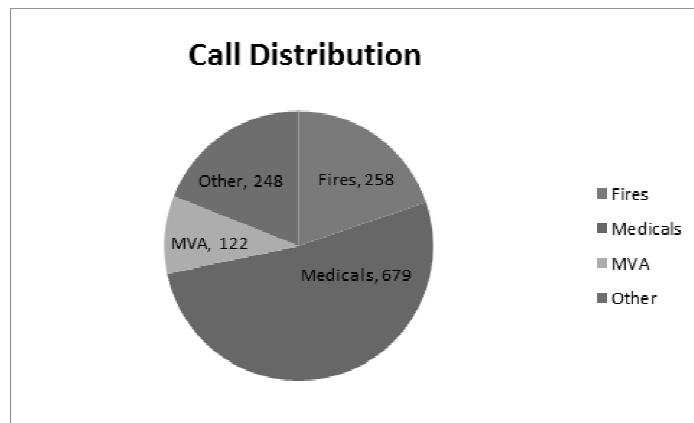
In 2012, the Littleton Fire Department responded to 1307 emergency calls, this was a reduction in calls, partially due to the lack of any major weather events throughout the year.

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. Seven fulltime employees work various dayshifts, ensuring coverage when most of our call personnel are unavailable at work. The call department consists of 36 dedicated on-call firefighters and EMT's that respond to emergency incidents when needed. The overnight hours between 6pm and 6am are covered solely by on-call personnel. These men and women respond from their homes to the fire station and then to an emergency scene with the appropriate apparatus.



Although a combination department is extremely cost effective, there are disadvantages. The time needed to travel from home, and assemble a crew can take 8 or more minutes. Include a 1 to 5 minute travel time to the emergency from the station; this can result in extended response times. 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 2012 the fire station received a few modifications. The front of the main garage received a face lift with new wider all glass doors. This is a huge improvement compared to the 2 inch clearance prior to the change. At the same time the rear of the building received a 16 foot extension to allow for our new style ambulance to fit in the building. The space was desperately needed where there was very limited space between vehicles. The main building received long overdue new windows and exterior doors. Because of this energy saving measure, we have already seen a significant reduction in oil consumption.

At the May town meeting, the voters approved the purchase of a new ambulance to replace the older of our two ambulances. This purchase was desperately needed because of significant increases in maintenance and periodic break downs.

After an extensive bid process, the Littleton Fire Department selected PL Custom as the manufacturer of next ambulance. Because of our past experiences, the decision was made to purchase a bigger, more durable, chassis that will withstand the rigors of emergency services work. This ambulance was completed and delivered in early 2013 and will serve the department for 8-10 years.

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.

In June the department conducted a live fire exercise on Ayer Road. This event enabled the members of the Littleton fire department as well as members from Ayer, Harvard, Boxborough and the fire Explorers to participate in live fire training. This was an opportunity for our newer firefighters to experience real fire scenarios which is an invaluable training tool where as house fires have decreased over the years with increased fire prevention activities firefighters.

Fire Prevention

The Fire Prevention Officer remained extremely busy in 2012. In total the Littleton Fire Department issued 900 permits, 356 of which required an onsite inspection. The fire prevention officer also conducted 288 plan reviews of commercial and residential buildings. These plan reviews assist with the placement of smoke detectors and carbon monoxide detectors, both required by Mass. General Laws 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.

Statistical Summary

	2007	2008	2009	2010	2011	2012
Structure Fires	6	16	6	13	11	11
Chimney Fires	5	5	4	0	6	5
Car Fires	12	8	6	9	12	11
Fire Alarm Investigations	138	173	109	125	162	149
Carbon Monoxide Investigations	22	47	17	38	45	38
Oil Burner Malfunctions	6	4	9	9	3	3
Motor Vehicle Accidents (MVA)	137	139	137	111	137	119
MVAs with Entrapment	7	5	3	2	5	3
Medicals (Non-MVA)	672	682	758	749	720	679
Brush Fires	13	11	12	23	6	18
Flammable Liquid Spills	16	9	25	16	18	12
Flammable Gas Release	18	37	38	50	36	18
Electrical Hazards	17	48	23	33	79	25
Smoke Scares	30	24	26	34	44	23
Lock Outs	26	33	26	27	22	35
Service Calls	32	42	40	77	85	32
Illegal Burning	15	35	20	12	10	21
Cover Assignments	19	13	8	12	12	16
Citizen Complaints	2	7	9	12	5	5
Other Fire Incidents	53	64	41	96	83	84
Total	1246	1402	1317	1448	1501	1307

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 2012 the Littleton Fire Department conducted 20 pre-incident planning visits. Each of these visits can take several hours to complete and document. Our efforts will continue in 2013 with the goal of completing initial 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. 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.

TOWN OF LITTLETON, MASSACHUSETTS

The end of 2012 also brought change to the Littleton Fire Department. At the end of September after over 29 years of dedicated service, Firefighter John McNamara retired. Over the years John was extremely dedicated and involved with the department training committee, his service to the community will be sorely missed. I would also 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 submitted,
Scott Wodzinski, Fire Chief

FIRE DEPARTMENT ROSTER

Fire Chief
Scott Wodzinski

Administrative Assistant
Theresa Trioli

Deputy Chief
Steele McCurdy

Company 1
Captain Joe Rock
Lieutenant Dave McGloughlin
FF/EMT Don Beltrami
FF/EMT Ed Burg
FF Sean Coffey
FF/EMT Mike Deblasio
EMT Keith Hevenor
FF Mark Hickox
FF John McNamara
EMT Denise Moniz
EMT Mireille Nollet
FF John Putnam
FF Mike Seeley
FF/EMT Matt Moniz *
FF Steve Mulone

Company 2
Captain Jim Cahill
Lieutenant Mike Denehy
Lieutenant Tom Kneeland
FF/EMT Terence Gardner
FF/EMT Theresa Rock
FF/EMT Mike Gassiraro
EMT Brenda Johanson
EMT Rich Landers
FF Dave Lelievre
EMT Tim Pacheco
FF/EMT Tony Polk
EMT Jason Smith
FF Jeff Surprenant
FF Brian St. Gelais
FF/EMT Sadie Ward

Deputy Chief
James Ray

Career Staff
FPO Keith Dunn
FF/EMT Scott Holt
FF/EMT Al Sundquist
FF/EMT Lindsay McGloughlin
FF/EMT Tom Clancy

Per-Diem
FF/EMT Eric Byam
FF/EMT Dave Lefebvre
FF/EMT Tyson David
FF/EMT John D'Auria
FF/EMT Matt Robinson

*Active Military

Specialist
Phil Swenson
Senior volunteer
Don Smith (Ret. Captain)

SCHOOL COMMITTEE

Entering CY 2012, the Littleton School Department faced various challenges brought on by increasing budget concerns. Despite budget constraints and committee changeover, opportunities and achievements presented themselves in ample quantity throughout the year.

The committee, in concert with the Littleton Educators Association (LEA), successfully addressed much of the budget uncertainty. To help ease the burden on the fiscal year 2013 budget the LEA agreed to a one-year deferment of \$182 thousand in their salary step increase schedule. Through this, along with the cooperation of the Finance Committee and the Board of Selectmen, the School Committee was able to present a budget to Town Meeting that substantially preserved educational services in the school district. While these actions ameliorated the impact of budget issues, they did not completely obviate the impact; the district did have to reduce staffing by 8.4 full-time equivalents spread across various staffing areas.

Notwithstanding continued school district cost increases, the committee was able for the sixth consecutive year to structure the budget so that another year passed without any increases to activity, athletic, or busing fees.

One bright spot with regard to budget issues is the district's Educational Energy program. Once again, cost avoidance in the district's energy bills has enabled us to offer programs we would not have been able to do had such costs not been avoided. Calendar year 2012 was the fourth full year the district has run this program. At the end of 2012, the district produced a total program energy cost avoidance of over \$954,000.

Constrained fiscal realities did not, however, restrain district staff in their unceasing effort to provide an excellent education for Littleton students. Across all disciplines, staff collaborated to make the most efficient use of available resources. Student achievement is the sine qua non, and it is here that we see not just sustained achievement, but a continuing ascendency of high achievement.

District-wide, Massachusetts Comprehensive Achievement System scores continued to rise, Scholastic Achievement Test scores and advanced placement test scores increased as did the number of students participating in those testing programs. Littleton was recognized in the College Board AP Honor roll for simultaneously increasing access to Advanced Placement course work while increasing the percentage of students earning scores qualifying students to receive college credit or higher.

Fifty-two students took the 2012 National Latin Exam. Thirty-eight received special recognitions for their outstanding performance.

The district also experienced a change in the school resource officer position. Veteran School Resource Officer (SRO), Detective Matthew Pinard, left the position when he assumed new responsibilities with his promotion to sergeant within the Littleton Police Department. The School Committee recognizes the importance of the SRO and the lasting impact Sergeant Pinard had on Littleton students, and wishes him continued successes. The committee remains grateful for his very important role in our schools. Detective Pablo Fernandez joined the district as his successor.

Littleton saw the retirement of Jane Hall, whose career spanned 20 years in education with the last 10 years as the Russell Street principal. High School History teacher Barbara Coburn retired after 28 years

of teaching in Littleton Public Schools. This year we also said good-bye to second grade teacher Robin Sewell, who retired after teaching in Littleton for many years. We thank them for their dedication to the education of our children and extend best wishes in their retirement.

May 2012 town elections saw the reelection of Paul Avella and Mike Fontanella to the school committee. At the committee's reorganization meeting, Mr. Avella was reelected Committee Chairman, Mr. Chuck DeCoste was elected Vice-Chairman with Mr. Daryl Baker elected as Secretary.

The School Committee experienced an unanticipated change when Tyler Gray resigned from the committee. A joint meeting of the Board of Selectmen and School Committee appointed Robert O'Neill to replace Mr. Gray.

Superintendent Kelly Clenchy, now solidly into his second year leading our school department, continued with his entry plan of emphasizing the use of data analysis focused on monitoring individual student growth from year to year. This concept provides our educators with a more individualized approach to each student's specific educational needs.

A significant challenge in 2012, and going forward for the next two years, is the transition to the Common Core Curriculum requirements mandated by the Commonwealth. The English Language Arts and Mathematics departments actively worked on the adoption of the new standards.

Fortunately, the Littleton School District already taught to a higher level than called for by the new standards. Even so, the adoption and integration of these standards did present staff with an increased workload.

Additionally, the high school staff continued vigorous preparation for the New England Association of Schools and Colleges accreditation visit scheduled for May 2013.

Not content with the status quo, the district did introduce the addition of an Economics course and return of a Literature and Film elective course, as well as announcing the creation of a Mandarin Chinese language elective.

In academic year 2012-13 Shaker Lane School entered into the fourth year of RTI (Response to Intervention). RTI is a three-tiered intervention model developed to ensure that each student receives appropriate high quality instruction. Working collaboratively, teachers assess, monitor, and intervene based on each individual student's learning and response to interventions. Instruction such as RTI forms the foundation for student success in follow-on years.

Although we continue to see improved academic achievement in our schools, we remain committed to ensuring all students achieve. It is not only the top achievers we target. We seek to identify students requiring the extra help in order that they too succeed. At the Russell Street School, students identified through use of MCAS data, receive targeted math instruction during school throughout the year to improve their math skills leading them to proficiency at grade level math standards. In this ongoing pursuit, Russell Street School teachers and staff are now in the third year of implementing a math intervention program to provide further instruction to students in grades four and five who scored below proficient on spring 2012 math MCAS. In an example of a vertically integrated approach to education Russell Street School joins Shaker Lane School in participating in RTI.

An interesting and promising educational approach at the Littleton Middle School involves a program that continues to focus on improving our ability to meet the needs of all learners. The middle school is

in the second year of implementing the Academic Support Center (ASC). The ASC is an in-house referral program that is intended to benefit regular education students who are in need of short or long-term intervention in order to more effectively make progress in school.

As an adjunct to more traditional classroom instruction, the middle school was able this year to offer an increased amount of Virtual High School (VHS) seats to our middle school students.

By taking an all-inclusive approach to education in the Littleton Public Schools, we are witnessing academic and social growth across the entire spectrum of student ability. This, “rising tide floats all boats” approach is proving instrumental to ever-increasing student achievement.

Technology improvements continued during the year both, in acquisition of equipment and enhanced uses of current assets. While the latter leverages existing equipment, it is evident that the district must continue to refresh and upgrade current equipment (some of which are 12-plus years old) and software. One area of upgrades comes in the form of iPad technology.

Further, we continued to pursue outfitting all buildings with robust wireless technology. Doing so facilitates our ability to co-opt the growing trend of “bring your own device” (BYOD). Some of our success in this area is attributable to grants, and to the generosity of Littleton residents in the form of their monetary donations. This upgrade will continue in 2013.

This past year, we also implemented a new web-based student information system (SIS). The new SIS system allows us to link other software programs, which will provide a more efficient tracking of school district data.

At the beginning of the year, the school committee, along with the superintendent, launched the Pursuit of Excellence initiative. This initiative is a community-based effort to highlight community desires in the Town’s educational system and to elicit that required support for achieving the goal of the Littleton School District being the number one school district in the Commonwealth of Massachusetts.

The School Committee wishes to thank the faculty, staff, and the administration for their efforts to improve the educational opportunities for the children of Littleton. Theirs is not an easy task. Additionally, we are very fortunate to have so many volunteers in our community who devote thousands of hours of service every year in order to complement the quality of educational services the district delivers.

The committee also wishes to thank the Board of Selectmen and the Finance Committee for their unceasing efforts to support public education in Littleton. Without their very substantial and continuing cooperation, many of this year’s successes would not have been possible.

The School Committee will continue to advocate vociferously for the highest quality educational program possible for the children of Littleton while simultaneously serving as trusted stewards of resources so generously provided by the people of Littleton.

In closing, while the education of Littleton’s children is of paramount importance to us, administrators, teachers and staff, of even greater importance to all of us is the safety of each precious child in our charge. The end of 2012 witnessed an unspeakable horror at Sandy Hook Elementary School in Newtown, Connecticut. We offer our deepest condolences to the families and friends of all the victims. It is our promise to you, that we will remain committed to providing an environment in our schools where every child is safe and secure, and feels the care and affection of the community.

Respectfully, the Littleton School Committee:

Paul Avella, Chair – 2015

Chuck DeCoste, Vice Chair – 2013

Daryl Baker, Secretary – 2014

Robert O'Neill – 2013 (Term runs to 2014: May 2013 Town Election to fill the remaining year.)

Michael Fontanella – 2015

SUPERINTENDENT OF SCHOOLS

It is with great pride and enthusiasm that I write my second 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. The School District offered extensive teacher professional training in the area of writing across the curriculum, which is inclusive of the movement toward the integration of the common core curricula within our schools. Virtual High School offerings continue to be offered at the Middle School with additional VHS and AP course offerings at the High School. Our full day Kindergarten program continues to offer many options for parents, extending opportunities for two, three or four full days in addition to the five-day program.

As a school district we continued to use data analysis focused on monitoring individual student growth from year to year. These analyses were utilized to tailor instructional and assessment strategies as well as curriculum realignment focused on enhancing student achievement. We continue to move forward as a district 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 performing at the Advanced and Proficient levels when compared to State averages. A significant indicator of improved MCAS performance trends at the school-level was Littleton Middle School being designated as a Commendation School in 2012 under the State's new accountability system in recognition of its progress in narrowing proficiency gaps. Another indicator of success in this area was evident with the outstanding performance of our sophomores on the 2012 Massachusetts Comprehensive Assessment System (MCAS). Our students demonstrated exemplary performance in English Language Arts, Math and Science. We continue to be very proud of our school district's academic success.

During the year, our school district curriculum teams continued to focus on vertical curriculum alignment as well as reviewing and realigning curriculum in Math and English Language Arts to meet the new national standards that were adopted by the State during the 2011 school year. Our staffs also continued to refine their respective curriculum mapping processes to incorporate 21st century skill development as well as defining student technology skill sets within the planning process. As a district we are continuing the implementation of a system wide web-based curriculum mapping process that will allow easy assess to our preK through 12 curriculum.

In the area of technology, our district continues to move forward. We were fortunate to be able to continue the implementation of iPad technology within our schools through the purchase of four iPad carts. The four carts provided an additional 120 iPads to our schools. Our students have experienced

enhanced instructional opportunities that included the use of interactive textbooks, as well as access to the most recent information within various subject disciplines. Our technology staff provided a number of trainings this summer that focused on the utilization of iPad technology within a preK through 12 setting. During the year we have also been implementing a new web-based student information system (SIS). The new SIS system will allow us to link other software programs, which will provide a more efficient tracking of school district data. The new student information system will also allow us to offer parent/student portals to access student assessment data. Our Middle School has forged ahead with a 'Bring Your Own Device Program' (BYOD), which has enhanced the use of instructional technology within their classrooms. We were fortunate to be able to move technology forward within our district as a result of grants, school based fund raising as well as community donations.

Our schools continue to implement School Improvement Plans, which align with our school district's Strategic Plan. Our Strategic Plan provides guidance to our schools in regard to setting broad based goals that are linked to our vision and mission. Our schools report the progress and successes of their respective School Improvement Plans throughout the year. A reflective process is employed that evaluates, reaffirms and at times redirects the focus of various goals that are designed to enhance the educational success of our schools. We continue to utilize a new format that was implemented during last years, mid year School Improvement Plan Updates to the School Committee. The new format utilized video, staff and student presentations to provide evidence regarding the actualization of the various goals that were targeted by each school. I would encourage you to visit our district website to view our strategic plan as well as our School Improvement Plans.

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.

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 budget that required a decrease in staffing of 8.4 FTE's. Despite this decrease in 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 14 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

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. As such, 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.

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.

With the addition of our second five-day full day classroom our integrated pre-school enrollment has grown to over 70 students. 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, 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. The program provides daily opportunities for children to demonstrate cooperation, safety awareness, and responsibility towards themselves and others. Each child is encouraged to develop a sense of community within the classroom, school, and town.

This year we said good-bye to second grade teacher Robin Sewell, who retired after teaching in Littleton for many years. Brenna Ireland also left Shaker Lane to pursue teaching experiences in Connecticut. We welcome Teryl Sawosik, grade one teacher, Amy McGrath, grade two teacher, and Margie Packer, grade two teacher to our staff. All three transferred to Shaker Lane from the Russell Street School. We welcomed Alyssa Mulone and Mary Pat Skoda as teaching assistants

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.

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

In January of 2012 we continued our third year of RTI (Response to Intervention) at Shaker Lane in the area of reading, continuing to refine our practices and approaches through the winter and spring and into our fourth year in September, 2012. 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 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.

September of 2012 we began implementation of the new common core. Staff was involved in revising our curriculum maps, updating our student performance benchmarks, and revising our assessments in both the areas of Mathematics and Language Arts.

The Shaker Lane Technology Advisory Committee continued its work and this fall, due to the generosity of the town and the Kimball Foundation, there was an infusion of technology at Shaker Lane. In the summer of 2012, some of our faculty took a week long course on using iPads in the classroom; many of our staff also participated in "Tech Tuesdays", which were informal professional development offerings led by our tech department, also during the summer. (These were so well attended by Shaker Lane staff that we have continued a version of them on Friday mornings before school). We now have several Apple TVs, two i-Pad carts and four document cameras in the building. Since our current instruction practice in literacy and in math is targeted skill-based small group instruction i-Pads as integrating easily into this work center approach, which is differentiated according student needs. The pairing of this technology has enhanced our instruction in all curriculum areas.

The Arts continue to be an important part of the curriculum at Shaker Lane. 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 2011, 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.

In September, under the direction of Kathy Hibbard, our P.E. Teacher, we began participation in the “Fuel Up To Play Sixty” Program. 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.

Richard M. Faherty, Principal

RUSSELL STREET SCHOOL PRINCIPAL

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 370 students, we currently have four third grade, five fourth grade and six fifth grade classrooms with a class size average overall of 25 students per classroom. This indicates a slight increase from previous years. The RSS team is comprised of a dedicated group of individuals, which includes 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.

In the spring of 2012, students and staff wished Mr. Steve Salka well as he retired from his position teaching in the CASE Collaborative. For a variety of other reasons, the Russell Street team saw several staffing changes. Some of the excellent team members who moved on took positions within the district, and others moved on to new challenges. Those team members no longer with us at Russell Street include, Angela Gresco, Matt Kelly, Deb Lance, Lisa Maillett, Carol McCormick, Amy McGrath, Margie Packer, Teryl, Sawosik, and Nancy Taylor. Rita McKinley moved from the classroom into the role of Reading Interventionist. We welcomed new Special Education Assistants, Jennifer Sundberg and Andrea Simmons who had both served in different roles at Shaker Lane. Finally, our CASE Collaborative classrooms are both staffed with new lead teachers, Becky Nourse Van Meter and Sutapa Mukherjee.

The team at Russell Street School is committed to ongoing professional growth and providing a cutting-edge educational experience for each child. This spring we will complete a two-year School Improvement Plan and write a new one with input from both staff and the School Council, which is made up of staff members and parents. The RSS School Improvement Plans align with Littleton Public School 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 Russell Street faculty consists of compassionate, bright, driven individuals who are extremely dedicated to the success of every child. The next several years will be busy ones as educators work to implement new Federal and State mandates. Of particular importance are the adoption in Massachusetts of a new Educator Evaluation System and Common Core State Standards. Russell Street School faculty have joined their LPS colleagues in beginning professional development in both of these areas this year and will continue more in depth in the year to come. Each of these initiatives will significantly change the way professional educators do their work.

The team at RSS utilizes assessment data to drive 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 are in the third year of implementing a math intervention program to provide further instruction to students in grades four and five who scored below proficient on spring 2012 math MCAS. Students identified through use of MCAS data, will receive targeted math instruction during school throughout the year to improve their math skills leading them to proficiency of the grade level math standards. Russell Street School has been designated a Level II school (with Level 1 being the highest designation) due to a slightly lower performance by our high needs subgroup. However, this group of children has improved steadily, and we are excited about their continued improvement this year.

In our effort to continually improve our instruction; our staff has been involved in implementing the Response to Intervention (RTI) model for reading. We are currently in the third year of full implementation of the RTI model of three tiers of instruction. A three-tiered intervention model was developed to ensure that each student received 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. This program is in its early stages and will grow in time. It is our goal that children leave Russell Street School confident learners who understand the importance of playing an active role in their community.

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. These include both in-school enrichment programs and field trips. Our trips add greater dimension to our curriculum and have included such places as; The Concord Museum, Historical Society, classical music demonstrations, art projects, Christa McAuliffe Center, Old Burial Ground, Littleton Light and Water Department and many more. This school year, we have created an Enrichment Committee that is charged with focusing energy and funds on bringing in academic and social/emotional performers for students across the grade levels. The hard work of this group of parents and staff will result in several programs being presented this year ranging from musical performers to science programs for students.

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 iPad 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.

In June of 2012, Mrs. Jane Hall retired after ten years leading the Russell Street School community. Her dedication and hard work helped to mold the outstanding culture and climate that has lead to much of our student success. Jane’s efforts will positively impact RSS students and staff for years to come. Even for a sitting principal, making the transition into a new school environment can be overwhelming. Jane was patient and supportive as I began my new endeavor, even as she was in a transition of her own. I am grateful for her genuine kindness and support in ensuring the transition in leadership went smoothly.

As educators, we are extremely lucky in Littleton. On behalf of the entire team at Russell Street School, I would like to extend our most sincere thanks to our parents, the greater community, our LPS colleagues, and our School Committee. We are ever cognizant that Russell Street is just one stop for a child on a much larger educational journey, and it is when we work effectively together that we can provide the most powerful educational experiences for the children of Littleton.

Respectfully,
Scott R. Bazydlo, Principal

MIDDLE SCHOOL PRINCIPAL

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, Public Speaking, 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.

At the start of the 2012-2013 school year, we moved to a flexible library model. This has allowed our library/media specialist and parent volunteers to offer more authentic support to our students and staff. By utilizing an on-line calendar program, teachers can schedule time for classes to work in one of the three library centers, with the librarian in the library or in the classroom, or with the volunteers. As this model takes hold, it should result in the development of stronger research skills and a better understanding of how best to access quality information in today’s world.

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, golf, 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.
- Virtual High School
- Science Fair
- 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

We were very proud to have hosted over thirty local veterans for our first ever All-School Veteran’s Day Program. This was organized by members of the Social Studies Department and included a luncheon for Veterans, a flag raising ceremony, and a school assembly with honored guest, faculty, and student speakers. We hope that will become an annual event.

We have been very busy at the middle school between the time of the last annual report and this one. We are in our second 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). Ms. Dorfman and Ms. Pfannebecker, program coordinators, led a thorough program evaluation during and after the first year. This included student focus group and faculty and parent surveys. Additionally they led a faculty overview/planning session. As a result, the delivery model and schedule as redesigned to involve more staff members and provide students with smaller, more impactful advisory groups. It is our hope that this program will help us 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. Our students and staff continue to integrate iPads and computers in the classrooms. We have also added a number of Apple TV devices and flat screen monitors. I am excited to tell you that we have started a Bring Your Own Device (BYOD) Program at LMS. By allowing students to appropriately use their own Personal Learning Devices (PLD) for educational and/or organizational purposes we are able 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 SMART boards, QR codes linked to teacher websites, SMART student response system, Moodle online classroom, Wikispace discussion forums, digital balances, and programs such as Wordle, Prezi and Photo Story.

We continue to focus on improving on our ability to meet the needs of all learners. We were in our second year of implementation of the Academic Support Center (ASC). The ASC is an in-house referral program that is intended to benefit regular education students who are in need of short or long-term intervention in order to more effectively make progress in school. This program is offered both after school and during school. The after school component is available on Mondays, Tuesdays and Thursdays

to students who are placed on an Academic Support Plan. The during school component is for students who are referred by the Student Study Team (SST) when regular accommodations such as extra help with a teacher during advisory or after school, preferential seating, agenda book monitoring, frequent in-class check-ins or individualized help, and other appropriate strategies have been ineffective. Our students who are struggling in math continue to be provided with intervention opportunities through our Math Lab program. As always, we continue to provide individualized and standardized support for our special education students.

At the start of the 2012-2013 school year we were able to offer an increased amount of Virtual High School (VHS) seats to our middle schoolers. This web-based program is the result of a continuing partnership between LPS and the VHS. Through this program, our advanced learners are able to take a variety of curriculum or enrichment offerings that would otherwise be unavailable to them.

We are in our second year of implementation of a new Mathematics model/program and World language model/program. We continue to work hard in both of these areas and have spent time doing program evaluations and making adjustments to the models as we move ahead.

As a matter of best-practice, teachers continue to update and revise their curriculum maps so that they are reflective of the work that is currently being done in the classroom. Additionally, we have begun to integrate the common core frameworks into our current practices. This work has become more manageable and transparent due to the fact that the district has moved to a web based curriculum mapping product. These maps are used in a variety of ways:

- As a running record of our current practice
- As tools to strengthen the content connections between each grade level
- As guides to assure fidelity of implementation

The LMS School Council has been instrumental in assisting the staff and me with the ongoing monitoring of the school improvement plan as well as the development of our upcoming two year school improvement plan that will run from July 1, 2013 through June 30, 2015. 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.

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

Littleton High School in 2012 focused on preparations for re-accreditation. We began the year with our School Council and Faculty voting and approving in January the revised Littleton High School Mission Statement that now includes specific sections listing Core Values, Beliefs about Learning, and Learning Expectations. This format meets the requirements of the New England Association of Schools and Colleges (NEAS&C). We gratefully acknowledge and attribute the contributions and recommendations of the Partnership for 21st Century Skills and other Massachusetts high schools in developing and wording this statement. We understand that this statement is a “living document” and will be revised and improved through the years as our community continues to reflect upon its mission and goals for student learning. Our statement reads as follows:

**Littleton High School
Commitment to student learning and educational excellence**

Littleton High School is a safe, caring, supportive, and academically challenging learning community that cultivates and models respect, responsibility, integrity, accountability, perseverance, and teamwork. We pursue excellence in learning and the development of each student’s growth and potential through collaborative and dedicated attention to our core values, beliefs, and learning expectations. We work together to guide our students in becoming self-reliant, responsible, and contributing citizens in a constantly changing world.

Our Core Values:

- Respect
- Responsibility
- Integrity
- Accountability
- Perseverance
- Teamwork

Our Beliefs about Learning:

- We believe the education of our students is the shared responsibility of students, families, faculty, staff, and community.
- We believe highly effective and engaging teachers serve as crucial guides in the development of student learning.
- We believe students should strive to meet high expectations and that every student, with effort, can and will meet challenging standards of achievement.
- We believe in a growth mindset through which students develop competence and confidence as they set goals, persevere, overcome obstacles, and enjoy the pleasure of learning and accomplishment.
- We believe students should monitor and reflect upon their learning and strive to improve based upon personal reflection and faculty feedback.

- We believe students learn at different rates and in different ways, and instruction that is differentiated and personalized positively impacts student learning.
- We believe relevant applications and student engagement with personally meaningful questions, topics, and projects make learning more motivating, useful, and lasting.

ACADEMIC EXPECTATIONS:

- Develop and apply critical thinking and problem solving skills
- Demonstrate clear and effective reading, writing, speaking, and listening skills
- Work independently and collaboratively to accomplish goals
- Demonstrate creativity and innovation
- Use technology skills as they research and communicate their learning
- Engage in activities that promote physical fitness and personal health
- Exhibit and employ observation, interpretation, and imagination within the arts
- Apply knowledge and skills to contemporary challenges and global issues

SOCIAL EXPECTATIONS:

- Respect and understand diversity and different perspectives
- Become active participants in their school community

CIVIC EXPECTATIONS:

- Understand the rights and responsibilities of citizenship
- Make positive contributions through community service and civic participation

Cognizant of the need to assess and report student achievement of the above learning expectations, we will devote time and effort in 2013 toward the development of school-wide rubrics for assessment.

In addition, as part of our Self-Study process for re-accreditation, we formed and engaged committees that examined our school through the lens of the following NEAS&C Standards Categories: Core Values, Beliefs, and Learning Expectations; Community Resources for Learning; and, School Resources for Learning. These committees met from January until May 2012 and wrote and presented official Self-Study reports that were approved by the Faculty in May 2012. Four more Standards Committees met from September until December 2012: Curriculum; Instruction; Assessment of and for Student Learning; and, School Culture and Leadership. Committee members also wrote and presented Self-Study reports that were approved by the Faculty in December 2012.

A NEAS&C evaluation team will visit Littleton High School from May 5-8, 2013, review our self-study, observe classes, conduct interviews, facilitate focus groups, and later issue a report that includes commendations and recommendations for our school based on specific Standards.

Looking back on 2012, you will find as you read the following seasonal highlights some impressive accomplishments for Littleton High School.

Winter 2012

Just before the start of the New Year, alumni from the Class of 2011 returned to present experiences and lessons of the college admission process and college life. The Guidance Department also hosted a College Planning Night for Grade 11 students and their parents in January.

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

The traditional LHS Spirit Week was held the week of March 5th.

The NHS led by their advisors, Mrs. Sarah Berlinger and Mrs. Danica Johnston organized a successful Blood Drive on March 8th.

Fifty-two students took the 2012 National Latin Exam on March 15th. Thirty-eight received special recognitions for their outstanding performance.

Members of the Humanitarian Club organized three major events at Littleton High School in the late winter and early spring that raised awareness about significant issues and problems in Africa. First, students and staff attended a February viewing of the film, *The Devil Came on Horseback*. This film told of the genocide in Darfur, Sudan as recalled by a U.S. Marine. Students watched the film in their small advisory groups and participated in guided discussions. Second, students attended an Africa Awareness Dinner in March that featured a Liberian guest speaker and informative evening program about Rebuild Africa. Third, students attended an all-school assembly that featured a documentary, *KONY 2012*, and a special guest speaker from the nonprofit group Invisible Children. This event aimed to raise awareness about an African war criminal and his atrocities in Central Africa, as well as inspire students to become more engaged with global issues and work for peace.

Departments made their annual revisions to the Program of Studies. The English language Arts and Mathematics departments actively worked on the adoption of the new 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 an Economics course and return of a Literature and Film elective course. Work on the Common Core adoption by the ELA and Math departments and Curriculum Mapping by all departments advanced throughout 2012, and is expected to continue well into 2013.

The development of the budget for Fiscal Year 2013 was especially challenging for the entire school district as we grappled with limited resources and increasing costs. Nonetheless, the district and the high school met and overcame the fiscal constraints by participating in a collaborative process, making sacrifices, and developing a sound budget. We are grateful to our Superintendent, Mr. Kelly Clenchy, and the Littleton School Committee for their thoughtful and skillful navigation of the budget process. Given the difficult financial concerns and choices, LHS is proud to report that we maintained our high quality course offerings and excellent teaching staff with minimal disruption and loss of opportunities for students.

The Winter sports season featured a number of notable events. The **Boys Basketball team** played in both the Clark and MIAA Tournaments. They finished with a record of 18-7. They finished as the Mid-Wachusett D league Champions. The **Boys and Girls Indoor Track teams** completed a fifth season as a varsity program and several athletes earned distinction by competing at the district level.

Spring 2012

The high-stakes MCAS exams were administered between March and June. Ninety-eight percent of the participating students scored proficient or advanced in English language arts. Ninety-five 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.

We said good bye this spring to our veteran School Resource Officer, Detective Matthew Pinard, who assumed new responsibilities with his promotion within the Littleton Police Department. Detective Pablo Fernandez joined us as his successor, and we remain grateful for this very important role and town partnership.

The third LHS College Fair on March 22nd included a diverse representation of careers, presenters, and college representatives to appeal to the varied interests of LHS students.

This year's Spring Musical featured Chicago, which ran March 30- April 1.

The Junior/Senior Prom was held on April 27th at the Stowe Acres Country Club. This year we held a school-sponsored After Prom Celebration at Orchard Hills Athletic Club in Lancaster. Special thanks to our Assistant Principal, Mrs. Cheryl Temple, School Resource Officer, Detective Matthew Pinard, and the PTA who spearheaded and sponsored this safe party for students.

Traditional senior events and Spring Banquets dominated our evening calendar in May. The seniors took their traditional final trip together and enjoyed the Six Flags Amusement Park.

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 qualified for MIAA Tournament and finished 11-9. Several outdoor track athletes competed at the district level. Girls Softball completed a 12-8 season and qualified for the MIAA Tournament. 2012 marked the third year for the **Girls' Varsity Lacrosse team**. The **Boys Lacrosse team in its** fifth year as a varsity program achieved a record of 10-7 and qualified for MIAA Tournament. The Boys Tennis team enjoyed their first season as a Varsity sport.

Littleton High School granted 112 seniors diplomas at the commencement on June 1st.

We are especially grateful to the Littleton Scholarship Trust which awarded \$126,500 in college scholarships to graduating seniors and alumni. In addition, Littleton students received \$14,050 from independent scholarships at graduation.

Summer 2012

This summer saw our customary transitions with staff and students.

Art/Photography teacher Thomas MacIntyre left for Newton North High School, and Jonathan Allen joined us in a part-time role. History/Social Science teacher Barbara Coburn retired, and Olivia Sederlund replaced her. Marian Dyer, History/Social Science teacher, left to become a curriculum coordinator in Billerica, and Laura Storm joined us as her replacement just in time for the start of school. Jenene Allison joined us as part-time French teacher after French/Spanish teacher Wendy Perkins departed. Tracy Turner, special education teacher, transferred to Littleton Middle School to assist with program needs. English teacher Rebecca Claffee remains on leave, and Ellen Pollock continued as a long-term substitute. Susan Hart transferred from the Middle School as an instructional aide, and Joe Martin and Dale Rector joined our custodial crew.

Our welcome breakfast and orientation for freshman and new students was held on Tuesday, August 28th. 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 108 members in the Class of 2016.

Fall 2012

We kicked-off the 2012-2013 school year with an ambitious agenda and plans for action packed projects: conclusion of our Self-Study for re-accreditation; continued preparations for the

May 5-8 NEASC evaluation; development of rubrics for our learning expectations; implementation of our new Student Information System; integration of the Common Core Curriculum; negotiation and adoption of the new teacher evaluation process; initiation of a Bell Schedule Study Group; and, improvement of our instructional technology and network capacity.

When we outlined all these important initiatives and mandates in our 2012 “Back to School” letter, we explained that the completion of these challenges would demand plenty of patience, flexibility, collaborative planning, and positive spirit. We also recognized that achievement of these objectives would require shared leadership, frequent communication, energetic work, and significant time investment. We encouraged faculty to keep in mind that over time our efforts with these endeavors will make LHS an even better place to learn and teach. We noted then as we do now that “working together, we can do it!” I am happy to report to you, as your principal, that our team has risen to the occasion and is making excellent progress with accomplishing all our goals.

We made a comprehensive presentation to the School Committee in September about the results of our Advanced Placement (AP) Program. Eighty-nine students took 170 AP (Advanced Placement) exams in May. Littleton High School had eleven 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. Eleven 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. This year we also had one student earn the unique distinction as a National AP Scholar based on receiving an average score of at least 4 on all AP exams taken, and scores of 4 or higher on eight or more of these exams. LHS had a total of 27 AP Scholars in 2012.

We are thrilled to report that our SAT Results showed significant gains in 2012. 94% of LHS students in the Class of 2012 took the SAT, and the cohort showed the following gains from the previous cohort: 11 point increase in Critical Reading; 23 point increase in Math; and a 3 point increase in Writing (there was a 17 point increase in Writing in 2011).

Our Back to School Night was held on September 12th and Parent/Teacher Conferences were held on October 11th.

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.

The National Honor Society inducted 18 members on November 13th.

Littleton High School Fall Athletic teams completed another successful season. Boys Soccer Team had an 8-8-2 record and qualified for MIAA Tournament. The Girls’ Soccer Team had an 8-7-3 record, and also qualified for the MIAA Tournament. The Golf team finished 13-1-1, and qualified for the MIAA Tournament. The Girls Varsity Field Hockey team finished 17-3-2. They were District Finalists in the MIAA Tournament.

The Varsity Football team qualified for the MIAA playoffs for the sixth straight year and completed the season with 8-4 record. The Tigers won the annual Thanksgiving Day Football Game against the Ayer Panthers on November 22nd, and finished as Mid-Wachusett D League Champs.

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

LITTLETON ENROLLMENT BY GRADES – OCTOBER 1, 2012

Grade	Boys	Girls	Total
PreK	38	31	69
K	48	50	98
T	17	7	24
1	49	77	126
2	61	57	118
3	50	45	95
4	54	75	129
5	72	73	145
6	56	70	126
7	55	61	116
8	70	63	133
9	54	55	109
10	47	58	105
11	45	50	95
12	39	54	93
TOTALS	755	826	1581

Ten-Year History - Enrollment

Year	Total Enrollment October 1	Number Increase/Decrease	Percent Increase/Decrease
2003	1,567	+16	+1
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	1610	+24	+1.5
2012	1581	-29	-1.8

Number of School Choice (non-resident) students attending Littleton Public Schools: 81

Number of Littleton Students attending Nashoba Valley Technical School: 48

Students from Littleton attending special classes in out of district schools: 34

2012 NCLB Report Card - Littleton

Enrollment (2011-12)		
	District	State
Total Count	1,610	953,369
Race/Ethnicity (%)		
African American or Black	1.4	8.3
Asian	3.9	5.7
Hispanic or Latino	1.1	16.1
Multi-race, Non-Hispanic	1.2	2.5
Native American	0.1	0.2
Native Hawaiian or Pacific Islander	0.4	0.1
White	92.0	67.0
Gender (%)		
Male	47.5	51.3
Female	52.5	48.7
Selected Populations (%)		
English Language Learner	0.6	7.3
Low-Income	6.4	35.2
Students w/Disabilities	19.9	17.0
First Language Not English	1.3	16.7

Educator Data (2011-12)		
	District	State
Total # of Teachers	113.7	69,341.9
Percentage of Teachers Licensed in Teaching Assignment	100.0	97.8
Total Number of Classes in Core Academic Areas	531	339,887
Percentage of Core Academic Classes Taught by Teachers Who are Highly Qualified	100.0	97.8
Percentage of Core Academic Classes Taught by Teachers Who are Not Highly Qualified	0.0	2.2
Student/Teacher Ratio	14.2 to 1	13.7 to 1
Percentage of Public Elementary and Secondary School Teachers Issued Waivers	0.0	1.0

	All Schools	High Poverty Schools	Low Poverty Schools
Percentage of Teachers Licensed in Teaching Assignment	100.0	-	100.0
Percentage of Core Academic Classes Taught by Teachers Who are Highly Qualified	100.0	-	100.0
Percentage of Core Academic Classes Taught by Teachers Who are Not Highly Qualified	0.0	-	0.0

Grades Offered: PK, K, 01, 02, 03, 04, 05, 06
07, 08, 09, 10, 11, 12

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

School	Highly Qualified %	Not Highly Qualified %	Licensed %
Low Poverty			
Littleton High School	100.0	0.0	100.0
Littleton Middle School	100.0	0.0	100.0
Russell St Elementary	100.0	0.0	100.0
Shaker Lane Elementary	100.0	0.0	100.0

2012 Accountability Data – Littleton**Accountability Information****Accountability and Assistance Level**Level 2 **One or more schools in the district classified into Level 2****This district's determination of need for special education technical assistance or intervention****Meets Requirements-At Risk (MRAR)****This district's progress toward narrowing proficiency gaps
(Cumulative Progress and Performance Index: 1-100)**

Student Group (Click group to view subgroup data)	On Target = 75 or higher - 		
	Less progress	More progress	
All students	 77		Met Target
High needs	 82		Met Target
Low income			-
ELL and Former ELL			-
Students w/disabilities	 81		Met Target
Amer. Ind. or Alaska Nat.			-
Asian			-
Afr. Amer./Black			-
Hispanic/Latino			-
Multi-race, Non-Hisp./Lat.			-
Nat. Haw. or Pacif. Isl.			-
White	 79		Met Target

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: 80

Number of Marriage Intentions filed: 36

Number of Deaths: 90

Dogs Licensed in 2012: 747 (Unlicensed over 350)

Total Receipts: \$7,403.00

The results of all elections and town meetings held in 2012 are shown below.

TOWN MEETINGS IN 2012

MAY 7, 2012 ANNUAL TOWN MEETING

Town Moderator, Timothy Goddard, called the Annual Town Meeting to order at 7:00P.M. in the Charles Forbes Kay Gymnasium at the Littleton Middle School 55 Russell St. Littleton. Once again the Consent Calendar was used for all non-controversial Articles for Town Meeting. The Town Moderator explained the Consent Calendar and announced all Articles that had been chosen to be on the Consent Calendar. Town Moderator announced that anyone may place a hold on any of these Articles and they will be discussed and decided if it should remain on the Consent Calendar. Town Moderator explained that all Consent Calendar Articles would be voted as a whole and would need unanimous votes to continue in such fashion. All Articles will remain in the order placed on the Warrant. Articles placed on the Consent Calendar and voted unanimously to approve are as follows: **Articles 1, 3, 13, 15, 16, 17 and 18.**

ARTICLE 1 TOWN OFFICERS

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

Motion: Moved and seconded by the Board of Selectmen that the following Officers be chosen for the year 2012: Fence Viewers: William Farnsworth, Timothy Harrison Whitcomb, Joseph Knox; Field Drivers: Raymond C. O'Neil; Surveyor of Timber & Measurer of Wood Bark: Henry Parlee; Measurers and Weighers of Grain, Hay, Coal and Livestock: Tom Wood, Ronald Pollack, Brian Pollack, Michelle Roche, and Cindy McNiff.

[Consent Calendar Article: approved by unanimous vote]

ARTICLE 2 ANNUAL REPORT

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

Motion: Moved and seconded by the Board of Selectmen that the Town vote to accept all printed reports of Town Officers and Committees as published in the 2011 Annual Town Report.

Ayes have it, motion passes by unanimous vote.

ARTICLE 3 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, 2012, 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.

***Motion:** Moved and seconded by the Board of Selectmen that the Town vote to authorize the Town Treasurer, with the approval of the Board of Selectmen to borrow money and issue notes for the purposes itemized and described in Article 3 as printed in the warrant.*

(Consent Calendar Article, Unanimously voted)

The Fincom Report was given by Richard Montminy and then at 7:30PM the Town Meeting Body moved and seconded to close the ATM and moved to open the STM, upon completion of the STM matters the Body would return to the business of the ATM. This vote was so declared a unanimous **vote**. At 7:40PM the Town Meeting voted to dissolve the STM and to return to the ATM matters. This was moved, seconded and declared a unanimous vote to return to the matter of the ATM.

ARTICLE 4 - Finance Committee/Board of Selectmen - FY 2013 Operating Budget

To see if the Town will vote to raise and appropriate, transfer from available funds in the treasury or transfer from the Enterprise and Trust Funds, such sums of money to defray the expenses of the various departments of the Town and to fix the salary and compensation of all elected officials for the Fiscal Year beginning July 1, 2012, or to take any other action in relation thereto.

***Motion:** Moved and seconded by the Finance Committee that the Town vote to raise and appropriate the sum of \$33,575,005 and transfer from the funds specified herein the sum of \$990,613 for a total of \$34,565,618 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, 2012*

	<i>Department</i>	<i>FY 2011 ACTUAL</i>	<i>FY 2012 BUDGET</i>	<i>FY 2013 RECOMMEND</i>
114	MODERATOR			
	Expenses	<u>—</u>	<u>100</u>	<u>100</u>
	TOTAL 114	<u>—</u>	<u>100</u>	<u>100</u>
122	SELECTMEN/TOWN ADMINISTRATOR			
	Personal Services	<u>154,965</u>	<u>159,015</u>	<u>158,435</u>
	Expenses	<u>15,998</u>	<u>21,870</u>	<u>11,870</u>
	MAGIC Assessment	<u>1,600</u>	<u>1,628</u>	<u>1,600</u>
	TOTAL 122	<u>172,563</u>	<u>182,513</u>	<u>171,905</u>
131	FINANCE COMMITTEE			
	Expenses	<u>173</u>	<u>500</u>	<u>500</u>
	TOTAL 131	<u>173</u>	<u>500</u>	<u>500</u>
132	RESERVE FUND			
	Expense	<u>9,120</u>	<u>150,000</u>	<u>150,000</u>
	TOTAL 132	<u>9,120</u>	<u>150,000</u>	<u>150,000</u>
135	FINANCE AND BUDGET			
	Personal Services	<u>492,961</u>	<u>507,577</u>	<u>505,315</u>
	Expenses	<u>31,061</u>	<u>35,010</u>	<u>36,655</u>
	Audit	<u>32,835</u>	<u>34,500</u>	<u>35,000</u>
	TOTAL 135	<u>556,857</u>	<u>577,087</u>	<u>576,970</u>
151	LEGAL			
	Expense	<u>172,950</u>	<u>100,000</u>	<u>175,000</u>
	TOTAL 151	<u>172,950</u>	<u>100,000</u>	<u>175,000</u>
155	INFORMATION SYSTEMS			
	Personal Services	<u>57,684</u>	<u>60,727</u>	<u>62,610</u>
	Expenses	<u>70,651</u>	<u>84,944</u>	<u>131,300</u>

TOWN OF LITTLETON, MASSACHUSETTS

	<i>Department</i>	<i>FY 2011 ACTUAL</i>	<i>FY 2012 BUDGET</i>	<i>FY 2013 RECOMMEND</i>
	<i>TOTAL 155</i>	128,335	145,671	193,910
161	TOWN CLERK			
	Elected Salaries	47,283	49,126	48,950
	Personal Services	15,745	16,695	16,635
	Expenses	1,500	1,500	1,500
	Transfer In - Dog Tax Fund	-	(2,200)	(2,200)
	<i>TOTAL 161</i>	64,528	65,121	64,885
162	ELECTION/REGISTRATION			
	Personal Services	-	-	-
	Expenses	8,700	8,700	8,700
	<i>TOTAL 162</i>	8,700	8,700	8,700
171	CONSERVATION			
	Personal Services	19,693	20,730	21,960
	Expenses	657	1,000	1,000
	Transfer In - Wetland Fund	(5,280)	(5,280)	(5,280)
	<i>TOTAL 171</i>	15,070	16,450	17,680
175	PLANNING BOARD			
	Personal Services	46,089	53,045	56,475
	Expenses	953	1,175	1,175
	<i>TOTAL 175</i>	47,042	54,220	57,650
176	APPEALS BOARD			
	Personal Services	5,043	5,285	3,830
	Expenses	4,067	1,200	1,200
	<i>TOTAL 176</i>	9,110	6,485	5,030
191	BUILDING MAINTENANCE			
	Personal Services	44,038	48,420	48,425
	Expenses	318,757	311,556	321,556
	<i>TOTAL 191</i>	362,795	359,976	369,981
193	GENERAL INSURANCE			
	Expenses	290,937	300,000	300,000
	<i>TOTAL 193</i>	290,937	300,000	300,000
194	EMPLOYEE/ RETIREE BENEFITS			
	Expenses	4,421,329	5,032,143	5,067,865
	OPEB Funding	900,000	500,000	550,000
	Transfer In - Enterprise	(68,703)	-	-
	Transfer In - Cable	-	-	(21,692)
	Transfer In - Recreation	(14,416)	(14,416)	(14,556)
	<i>TOTAL 194</i>	5,238,210	5,517,727	5,581,617
196	TOWN REPORT/MEETING			
	Expenses	5,000	5,000	5,000
	<i>TOTAL 196</i>	5,000	5,000	5,000
197	LCTV CABLE STUDIO			
	Personal Services	-	-	70,145
	Expenses	-	-	20,250
	Transfer In - Cable Fees	-	-	(90,395)
	<i>TOTAL 197</i>	-	-	0
210	POLICE/DISPATCH			
	Personal Services	1,426,931	1,463,079	1,522,342
	Expenses	92,312	100,571	100,571
	<i>TOTAL 210</i>	1,519,243	1,563,650	1,622,913
220	FIRE/EMS DEPARTMENT			
	Personal Services	621,388	652,004	670,645
	Expenses	118,578	95,523	95,523
	Transfer In - Ambulance	(68,703)	(285,000)	(287,000)
	<i>TOTAL 220</i>	671,263	462,527	479,168

	<i>Department</i>	<i>FY 2011 ACTUAL</i>	<i>FY 2012 BUDGET</i>	<i>FY 2013 RECOMMEND</i>
241	BUILDING DEPARTMENT			
	Personal Services	92,723	89,059	91,625
	Expenses	4,386	5,430	5,430
	Transfer In-Insp Revolving	(3,000)	(3,000)	(3,000)
	TOTAL 241	94,109	91,489	94,055
300	SCHOOL DEPARTMENT			
	Budget	14,977,076	14,977,076	15,618,010
	Transfer In - LH Zappy Trust	(700)	(200)	(200)
	Transfer In - Hildreth Trust	(6,000)	(6,000)	(6,000)
	Transfer In - Goldsmith Trust	(500)	(500)	(500)
	Transfer In - Johnson Trust	(750)	(750)	(750)
	TOTAL 300	14,969,126	14,969,626	15,610,560
301	NASHOBA VALLEY TECH			
	Assessment	597,906	620,422	692,374
	TOTAL 301	597,906	620,422	692,374
420	HIGHWAY DEPARTMENT			
	Personal Services	649,799	689,660	690,000
	Expenses	453,873	391,034	396,927
	Streetlights	33,077	30,829	29,351
	Park Maintenance	-	6,800	6,936
	Wastewater/Stormwater	52,994	50,000	65,000
	B&M Crossing	2,806	2,806	2,806
	Gasoline	98,401	100,000	120,000
	TOTAL 420	1,290,950	1,271,129	1,311,020
422	ROADWAY REPAIRS			
	Expenses	469,448	474,142	478,884
	TOTAL 422	469,448	474,142	478,884
423	SNOW AND ICE			
	Personal Services	95,617	68,000	68,000
	Expenses	505,596	132,000	132,000
	TOTAL 423	601,213	200,000	200,000
491	CEMETERY DEPARTMENT			
	Personal Services	77,161	77,778	85,215
	Expenses	17,798	17,800	17,800
	Transfer In - Sale of Lots	(12,000)	(12,000)	(12,000)
	Transfer In - Graves	(18,897)	(18,897)	(18,897)
	TOTAL 491	64,062	64,681	72,118
510	HEALTH DEPARTMENT			
	Personal Services	26,160	20,437	17,225
	Expenses	281	3,235	3,235
	Assessment Nashoba BOH	21,027	21,650	22,250
	Assessment Nursing	8,182	8,250	8,325
	Assessment - Eliot Clinic	3,780	3,780	3,780
	Animal Inspector	650	2,400	2,400
	Transfer In-Sampson Fund	(2,500)	(2,500)	(2,500)
	TOTAL 510	57,580	57,252	54,715
541	COUNCIL ON AGING			
	Personal Services	63,062	63,210	67,515
	Expenses	9,497	13,416	13,416
	TOTAL 541	72,559	76,626	80,931
543	VETERANS SERVICES			
	Personal Services	5,000	5,000	5,000
	Expenses	226	750	750
	Veteran Benefits	17,352	12,000	12,000
	TOTAL 543	22,578	17,750	17,750

TOWN OF LITTLETON, MASSACHUSETTS

	<i>Department</i>	<i>FY 2011 ACTUAL</i>	<i>FY 2012 BUDGET</i>	<i>FY 2013 RECOMMEND</i>
610	REUBEN HOAR LIBRARY			
	Personal Services	352,887	359,971	367,170
	Expenses	67,381	65,900	65,400
	Merrimack Valley Assess	31,714	31,714	31,714
	Transfer In - Library Trust	(17,500)	(13,000)	(11,500)
	<i>TOTAL 610</i>	<i>434,482</i>	<i>444,585</i>	<i>452,784</i>
630	PARK AND RECREATION			
	Personal Services	142,001	151,638	154,850
	Expenses	-	-	-
	Transfer In-Revolving Wages	(60,550)	(87,162)	(113,774)
	<i>TOTAL 630</i>	<i>81,451</i>	<i>64,476</i>	<i>41,076</i>
690	CULTURE/RECREATION			
	Historical	341	700	700
	Memorial Day	500	500	500
	Patriot's Day	35	50	50
	<i>TOTAL 690</i>	<i>876</i>	<i>1,250</i>	<i>1,250</i>
	DEBT SERVICE			
710	Long Term Debt	4,611,119	5,025,402	4,886,847
720	Short Term Debt	150,904	152,289	200,000
	Transfer In- Cemetery Trust	(13,000)	(13,000)	(13,000)
	Transfer In- Self Help Grant	(18,000)	(17,000)	(17,000)
	Transfer In- Wastewater Settlement	(17,274)	(17,274)	(17,274)
	Transfer In- Oak Hill Cell Tower	(40,000)	(40,000)	(40,000)
	Transfer In - Newtown Hill Cell Tower	(49,929)	(47,754)	(40,579)
	Transfer In - Clean Lakes	(28,770)	-	-
	Transfer In - Bond premium			(35,724)
	Transfer In - CPC	(29,550)	(29,998)	(61,314)
	Transfer In - Light Dept	(189,705)	(183,309)	(175,478)
	<i>TOTAL Debt Service</i>	<i>4,375,795</i>	<i>4,829,356</i>	<i>4,686,478</i>
	<u>FUNDING SUMMARY</u>			
	<u>TOTAL BUDGETS</u>	<u>33,069,758</u>	<u>33,497,752</u>	<u>34,565,618</u>
	Less - Total Transfers In	(665,727)	(799,240)	(990,613)
	<u>TOTAL Net Budgets</u>	<u>32,404,031</u>	<u>32,698,512</u>	<u>33,575,005</u>

Ayes have it, motion carries by unanimous vote.

ARTICLE 5 PLOWING/SANDING PRIVATE WAYS I

To see if the Town will vote to provide permanent plowing and sanding services to the paved private ways open to the public use, or to take any other action in relation thereto.

No affirmative action taken under Article 5.

ARTICE 6 PLOWING/SANDING PRIVATE WAYS II

To see if the Town will vote to reinstate the August 28, 2000 policy on plowing and sanding private ways, or to take any other action in relation thereto.

Motion: Moved and seconded by the petitioners that the Town vote to advise the Selectmen to reinstate the August 28, 2000 policy on plowing and sanding private ways and reexamine whether all private ways open to the public use should be plowed/sanded.

Ballots cast: 248 Yes Votes: 222 No Votes: 26; 2/3rd: 165 yes votes necessary to pass, vote passes by the necessary 2/3rd.

ARTICLE 7 PLOWING/SANDING PRIVATE WAYS III

To see if the Town will vote to enact a by-law to provide for the plowing and sanding of the private roads

open to the public use which meet the criteria set out in the Town policy on plowing/sanding private ways dated August 28, 2000, or to take any other action in relation thereto.

Petitioners requested this be indefinitely postponed, unanimously voted to postpone indefinitely.

ARTICLE 8 FY 2013 WATER ENTERPRISE FUND OPERATING BUDGET

To see if the Town will vote to appropriate \$2,060,554 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, 2012 (detail below), or to take any other action in relation thereto.

I. Water Enterprise Revenues	FY 2013
User Charges	2,060,554
Enterprise Available Funds	0
Investment Income	0
Total Revenues	2,060,554
II. Costs Appropriated for the Enterprise Fund	
Salaries and Wages	665,000
Expenses	888,500
Capital Outlay – Equipment	0
Capital Outlay – Improvements	0
Reserve Fund	100,000
Debt Principal and Interest	387,000
Budgeted Surplus	20,054
Total Costs Appropriated for Enterprise Fund	2,060,554
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	2,060,554

***Motion:** Moved and seconded by the Board of Water Commissioners that the Town vote to appropriate \$2,060,554 from the Water Enterprise Fund to fund the operation of the Water Department for the fiscal year beginning July 1, 2012.*

Ayes have it, motion carries, declared unanimous.

ARTICLE 9 ADD AYER TO NASHOBA VALLEY TECH HIGH SCHOOL DISTRICT

To see if the town will vote to accept the proposal of the Regional District School Committee passed on October 11, 2011 to amend the agreement establishing the Nashoba Valley Technical School District as amended (a) by providing for the admission to the district of the Town of Ayer as a vote to accept the agreement as amended; (b) by providing that members of the Committee shall be appointed by an appointing committee in each in each town consisting of the moderator, selectmen and local school committee members; (c) by providing that membership on the committee shall be as follows: Chelmsford - 3 members, Groton - 1 member, Littleton - 1 member, Westford - 2 members, Pepperell - 3 members, Shirley - 1 members, Townsend - 2 member, Ayer - 1 member (if Ayer joins the district); (d) by providing that each member town will have an alternate member to the committee who can serve in the absence or disability of a member from the town involved; (e) by providing that the admission of a new town or towns to the District shall result in the reapportionment accordingly of capital costs of the District represented by bonds or notes of the District then outstanding and of interest thereon; (f) by providing that the capital costs of any subsequent capital improvements of the district shall be apportioned among all the member towns on the basis of their respective pupil enrollments in the district school; (g) by providing that in each case where the apportionment of capital costs is to be based on pupil enrollments in the district school, each member town shall be deemed to have an enrollment of at least five pupils; (h) by

conforming the dates on which payments to the district by the member towns are due to a July 1 - June 30 fiscal year; and (i) by making technical changes incidental to the foregoing amendments. (Such amendment will not become effective until the amendment is accepted by two-thirds of the member towns, approved by the Town of Ayer and upon the authorization of the Commissioner of Elementary and Secondary Education). Copies of the agreement as amended and proposed to be amended, as described in this Article, are available at the office of the town clerk. or to take any other action in relation thereto.

Motion: Moved and seconded by Board of Selectmen that the Town vote to approve Article 9 as printed in the warrant.

Declared passed by a unanimous vote. So voted.

ARTICLE 10 FY 2013 COMMUNITY PRESERVATION BUDGET

To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the Fiscal Year 2013 Community Preservation Budget, to appropriate or reserve from FY 2013 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 2013 open space	14,375
Debt service – from FY 2013 historic resources	15,432
Debt service – from historic resources reserve	543
Debt service – from FY 2013 Undesignated	31,688
Comprehensive Agriculture Planning Program for Community Sustainability - from FY 2013 Undesignated	<u>5,000</u>
<i>Sub-total</i>	\$72,038
<i>Reserves</i>	
Open Space (to Reserve)	\$1,057
Community Housing (to Reserve)	15,432
Budgeted Reserve (to Reserve)	<u>66,332</u>
<i>Sub-total</i>	<u>82,821</u>
TOTAL	\$154,859

Motion: Moved and seconded by the Community Preservation Committee to approve the appropriations and reserves itemized and described in Article 10 as printed in the warrant.

Declared passed by a majority vote. So voted.

ARTICLE 11 FY 2013 CAPITAL ITEMS FROM ABAILABLE 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 - \$60,465 to be expended by the Police Department for leases for police cruisers, as follows: \$28,500 for second year payment on two cruisers; \$16,145 for first year payment on one cruiser; and \$15,820 for second year 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.

II. FIRE DEPARTMENT

- A. Fire Major Equipment Repair -\$15,000 to be expended by the Fire Department for major equipment repairs and upkeep.
- B. Ambulance replacement - \$200,000 transferred from accumulated ambulance receipts to be expended by the Fire Department to replace a 2003 Ambulance.
- C. Fire Vehicle Exhaust System - \$68,000 to be expended by the Fire Department and the Permanent Municipal Building Committee to install a vehicle exhaust system in the fire facility at 20 Foster Street.

D. Fire Station Windows - \$85,000 to be expended by the Fire Department and the Permanent Municipal Building Committee to replace the windows and doors of the fire facility at 20 Foster Street.

E. Fire Station Roof - \$50,000 to be expended by the Fire Department and the Permanent Municipal Building Committee to repair the roof of the fire facility at 20 Foster Street.

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 Two Mack Dump/Sander/Plow Refurbishments - \$80,000 (\$40,000 each truck) to be expended by the Highway Department to refurbish two 1993 Mack dump/sander/plow vehicles, including frame work.

C. Highway F-450 Dump Pickup truck - \$65,000 to be expended by the Highway Department to purchase a new pick-up truck with plow to replace an existing 2003 vehicle.

D. Highway Loader Refurbishment - \$40,000 to be expended by the Highway Department for refurbishment of a 1998 John Deere Loader.

E. Transfer Station Dumpsters - \$13,400 to be expended by the Highway Department from transfer station fees for the replacement of three 1998 open top dumpsters.

IV. SCHOOLS

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

B. School iPads & Carts - \$33,000 to be expended by the School Committee for the lease / purchase of four complete carts, 120 iPads, MacBook Air laptops, carts, charging station and all accessory hardware and equipment.

C. School Student Information System - \$35,000 to be expended by the School Committee to replace the current SIS system Rediker with a more robust, relational database, web based system that will allow increased functionality

D. School Security - \$22,000 to be expended by the School Committee to upgrade the external video camera systems at the Shaker Lane School.

V. TOWN OFFICES

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 Hall Condenser and Air Handling Units - \$12,000 to be expended by the Board of Selectmen and the Permanent Municipal Building Committee to replace a 1988 Unit at the Town Offices on Shattuck Street.

C. Town Hall Kitchen Renovations - \$32,402 to be expended by the Board of Selectmen and the Permanent Municipal Building Committee for renovations and code upgrades to the kitchen facility used by the Council on Aging at the Town Offices on Shattuck Street.

D. GIS Mapping Conversion - \$35,000 to be expended by the Board of Selectmen to convert the tax map text and structure the data in a manner that results in the mapping being incorporated into the annual maintenance done by MassGIS.

E. Building Commissioner Vehicle Replacement - \$20,000 transferred from inspections revolving account to be expended by the Board of Selectmen to purchase a new vehicle for the Building Commissioner to replace a 2006 vehicle.

VI. OTHER

A. Littleton Common Sewer Feasibility Study - \$35,000 supplemental appropriation for the Littleton Common Sewer Feasibility Study to be offset by an increase in payment in lieu of taxes (PILOT) from LELWD.

B. Cemetery Mower Replacement - \$14,000 to be expended by the Cemetery Commission to replace a mower.

C. Cemetery Truck Replacement - \$40,000 to be expended by the Cemetery Commission to replace a 1996 GMC Sierra truck.

D. 300 King Street Renovations - \$10,000 – to be expended by the Park and Recreation Commission for the first phase of design work for expansion/development of the facility located at 300 King Street.

E. Recreation vehicle lease - \$5,000 transferred from the Recreation Revolving account to be expended by the Park and Recreation Commission for the second year payment of a five-year lease for a Ford Ranger.

F. Library Furniture \$3,000 – to be expended by the Library Trustees to replace worn and damaged furniture at the Reuben Hoar Library.

***Motion:** Moved and seconded by the Board of Selectmen that the Town vote to raise and appropriate \$100,034 and transfer from the Undesignated Fund Balance the sum of \$689,233 and transfer from the funds specified herein the sum of \$225,000 for a total of \$1,014,267 for capital projects and purchases itemized and described in Article 11 as printed in the warrant, except that II-E, Fire Station Roof, shall be reduced to the amount of \$16,000.*

Ayes have it motion carries by necessary majority vote. Declared a vote.

ARTICLE 12 – TRACK PROJECT FUNDING

To see if the Town will vote to amend its vote under Article 3 of the November 14, 2011 Special Town Meeting, which conditionally authorized the Treasurer to borrow \$735,000 under and pursuant to Chapter 44, Section 7(25) of the General Laws, or pursuant to any other enabling authority, and to issue bonds and notes therefor, for the purpose of reconstructing the track facility located on Town-owned property at 55 Russell Street, including original equipment and landscaping, paving and other site improvements incidental or directly related thereto, by reducing said amount to \$435,000 or another sum; and, further, to raise and appropriate from available funds the sum of \$300,000 or another sum for the purposes previously stated herein, or take any other action in relation thereto..

***Motion:** Moved and seconded by the Board of Selectmen that the Town vote to amend its vote under Article 3 of the November 14, 2011 Special Town Meeting, which conditionally authorized the Treasurer to borrow \$735,000 under and pursuant to Chapter 44, Section 7(25) of the General Laws, or pursuant to any other enabling authority, and to issue bonds and notes therefor, for the purpose of reconstructing the track facility located on Town-owned property at 55 Russell Street, including original equipment and landscaping, paving and other site improvements incidental or directly related thereto, by reducing said amount to \$435,000; and, further, to raise and appropriate from available funds the sum of \$300,000 for the purposes previously stated herein.*

Ballots cast: 109 Yes Votes: 97 No Votes: 12; 2/3rd; 73 yes votes needed to pass, vote passes by the necessary 2/3rd.

ARTICLE 13 - M.H. KIMBALLTRUST SCHOOL GRANT FUNDS.

To see if the Town will vote to transfer \$14,058 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 at the Shaker Lane School and costs related thereto, or to take any other action in relation thereto..

***Motion:** Moved and seconded by the Board of Selectmen that the Town vote to transfer \$14,058 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 at the Shaker Lane School and costs related thereto.*

[Consent Calendar Article: approved by unanimous vote]

ARTICLE 14 - Board of Selectmen/Personnel Board - Classification & Compensation Plan

Amendments: Park & Recreation

To see if the Town will vote to amend Chapter 33 of the Town Code, Personnel, as follows:

(1) Amend Schedule C of the Classification and Compensation Plan to read as follows:

SCHEDULE C: Temporary/Seasonal Park & Recreation Department positions, 2012 Season

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
1 hourly	8.50	8.67	8.93	9.20	9.47
2 hourly	8.80	8.98	9.25	9.52	9.81
3 hourly	9.40	9.59	9.88	10.17	10.48
4 hourly	9.75	9.95	10.24	10.55	10.87
5 hourly	10.30	10.51	10.82	11.15	11.48
6 hourly	11.50	11.73	12.08	12.44	12.82
7 hourly	12.40	12.65	13.03	13.42	13.82
8 hourly	13.40	13.67	14.08	14.50	14.94
9 hourly	15.50	15.81	16.28	16.77	17.28
10 hourly	18.50	18.87	19.44	20.02	20.62

GRADE 1
 Program Aide I
 GRADE 2
 Camp Junior 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

(2) Amend Schedule C1 of the Classification and Compensation Plan to read as follows:
 SCHEDULE C-1: Community Education – Temporary Employees FY2013

GRADE	STEP 1	STEP 2	STEP 3
1 hourly	8.50	8.93	9.37
2 hourly	14.00	14.70	15.44
3 hourly	20.00	21.00	22.05
4 hourly	25.00	26.25	27.56
5 hourly	30.00	31.50	33.08
6 hourly	35.00	36.75	38.59

GRADE 1
 Community Ed Teacher's Aide
 GRADE 2
 Community Ed Assistant
 GRADE 3
 Community Ed Instructor I

GRADE 4
 Community Ed Instructor 2
 GRADE 5
 Community Ed Instructor 3
 GRADE 6
 Community Ed Instructor 4

(or to take any other action in relation thereto.

Motion: Moved and seconded by the Board of Selectmen that the Town vote to amend Chapter 33 of the Town Code precisely as set forth in Article 14 as printed in the warrant.

AYES HAVE IT, MOTION CARRIES, UNANIMOUSLY VOTED.

ARTICLE 15 FY 2013 REVOLVING FUNDS

To see if the Town will vote to authorize the following Fiscal Year 2013 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.

Motion: Moved and seconded by the Board of Selectmen that the Town vote, in accordance with Chapter 44, section 53E½ of the General Laws, to authorize Fiscal Year 2013 Revolving Funds precisely as set forth in Article 15 as printed in the warrant.

[Consent Calendar Article: approved by unanimous vote]

ARTICLE 16 COMPENSATING BALANCE AGREEMENT

To see if the Town will vote to authorize the Treasurer to enter into a Compensating Balance Agreement(s) for FY 2013, pursuant to Chapter 44, Section 53F of the General Laws, or to take any other action in relation thereto.

Motion: Moved and seconded by the Board of Selectmen that the Town vote to authorize the Treasurer to enter into a Compensating Balance Agreement(s) for FY 2013, pursuant to Chapter 44, Section 53F of the General Laws.

(Consent Calendar Article: approved by unanimous vote)

ARTICLE 17 SENIOR WORK PROGRAM

To see if the Town will vote to request the Board of Assessors to commit \$50,000, or any other sum or sums of money, from the FY 2013 Overlay Account for Abatements to fund the Senior Citizen Tax Work-off Abatement Program, or to take any other action in relation thereto.

Motion: Moved and seconded by the Board of Selectmen that the Town vote to request the Board of Assessors to commit \$50,000 from the Overlay Account for Abatements to fund the Senior Citizen Tax Work-off Abatement Program.

[Consent Calendar Article: approved by unanimous vote]

ARTICLE 18 USE OF 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.

Motion: Moved and seconded by the Board of Selectmen that the Town vote to appropriate funds available in the amount of \$367,150 for authorized road improvements and other projects provided for under Chapter 90 of the General Laws.

[Consent Calendar Article: approved by unanimous vote]

ARTICLE 19 EASEMENT: GREAT ROAD AT RUSSELL STREET

To see if the Town will vote to authorize the Board of Selectmen to acquire an easement on the following described parcel and/or rights in land by purchase, gift or eminent domain, for the purposes of making certain roadway improvements at the intersection of Great Road and Russell Street, as shown as "Parcel E-1-T" on a certain plan of land entitled "Easement Plan of a Portion of Great Road (Route 119) in the Town of Littleton", dated February 1, 2012 and prepared by Bayside Engineering, Inc.; or to take any other action in relation thereto.

Motion: Moved and seconded by the Board of Selectmen that the Town vote to authorize the Board of Selectmen to acquire an easement on the following described parcel and/or rights in land by purchase,

gift or eminent domain, for the purposes of making certain roadway improvements at the intersection of Great Road and Russell Street, as shown as "Parcel E-1-T" on a certain plan of land entitled "Easement Plan of a Portion of Great Road (Route 119) in the Town of Littleton", dated February 1, 2012 and prepared by Bayside Engineering, Inc.

Necessary 2/3rd vote needed, declared passed by a unanimous vote, motion carries.

ARTICLE 20 Zoning Amendment: Expand Littleton Village Overlay District West—Beaver Brook Area to Include Certain Additional Parcels

To see if the Town will vote to amend the Zoning Map and Zoning By-Law of the Town of Littleton by:

1. Adding to the Littleton Village Overlay District West—Beaver Brook Area the lots located at 474 Great Road (Assessors' Map R-18, Parcel 4) and 478 Great Road (Assessors' Map R-18, Parcel 5), as shown on the map entitled "May 2012 Additions to the Littleton Village Overlay District West—Beaver Brook Area Zoning Map," dated March 22, 2012 and on file with the Town Clerk; and
2. Amending §173-167 by deleting subsection B therefrom in its entirety and inserting in its place the following:

B. The Littleton Village Overlay District West—Beaver Brook Area includes the area shown on the map entitled "Littleton Village Overlay District West—Beaver Brook Area Zoning Map," dated March 19, 2010 as amended, on file with the Town Clerk and hereby made a part of this chapter. The benefits and obligations of the zoning bylaw shall accrue only to proposals for development on those parcels located entirely within the boundary of the Littleton Village Overlay District West—Beaver Brook Area, as shown on said map.

or take any other action in relation thereto.

Motion: Moved and seconded by the Planning Board that the Town vote to amend the Zoning Map and Zoning By-Law of the Town of Littleton precisely as set forth in Article 20 as printed in the warrant.

Necessary 2/3rd vote needed, declared passed by a unanimous vote, motion carries.

ARTICLE 21 BY-LAW AMENDMENT: LITTLETON COMMUNITY TELEVISION

To see if the Town will vote to amend the Town Code relative to Littleton Community Television (LCTV) as follows:

(1) by amending Chapter 3, Section 3 of the Town Code, to read as 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; and Human Resources; 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 BOS Board of Selectmen. Employees of the heads of said departments shall be appointed by the department head subject to approval of the Town Administrator."; and

(2) by adding to Chapter 13, COMMITTEES, a new Article XIII, Littleton Community Television (LCTV) Advisory Committee, to read as follows:

Article XIII, LITTLETON COMMUNITY TELEVISION (LCTV) ADVISORY COMMITTEE
§13-32. Establishment; purpose.

There is hereby established a Littleton Community Television (LCTV) Advisory Committee to advise the Board of Selectmen throughout the cable television licensing process and during the term of licenses issued by the Board of Selectmen pursuant to MGL C. 166A. The Committee shall also provide policy direction to the LCTV Executive Director in operation of the cable television studio.

§13-33. Membership; terms.

The Committee shall consist of seven members appointed by the Board of Selectmen for three-year overlapping terms so arranged that the term of at least two members shall expire each year. or to take any other action in relation thereto.

Motion: Moved and seconded by the Board of Selectmen that the Town vote to approve Article 21 as

printed in the warrant.

Ayes have it, motion carries by unanimous vote.

ARTICLE 22 BY-LAW-AMENDMENT: COUNCIL ON AGING

To see if the Town will vote to amend the Town Code by amending Chapter 15, Council on Aging, to read as follows:

Chapter 15 – COUNCIL ON AGING

§ 15-1. Membership, terms.

There shall be a Council on Aging pursuant to MGL C.40,§8B, which shall consist of eleven (11) regular members appointed by the Board of Selectmen for three-year overlapping terms so arranged that the term of at least two members shall expire each year. or to take any other action in relation thereto.

***Motion:** Moved and seconded by the Board of Selectmen that the Town vote to approve Article 22 as printed in the warrant.*

Ayes have it, motion carries by unanimous vote.

ARTICLE 23 BY-LAW AMENDMENT: AGRICULTURAL COMMISSION

To see if the Town will vote to amend Chapter 8 of the Town Code by deleting Article VI, Agricultural Commission, in its entirety and replacing it with the following:

ARTICLE VI, AGRICULTURAL COMMISSION

§8-10. Establishment; purpose.

There shall be an Agricultural Commission to promote agricultural-based economic opportunities; to preserve, revitalize and sustain the Littleton agricultural industry; to encourage the pursuit of agriculture as a career opportunity and lifestyle in the Town of Littleton; and to represent the Littleton farming community.

§8-11. Membership; terms.

The Commission shall consist of seven members appointed by the Board of Selectmen for staggered three-year terms. The Commission shall also include those alternate members serving terms on the date this Bylaw became effective, provided that each such alternate position shall be retired when the alternate member no longer serves in that capacity, or upon expiration of their term, whichever is sooner. Not less than four members shall be, or have been, engaged in farming (as defined in M.G.L. c.128, §1A) or related agricultural industries; all other members shall possess experience or expertise relevant to the work of the Commission. Appointments made to the Commission should reflect the diversity and scale of agricultural businesses, the diversity and scale of the Town's population, and serve to encourage next generation farmers. In filling vacancies thereon, the Board of Selectmen shall invite the recommendation of the Commission, and shall, in the first instance, consider any alternate members that apply.

§8-12. Work Plan.

The Commission shall develop a work plan to guide its activities. Such activities include but are not limited to, the following: shall serve as facilitators for encouraging the pursuit of agriculture in Littleton; shall promote agricultural-based economic opportunities in Town; shall act as mediators, advocates, educators, and/or negotiators on farming issues; shall work for preservation of prime agricultural lands; and shall pursue all initiatives appropriate to creating a sustainable agricultural community.

or to take any other action in relation thereto.

***Motion:** Moved and seconded by the Board of Selectmen that the Town vote to approve Article 23 as printed in the warrant.*

Ayes have it, passes by necessary majority motion carries.

ARTICLE 24 By-law Amendment: Permanent Municipal Building Committee

To see if the Town will vote to amend the Town Code so that Chapter 13, Article V, Permanent

Municipal Building Committee, reads as follows:

ARTICLE V, Permanent Municipal Building Committee

§ 13-16. General provision; membership.

A. The Town shall have a Permanent Municipal Building Committee consisting of seven residents of the Town appointed by the Board of Selectmen for staggered five-year terms. The Committee shall be responsible, when authorized by the Board of Selectmen, and/or Town Meeting vote, for investigating and advising the Town regarding the design, construction, reconstruction, alteration or enlargement of all buildings and facilities owned by the Town or constructed on land owned, leased or operated by the Town.

All solicitations for designer services and invitations for bids for construction shall be coordinated with the Town Administration through its Chief Procurement Officer, to assure compliance with the applicable provisions of the General Laws. The Assistant Town Administrator for Finance and Budget and Permanent Municipal Building Committee chair shall award and co-execute all designer services contracts and construction contracts.

B. Each voting member of the Committee shall be a registered voter of the Town. At least one member shall also be a member of the School Committee, or its designee, pursuant to M.G.L. c. 71, § 68.

C. The Board of Selectmen shall appoint the department head and/or two (2) committee members for which a project is being planned or constructed as a non-voting ex officio members of the Permanent Municipal Building Committee for the duration of said project.

~~§ 13-17. Appointing authority.~~

~~The Board of Selectmen is empowered to appoint the Committee. Appointments shall be made by a majority vote.~~

~~§ 13-18. Town Meeting appointment of separate building or project committees.~~

A. Town Meeting may authorize the appointment of a different and separate building or project committee with respect to a particular project.

B. Any different and separate building or project committee authorized by Town Meeting shall include one or more Permanent Municipal Building Committee members designated by the Permanent Municipal Building Committee. Permanent Municipal Building Committee members serving on any such building or project committee shall serve as full voting members for the duration of said building or project committee. In the event that the Town Meeting does not authorize the appointment of a building or project committee with respect to a particular project, the Permanent Municipal Building Committee shall assume the responsibility with respect to said project in accordance with §13-20.1 of this article.

§ 13-19. Term.

A. Members shall serve at the pleasure of the Board of Selectmen for a term not to exceed five years from the date of appointment; provided, however, that any member may be reappointed for an additional term upon the expiration of any such five years.

B. A member may hold his or her seat after his or her term expires until a successor is qualified. If a member vacates his or her seat before the expiration of his or her term, the Board of Selectmen shall appoint a replacement to complete the unexpired term. If any regular member of the Committee ceases to be a resident of the Town, or accepts any position that would have made him or her ineligible for appointment to the Committee, he or she forthwith ceases to be a member of the Committee.

C. The adoption of this article shall not affect the term of any member of the Committee as constituted and existing on the effective date of this article.

§ 13-20. General duties.

A. When authorized by the Town, the Committee shall be responsible for: (1) Financial estimates; (2) The design of every project; and (3) The construction of those projects for which funds are appropriated to the Committee.

B. The Committee shall work to achieve the project goals of the proposed board or committee for which a project is being planned or constructed. The Committee shall advise the Board of Selectmen and the board or committee for which such project is being constructed when the goals have been substantially

completed, at which time, or at any other time as determined by the Board of Selectmen, the Committee's continuing responsibility for the project shall be terminated.

C. The plans and specifications for all construction, equipping and furnishing shall be subject to the approval of the board or committee for which such building is being planned or constructed.

§ 13-20.1. Appropriations.

A. The funds for the design and construction of a project shall be appropriated to and expended under the direction of the Committee.

B. Whenever project funding approval is sought from Town Meeting, the Committee and the Board or committee for which a project is being planned or constructed shall provide a detailed report to Town Meeting that includes an explanation of the project need, scope of work, schedule and costs.

§ 13-20.2. Records.

The Committee shall retain record drawings and specifications. These copies shall be kept on file in the **Facility Manager's** Selectmen's office and other offices as appropriate. The Committee is encouraged to make the minutes of its public meetings available to the Town web site in a timely manner.

§ 13-20.3. Policies and procedure.

The Committee shall adopt and make available policies and procedures describing its activities. The Committee shall make recommendations and reports to the Town from time to time and shall submit a report of its activities and recommendations to the Board of Selectmen upon request, and annually for publication in the Town's annual report.

§ 13-20.4. Litigation.

All litigation matters pertaining to the design, construction, reconstruction, alteration or enlargement of all buildings owned by the Town or constructed on land owned, leased or operated by the Town shall be governed by Article III of Chapter 8 of the Town of Littleton Code. or to take any other action in relation thereto.

***Motion:** Moved and seconded by the Board of Selectmen that the Town vote to approve Article 24 as printed in the warrant.*

Ayes have it, motion carries, declared unanimous vote

ARTICLE 25 BY-LAW AMENDMENT: CIVIL FINGERPRINTING

To see if the Town will vote to amend the Town Code, by inserting a new Chapter 74, as follows:

Chapter 74, CIVIL FINGERPRINTING

§74-1. Purpose and Authorization.

In order to protect the health, safety, and welfare of the inhabitants of the Town of Littleton, and as authorized by Chapter 6, Section 172B½ of the Massachusetts General Laws, this bylaw shall require (a) applicants for a license listed in Section 74-2 below to submit to fingerprinting by the Littleton Police Department, (b) the Police Department to arrange for the conduct of fingerprint-based criminal record background checks, and (c) the Town to consider the results of such background checks in determining whether to grant such a license.

The Town authorizes the Massachusetts State Police, the Massachusetts Department of Criminal Justice Information Systems (DCJIS), and the Federal Bureau of Investigation (FBI), as may be applicable, to conduct on the behalf of the Town and its Police Department fingerprint-based state and national criminal history records checks, including FBI records, consistent with this bylaw. The Town authorizes the Police Department to receive and utilize FBI records in connection with such background checks, consistent with this bylaw. The Town shall not disseminate criminal record information received from the FBI to unauthorized persons or entities.

§74-2. Licenses Subject to Fingerprinting.

Any applicant for a license to engage in any of the following occupational activities shall have a full set of fingerprints taken by the Police Department for the purpose of conducting a state and national fingerprint-based criminal history records check:

Manager of Alcoholic Beverage License

Hawkers, Peddlers, and Solicitors

Ice Cream Truck Vendor

Junk Dealers

Owner or Operator of a Public Conveyance

§74-3. Police Department Procedure.

The Police Department will forward the full set of fingerprints obtained pursuant to this Chapter either electronically or manually to the State Identification Section of the Massachusetts State Police.

The Police Department shall provide the applicant with a copy of the results of his or her fingerprint-based criminal background check and supply the applicant with opportunity to complete, or challenge the accuracy of, the information contained in it, including the FBI identification record. Any applicant that wishes to challenge the accuracy or completeness of the record shall be advised that the procedures to change, correct, or update the record are set forth in Title 28 CFR 16.34.

The Police Department shall communicate the results of fingerprint-based criminal history records check to the licensing authority. The Police Department shall in addition render to the licensing authority its evaluation of the applicant's suitability for the proposed occupational activity based on the results of the criminal records background check and any other relevant information known to it. In rendering its evaluation, the Police Department shall indicate whether the applicant has been convicted of, or is under pending indictment for, a crime that bears upon his or her suitability for the proposed occupational activity, or any felony or misdemeanor that involved force or threat of force, controlled substances, or a sex-related offense.

§74-4. Reliance by Licensing Authority on Results of Fingerprint-Based Criminal Records Background Checks

The licensing authority shall utilize the results of any fingerprint-based criminal records background check performed pursuant to this Chapter for the sole purpose of determining the applicant's suitability for the proposed occupational activity. The licensing authority may deny an application for any license specified herein, including renewals and transfers thereof, if it determines that the results of the fingerprint-based criminal records background check render the applicant is unsuitable for the proposed occupational activity.

No application shall be denied on the basis of information contained in a criminal record until the applicant has been afforded a reasonable time, as determined by the licensing authority, to correct or complete the information, or has declined to do so.

§74-5. Town Policy.

The Police Department, subject to the approval of the Board of Selectmen, will develop and maintain written policies and procedures for its licensing-related criminal record background check system.

§74-6. Fees.

Each applicant for a license listed in §74-2 shall pay a fee of \$100. A portion of said fee, as specified by Chapter 6, Section 172B1/2 of the General Laws, shall be deposited into the Firearms Fingerprint Identity Verification Trust Fund, and the remainder shall be retained by the Town for costs associated with the administration of the system.

Or take any other action in relation thereto.

***Motion:** Moved and seconded by the Board of Selectmen that the Town vote to approve Article 25 as printed in the warrant, subject to the following modifications:*

1. Amend the final two sentences of §74-1 to read as follows: "The Town authorizes the Police Department to receive and utilize state and FBI records in connection with such background checks, consistent with this bylaw. The Town shall not disseminate criminal record information received from the state or FBI to unauthorized persons or entities."

2. Amend the second, third and fourth sentences of §74-3 to read as follows: "The Police Department shall provide the applicant with a copy of the results of his or her fingerprint-based criminal background check and supply the applicant with the opportunity to complete, or challenge the accuracy of, the information contained in it, including the state and FBI identification record. Any applicant that wishes to challenge the accuracy or completeness of the record shall be advised that the procedures to change, correct, or update the record are set forth in Title 28 CFR 16.34 and any applicable DCJIS policy. The

Police Department shall communicate the results of fingerprint-based criminal history records check to the applicable Town licensing authority (the “licensing authority”).

Ayes have it, declared passed by a majority vote.

ARTICLE 26 AMEND U.S. CONSTITUTION – CORPORATION NOT PERSONS

To see if the Town will vote to authorize the Board of Selectmen to contact the Massachusetts Congressional delegation directing them to propose a U.S. Constitutional amendment for the States' consideration which provides that money is not speech, and that corporations are not persons under the U.S. Constitution, and to further authorize the Board of Selectmen to contact District Senator James B. Eldridge and state Representative James Arciero to request that they draft a similar resolution within thirty days of passage of this measure, or to take any other action in relation thereto.

Simple Majority necessary to pass. Motion fails: Total votes counted were 78; Yes Votes: 34; No Votes 44

ARTICLE 27 TRANSFER CERTAIN TOWN-OWNED LAND TO CONSERVATION COMMISSION

To see if the Town will vote to transfer the care, custody, control and management of the real property shown as Parcel 3 A on Assessor's Map R14 from the Board of Selectmen for general municipal purposes to the Conservation Commission for conservation purposes and, further, to transfer the care, custody, control and management of the real property shown as Parcel 5 on Assessor's Map R3 from the Board of Selectmen for general municipal purposes to the Conservation Commission for conservation purposes; provided, however, that said Parcel 5 on Assessor's Map R3 shall remain available for use by the Littleton Water Department as the site of a collocated public water well, associated utilities, access, and appurtenances, or take any other action in relation thereto.

Motion: Moved and seconded by the Board of Selectmen that the Town vote to transfer the care, custody, control and management of the real property shown as Parcel 3 A on Assessor's Map R14 from the Board of Selectmen for general municipal purposes to the Conservation Commission for conservation purposes and, further, to transfer the care, custody, control and management of the real property shown as Parcel 5 on Assessor's Map R3 from the Board of Selectmen for general municipal purposes to the Conservation Commission for conservation purposes; provided, however, that said Parcel 5 on Assessor's Map R3 shall remain available for use by the Littleton Water Department as the site of a collocated public water well, associated utilities, access, and appurtenances.

Ayes have it, motion carries by unanimous vote, necessary 2/3rd vote to pass.

It was moved and seconded to adjourn the Annual Town Meeting. Unanimous voted and the Town Moderator so declared it closed at 12:00 Midnight.

MAY 7, 2012 SPECIAL TOWN MEETING

Town Moderator, Timothy Goddard, called the Special Town Meeting to order at 7:30P.M. held at the Charles Forbes Kaye Gymnasium at the Littleton Middle School, 55 Russell St. Littleton. We will return to the Annual Town Meeting upon completion of the Special Town Meeting.

ARTICLE 1 BILLS OF PRIOR YEAR

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.

Motion: Moved and seconded by the Board of Selectmen that the Town vote to transfer the sum of \$20,860 from Line 720 Short Term Debt of the FY 2012 Operating Budget as adopted under Article 4 of the May 2, 2011 Annual Town Meeting to pay for unpaid bills from previous fiscal years, as listed below:

<u>Vendor</u>	<u>Dept.</u>	<u>Amount</u>	<u>Fiscal Year</u>
Minuteman Technical High School	Education Assessment	\$18,054.00	FY2011

B&M Corp	Highway	\$2,806.00	FY2010
Ayes have it, motion carries by unanimous vote. (9/10th necessary)			

ARTICLE 2 FY 2012 LINE ITEM TRANSFERS

To see if the Town will vote to amend the FY 2012 Operating Budget, as adopted under Article 4 of the May 2, 2011 Annual Town Meeting, by adjusting budget line items, or to take any other action in relation thereto.

Motion: Moved and seconded by the Board of Selectmen that the Town vote to amend the FY 2012 Operating Budget, as adopted under Article 4 of the May 2, 2011 Annual Town Meeting and amended by the Article 2 of the November 14, 2011 Special Town Meeting, by adjusting budget line items as follows:

Budget	Line Item	FY12 Budget	Adjustment	FY12 Budget Adjusted
Building Maintenance Expenses	191	\$311,556	+\$40,000	\$351,556
Wastewater/Stormwater Expense	420	50,000	+15,000	65,000
Unemployment Benefits	194	100,000	(45,000)	55,000
General Insurance	193	300,000	(10,000)	290,000
Total Budget Appropriated		\$32,946,021	0	\$32,946,021

Ayes have it, motion passes by unanimous vote.

ARTICLE 3 FY 2012 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. Fire Station Ambulance Apparatus Bay - \$200,000 from accumulated ambulance receipts to be expended by the Fire Department and Permanent Municipal Building Committee to reconfigure the ambulance apparatus bay area of the fire facility at 20 Foster Street.
- B. Police Vehicle Purchase - \$25,000 transferred from the revolving account for police cruiser sale proceeds to be expended by the Police Department to purchase an Administrative Police vehicle.
- C. LCTV Studio Upgrade - \$175,000 from the PEG funds account to be expended by the LCTV Advisory Committee and the Permanent Municipal Building Committee for upgrades to the studio located at the Shattuck Street building.
- D. LCTV Equipment Upgrade - \$125,000 from the PEG funds account to be expended by the LCTV Advisory Committee for upgrades to studio equipment.

Motion: Moved and seconded by the Board of Selectmen that the Town vote to transfer \$200,000 from accumulated ambulance receipts, \$25,000 from the revolving account for police cruiser sale proceeds, and \$300,000 from the PEG funds account, for a total of \$525,000 for capital projects and purchases itemized and described in Article 3 as printed in the warrant.

Ayes have it, declared a unanimous vote

ARTICLE 4 BORROWING: #2 WELL PRODUCTION FACILITY DESIGN

To see if the Town will vote to transfer from available funds and/or borrow a sum or sums of money for the purpose of funding engineering design for the # 2 Well Production Facility of the Town of Littleton Water Department, to improve well capacity and meet new MADEP drinking water regulations, or to take any other action relative thereto.

Motion: Moved and seconded by the Board of Water Commissioners that the Town vote to appropriate the sum of \$200,000 for the purpose of funding capital improvements to the # 2 Well Production Facility of the Town of Littleton Water Department, to improve well capacity and meet new MADEP drinking water regulations, and that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow said sum under and pursuant to Chapter 44, Section 8(5), of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor, and further, that although the borrowing authorized by this vote must constitute a general

obligation of the Town pursuant to Chapter 44 of the General Laws, it is the intention of the Town that the repayment of any borrowing authorized hereunder shall, in the first instance, be made from water system revenues.

By checklist and ballot and the casting of a specimen ballot by a voter, it was so declared a unanimous vote. (Necessary 2/3rd vote).

A motion was made and seconded and unanimously voted to adjourn the Special Town Meeting of May 7, 2012 and to re-open the Annual Town Meeting at 7:40PM. It was so declared by the Moderator that the Special Town Meeting was completed and dissolved.

NOVEMBER 14, 2012 SPECIAL TOWN MEETING

Town Moderator, Timothy Goddard, called the Special Town Meeting to order at 7:00P.M. held at Charles Forbes Kay Gymnasium at the Littleton Middle School, 55 Russell St. Littleton

ARTICLE 1 – BILLS OF PRIOR YEAR

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.

***Motion:** Moved and seconded by the Board of Selectmen that the Town vote to raise and appropriate the sum of \$621.05 to pay for an unpaid bill from a previous fiscal year, as listed below:*

Vendor / Dept. / Amount / Fiscal Year

Lowell Publishing Co / Police / \$621.05 / FY 2012

Ayes have it, declared a unanimous vote (Necessary 9/10th vote)

ARTICLE 2 – 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.

***Motion:** Moved and seconded by the Board of Selectmen that the Town vote to raise and appropriate the following sums necessary to fund the cost items contained in collective bargaining agreements reached between the Town and its employee unions:*

Collective Bargaining Agreement	Department/Budget	Amount
Massachusetts Coalition of Police, Local 204 (Police)	210 Police/Dispatch	\$10,607.04
Massachusetts Coalition of Police, Local 204A (Dispatch)	210 Police/Dispatch	\$ 7,579.44
Local 4599, I.A.F.F. (Fire)	220 Fire	\$ 2,365.71

Ayes have it, motion carries by unanimous vote, total \$20,552.19.

ARTICLE 3 - Personnel By-law, Classification and Compensation Plan, Non-Union Employees

To see if the Town will vote to amend the Personnel By-law and Classification and Compensation Plan, Chapter 33 of the Town Code, as recommended by the Personnel Board, and further to raise and appropriate or transfer from available funds a sum or sums of money to fund salary schedule adjustments for non-union employees, or to take any other action in relation thereto.

***Motion:** Moved and seconded by the Board of Selectmen that the Town vote to amend the Personnel By-law and Classification and Compensation Plan, Chapter 33 of the Town Code, as recommended by the Personnel Board, as printed in the motion on pages 6-14 of the Town Meeting Report, and further to raise and appropriate the sum of \$98,503 to fund salary schedule adjustments for non-union employees.*

1. Amend the fourth paragraph of §33-6 to read as follows: “The Town agrees that, in all personnel matters, it will continue its policy of not discriminating against any person on any legally recognized

basis. See §33-38.”

2. Amend §33-7.b. to read as follows: “Benefit Eligible Employee—Any employee regularly working at least 20 hours per week [see MGL c.32B, §2(d)] whose position is listed on Schedule A or Schedule B of the Classification and Compensation Plan.”

3. Amend §33-7.c to read as follows: “Non-Benefit Eligible Employee—Any employee who works less than 20 hours each week not eligible for benefits under MGL c.32B.”

4. Amend §33-7.e to read as follows: “On-Call or Temporary Employee: Any non-benefit eligible employee whose duration of employment with the Town is on an on-call or temporary basis.”

5. Amend §33-8.B.d to read as follows: “On-Call or Temporary”

6. Amend §33-13 to read as follows: “Step increases will be awarded on an annual basis on July 1st provided the employee has completed at least one (1) year of satisfactory performance. When an employee reaches the top step of the grade they will no longer be eligible for a step increase.”

7. Delete §33-15 in its entirety and replace it with the following:

§33-15. ANNUAL SALARY SCHEDULE REVIEW & ADJUSTMENT

The Personnel Board will annually consider and vote to adjust the Classification and Compensation Schedule.

8. Amend §33-18 to read as follows: “Hourly employees begin to accrue overtime after they have worked 40 hours in a work week and it must be pre-approved by the Appointing Authority and their budget must have funds available to cover overtime. In certain circumstances compensatory time may be used, but it should be used as an exception rather than the norm. Salaried employees are not eligible for compensatory time. Compensatory time must be recorded on the timesheets as hours accrue or hours used and it must be used within 30 days of the date on which it was earned or it is lost.”

9. Delete §33-22 in its entirety and replace it with the following:

§33-22. PERSONAL DAYS

Personal days provide a means for employees to secure limited time off when such time is needed for important personal reasons. All benefit eligible employees shall receive three (3) paid personal days on July 1st to use during the fiscal year.

A new employee hired after July 1st shall in that year receive paid personal days as follows:

- Three personal days if hired prior to October 1st;
- Two personal days if hired prior to January 1st;
- One personal day if hired prior to April 1st.

Personal days will be taken in half-day increments and cannot be carried over into the next fiscal year or paid out upon termination.

An employee’s request for personal time must be approved by the supervisor prior to use.

10. Amend §33-23.G to read as follows: “Employees may carry over any unused vacation time into the next fiscal year. In no case will the unused vacation time allowed to be carried into the next fiscal year be more than 5 weeks.”

11. Amend §33-24 to read as follows: “Personal leave of absence not to exceed 12 weeks may be granted by an Appointing Authority but shall be without compensation. A leave of absence of over 12 weeks duration shall be considered a break in employment and on return to work the employee shall have the status of a new employee unless an extension of leave beyond 12 weeks has been authorized by the Personnel Board in advance. Unless otherwise stated, personnel leave of absences without pay shall be considered inactive employment, where time spent on such leave does not count as service (time worked) for purposes of seniority, vacation, sick leave, longevity and other benefits. Those employees on an approved leave of absence who are removed from payroll are responsible for remitting their portion of the payment due for health and other insurance premiums to the Treasurer’s office within the requested time frame.”

12. Delete §33-25 in its entirety and replace it with the following:

§33-25. SICK LEAVE POLICY

1. SICK LEAVE - Sick leave is available to benefit eligible employees, limited to absences caused by illness, injury, exposure to contagious disease, illness of a member of an employee's immediate family as

defined by FMLA guidelines or illness or disability arising out of or caused by pregnancy or childbirth.

A. Annual Benefit - Subject to limitations in the personnel policies, all benefit eligible non union employees shall be awarded fifteen (15) days of sick leave on July 1st of each fiscal year based on the number of hours scheduled in a normal workweek as of July 1st of each year. Part-time employees would receive a pro-rated number of hours based on their normal work week. For example, a full-time forty (40) hour per week employee would be awarded 120 sick hours at the beginning of the fiscal year. A 35 hour per week employee would be awarded 105 sick hours (15 days x 7 hours per day).

New employees, upon completion of thirty (30) days of continuous service for the Town, shall be awarded a pro-rated amount based on an accrual of 1.25 days per month rounded to $\frac{1}{2}$ day increments for the remainder of the fiscal year (i.e. a full- time employee completing their 30 day period on November 15th would be awarded 9.5 sick days – 7.5 months x 1.25 days = 9.375 days rounded to 9.5 days x 8 hours per day = 76 sick hours). Part-time employees would receive a pro-rated number of hours based on their normal work week.

B. Employees shall be entitled to sick leave without loss of pay if the employee has notified their supervisor, or designee, of the absence and cause thereof within one hour of the start of the workday, or as soon thereafter as practicable. Sick leave may be taken in hourly increments.

C. Extended Absences - The Town may require employees absent from work due to illness or injury for 3 or more consecutive working days, to provide medical documentation concerning the nature, severity, and duration of the illness or injury. The Town may require an employee who seeks to return to work after being absent, whether paid or unpaid, for five (5) consecutive work days or more, to be examined by a Town selected physician to determine the employee's fitness for work. If the Town requires a medical certificate from a Town selected physician, the Town will pay the cost of the physician's services in examining the employee.

D. If an employee has been warned of sick leave abuse, the Town, in its exclusive discretion, may require medical documentation from an employee's physician or a written certificate from a Town selected physician establishing incapacity, illness or injury as a condition of payment of sick leave benefits. The Town may initiate disciplinary action for employees engaged in sick leave abuse. If an employee uses sick leave for purposes other than legitimate illness or injury the employee may, at the Town's discretion, be subject to discipline up to and including discharge.

E. Sick leave may not be carried into the next fiscal year and no payment will be made for unused sick time upon termination of the employee for any reason. However at the end of the fiscal year, unused sick leave may be used to establish or replenish a Short Term Disability leave bank. For the period from January 1, 2013 through June 30, 2013, any employee who uses two (2) or fewer sick leave days during this period shall be awarded, in exchange for one of the unused sick leave days, one additional Personal Day for use in the fiscal year beginning on July 1, 2013. In successive years, employees using four (4) or fewer sick leave days in the preceding fiscal year shall be awarded, in return for two (2) of the unused sick leave days, two (2) additional personal days as of July 1 of the new fiscal year, for use in that year.

2. SHORT TERM DISABILITY - Short Term Disability benefits are available to eligible employees once they have completed six months of service or the end of their probationary period, whichever is greater.

A. Coverage Period - Employees who experience a personal illness or injury that causes a continuous and uninterrupted absence up to 26 weeks will be considered for short term disability (STD) benefits upon the 31st calendar day of uninterrupted absence. Employees that qualify for short-term disability benefits will be compensated beginning on the 31st calendar day of absence, at 60% of weekly base pay, not to exceed \$1,000. The employee may augment their disability payment up to 100% of their normal weekly wage by using the following; accrued sick days, personal days accrued vacation days, and their Short-Term Disability Bank (any order).

B. Qualifications - An employee will qualify for short-term disability benefits upon meeting the eligibility requirements specified in the STD benefits document. The Town may engage a third-party administrator whose decisions regarding the availability or applicability of this benefit to a given individual or in a given situation shall not be subject to appeal by employees. In the event the Town does not have a third-party administrator, the Board of Selectmen will establish any benefit requirements. This benefit may also

be modified or eliminated by the Board of Selectmen.

C. While on disability, an employee will be required to report to Human Resources at least once per week to provide a status update as to their condition and approximate date of return to work. During a period of disability, the employee will not continue to accrue sick or vacation time but will continue to participate in other benefits on the same basis as active employees. Employees shall not hold any type of employment during short term disability. Disability benefits may be offset by payments from retirement, social security, worker's compensation, or other disability coverage (federal, state or county).

D. The STD bank may be established and replenished with unused sick time as stated in the sick leave policy, however at no time will the STD bank be allowed to exceed 40 days. No payment will be made for unused STD bank time upon termination of the employee for any reason.

E. Short Term Disability Bank - Employees hired prior to the effective date of this section (STM 11-14-2012) will be provided with a one- time credit of 40 days in a personal Short Term Disability Bank. The STD Bank may be used during the 30 day waiting period to augment wages, only when all current fiscal year accrued sick days, personal days and vacation days have been exhausted. The use of these STD days is only allowed in the event of a qualified STD leave.

3. LONG TERM DISABILITY -Benefit eligible employees are eligible for long term disability benefits after completing one year of employment or the end of their probationary period, whichever is greater.

A. Coverage Period - Employees who experience a personal illness or injury that causes a continuous and uninterrupted absence beyond 180 days will be considered for long term disability. This benefit can provide up to 60% of weekly base wage, not to exceed \$5,000 per month. While on disability, an employee will be required to report to their supervisor at least once per week to provide a status update as to their condition and approximate date of return to work. During a period of disability, the employee will not continue to accrue sick or vacation time but will continue to participate in other benefits on the same basis as active employees. Seniority will freeze at current step while out on long term disability leave. Disability benefits may be offset by payments from retirement, social security, worker's compensation, or other disability coverage (federal, state or county).

B. Qualifications - An employee will qualify for long-term disability benefits upon meeting the eligibility requirements of the LTD provider who will be solely responsible for any disability determination or decision. In the event the Town does not have a long-term disability insurance policy in force, the Board of Selectmen will establish any benefit requirements.

13. Delete §33-26 in its entirety and replace it with the following:

§33-26. FAMILY AND MEDICAL LEAVE ACT

The Town is committed to complying with the Family and Medical Leave Act (FMLA), as the same may be amended from time to time. Our 'Year' for purposes of leave requests is a 12-month period measured forward from the first FMLA usage. The Town requires the use of accrued, available paid leave concurrently with FMLA leave.

14. Amend §33-30 to read as follows:

§33-30. INSURANCE BENEFITS

The Town of Littleton offers the following insurance coverage to its benefit eligible employees:

HEALTH INSURANCE

The Town of Littleton will offer health insurance in accordance with Chapter 32B of Massachusetts General Laws. Insurance deductions are taken automatically from the employee's paycheck. Health Insurance is offered at the time of employment and during the annual open enrollment. Under COBRA law, employees may be entitled to continued coverage in the Town's group health insurance plan effective upon termination of employment. The employee is responsible for 102% of the Premium. Specific information is available from the Treasurer's Office.

Open enrollment is offered once a year, usually in early April. At this time employees have the opportunity to change their current benefit plans and coverage to suit their personal needs. Employees will be notified by the Treasurer's Office of the dates of the open enrollment and when any changes will become effective.

If you are an active benefit eligible employee 65 or over you will remain on your current active health

plan until you retire. At age 65, if you are Medicare eligible, you must apply for your Medicare coverage through Social Security and defer your Part B coverage until retirement.

RETIRED EMPLOYEES

Retired employees under age 65 will be covered by the Town's active health plans until age 65. The retiree must enroll in Medicare, if eligible. The retiree may elect to participate in the Town's Medigap insurance plan.

Retired employees not eligible for Medicare will remain on their current active plan upon providing proof that they are ineligible for Medicare.

BASIC LIFE INSURANCE

The basic life insurance offered by the Town is \$10,000. The employer will automatically deduct this from the employee's paycheck. This is term life insurance and expires upon termination of employment with the Town. Retiree coverage drops to \$5,000 for half the cost. Life insurance is offered to new hires at the time of their employment. If you do not take this insurance you must sign a waiver of refusal.

OPTIONAL BENEFITS

Employees may select additional benefits offered by the Town. The costs of these benefits will be paid entirely by the employee.

15. Amend §33-35 to read as follows:

§ 33-35. REDUCTION IN FORCE (RIF)

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

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

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

A. An employee who has been laid off shall be entitled to recall rights to this same position for a period of two (2) years from the effective date of his/her layoff.

B. An employee recalled within one year of his/her day of lay off will return with service accrued up to the time of lay off.

C Recall notices shall be sent via certified or registered mail. Employees are required to keep the Town informed of their current mailing address.

D. An employee who is recalled must report to work within 14 calendar days of the date of mailing the recall notice or some other mutually agreed upon time.

16. Amend §33-36 to read as follows: "Employees covered by this by-law who have assigned office space are not permitted to work from home. Our goal is to have town offices open to the public whenever possible. The appointing authority of the employee must grant permission in writing for any exceptions to this policy."

17. Amend §33-38 to read as follows: "As stated in Federal, and State Law and in accordance with the Town's Equal Employment Opportunity, Discrimination, and Sexual Harassment Policy."

18. Delete §33-41 in its entirety and replace it with the following:

§33-41. WORKERS COMPENSATION

Employees incurring work related injuries may receive payments under the Town's Worker's Compensation Insurance policy. Payments are made in accordance with State and Federal Workers Compensation laws and can be augmented to 100% of the employee's normal weekly wage with the use of sick leave, vacation, and STD leave bank days.

Prior to returning to work, after a work related injury, employees will be required to present a fitness-for-duty certificate addressing their ability to perform the essential functions of the position.

19. Amend the TOWN OF LITTLETON, MASSACHUSETTS FY 2013 CLASSIFICATION & COMPENSATION PLAN to read as follows:

SCHEDULE A, Permanent Full and Part-time Employees

GRADE		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
Employees									
1	hourly annual	\$13.50 \$28,188.00	\$13.97 \$29,169.36	\$14.46 \$30,192.48	\$14.97 \$31,257.36	\$15.49 \$32,343.12	\$16.03 \$33,470.64	\$16.59 \$34,639.92	\$17.17 \$35,850.96
2	hourly annual	14.45 30,171.60	14.96 31,236.48	15.48 32,322.24	16.02 33,449.76	16.58 34,619.04	17.16 35,830.08	17.76 37,082.88	18.38 38,377.44
3	hourly annual	15.46 32,280.48	16.00 33,408.00	16.56 34,577.28	17.14 35,788.32	17.74 37,041.12	18.36 38,335.68	19.00 39,672.00	19.67 41,070.96
4	hourly annual	16.54 34,535.52	17.12 35,746.56	17.72 36,999.36	18.34 38,293.92	18.98 39,630.24	19.64 41,008.32	20.33 42,449.04	21.04 43,931.52
5	hourly annual	17.70 36,957.60	18.32 38,252.16	18.96 39,588.48	19.62 40,966.56	20.31 42,407.28	21.02 43,889.76	21.76 45,434.88	22.52 47,021.76
6	hourly annual	18.94 39,546.72	19.60 40,924.80	20.29 42,365.52	21.00 43,848.00	21.74 45,393.12	22.50 46,980.00	23.29 48,629.52	24.11 50,341.68
7	hourly annual	20.27 42,323.76	20.98 43,806.24	21.71 45,330.48	22.47 46,917.36	23.26 48,566.88	24.07 50,258.16	24.91 52,012.08	25.78 53,828.64
8	hourly annual	21.69 45,288.72	22.45 46,875.60	23.24 48,525.12	24.05 50,216.40	24.89 51,970.32	25.76 53,786.88	26.66 55,666.08	27.59 57,607.92
9	hourly annual	23.32 48,692.16	24.14 50,404.32	24.98 52,158.24	25.85 53,974.80	26.75 55,854.00	27.69 57,816.72	28.66 59,842.08	29.66 61,930.08
10	hourly annual	25.65 53,557.20	26.55 55,436.40	27.48 57,378.24	28.44 59,382.72	29.44 61,470.72	30.47 63,621.36	31.54 65,855.52	32.64 68,152.32
11	hourly annual	28.73 59,988.24	29.74 62,097.12	30.78 64,268.64	31.86 66,523.68	32.98 68,862.24	34.13 71,263.44	35.32 73,748.16	36.56 76,337.28
Senior Management									
12	hourly annual	33.90 70,783.20	35.09 73,267.92	36.32 75,836.16	37.59 78,487.92	38.91 81,244.08	40.27 84,083.76	41.68 87,027.84	43.14 90,076.32
13	hourly annual	40.00 83,520.00	41.40 86,443.20	42.85 89,470.80	44.35 92,602.80	45.90 95,839.20	47.51 99,200.88	49.17 102,666.96	50.89 106,258.32
14	hourly annual	44.80 93,542.40	46.37 96,820.56	47.99 100,203.12	49.67 103,710.96	51.41 107,344.08	53.21 111,102.48	55.07 114,986.16	57.00 119,016.00
15	hourly annual	50.18 104,775.84	51.94 108,450.72	53.76 112,250.88	55.64 116,176.32	57.59 120,247.92	59.61 124,465.68	61.70 128,829.60	63.86 133,339.68

GRADE 1
No positions assigned

GRADE 2
Cemetery Laborer

TOWN OF LITTLETON, MASSACHUSETTS

<i>GRADE 3</i>	<i>Driver's Education Program Coordinator</i>
<i>Library Assistant</i>	<i>Elder and Human Services Outreach</i>
<i>GRADE 4</i>	<i>Coordinator and Respite Care</i>
<i>Building Maintenance Custodian</i>	<i>Executive Assistant to the Town Administrator</i>
<i>Department Clerk</i>	<i>Senior Librarian</i>
<i>Driver's Education Instructor I</i>	<i>Head of Circulation and Interlibrary Loan/Senior Librarian</i>
<i>Financial Technician</i>	<i>Technical Services/Senior Librarian</i>
<i>GRADE 5</i>	<i>Children's Services/Senior Librarian</i>
<i>Assessing Clerk</i>	<i>Young Adult Services/Reference Services/Senior Librarian</i>
<i>Cemetery Groundskeeper</i>	
<i>Driver's Education Instructor II</i>	
<i>Library Technician</i>	
<i>P/T Communications Officer</i>	
<i>LCTV – P/T Program Coordinator</i>	
<i>GRADE 6</i>	<i>GRADE 10</i>
<i>Administrative Assistant – Building</i>	<i>Inspector of Wires</i>
<i>Administrative Assistant – Conservation</i>	<i>GRADE 11</i>
<i>Administrative Assistant – Fire</i>	<i>Assistant Treasurer and HR Administration</i>
<i>Administrative Assistant – Highway</i>	<i>Director of Elder and Human Services</i>
<i>Administrative Clerk – Collector / Clerk</i>	<i>Littleton Cable Television Executive Director</i>
<i>Senior Library Technician</i>	<i>Planning Administrator/Permit Coordinator</i>
<i>Special Programs Instructor</i>	<i>Tax Collector</i>
<i>Program Specialist I</i>	<i>Town Clerk**</i>
<i>GRADE 7</i>	<i>GRADE 12</i>
<i>Business Administrator – Highway</i>	<i>Building Commissioner/Zoning Enforcement Officer</i>
<i>Executive Assistant to the Police Chief</i>	<i>Chief Assessor/Appraiser</i>
<i>Payroll and Finance Coordinator</i>	<i>Director of PRCE</i>
<i>Reserve Police Officer</i>	<i>Highway Operations Manager and Superintendent</i>
<i>Library Office Coordinator</i>	<i>Information Systems Manager</i>
<i>GRADE 8</i>	<i>Town Treasurer</i>
<i>Assistant Town Clerk</i>	<i>Deputy Police Chief*</i>
<i>Program Specialist II</i>	<i>Library Director*</i>
<i>GRADE 9</i>	<i>GRADE 13</i>
<i>Assistant Assessor</i>	<i>Assistant Town Administrator for Finance & Budget*</i>
<i>Assistant Director-PRCE</i>	<i>Fire Chief*</i>
<i>Assistant Town Accountant</i>	<i>GRADE 14</i>
<i>Building Maintenance Supervisor</i>	<i>Chief of Police*</i>
<i>Cemetery Superintendent</i>	<i>GRADE 15</i>
<i>Conservation Coordinator</i>	<i>Town Administrator*</i>

Management contract (*) and elected (**) positions not subject to this By-law

SCHEDULE B:

On-Call Meeting Clerk \$11.65 per hour

SCHEDULE B1 – Other Employees

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
1 hourly	\$11.08	\$11.30	\$11.53	\$11.76	\$12.00
2 hourly	\$13.86	\$14.14	\$14.42	\$14.71	\$15.00

Grade 1

COA Dispatcher

Grade 2

COA Van Driver

SCHEDULE B2 – Temporary /Seasonal Employees

GRADE	STEP 1	STEP 2	STEP 3	STEP 4
1 hourly	\$13.50	\$13.77	\$14.05	\$14.33

2 hourly	\$14.45	\$14.74	\$15.03	\$15.33
3 hourly	\$15.46	\$15.77	\$16.09	\$16.41
4 hourly	\$16.54	\$16.87	\$17.21	\$17.55

Grade 1
No positions assigned

Grade 2
Seasonal Highway Laborer

Step increases on Schedule B-2 will be awarded on the basis of performance as determined by the Department Head.

Grade 3
No positions assigned

Grade 4
Seasonal Truck Driver/Laborer

Step increases on Schedule B-2 will be awarded on the basis of performance as determined by the Department Head.

SCHEDULE D: Fire Department On-Call

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
1 hourly	\$10.00					
2 hourly	\$14.00	\$14.28	\$14.57	\$14.86	\$15.16	\$15.46
3 hourly	\$14.56	\$14.85	\$15.15	\$15.45	\$15.76	\$16.08
4 hourly	\$15.14	\$15.44	\$15.75	\$16.07	\$16.39	\$16.72
5 hourly	\$15.59	\$15.90	\$16.22	\$16.54	\$16.87	\$17.21
6 hourly	\$16.06	\$16.38	\$16.71	\$17.04	\$17.38	\$17.73
7 hourly	\$16.54	\$16.87	\$17.21	\$17.55	\$17.90	\$18.26
8 hourly	\$17.04	\$17.38	\$17.73	\$18.08	\$18.44	\$18.81
9 hourly	\$17.55	\$17.90	\$18.26	\$18.63	\$19.00	\$19.38
10 hourly	\$18.08	\$18.44	\$18.81	\$19.19	\$19.57	\$19.96

On-Call Stipend \$4.00/hour

Grade 1
No positions assigned

Probationary Firefighter or EMT

Grade 2
No positions assigned

Grade 3

On-Call Firefighter

On-Call EMT

Grade 4

Firefighter/EMT

Grade 5

No positions assigned

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

Ayes have it, declared passed by unanimous vote. (Simple majority necessary)

ARTICLE 4 FY 2013 BUDGET AMENDMENTS

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

Motion: Moved and seconded by the Board of Selectmen that the Town vote to amend the FY 2013 Operating Budget, as adopted pursuant to Article 4 of the May 7, 2012 Annual Town Meeting, by adjusting budget line items, as follows:

Budget	Line Item	FY 2013 Budget	FY 2013 Adjustment	FY 2013 Adjusted
155	Information Systems Expenses	\$131,300	+\$5,000	\$136,300
161	Town Clerk Elected Salaries	48,950	+3,545	52,495
193	General Insurance	300,000	+40,000	340,000
194	OPEB Funding	550,000	+139,835	689,835
194	Employee Benefits (retirement assessment)	5,067,865	(40,000)	5,027,865
210	Police Wages (Dispatch Center)	1,522,342	+10,235	1,532,577

Budget	Line Item	FY 2013 Budget	Adjustment	FY 2013 Adjusted
610	Library Personal Services	367,170	(25,000)	342,170
610	Library Expenses	67,381	+25,000	92,381
TOTAL	Appropriated Budgets	\$34,565,618	+\$158,615	\$34,724,233

Ayes have it, passes by unanimous vote.

ARTICLE 5 JOINT MUNICIPAL-SCHOOL FACILITY ASSESSMENT STUDY

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$20,000 to be added to the \$30,000 appropriated under Article 8, Item J of the May 2, 2011 Annual Town Meeting to undertake a joint municipal-school facility assessment study to be conducted by the Permanent Municipal Building Committee, or to take any other action in relation thereto.

Motion: Moved and seconded by the Board of Selectmen that the Town vote to raise and appropriate the sum of \$20,000 to be added to the \$30,000 appropriated under Article 8, Item J of the May 2, 2011 Annual Town Meeting to undertake a joint municipal-school facility assessment study to be conducted by the Permanent Municipal Building Committee.

Ayes have it, passes by the necessary majority, motion carries.

ARTICLE 6 SUPPLEMENTAL BORROWING: ROADWAY IMPROVEMENT PLAN

To see if the Town will vote to appropriate the sum of \$1,000,000 for the purpose of undertaking roadway improvements, and that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under and pursuant to Chapter 44, Section 7(6), 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.

Motion: Moved and seconded by the Board of Selectmen that the Town vote to appropriate the sum of \$1,000,000 for the purpose of undertaking roadway improvements, and that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under and pursuant to Chapter 44, Section 7(6), of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

It was unanimously voted and declared passed by the necessary checklist and ballot and the casting of a specimen ballot (2/3rds vote required).

ARTICLE 7 BORROWING: REDEVELOPMENT OF WELL #2, TREATMENT PLANT

To see if the Town will vote to appropriate a sum of money for the purpose of funding redevelopment of the # 2 Well Production Facility and Treatment Plant of the Town of Littleton Water Department, to improve well capacity and meet new MADEP drinking water regulations; and that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under and pursuant to Chapter 44, Section 8 (3), (4A), 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.

Motion: Moved and seconded by the Board of Water Commissioners that the Town vote to appropriate the sum of \$3,750,000 for the purpose of funding redevelopment of the # 2 Well Production Facility and Treatment Plant of the Town of Littleton Water Department, to improve well capacity and meet new MassDEP drinking water regulations; and that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under and pursuant to Chapter 44, Section 8 (3), (4A), of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor; and further, that although the borrowing authorized by this vote must constitute a general obligation of the Town pursuant to Chapter 44 of the General Laws, it is the intention of the Town that the repayment of any borrowing authorized hereunder shall, in the first instance, be made from water system revenues.

It was so declared, moved and seconded and unanimously voted to grant the Moderator the authority to declare a 2/3rd vote. It was unanimously voted and the Moderator declared it so and by checklist and ballot and the filing of a specimen ballot by a registered voter the motion was declared passed.

ARTICLE 8 OAK HILL, NEWTOWN HILL, AND WELL #2 CO-LOCATION LEASES

To see if the Town will vote to authorize the Water Commissioners to lease co-location sites at the existing Oak Hill, Newtown Hill and Well # 2 wireless telecommunication facilities, for a minimum of five years, with an option to renew for five years, to co-locators who shall be the winners of competitive bids, selected pursuant to Chapter 30B of the General Laws, for the purpose of operating wireless telecommunication facilities thereon, with each such site subject to the issuance of a special permit from the Planning Board; provided that as a term of each such lease the Town shall, as a minimum, receive payments of \$1,500 a month during the Option/Lease period with a 3% annual rent escalation, and payment for additional in-kind services to be provided to the Water Department; and provided further that the rental proceeds from each lease of a co-location site at Oak Hill or Newtown Hill shall be deposited by the Treasurer into the Conservation Commission Land Acquisition account and the rental proceeds from each lease of a co-location site at Well #2 shall be deposited directly into the Water Department Water Surplus Fund, or to take any other action in relation thereto.

Motion: Moved and seconded by the Board of Water Commissioners that the Town vote to approve Article 8 as printed in the warrant.

Ayes have it, declared a unanimous vote, motion carries.

ARTICLE 9 STABILIZATION FUND

To see if the Town will vote to raise and appropriate the sum of \$119,845.00 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, 2012, or to take any other action in relation thereto.

Motion: Moved and seconded by the Board of Selectmen that the Town vote to raise and appropriate the sum of \$119,845.00 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, 2012.

Ayes have it, declared a unanimous vote, motion carries.

ARTICLE 10 PERSONAL EXEMPTION AMOUNTS

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 2013 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.

Motion: Moved and seconded by the Board of Selectmen that the Town vote to approve Article 10 as printed in the warrant.

Ayes have it, declared passed by the necessary majority vote, motion carries.

ARTICLE 11 ADOPT LOCAL MEALS EXCISE

To see if the Town will vote to accept the provisions of Section 2(a) of Chapter 64L of the Massachusetts General Laws to impose a local meals excise to take effect on January 1, 2013, or to take any other action in relation thereto.

Motion: Moved and seconded by the Board of Selectmen that the Town vote to accept the provisions of Section 2(a) of Chapter 64L of the Massachusetts General Laws to impose a local meals excise to take effect on January 1, 2013.

Ayes have it, declared a vote by the necessary majority, motion carries

ARTICLE 12 TAX INCREMENT FINANCING – 53 AYER ROAD

To see if the Town will vote to authorize the Board of Selectmen to adopt a Tax Increment Financing (TIF) Plan and TIF Agreement for the property located at 53 Ayer Road, Littleton, MA, containing approximately 62.74 acres, more or less, as shown on Assessors Map R21, Parcel 9, including designation as a TIF Zone, under Chapter 40, Section 59 of the General Laws; to authorize the Board of Selectmen to execute the TIF Agreement, and any documents relating thereto, and to take such other actions as are necessary or appropriate to implement those documents; and to authorize the Board of Selectmen to file an application with the Massachusetts Economic Assistance Coordinating Council for approval and designation of said property as an Economic Opportunity Area, or to take any other action in relation thereto.

Motion: Moved and seconded by the Board of Selectmen that the Town vote to approve Article 12 as printed in the warrant.

Ayes have it, declared a vote by the necessary majority, motion carries

ARTICLE 13 SENIOR CITIZEN PROPERTY TAX WORK-OFF ABATEMENT PROGRAM

To see if the Town will vote to amend its vote under Article 22 of the May 8, 2000 Annual Town Meeting, which accepted the provisions of Section 5K of Chapter 59 of the Massachusetts General Laws, to authorize the Board of Selectmen to establish a program to allow senior citizens who qualify for participation to volunteer to provide services to the Town in exchange for a reduction in the real property tax obligations of that senior citizen on the senior citizen's tax bills, in addition to any exemption or abatement to which that person is otherwise entitled, not to exceed \$1,000.00 and not to exceed the current minimum wage of the Commonwealth per hour; and further to see if the Town will vote to adjust the exemption by (1) allowing an approved representative for persons physically unable to provide such services to the Town; or (2) allowing the maximum reduction of the real property tax bill to be based on 125 volunteer service hours in a given year, rather than \$1,000.00, or take any other action in relation thereto.

Motion: Moved and seconded by the Board of Selectmen that the Town vote to approve Article 13 as printed in the warrant.

Ayes have it, declared a vote by the necessary majority, motion carries

ARTICLE 14 VETERANS PROPERTY TAX WORK-OFF ABATEMENT PROGRAM

To see if the Town will vote to accept the provisions of Section 5N of Chapter 59 of the Massachusetts General Laws authorizing the Board of Selectmen to establish a program to allow Veterans who qualify for participation to volunteer to provide services to the Town in exchange for a reduction in the real property tax obligations of that veteran on the veteran's tax bills, in addition to any exemption or abatement to which that person is otherwise entitled, not to exceed \$1,000.00 and not to exceed the current minimum wage of the Commonwealth per hour; and further to see if the Town will vote to adjust the exemption by (1) allowing an approved representative for persons physically unable to provide such services to the Town; or (2) allowing the maximum reduction of the real property tax bill to be based on 125 volunteer service hours in a given year, rather than \$1,000.00, or take any other action in relation thereto.

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

Ayes have it, declared a vote by the necessary majority, motion carries

ARTICLE 15 VETERANS ORGANIZATION PROPERTY TAX EXEMPTION

To see if the Town will vote to accept the provisions of Clause 5B of Section 5 of Chapter 59 of the Massachusetts General Laws to exempt from taxation the real and personal property belonging to or held in trust for the benefit of incorporated organizations of veterans of any war in which the United States has been engaged, to the extent of seven hundred thousand dollars (\$700,000), if used and occupied by such association, and if the net income from said property is used for charitable purposes starting with the

fiscal year beginning on July 1, 2012; provided, however, that such estate shall not be exempt for any year in which such association or the trustees holding for the benefit of such association willfully omit to file with the assessors the list and statement required by Section 29 of Chapter 59 of the General Laws, or take any action in relation thereto.

Motion: Moved and seconded by the Board of Selectmen that the Town vote to approve Article 15 as printed in the warrant.

Ayes have it, motion passes by a unanimous vote

ARTICLE 16 TAX TITLE ABUTTER LOT SALES PROGRAM – LIST OF PARCELS

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	Address
U17-365	4,366 sq.ft.	Washington Drive
U17-183	4,608 sq.ft.	Grove Road

or to take any other action in relation thereto.

Motion: Moved and seconded by the Board of Selectmen that the Town vote to approve Article 16 as printed in the warrant.

Ayes have it, the motion passes by unanimous vote (2/3rds vote required).

ARTICLE 17 BY-LAW AMENDMENT: TOWN MEETINGS

To see if the Town will vote to amend the Town Code by amending Chapter 41, Town Meetings, by deleting §41-3, thereof, which currently reads as follows:

§41-3. Mailing of notice. A postcard notice of every Special Town Meeting shall be mailed to each occupied dwelling at least fourteen (14) days before the day appointed for said special meeting, except where said Special Town Meeting Warrant appears in the Annual Town Report

And by inserting in place thereof, the following:

§41-3. Town Meeting Report. For every annual and special town meeting, the Board of Selectmen shall mail to each occupied dwelling at least fourteen (14) days prior to said meeting a Town Meeting Report containing the full text of the articles as posted in the warrant; proposed motions and town board recommendations, if any; and concise explanations of each article, including the fiscal impact of any financial articles. The Town Meeting Report for the annual town meeting shall include the Finance Committee's report to the voters.

or to take any other action in relation thereto.

Motion: Moved and seconded by the Board of Selectmen that the Town vote to approve Article 17 as printed in the warrant.

Ayes have it, motion passes by necessary majority.

ARTICLE 18 BY-LAW AMENDMENT: VALUABLE SECOND HAND ITEMS

To see if the Town will vote to amend the Town Code by:

1. Adding a new Chapter 163, Valuable Second Hand Items, to read as follows:

Chapter 163. Valuable Second Hand Items

§163-1. Dealers in Gold, Silver and Other Valuable Secondhand Items License Required.

No person who makes a business of purchasing, or purchasing and selling, or who keeps a place of business in the Town of Littleton for purchasing, or purchasing and selling, either gold or silver, coins, stamps, other precious metals, jewelry, and electronics shall engage in such business or open such place of business for the said purposes unless duly licensed by the Board of Selectmen. This by-law shall not pertain to businesses within Littleton that take items in on consignment or that are licensed as Antique Dealers.

§163-2. Application for License; Term of License; Fee.

Each application for a license shall set forth the name of the party to be licensed, the nature of the business and the building or place in which it is to be carried on. Any license granted under this Article

shall continue in force until the first day of January next ensuing unless sooner revoked by the Board of Selectmen. Each license shall specify the kind and character of the business to be carried on and the fee for such license shall be determined by the Board of Selectmen.

§163-3. Record of Purchases.

A. Every dealer or keeper of a shop shall record, at the time of purchase, the name, age, and residence, giving a street and number, of the person from whom the purchase was made. Such name, age and residence shall be obtained by the production of a valid photo identification issued by the Commonwealth of Massachusetts, passport or out of state driver's license containing a photo of the seller. Such record shall consist of a digital photograph taken of such identification, alongside the item/s being purchased, so as to match the seller with the item/s. Said photograph to be of high enough resolution as to make possible the positive identification of the article in question. At the time of purchase the day, date and hour of the purchase shall also be recorded, either through the device producing the photograph or in writing by the shop clerk. No entry on such record shall be changed, erased, obliterated or defaced. Such record shall be maintained on a form approved by the Chief of Police and shall have the ability to be reproduced. Said record of purchase shall be delivered to the Criminal Investigations Division (CID) at the Littleton Police Department, or through agreed upon electronic means, on a weekly schedule, to be determined by the CID. Said record shall be kept in some suitable place by the owner or dealer, on the premises of the licensed business, and shall be available for inspection by any person authorized by the Board of Selectmen.

B. For the purposes of this By-Law the term "purchase" shall refer to a retail transaction between the shop owner and a private citizen. It shall not include purchases made off site, such as at an estate sale, or trade show. It shall also not pertain to dealer to dealer transactions on or off site.

§163-4. Articles Purchased To Be Kept For 21 Days Before Resale Or Removal From Littleton.

A. No such item purchased or received by any dealer or keeper of a shop shall be removed from the town or sold or otherwise disposed of, nor its identity changed, for at least twenty-one (21) days from its date of purchase, unless permission in writing has been obtained from the Chief of Police, or his designee, who may request to observe and photograph such item.

B. Exemptions to the Holding Period:

(1) Coins that are purchased shall not be subject to the 21 day holding period, provided that they are properly recorded in the following manner:

a. Type coins shall be photographed alongside the picture identification of the seller, individually or in groups, so that the face of each coin is plainly visible; and

b. For commodity coins purchased in quantity, a single representative coin for each denomination (i.e. nickels, dimes, quarters, etc.) shall be photographed alongside the picture identification of the seller, and the licensee shall further document with the photograph the total number of each denomination purchased and the years of issuance of each coin within a given denomination.

§163-5. Purchase From Persons Under Eighteen Years Of Age Prohibited.

No dealer or keeper of a shop shall directly or indirectly receive or buy any such items from any person under the age of eighteen (18) years.

§163-6. Display of License.

Each such dealer or keeper of a shop shall have conspicuously displayed his license at the place where he does business.

§163-7. Revocation of License.

Any violation of any provision of the license or any rule or regulation that may be adopted by the Board of Selectmen in accordance with this Article shall be sufficient cause and reason to revoke said license. Prior to any suspension or revocation, the Board of Selectmen shall hold a public hearing, giving written notice to the licensee. Such notice shall be mailed by certified mail, return receipt requested, or shall be delivered in hand by a constable authorized to provide such service.

§163-8. Penalty for Violation Of Article.

Violations of any provision of this Article may be addressed by way of criminal complaint or through the procedure for noncriminal disposition provided in section 21D of Chapter 40 of the General Laws. In

the event of such noncriminal disposition, a noncriminal penalty shall be assessed a penalty of three hundred (\$300.00) dollars.

Each offense will require a meeting with the Board of Selectmen to discuss corrective measures to be taken.

§163-9. Examination and inspection of Records, Articles and Merchandise.

The Chief of Police, or his designees, and any authorized representative of the Littleton Board of Selectmen, or its designees, shall at all times have the authority to inspect or examine all books kept by the keeper or dealer of a shop as well as to inspect and examine all articles and merchandise therein.

§163-10. Hours of Operation.

No dealer or keeper of a shop shall purchase or conduct business except between the hours of 7:00a.m. until 9:00 p.m; and

2. By amending §1-4 (Noncriminal disposition of certain violations) by adding new subsection §1-4.B(1)(r), to read as follows:

(r) Valuable Second Hand Items Bylaw (Chapter 163)

[1] Fine allowed: \$300.

[2] Enforcement agents: Police Officers.

[3] Fine Schedule: \$300 per violation.

or to take any other action in relation thereto.

Motion: Moved and seconded by the Board of Selectmen that the Town vote to approve Article 18 as printed in the warrant, subject to the following two modifications: 1. The last sentence in §163-3B shall be deleted and replaced with: "It shall also not pertain to dealer-to-dealer transactions on or off site."; 2. Insert, after the fourth sentence of Section 163-3.A a new sentence to read as follows: "In the case of all electronics bearing a serial number, an additional photograph recording the serial number shall be taken."; and 3. In §163.3 insert, after the word "defaced" ",and shall be kept in a secure location"; insert, after the second to last sentence, "After transfer that is acknowledged by the Littleton Police Department, the owner or dealer shall destroy said records."; strike "Board of Selectmen" and insert in place thereof "Chief of Police."

Ayes have it, motion carries by the necessary majority vote.

It was moved, seconded, and unanimously voted to dissolve the meeting. So declared as dissolved by the Moderator at 10:15 PM.

ELECTIONS IN 2012

ANNUAL TOWN ELECTION MAY 12, 2012

MODERATOR		WATER COMMISSIONER		BOARD OF HEALTH	
One Year	Vote for ONE	Three Years	Vote for TWO	Three Years	Vote for ONE
TIMOTHY D GODDARD 62 Edsel Rd Candidate for Re-Election		CRAIG C. GRUSKOWSKI 336 King St Candidate for Re-Election		PETER A. YAPP 415 Newtown Rd/ Candidate for Re-Election	
1540 (Write-in) 341		1151		1408 (Write-In) 473	
BOARD OF SELECTMEN		JAMES F. KARR 12 Elizabeth St.		BOARD OF HEALTH	
Three Years	Vote for ONE	RICHARD W. TAYLOR 109 Goldsmith St.		Two Years	Vote for ONE
ALEXANDER S. McCURDY 100 Harvard Road Candidate for Re-Election		545		WILLIAM T. COLE 573 King St.	1375
926		(Write-In) 642			(Write-In) 506
JAMES E. FEEHAN 15 Mannion Pl.					
909 (Write-in) 46					
BOARD OF ASSESSORS		SCHOOL COMMITTEE		LIBRARY TRUSTEE	
Three Years	Vote for TWO	Three Years	Vote for TWO	Three Years	Vote for TWO
EVELYN W. MASSON 175 Whitcomb Ave. Candidate for Re-Election		PAUL J. AVELLA 94 Grist Mill Rd. Candidate for Re-Election		CHERYL L.HARDY-FARACI 8 Moore Ln. Candidate for Re-Election	
1369 (Write-In) Pamela Campbell		1203		JENNA K. BROWNSON 142 Harvard Rd.	1229
77 (Write-In) 2316		MICHAEL FONTANELLA 213 Harwood Ave. Candidate for Re-Election			
		ALEXANDER D. PRATT 32 Bruce St.			
		973			
		952			

CEMETERY COMMISSIONER Three Years Vote for ONE		(Write-In) 634	PLANNING BOARD Five Years Vote for ONE
MARY E. GOSBY 11 Gray Farm Rd. Candidate for Re-Election			MARK MONTANARI 442 King St. Candidate for Re-Election
1388 (Write-In) 493			932
ELECTRIC LIGHT COMMISSIONER Three Years Vote for TWO		TRUST FUND COMMISSIONER Three Years Vote for ONE	STEPHEN M. MOORE 12 A Robinwood Rd. (Write-in) 853 96
CRAIG C. GRUSKOWSKI 336 King St Candidate for Re-Election		ANDREW SAMMARCO 20 Forest Rd. 1364 (Write-in) 517	HOUSING AUTHORITY Five Years Vote for ONE
BRUCE S. TRUMBULL 29 Mill Rd. Candidate for Re-Election		PARK & RECREATION COMMISSIONER Three Years Vote for TWO	MILDRED A. McGOVERN 38 New Estate Rd. Candidate for Re-Election 1468 (Write-In) 413
JAMES F. KARR 12 Elizabeth St.		FREDERICK J. FREUND 45 Birch Rd. Candidate for Re-Election 1317	
RICHARD W. TAYLOR 109 Goldsmith St.		W. BRIAN RICHTER 139 Whitcomb Ave. Candidate for Re-Election 1381	
(Write-In) 592		Write-in) 1064	

TOTAL REGISTERED VOTERS: **6145**

Voter Turnout: Precinct One: 621; Precinct Two: 636; Precinct Three: 624; Total Turnout: 1881 or 31%

STATE PRIMARY SEPTEMBER 6, 2012

THE COMMONWEALTH OF MASSACHUSETTS

STATE PRIMARY - THURSDAY, SEPTEMBER 6, 2012

The ballot boxes were set at zero and checked by the Littleton Police Department to state that there were no ballots in any of the boxes. Zero tapes were run and hung in the polling location. Election Warden, Mildred McGovern declared the polls open at 7:00AM and so declared closed at 8:00PM.

DEMOCRATIC PARTY BALLOT

SENATOR IN CONGRESS

ELIZABETH A WARREN

BLANKS

REPRESENTATIVE IN CONGRESS

NICOLA S TSONGAS

BLANKS

COUNCILLOR

MARILYN M PETITTO DEVANEY

HARRY S MARGOLIS

CHARLES N SHAPIRO

BLANKS

SENATOR IN GENERAL COURT

JAMES B ELDRIDGE

BLANKS

REPRESENTATIVE IN GENERAL COURT

JAMES ARCIERO

BLANKS

CLERK OF COURTS

MICHAEL A SULLIVAN

BLANKS

REGISTER OF DEEDS

ROBERT B ANTONELLI

FRANK J CIANO

THOMAS B CONCANNON JR

MARIA C CURTATONE

TIZIANO DOTO

MARYANN M HEUSTON

BLANKS

REPUBLICAN PARTY BALLOT

SENATOR IN CONGRESS

SCOTT P BROWN

BLANKS

REPRESENTATIVE IN CONGRESS

JONATHAN A GOLNIK

THOMAS J M WEAVER

BLANKS

COUNCILLOR

SENATOR IN GENERAL COURT

DEAN J CAVARETTA

BLANKS

REPRESENTATIVE IN GENERAL COURT

VALERIE A WORMELL

BLANKS

CLERK OF COURTS

REGISTER OF DEEDS

DEMOCRATIC PARTY BALLOT		REPUBLICAN PARTY BALLOT	
SHERIFF		SHERIFF	
PETER J KOUTOUJIAN	247		
BLANKS	70		
<i>TOTAL DEMOCRATIC BALLOTS CAST</i>	<i>317</i>	<i>TOTAL REPUBLICAN BALLOTS CAST</i>	<i>370</i>
TOTAL BALLOTS CAST	687		
TOTAL REGISTERED VOTERS	6868		
PERCENTAGE OF VOTERS	10%		

PRESIDENTIAL ELECTION NOVEMBER 6, 2012

THE COMMONWEALTH OF MASSACHUSETTS
GENERAL ELECTION - TUESDAY, NOVEMBER 6, 2012

	Precinct 1	Precinct 2	Precinct 3	Total	Hand Count	Total
President & Vice President						
Johnson & Gray	20	30	25	75	2	77
Obama & Biden	978	1038	899	2915	5	2920
Romney & Ryan	819	821	717	2357	14	2371
Stein & Honkala	10	8	17	35		35
Blanks & Write Ins	12	11	4	27		27
Total	1839	1908	1662	5409	21	5430
Box Totals	1839	1908	1662	5409		5409
Balance to Zero	0	0	0	0	21	21
Senator in Congress						
Scott Brown	982	1061	882	2925	20	2945
Elizabeth Warren	851	836	774	2461	4	2465
Blanks & Write Ins	6	11	6	23		23
Total	1839	1908	1662	5409	24	5433
Box Totals	1839	1908	1662	5409		5409
Balance to Zero	0	0	0	0	24	24
Representative in Congress						
Nicola Tsongas	1112	1135	1012	3259	8	3267
Jonathan Golnik	686	704	601	1991	14	2005
Blanks & Write Ins	41	69	49	159		159
Total	1839	1908	1662	5409	22	5431
Box Totals	1839	1908	1662	5409		5409
Balance to Zero	0	0	0	0	22	22
Councillor						
Marilyn Petitto Devaney	1040	1029	899	2968	3	2971
Thomas Sheff	458	484	419	1361	14	1375
Blanks & Write Ins	341	395	344	1080		1080
Total	1839	1908	1662	5409	17	5426
Box Totals	1839	1908	1662	5409		5409
Balance to Zero	0	0	0	0	17	17

TOWN OF LITTLETON, MASSACHUSETTS

	Precinct 1	Precinct 2	Precinct 3	Total	Hand Count	Total
Senator in General Court						
James Eldridge	1117	1139	1011	3267	8	3275
Dean Cavarella	601	605	517	1723	14	1737
Blanks & Write Ins	121	164	134	419		419
Total	1839	1908	1662	5409	22	5431
Box Totals	1839	1908	1662	5409		5409
Balance to Zero	0	0	0	0	22	22
Representative in General Court						
James Arciero	1092	1137	1006	3235	8	3243
Valarie Wormell	619	595	510	1724	14	1738
Blanks & Write Ins	128	176	146	450		450
Total	1839	1908	1662	5409	22	5431
Box Totals	1839	1908	1662	5409		5409
Balance to Zero	0	0	0	0	22	22
Clerk of Courts						
Michael Sullivan	1306	1322	1163	3791	9	3800
Blanks & Write Ins	533	586	499	1618		1618
Total	1839	1908	1662	5409	9	5418
Box Totals	1839	1908	1662	5409		5409
Balance to Zero	0	0	0	0	9	9
Register of Deeds						
Maria Curtatone	1288	1320	1146	3754	9	3763
Blanks & Write Ins	551	588	516	1655	1	1656
Total	1839	1908	1662	5409	10	5419
Box Totals	1839	1908	1662	5409		5409
Balance to Zero	0	0	0	0	10	10
Sheriff						
Peter Koutoujian	996	999	865	2860	7	2867
Ernest Petrone	496	501	422	1419	12	1431
Blanks & Write Ins	347	408	375	1130	1	1131
Total	1839	1908	1662	5409	20	5429
Box Totals	1839	1908	1662	5409		5409
Balance to Zero	0	0	0	0	20	20
Question 1 Availability of Motor Vehicle Repair Information						
Yes	1416	1506	1296	4218	16	4234
No	216	213	190	619	5	624
Blanks & Write Ins	207	189	176	572		
Total	1839	1908	1662	5409	21	4858
Box Totals	1839	1908	1662	5409		5409
Balance to Zero	0	0	0	0	21	-551
Question 2 Prescribing Medication to End Life						
Yes	1002	969	914	2885	11	2896
No	797	878	709	2384	11	2395
Blanks & Write Ins	40	61	39	140		
Total	1839	1908	1662	5409	22	5291
Box Totals	1839	1908	1662	5409		5409

	Precinct 1	Precinct 2	Precinct 3	Total	Hand Count	Total
Balance to Zero	0	0	0	0	22	-118
Question 3 Medical Use of Marijuana						
Yes	1177	1163	1025	3365	15	3380
No	618	672	583	1873	6	1879
Blanks & Write Ins	44	73	54	171		
Total	1839	1908	1662	5409	21	5259
Box Totals	1839	1908	1662	5409		5409
Balance to Zero	0	0	0	0	21	-150
Question 4 - <i>Nonbinding</i> - Amend U.S. Constitution						
Yes	1256	1226	1129	3611	12	3623
No	325	345	300	970	7	977
Blanks & Write Ins	258	337	233	828		
Total	1839	1908	1662	5409	19	4600
Box Totals	1839	1908	1662	5409		5409
Balance to Zero	0	0	0	0	19	-809

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	9136
Number of Registered Voters	6186
Dog Licenses	970
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
Nashoba Valley Technical High School	Middle School Russell St	978-486-8938
Selectmen	High School	978-952-2555
Tax Collections	Superintendent	978-486-8951
Transfer Station Stickers	Main Office	978-692-4711
Treasurer	Town Administrator	978-540-2460
Veterans Services	Tax Collector	978-540-2405
Vital Records	Transfer Station	978-540-2671
Water	Town Treasurer	978-540-2450
Wiring Permits	Veterans Agent	978-540-2485
Zoning	Town Clerk	978-540-2401
	Light and Water Department	978-540-2222
	Wiring Inspector	978-540-2420
	Building Commissioner	978-540-2420