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DEDICATION

The 2011 Annual Town Report is dedicate 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 six individuals who provided exemplary service to the Town of Littleton.

RONALD CATELLA 1936–2011

Ronald Catella passed away on Monday, March 21, 2011. He was a resident of Littleton and Concord resident from 1969 to 1981. Mr. Catella was born on Staten Island, New York on April 22, 1936. He attended Our Lady of Good Counsel Elementary School and graduated from Curtis High School, was then appointed to the US Merchant Marine Academy at Kings Point, L.I. After a graduate degree from SUNY Delhi where he majored in Construction Technology, he pursued a long career in Construction Management with AT&T, Harvard University, Colonial Williamsburg and MIT. After retirement, he spent time consulting for Commodore Builders. He was named Distinguished Alumnus from SUNY Delhi in 2008 for Construction Technology and Management. In the Town of Littleton, he was a member of the Permanent Municipal Building Committee. He was an avid sailor and also loved flying and Nature. His last building project before becoming ill was to oversee the construction of an addition to First Parish in Concord, where he was made an honorary member.

CLARENCE JOHN BENTLE 1933 – 2011

Clarence J. Bentle died on Wednesday, April 11, 2011. Clarence was better known as “Skip” to those who knew him best. He was born in Appleton, Wisconsin on May 12, 1933. He graduated from Appleton High School and joined the U.S. Air Force where he was stationed in the Bahama's and Hanscom AFB. He lived in Littleton for 54 years. Skip was an adult leader for the Boy Scouts, and a member of the Ayer Sportsman's Club. He was a Korean War veteran and worked for the Town of Littleton from 1990-2000 as the Maintenance Supervisor at the Littleton Town Offices.

DANIEL JOSEPH LORD 1953-2011

Daniel Lord died on Wednesday, April 20, 2011. He was born in Concord, Massachusetts on September 30, 1953. He grew up in Acton and was a graduate Acton Boxborough High School, Class of 1971. He married his wife, Linda (Richardson) Lord in 1977, and made their home in Acton and Boxborough for a short time and lived in Littleton for the past 20 years. Daniel served the Town of Littleton as a longtime member of the Conservation Commission, Clean Lake Commission, was active in the Long Lake Neighbor-hood Association, and the Community Preservation Committee.

IAN R. GUNN 1945-2011

Ian R. Gunn died on Tuesday, May 26, 2011. Passion for conservation land, devoted public service and dry English wit were by all accounts the hallmarks of this longtime Conservation Commissioner. Ian Gunn joined the Conservation Commission in 1986, six years after he moved to Littleton. On several occasions when the town did not have an available conservation agent, he would perform in that capacity.

Many residents saw Ian as the Conservation Commission's public interface. His capabilities included solid knowledge of the mandated Wetlands Protection Act regulations as well as a good knowledge of the town's conservation lands and open space. Ian was always present on field inspections. Ian's omnipresence, accurate knowledge of the conservation rules and regulations, and wry English humor will be deeply missed. Ian Gunn was a retired Digital Equipment Corporation engineer. In addition to volunteering much of his free time to the Conservation Commission, he was a train hobbyist and accomplished equestrian who volunteered at the Groton House Farm in Hamilton promoting equestrian events and served in a variety of capacities.

ROGER FREEMAN CONANT 1909 – 2011

Roger Freeman Conant, formerly of Littleton died in Taunton, Massachusetts on Saturday, September 17, 2011. He was born in Melrose on April 9, 1909. Raised by his grandparents, Sarah and Albert Conant of Littleton, he graduated from Littleton High School and Wentworth Institute. He was employed by B.F. Sturdivant, Atna Engineering, Raytheon, and Conant Machine & Steel Co, of West Concord, as vice president. He was married on July 21, 1934, to Isobel Boutelle of Milford, N.H. He served as vice president of the Concord Board of Trade, was trustee and deacon of the West Concord Union Church, where he also taught Sunday School, and was a charter member of both the Concord Lions Club and the Littleton Lions Club. During World War II he was a member of the U.S. Coast Guard Auxiliary as machinist mate and was a deputy air raid warden. A former Eagle Scout, he worked with the Boy Scouts of America for 24 years and was skipper of the Concord Sea Scouts. Roger and Isobel moved to Littleton in 1946 to start the Conant Iron Works Company. He was a member of the Littleton Congregational Church, where he was a trustee, deacon, and Sunday School teacher. He was a conservationist. He and Isobel gave Conant Park to the town of Littleton. He was a life member of the Littleton Conservation Trust and served as selectman for the town from 1949-1958.

WALTER STILWELL CROWELL JR. 1924-2011

Walter S. Crowell Jr. died on Thursday, October 27, 2011. He was the husband of the late Virginia (Firth) Crowell. Walter was born in 1924 and grew up in Melrose Park, PA, a suburb just north of Philadelphia. He was in the class of 1941 at Cheltenham High School and spent a year at the Peddie School in Hightstown, NJ before matriculating into the University of Pennsylvania. In February 1943 he received his orders to report for active duty. He graduated from flight training in January 1944 as a Second Lieutenant. at least for the United States, began on December 7, 1941, when the Japanese bombed Pearl Harbor. In 1942 Walter took a military leave from the University and enlisted in the Army Air Corp's Aviation Cadet Program. Walter was a World War II Veteran and Prisoner of War. He flew 32 missions with the 456th bomb group out of Italy, was shot down and interned by the Germans as a Prisoner of War and liberated by General Patton's 14th Armored Division, on April 29, 1945. Walter S. Crowell was born in 1924 and grew up in Melrose Park, PA, a suburb just north of Philadelphia. He was in the class of 1941 at Cheltenham High School and spent a year at the Peddie School in Hightstown, NJ before matriculating into the University of Pennsylvania. Walter Crowell, Jr. served the Town as a member of the Littleton Historical Commission. On June 13, 2011 the Board of Selectmen voted to dedicate the unnamed connector road between King Street and Shattuck Street in honor of Walter Crowell by naming the road "Crowell Way".

GENERAL INFORMATION – WHERE TO CALL

Accounting	Town Accountant	978-540-2440
Appeal of Zoning Decision	Board of Appeals	978-540-2432
Assessments	Board of Assessors	978-540-2410
Birth, Death, and Marriage Certificates	Town Clerk	978-540-2401
Building Permits	Building Commissioner	978-540-2420
Cemeteries	Cemetery Commissioners	978-540-2480
Conservation Issues	Conservation Commission	978-540-2428
Dog Licenses	Town Clerk	978-540-2401
Dog Problems	Dog Officer	978-540-2300
Education Information	School Superintendent's Office	978-540-2500
Elderly Information	Council on Aging	978-540-2470
Elections and Voting Registration	Town Clerk	978-540-2401
Electricity	Light and Water Department	978-540-2222
Fire & Ambulance		
Emergencies	Fire Department	9 1 1
Fire Permits-General Calls	Fire Department	978-540-2302
Garbage and Refuse	Board of Health	978-540-2432
Gas Permits	Gas Inspector	978-540-2420
Health and Sanitation	Board of Health	978-540-2432
Highways and Streets	Highway Department	978-540-2670
Housing for the Elderly	Housing Authority	978-486-8833
Information Technology Office	Information Systems Manager	978-540-2477
Library	Reuben Hoar Library	978-540-2600
Marriage Licenses	Town Clerk	978-540-2401
Nurse (Town)	Board of Health	978-540-2432
Police & Ambulance		
Emergencies	Police Department	9 1 1
Police General Calls & Info	Police Department	978-540-2300
Planning Board	Planning Board	978-540-2425
Plumbing Permits	Plumbing Inspector	978-540-2420
Recreation	Park & Recreation	978-540-2490
Schools	Shaker Lane Elementary	978-486-3959
	Russell Street Elementary	978-486-3134
	Middle School Russell St	978-486-8938
	High School	978-952-2555
	Superintendent	978-486-8951
	Main Office	978-692-4711
Nashoba Valley Technical High School	Town Administrator	978-540-2460
Selectmen	Tax Collector	978-540-2405
Tax Collections	Transfer Station	978-540-2671
Transfer Station Stickers	Town Treasurer	978-540-2450
Treasurer	Veterans Agent	978-540-2485
Veterans Services	Town Clerk	978-540-2401
Vital Records	Light and Water Department	978-540-2222
Water	Wiring Inspector	978-540-2420
Wiring Permits	Building Commissioner	978-540-2420
Zoning		

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

Scott P. Brown
(617) 565-3170
2400 JFK Federal Bldg
Boston, MA 02203

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 Election	First Saturday May (following May Town Meeting)
Annual Town Meeting	First Monday May
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 2003	\$11.15		

- To have an article on the Annual Town Meeting Warrant, a petition must be signed by TEN (10) registered voters.
- To have an article on a Special Town Meeting Warrant, a petition must be signed by ONE HUNDRED (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.

DEFINITIONS

SURPLUS REVENUE - The amount by which the cash, accounts receivable and other assets exceed the liabilities and reserves.

EXCESS AND DEFICIENCY - Same as Surplus Revenue (E&D)

OVERLAY - Amount appropriated for emergency or unforeseen purposes, to be used exclusively by the Board of Assessors for abatement purposes, any balance left may be appropriated.

AVAILABLE FUNDS - Free Cash, reserves and unexpended balances available for appropriation.

CHAPTER 90 - General Laws which provide for contributions by the State and County for construction and maintenance of certain Town ways, usually roads leading from one main road to another.

MATCHING FUNDS - Amounts made available by special State and Federal Acts to supplement local appropriations for specific purposes.

CHERRY SHEET - Details of State and County charges and reimbursements used in determining the tax rate. Known as "Cherry Sheet" due to the color of the paper used

ELECTED OFFICIALS

MODERATOR

Timothy D Goddard	12	62 Edsel Rd
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TOWN CLERK

Diane Crory	13	74 King St
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BOARD OF ASSESSORS

William E Ingham	12	4 Brandy Hollow
Evelyn Masson	12	175 Whitcomb Ave
Donald Armstrong	13	51 Boxborough Rd
James Stephen Winroth	13	50 Bruce St
Frederick J Freund	14	45 Birch Rd

BOARD OF SELECTMEN

Alexander S McCurdy	12	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	12	336 King St
Bruce Trumbull	12	29 Mill Rd
Joseph McCumber	13	6 Apple Ridge Ln
Ivan Pagacik	13	123 Whitcomb Ave
Thomas Rauker	14	148 Russell St

SCHOOL COMMITTEE

Paul J Avella	12	94 Grist Mill Rd
Michael Fontanella	12	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	12	242 King St
Richard P Crowley	13	359 King St
Peter Scott	14	5 Scott Lane
Donald MacIver	15	7 Adams St
Gerald Portante	16	68 New Estate Rd

TRUSTEES OF THE REUBEN HOAR LIBRARY

Jenna Koerper Brownson	12	142 Harvard Rd
Cheryl L Hardy-Faraci	12	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

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PARK AND RECREATION COMMISSIONERS

Frederick J Freund	12	45 Birch Road
W Brian Richter	12	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	12	11 Gray Farm Rd
David Badger	13	230 Harwood
Janet Sullivan	14	7 Robinson Rd

BOARD OF HEALTH

Nancy Mizzoni	12	2.5 Spartan Arrow
Peter A Yapp	12	415 Newtown Rd
Ann Loree	13	39 Dahlia Dr
Peter Cassinari	14	12 Lochslea Rd
Gino Frattallone	14	26 Harwood Ave

BOARD OF COMMISSIONERS OF TRUST FUNDS

David Stevens	13	4 Masonbrook Ln
Richard Hoole	14	7 Uplands Rd
Tyler Gray	12	5 Cobb Lane

HOUSING AUTHORITY -- 5 YEAR TERM

Mildred McGovern	12	38 New Estate Rd
Michael Morey	13	50 New Estate Rd
*Bartlett Harvey	15	146 Mill Rd
Theresa Schwulst	15	59 Tahattawan Rd
Gino Frattallone	16	26 Harwood Ave
*Commonwealth Appointee		

TOWN ADMINISTRATOR APPOINTMENTS

ASSISTANT TOWN ADMINISTRATOR
FOR FINANCE & BUDGET (AAFB)
Bonnie Mae Holston

TREASURER
Steve Venuti

TAX COLLECTOR
Rebecca Quinn

MAINTENANCE SUPERVISOR
William Cole

BUILDING COMMISSIONER
Roland Bernier

HIGHWAY OPERATIONS MANAGER
James Clyde

INFORMATION SYSTEMS MANAGER
Nancy Glencross

CHIEF ASSESSOR
Kenneth Mildren

APPOINTMENTS BY BOARD OF SELECTMEN

TOWN ADMINISTRATOR

Keith A. Bergman

POLICE CHIEF (3-Year)

John M. Kelly

POLICE LIEUTENANT

Matthew King

FIRE CHIEF (3-Year)

Stephen E. Carter

TOWN COUNSEL

Miyares & Harrington

LABOR COUNSEL

Mirick O'Connell

ASSISTANT BUILDING INSPECTOR

Gabriel Vellante

VETERANS AGENT

John Boroski

INSPECTOR OF WIRES

Booth Jackson

ASSISTANT WIRING INSPECTOR

Vincent Chant

PLUMBING INSPECTOR

Joseph Cormier

DEPUTY PLUMBING INSPECTOR

Joseph Cormier Jr.

GAS INSPECTOR

Joseph Cormier

DEPUTY GAS INSPECTOR

Joseph Cormier Jr.

SPECIAL PLUMBING/GAS INSP.

Thomas Wielinski

SEALER OF WEIGHTS & MEASURES

Northern Middlesex Council of Governments

CONSTABLES

Chief of Police John M. Kelly

Deputy Police Chief Matthew King

Ronald Raffi 2012

David Allen 2012

Clark Paige 2012

Keith Leighton 2012

GRAVES REGISTRATION OFFICER

David Badger

TOWN BOARD & COMMITTEES

NASHOBA VALLEY TECH.H.S..

Charles Ellis, District Representative

MAPC REPRESENTATION

Keith A. Bergman, Town Administrator

REGISTRARS OF VOTERS

Diane Crory, Town Clerk

Katherine Petkewich

Sandra Clyde

Ellen Banks

COMMISSION ON DISABILITY

George Sanders

Randall Benoit

Bartlett Harvey

Keith Bergman, ADA Coordinator

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PERMANENT MUNICIPAL BUILDING COMMITTEE (5 Year Term)

Charles DeCoste	2015
Richard Crowley	2014
Michael Cataldo	2015
Jeff Feehan	2013
Joseph Collentro	2013
William Cole	2015

SCHOOL BUILDING COMMITTEE

Richard Crowley, PMBC
Jane Hall, Russell Street School Principal
Diane G. Bemis, Superintendent of Schools
Steven Mark, School Business Manager
Keith A. Bergman, Town Administrator
Steven Venuti, Town Treasurer
Paul Avella, School Committee,
Joe Collentro, PMBC
Mark Mizzoni, PMBC
Jef Feehan, PMBC
Ronald Catella, PMBC

CULTURAL COUNCIL (3 Year Term)

Margaret Low, Secretary	2014
Kim Ahern	2014
Steve Glines	2014
Andrews Bowers	2013
Prudence Ursch	2013
Diane Haduch	2012
Steve Anderson	2012

CONSERVATION COMMISSION (3 Year Term)

Joshua Millard	2012
Carl Melberg	2012
Frank Matheson	2013
James Pickard	2012
Thomas Mann	2013
Sarah Seaward	2014
Peter Tierney	2014

BOARD OF APPEALS (3 Year Term)

William Farnsworth	2013
Sherrill Gould	2013
Cheryl Hollinger	2012
John Cantino	2014
Jeff Yates	2014
Rod Stewart, Alternate	2013
Marc Saucier, Alternate	2013
Alan Bell, Alternate	2013
Patrick Joyce	2014

PERSONNEL BOARD

Allen McRae, Finance Comm.	2012
Alex McCurdy, Selectman	2012
Anita Harding, Employee Rep	2012
Steve Venuti, Dept Head Rep	2013
Joseph Gaffney, Citizen	2012
Don O. Smith, Citizen	2013
Town Administrator <i>ex officio</i>	

AGRICULTURAL COMMISSION

Jamie Cruz-Farmer	2013
Paula Robinson – Farmer	2013
Peter Yapp – Farmer	2012
Daniel Pickard-Farmer	2012
William Pickard	2014
John Mitchell	2013
Jake Mann	2012
Brett White (Alt)	
Amanda DeFreest (Alt)	
Mary Beth McKenzie (Alt)	
Richard Carter (Alt)	
Andrew Sammarco (Alt)	

COMMUNITY PRESERVATION COMM

Dan Lord- Conservation Commission	
John Bowers-Historical Commission	
Geralyn Miller- Park & Recreation Comm	
Donald MacIver- Planning Board	
Michael Morey-Housing Authority	
Board of Selectmen (4 appointees):	
Jef Feehan	2014
Mit Wanzer	2013
Elliot Putnam	2012
Patrick Joyce	2014

FINANCE COMMITTEE

Paul Glavey – Selectmen 2012
Christopher Hinckley–Selectmen 2012
Alvin Ramus-School Com 2012
Fred Faulkner -Water & Light 2013
Richard Montminy –Moderator 2013
Allen McRae -Assessors 2014
Lora Gravlin-School Comm 2014

OPEN SPACE IMPL. COMMITTEE

Peter Church
Kimberley Harriman
David Outman
Vera Cohen
Gary Austin

PUBLIC SHADE TREE COMMITTEE

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

TOWN FOREST COMMITTEE

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

TIF COMMITTEE

Savas Danos
Kenneth Eldridge
Kenneth Mildren
Fred Fruend
Janet Lavigne
David Stevens

COUNCIL ON AGING

Vilma Sorgente 2012
Rosemarie Dibacco 2012
George Sanders 2012
Lousie Curley 2013
Mary Dugan 2013
Marsha Russell 2014
Mary Catalanotto 2013
Robert Stetson 2014
Mary Kaye 2014
Barbara Kamb 2014
Barry Curcio 2012

CLEAN LAKES COMMITTEE

Jonathan Folsom, Chairman
Dan Lord, Conservation Commission
Leon Weaver, Spectacle Pond
Susan Silberberg
Steven Sussman, Mill Pond
Elliot Putnam, Mill Pond Alternate
Charlie Bush, Lake Matawanakee
Advisor: Savas Danos, LELWD

CABLE ADVISORY COMMITTEE

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

MBTA ADVISORY COMMITTEE

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

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SIGN BYLAW REVIEW COMMITTEE

Janet Wilkinson , Board of Selectmen
Richard P. Crowley, Planning Board
Rod Steward, Board of Appeals
Lisa Hesch, Business Owner
Henry Christle, Citizen
Carla Smith Picariello, Citizen

LITTLETON COMMON SEWER FEASABILITY STUDY COM

James Karr, Selectmen
Savas Danos, L&W
Ted Doucette, Board of Health
Richard Crowley, Planning Board
Joseph Collentro, PMBC
Megan Ford, Citizen at Large
Donald MacIver, Citizen at Large
James Redmond, Citizen at Large
Ken Smith, Citizen at Large
Stephen Jahne, Citizen at Large

STUDY COMMITTEE TO INCREASE VOTER PARTICIPATION

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

PAY AS YOU THROW IMPLEMENTATION COMMITTEE

Jim Karr, Selectmen
Ted Doucette, Selectmen
Nancy Mizzoni, Board of Health
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

QUARRY COMMITTEE

Janet LaVigne Planning Board
Mark Montanari, Planning Board
Janet Wilkinson, Selectmen
Gregg Champney, Selectmen
Peter M. Cassinari Board of Health
Gino Frattallone, Board of Health Alt
Savas Danos, LELWD General Manager
Ian Gunn , Conservation
Dan Lord, Conservation Alternate
Cheryl Hollinger, Zoning Board
Rick Findlay, Citizen at Large
Vacant – Citizen at Large

TRACK & FIELD FUNDING COMMITTEE

Marc Saucier
Marianne Heer
Gerald Portante
Alex McCurdy
Cindy Heitmeyer

300 ANNIVERSARY COMM.

Keith Bergman, Town Administrator
Diane Crory, Town Clerk
John Holmer
Ann Himmelberger
Jamie Cruz
Mildred McGovern
Robin Sewell
Kathy Knox
Mary Dugan
Michael Crory

LITTLETON VOLUNTEER CORP.

(MRC Executive Committee)
Ann Loree
Ky Mehado
Ron Thornton
Charlene De Stefano
Lousie Curely

SPECIAL WEIGHERS & SEALERS

W. J. GRAVES CONSTRUCTION

Steve Baronoski
Ed Nowers

FLAME

Tom Wood
Michele Roche
Ronald Pollock
Brian Pollock
Jesse Wetteland

KRAFT FOODS SCALE OPERATORS

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

AGGREGATE

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

TOWN ADMINISTRATOR

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

On November 14, 2011, the Patrick/Murray Administration announced the award of a 1.8-million MassWorks Infrastructure grant to the Town of Littleton for roadway safety and capacity improvements to Route 119/Great Road to assist with the redevelopment of the former Cisco Systems site which expects to break ground in the spring and to provide improved access to the IBM Mass Lab Facility. This former Cisco Systems site has been identified as a development priority in the ongoing 495/MetroWest Development Compact and site redevelopment is expected to create 400 jobs.

On September 13, 2011, the Board of Selectmen had voted to authorize the submission of a grant request and acceptance of grant funds under the MassWorks Infrastructure Program for the Route 119 (Great Road)/I-495 Interchange Traffic Mitigation Project, which was prepared in cooperation with Sam Park & Company, which had just purchased the former Cisco Systems site on September 1, 2011. The proposed improvements were outlined in the Chapter 43D implementation transportation study the Town commissioned in 2009 with funding from the State's Interagency Permitting Board.

The ninety-acre site Sam Park & Co. acquired from Cisco Systems is one of two Priority Development Sites Littleton Town Meeting has designated for expedited permitting under Chapter 43D. The other is IBM's MassLab software campus-- its largest in North America-- just across I-495 at Exit 31 from the Sam Park site. In a multi-year planning process culminating in Town Meeting's approval of the Littleton Common village zoning and overlay district, local residents identified a list of uses and amenities they wanted to promote to build upon IBM's siting decision, which includes hotels, restaurants, retail, as well as offices. The Sam Park site is the centerpiece for carrying out that vision while also strengthening the adjacent village center. Town officials continue to work with Sam Park as he develops his specific plans for that site.

In July 2011, the Towns of Boxborough, Littleton, and Westford -- the I-495 @ Route 2 Information Technology Corridor, which hosts such leading high tech employers as IBM and Cisco Systems -- submitted a joint request to form a regional growth district pursuant to the Commonwealth's Growth Districts Initiative (GDI). We appreciated Housing and Economic Development Secretary Greg Bialecki's invitation to submit our joint application under this program and we understand that the 495/MetroWest Development Compact regional planning effort will provide an important context within which our GDI application will be considered. Secretary Bialecki toured our three towns on October 3, 2011.

On June 20, 2011, Secretary of Housing & Economic Development Greg Bialecki awarded the Massachusetts Bay Transportation Authority (MBTA) a \$2 million grant to construct a new public parking lot at the Littleton Commuter Rail Station. The grant is part of the \$11 million in improvements being made to the Littleton Station through the \$211 million American Recovery and Reinvestment Act-funded Fitchburg Commuter Rail Line project. Construction at the Littleton Station is expected to create 40 jobs, while the entire Fitchburg Line project will put a total of 430 people to work. Obtaining funds for public parking spaces at the reconstructed MBTA commuter rail station in Littleton has been one of the Town's top priorities to help ensure the success of commuter rail service in our community. The Town looks forward to the planned 2013 completion date for the Fitchburg Line improvements project, where dual tracks will be installed for the entire length of the commuter rail line in Littleton requiring a complete rebuild of Littleton station at its current location. The enhanced schedule which the Fitchburg line improvements will help bring about will greatly support local and regional employers like IBM,

whose employees live in the Boston and Cambridge area and do a “reverse commute” to Littleton and this region each day. On October 24, 2011 in Littleton, Massachusetts Department of Transportation (MassDOT) Secretary Richard Davey today joined Congressman John Olver, Congresswoman Niki Tsongas, and Federal Transit Authority (FTA) Administrator Peter Rogoff and Town officials to officially announce \$75 million in FTA New Starts funding for the Fitchburg Commuter Rail Line Improvement Project.

In the winter of 2011-2012, the Town completed a feasibility study for a “smart sewer” to promote economic development at Littleton Common. The study is funded in part by a grant from the Barr Foundation, through the efforts of the Charles River Watershed Association. Littleton would like to promote economic development and more amenities in its village center while at the same time discouraging suburban sprawl elsewhere. Called “smart sewer,” the plan calls for phasing of the limited town sewer system over time, reducing upfront capital investment, and delivering added capacity as growth occurs. It also reduces the risks of the investment in case projected growth is slower than anticipated, or does not occur at all. Further, the plan calls for a public/private partnership to design, build, and operate the plant, allowing for broad options in acquiring necessary construction capital. Finally, the plan calls for the use of wastewater, septage, and food waste to generate energy, and for the discharge of treated wastewater effluent back to the ground in the “sub-watershed” where it was originally pumped for drinking water supply and/or direct reuse of nonpotable water for toilet flushing, cooling and irrigation. The sale of produced energy and the sale of produced nonpotable water will improve overall operating efficiency and help reduce the long term operating cost of the plant. The discharge of treated effluent back to the general area from which it was pumped will help protect the town in the face of significant drought. Smart Sewering represents a paradigm shift from conventional sewerage, and achieves affordable limited sewer districts with additional economic, environmental, and social benefits.

One of the Board of Selectmen’s goals for FY 2012 is to incorporate the upper Foster Street, Taylor Street, and Porter Road areas at the crossroads of Route 2 and I- 495 in Town’s economic development planning efforts, including linkage to commuter rail station improvements; identify infrastructure needs, and exploring overlay zoning with the Planning Board. The Town is contracting with the Metropolitan Area Planning Council (MAPC) to help guide this effort. Town Meeting voters had authorized a Tax Increment Financing agreement for 151 Taylor Street where Curtiss-Wright Controls Embedded Computing has expanded its local presence. Curtiss-Wright is one of many high tech employers at the crossroads of Route 2 and Interstate 495.

The Massachusetts Housing Partnership awarded the Town of Littleton up to \$15,000 in Chapter 40B Technical Review Assistance grant funds relative to the Fifteen Great Road Apartments comprehensive permit application. On August 22, 2011, the Board had voted to apply for funds to cover costs that could not be shifted to the applicant through the application fee and/or the payment of the Town’s consultants by the applicant pursuant to MGL C.44,s.53G or otherwise. The scope of services includes general training on Chapter 40B for members of the ZBA and other town boards and staff. Littleton

The results of Littleton’s first full year under the Pay-As-You-Throw program were impressive. For the first twelve months under PAYT—October 2010 to September 2011-- solid waste tonnage decreased by 42.7%, from 2,211 tons to 1,267 tons. All recyclables increased during that same period: HDPE plastic by 184.2%; mixed plastic by 128.7%; glass by 40.9%; tin cans by 51.5%; and paper by 28.7%

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

ASSISTANT TOWN ADMINISTRATOR FOR FINANCE & BUDGET

I hereby submit my report as the Town Accountant for the fiscal year ending June 30th, 2011.

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 2011 the Town's local aid (non school) was reduced by 4% – while the net Education Aid rose by \$548,397 – a 24.7% increase. 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. We continue to explore all cost saving options available to the town annually as it relates to employee benefits, and have successfully initiated a 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 FY2011 capital plan included \$495,120 in expenditures under the levy limit and included much needed maintenance on the Town Hall roof as well as replacements to the aging fleet in the Highway Department. Roadway improvements also continue, with the completion of Goldsmith 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

Town of Littleton 2011-2012 Operating Budget

Department	FY2011 Budget	FY2011 ACTUAL	FY2012 Budgeted
114 MODERATOR			
Personal Services	0	0	0
Expenses	<u>100</u>	<u>0</u>	<u>100</u>
TOTAL 114	100	0	100
122 SELECTMEN			
Personal Services	158,868	154,965	159,015
Expenses	11,870	15,998	21,870
MAGIC Assessment	<u>1,600</u>	<u>1,600</u>	<u>1,628</u>

TOWN OF LITTLETON

	TOTAL 122	172,338	172,563	182,513
131	FINANCE COMMITTEE			
	Personal Services	0	0	0
	Expenses	<u>500</u>	<u>173</u>	<u>500</u>
	TOTAL 131	500	173	500
132	RESERVE FUND	<u>150,000</u>	<u>9,120</u>	<u>150,000</u>
	TOTAL 132	150,000	9,120	150,000
135	FINANCE AND BUDGET			
	Personal Services	494,089	492,961	507,577
	Expenses	35,010	31,061	35,010
	Audit	<u>27,000</u>	<u>32,835</u>	<u>34,500</u>
	TOTAL 135	556,099	556,857	577,087
151	LEGAL	<u>100,000</u>	<u>172,950</u>	<u>100,000</u>
	TOTAL 151	100,000	172,950	100,000
155	INFORMATION SYSTEMS			
	Personal Services	57,641	57,684	60,727
	Expenses	<u>65,459</u>	<u>70,651</u>	<u>84,944</u>
	TOTAL 155	123,100	128,335	145,671
161	TOWN CLERK			
	Elected Salaries	47,283	47,283	49,126
	Personal Services	16,164	15,745	16,695
	Expenses	1,500	1,500	1,500
	Transfer In - Dog Tax Fund	<u>0</u>	<u>(2,200)</u>	<u>(2,200)</u>
	TOTAL 161	64,947	62,328	65,121
162	ELECTIONS AND REGISTRATIONS			
	Personal Services	0	0	0
	Expenses	<u>8,700</u>	<u>8,700</u>	<u>8,700</u>
	TOTAL 162	8,700	8,700	8,700
171	CONSERVATION COMMISSION			
	Personal Services	19,723	19,693	20,730
	Expenses	1,000	657	1,000
	Transfer In - Wetland Fund	<u>(5,280)</u>	<u>(5,280)</u>	<u>(5,280)</u>
	TOTAL 171	15,443	15,070	16,450
175	PLANNING BOARD			
	Personal Services	46,130	46,089	53,045
	Expenses	<u>1,175</u>	<u>953</u>	<u>1,175</u>
	TOTAL 175	47,305	47,042	54,220
176	APPEALS BOARD			
	Personal Services	4,879	5,043	5,285
	Expenses	<u>1,200</u>	<u>4,067</u>	<u>1,200</u>
	TOTAL 176	6,079	9,110	6,485
191	BUILDING MAINTENANCE			
	Personal Services	42,982	44,038	48,420
	Expenses	<u>311,556</u>	<u>318,757</u>	<u>311,556</u>
	TOTAL 191	354,538	362,795	359,976
193	General Insurance	<u>300,000</u>	<u>290,937</u>	<u>300,000</u>
	TOTAL 193	300,000	290,937	300,000
194	Employee/Retiree Benefits			
	Expenses	3,628,588	4,421,329	5,032,143
	OPEB Funding	900,000	900,000	500,000

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	Transfer In - EMS Enterprise	(68,703)	(68,703)	0
	Transfer In - Cable Fees	0	0	0
	Transfer In - Recreation Revolving	<u>(14,416)</u>	<u>(14,416)</u>	<u>(14,416)</u>
	TOTAL 194	4,445,469	5,238,210	5,517,727
196	TOWN REPORT/TOWN MEETING	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
	TOTAL 196	5,000	5,000	5,000
210	POLICE/DISPATCH DEPARTMENT			
	Personal Services	1,442,915	1,426,931	1,463,079
	Expenses	<u>100,061</u>	<u>92,312</u>	<u>100,571</u>
	TOTAL 210	1,542,976	1,519,243	1,563,650
220	FIRE/EMS DEPARTMENT			
	Personal Services	639,125	621,388	652,004
	Expenses	<u>108,523</u>	<u>118,578</u>	<u>95,523</u>
	TOTAL 220	747,648	739,966	747,527
241	BUILDING DEPARTMENT			
	Personal Services	93,734	92,723	89,059
	Expenses	5,430	4,386	5,430
	Transfer In - Inspectional Revolving	<u>(3,000)</u>	<u>(3,000)</u>	<u>(3,000)</u>
	TOTAL 241	96,164	94,109	91,489
300	SCHOOL DEPARTMENT	14,977,076	14,977,076	14,977,076
	Transfer In - LH Zappy Trust	(700)	(700)	(200)
	Transfer In - Hildreth Trust	(6,000)	(6,000)	(6,000)
	Transfer In - Goldsmith Trust	(500)	(500)	(500)
	Transfer In - Johnson Trust	<u>(750)</u>	<u>(750)</u>	<u>(750)</u>
	TOTAL 300	14,969,126	14,969,126	14,969,626
301	NASHOBA TECH ASSESSMENT	<u>597,906</u>	<u>597,906</u>	<u>620,422</u>
	TOTAL 301	597,906	597,906	620,422
420	HIGHWAY DEPARTMENT			
	Personal Services	684,489	649,799	689,660
	Expenses	461,071	453,873	391,034
	Streetlights	33,077	33,077	30,829
	Park Maintenance	6,800	0	6,800
	Wastewater/Stormwater	50,000	52,994	50,000
	B&M Crossing	2,806	2,806	2,806
	Gasoline	<u>100,000</u>	<u>98,401</u>	<u>100,000</u>
	TOTAL 420	1,338,243	1,290,950	1,271,129
422	Roadway Repairs	<u>469,448</u>	<u>469,448</u>	<u>474,142</u>
	TOTAL 422	469,448	469,448	474,142
423	Snow and Ice			
	Personal Services	68,000	95,617	68,000
	Expenses	<u>84,000</u>	<u>505,596</u>	<u>132,000</u>
	TOTAL 423	152,000	601,213	200,000
491	CEMETERY DEPARTMENT			
	Personal Services	77,325	77,161	77,778
	Expenses	17,800	17,798	17,800
	Transfer In - Cemetery Sale of Lots	(12,000)	(12,000)	(12,000)
	Transfer In - Graves	<u>(18,897)</u>	<u>(18,897)</u>	<u>(18,897)</u>
	TOTAL 491	64,228	64,062	64,681
510	HEALTH DEPARTMENT			
	Personal Services	26,279	26,160	20,437
	Expenses	1,235	281	3,235
	Assessment - Nashoba BOH	21,027	21,027	21,650

TOWN OF LITTLETON

	Assessment - Nashoba Nursing	8,182	8,182	8,250
	Assessment - Eliot Clinic	3,780	3,780	3,780
	Animal Inspector	1,300	650	2,400
	Transfer In - B. Sampson Animal Fund	<u>(2,500)</u>	<u>(2,500)</u>	<u>(2,500)</u>
	TOTAL 510	59,303	57,580	57,252
541	COUNCIL ON AGING			
	Personal Services	56,522	63,062	63,210
	Expenses	<u>12,462</u>	<u>9,497</u>	<u>13,416</u>
	TOTAL 541	68,984	72,559	76,626
543	VETERANS SERVICES			
	Personal Services	5,000	5,000	5,000
	Expenses	750	226	750
	Veteran Benefits	<u>12,000</u>	<u>17,352</u>	<u>12,000</u>
	TOTAL 543	17,750	22,578	17,750
610	REUBEN HOAR LIBRARY			
	Personal Services	354,427	352,887	359,971
	Expenses	67,400	67,381	65,900
	Merrimack Valley Assessment	31,714	31,714	31,714
	Transfer In - Library Trust Funds	<u>(17,500)</u>	<u>(17,500)</u>	<u>(13,000)</u>
	TOTAL 610	436,041	434,482	444,585
630	PARK AND RECREATION DEPARTMENT			
	Personal Services	142,001	142,001	151,638
	Expenses	0	0	0
	Transfer In - Revolving Fund Wages	<u>(60,550)</u>	<u>(60,550)</u>	<u>(87,162)</u>
	TOTAL 630	81,451	81,451	64,476
690	OTHER CULTURE & RECREATION			
	Historical	700	341	700
	Memorial Day	500	500	500
	Patriot's Day	<u>50</u>	<u>35</u>	<u>50</u>
	TOTAL 690	1,250	876	1,250
710	Long Term Debt	4,611,119	4,611,119	5,025,402
720	Short Term Debt	265,680	150,904	152,289
	Transfer In - Cemetery Trust	<u>(13,000)</u>	<u>(13,000)</u>	<u>(13,000)</u>
	Transfer In - Self Help Grant	<u>(18,000)</u>	<u>(18,000)</u>	<u>(17,000)</u>
	Transfer In - Wastewater Settlement	<u>(17,274)</u>	<u>(17,274)</u>	<u>(17,274)</u>
	Transfer In - Oak Hill Cell Tower	<u>(40,000)</u>	<u>(40,000)</u>	<u>(40,000)</u>
	Transfer In - Newtown Hill Cell Tower	<u>(49,929)</u>	<u>(49,929)</u>	<u>(47,754)</u>
	Transfer In - Clean Lakes	<u>(28,770)</u>	<u>(28,770)</u>	0
	Transfer In - Bond premium			<u>(17,058)</u>
	Transfer In - Community Preservation	<u>(29,550)</u>	<u>(36,250)</u>	<u>(29,998)</u>
	Transfer In - Light Dept	<u>(189,705)</u>	<u>(189,705)</u>	<u>(183,309)</u>
	TOTAL Debt Service	4,490,571	4,369,095	4,812,298
FUNDING SUMMARY				
	TOTAL APPROPRIATED BUDGETS	32,079,731	33,069,758	33,497,752
	Total Transfers In	<u>597,024</u>	<u>605,924</u>	<u>531,298</u>
	TOTAL Net Budgets	31,482,707	32,463,834	32,966,454

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BALANCE SHEET 07-01-2010 – 06/30/2011

ASSETS	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	TOTAL
Cash	7,474,227.13	4,462,466.10	305,195.68	560,293.15	17,182,278.77	132,546.84	410,796.43	6,289,348.12	198,541.57	0.00	37,015,693.79
Receivables	0.00	492,657.22	0.00	0.00	0.00	0.00	212,664.89	0.00	0.00	0.00	705,322.11
Property Taxes	585,948.40	2,177.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	588,125.56
Allowance for Abate & Exempt Tax Liens	-914,322.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-914,322.40
Motor Vehicle Excise	140,346.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	140,346.79
Amts Prov for Pay of Bonds	0.00	0.00	0.00	0.00	0.00	2,038,750.00	0.00	0.00	0.00	34,752,044.67	36,790,794.67
TOTAL ASSETS	7,838,250.73	4,957,300.48	305,195.68	560,293.15	17,182,278.77	2,171,296.84	623,461.32	6,289,348.12	198,541.57	34,752,044.67	74,878,011.33
LIABILITIES											
Liabilities	353,049.72	492,657.22	0.00	0.00	0.00	0.00	212,664.89	0.00	198,541.57	3,831,582.93	5,088,496.33
Tailings	8,312.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,312.21
Def Rev Prop Tax	-328,374.00	2,177.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-326,196.84
Def Rev Tax Liens	552,050.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	552,050.81
Def Rev MV Excise	140,346.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	140,346.79
L - User Charges / Liens	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bonds Payable	0.00	0.00	0.00	0.00	1,227,199.99	2,038,750.00	0.00	0.00	0.00	34,752,044.67	38,017,994.66
BANS DUE	0.00	0.00	0.00	638,874.00	0.00	100,000.00	0.00	0.00	0.00	0.00	738,874.00
TOTAL LIABILITIES	725,385.53	494,834.38	0.00	638,874.00	1,227,199.99	2,138,750.00	212,664.89	0.00	198,541.57	38,583,627.60	44,219,877.96
FUND BALANCES											
FUND EQUITY	0.00	4,462,466.10	305,195.68	-78,580.85	15,955,078.78	0.00	0.00	6,289,348.12	0.00	0.00	26,933,507.83
Reserved for Encumbrances	2,569,570.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,569,570.59
Reserved for Expenditures	550,000.00	0.00	0.00	0.00	0.00	13,500.00	0.00	0.00	0.00	0.00	563,500.00
Reserved for Deficits	-449,213.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-449,213.10
Designated	664,240.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	664,240.43
Undesignated	3,778,267.28	0.00	0.00	0.00	0.00	19,046.84	410,796.43	0.00	0.00	0.00	4,208,110.55
BUDGETARY CONTROL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FUND BALANCES	7,112,865.20	4,462,466.10	305,195.68	-78,580.85	15,955,078.78	32,546.84	410,796.43	6,289,348.12	0.00	0.00	34,489,716.30
TOTAL LIABILITIES & FUND BALANCES	7,838,250.73	4,957,300.48	305,195.68	560,293.15	17,182,278.77	2,171,296.84	623,461.32	6,289,348.12	198,541.57	38,583,627.60	78,709,594.26

BOARD OF SELECTMEN

To the residents of Littleton

The Board of Selectmen have had a busy and productive year. The following is a short synopsis of some of our accomplishments:

Economic Development

With the sale of the Cisco property to Sam Park & Company, both the Selectmen and Planning Board have worked diligently to ensure the overlay that was voted by the Town is implemented and will enable the developer create a destination spot with all the amenities the Town approved in the overlay and to increase our commercial tax base.

The Board of Selectmen voted to authorize the submission of a grant request and acceptance of grant funds under the MassWorks Infrastructure Program for the Route 119 (Great Road)/I-495 Interchange Traffic Mitigation Project, which was prepared in cooperation with Sam Park & Company. In cooperation with Mass Highway, Littleton Highway Department and Sam Park & Company, the traffic mitigation project will go out to bid and construction will start in the Spring of 2012.

At the invitation of the State's economic development secretary Greg Bialecki, local officials from Littleton, Westford, and Boxborough have launched a series of meetings with the secretary to explore ways to coordinate state and local efforts for economic development in the I-495 @ Route 2 region.

One of the Board of Selectmen's goals for FY 2012 is to incorporate the upper Foster Street, Taylor Street, and Porter Road areas at the crossroads of Route 2 and I- 495 in Town's economic development planning efforts, including linkage to commuter rail station improvements; identify infrastructure needs, and exploring overlay zoning with the Planning Board. The Town is contracting with the Metropolitan Area Planning Council (MAPC) to help guide this effort.

In the winter of 2011-2012, the Town completed a feasibility study for a "smart sewer" to promote economic development at Littleton Common Village area. The Sewer Feasibility Study Committee is now in the process of holding public hearings to educate and inform Littleton residents of their findings.

Fiscal Management

The Board successfully funded a balanced budget for Fiscal Year 2012.

Town Services

Part of the Selectmen's goals was to update the road improvement plan, including review of timelines, priorities and funding strategies. With the completion of Bruce Street and the upper end of Whitcomb Avenue, the highway department has begun work on Harvard Road for Fiscal Year 2012.

Bids have been awarded to complete the subsurface disposal for the town owned properties at 20 Foster Street and 4 Rogers Street. Work to be completed this summer.

One of the Board of Selectmen's goals was to develop and bring to Town Meeting a Tax Title Abutter's Program to dispose of unbuildable town owed tax title properties. The Town voted unanimously on the

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new Tax Title Program and the successful sale of six town owned properties. Moving forward, other properties will be brought on the tax roll using this program.

Organizational

One of the Board of Selectmen's goals was to review Town By-laws and to identify those requiring updating or further attention. We have successfully reviewed in cooperation with various Boards and Committees to update and implement necessary changes in many by-laws that had not been reviewed in many years.

Environmental

The results of Littleton's first full year under the Pay-As-You-Throw program were impressive. For the first twelve months under PAYT—October 2010 to September 2011-- solid waste tonnage decreased by 42.7%, from 2,211 tons to 1,267 tons. All recyclables increased during that same period: HDPE plastic by 184.2%; mixed plastic by 128.7%; glass by 40.9%; tin cans by 51.5%; and paper by 28.7% and for the first time in many years the fee structure for the use of the Transfer Station did not change and improvements to the Transfer Station were made during this process.

It has been an honor to serve the Town of Littleton for the past four years and most recently as Chairman. The future of Littleton depends on the involvement of all the residents of the town. With your support and participation we will be able to make our community safer, more efficient, and the best place to live.

Respectfully submitted,
James F. Karr, Chairman

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.

2011 was an interim adjustment year and preparations for the 2012 revaluation began in earnest as soon as this year's values were approved by the DOR. Values, based on the period from 1/1/2010 through 12/31/2011, were reviewed and approved by the Department of Revenue. The Board received a limited number of abatement requests this year, indicative of the effort made to provide reliable assessments. This is a positive trend we have seen over the past several cycles as our data collection and analysis has maintained a high level of quality.

Anita Harding and Lorraine Freitas along with Ken Mildren, have begun training on the new GIS system and hope to be able to utilize the system's full facilities during the coming year. Departmental expenditures remain low and unlike other area communities, the Littleton staff handles their commercial and personal property valuations. This also provides a significant cost savings 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,
Frederick J. Freund, Chairman

BOARD OF HEALTH

During the past year, the Board of Health (BOH) has had a few personnel changes. Michelle Cobleigh became the Board's new administrative assistant. This position which replaces the previous part time one, is now a forty hour a week assignment that is shared with the Building Department and the Zoning Board of Appeals. The Board would like to acknowledge the tremendous effort that Maren Toohill, Heather Hampson, and Jennifer Gibbons put forth in maintaining the BOH office for several months until the vacancy was filled by Ms. Cobleigh. A Board member position also became vacant by the election of Ted Doucette to the Board of Selectmen. Ms. Nancy Mizzoni was jointly appointed by the Board of Selectmen and the Board of Health to fill out the vacancy until the May 2012 election.

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 prepare 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 Garreffi, 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(24 new/increased flow, 31 upgrade/repairs, 9 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

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- Planning and coordinating exercise and drills for the above emergency plans with NABOH
- Conducted a serv-safe food handling course for the town non-profits groups

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

ANIMAL INSPECTOR REPORT

Investigated livestock complaints:

Barn odor

Sheep attacks by wildlife

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.

Quarantines:

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

10 day quarantine: -cat bit/scratch to a human 2

45 day quarantine: -cat with wound of unknown origin 2

Rabies testing:

Specimens tested for rabies at the Massachusetts Department of Public Health State Laboratory Institute

1 report -dog attack to a human

2 reports -dog bites to a human

1 report -bat (met the requirements for testing)

The animal inspector also makes annual inspection of all cattle, goats, sheep, swine, rabbits, llamas, alpacas, horses, ponies, donkeys, mules, poultry including chickens, turkeys, ratites- ostrich, emu, as well as waterfowl and game birds. The information is reported to The Commonwealth of Massachusetts Department of Agricultural Resources Division of Animal Health as a census to prevent contagious diseases.

Barn Book

cattle:

dairy	145	beef	6	steer	49
goats	51	sheep	43	swine	3
llamas	4	horses/ponies	219	donkey	6
chickens	648	turkeys	1	waterfowl	34
game birds	45	rabbits	30		

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

Respectfully Submitted,
Phyllis Tower, Littleton Animal Inspector

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 Peter Yapp, Chair, Gino Frattallone Vice-chair, Ann Loree, Clerk, Peter Cassinari, and Nancy Mizzoni. During the calendar year 2011 the Board held 25 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 was represented by various members of the following committees:

Solid Waste Options Steering Committee
Littleton Common Sewer Feasibility committee
Organization and Permitting Board & Department Study 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 by,
Peter Yapp, Chairman

NASHOBA ASSOCIATED BOARDS OF HEALTH

Nashoba Associated Boards of Health continues to serve the local Board of Health in meeting the challenges of environmental and public health needs in Littleton. In addition to the day to day public health work conducted for Littleton we also provide the following services.

Maintaining Nashoba's internet web site to provide information for the public. (See nashoba.org)

Through our involvement in the Bioterrorism Regional Coalition we are keeping the Littleton Board of

Health up-to date on matters of emergency preparedness planning. We are currently working on the Town's Emergency Dispensing Site plan. We serve as the staff liaison to the Littleton Volunteer Corps/Medical Reserve Corps

Response to the bioterrorism threat through coordination and communication with the Centers for Disease Control, the MDPH, and the Massachusetts Emergency Management Agency, and the Northern Middlesex Regional Emergency Planning Committee (LEPC) of which Littleton is a member.

Nashoba assisted the Board with provided a school-located seasonal flu clinic at Littleton Middle School.

Response to health related impacts of beavers through coordination with the local Board of Health in the issuance of the necessary permits.

Response to state mandated changes in regulations requiring more frequent beach sampling through sample collection, submittal for analysis, and follow-up when results were obtained.

We look forward to continuing our work with Littleton's Board of Health. Included in the day-to-day work of Nashoba in 2011 were the following:

Through membership in the Association Littleton benefited from the services of Nashoba staff including:

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Registered Sanitarians, Certified Health Officers, Registered Nurses, Nutritionists, Registered Physical & Occupational Therapists, Licensed Social Workers, Certified Home Health Aides, and Registered Dental Hygienist.

Provided health education programs in collaboration with the Littleton Council on Aging.

Collaborated with Minuteman Home Care around elders at risk and other safety issues.

Reviewed **62** Title 5 State mandated private Septic System Inspections for **Littleton** Board of Health. Received, reviewed, and filed these State mandated (but unfunded) Title 5 inspections. Corresponded with inspectors regarding deficiencies; referred deficient inspections to Littleton Board of Health for enforcement action

By the **Littleton** Board of Health's continued participation in the **Association** you can shape your future local public health programs and share in the benefits of quality service, under local control, at a reasonable cost!

Environmental Health Department

Littleton Office (days).....98

The Nashoba sanitarian is scheduled to be available for the public on Tuesday afternoon and Thursday morning at the Littleton Board of Health Office. Other meetings occur informally.

This does not reflect the daily calls handled by the three Nashoba secretaries during daily business hours.

Food Service Licenses & Inspections.....49

Nashoba annually mails out and receives application from both restaurants and retail food businesses. Licenses are renewed for existing facilities. Plans are submitted and reviewed prior to initial licensing. Most licensees are inspected at a minimum twice a year. Where deficiencies are found, a re-inspection is scheduled to insure compliance. When a complaint from the public is received an inspection is also conducted. During this inspection health factors of food handlers is also investigated, and where appropriate medical consultation and laboratory testing may be required.

Beach/Camp.....32

Camps are inspected at least annually at opening for compliance with State Sanitary Code, Chapter IV, 105CMR430.00. Public swimming beaches are sampled for water quality every week during the summer and more often if a problem is suspected.

Housing & Nuisance Investigations.....26

Nashoba, as agent for the local Board of Health, inspects dwellings for conformance with State Sanitary Code, 105 CMR 410.00, issues orders for correction, and re-inspect for compliance. Similarly, complaints from residents concerning unsanitary conditions or pollution events are investigated.

Septic System Test Applications.....45

Applications from residents proposing to build or upgrade a septic system are accepted, a file created, and testing dates are coordinated with the applicants engineer.

Septic System Lot Tests.....104

Nashoba sanitarian witnesses soil evaluations, deep hole tests, and, usually on a separate date, percolation tests conducted by the applicant’s engineer which serve as the basis of the design of the septic system.

Septic System Plan Applications.....63

Detailed plans created by engineers hired by residents proposing to build or upgrade a septic system are received, filed, and routed to the Nashoba sanitarian for review.

Septic System Plan Reviews78

Engineered plans are reviewed according to State code, Title 5, and local Board of Health regulations and review forms are created and sent to engineer for revision. Subsequent re-submittals by the engineer are also reviewed.

Septic System Permit Applications (new lots).....18

Septic System Permit Applications (upgrades).....11

Applicants’ approved plan submittals and Board of Health requirements are incorporated into a permit to construct the septic system.

Septic System Construction Inspections.....108

Nashoba Sanitarian is called to construction sites at various phases of construction to witness & verify that system is built according to plans.

Septic System Consultations41

During all phases of application, design, and construction the Nashoba Sanitarian is called upon for legal details and interpretation.

Well Permits.....5

Well Consultations/Water Quality.....9

Private wells are regulated solely by local Board of Health regulations, The Nashoba Sanitarian assist the Board of Health by reviewing well plans, securing well water samples, and interpreting water quality test results.

Rabies Clinics - Animals Immunized.....19

Nashoba arranges for local clinics with cooperating veterinarians, arranging for dates and location, placing ads in local newspapers, and sending home flyers through local schools. In addition, since the recent raccoon rabies epizootic Nashoba has arranged for delivery of over 500 animal specimens to the State lab in Boston for analysis and has counseled possible exposure victims to seek medical assistance. (cost for sample preparation and delivery to State Lab paid by Nashoba)

Nashoba Nursing Service & Hospice

Home Health

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Nursing Visits1469

Nashoba's Certified Home Health Registered Nurses visits provide skilled services to patients in their home under physician's orders. These services include assessment of physical, psychological, and nutritional needs. Skills include teaching/supervision of medications, wound care, ostomy care, IV therapy on a 24 hour basis, catheter care, case management and referral to other services as needed.

Home Health Aide Visits438

Nashoba's Certified Home Care Aides provide assistance with daily activities of daily living including bathing dressing, exercises and meal preparation.

Rehabilitative Therapy Visit.....950

Nashoba Therapists provide skilled physical, occupational, speech, and dietary therapeutic interventions through assessment, treatment and education. Their integration of client, caregiver, and medical outcomes aims at attaining maximum functional dependence.

Medical Social Service Visits..... 76

Nashoba Social Workers provide short-term assistance to patients at home for counseling and referral to community resources.

Clinics

Local Well Adult, Support Groups, & Other Clinic Visits.....509

Visits include well adult clinics, and immunization, cholesterol exercise, mental health and bereavement clinics.

Number of patients that attended Flu Clinics held in Littleton.....298

Number of patients whom received Pneumovax Vaccine.....1

Number of patients whom attended Well Adult Clinics.....211

Number of patients who attended Well Adult Clinics from Littleton...195

Health Promotion

Visits made by Community Health Nurses and Staff.

Number of Skilled Nursing visits.....92

Communicable Disease Reporting & Control

Nashoba's Nursing Service & Environmental Health Department work together to meet the local Board of Health's responsibilities under the law to do the following:

-Investigate and control the spread of communicable diseases within **Littleton** (MGL Chap111, Sec 6, 7, and 92-116). Nashoba works with the Massachusetts Department of Public Health (MDPH) in this area.

-Receive and process reports from physicians concerning cases of diseases “dangerous to the public health” as defined by MDPH (MGL Chap111, Sec6).

-Notify MDPH Division of Epidemiology and Immunization within 24 hours of receiving notice of any case “dangerous to the public health”.

-Receive reports and undertake follow-up as necessary regarding certain food borne and waterborne diseases and diseases being monitored by the MDPH.

-Receives reports, investigates and conducts follow-up on all incidences involving positive rabies results.

Number of Communicable Disease cases investigated.....39

Communicable Disease - Number of Cases:

Campylobacter.....	1
Giardiasis.....	4
Haemophilus influenza.....	1
Hepatitis B.....	1
Hepatitis C.....	1
Lyme’s Disease.....	21
Pertussis.....	1
Salmonella.....	3
Toxoplasmosis.....	1
Varicella.....	5

Dental Health Department

Examination, Cleaning & Fluoride - Grades K, 2 & 4

Nashoba’s Registered Dental Hygienists, operating out of the school nurse’s office and records, provide these services to those children whose parents have given written consent.

Students Eligible.....	364
Students Participating.....	194
Referred to Dentist.....	25

This report is respectfully submitted to the Littleton Board of Health on 2/20/12.

James Garreffi, Director,
Nashoba Associated Boards of Health

BUILDING DEPARTMENT

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The Building Department is pleased to report that during the calendar year 2011, fees were collected from 333 building permits totaling \$117844.00. 16 permit applications were rejected. Fees were also collected from miscellaneous permits and services such as annual inspections, sheet metal permits and trench permits totaling \$2729.86. The following represents number of permit applications received and Certificate of Inspections issued;

New Commercial Construction	3
Commercial Addition / Renovation	2
New Residential Construction	16
Residential Renovation / Addition	41
Accessory Structure	39
Signs	13
Heating Appliance	24
Swimming Pools	17
Demolition	12
Miscellaneous	195
Certificate of Inspection	17
Total Number of Building Permits Issued	333

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.

In addition to the significant code changes, the State has mandated two new permit applications in addition to the generic residential and commercial building permits, electrical permit, plumbing and gas permits presently issued in Littleton. An explanation for both the Trench Permit and the Sheet Metal Permit can be viewed at the Massachusetts Department of Public Safety web site at www.mass.gov/dps.

New Federal Lead-Based Paint regulations have been adopted by the EPA (Environmental Protection Agency). Anyone performing renovation, repair and/or painting projects that disturb lead-based paint in homes, child care facilities, and schools built before 1978 must be EPA certified and follow specific work practices to prevent lead contamination. See <http://www.epa.gov/lead/pubs/leadinfo.htm>

The Building Department is still in the infancy stage of implementing new permitting software with the hopes of allowing more transparent tracking of permit activity while aiding in the expediting of permit applications. Hopefully, applicants will be able to complete and file permit applications online and view permit progress as it travels through the various boards and committees for review. Permit holders will be able to track inspections and will have up to date information through completion of the permit and construction process.

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 three active court cases in progress or pending.

Construction activity for the calendar year 2011 improved slightly, reflecting the mood of the nation as a whole. 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 2011. New commercial construction is represented by a training facility at the site abutting the LELWD.

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.

In closing, I would like to thank all those individuals who, by their dedication and assistance, help provide the consistent service the Town of Littleton has come to expect from the Building Department. I would like to specifically recognize the efforts of the Inspector of Wires Mr. Booth Jackson and the alternate inspector Mr. Vincent Chant, the Plumbing and Gas Inspector Mr. Joseph Cormier and alternate inspector Mr. Joseph Cormier Jr. In addition, a thanks to Mr. Gabriel Vallante, acting as the alternate Building Commissioner, for providing the necessary services during my absence.

Everyone here at the Building Department bids Maureen Adema a goodbye as she accepts a position as Administrative Assistant in the Town of Boxborough. While the reasons for leaving are fully understood, it is with deep regret that she is leaving our team. We all wish her well in her new position. We also welcome Michelle (Shelly) Cobleigh as the new Administrative Assistant for the Building Department, Board of Health and Board of Appeals. Michelle has stepped into this position with great enthusiasm and will be the first contact person when dealing with Building Department issues.

Respectfully submitted,
Roland Bernier, Building Commissioner

REPORT OF THE INSPECTOR OF WIRES

Please consider the following annual report of the Inspector of Wires for the year January 1, 2011 to December 31, 2011, collecting a total of \$25013.40 in fees from 302 electrical permits.

New Homes	16	
Commercial Buildings	57	
Residential additions more than ten outlets	62	
Residential additions less than ten outlets	41	
New Service	62	
Swimming Pools		16
Temporary Meters	10	
Residential Security Systems	17	
Appliance Installation	21	

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. Vincent Chant who acts as the alternate inspector during my absence.

Respectfully submitted,
Booth D. Jackson, Inspector of Wires

REPORT OF THE GAS & PLUMBING INSPECTOR

As the Littleton Gas Inspector, I am pleased to report that 105 permits were issued collecting a total of \$7656.50 in gas permit fees.

New Commercial	5
New Residential	8
Renovation	92
Void	0

As the Littleton Plumbing Inspector, I am pleased to report that 135 permits were issued collecting a total of \$12219.00 in plumbing permit fees.

New Commercial	14
New Residential	15
Renovation	106
Void	0

Respectfully submitted,
Joseph Cormier, Plumbing & Gas Inspector

BOARD OF ELECTRIC LIGHT & WATER

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 2011.

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

A review of **residential rates** charged by public and private utility companies shows that LELD's rates are consistently and significantly lower than those charged by both public and private utilities and are, in fact, the *lowest in the state, across all customer use classes*. For purposes of comparison, a Littleton customer using 1000 kWh per month has a monthly bill of \$110.15. The same usage in Ayer, served by National Grid, would cost \$142.53; while in Acton, served by NSTAR, that usage would cost \$164.8. LELD's commercial rates are also highly competitive, placing at or near the lowest in the state when compared to both public and private utility companies.

The department continues to work a 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. Customers can track generation from a link on our website, www.lelwd.com. Through our net metering program, we currently have 3 residential customers with generators tied to the grid. We also have two commercial solar projects in the works – a 4 mW project on Distribution Drive and a 2 mW project off of Pickard Lane. By adding these into our power mix, nearly 20 percent of our capacity will come from renewable sources. Other green initiatives include our longstanding appliance rebate program, home energy audits, incentives for energy-efficient home improvements and audits of our municipal buildings.

On the personnel front, we welcomed Margaret Bradley to the business office to fill a vacancy and added Matt Tadry to the line crew. The Engineering and IT departments realigned key personnel to enhance each department's functions, assigning IT Systems Analyst Mike Gouveia to IT functions and Procurement Coordinator Mike Goody to Engineering functions.

The business office unveiled Invoice Cloud, 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, including those that serve Massachusetts Ave, Hill Rd. and Liberty Square Rd. These projects represent part of a \$1.5 million investment in our distribution system and will significantly increase reliability in Boxborough.

On the IT front, the department has begun implantation of a comprehensive security system for department facilities, both at Ayer Rd. and its remote sites, which will include the completion of a fiber ring from the Beaver Brook Substation to our water treatment plant and back to our administration and operations facilities. 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, including those that serve Massachusetts Ave, Hill Rd. and Liberty Square Rd. These projects represent part of a \$1.5 million investment in our distribution system and will significantly increase reliability in Boxborough.

We were put to the test twice this year as we worked to restore power in the aftermath of Hurricane Irene in late August as well as the "Halloween" snow storm, both of which wreaked havoc on our distribution system. With Irene, which had knocked out about a quarter of our customers, nearly all were back in service by nightfall. The snowstorm caused severe damage across our service territory – in many cases worse than that of the ice storm of December 2008. Our crews worked tirelessly to restore power, getting upwards of 97 percent of our customers back in service within 4 days. Line workers and administrative and office staff stayed on the job until the last service was restored to power, putting forth the full, professional response that is LELD's trademark. From dispatching crews and answering customer calls personally to advising of the availability of shelter and keeping all informed of restoration efforts, we worked cooperatively and efficiently to get our customers back in service.

In the fall, we broke ground on a training facility and administrative offices for the Northeast Public Power Association (NEPPA) at the rear of our property on Ayer Rd. The facility will feature 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 educational grants to the high school, GIS

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mapping, environmental and planning assistance, preservation and acquisition of open space, the annual holiday tree lighting on the Common, the senior citizen luncheon and elementary school field trips.

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

For more information, please visit our website, www.lelwd.com.

Respectfully submitted,
Board of Electric Light Commissioners

Electric Light Department Balance Sheet December 31, 2011

		Preliminary / Unaudited	
ASSETS		LIABILITIES AND SURPLUS	
UTILITY PLANT		SURPLUS	
Total Electric Steam Production	0.00	Unappropriated Surplus	34,043,293.51
Total Electric Transmission Plant	14,706.95		
Total Electric Distribution Plant	20,184,446.04		
Total Electric General Plant	10,516,521.51		
TOTAL UTILITY PLANT	30,715,674.50	TOTAL SURPLUS	36,452,437.48
Accum. Depreciation Steam Plant	0.00	LONG TERM LIABILITIES	
Accum. Depreciation Transmission Plant	-12,796.66	Bonds Payable	946,400.00
Accum. Depreciation Distribution Plant	-9,211,298.50	Post Employment Benefits	590,215.95
Accum. Depreciation General Plant	-4,531,578.13		
		TOTAL LONG TERM LIABILITIES	1,536,615.95
TOTAL DEPRECIATION	-13,755,673.29	CURRENT AND ACCRUED LIABILITIES	
NET ELECTRIC PLANT	16,960,001.21	Accounts Payable	485,483.01
		Miscellaneous Accrued Liabilities	348,871.19
Construction In Process	1,168,192.97	Power Contract Buyouts	0.00
FUND ACCOUNTS		TOTAL CURRENT & ACCRUED LIABILITIES	834,354.20
Depreciation	3,863,299.14		

TOWN OF LITTLETON

Construction	2,288,985.68		
Rate Stabilization	5,965,147.04	Reserve for Uncollectible	
PGET Escrow Fund	1,143,343.22	Accounts	56,883.19
Operations Fund			
Pension Fund	931,471.13		
Post Employment Benefits	370,150.89		
TOTAL FUND ACCOUNTS	14,562,397.10	TOTAL LIABILITIES	2,427,853.34
CURRENT AND ACCRUED ASSETS		TOTAL	
		LIABILITIES/SURPLUS	\$38,880,290.82
Accounts Receivable Rates	2,527,276.34		
Accounts Receivable Jobbings	344,302.13		
Accounts Receivable Other	5,277.38		
Inventories	954,471.70		
Prepayments	1,986,625.40		
Deferred Expenses	57,986.24		
L'Energia Buyout	313,760.35		
TOTAL CURRENT & ACCRUED			
ASSETS	6,189,699.54		
TOTAL ASSETS	\$38,880,290.82		

WATER DEPARTMENT

The Board of Water Commissioners is pleased to present the annual report of the Water Department for the calendar year 2011.

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

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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, 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 \$40 for up to 10 gallons or pounds of materials (half car) or \$60 for up to 25 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.

2011 was a busy year for capital projects, as we made significant upgrades to our water infrastructure, most notably at the Spectacle Pond Treatment Facility and at our Beaver Brook well site. Improvements at the treatment plant included a new backwash recovery system, with variable speed, high efficiency motors, which both improve performance and conserve energy. And at our Beaver Brook well site, three new satellite wells will dramatically boost capacity at that source.

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.

As we plan for the consumptive requirements of the community, we are proceeding with the development of the Cobb's Pond well site, which includes geotechnical testing, pumping and isotope analysis in anticipation of well installation.

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,
Board of Electric Light Commissioners

Town of Littleton Water Department Balance Sheet June 30, 2011

ASSETS		LIABILITIES AND SURPLUS	
	<u>2011</u>		<u>2011</u>
<u>Current and Accrued Assets</u>		<u>Current and Accrued Liabilities</u>	
Cash	\$ 171,953	Accounts payable	\$ 52
Accounts receivable	126,242	Current portion long-term debt	546,275
Accrued unbilled revenues	204,848		
Materials and supplies	<u>60,889</u>	Accrued liabilities	<u>33,295</u>
<u>Total Current and Accrued Assets</u>	<u>563,932</u>		
		<u>Current and Accrued Liabilities</u>	<u>579,622</u>
<u>Noncurrent Assets</u>		<u>Long-term Debt</u>	
Prepaid bond costs	69,132	Employment Benefits Payable	183,235
Total plant, at cost	14,599,746	Bonds payable	<u>2,786,875</u>
Less: Accumulated depreciation	5,115,815	<u>Long-Term Liabilities</u>	2,970,110
<u>Net Plant in Service</u>	<u>9,483,931</u>	<u>Total Liabilities</u>	<u>3,549,732</u>
		<u>Net Assets</u>	
<u>Construction in progress</u>		Invested in capital assets, net of related debt	6,181,781
<u>Total Noncurrent Assets</u>	<u>9,553,063</u>	Unrestricted net assets	<u>385,482</u>
		<u>Total Net Assets</u>	6,567,263
<u>Total Assets</u>	<u>\$10,116,995</u>	<u>Total Liabilities and Surplus</u>	<u>\$ 10,116,995</u>

CEMETERY COMMISSION

The Cemetery department was able to stay within their annual allotted budget and operates with a total of two employees. Janet Sullivan was elected to serve on the Board replacing Deb Williams.

This year the cemetery has gone forward with an expansion plan due to immediate and projected need. Permitting and bidding has begun. The Superintendent thanks all departments for their input and assistance regarding this project.

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The cemetery sustained a tremendous amount of tree damage during the late October snowstorm affecting a lot of recently purchased trees.

The pet cemetery is gaining in popularity. There was a significant increase in pet burials. Westlawn itself performed (29) burials and (22) cremations showing a gain in the percentage of cremations.

Memorial Day and flag retirement services were held at Westlawn Cemetery.

Respectfully submitted,

David Badger
Mary Gosby
Janet Sullivan

CLEAN LAKES COMMITTEE

CLC Members:

Jon Folsom, Long Lake, Chairman
Sheryl James, member at large
Leon Weaver, Spectacle Pond
Jeff James, member at large
Steven Sussman, Mill Pond
Eliot Putnam, Mill Pond Alternate
Charlie Bush, Lake Matawanakee
Savas Danos, LELWD – Advisor

The Littleton Selectmen formed the Clean Lakes Committee (CLC) in 1999 to assess conditions and coordinate improvements to Littleton's lakes and ponds. The forum brings together representatives from lake associations, interested town committees and concerned citizens to share ideas and implement necessary actions to help restore 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 become a member of the CLC. Please send an email detailing your interest in joining the committee to CLC Advisor Savas Danos, SDanos@lelwd.com.

2011 In Review

Suppression of in-water invasive plants continues to be a primary focus of the CLC. Variable milfoil, fanwort, curlyleaf pondweed, water chestnut, and duckweed threaten the health and recreational value of our lakes and ponds. If left unchecked, these invasives can overtake native plant species and clog the shallows of our water resources. Worse still, invasive plants can accelerate the deterioration of healthy water bodies disrupting fish populations, turtles, birds and whole ecosystems.

As in 2010, most of the CLC's budget was expended on invasive plant management. Spring and summer herbicide treatment by Lycott Environmental, Inc. of Southbridge, MA in Spectacle Pond and Long Lake helped keep problem plant growth in check.

Spring also brought the annual sale of grass seed & rain barrels, an event jointly sponsored by the CLC and the Water Department. We offer Pearl's Premium Grass Seed 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 less-frequent mowing – all greatly beneficial to area lakes and streams. Our rain barrels save tap water, capturing free storm runoff to nourish plants and flower beds. The CLC subsidizes rain barrel sales, offering them to town residents at \$10 below cost.

In November at the Special Town Meeting, voters approved an amendment of the General By-laws to establish the Clean Lakes Committee as a standing committee of the Town. We are grateful for the recognition and will continue to focus on the objectives for which we were originally, and are now currently, created.

The Mill Pond Project

Major improvement of Mill Pond and the task of restoring its basins has been a long-term undertaking of the CLC. The scope of the work has required extensive planning and coordination. A cornerstone of that effort, a public access point to Mill Pond, was established this summer with the construction of the canoe launch on Lake Warren Drive. The facility includes off-street parking with a path of porous pavers leading to a concrete dock beside Mill Pond's Basin 1. The design, by the engineering firm ESS Group of Wellesley, was planned to minimize impact to its wooded site and to compliment neighboring homes.

Funding for the canoe launch was provided by a 50/50 partnership between the CLC and the Community Preservation Committee (CPC). We are grateful for their interest and willing participation in establishing this facility.

In the fall the CLC received a Progress Report and preliminary drawings from the Feasibility Study for the Restoration of Mill Pond. US Army Corps of Engineers (USACE) Project Manager Adam Burnett explained that their plan now focuses on clean up of Basin 1, Mill Pond's largest

water body. Upstream of Basin 1, the plan retains the Reedy Meadow Brook and Beaver Brook wetland corridors to act as a natural filter for sediment and nutrient uptake. Mill Pond basins 2 & 3 would not be dredged but would act as a buffer to filter runoff from the I-495 and Route 2 interchange to the south. The proposal calls for extensive dredging in Basin 1. Removing sediment and excessive aquatic plant life is crucial to reestablishing an open water habitat. When restored, the main basin will have an average depth of 10 feet including three depressions of 14 feet each. The resulting cool water pools at the 14 foot depths would create a greater variety of aquatic habitat within the basin.

Burnett estimates that 150,000 cubic yards of material will need to be removed from Basin 1 to accomplish these objectives. He proposes to drain the worksite prior to dredging by creating a spillway along the shoreline to divert flows from Beaver Brook directly to the outflow at the dam. A temporary barrier would separate basins 1 & 2 at the Harwood Avenue Bridge. Then excavating equipment could be placed in Basin 1 for a "dry dredge". This would be substantially less expensive and time-consuming than in-lake pumping and sediment de-watering.

Given the proper conditions and approvals, the operation could be conducted in the fall and winter of 2013.

In Memoriam

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On April 20, 2011 we lost one of the good ones. Dan Lord passed away after a near lifelong battle with cystic fibrosis. It slowed him down, but never stopped him from giving his all. He was a member of the CLC from its inception, a member of the Conservation Commission, treasurer of the Long Lake Neighborhood Association, a real character and a friend. We'll miss him.

Respectfully,
Jon Folsom, Chairman

COMMUNITY PRESERVATION COMMITTEE

The Littleton CPC held meetings on: January 25, 2011; March 1, 2011; March 15, 2011; April 26, 2011; May 26, 2011; July 26, 2011; August 23, 2011; September 27, 2011; October 25, 2011, and November 8, 2011; December 6, 2011.

The committee had three projects brought before them in 2011.

Mill Pond Public Access Site; creation of recreation assets; approved for CPA funding and approved at Town Meeting: \$30,000

Clock Tower Preservation (Littleton Baptist Church); Historic Preservation: approved for CPA funding and approved at Town Meeting: \$25,700

Historic Portraits; proposed acquisition of historic paintings by Littleton Historical Society; established as able to be funded by approval of their "Eligibility Request". In order for project to move forward, "Application for Funding" must be submitted to committee.

During 2011 the CPC discussed open meeting requirements and ensured that all members were properly sworn in by a town official before joining the committee. In September, 2011, the committee updated its "Community Preservation Plan".

The management of CPA funds is handled by the town accountant. Overall, in 2010, revenues have exceeded expenditures.

CPC Fund Balance Total for June 30, 2011: \$399,858.26

MEMBERS (AS OF JANUARY, 2012):

Joshua Millard, Conservation Commission Representative

John Leger, Historical Commission Representative

Stephen Gentile, Park & Recreation Comm Representative

Don MacIver, Planning Board Representative

Michael Morey, Housing Authority Representative

Board of Selectmen (4 appointees):

Eliot Putnam

Patrick Joyce

Jef Feehan, Vice Chair

Timothy "Mit" Wanzer, CPC Chair

COMMISSION OF TRUST FUNDS

Market Overview

The S&P 500 Index finished the year at 1257.60, exactly where it began the year for a 0% change. Interest rates also were steady as the economy recovered slowly, but home prices and jobs creation remained weak and inflation stayed in check.

Fund Performance

The Littleton Trust Funds began the year with a balance of \$3,656,374 and finished the year at \$3,630,117. This represented a decrease of \$26,257 or 0.7% in the overall balance of the fund. This decrease is after new deposits to the funds of \$50,500, disbursements of \$95,015, investment income of \$128,784, and both realized and unrealized gains and losses in the Funds' investment portfolio. The Funds' investment income in 2011 of \$128,784, which is made up primarily of stock dividends and interest, was up 67% from 2010. This increase is not expected to be completely sustainable, but does in part reflect the Trust Commissioner's direction to our investment advisors to shift the Funds' investments in a manner to generate a higher targeted annual income.

Commissioner Comments

During 2011 our professional advisory firm, Bartholomew & Company, continued diversifying the portfolio, reducing the Fund's concentration in common stocks in keeping with our investment policy guidelines. This has lead to increased fund stability as evidenced by the Funds closely tying to the S&P 500 Index performance in 2011. The Commissioners expect investment income to stabilize in 2012 at a level closer to \$100,000, which we feel is sustainable.

In 2011 the Commissioners were very pleased to accept an additional generous gift of \$50,000 towards the FB Morrison Charitable Fund that will eventually provide student scholarships under the stewardship of the Littleton Scholarship Trust.

The Commissioners, as administrators of the Frank M. Kimball Second Fund, were pleased to award scholarships to the following citizens in 2011: Richard Matson, Myles Hohman, Shelby Hickox, Hilary Kilgerman, Elizabeth Dagostino, Maria Cuneo, Tyler Karr, Shannon Veilleux, Kianna Ferrante, and David Oslin. The Commissioners wish to thank the Awards Committee members Larry Wenz, Joyce Miller, and Linda Holcombe, who screened the many applicants and provided the Commissioners with excellent recommended candidates. We are also saddened to acknowledge the unfortunate passing of Committee member Joyce Miller this past December.

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

Respectfully submitted,

Rick Hoole
David Stevens
Tyler Gray

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TRUST FUND BALANCES

FUND	Principal Account Balance as of 12/31/11 *	Expendable Funds Account Balance as of 12/31/11 **	Total Trust Fund Balance 12/31/2011	2011 Income
Cemetery Perpetual Care	\$245,915.12	\$103,918.87	\$349,833.99	\$12,411.14
J. Goldsmith Common School	7,588.82	7,000.33	14,589.15	518.86
C. Hildreth	96,958.73	86,058.82	183,017.55	6,509.12
L. Johnson High School	12,861.29	11,335.75	24,197.04	860.60
F. M. Kimball	128,872.07	80,225.47	209,097.54	7,465.07
M. H. Kimball	252,916.19	144,248.00	397,164.19	14,325.05
B. Sampson Education	273,180.42	169,845.48	443,025.90	15,817.05
L. H. Zappy	11,995.16	10,461.94	22,457.10	798.70
B. Sampson Relief of Animals	45,955.74	42,534.49	88,490.23	3,147.21
A. Tuttle Lyceum	61,314.13	36,529.92	97,844.05	3,499.86
B. Sampson Library	43,899.62	44,595.06	88,494.68	3,147.35
Reuben Hoar Library	435,838.05	323,275.25	759,113.30	26,991.60
F.M. Kimball II Fund	201,591.27	130,144.82	331,736.09	11,880.65
Doris Warren Education Fund	185,113.21	114,850.32	299,963.53	10,709.39
Clancy Lyceum	4,887.53	2,829.88	7,717.41	275.75
FB Morrison Charitable Fund	247,378.34	65,997.20	313,375.54	10,427.09
Totals	\$2,256,265.69	\$1,373,851.60	\$3,630,117.29	\$128,784.49

* includes Unrealized Gains & Losses

** includes Realized Gains & Losses

Additions & Disbursements from Funds - Yr ending December 31, 2011

<u>Fund</u>	<u>Additions</u>	<u>Disbursements</u>	<u>Reason for Disbursement</u>
Cemetery Perpetual Care	\$9,550.00	\$13,600.00	FY11 Cemetery Budget
J. Goldsmith Common School	-	500.00	FY11 Town Meeting
C. Hildreth	-		Appropriation
			FY11 Town Meeting

TOWN OF LITTLETON

		6,000.00	Appropriation
			FY11 Town Meeting
L. Johnson High School	-	750.00	Appropriation
F. M. Kimball	-	4,500.00	Scholarship Awards
M. H. Kimball	-	19,800.00	2010 & 2011 disbursements to Schools
B. Sampson Education	-	9,600.00	Scholarship Awards
L. H. Zappy	-	700.00	FY11 Town Meeting
B. Sampson Relief of Animals	-	2,500.00	Appropriation
A. Tuttle Lyceum	-	2,115.27	Scholarship Awards
B. Sampson Library	-	-	
Reuben Hoar Library	500.00	17,500.00	FY11 Library Budget
F.M. Kimball II Fund	-	5,750.00	Scholarship Awards
Doris Warren Education Fund	-	6,500.00	Scholarship Awards
Clancy Lyceum	-	200.00	Scholarship Awards
FB Morrison Charitable Fund	50,000.00	5,000.00	Scholarship Awards
Totals	\$60,050.00	\$95,015.27	

CONSERVATION COMMISSION

The Town and the Commission suffered a double loss this year with the tragic deaths of Dan Lord in April and that of Ian Gunn in May. Both were long term, sterling members whose expertise and devoted efforts markedly strengthened and maintained the operations of the Commission at an admirable level of performance. They both shall remain most fondly remembered by the Commissioners. We are, indeed, all the better for having known and worked so long with them.

The Conservation Commission would also like to recognize the passing of John Leahy a former Commissioner who served for 25 years and Charles Tirone for his 10 years of stewardship of Long Lake park.

The Conservation Commission welcomed two new members to serve on the Commission. Both Tom Mann and Josh Millard bring valuable experience and expertise to the Commission.

The Littleton Conservation Commission continues to serve as the town's agent for the Department of Environment Protection (DEP) and for the stewardship of the town owned conservation lands. The commission reviews all DEP filings as they are submitted. Public hearings are held in the town hall and site visits are made to the appropriate property. When the commission approves the project design, the permits are issued.

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The Conservation Commission show a slight increase in the amount of filings for the year. The Conservation Commission issued 12 Orders of Condition (permits), 5 Determinations of Applicability (permit not required), and 8 Certificates of Compliance (projects completed satisfactorily).

The Conservation Commission is responsible for the maintenance of the Town owned conservation land. In this activity the Conservation 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 Conservation 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, reviewing of Conservation Restrictions and work with the Community Preservation Committee. Both Rick and Don also spent many hours searching town owned land for invasive plants and creating a plan to control them.

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

COUNCIL ON AGING

The Littleton Council on Aging/ Department of Elder and Human Services is a team of committed staff and volunteers dedicated to identifying and responding to the physical and emotional needs of our town's seniors. We provide programs, information and referrals that will enable seniors to live independent and fulfilling lives. We welcome new ideas that will increase our effectiveness not only in the quality of our service but also in making the community aware of what we have to offer.

In July, the Council on Aging Director position was changed to Director of Elder and Human Services. Services were expanded to assist All residents of Littleton. Longtime Director Carolyn Sloboda retired after 20 years of dedication and service to the Seniors of Littleton. On behalf of the Seniors, The Town of Littleton, and the Littleton Council On Aging Board of Directors, we would like to THANK Carolyn for her care and compassion during her many years of service and wish her a very Happy Retirement!

The Council on Aging/Littleton Elder and Human Services consists of Janice Read Nowicki, Director, Outreach Coordinator Tina Maeder, Dispatchers Carolyn Harlow and Pat Foster and MART Drivers George Ogilvie, Neil Campbell and Norman Harlow, 11 board members, and MANY special Volunteers. The Council on Aging Board meets the second Monday of the month at 1:30 p.m. and serves as an advisory body, which acts, in a consultative capacity to aid the director in coordinating programs and services. Board members include: Chairman George A. Sanders, Vice Chairwoman Louise Curley, Secretary Robert Stetson, Treasurer Vilma Sorgente, Mary Catalanotto, Barbara Kamb, Mary Kaye, Mary Dugan, Rosemarie DiBacco, Barry M. Curcio and newest appointed member Marsha Russell.

A variety of social, recreational and educational activities and programs are offered to address the needs of Littleton's seniors/residents. Ongoing activities, programs and clinics such as blood pressure, podiatry, exercise, stretch and flex, yoga, line dancing, Scrabble, Wii, Mahjonn, movies, holiday parties, cookouts,

informational seminars, men's breakfast, woman's breakfast and trips are offered and well attended and enjoyed by many residents.

Many of the following events that were held were in collaboration with the Friend's of the Littleton Council on Aging. Some of the special events held during the year included "Christmas in July" complete with the making of gingerbread houses, a "Welcome Reception" for the new Director, a barbecue sponsored by Representative Arciero and Senator Eldridge, Oktoberfest, creative cupcake decorating classes, Veteran's Lunch, pumpkin pie bakeoff, a cookie exchange, holiday sing-a-long around the piano, new year's toast to welcome in 2012. Entertainment included a Neil Diamond Tribute featuring artist Michael Anthony for the end of summer cookout, Diane Dexter (thank you Littleton Cultural Council!) for the Anniversary Party, and entertainer Greg Curtis for the first annual Holiday pot luck luncheon. New programs included the formation of the "Lunch Ladies and Gentlemen" Club- a group of folks wanting to try out the local eateries, "Healthy Me" a group of individuals committed to health and happiness- "Loving Stitches"- a knitting and crocheting group who will be donating some of their handmade items, Afternoon Tea with the Director- a social time to encourage seniors to voice what types of programs and activities that they would like to attend. Educational seminars included such topics as "Mindful Eating", Be Organized-Be Prepared", Blood Pressure-Why is this Number So Important", "Home Safety", Information on "Fire Safety" for National Fire prevention Week, "Flu Prevention", "Surviving the Holidays after a Loss", and "Warning Signs of Alzheimer's". The highlight of the year would have to be a toss-up between the hurricane that wasn't and the Halloween snow storm that was. After the snow storm we provided a community lunch for residents without power and a warm place for folks to come in addition to the shelter at the Police Station. We learned a lot during these two events and hope to be better prepared for the next "event".

We are so fortunate to have Tina Maeder, LSW as our Outreach Coordinator. Tina provides needs assessments and referrals to appropriate services. She coordinates, plans, and supervises the Respite Companion Program of the Council on Aging. Tina also oversees the "Living Alone" group. While the focus is on older citizens, with the expansion of the department, Tina provides assistance to all eligible families and supportive counseling regardless of client's age.

The MART and COA Vans provide transportation 5 days a week, with the exception of legal holidays, for individuals in need of transportation for medical appointments and to do errands. Three thousand nine hundred seventy-six trips were provided during the past year.

The Senior Diner is located on the lower level of the Town Hall Building. Lunch is served Monday through Friday. Our Nutrition Site Manager for Minuteman Senior Services is Gayle Dalton. Meals on Wheels are also delivered to home-bound seniors by a dedicated group of volunteers. Monthly birthday parties are held in addition to special holiday dinners in the Diner.

Longtime SHINE Counselor Bob Selling continues to assist seniors with questions on the ever changing HMO, Medicare, Medicare D and Medicaid. AARP trained Tony Jesensky provides free tax assistance for the elderly and low-income taxpayers. The Littleton Senior Tax Work-Off Program provides volunteers to various offices in the Town of Littleton to perform services, in exchange for a reduction of their real estate property tax. Every effort is made by the LCOA to place volunteers according to their ability and the offices' needs.

The Littleton Senior Broadcaster is published monthly and is available either through the mail or at several drop off locations in the community. A HUGE thank you to Mr. Bob Moran, owner of Acton Toyota for his generous donation that allowed for the newsletter to be mailed to over 900 senior citizens in Littleton. Many thanks to all of the individuals and businesses who donated to the Littleton Council on Aging.

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In conclusion, I would like to thank the staff, the Council on Aging Board, the many volunteers, and the Friends of the Littleton Council on Aging for all that they do!

Respectfully,
Janice Read Nowicki, Director of Elder and Human Services

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 Meg Low and Steve Glines. Both of these members, secretary and treasurer respectively, were required to step down as Massachusetts law governing Councils mandates a member must vacate the board for one year after having served six. It is hoped that both will be able to return after their hiatus. In their places, the Council was fortunate to have Ed and Kathy Horniak volunteer as current members.

There were 31 grant applications in the fall of 2011 for the current funding cycle, amounting to just over \$14,000. With only less than a third 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, support of the Nashoba Valley Chorale's performance season and a 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 2012-13 funding cycle, contact someone on the Council or access the State Website at: www.massculturalcouncil.org.

Respectfully,
Andrew Bowers, Chairman

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; Stanley Walker (retired in September), Barry Nawoichik, Shawn Bernard, Jesus Benitez, Joshua Gould, Timothy Scafarrdi (started in January and left in September) Brian Cote (started in December), Derek Kelson (started in December), Equipment Operators/Truck Drivers/Laborers; William MacFadgen, Mechanic; Christopher Upperman, Transfer Station Operator and Phyllis Ashley, Assistant Transfer Station Operator.

I would like to thank Stanley Walker for his 23 plus years of service to the town and wish him a long and happy retirement.

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 Highway and Park division also installs and removes all the Town Beach docks, floats and ropes. The Park division is responsible for the removal of trash from a limited amount of public facilities throughout Town..

Transfer Station:

After a full year of operating the Transfer Station under the Pay As You Throw system, it has proven to be very successful at reducing municipal solid waste disposal and increasing recycling. The 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 1256 tons of municipal solid waste. In addition we recycled 966 tons of materials to several different vendors.

Devens Regional Household Hazardous Products Collection Center:

The Town of Littleton with generous funding provided by the Littleton Light & Water Department is one of nine (9) member towns participating in the Devens regional hazardous products collection center. A \$100,000 grant going towards construction of the facility was awarded to the member towns through Mass DEP. The facility is open for use to the residents and small businesses of the member communities. The facility opened in July of 2011 with great success. 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

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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:

Bruce Street (4,837 feet): Reconstruction of Bruce Street includes full depth reconstruction which will include a full drainage system, replacement of guardrail, new road bed gravel, four inches of pavement, bituminous Cape Cod style berm. The reconstruction of the road started in August, with the completion of the road taking place before the end of June 2012. P J Albert of Fitchburg MA was awarded the contract for the reconstruction.

Whitcomb Avenue (1,800 feet):

The reconstruction of a portion of Whitcomb Avenue from Moore Lane to the Harvard town line includes full depth reconstruction which will include a full drainage system, new road bed gravel, four inches of pavement, bituminous Cape Cod style berm removal of a substantial amount of ledge and some roadway realignment. The reconstruction of the road started in August with the blasting of ledge and sat dormant for most of the summer due to construction activities on Bruce Street. The road is slated to be completed by the end of June 2012. P J Albert of Fitchburg MA was awarded the contract for the reconstruction

Road Design Engineering:

Green International & Affiliates of Westford MA is the design engineer for the Bruce Street and Whitcomb Avenue projects. Green International & Affiliates worked on the road projects through the winter, holding several public input meetings to incorporate as much feedback as possible into the projects. Environmental and scenic road permits were obtained and the project was put out to bid. Green International & Affiliates is also providing onsite resident engineering services for construction oversight of the two 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.

In December, Green International Affiliates was also granted another contract for design services for a 6,000 foot section of Harvard Road.

Newly Accepted Public Ways:

Richard Way (600 feet)
Mary Shepherd Road (1,000 feet)

Equipment Replacement/Refurbishment:

The replacement of (1) 2001 Chevrolet ½ ton pickup truck with a 2011 ¾ ton pickup with plow.

The refurbishment of (2) 1992, Mack 6 wheel dump/sander trucks was under taken starting in July. The double frames were replaced with new higher strength single frames, the trucks were sand blasted and complete refurbishment of the body and paint were performed.

The refurbishment of a 2000 Mack 10 wheel truck was undertaken. This truck had the frame sand blasted and painted and the cab paint was redone as well.

The funds to construct a pole storage barn at the highway department facility were obtained at town meeting. The pole barn will be used to replace the old highway garage on Whitcomb Avenue.

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 2010/2011 was one of the more challenging winters in recent memory. Weekly snowstorms starting in December of 2010 through February 2011 dumped 95 total inches of snow in our general area.

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 ½ weeks to remove the storm debris from the 63 plus miles of roadways.

Private ways (Snow & Ice Removal):

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

Respectfully Submitted,
James E. Clyde, Operations Manager

FIRE DEPARTMENT



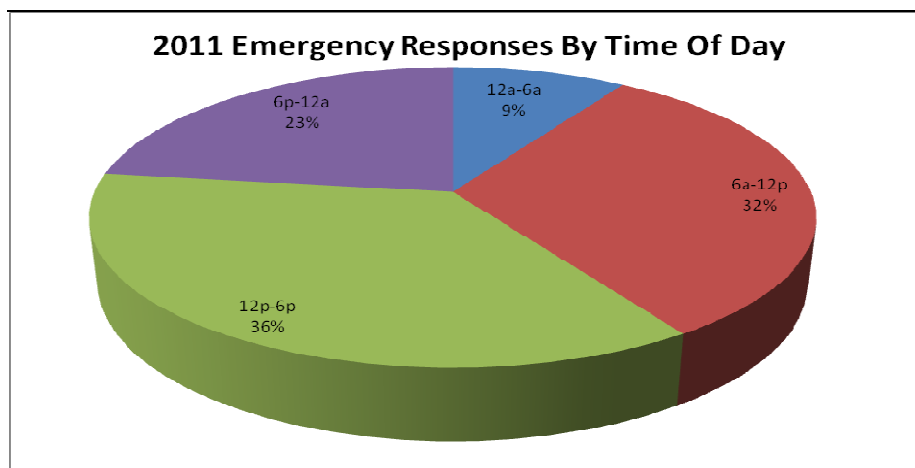
The Littleton Fire Department provides a wide-variety of 9-1-1 and emergency response services, inspections and code enforcement, under the auspices of Massachusetts General Law Chapters 48, 111c and 148. The term fire department implies that we only respond to fires. Over the years, the fire service in Littleton and

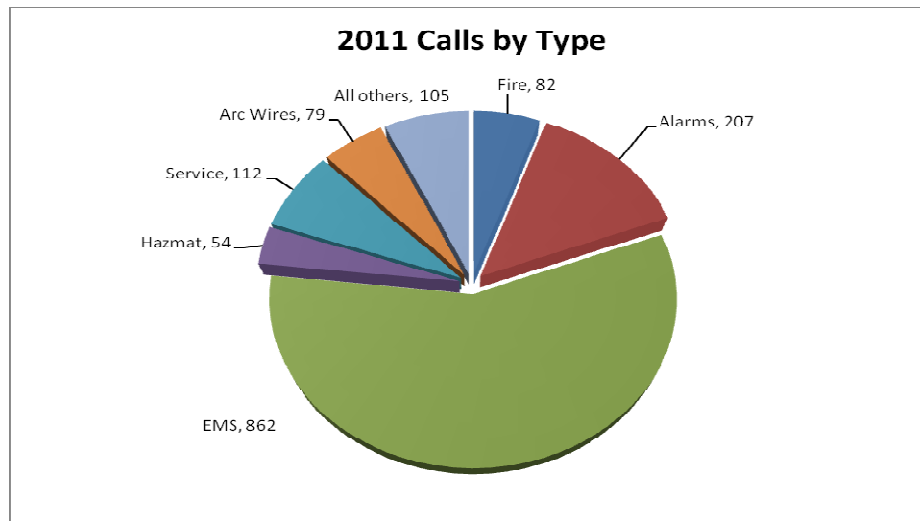
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across America has evolved into a multi-service emergency response organization. Such emergency responses include, but are not limited to:

- 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 2011, the Littleton Fire Department responded to 1501 emergency calls, our highest run volume ever. This represents a 4% increase from 2010 and a 23% increase since 2006. The following pie charts illustrate the types of calls we responded to in 2011 and when they occurred. With the anticipated commercial and residential growth coming to Littleton, we expect this trend of escalating call volume to continue in 2012 and beyond.





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 on Great Rd 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.

October Snow Storm

In October, the entire town was taken by surprise with the Halloween snowstorm. Department personnel took the challenge in stride to the massive number of calls during this 3 day event. The Littleton Fire Department responded to 87 calls during this time frame from accidents to trees on houses. This extreme call volume was handled with relative ease because of the great working relationship between the Littleton Fire, Police, Highway and Littleton Electric Light Department. This team approach to the disaster allowed for resources from each department to be deployed where needed without duplication of efforts. A majority of the calls answered by the Littleton Fire Department were electrical wires burning on trees or live wires on the ground. Several buildings however did sustain damage from falling trees requiring additional assistance from the building department to assess the safety of the structures.

All in all, Littleton fared well compared to our neighboring communities. Roads were reopened and power was restored well ahead of initial estimates.

Capital Program

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In May, 2011 town meeting voters appropriated \$430,000 for a new fire engine to replace a 1996 model. This new truck, designated Engine 1, is being built by Smeal Fire Apparatus in Snyder, Nebraska. Once it is placed in service, Engine 1 will be a multi-role rescue pumper. It will have equipment to address all variety of hazards from medical emergencies, to motor vehicle crashes, hazardous material spills, fires and everything in between.

Historically fire apparatus have been outfitted to address single or limited roles. With the ever changing nature of our calls, these trucks need to be multi-hazard capable. Similarly, our personnel need to train constantly to maximize the effectiveness of modern fire equipment. The new engine is scheduled to be delivered this summer.

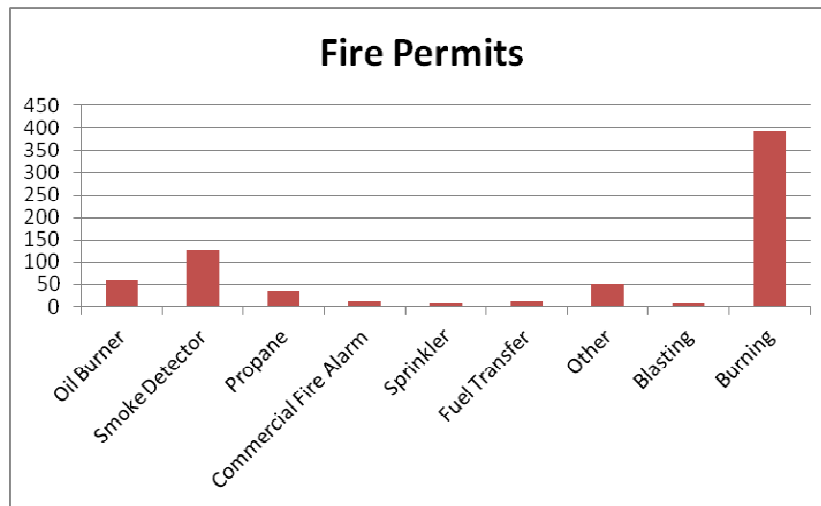
Statistical Summary	2006	2007	2008	2009	2010	2011
Structure Fires	9	6	16	6	13	11
Chimney Fires	6	5	5	4	1	6
Car Fires	20	12	8	6	8	12
Brush Fires	16	13	11	12	23	6
Fire Alarms	137	138	173	109	125	162
Carbon Monoxide	21	22	47	17	38	45
Oil Burner Malfunctions	6	6	4	9	9	3
Motor Vehicle Crashes	114	137	139	137	111	137
MVA's with Entrapment	7	7	5	3	2	5
Medical Emergencies	663	672	682	758	749	720
Flammable Liquid Spills	12	16	9	25	16	18
Flammable Gas Release	19	18	37	38	50	36
Electrical Hazards	17	17	48	23	33	79
Smoke Scares	19	30	24	26	34	44
Lock Outs	21	26	33	26	27	22
Service Calls	22	32	42	40	77	85
Illegal Burning	45	15	35	20	12	10
Cover Assignment	10	19	13	8	12	12
Citizen Complaint	9	2	7	9	12	5
Other	50	53	64	41	96	83
Total	1223	1246	1402	1317	1448	1501

Fire Prevention

The Fire Prevention Officer remained extremely busy in 2011. In total the Littleton Fire Department issued 703 permits, 305 of which required an onsite inspection. With new regulations taking effect in January of 2011, the fire prevention officer also conducted 253 plan reviews of commercial and residential buildings. These plan reviews assist with the placement of smoke detectors and carbon monoxide detectors, both required by Massachusetts General Law Chapter 148 § 26F.

As the Town continues to grow, Fire Prevention will have an increasing demand for permits and inspections. Each new commercial or multiple family building built will require between 5 and 8 hours of work from the fire prevention officer to ensure the safety of the future occupants. The Fire

Prevention Officer is also part of the daily staffing to ensure that EMS and rescue services are met. Emergency calls, at times, can delay inspection of projects requiring multiple trips to complete the inspection.



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 2011 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 2012 with the goal of completing initial pre-incident plans in all commercial buildings.

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 May, the Littleton Fire Department welcomed seven new on-call firefighters onto the force. These men and women went through an intense 12 week basic firefighting program run by department members who are nationally certified to train fire personnel. The dedicated efforts of these firefighters made an immediate impact on the departments capabilities. The addition of these recruits bolstered the on-call department, which has suffered severely from retirements over the past 10 years.

Explorer Post 1

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The Littleton Fire Explorer Post 1 continues to be a valuable resource in augmenting the Fire Department. Revitalized in 2007 by firefighter Jeff Surprenant, this group of teenage men and women assist the department during training exercises and major incidents when called upon. During the October snowstorm, the Explorer's volunteered their time to assist in removing brush from the roadways around town.

The Post also placed into service a refurbished Ford limo bus. The Explorer's raised funds to help offset needed repairs and were assisted by the Department of Corrections in having the unit painted. This vehicle will be used to transport the Explorer's to training and emergencies and also can be used by the Department as a rehabilitation vehicle at major incidents when needed. The Post meets twice a month for training and 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.

The end of 2011 also brought change to the Littleton Fire Department. On December 28th after over six years of dedicated service, Chief Stephen Carter departed the Town of Littleton to take on the job of Fire Chief in Lincoln, Massachusetts.

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

Respectfully submitted,
Steele McCurdy, Interim Fire Chief

FIRE DEPARTMENT ROSTER

Interim Fire Chief
Steele McCurdy

Administrative Assistant
Theresa Trioli

Company 1

Deputy Chief Scott Wodzinski
Captain Joe Rock
Lieutenant Theresa 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/EMT Chris Kaiser
EMT Suzanne Klein
FF John McNamara
EMT Denise Moniz
EMT Mireille Nollet
FF John Putnam
FF Mike Seeley

*Active Military

Company 2

Deputy Chief Jim Ray
Captain Jim Cahill
Lieutenant Mike Denehy
Lieutenant Tom Kneeland
FF/EMT Terence Gardner
FF/EMT Mike Gassiraro
EMT Brenda Johanson
EMT Rich Landers
FF Dave Lelievre
FF/EMT Matt Moniz *
EMT Tina Moscaritolo*
EMT Tim Pacheco
FF Jeff Pichel
FF/EMT Tony Polk
EMT Jason Smith
FF Jeff Surprenant
FF Brian St. Gelais
FF/EMT Sadie Ward\

Career Staff

Captain Unfilled
FPO Keith Dunn
FF/EMT Scott Holt
FF/EMT Al Sundquist
FF/EMT Lindsay McGloughlin
FF/EMT Tom Clancy

PerDiem

FF/EMT Eric Byam
FF/EMT Dave Lefebvre

Specialist

Phil Swenson

Senior volunteer

Don Smith (Ret. Captain)

FRIENDS OF COUNCIL ON AGING

The Friends of the Littleton Council on Aging had a very successful year. Our Board is dedicated to raising funds to help support the Council on Aging's Elder and Human Services, Outreach programs, and to keep our seniors an active part of our community.

Fundraiser's included an annual letter to the Littleton community and we've added an container for donated scratch tickets, which was located at Tedeschi's store.

The Friends supported

Spring & Fall Fashion Shows

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Thrift Shop Annual Spring & Fall \$3.00 a bag sales

Windowsill Herb Gardening Demonstration

St. Patrick's Day Party & Entertainment

Volunteer Luncheon catered by Nashoba Tech. Culinary Dept

Veteran's Day Luncheon

Thrift Shop's Annual Christmas Sale

Board members are: Barbara McRae, Chairman, Nancy Levine, Co-Chairman, Dorothea Chase, Secretary, Tony Jesensky, Treasurer, Carolyn Harlow, and Ellen Araujo.

Victoria Axtman, who contributed her time and talents to the Friends Board for several years, passed away in 2011. She will be missed.

We hope to continue our support through generous donations and our thrift shop sales.

Respectfully Submitted,
Friends of the Littleton Council on Aging Board

HISTORICAL COMMISSION

The Littleton Historical Commission is pleased to present its annual report for 2011. As always, the Commission was tasked with a full agenda as it carried out its charter to preserve and promote the town's history.

One of the Commission's first orders of business was to elect officers for the year, which it did as follows: Ron Goddard, Chairman; John Leger, Vice-Chairman; John Bowers, Secretary.

In January, the Commission was asked to review the MBTA's plans for the expansion and reconstruction of the Foster St. station to determine whether the project would have an adverse impact on any historic place in the area. After careful study, it was concluded that the project would not cause such effect.

Member Walter Crowell announced his intention to resign from the Commission in February after 22 years of distinguished service. To honor his service, the Commission recommended to the Board of Selectmen that the short street between King St. and Shattuck St. be named Crowell Way.

In March, the Commission approved the wording of a historic marker honoring the Praying Indians to be placed in the parking lot at the Sarah Doublet Forest

In April, the Commission welcomed Jonathan Liebowitz as a new member. The Commission also hosted its annual observance of Patriot's Day with a ceremony at Liberty Square.

The future of the Long Store, located on Great Rd./Route 119 was the subject of continuing discussion throughout the year. Any action was postponed until next year.

Town Clerk Diane Crory spoke to the Commission about an effort to honor African-Americans who served in the Revolutionary War, with the goal of asking the Board of Selectmen to pass a resolution recognizing their contributions. Through her research, she has found five men who served. The Commission voted unanimously to support the Town Clerk's efforts in this regard.

In July, the Selectmen's Office informed the Commission that longtime member Pamela Campbell had resigned. Members thanked her for her outstanding service. Members visited a proposed development in an area off of Beaver Brook Rd., in search of evidence of an old Indian burial ground. No such evidence was found.

Also in July, the Commission honored Walter Crowell with the aforementioned street sign and dedication. Walter served with distinction during his years on the Historical Commission, giving freely of this time and talents to preserve and promote Littleton's unique heritage. Longstanding participation on a town committee is no small accomplishment, particularly when done with great interest and enthusiasm, as was the case with Walter. We are indeed grateful for his commitment.

The Commission informed the Massachusetts Department of Transportation that its painting of bridges would not interfere with or otherwise harm any historic structure or areas.

The Littleton Historical Society, which is working on a book commemorating the town's Tercentennial in 2014, asked the Commission for names to be included on a list of 100 notable people. The Commission suggested John Hathaway, Donna White and Ronald Goddard.

With the very able assistance of Ann Himmelberger of the Historical Society, the Commission researched, located and measured a monument marking an old burial ground in the vicinity of the Snow Village neighborhood. The Commission also discovered the general location of a second monument closer to the Acton town line.

In September, the Commission appointed Vice-Chairman John Leger to the Community Preservation Committee.

Also in the fall, longtime member and secretary John Bowers resigned from the Commission. Members expressed their gratitude for his years of exemplary service to the Commission.

The Commission also welcomed Linda Stein as a new member.

The Commission noted with sadness the passing of Walter Crowell on October 27, 2011.

Going forward, the Commission has changed its meeting date and time to the second Tuesday of every month, at 7:00 p.m. in Room 223 of the Town Offices. It is hoped that townspeople will find this schedule more convenient and join us for the meetings.

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As always, we appreciate the opportunity to serve the town in this capacity and look forward to advancing the town's efforts to preserve its unique heritage.

Respectfully submitted,
Ronald Goddard, Chairman

INFORMATION SYSTEMS

COMPLETED PROJECTS:

Going Green! In an effort to go paperless, we have encouraged employees to sign up to receive direct deposit pay stubs electronically through email. Any employee, who is currently enrolled in the payroll direct deposit, can now choose to receive their password protected deposit receipt directly into their email account. One small step....

This year we have formed a partnership with PeopleGIS. With the integration of their application suite SimpliCITY, which includes MapsOnline and PeopleForms, we now have the capability to provide staff with simple mapping tools and access to our preliminary, town-wide GIS. The MassGIS, which is the Commonwealth of Massachusetts' Office of Geographic Information, a Statewide Resource for Geospatial Technology and Data, has planned a project to standardize assessor parcel mapping throughout Massachusetts. This will involve converting existing paper maps which will provide us with electronic maps. Included in this project is a "flyover" of our town to supply us with a new orthophoto base map. Our goal is to have up-to-date online mapping information available to citizens by the end of this year.

With the use of our Website Notifications, citizens can "Subscribe to Receive Notifications". Once a member, you will receive important information about Town Meetings, Voter Information, Taxes and Special Events. Visit our website and join today!

Our citizens have come to rely on town news, department information, reports, notices and up-to-date meeting and event calendars, as well as, the Board's and Committee's meeting agendas and minutes. We continue to encourage feedback and suggestions for the site.

INFRASTRUCTURE & INVENTORY

The town is served by a fiber optic Wide Area Network (WAN), provisioned by the Electric Light Department. The WAN has proved instrumental in providing remote administration and Information Technology (IT) support to all the town departments.

The Town Hall, Library, Cemetery and Parks and Recreation departments operate with 70 workstations and 6 Windows servers.

The recommended nominal replacement rate for systems is 20% each year.

Respectfully Submitted,
Nancy Glencross, Information Systems Manager

PERMANENT MUNICIPAL BUILDING COMMITTEE

Projects worked on during the year included the reconstruction of the track, Houghton building window lintel replacement, school dept. roof repairs, Russell Street School traffic and parking study, several projects at the fire station and a look at the old police station to help determine its' future.

TRACK

The committee continued to put together the documents and budget in preparation of a presentation to the citizens at the May town meeting. The Board of Selectmen delayed that presentation until the November town meeting. The project was approved and construction is set to begin in June 2012.

SCHOOL DEPT. ROOF

The section of roof at town hall in the area of the school department administration is in need of a new roof. The company hired to perform architectural services and sample roof cuts was unable to fulfill their obligation. The committee has hired another architect and work continues on that project.

HOUGHTON BUILDING

Replacement of several window lintels began in late fall of 2010. The onset of winter brought that job to a halt. The project was finished in April 2011.

RUSSELL STREET SCHOOL

The School Committee asked the PMBC to look at reconfiguring the traffic flow and parking situation at the Russell Street School. An estimated cost of construction will be part of this study. A report is expected to be ready prior to the May town meeting.

FIRE STATION

The PMBC assisted the fire dept. in preparing a capital maintenance plan. Key items included window replacement on the main building, roof shingles on the 3 bay garage in the back and roof repairs on the main building. Also being looked at is widening the over head doors on the main building to accommodate the size of a new truck being delivered in June 2012. One job near completion is the remodel of the women's' bathroom which included the installation of a shower stall.

OLD POLICE STATION

The Board of Selectmen asked the PMBC to look at the old police station. Steps are being taken to determine the overall condition of the building. Also being looked at is what, if any, impact

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there will be on future expansion of the fire station should the old police station remain for use by another town department. A report will be prepared to aid in the decision process of whether the building is remodeled or raised.

During the past year the committee mourned the death of fellow member Ron Catella. Having spent several decades in the construction industry Ron brought a wealth of knowledge to the table. We have lost a friend and valuable asset to the committee. Following Ron's passing the Board of Selectmen appointed Michael Cataldo to fill the vacant seat. Michael is experienced in facilities management as well as construction management.

Respectfully,
James (Jef) Feehan, Chairman

PARK AND RECREATION COMMISSION

Location & Hours of Operation:

Address: 33 Shattuck Street (Town Office Building),
First Floor, Main Office, Room 120

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

Phone Number (978) 540-2490

General Email: littletonrec@littletonma.org

Parks & Recreation Commission:

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

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

Park and Recreation Commission members for 2011 included: Brian Richter, Chairman; Fred Freund, Vice-Chairman; Geralyn Miller, Secretary; Gary Austin, and Stephen Gentile.

Major Departmental Operations:

Nearly 97% of Department operations are funded from program revenues and user fees, not from the town tax levy. 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.

In December of 2009, the Department started a Public Driving School for Littleton Residents and surrounding Towns. Nearly two years later, we boast classes at full capacity and operate seven days per week. The school's fees support two full-time driving instructors, seven part-time instructors and two department-owned automobiles. In the past two years, we have certified over one hundred and sixty drivers in the State of Massachusetts and have another eighty five working towards their licenses at this time.

Program & Event Highlights:

This year the Department conducted over 500 programs and events. The Community Education division of the Department, lead by PRCE Assistant Director Sharon Martel, provides a line of quality enrichment and education-based programming for adults and children. The quarterly brochure is distributed to over 23,000 homes in Littleton and the surrounding communities. Community Education Division highlights included afterschool foreign language, Lego building and drawing classes for children, the 7-week Kids Adventure Summer Enrichment Program and an extraordinary variety of adult classes taught by highly-skilled professionals and talented members of the community who want to share their knowledge.

The Summer Season proved highly successful this year. With nearly 700 beach stickers sold (a slight increase from 2010) Long Lake was an area of great use this past season lead by Aquatics Director/Program Coordinator, Erin Goebel. This year we implemented a new "purchase 1, get 2nd half off incentive to cater to families with multiple cars who wish to use the beach at different times.

Swimming and boating lesson participation increased from last year, with about 250 children enrolled in various levels throughout the summer. For the second year, our Junior Lifeguard program ran consistently every week with most weeks reaching registration maximums. 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 it was offered. Kids enjoyed learning how to sail our sunfish beginner sailboard and spend the day with their friends at beautiful Long Lake.

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! 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 Odiorne Point State Park which included interactive tours of aquatic ecosystems. 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 these segments of our curriculum is taught by a certified teacher with a Master's Degree in their field. Camp Director, Jessica Connelly completed her Master's Degree in Elementary Education in 2009, and her extensive knowledge continues to improve the enrichment qualities of Camp Tahattawan. Dan Towne, Assistant Director, ensured that the exceptionally popular Counselor-in-Training 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.

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The CIT (Counselor-In-Training) Program, started in 2009, had its most successful summer in 2011 boasting maximum enrollment in all seven weeks of camp 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.

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, and made the process more efficient and manageable for Commissioners and staff members. In October of 2011, The Commission held their first Strategic Master Planning Session which is currently being used to create a Master Plan Document which will be completed in 2012 and will outline the Commission's priorities regarding capital projects and facility upgrades throughout the upcoming fiscal years.

In addition to all the behind-the-scenes work that the Department did this year, the team (with the help of the Commissioners) ran **NINE** large-scale special events in 2011 including: Fire and Ice at Fay Park, The Father-Daughter Valentine's Dance, Movie at the Beach, Touch-A-Truck Day, *Littleton-Palooza*, The Spring Egg Hunt & Bunny Breakfast, The Halloween Parade and 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 their 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.

In conclusion, 2011 was a fabulous year of expansion and progress 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 can call Kate Hodges, our Director, via phone at (978) 540-2490.

PLANNING BOARD

The Planning Board held 23 meetings during 2011. These meetings included a joint meeting with the Study Committee: Organization of Permitting Boards and Departments; working meetings with MAPC on both zoning amendments and on the 495/MetroWest Development Compact; a 40B training session and joint meeting with the Appeals Board regarding a Comprehensive Permit (40B) application at 15 Great Road; and working meetings with Green International Affiliates, Inc to update the Subdivision Rules and Regulations, in addition to review of the all applications to the Board.

Elections in May 2011 brought two new members to the Planning Board. We take this opportunity to thank long-time members Janet LaVigne and Steve Wheaton for their years of service to the Town and to welcome new members Gerald Portante and Peter Scott.

Zoning Amendments:

The May 2011 Town Meeting brought the successful culmination of planning work on zoning amendments to support agriculture for the all areas in Littleton, assisted by consultants from the Metropolitan Area

Planning Council (MAPC). The Board spent a considerable amount of time carefully planning and drafting several proposed bylaws to bring to the May 2011 Town Meeting to expand accessory uses for active farms, and to modify the Open Space Development Bylaw to allow bonus provisions for preserving scenic vistas and protecting farmland. The Planning Board also worked with the Board of Electric Light Commissioners to pass a Commercial Solar Photovoltaic Installation bylaw and with a citizen petitioner to update the Self-Storage facility bylaw.

Planning Board members continue to remain active in 2011 on numerous committees, including the Community Preservation Committee, Permanent Municipal Building Committee, Littleton Common Sewer Feasibility Study Committee, Littleton MBTA Advisory Committee, and the Organization of Permitting Boards and Departments Study Committee.

Residential Development:

There were very few applications for residential developments in 2011, with one 4-lot Preliminary subdivision and no new Definitive Subdivision applications for residential subdivisions. The applicant for the 4-lot Preliminary Subdivision at 15 Great Road has asked that application be continued until new plans are submitted. In addition, the previously-approved Chestnut Farm Definitive Subdivision was modified to reflect a new lot layout.

A total of 7 ANR (Approval Not Required under the State Subdivision Control Law) plans were submitted; six were approved, creating one new residential lot and one new commercial lot. No new applications for Over-55 Residential Developments were submitted, although two such developments were previously approved: Shelburne Village off White Street, and The Village at Reed Lane off Harvard Road. There was only one application to modify a Shared Residential Driveway during 2011, and that application was approved for the Chestnut Farms project.

The Planning Board and Tree Warden issued two Scenic Road Special Permits for roadway reconstruction of Whitcomb Avenue and Bruce Street.

Commercial Development:

There were several applications for commercial development in 2011, in stark contrast to previous years. A number of applications for new commercial development were approved in 2011, with new Site Plan Review applications approved for a new maintenance facility at 149 Ayer Road for Aggregate Industries, and a self-storage facility and retail site for Chase Farms LLC at 509 Great Road. The Board was pleased to review and approve this first application under the Littleton Village Overlay District West – Beaver Brook Area.

Re-development continued to be an important factor in commercial development activity in Littleton in 2011, with three sites obtaining Modifications to existing Site Plans: Lot 3 Taylor Street for MattBob Inc.; 30 Porter Road for Romanow Packaging; and 24 Porter Road for Arlowe Manufacturing.

Review of the application of Littleton Commercial Development LLC, Sam Park & Company (Constitution Avenue) for 520,000 square feet of retail/office/hotel/cinema mixed use development was started in 2011 and the Planning Board anticipates completing the permitting process for this site early in 2012. The Planning Board approved both the Preliminary and Definitive 7-Lot Commercial Subdivision applications for Constitution Avenue, as well as a “Setback” special permit to allow zero-lot-line setbacks under the Littleton Village Overlay District West – Beaver Brook Area bylaw in 2011. The Town was awarded a MassWorks Grant totaling \$1.8 million for traffic safety improvements along Route 119 from the Common to the Littleton Police station, in close coordination with Sam Park & Company to help address traffic mitigation for this project.

Wireless Telecommunications Special Permit renewals and modifications were approved for AT&T at 59 Porter Road and the Cedar Hill water tank and for Sprint at 59 Porter Road and 559A Newtown Road (near the Newtown Hill water tank).

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Aquifer and Water Resource District Special Permits were approved for a maintenance facility for Aggregate Industries at 149 Ayer Road; Romanow Packaging at 30 Porter Road; and Arlowe Manufacturing at 24 Porter Road.

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 at MToohill@littletonma.org with any questions.

Respectfully,
Mark Montanari, Chairman

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.*

The year 2011, our second year in the new Littleton Police Headquarters, was one of great activity and advancement within the Littleton Police Department. Our new building continues to function as a world class “small agency” facility and serves as an example to many municipalities in the State and New England area as they move forward with their construction projects.

Throughout 2011 the service call volume received by the department continued to rise in the areas of motor vehicle accidents, arrest, house breaks and larcenies, among others. The total increase for calls between 2010 and 2011 was 11.5%. One particular area of note is the offense of Operating Under the Influence, which increased 50% from the previous year. Our citizens consistently inform us that that motor vehicle traffic 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. We ask that you continue to reach out to us and inform us of your specific needs in this area. We have provided a sampling of comparative statistics for your consideration.

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, currently occupied by Detective Matthew Pinard, continues to be an integral part of the educational process within Littleton as Detective Pinard is the primary respondent or assists in all disciplinary, truancy, and juvenile based issues that our youth encounter in school or otherwise.

Last summer the Littleton Police Department, through the efforts of Officer Pablo Fernandez, Officer Patrick O’Donoghue,, Officer Michael Crory and Detective Matthew Pinard, launched its first “Student’s

Police Academy”, which consisted of a week long day-camp held at police headquarters. Student Officers participated in physical fitness activities in addition to academic sessions concerning law enforcement such as motor vehicle stops and laws, criminal law, firearms, crime investigations, and the like. This year we will continue this valuable program with the potential of opening a second week due to the overwhelming response received from the community. Many of the officers of the department assisted in this effort and joined in on making it a huge success, as they will this coming year.

In tandem with the Student Police Academy Officers Fernandez and O’Donoghue also initiated the Littleton Police Explorers Post through the Boy Scouts of America. This program currently has 15 individuals enrolled and just conducted its first meeting. As in Scouting the primary focus will be assisting the participants in becoming productive members of American society with a focus on the profession of Law Enforcement and the role it plays in maintaining order and providing assistance within the community. All of the men and women of the Littleton Police Department will take part in the educational activities of the Littleton Police Explorer Post as it progresses and grows.

Officer John Janakos has been named our Senior Citizen Outreach Officer, in partnership with the Council on Aging, and he will assist in or be the primary responding officer to those elders in need of services. Unfortunately our elder citizens have experienced an increase in victimization in the area of financial scams. It is our hope that this outreach will serve as an educational basis of better informed decisions.

One significant reclassification that took place within the Littleton Police Department was that the rank of Matthew J. King, a 29 year veteran of the department, was changed from Lieutenant to Deputy Chief of Police. That change was put in place to better reflect the duties and responsibilities of the position and to properly reflect to those outside of our agency the function that Deputy Chief King filled. The Board of Selectmen put this change in place as a result of their August acceptance and support of the Littleton Police Department’s Succession Plan.

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>	2008	2009	2010	2011	Difference	% Change From previous Year
Rape	7	4	3	5	2	66.67%
Assault and Battery	41	58	47	46	-1	-2.13%

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Break and Entry	33	33	43	51	8	18.60%
Larceny	101	103	101	108	7	6.93%
Motor Vehicle Theft	5	6	5	4	-1	-20.00%
Vandalism	60	61	49	51	2	4.08%
Weapons Violations	4	9	7	6	-1	-14.29%
Drug laws	61	62	63	66	3	4.76%
Family Offenses	41	63	54	51	-3	-5.56%
Arrests	198	201	169	247	78	46.15%
Vehicle Tows	375	315	276	405	129	46.74%
Disturbances (Gnrl)	134	106	78	85	7	8.97%
Family Disturbances	49	58	75	61	-14	-18.67%
Noise Complaint	29	53	85	69	-16	-18.82%
Suspicious Activity	481	532	596	644	48	8.05%
Internet Crimes	22	26	37	39	2	5.41%
Building Checks	3859	7214	13182	14175	993	7.53%
Medical Emergencies	552	587	619	633	14	2.26%
Burglar Alarms	464	443	461	497	36	7.81%
MVA Personal Injury	37	41	46	37	-9	-19.57%
MVA Property Damage	180	134	185	194	9	4.86%
Total Calls For Srvs.	10206	16327	23631	26349	2718	11.50%
(All incidents)						
Total Traffic Citations	2060	1923	2387	2555	168	7.04%
Total Citation Fines	\$88,566.00	\$62,005.00	\$82,470.00	\$103,170.00	\$20,700.00	25.10%



Littleton Police Department



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
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
Pablo S. Fernandez	Detective / SRO	11-Dec-2002
John M. Janakos	Patrolman	1-Sep-1998
Robert J. Bielecki	Patrolman	22-Jul-2002
Edmond D. Bussiere	Patrolman	2-Oct-2006
Timothy M.W. Schaeffer	Patrolman	27-Nov-2006
Patrick L. O'Donoghue	Patrolman	16-Apr-2007
Brian M. Casey	Patrolman	1-Jul-2008
Michael L. Crory	Patrolman	8-Feb-2010
Michael J. Stander	Patrolman	14-Apr-2009
Pamela D.A. Cvitkovich	Administrative Assistant	27-Oct-2008

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Timothy G. Bemis	Dispatch Supervisor	22-Mar-1988
Samuel N. Welch	Communications Officer	1-Mar-1999
John M. Murphy	Communications Officer	22-Feb-2000
Terence M. Gardner	Communications Officer	22-Jun-2010
Joseph J. Brown	Communications Officer	1-Mar-2012

Part Time Cruiser Reserve Officer

John M. Murphy

Part Time Detail Reserve Officers

Timothy G. Bemis

Gordon N. Clark

Douglas J. Cook

Richard E. Landers

Robert F. Sabourin

Part Time Communications Officers

Brian M. Casey

Michael L. Crory

Michael J. Stander

REUBEN HOAR LIBRARY

New Faces and Saying Goodbye

The library was happy to welcome three new staff members in fiscal 2011. Max Cohen and Sally Pendleton joined the staff as Library Assistants and Cindy Filipe was hired as the new Administrative Assistant.

After 35 years at the Reuben Hoar Library, Gioia Clyde retired in September 2011. She will be missed by both patrons and staff.

Circulation – Andrea Curran , Senior Library Technician

The Reuben Hoar Library is considered a small library (population under 10,000) and ranked 4th out of 68 “small” libraries in the state for total circulation. Out of the 370 libraries in Massachusetts, Littleton ranked 108th for total circulation. The library ranked 41st for per capita circulation (23) and 78th for circulation per hours open (89). Although the population of Littleton is only 8,924, the library is a very busy place.

In May, the Merrimack Valley Library Consortium of which Reuben Hoar Library is a member, started using “Evergreen”, an open source system integrated library system. This change has been a learning experience for both staff and patrons. Every month since the implementation, the system has been upgraded to work more efficiently. The library is looking forward to significant improvements to the online catalog next year.

Technical Services – Helen Graham and Betty Smith, Senior Librarians

6,641 “physical” items were added to the collection in fiscal 2011. But patrons also got the benefit of the “virtual” library by being able to download 2,253 audio books and 1,531 e-books. Downloads to the Kindle (and other e-book readers) were made possible in October. Playaways (MP3 players pre-loaded with an audio book) for children were added to the collection and were very popular with children in grades 4 and up. Wii games were added to the collection to improve the library’s selection of video games.

The library also made significant investments in the “virtual” library by purchasing several databases which include: Freegal, a product which provides a selection of over 900,000 songs for patrons to download; Rocket Languages, an interactive language learning software program; Safari Books, online access to over 3,000 technical books published in the last three years; and AtoZ Maps provides access to thousands of different types of maps.

Children’s Services – Diann Haduch, Senior Librarian, Jeanne Sill, Senior Library Technician

Out of the 352 libraries in the state that had summer reading programs, Littleton ranked 67th for participation of children under 11 in the program. Massachusetts joined other states for the summer reading program, One World, Many Stories. Children received “passports” to keep track of their summer reading and were entertained and informed by the “Read to Feed” program, “Super Cold Science” from the Museum of Science, Mandala class, “Digeridoo Down Under”, “Having Fun with Pyramids and Pharaohs”, Story Time with Dory, “Pow Wow” program from Fruitlands, and many more interesting events.

Diann Haduch, the children’s librarian, continued to visit the local preschool “My School” to read stories as part of early literacy skill development which is so important to children of that age. The Early Learning Station, an interactive, educational game station for preschoolers and up, remains a popular destination in the Children’s Room. The train table is another popular spot for toddlers and young children to visit.

Teen Services – Linda Schreiber, Senior Librarian

Tweens and teens enjoyed several programs this fiscal year including a planning session for their summer reading program, henna tattooing, the first Battle Royale trading card tournament, Wii games, and a very popular scavenger hunt. Linda Schreiber visited the 6th, 7th, and 8th grades to book-talk popular teen books to over 300 students.

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Public Services –Jenna Cantino,, Margaret Geanisis, Doreen Morse, Susan Palmer, Library technicians Max Cohen and Sally Pendleton, Library Assistants.

Library technicians provide front line services to the public by checking out and checking in books, answering questions about an astonishing number of topics, and assisting people with finding the next book in a series, read-alikes, and the best book to venture into a new genre. The staff also schedules the library's meeting rooms and reserves museum passes.

A new self check out station was installed near the Circulation Desk in February for people who prefer the "do-it-yourself" approach.

Administration –Laura Zalewski, Library Director; Cindy Filipe, Administrative Assistant

The roof leaks that had been plaguing the main floor of the library were finally conquered in April. It was a great relief to staff that they no longer had to take a flashlight and go under the tarps covering bookcases to locate books for patrons.

Programming is a way for the library to reach out to the community. The library's programs were very popular, starting with the Bread Baking with Denali, a Bread Bake-Off Contest, Hiking the Appalachian Trail, Starting a Vegetable Garden, Social Security and Retirement, New England Stone Walls, and Haunted Lighthouses to name a few.

Cindy Filipe brought her skill as a facilitator to the library and invigorated the Littleton Job Seekers Networking group by scheduling new presenters every week to speak to the group.

In October, the library trustees hired Sunny Vandermark, a library consultant, to lead two focus groups of 22 residents to start the conversation about a new/renovated library.

Using social networking to keep in touch with the library's patrons, the library set up a Twitter account and continues to use Facebook to promote events and send out important notices.

Volunteers:

Volunteers at the library assist in many ways. They shelve books and materials, make phone calls, gather statistics, dust, and help with the Summer Reading Program and many other activities. The library is grateful for the assistance of so many people:

Audrey Aquino	Jackie Feltus	Dante Magano
DJ Baror	Katarina Fiorentho	Samantha Maylott
Olivia Boucher	Carol Anne Flagg	Martha McCown
Karen Bovehard	Ariana Gabriel	Bob Meier
Elizabeth Britton	James Goodwin	Lois Meier
Nancy Brogan	Judy Grande	Alissa Ostapenko
Eliza Bulger	Ray Grande	Colin Parker
Robert Campbell	Hunter Gray	Michael Ray
Kikuko Chang & Maya	Gary Gumuchian	Chloe Shelford
Gina Chirichello	David Harding	Lori Sill
Danielle Conceison	Lucy Howes	Karen Smith
Sue Cooney	Dick Hunt	Vilma Sorgente

Kathy Coughlin	Elizabeth Imbrogna	Jordan St. Cyr
Phyllis Curcuru	Rosemary Jackson	Emily Stratton
Sarah Drinkwater	Geoffrey Keane	Alyssa Taft
Isabella Dripps	Megan Keefe	John Trott
Aimee Dwyer	Joanne Kirkland	Isaiah Thomas
Carley Faber	Kay Landreth	Sydney Nichols
Chuck Faraci	Virginia Lefoy	Greg Thumith
Geneva Faraci	Carol Lodi	Doug White
Bernard Farrell	Tanya Lombard	Ashley Wronga
Joanna Farrell	Jane Lyons	

The Senior Tax volunteers work at various town departments for a reduction in their property taxes. The library is grateful to the following seniors for selecting the library as the place they wanted to work.

Fernando DeLuca	Diane Douglas	Lorraine Dufour
Ken Lind	Claire Russo	Marge Zoto

The Friends of the Reuben Hoar Library support the library financially through their projects, such as the Fall and Spring Book Sale, Valentine Cookie Sale and other fund raisers. Due to the generosity of the Friends, the library is able to offer “extras” for the community, such as a pass program that offers reduced admission to 22 local museums, adult programming, the Next Reads newsletters, and Heritage Quest, a genealogy data base. The Friends also sponsor most of the activities for the summer reading programs for adults, tweens and teens, and children.

Hopefully, the above lists of volunteers are complete; however, if someone was inadvertently left out, please contact the library and your name will be added to the online copy of this report.

Donations and Grants

Between July 1, 2010 and June 30, 2011, the library received generous donations of \$2,048 from the following:

Mr. Cannistrano	Mr. & Mrs. Davis	First Church Unitarian
Ms. Lisa Hesch	Ms. Wong & Mr. Brownhill	

Gifts in memory of Dorothy Sussman:

Ms. Aron	Mr. and Mrs. Gregory	Mr. and Mrs. Preston
Mr. and Mrs. Balk	Mr. and Mrs. Jack	Ms. Shawcross
Ms. Bayard	Ms. John	Ms. Short
Mr. and Mrs. Brewer	Ms. Krakauer	Ms. Somers
Mr. and Mrs. Carlin	Mrs. Lindholm	Ms. Stevens
Ms. Dahlman	Mrs. Lord	Mr. and Mrs. Tobias
Mr. Dana	Mr. and Mrs. Luebbe	Mr. and Mrs. White
Mr. and Mrs. Dunfey	Ms. Myers	Mrs. Williams
Mr. Fortmiller	Ms. Mueller	

Gift funds are used for materials, furnishings, and services not provided in the library budget funded by the town.

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Donations were also made to the Reuben Hoar Library Fund at the Community Foundation of North Central Massachusetts. This fund was created for donations towards a future library expansion. During fiscal 2011, Gertrude Houghton, a Littleton resident, bequeathed \$100,000 to the library which was deposited into the Community Foundation. Gifts in this fund from the following donors totaled \$106,415.

Arrison and Olden PC	Mr. and Ms. Jeffrey Smyth
Bay State Water Works	Mr. Angus Campbell
Custome Networks, Inc.	Mr. Bradford Chute and Mrs. Laura A. Zalewski
Girl Scout Troop 60340	Mr. Brian Foley
Grande Marketing Communications	Mr. Bruce A. Sabian
Houghton Mifflin	Mr. Calvin L. Yapp
Massachusetts Coalition of Nurse Practitioners	Mr. Carl R. Werowinski and Ms. Sally Pendleton
Mr. Alan E. Oakes	Mr. Carl Wrubel
Mr. Alexandre B. Kirillov and Ms. Elena Grigorenko	Mr. Charles J. Faraci and Mrs. Cheryl L. Hardy-Faraci
Mr. and Mrs. Alexander E. Smith Jr.	Mr. Christopher Kevin Thompson and Ms. Amy K. Ashbacher
Mr. and Mrs. Alfred C. Jasins	Mr. David Nanto
Mr. and Mrs. Alfred D. Courchaine	Mr. E. Aron
Mr. and Mrs. Anthony Keaty	Mr. Gordon W. Whitten
Mr. and Mrs. Arthur G. Lazarus	Mr. Jeffrey D. Yates
Mr. and Mrs. August Echavarri	Mr. Joel Ross
Mr. and Mrs. Brett Bonner	Mr. John L. Carew and Ms. Judith Bralove
Mr. and Mrs. Brian D. Beam	Mr. John N. Tulley Jr.
Mr. and Mrs. Brian P. Manning	Mr. Joseph A. Levesque
Mr. and Mrs. Brian V. Sapienza	Mr. Kenneth J. Haduch and Mrs. Diann M. Ouellette Haduch
Mr. and Mrs. Carl J. Britton Jr.	Mr. Kevin E. Graham
Mr. and Mrs. Daniel Hurley	Mr. Larry D. Sime
Mr. and Mrs. David F. McCloskey	Mr. Lawrence Bair
Mr. and Mrs. David L. Murray	Mr. Leonard J. Leonardo
Mr. and Mrs. David L. Sill	Mr. Louis M. Pettit
Mr. and Mrs. David M. Raymond	Mr. Mark Rambacher
Mr. and Mrs. David P. Cebula	Mr. Matthew P. Kavalauskas and Ms. Christine Gauld
Mr. and Mrs. David P. Jones	Mr. P.N. Levine
Mr. and Mrs. Derek A. Delorenzo	Mr. Patrick F. Joyce Jr.
Mr. and Mrs. Donald P. Gallant	Mr. Paul J. Avella, COL, USAF
Mr. and Mrs. Douglas E. Long	Mr. Peter D. Cote and Ms. Susan M. Giurleo
Mr. and Mrs. Dylan O'Mahony	Mr. Peter Sturtz

Mr. and Mrs. Edward F. Hunt
Mr. and Mrs. Edward G. Mackenzie

Mr. and Mrs. Edwin R. Shaffer
Mr. and Mrs. Frank Gordon Jr.
Mr. and Mrs. Frederick E. Findlay

Mr. and Mrs. Gene E. Box
Mr. and Mrs. Gregory Stahovec
Mr. and Mrs. Hans J. Apfelbaum

Mr. and Mrs. Hans J. Heer

Mr. and Mrs. Henry H. Whitcomb
Mr. and Mrs. Jack Craunakis
Mr. and Mrs. James A. Dicarlo
Mr. and Mrs. James Ellingboe
Mr. and Mrs. James V. Colombo
Mr. and Mrs. Jeffrey B. Van Auken
Mr. and Mrs. Jeffrey M. Arimento
Mr. and Mrs. Jeremy D. Rosson
Mr. and Mrs. Jerome E. Lubenau
Mr. and Mrs. John Clarke
Mr. and Mrs. John F. Massapica
Mr. and Mrs. John L. McNamara
Mr. and Mrs. Jonathan B. Hamilton
Mr. and Mrs. Keith L. Seitter
Mr. and Mrs. Kenneth E. Atkins

Mr. and Mrs. Kenneth R. Bannister
Mr. and Mrs. Kevin Regan
Mr. and Mrs. Lawrence W. Fisher
Mr. and Mrs. Leo G. Gibbons
Mr. and Mrs. Marshall Henrichs
Mr. and Mrs. Michael Terrella
Mr. and Mrs. Mike Thompson
Mr. and Mrs. Paul Greenough
Mr. and Mrs. Paul J. Glatkowski
Mr. and Mrs. Paul R. Kerrigan
Mr. and Mrs. Phillip Lance Buckellew
Mr. and Mrs. Raymond E. Grande
Mr. and Mrs. Raymond R. Bracken
Mr. and Mrs. Richard E. Perreault
Mr. and Mrs. Richard Jordan
Mr. and Mrs. Richard M. McLocklin

Mr. Raymond A. Boucher
Mr. Robert B. O'Neill and Ms. Mary C. Ystueta

Mr. Robert J. Phalon
Mr. Robert Stefanik
Mr. Stephen D. Herbert and Ms. Judy Gibson

Mr. Stephen J. Poznick
Mr. Steven J. Bast
Mr. Thomas G. Nelson and Ms. Patricia Wolf

Mr. Thomas J. Proulx and Mrs. Cynthia Lesage-Proulx

Mr. Tom Howes
Mr. Walter W. Thoms
Mrs. Gertrude Houghton
Mrs. Gioia M. Clyde
Mrs. James A. Barisano
Ms. Andrea Curran
Ms. Anne E. Pemberton
Ms. Barbara R. McPhee
Ms. Carol Whitney Gravelle
Ms. Charlotte G. Starr
Ms. Constance J. Turner
Ms. Denise A. Warchol
Ms. Diane T. Swords
Ms. Dianne S. Pena
Ms. Edith B. Smith and Ms. Katherine Smith Ritter
Ms. Elizabeth A. Difazio
Ms. Frances H. Meyers
Ms. Francine McGrath
Ms. Galina Kумыkova
Ms. Jacqueline A. Gott
Ms. Janet E. Lawrence
Ms. Janet M. Archambault
Ms. Jean M. Seaward
Ms. Jenna Cantino
Ms. Jennifer A. Campbell
Ms. Jennifer Barlow
Ms. Jennifer Evans
Ms. Joyce Taylor Gibson
Ms. Joyce W. Williams
Ms. Judith A. White
Ms. Judith E. Lally

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Mr. and Mrs. Richard W. Schreiber	Ms. Kerry Evans
Mr. and Mrs. Robert H. Hofeldt	Ms. Kimberly Healy
Mr. and Mrs. Robert H. Smith	Ms. Kristine C. Asselin
Mr. and Mrs. Robert Morse	Ms. Linda Stone
Mr. and Mrs. Robert O. Anderson	Ms. Lois A. Mueller
Mr. and Mrs. Robert Rogan	Ms. Lois J. Trepanier
Mr. and Mrs. Robert S. Montgomery	Ms. Lorna C. Rush
Mr. and Mrs. Robert W. Bell	Ms. Louise A. Curley
Mr. and Mrs. Ronald D. Leving	Ms. Margaret M. Arrison
Mr. and Mrs. Stefan A. Cegalis	Ms. Margorie Oakes
Mr. and Mrs. Stephen M. Desisto	Ms. Marie A. Greenough
Mr. and Mrs. Thomas Carlson	Ms. Martha McCown
Mr. and Mrs. Thomas F. Coughlin	Ms. Randi Saporetti
Mr. and Mrs. Timothy E. Wanzer	Ms. Rebecca L. Searls
Mr. and Mrs. William G. Patterson	Ms. Rose Gilbert
Mr. and Mrs. William J. LeSage Jr.	Ms. Rosemarie Sacchetti
Mr. and Mrs. William L. White	Ms. Susan H. Janes
Mr. and Mrs. William Picariello	Ms. Valerie Finnerty
Mr. and Mrs. William S. Masson	Ms. Virginia F. Sprong
Mr. and Ms. Clayton W. Keller	St. Anne's Parish

Grants of \$675 came from the Littleton Conservation Trust and the Littleton Cultural Council. In addition to funding “Creature Teachers” for the summer reading program, the Littleton Conservation Trust purchased books for the library collection.

SCHOOL COMMITTEE

This year, the Littleton School Committee saw the departure of two of the committee’s stalwarts, Nancy Mizzoni (seven years) and Shawna Stea (six years), and welcomed new members Daryl Baker and Tyler Gray. The committee thanks Nancy and Shawna for their public service to the students of Littleton.

We also said good-bye in 2011 to Dr. Joseph Buckley. Dr. Buckley served the Town of Littleton as interim superintendent between Dr. Diane Bemis’ retirement and the subsequent hiring of Mr. Kelly Clenchy. Dr. Buckley’s leadership was instrumental in our district’s continuing Pursuit of Excellence.

In a year of transformation and acclimation, Mr. Clenchy, seized the reigns of the school district as Littleton School District’s new Superintendent. Superintendent Clenchy, originally from Canada, arrived in Littleton via Orono, Maine where he was the superintendent of a three-town regional school district.

Following May town elections, the committee reorganized and elected Paul Avella as Chairman, Mike Fontanella as Vice-Chairman with Chuck DeCoste elected as Secretary.

For the first time in over ten years, there were no major capital improvement programs ongoing in the district. Shaker Lane School is now the “oldest” of the district’s four school buildings after the completion

of a total repair project at the Russell Street School, and following the construction of a new high school and middle school in Littleton during the 21st Century's first decade.

The health of the district's buildings provides an excellent infrastructure for the true business of Littleton Schools, educating our children. This was only possible due to the people of Littleton's fervent commitment to public education.

Several areas in which the district made significant gains this year include:

- At Shaker Lane School and Russell Street School, teachers and administrators' continued focus on Response to Intervention (RTI) in reading continued an already robust program to build a strong foundation for reading among the students. This past year also saw recognition of various efforts by staff and students including an award from artSonia recognizing "dedication to not only field of arts education, but to cultivating family involvement and enhancing the learning experience of the students as well"

- Students at Littleton Middle School were recognized by the Commonwealth of Massachusetts Middle Level Educators and New England League of Middle Schools for, "...demonstrating academic initiative and scholarship, providing service to classmates and school, exemplifying positive attitudes, and demonstrating leadership in the classroom and school activities."

- The current Littleton High School junior class achieved extraordinary results on the 2011 Massachusetts Comprehensive Assessment System, scoring 21st in the state in English Language Arts, 21st in the state in Math, and 5th statewide in Science.

- Other notable achievements circle around expanded science, technology, engineering and math (STEM) initiatives throughout the district. Student enrollments in engineering and advanced place physics classes continued to rise.

Even with this backdrop of success, ever-increasing funding woes continued to garner the attention of school administrators and School Committee members during 2011.

Electing to maintain a level-service budget for FY 2012, the School Committee closed a \$1 million budget gap by using a combination of a higher than usual amount of revolving funds, federal stimulus money and one-time grants. While conceding this was a one-time opportunity to depend on non-conventional funding mechanisms, and acknowledging the risks involved with this approach, the committee determined that the preservation of district educational opportunities for the students more than warranted the taking of those risks.

In the 2010 Town Report, the School Committee wrote, "Budget considerations permeated the course of the entire year. Increased responsibilities mandated by state and federal regulations once again were not offset by an increase in requisite funding. For 2011, the committee expects this continuing trend to persist." Unfortunately, the committee's expectations were not only met, but also greatly exceeded.

The causative factors behind constrictive funding in 2011 are not anticipated to lessen in 2012, and thus, there will be a deleterious effect on the FY 2013 budget. In fact, all indications are that these factors will be compounded in the coming year by continuing weak U.S. and international economies. Prudent planning on the part of the School Committee, combining close coordination with, and execution by other responsible Town boards/committees will be necessary to ensure there is an appropriate allocation of available revenues sufficient to prevent a regression in educational opportunities for Littleton's students.

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Immediately following the adoption of the FY 2012 budget, the School Committee's budget subcommittee began working on the FY 2013 budget. For the remainder of 2011, the School Committee closely coordinated with the Board of Selectmen and Finance Committee to identify funding sources robust enough to maintain district educational standards. This work will continue into 2012.

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

In this era of ever-increasing costs, the district's Educational Energy program is one area where the district continued to buck trends. This was due to the continuing success the district has with the Educational Energy Inc. contract. Calendar year 2011 was the third full year the district has run this program. At the end of 2011, the district produced a total program energy cost avoidance of over \$780,000.

In mid-year, the School Committee opened bargaining talks with the Littleton Education Association to address the follow on to the in-place agreement. The year closed without agreement.

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.

Finally, 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.

Respectfully, the Littleton School Committee:

Paul Avella, Chair – 2012

Michael Fontanella, Vice Chair – 2012

Chuck DeCoste, Secretary – 2013

Daryl Baker – 2014

Tyler Gray – 2014

SCHOOL DEPARTMENT

SUPERINTENDENT'S REPORT

As of May 2, 2012, I will have completed my first year as the Superintendent of the Littleton Public Schools. As I continue to reflect on the various aspects of our school district as it relates to the transitioning process during my first year, I would like to thank our staff, students and community for their support and warm welcome. As part of the transitioning process, I was able to meet with a number of staff and community members throughout the year, which provided invaluable information as to ascertaining our current strengths and challenges as we continue to refine a vision for our school district. I have thoroughly

enjoyed being part of the school district since my arrival and have witnessed many great events happening within our schools.

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 Response to Intervention (RTI) program, which was fully implemented into the literacy program at both Shaker Lane and Russell Street 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 2, 3 or 4 full days in addition to the 5 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. One indicator of success in this area was evident with the outstanding performance of our juniors on the 2011 Massachusetts Comprehensive Assessment System (MCAS). Our students demonstrated exemplary performance, scoring 21st in the State in English Language Arts, 21st in the State in Math and 5th Statewide in Science. We continue to be very proud of our school district's academic success.

During the year, our school district curriculum teams focused 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 have also begun to refine their respective curriculum mapping processes to incorporate 21st century skill development as well defining student technology skill sets within the planning process. As a district we are also implementing a system wide web -based curriculum mapping process that will allow easy access to our preK through 12 curriculum.

In the area of technology, our district continues to move forward. We were fortunate to be able to begin the implementation of iPad technology within our schools. A number of iPads were placed within our PreK and Kindergarten classrooms, as well as our Middle School History and Special Education Departments and various classrooms within our High School. 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 High School Science, Technology and Engineering Program (STEM) continues to flourish with the addition of a classroom set of laptops during the 2011 school year. We were also able to upgrade our High School Digital Media Lab with a classroom set of IMAC computers, which provided our students with the latest software that is utilized within this industry. 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. With the completion of the building project at Russell Street School we were able to purchase electronic whiteboards for our classrooms. School staffs have had in-service training in the use of the new technology and have tailored instructional strategies to maximize its use within their respective classrooms. Our school district also created new district and school websites which converted a single user format to multiple access points which resulted in the ability to keep our websites current at all times. At the beginning of the school year, the School Committee and Administrative Staff embraced the concept of a paperless way of doing business and as a result our School Committee packages are handled electronically with community access to all public documents via our district website, prior to regularly scheduled meetings.

The district's leadership team was charged with the responsibility of developing and implementing the Bullying Prevention and Intervention Plan. Our principals sought parental/public input through school

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councils and evening forums. The Pupil Services Director coordinated completion of the plan and submitted it to the Department of Elementary and Secondary Education, ensuring compliance for the district. Brochures outlining the policy were made available to our public. Our district will have completed the first year of implementation at the end of the 2011 school year.

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. A new format was utilized during the 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 requisite funding not keeping up with our fixed cost increases. In spite of continued increases in costs, the School Committee was able to create and recommend a budget that secured level services for the current year. With the current forecast for our FY 13 budget, a continued lack of increase in revenue will create further difficulty 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'S REPORT

The Shaker Lane School, serving grades Early Childhood through Grade Two, is the critical first stage of a child's educational experience in the Littleton school community. 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.

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 once again offered 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. A 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 is presently focusing 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 2011 we continued our second 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 third year in September, 2011. This three tiered intervention model was developed to ensure that each student received appropriate high quality instruction. Our research based instruction focuses on the 5 major areas of reading (phonemic awareness, phonics, vocabulary, fluency, and comprehension). 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. Working collaboratively,

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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.

In September of 2011, we implemented the FOSS (Full Option Science System) Science curriculum. The program encourages students to investigate materials constructively during free exploration and in a guided discovery mode, solve problems through trial and error, and develop persistence in tackling a problem. Professional development sessions for staff were held on early release days in September. We also adopted the new edition of Everyday Mathematics. The new edition, which is aligned with the new common core, offers new student components and additional technology components to support both teachers and students. There is also a parent portal that provides help with home and study link problems, vocabulary definitions, tutorials on algorithms as well as access to games. Staff received training in the implementation of the program this past fall.

In alignment with the District and School Improvement Plans, the Shaker Lane Technology Advisory Committee was formed. The charge of the committee is to plan a vision for technology and technology integration for Shaker Lane. In September, ten iPads were purchased for Kindergarten, and LCD projectors were installed in all second grade classrooms. The purchase of these tools provided us with another vehicle for meeting the learning styles and needs of students as we implement 21st Century Skills. 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 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. Students at Shaker Lane also participate in weekly physical education and library classes.

The foundation for a strong parent/school partnership is regular, open communication. We make every effort to keep parents and community informed about what's happening at school through our website, newsletters, news-paper articles, parent open houses, curriculum nights, parent/teacher conferences and other special events throughout the school year. Children enjoy having the involvement of their parents in their day to day school life. Volunteer programs also provide a vehicle for strengthening the home school connection. Parents are encouraged to volunteer at Shaker Lane in a variety of different manners. We are very fortunate to have a very dedicated group of parents working to support the students and staff of the Littleton School District. The Parent Teacher Association (PTA) supports the students, staff, parents and administrators at Shaker Lane financially, as well as by offering enriching activities and events for all to enjoy. The PTA also helps to organize volunteers within the school. Money raised by the PTA activities is used for a wide variety of activities such as cultural enrichment programs, author/illustrator weeks, classroom/school activities, field trips and materials and equipment that benefit our students.

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

Respectfully,
Richard M. Faherty, Principal

RUSSELL STREET SCHOOL PRINCIPAL'S REPORT

The Russell Street School serving students in grade three through five is the second stage of the child's educational experience in Littleton, connecting the primary school years to their middle school years. As such, our primary focus is to promote the intellectual, emotional, social, and physical growth of students through a developmentally appropriate academic program that motivates and inspires the child in the learning process. 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 400 students, we currently have six third grade, seven fourth grade and six fifth grade classrooms with a class size average overall of 21 students per classroom. We have been fortunate to be able to maintain stable class size over the last several years. We presently have 62 staff members, 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. Our staff has remained stable for the last several years, as well. Our third grade teacher, Barbara Chamberas retired at the end of the last school year after twenty four years working for the school district and fourth grade teacher, Cynthia Nanto took a leave of absence to spend the year in Japan with her family. Replacing them were Deb Lance and Amy McGrath.

As always, we strive to continuously improve at the Russell Street School. Our School Council, with staff, parent and community representatives meets monthly and is responsible for developing the School Improvement Plan. For the next two years our focus for improvement will be on the following 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.

Our highly skilled and qualified teachers focus on curriculum, instruction and assessment throughout the year to ensure that all of our students will be proficient in the core content areas. Teachers continue to enrich the lives of students and prepare them for the challenges they will encounter in their future years. Students receive a variety of experiential opportunities that enhances the work they do in the classroom.

To continuously improve teaching expertise our staff participates in professional development opportunities throughout the school year. As an example, Fifth grade social studies teachers, Michele Smith and Diane Tracanna have participated for three years in a federally-funded, graduate level, Teaching American History grant in collaboration with the University of Lowell. This program has provided a state of the art, hands on model for high quality professional development that allows these teachers to use what they have learned directly in the classroom.

Student performance on MCAS continues to be a priority with our goal that all students be proficient in reading and math by the end of grade three by the year 2014 as required by the No Child Left Behind Act. Through test analysis and review we continue to identify areas of weakness and have worked to strengthen the curriculum in all content areas. With the No Child Left Behind Act, MCAS tests in reading and math are now administered in grades three through eight which allows us to follow classes and students from year to year. Besides reading and math assessments, students are also assessed in writing in fourth grade and science and technology in fifth grade. MCAS results, combined with school based assessment results in reading, writing and math give us a comprehensive overview of how well our students are mastering the curriculum standards at each grade level. From this data, we are then able to determine areas of focus for improvement with curriculum and instruction. We are in the second year of implementing a math intervention program to provide further instruction to students in grades four and five who scored below

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proficient on spring 2011 math MCAS. Students identified through use of MCAS data, will receive targeted math instruction during and/or after school throughout the year to improve their math skills leading them to proficiency of the grade level math standards. As a result, overall we exceeded our MCAS targets and saw an increase in students reaching math proficiency including our special education sub group.

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 second 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. In our second full year of implementation we have increased the RTI instructional block to four thirty minute blocks of targeted instructional time each week.

Russell Street provides a warm and inviting learning environment that supports the needs of all children.

We are proud of our students' accomplishments and celebrate their work with displays throughout the classrooms and our school building. The level of parental and community involvement sends a strong message to our students that learning is important. 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 to use activities that instill the values that all children will need to become responsible citizens in their school and community. We meet as a school community once a month to celebrate our accomplishments and acknowledge our students' special talents. Emphasis on practices and procedures in response to the anti bullying legislation are in place. Teachers also incorporate a unit of instruction around bullying at each grade level. All staff members have been trained to recognize bullying behavior as well as the "gateway" behaviors that may lead to bullying behavior. All students have received instruction about bullying with a focus on both what constitutes bullying and cyberbullying behavior and the role of bystanders in bullying behavior.

We have also expanded our students' appreciation for the Arts by providing many opportunities to grow in understanding of different cultures. The Parent Teacher Student Association has been very supportive with fundraising efforts to continue our cultural arts programming during the school year. We place great emphasis on enriching student-learning experiences by supporting our curriculum through a variety of projects including 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. We also have many talented parents and community members who have shared their knowledge and experiences with our students.

Technology is another area that goes hand in hand with all academic areas as teachers utilize this tool to further strengthen and expand students' skills and knowledge base. We have expanded our access to the Internet and student resources continue to grow. All of our classrooms are wired for the Internet. Every

classroom has an overhead LCD projector and Interactive White Board. We have one full computer lab and two classrooms with every classroom having a minimum of two computers. These tools give teachers the opportunity to provide instruction that better meets the learning needs of all students in the classroom. Training for has been provided for staff throughout the school year with the implantation of software to assist teachers in offering instruction to meet the needs of all students.

This is my tenth and final year as the principal of the Russell Street School, as I will retire at the end of 2011-12 school year. My years at Russell Street have been a wonderful and fulfilling, professional experience. I am most appreciative of the support I have received from staff, students, parents and community throughout these years. I would also like to extend my appreciation to our new superintendent, Mr. Kelly Clench and members of our School Committee for their support and commitment given to the staff and the children of Littleton.

Respectfully,
Jane R. Hall, Principal

LITTLETON MIDDLE SCHOOL PRINCIPAL'S REPORT

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

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

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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 have been very busy at the middle school between the time of the last annual report and this one. Thanks to the hard work of our Character Education Committee and the staff, this year during our advisory period we are using 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). I would like to thank Ms. Dorfman and Ms. Pfannebecker for serving as the program coordinators. They have led the staff through the training and implementation process for this program. They also lead the Second Step Student Advisory Groups after school. This is an important way for us to assure that the students’ opinions and suggestions are heard as we develop this program. It is our hope that by implementing this program school-wide, we will be able to foster and maintain a school environment that is inclusive, supportive, and enjoyable for all.

We have held two all school Character Education Assemblies this year to help tie together the various themes and messages that are taught in Second Step. We started the year with an assembly entitled “Dare to Move.” In January we were fortunate to host nine-time X-Game BMX medalist Kevin Robinson. His energetic and entertaining assembly provided our students with strong messages of perseverance, making good choices, and being a good friend and citizen.

We have been working hard to increase the amount of technology that is integrated in our classrooms and within our school environment overall. I am excited to tell you that we have implemented an iPad integration program in our social studies and special education departments. Students in all three grades use these fantastic learning devices in a variety of ways to enhance their learning experiences. I would like to thank the middle school PTA for running a very successful technology fundraising drive last spring. Thanks to their efforts and the generosity of the MS Recycle Club, RS PTA, MS PTA, Integra Companies, Red Sox Raffle proceeds (tickets donated by MS parents), and parent donations, a total of \$7,000 was donated to this initiative. This money, in combination with district funds, was used to purchase forty iPads, a sync cart, apps, related equipment, and professional development sessions for staff.

Another exciting technological addition this year is our new Yamaha Keyboard Lab. We would like to thank the Littleton Education Foundation and the Henry Vincent Couper Charitable Foundation for their generous support and contribution of \$4,000.00. This money in combination with district funds was used to

purchase equipment and materials for this new lab. This lab allows our teachers to provide our general music students with an authentic, hands-on, interactive music education experience.

In addition to the iPads and keyboard lab, our teachers are using many innovative technological tools in and outside of the classrooms such as SMART boards, QR codes linked to teacher websites, cellphones as student response system, SMART student response system, Moodle online classroom, Wikispace discussion forums, digital balances, and programs such as Wordle, Prezi and Photo Story.

We have done many things at the middle school to improve on our ability to meet the needs of all learners. For the second year in a row, we have restructured the master schedule in an effort to gain valuable minutes in each of our class periods. Our students who are struggling in math continue to be provided with intervention opportunities through our Math Lab program. In January, we were able to add the Academic Support Center to our program offerings. The Academic Support Center (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. As always, we continue to provide individualized and standardized support for our special education students. Moving forward, we will continue to explore various options for challenging and meeting the needs of our advanced learners as well.

Our newly implemented co-teaching model is also an integral part of our efforts to meet the needs of all learners. This model has been integrated into our English/Language Arts and Mathematics classes. Teachers of these disciplines have participated in multiple training sessions that will be continued throughout the remainder of this school year.

Following a year-long examination of our course offerings and student placement practices in Mathematics, we are in our first year of a leveled Mathematics model that is supported by new textbooks published by Glencoe/McGraw-Hill. This program is aligned with the Massachusetts Curriculum Frameworks, incorporating the Common Core State Standards for Mathematics. It provides a wide variety of online materials for students, parents, and teachers through ConnectED, including access to student text and worksheets.

Last year we spent a considerable amount of time reviewing our world language program and designing a new model for the upcoming school year. This new model is in alignment with the current middle school best practice of providing young adolescents with a wide variety of educational exploratory experiences. The 6th grade exploratory provides an introduction in the foundational skills for all three languages thereby allowing parents and students to make an informed choice about their 7th grade world language selection. This model provides a coherent course sequence (Grades 6 through 12) for all three world languages taught in the Littleton Public Schools. It also helps to provide students pathways to both AP coursework and the opportunity to enroll in more than one world language at LHS. This change also provides students an opportunity to complete one full year of a language, over the course of two years, and then switch languages at the high school level if they so choose.

The LMS faculty has also spent the past year focusing on open-response questioning. They have participated in professional development focused on embedding, teaching, and assessing this important type of assessment.

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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. As we begin to integrate the common core frameworks into our current practices, this work will be made more manageable and transparent by the fact that the district will be moving 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 was instrumental in assisting the staff and me with the development of our two year school improvement plan that will run from July 1, 2011 through June 30, 2013. 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.

Mark W. Branco, Principal

LITTLETON HIGH SCHOOL PRINCIPAL’S REPORT

As Littleton High School closes 2011 and welcomes 2012, we are in the midst of a comprehensive self-evaluation for re-accreditation. Our school is accredited by the New England Association of Schools and Colleges (NEAS&C), and will be evaluated based on a seven Standards of Accreditation: Core Values, Beliefs, and Learning Expectations; Curriculum; Instruction; Assessment; School Culture and Leadership; School Resources for Learning; and, Community Resources for Learning.

A major part of preparations for the evaluation team involves an examination and revision of our school mission statement. We maintain a mission dedicated to student learning and educational

excellence. At the time of this report, we revised the mission statement with the following introduction: *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.*

In pursuit of our mission, you will hear more in 2012 about the ways in which Littleton High School emphasizes rigorous content standards along with what is often referred to as 21st century skills: Critical Thinking and Problem Solving; Communication; Collaboration; and Creativity and Innovation.

Looking back on 2011, you will find as you read the following seasonal highlights some impressive accomplishments for Littleton High School.

Winter 2011

Just before the start of the New Year, alumni from the Class of 2010 returned to present experiences and lessons of the college admission process and college life. The Guidance Department also hosted a College Planning Night for Juniors and their parents in January.

We held an all school assembly scheduled on February 16 that featured guest speaker, Dr. Robert Antonucci, President of Fitchburg State College and former MA Commissioner of Education. He shared his personal story and wisdom to help inspire our students in their educational experiences, goal setting and college planning.

Departments made their annual revisions to the Program of Studies. The English Language Arts program and Engineering courses experienced significant revision. Department chairs also made a special March presentation to parents of incoming freshmen about course selection and the transition process. We also announced the addition of Latin IV and AP Psychology course.

Building personnel, central office administrators, maintenance crew and contractors all worked collaboratively through seven snow related cancellations, two snow related delays, and one Saturday make-up day. It will be hard to forget the sight of a huge crane in front of the high school removing mountains of snow from the roof.

We introduced a new Winter Semi-formal event at Devens Common on January 8 that received rave reviews from staff and students.

Forty-seven students took the 2011 National Latin Exam on March 10. Twenty-eight received special recognitions for their outstanding performance.

The NHS led by their advisors and former school nurse Lily Prevost organized a successful Blood Drive on March 10th.

The traditional LHS Spirit Week was held the week of March 14th.

The second LHS College Fair included a diverse representation of careers, presenters and college representatives to appeal to the varied interests of LHS students.

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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 15-7. The Girls Basketball team qualified for the MIAA tournament and finished with a 12-11 record. The Boys and Girls Indoor Track teams completed a fourth season as a varsity program and several athletes earned distinction by competing at the district level. The Varsity Ice Hockey team finished 11-5-6 and qualified for the MIAA tournament.

Spring 2011

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-seven 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.

Deanna's Theater Production performed for the entire school in April. Their dramatic presentation focused on healthy decisions in relationships and bullying prevention.

This year's featured the play, "Anything Goes," ran April 1-3.

The Junior/Senior Prom was held on May 13 at the Tewksbury Country Club.

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

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

Seniors Caitlin McLaughlin and Kelli Trainor led a Senior Project entitled "Every 15 Minutes" that featured a day-long educational program and a special all school assembly about the dangers of drunk driving.

The Baseball team qualified for MIAA Tournament and finished 15-4. Several outdoor track athletes competed at the district level. 2011 marked the second year for the Girls' Varsity Lacrosse team. The Boys Lacrosse team in its fourth year as a varsity program achieved a record of 12-6 and qualified for MIAA Tournament.

Littleton High School granted 93 seniors diplomas at the 123rd commencement on June 3. We are especially grateful to the Littleton Scholarship Trust which awarded \$120,000 in college scholarships to graduating seniors and alumni. In addition, Littleton students received \$12,600 from independent scholarships at graduation.

Summer 2011

We made a comprehensive presentation to the School Committee in August about the status and results of our Advanced Placement (AP) Program. Eighty-seven students took 136 AP (Advanced Placement) exams in May. Littleton High School had six students named AP scholars based on receiving a grade of 3 or higher on three or more AP exams. Eight 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. Three 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.

Littleton High School's new Assistant Principal, Cheryl Temple, led a significant revision of the process and documentation for our Student Support Team (SST). This team meets regularly to discuss students who are having difficulties, design interventions and monitor progress. The revamped team now has a well-defined structure and accomplished a school improvement goal.

English teacher Rebecca Claffee remains on leave and Ellen Pollock is filling the long-term substitute position.

Math department chair Gail Poulter retired, and part-time teacher Beverley Baxter became full-time. Math teacher Elizabeth Sullivan joined our faculty as a new part-time teacher.

Nurse Lily Prevost, R.N., left to pursue her Graduate Studies and Littleton resident Christine Porell, R.N. became the new high school nurse.

School Librarian Brian Tata departed in June to become Librarian at Leominster High School. Cecily Houston joined us as the new Librarian.

Long-time special education teacher Ellen Marsh retired and continues to serve as a valuable substitute when needed. Tracy Turner is our new full-time special education teacher.

Our freshman and new student orientation was held on Tuesday, August 31st. 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 107 members in the Class of 2015.

Fall 2011

Littleton Public Schools received an Environmental Excellence Award for district-wide Energy Conservation efforts.

During October we made a comprehensive presentation to School Committee about the status of SAT preparations and results. While the SAT scores have improved over the last two years, the high school staff continues working on a number of action steps in the 2011-2012 school year that aim to boost student achievement on this important college entrance exam.

Our Back to School Night was held on September 16th and Parent/Teacher Conferences were held on October 21st.

As the high school prepares for hosting a NEASC visiting committee in May 2013, we are especially mindful of documenting and applying our revised academic, social and civic learning expectations. We gratefully acknowledge and attribute the contributions and recommendations of the *Partnership for 21st Century Skills* and other Massachusetts schools in developing and wording our statement of core values, beliefs and learning expectations. At the time of this report, our statement currently includes the following student learning expectations:

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- 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
- Respect and understand diversity and different perspectives
- Become active participants in their school community
- Understand the rights and responsibilities of citizenship
- Make positive contributions through community service and civic participation

Throughout 2012 and 2013 the faculty will be engaged in developing rubrics for assessing and reporting students' achievement of these expectations.

We launched a more advanced version of our online system for sending college applications and tracking admission data this fall. It offers a more efficient, customizable and cost effective way for students and parents to manage their college search and application process.

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 19 members on November 9th.

Littleton High School Fall Athletic teams completed another successful season.

Boys Soccer Team had an 8-9-1 record and qualified for MIAA Tournament. The Girls' Soccer Team had a 9-7-2 record, and also qualified for the MIAA Tournament. The Golf team finished 11-5, and qualified for the MIAA Tournament. The Girls Varsity Field Hockey enjoyed an awesome and undefeated record in the regular season with a 15-0-3. They qualified for the MIAA Tournament and finished 16-1-3.

The Varsity Football team qualified for the MIAA playoffs for the fifth straight year and completed the season with 5-7 record; unfortunately, the Tigers lost the annual Thanksgiving Day Football Game against the Ayer Panthers on November 24.

We are grateful for the service of the following School Council members: faculty representatives Danya Sclar, Zach Hirtle, and Rich Tombeno; parent representatives Sue Duncan, Dawn Miller, David Heitmeyer; community representative Luke Schemminger; student representatives Kaitlin O'Neil and Brianna Hilton. 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 noted in the 2009 Annual Report, our high school community shares five commitments that continue to guide our words and actions:

- A caring and supportive climate
- A challenging curriculum that is personalized and differentiated to meet the needs of different students.
- A culture of collaboration within and across departments, schools and roles.
- A communication process that is frequent, open and clear among staff, parents and students.

- Abundant and strong community connections within and beyond the campus

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

Enrollment by Grades October 1, 2011			
–Grade	Boys	Girls	Total
PreK	32	34	66
K	50	68	118
T	11	9	20
1	60	59	119
2	48	46	94
3	51	74	125
4	75	73	148
5	61	65	126
6	59	65	124
7	71	62	133
8	55	66	121
9	49	58	107
10	45	52	97
11	41	56	97
12	56	59	115
TOTALS	764	846	1610

Number of School Choice (non-resident) students attending Littleton Public Schools: 73

Number of Littleton Students attending Nashoba Valley Technical School: 47

Students from Littleton attending special classes in out of district schools: 38

2011 NCLB Report Card – Littleton

Ten-Year History – Enrollment			
Year	Total Enrollment October 1	Number Increase/ Decrease	Percent Increase/Decrease
2002	1,551	+25	+1.6
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

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Enrollment (2010-11)		
	District	State
Total Count	1,584	955,563
Race/Ethnicity (%)		
African American or Black	2.4	8.2
Asian	2.5	5.5
Hispanic or Latino	0.4	15.4
Multi-race, Non-Hispanic	0.9	2.4
Native American	0.1	0.2
Native Hawaiian or Pacific Islander	0.1	0.1
White	93.5	68.0
Gender (%)		
Male	47.9	51.3
Female	52.1	48.7
Selected Populations (%)		
Limited English Proficiency	0.9	7.1
Low-Income	1.2	34.2
Special Education	18.6	17.0
First Language Not English	0.9	16.3

Grades Offered:	PK, K, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12
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Total Schools	Schools with 2010-11 NCLB Accountability Status	
(#)	(#)	(%)
4	2	50.0

Educator Data (2010-11)	District	State
Total # of Teachers	97.7	68,754.2
Percentage of Teachers Licensed in Teaching Assignment	99.4	97.5
Total Number of Classes in Core Academic Areas	493	335,925
Percentage of Core Academic Classes Taught by Teachers Who are Highly Qualified	100.0	97.7
Percentage of Core Academic Classes Taught by Teachers Who are Not Highly Qualified	0.0	2.3
Student/Teacher Ratio	16.2 to 1	13.9 to 1
Percentage of Public Elementary and Secondary School Teachers Issued Waivers	0.0	1.3

	All Schools	High Poverty Schools	Low Poverty Schools
Percentage of Teachers Licensed in Teaching Assignment	99.4	-	99.4
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

ENROLLMENT AND EDUCATOR DATA (CONTINUED)

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	97.7
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

2011 ADEQUATE YEARLY PROGRESS (AYP)

DATA – SUMMARY

Summary Data |

[Detailed Data](#)

	NCLB Accountability Status	Improvement Rating
ENGLISH LANGUAGE ARTS	No Status	No Change
MATHEMATICS	No Status	Improved Below Target

A district is newly identified for improvement if it fails to make AYP in the same subject area and all grade-spans, for students in the aggregate or any subgroup, for two consecutive years. A district will have no accountability status if it makes AYP in the same subject area for at least one grade-span for two consecutive years.

ENGLISH LANGUAGE ARTS					
Grade Spans		2009	2010	2011	2011 Subgroups Not Making AYP
Grades 3-5	Aggregate	No	Yes	No	White -Special Education -
	All Subgroups	No	Yes	No	
Grades 6-8	Aggregate	Yes	Yes	Yes	
	All Subgroups	Yes	Yes	Yes	
Grades 9-12	Aggregate	Yes	Yes	Yes	
	All Subgroups	Yes	Yes	Yes	

MATHEMATICS					
Grade Spans		2009	2010	2011	2011 Subgroups Not Making AYP
Grades 3-5	Aggregate	Yes	Yes	Yes	
	All Subgroups	No	No	Yes	
Grades 6-8	Aggregate	No	No	No	White -Special Education -
	All Subgroups	No	No	No	
Grades 9-12	Aggregate	Yes	Yes	Yes	

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	All Subgroups	Yes	Yes	Yes		
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Adequate Yearly Progress History										NCLB Accountability Status
		2004	2005	2006	2007	2008	2009	2010	2011	
ELA	Aggregate	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No Status
	All Subgroups	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
MATH	Aggregate	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No Status
	All Subgroups	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	

TAX COLLECTOR

Below is a list of tax balances as of January 1, 2011 and ending December 31, 2011, as reported.

	Debit	Credit	Uncollected
Tax Year 2006-2009			
<u>Uncollected 1/1/2011</u>			
Personal Property	\$579.24		
Motor Vehicle Excise	32,282.93		
Rescind of Abatement	502.92		
Refunds	<u>2,068.57</u>		
Total Debit	\$35,433.66		
<u>Collected</u>			
Personal Property		\$579.24	
Motor Vehicle Excise		<u>\$8,658.93</u>	
Total Collected		\$9,238.17	
<u>Abated</u>			
Motor Vehicle		<u>\$15,913.89</u>	
Total Credit		\$25,152.06	
<u>Uncollected as of 12/31/2011</u>			
Motor Vehicle Excise			<u>\$10,281.60</u>
Total Uncollected			\$10,281.60

Tax Year 2010	
<u>Uncollected 1/1/2011</u>	
Real Estate	\$104,473.96
CPA	494.20
Electric Lien	1,377.44
Lien Charge	25.00
Personal Property	3,825.35
Motor Vehicle Excise	50,913.25
MV Commitment	6,031.77

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	Debit	Credit	Uncollected
Refunds	<u>30,917.10</u>		
Total Debit	\$198,058.07		
<u>Collected</u>			
Real Estate		\$44,522.30	
CPA		333.53	
Personal Property		3,297.25	
Motor Vehicle Excise		<u>\$43,443.65</u>	
Total Collected		\$91,596.73	
<u>Abated</u>			
Real Estate		\$29,066.88	
Motor Vehicle Excise		<u>1,786.31</u>	
Total Abatements		\$30,853.19	
<u>Tax Title:</u>			
Real Estate		\$59,951.66	
CPA		160.67	
Electric Lien		1,377.44	
Electric Lien Charge		<u>25.00</u>	
Total Tax Title		\$61,514.77	
Total Credit		\$183,964.69	
<u>Uncollected as of 12/31/2011</u>			
Personal Property			\$528.10
Motor Vehicle Excise			<u>13,565.28</u>
Total Uncollected			\$14,093.38
Taxes Year 2011			
<u>Uncollected as of 1/1/2011</u>			
Real Estate	\$13,136,303.39		
CPA	123,833.56		
Street Betterment	3,768.41		
Street Betterment Interest	3,123.16		
Water Betterment	6,415.12		
Water Betterment Interest	2,784.59		
Septic Betterment	8,017.87		
Septic Betterment Interest	3,923.81		
Electric Lien	4,178.05		
Water Lien	159.24		
Lien Charge	150.00		
Refunds	116,602.23		
Personal Property Comm	1,291.74		
Personal Property	679,008.95		
Real Estate Comm	19,444.26		
CPA	194.44		
Motor Excise	<u>1,091,420.75</u>		
Total Debit	\$15,200,619.57		

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	Debit	Credit	Uncollected
<u>Collected</u>			
Real Estate		\$12,796,192.15	
CPA		122,095.98	
Street Betterment		3,325.51	
Street Betterment Interest		2,680.28	
Water Betterment		6,415.12	
Water Betterment Interest		2,784.59	
Septic Betterment		8,017.87	
Septic Betterment Interest		3,923.81	
Electric Lien		3,244.58	
Lien Charge		100.00	
Personal Property		663,409.28	
Motor Vehicle Excise		<u>1,035,841.83</u>	
Total Collected		\$14,648,031.00	
 <u>Deferred Real Estate</u>		 \$3,447.12	
 <u>Abated</u>			
Real Estate		\$209,664.89	
CPA		927.58	
Personal Property		17,385.51	
Motor Vehicle Excise		<u>25,343.03</u>	
Total Abated		\$253,321.01	
 <u>Tax Title</u>			
Real Estate		\$171,648.22	
CPA		491.16	
Street Betterment		442.90	
Street Betterment Interest		442.88	
Electric Lien		933.47	
Water Lien		159.24	
Lien Charge		50.00	
Total Tax Title		\$174,167.87	
 Total Credits		 \$15,078,967.00	
 <u>Uncollected as of 12/31/2011</u>			
Real Estate			\$67,717.57
CPA			380.68
Personal Property			10,319.98
Motor Vehicle Excise			<u>43,234.34</u>
Total Uncollected			\$121,652.57

Tax Year 2012

Uncollected as of 1/1/2011

Real Estate	\$25,928,091.70
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	Debit	Credit	Uncollected
CPA	135,412.37		
Street Betterment	3,768.41		
Street Betterment Interest	2,934.83		
Water Betterment	5,981.76		
Water Betterment Interest	2,398.81		
Septic Betterment	6,694.25		
Septic Betterment Interest	3,059.66		
Electric Lien	8,984.03		
Lien Charge	200.00		
Personal Property	1,087,745.20		
MLC's	8,075.00		
Registry Marking	5,920.00		
Tax Collector's Fees	51,437.00		
Motor Coach Fees	11,232.00		
Tax Title Advertising	275.00		
Bounced Check Fee	31.00		
Advance Water Betterment	1,299.95		
Advance Water Interest	26.37		
Advance Septic Betterment	9,265.32		
Advance Septic Interest	501.88		
Betterment Release	16.00		
Interest	54,048.06		
Duplicate Bill Fees	6,054.50		
Refunds	<u>6,768.82</u>		

Total Debit \$27,340,221.92

Collected

Real Estate	\$12,045,490.87
CPA	2,114.67
Personal Property	469,188.60
MLC'S	8,075.00
Registry Marking	5,920.00
Tax Collector Fees	51,437.00
Motor Coach Fees	11,232.00
Tax Title Advertising	275.00
Interest	54,048.06
Duplicate Bill Requests	6,054.50
Betterment Release	16.00
Bounced Check Fees	31.00
Advance Septic Betterment	9,265.32
Adv Septic Bett Interest	501.88
Advance Water Betterment	1,299.95
Advance Wat Bett Interest	<u>26.37</u>
Total Collected	\$12,664,976.22

Abated

Real Estate	\$71,762.21
CPA	1,219.17
Personal Property	<u>893.18</u>

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	Debit	Credit	Uncollected
Total Abated		\$73,874.56	
Deferred:			
Real Estate		\$3,645.12	
Total Credits		\$12,742,495.90	
<u>Uncollected 12/31/2011</u>			
Real Estate			\$13,813.962.32
CPA			132,078.53
Street Betterment			3,768.41
Street Betterment Interest			2,934.83
Water Betterment			5,981.76
Water Betterment Interest			2,398.81
Septic Betterment			6,694.25
Septic Betterment Interest			3,059.66
Electric Lien			8,984.03
Lien Charge			200.00
Personal Property			<u>617,663.42</u>
Total Uncollected			\$14,597,726.02

Respectfully,
Rebecca Jean Quinn, Tax Collector

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: 86

Number of Marriage Intentions filed: 86

Number of Deaths: 91

Dogs Licensed in 2011: 967 (Unlicensed over 200) Total Receipts: \$11,507.00

Due to constraints of space the Warrants of all Elections and Town Meetings will no longer be filed in the Town Reports. They will be maintained in the Clerk's Office.

MAY 2, 2011 SPECIAL TOWN MEETING

TOWN OF LITTLETON

The Annual Town Meeting was voted to close at 7:30PM, to open Special Town Meeting and to return to the ATM upon completion of the STM. Town Moderator, Timothy Goddard, called the Special Town Meeting to order at 7:30P.M. at the Charles Forbes Kaye Gymnasium at the Littleton Middle School, Russell St. Littleton.

ARTICLE 1 Bills of Prior Year

Unanimously voted by the Town to transfer a sum of \$406.34 from Line 720 Short Term Debt of the FY 2011 Operating Budget as adopted under Article 4 of the May 3, 2010 Annual Town Meeting to pay unpaid bills from prior fiscal years as listed below.

<u>Vendor</u>	<u>Dept.</u>	<u>Amount</u>	<u>Fiscal Year</u>
Littleton Lumber	Cemetery	44.05	FY2010
Shattuck Oil	Public Buildings	136.40	FY2010
Staples	Police	225.89	FY2010

ARTICLE 2 FY 2011 Line Item Transfers

Declared a vote, motion carries to amend the FY 2011 Operating Budget, as adopted under Article 4 of the May 3, 2010 Annual Town Meeting and amended by the November 8, 2010 Special Town Meeting by adjusting budget line items as follows:

<u>Budget</u>	<u>Line Item</u>	<u>FY11 Budget</u>	<u>Adjustment</u>	<u>FY11 Budget Adjusted</u>
Legal	151	100,000.00	60,000.00	160,000.00
Short Term Debt	720	265,680.00	(31,094.00)	234,586.00
Employee/Retiree Benefits	194	4,445,492.00	(28,906.00)	4,416,586.00
Total Budget Appropriated		31,702,435.00	0.00	31,702,435.00

ARTICLE 3 Rescind Ambulance/EMS Enterprise Fund

Declared a vote, motion carries to rescind its vote under Article 4 of the November 14, 2006 Special Town Meeting which established an Ambulance Enterprise Fund pursuant to Chapter 44, Section 53F½ of the General Laws, to become effective FY12.

ARTICLE 4 Capital Improvements #2 Well Production Facility

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Unanimously voted by the Town to appropriate, the sum of \$125,000 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 that 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 and any other enabling authority, and to issue bonds or notes of the Town therefore, 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 moved and seconded to adjourn the Special Town Meeting and return to the Annual Town Meeting at 7:41 PM.

MAY 2, 2011 ANNUAL TOWN MEETING

Before Town Moderator, Timothy Goddard, called the Annual Town Meeting to order he showed recognition to three individuals that have contributed numerous hours/years of their time and passed away in recent months: Daniel Lord, Ron Catella and Clarence "Skip" Bentle.

Town Moderator, Timothy Goddard, called the Annual Town Meeting to order at 7:00P.M. at the Charles Forbes Kaye Gymnasium at the Littleton Middle School, 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. All Consent Calendar Articles will be voted as a whole and will 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, 11, 13, 14, 15, 16, 23, and 24.**

ARTICLE 1 Town Officers

Voted unanimously through Consent Calendar to approve the following appointments: 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 Jesse Wetteland.

ARTICLE 2 Annual Report

Declared a vote that the Town accept all printed reports of Town Officers and Committees as published in the 2010 Annual Town Report.

ARTICLE 3 Borrowing Authorization

Voted unanimously through Consent Calendar to authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow money from time to time in anticipation of the revenue for the fiscal year

TOWN OF LITTLETON

beginning July 1, 2011, 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.

The Town Moderator with approval of Town Meeting skipped Article 4 until after STM Articles were brought forth and voted. Articles 5 & 6 were brought forward and voted before moving to STM.

ATM was called back to order by Town Moderator, Timothy Goddard, at 7:42PM after the adjourning of the STM at 7:41PM.

ARTICLE 4 Operating Budget

Declared a vote by the necessary majority of Town Meeting to raise and appropriate the sum of \$33,021,021 and to transfer from the funds specified herein the sum of \$531,068 for a total of \$33,552,089 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, 2011. (Presentation was afforded by FinCom members Tyler Gray and Fred Faulkner to Town Meeting.)

<i>Department</i>		<i>FY2010 Actual</i>	<i>FY2011 Budget</i>	<i>FY2012 Recommend</i>
114	MODERATOR			
	Personal Services	\$0	\$0	\$0
	Expenses	<u>0</u>	<u>100</u>	<u>100</u>
	Total 114	0	100	100
122	SELECTMEN / TOWN ADMINISTRATOR			
	Personal Services	154,431	158,868	159,015
	Expenses	11,098	11,870	11,870
	MAGIC Assessment	<u>1,600</u>	<u>1,600</u>	<u>1,628</u>
	Total 122	167,129	172,338	172,513
131	FINANCE COMMITTEE			
	Personal Services	-	-	-
	Expenses	<u>364</u>	<u>500</u>	<u>500</u>
	Total 131	364	500	500
132	RESERVE FUND			
	Expenses	<u>92,265</u>	<u>150,000</u>	<u>150,000</u>
	Total 132	92,265	150,000	150,000
135	FINANCE AND BUDGET			
	Personal Services	483,611	494,089	507,577
	Expenses	33,460	35,010	35,010
	Audit	<u>27,000</u>	<u>27,000</u>	<u>34,500</u>
	Total 135	544,071	556,099	577,087
151	LEGAL			
	Expenses	<u>205,965</u>	<u>100,000</u>	<u>100,000</u>
	Total 151	205,965	100,000	100,000

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<i>Department</i>		<i>FY2010 Actual</i>	<i>FY2011 Budget</i>	<i>FY2012 Recommend</i>
155	INFORMATION SYSTEMS			
	Personal Services	55,181	57,641	60,727
	Expenses	<u>79,586</u>	<u>65,459</u>	<u>69,944</u>
	Total 155	134,767	123,100	130,671
161	TOWN CLERK			
	Elected Salaries	45,707	47,283	49,126
	Personal Services	15,068	16,164	16,695
	Expenses	1,281	1,500	1,500
	Transfer In – Dog Tax Fund	<u>0</u>	<u>(2,200)</u>	<u>(2,200)</u>
	Total 161	62,056	62,747	65,121
162	ELECTIONS & REGISTRATIONS			
	Personal Services	-	-	-
	Expenses	<u>8,850</u>	<u>8,700</u>	<u>8,700</u>
	Total 162	8,850	8,700	8,700
171	CONSERVATION COMMISSION			
	Personal Services	18,830	19,723	20,730
	Expenses	955	1,000	1,000
	Transfer In - Wetland Fund	<u>(3,165)</u>	<u>(5,050)</u>	<u>(5,050)</u>
	Total 171	16,620	15,673	16,680
175	PLANNING BOARD			
	Personal Services	39,802	46,130	48,505
	Expenses	<u>1,062</u>	<u>1,175</u>	<u>1,175</u>
	Total 175	40,864	47,305	49,680
176	APPEALS BOARD			
	Personal Services	4,002	4,879	5,285
	Expenses	<u>1,111</u>	<u>1,200</u>	<u>1,200</u>
	Total 176	5,113	6,079	6,485
191	BUILDING MAINTENANCE			
	Personal Services	42,134	42,982	48,420
	Expenses	<u>317,330</u>	<u>311,556</u>	<u>311,556</u>
	Total 191	359,464	354,538	359,976
193	GENERAL INSURANCE			
	Expense	<u>264,866</u>	<u>300,000</u>	<u>300,000</u>
	Total 193	264,866	300,000	300,000
194	EMPLOYEE/RETIREE BENEFITS			
	Expenses	3,581,318	3,628,588	5,048,243
	Other Post Employment Benefits Liability Fund	0	900,000	500,000
	Transfer In - EMS Enterprise	(63,718)	(68,703)	0
	Transfer In - Recreation Revolving	<u>(14,393)</u>	<u>(14,416)</u>	<u>(14,416)</u>
	Total 194	3,503,207	4,445,469	5,533,827

TOWN OF LITTLETON

<i>Department</i>		<i>FY2010 Actual</i>	<i>FY2011 Budget</i>	<i>FY2012 Recommend</i>
196	Town Report / Town Meeting			
	Expenses	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
	Total 196	5,000	5,000	5,000
210	POLICE / DISPATCH			
	Personal Services	1,393,939	1,442,915	1,463,079
	Expenses	<u>99,868</u>	<u>100,061</u>	<u>100,571</u>
	TOTAL 210	1,493,807	1,542,976	1,563,650
220	FIRE/EMS DEPARTMENT			
	Personal Services	563,712	639,125	652,004
	Expenses	<u>104,841</u>	<u>108,523</u>	<u>95,523</u>
	Total 220	668,553	747,648	747,527
241	BUILDING DEPARTMENT			
	Personal Services	92,980	93,734	99,059
	Expenses	2,772	5,430	5,430
	Transfer In - Inspectional Revolving	<u>(2,730)</u>	<u>(3,000)</u>	<u>(3,000)</u>
	Total 241	93,022	96,164	101,489
300	SCHOOL DEPARTMENT			
	Budget	14,428,673	14,977,076	14,977,076
	Transfer In - LH Zappy Trust	(200)	(700)	(200)
	Transfer In - Hildreth Trust	(1,500)	(6,000)	(6,000)
	Transfer In - Goldsmith Trust	(100)	(500)	(500)
	Transfer In - Johnson Trust	<u>(200)</u>	<u>(750)</u>	<u>(750)</u>
	Total 300	14,426,673	14,969,126	14,969,626
301	NASHOBA TECH ASSESSMENT			
	Expenses	<u>488,712</u>	<u>597,906</u>	<u>620,422</u>
	Total 301	488,712	597,906	620,422
420	HIGHWAY DEPARTMENT			
	Personal Services	668,206	684,489	689,660
	Expenses	468,787	461,701	466,034
	Streetlights	33,077	33,077	30,829
	Park Maintenance	0	6,800	6,800
	Wastewater	67,000	50,000	50,000
	B&M Crossing	2,806	2,806	2,806
	Gasoline	<u>88,860</u>	<u>100,000</u>	<u>100,000</u>
	Total 420	1,328,736	1,338,243	1,346,129
422	ROADWAY REPAIRS			
	Expenses	<u>464,800</u>	<u>469,448</u>	<u>474,142</u>
	Total 422	464,800	469,448	474,142

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	<i>Department</i>	<i>FY2010 Actual</i>	<i>FY2011 Budget</i>	<i>FY2012 Recommend</i>
423	SNOW & ICE			
	Personal Services	65,006	68,000	68,000
	Expenses	<u>204,498</u>	<u>84,000</u>	<u>132,000</u>
	Total 423	269,504	152,000	200,000
491	CEMETERY DEPARTMENT			
	Personal Services	75,435	77,325	77,778
	Expenses	19,690	17,800	17,800
	Transfer In: Sale of Cemetery Lots	(12,000)	(12,000)	(12,000)
	Transfer In - Graves	<u>(20,000)</u>	<u>(18,897)</u>	<u>(18,897)</u>
	Total 491	63,125	64,228	64,681
510	HEALTH DEPARTMENT			
	Personal Services	23,925	26,279	26,977
	Expenses	225	1,235	1,235
	Assessment - Nashoba BOH	21,027	21,027	21,650
	Assessment - Nashoba Nursing	8,182	8,182	8,250
	Assessment - Eliot Clinic	3,780	3,780	3,780
	Animal Inspector	1,300	1,300	1,300
	Transfer In - B.Sampson Animal Fund	<u>(500)</u>	<u>(2,500)</u>	<u>(2,500)</u>
	Total 510	57,939	59,303	60,692
541	COUNCIL ON AGING			
	Personal Services	56,728	56,522	63,210
	Expenses	<u>12,008</u>	<u>12,462</u>	<u>13,416</u>
	Total 541	68,736	68,984	76,626
543	VETERANS SERVICES			
	Personal Services	5,000	5,000	5,000
	Expenses	305	750	750
	Veteran Benefits	<u>18,266</u>	<u>12,000</u>	<u>12,000</u>
	Total 543	23,571	17,750	17,750
610	REUBEN HOAR LIBRARY			
	Personal Services	354,500	354,427	359,971
	Expenses	62,695	67,400	65,900
	Merrimack Valley Assessment	30,489	31,714	31,714
	Transfer In - Library Trust Funds	<u>(15,000)</u>	<u>(17,500)</u>	<u>(13,000)</u>
	Total 610	432,684	436,041	444,585
630	PARK AND RECREATION DEPARTMENT			
	Personal Services	139,980	142,001	151,638
	Expenses	0	-	-
	Transfer In - Revolving Wages	<u>(60,980)</u>	<u>(60,550)</u>	<u>(87,162)</u>
	Total 630	79,000	81,451	64,476

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<i>Department</i>		<i>FY2010 Actual</i>	<i>FY2011 Budget</i>	<i>FY2012 Recommend</i>
690	Other CULTURE & RECREATION			
	Historical	692	700	700
	Memorial Day	500	500	500
	Patriot's Day	<u>50</u>	<u>50</u>	<u>50</u>
	Total 690	1,242	1,250	1,250
710	LONG TERM DEBT	4,178,104	4,611,119	5,007,028
720	SHORT TERM DEBT	186,033	265,680	150,000
	Transfer In - Cemetery Trust	(25,000)	(13,000)	(13,000)
	Transfer In - Self Help Grant	(18,000)	(18,000)	(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	(57,204)	(49,929)	(47,754)
	Transfer In - Clean Lakes	(30,310)	(28,770)	0
	Transfer In – Bond premium	-	-	(17,058)
	Transfer In – Community Preservation	-	(36,250)	(29,998)
	Transfer In - Light Dept	<u>(196,014)</u>	<u>(189,705)</u>	<u>(183,309)</u>
	Total Debt Service	3,980,335	4,483,871	4,791,635
<u>FUNDING SUMMARY</u>				
	TOTAL Net Budgets	29,929,328	32,079,731	33,552,089
	Total Transfers In	<u>578,288</u>	<u>605,694</u>	<u>531,068</u>
	TOTAL Appropriated Budgets	29,351,040	31,474,037	33,021,021

ARTICLE 5 Electric Light Operating Budget

Declared a vote, motion carries, that the income from the sale of electricity to private consumers and/or the electricity supplied to municipal buildings and from sales of appliances and jobbings during the current fiscal year, be appropriated for the Municipal Light Plant, the whole to be expended by the Manager of the Municipal Light Plant under the direction and control of the Electric Light Board for expenses of the plant for the fiscal year, as defined in Chapter 164, Section 57 of the General Laws, including out-of-state travel, and if said sum and said income shall exceed such expenses of the plant as the Electric Light Board may determine, it shall be transferred to the Construction Fund or other so designated account of said plant and may be expended without further appropriation for such additions to such plant as may be authorized by the Electric Light Board and any unexpended balance of said excess shall be returned to the Town Treasurer.

ARTICLE 6 FY 2012 Water Enterprise Fund Operating Budget

Declared a vote, motion carries, to appropriate \$2,015,500 from the Water Enterprise Fund to finance the operation of the Water Department for the fiscal year beginning July 1, 2011 (*detail below*).

I. Water Enterprise Revenues

FY 2012

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User Charges	\$2,002,000
Enterprise Available Funds	13,500
Investment Income	
Total Revenues	\$2,015,500
II. Costs Appropriated for the Enterprise Fund	
Salaries and Wages	\$640,000
Expenses	888,500
Capital Outlay – Equipment	0
Capital Outlay – Improvements	0
Reserve Fund	100,000
Debt Principal and Interest	387,000
Budgeted Surplus	0
Total Costs Appropriated for Enterprise Fund	\$2,015,500
III. Costs Appropriated for General Fund to be Charged to the Enterprise Fund	
Indirect Costs	\$0
Benefits	0
Pension Costs	0
Total Costs Appropriated for the General Fund.	\$0
Total Costs	\$2,015,500

Moved and seconded to close the ATM at 7:30PM and go into the STM and to the return to the ATM with Article 4 upon completion of said STM.

ARTICLE 7 FY 2012 Emergency Medical Services Enterprise Fund

No affirmative action taken, due to the passage of STM Article 3.

ARTICLE 8 FY 2012 Capital Items from Available Funds

Ayes have it, motion carries, declared a vote to raise and appropriate a sum of \$354,500 and transfer from the Undesignated Fund Balance the sum of \$550,000 for a total of \$904,500, to be expended by the respective Departments or Officers indicated, for the capital projects and purchases itemized and described below.

- A. Police Cruiser leases - \$47,000 to be expended by the Police Department for 1st year payment on 3 cruisers @ \$14,000 each and 1st year payment on 1 unmarked @ \$5,000;
- B. Fire Command Vehicle lease -\$6,000 to be expended by the Fire Department to lease a vehicle for Fire Department. Said payment will cover the 5th year's payment (final) of a five-year lease;
- C. Fire Major Equipment Repair -\$15,000 to be expended by the Fire Department for the purpose of major equipment repairs and upkeep;
- D. Highway Major Equipment Repair - \$15,000 to be expended by the Highway Department for the purpose of major equipment repairs and upkeep;
- E. Shaker Lane Univents - \$30,000 *to be expended by the School Committee for the purpose of replacing Univent HVAC units at the Shaker Lane School;*
- F. School Technology - \$25,000 *to be expended by the School Committee for the purpose of purchasing new and replacement computer systems with printers and accessories for various school departments;*
- G. Town Hall Building Repair/Maintenance - \$10,000 *to be expended by the Board of Selectmen for the purpose of major systems repairs and upkeep of the Shattuck St building;*

- H. Highway – Two (2) 1992 Mack dump/sander/plow refurbishments - \$100,000 (\$50,000 each truck) to be expended by the Highway Department for the purpose of refurbishing the two vehicles, including frame work;
- I. Highway Pickup truck - \$44,000 to be expended by the Highway Department for the purpose of purchasing a new pick-up truck with plow as a replacement for an existing 2001 vehicle with mileage in excess of 100,000;
- J. *Municipal Facilities Study* – \$30,000 to be expended by the Board of Selectmen in order to complete a joint municipal-school facility assessment study;
- K. Cemetery Land Development - \$92,000 to be expended by the Cemetery Commissioners in order to fund the development and expansion of the existing Cemetery property;
- L. Highway Pole Storage Barn - \$40,000 to be expended by the Board of Selectmen/Highway Department to install a storage facility at the Highway Department for off-season equipment storage;
- M. Library - Matching for Funds Planning Study – \$20,000 to be expended by the Library Trustees for a planning and design study regarding library expansion or new construction;
- N. Engine 1 replacement - \$430,500 to be expended by the Fire Department for the replacement of a 1996 Spartan/3D Pumper.

ARTICLE 9 FY 2012 Community Preservation Budget

Unanimously voted by the Town to hear and act on the report of the Community Preservation Committee on the Fiscal Year 2012 Community Preservation Budget, to approve the appropriations and reserves from FY 2012 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 2012 open space	14,255
Debt service – from FY 2012 historic resources	15,393
Debt service – from historic resources reserve	350
Debt service – from FY 2012 Undesignated	30,009
Mill Pond Public Access Site – from FY 2012 Undesignated	30,000
Baptist Church Clock Tower – from FY 2012 Undesignated	25,700
<i>Sub-total</i>	<i>\$120,707</i>

Reserves

Open Space (to Reserve)	\$1,138
Community Housing (to Reserve)	15,393
Budgeted Reserve (to Reserve)	17,043
<i>Sub-total</i>	<i>33,574</i>
TOTAL	\$154,281

ARTICLE 10 Clean Lakes Committee Transfer of Land

Unanimously voted by the Town to transfer the care, custody, management and control of the real property located along Lake Warren Drive in the Town of Littleton shown on the Assessor's Map as U39 Lot 13, from the Board of Selectmen to the Clean Lakes Committee for the purpose of constructing and maintaining a public access boat launch for Mill Pond.

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ARTICLE 11 M.H. Kimball Trust School Grant Funds

Unanimously voted by the Town, through the Consent Calendar, to transfer \$10,000 from a grant from the M.H. Kimball Trust to the Littleton School Department for the purpose of procuring computers to upgrade the multi-media lab at Littleton High School and costs related thereto.

ARTICLE 12 Personnel By-law Amendments

Ayes have it, motion carries, declared a vote to amend Chapter 33 of the Town Code, Personnel, as follows:

(1) Amend §33-2 relative to Personnel Board membership by deleting the first sentence of the third paragraph of §33-2 and replacing it with the following: “The Town department head and employee at large shall be ~~elected~~ *nominated* by their peers *and the Personnel Board shall appoint those nominated* for a term of two years so arranged that the term of one shall expire each year.”

(2) Amend §33-7, Definitions, by amending (b) to read as follows: “Benefit Eligible Employee: Any employee who is employed at least 20 hours per week, 52 weeks per year, *whose position is listed on Schedule A or Schedule B of the Classification and Compensation Plan.*”

(3) Amend §33-13, Step Raises, to read as follows: “Step increases will be awarded on an annual basis *on July 1st* ~~at the employee's anniversary~~ providing the employee has completed at least one (1) year of satisfactory employment. When an employee reaches the top step of the grade they will no longer be eligible for a step increase.”

(4) Amend §33-22, Personal Days, to read as follows: “All benefit eligible employees shall receive three (3) paid personal days on July 1st to use during that 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* ~~They will be taken in half-day increments and cannot be carried over or paid out.~~”

(5) Amend Schedule A, Permanent Full and Part-time Employees, of the Classification and Compensation Plan to read as follows:

SCHEDULE A, Permanent Full and Part-time Employees, FY 2012 +1.0%

GRADE		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
1	hourly	\$8.94	\$9.25	\$9.57	\$9.90	\$10.25	\$10.61	\$10.98
	annual	\$18,666.72	\$19,314.00	\$19,982.16	\$20,671.20	\$21,402.00	\$22,153.68	\$22,926.24
2	hourly	11.09	11.48	11.88	12.30	12.73	13.18	13.64
	annual	23,155.92	23,970.24	24,805.44	25,682.40	26,580.24	27,519.84	28,480.32
3	hourly	13.97	14.46	14.97	15.49	16.03	16.59	17.17
	annual	29,169.36	30,192.48	31,257.36	32,343.12	33,470.64	34,639.92	35,850.96
4	hourly	16.07	16.63	17.21	17.81	18.43	19.08	19.75
	annual	33,554.16	34,723.44	35,934.48	37,187.28	38,481.84	39,839.04	41,238.00
5	hourly	16.87	17.46	18.07	18.70	19.35	20.03	20.73
	annual	35,224.56	36,456.48	37,730.16	39,045.60	40,402.80	41,822.64	43,284.24
6	hourly	17.71	18.33	18.97	19.63	20.32	21.03	21.77
	annual	36,978.48	38,273.04	39,609.36	40,987.44	42,428.16	43,910.64	45,455.76
7	hourly	18.60	19.25	19.92	20.62	21.34	22.09	22.86

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	<i>annual</i>	38,836.80	40,194.00	41,592.96	43,054.56	44,557.92	46,123.92	47,731.68
8	<i>hourly</i>	19.53	20.21	20.92	21.65	22.41	23.19	24.00
	<i>annual</i>	40,778.64	42,198.48	43,680.96	45,205.20	46,792.08	48,420.72	50,112.00
9	<i>hourly</i>	20.51	21.23	21.97	22.74	23.54	24.36	25.21
	<i>annual</i>	42,824.88	44,328.24	45,873.36	47,481.12	49,151.52	50,863.68	52,638.48
10	<i>hourly</i>	21.54	22.29	23.07	23.88	24.72	25.59	26.49
	<i>annual</i>	44,975.52	46,541.52	48,170.16	49,861.44	51,615.36	53,431.92	55,311.12
11	<i>hourly</i>	26.93	27.87	28.85	29.86	30.91	31.99	33.11
	<i>annual</i>	56,229.84	58,192.56	60,238.80	62,347.68	64,540.08	66,795.12	69,133.68
12	<i>hourly</i>	33.66	34.84	36.06	37.32	38.63	39.98	41.38
	<i>annual</i>	70,282.08	72,745.92	75,293.28	77,924.16	80,659.44	83,478.24	86,401.44
13	<i>hourly</i>	38.71	40.06	41.46	42.91	44.41	45.96	47.57
	<i>annual</i>	80,826.48	83,645.28	86,568.48	89,596.08	92,728.08	95,964.48	99,326.16

GRADE 1

Library Assistant

GRADE 2

No positions assigned

GRADE 3

Cemetery Laborer

Crossing Guard

Library Technician

GRADE 4

Building Custodian

Finance Technician

Department Clerk

GRADE 5

Administrative Clerk

Assessment Clerk

Cemetery Groundskeeper

PRCE Program Coordinator

Senior Library Technician

GRADE 6

Administrative Assistant

Communications Officer (part-time)

Program Coordinator/Social Day Program

GRADE 7

Assessment Analyst

Assistant Accountant

Reserve Police Officer

Coordinator for Outreach and Respite Care

GRADE 8

Conservation Coordinator/Administrator

Maintenance Supervisor

PRCE Assistant Director

Senior Librarian

GRADE 9

Cemetery Administrator

Council on Aging Director

Executive Assistant to the Town Administrator

Assistant Treasurer/Payroll & Benefits

Coordinator

GRADE 10

Tax Collector

GRADE 11

Building Commissioner

Chief Assessor

Planning Administrator/Permit Coordinator

Town Treasurer

GRADE 12

Highway Operations Manager

Information Systems Manager

PRCE Director

GRADE 13

No positions assigned

6) Amend Schedule B of the Classification and Compensation Plan by adding "Driver Education Coordinator: \$25.00 per hour."

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

SCHEDULE C: Temporary/Seasonal Park & Recreation Department positions, 2011 Season

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GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
1 hourly	\$8.75	\$8.93	\$9.19	\$9.47	\$9.75
2 hourly	\$9.50	\$9.69	\$9.98	\$10.28	\$10.59
3 hourly	\$10.00	\$10.20	\$10.51	\$10.82	\$11.15
4 hourly	\$10.25	\$10.46	\$10.77	\$11.09	\$11.42
5 hourly	\$12.00	\$12.24	\$12.61	\$12.99	\$13.37
6 hourly	\$13.50	\$13.77	\$14.18	\$14.61	\$15.05
7 hourly	\$14.50	\$14.79	\$15.23	\$15.69	\$16.16
8 hourly	\$15.25	\$15.56	\$16.02	\$16.50	\$17.00
9 hourly	\$18.00	\$18.36	\$18.91	\$19.48	\$20.06
10 hourly	\$22.00	\$22.44	\$23.11	\$23.81	\$24.52

GRADE 1

Boat Rental Attendant
Junior Counselor -Tahattawan
Snack Hut Attendant
Special Activities

GRADE 2

Intern
Senior Counselor – Tahattawan

GRADE 3

Counselor - Prouty
Lead Counselor - Tahattawan
Lifeguard
Snack Hut Manager

GRADE 4

Sailing Instructor
Water Safety Instructor

GRADE 5

Camp Specialist-Art
Camp Specialist-Sports
Summer Program Coordinator

GRADE 6

Assistant Director/CIT Director - Tahattawan
Camp Specialist-Music
Head Guard

GRADE 7

Assistant Director - Prouty
Camp Specialist-Science and Nature
Sailing Coordinator

GRADE 8

Aquatics Director
Special Programs Instructor

GRADE 9

Driver's Education Instructor 1
Golf Instructor
Special Programs Instructor
Tennis Instructor

GRADE 10

Camp Director - Prouty
Camp Director – Tahattawan
Driver's Education Instructor 2
Preschool Teacher

ARTICLE 13: FY2012 Revolving Funds

Unanimously voted, through the Consent Calendar, that the Town authorize the following Fiscal Year 2012 Revolving Funds, in accordance with Chapter 44, section 53E½ of the General Laws.

(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 \$75,000 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) Community Education: to allow receipts from community education fees to be segregated into a special account; and with funds therefrom, up to a limit of \$80,000 annually, to be expended for wages and associated administrative costs, under the direction of the Park & Recreation Commission, with the prior year's fund balance to be available for expenditure;
- (10) 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; and
- (11) 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.
- (12) 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.
- (13) 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.
- (14) 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.

ARTICLE 14 Compensating Balance Agreement

ANNUAL REPORT 2011

Unanimously voted by the Town, through the Consent Calendar vote, to authorize the Treasurer to enter into a Compensating Balance Agreement(s) for FY 2012, pursuant to Chapter 44, Section 53F of the General Laws.

ARTICLE 15 Senior Work Program

Unanimously voted by the Town, through the Consent Calendar vote, to request the Board of Assessors to commit \$50,000, or any other sum or sums of money, from the FY 2012 Overlay Account for Abatements to fund the Senior Citizen Tax Work-off Abatement Program.

ARTICLE 16 Use of Chapter 90 Mass Highway Funds

Unanimously voted by the Town, through the use of the Consent Calendar, to appropriate funds available from the Massachusetts Highway Department, in the amount of \$368,267 for authorized road improvements and other projects provided for under Chapter 90 of the General Laws.

ARTICLE 17- By-law Amendment: Department of Land Use, Planning, and Permitting

Motion failed by a vote of: Yes 44 to No 53.

By-law amendment failed: Pursuant to Section 14 of Chapter 43C of the General Laws, to accept the provisions of Section 13 of Chapter 43C of the General Laws, thereby authorizing the Town to adopt a bylaw providing for a consolidated department of municipal inspections; and, further, *to amend the Town Code as follows:*

1. Add a new Chapter 26, “Land Use, Planning, and Permitting; Department of,” as follows:

Chapter 26. Land Use, Planning, and Permitting; Department of

§26-1. There shall be a consolidated department of municipal inspections as provided for in section 13 of Chapter 43C of the General Laws, to be known as the Department of Land Use, Planning, and Permitting, to provide a coordinated, comprehensive, and continuing approach to the Town’s land use management, planning, permitting, and development functions; coordinated implementation of the Town’s adopted goals and plans; improved customer service to Town residents and the public; to strengthen the human resources function, and enhance employee development and training, including cross training among the administrative support staff.

§26-2. The Department of Land Use, Planning, and Permitting shall include the building commissioner; the electrical, plumbing, and gas inspectors; and the administrative, clerical, support and other assistants of the building commissioner, Planning Board, Board of Health, Conservation Commission, and Zoning Board of Appeals, but not including the health agent employed through the Town of Littleton’s participation in the Nashoba Associated Boards of Health pursuant to MGL C.111,§27A.

The Department shall also serve as policy advisor on the Town's long-term and strategic planning initiatives related to economic development, housing, transportation, and open space, historic, and natural resources.

§26-3. There shall be a Land Use, Planning and Permitting Coordinating Committee, a five-member public body comprised of one member of the Planning Board, one member of the Board of Health, one member of the Conservation Commission, one member of the Zoning Board of Appeals, and one member of the Board of Selectmen; each designated by said board or commission.

§26-4. There shall be a Director of Land Use, Planning, and Permitting who shall be appointed by, and may be removed by, the Town Administrator, provided that appointment of the Director shall be subject to approval by the Coordinating Committee established in §26-3. The term of office for the Director shall be three (3) years. The Town Administrator shall directly supervise and conduct performance reviews of the Director.

§26-5. The Director shall appoint all personnel under his/her direction and control, subject to the approval of the Town Administrator. Prior to the assignment by the Director of staff to the Planning Board, Board of Health, Conservation Commission, and Zoning Board of Appeals on a permanent, rather than temporary, basis, the Director shall consult with said board. All inspections staff shall be supervised by the Building Commissioner. All administrative support staff shall be considered personnel of the Department, rather than working for individual offices incorporated within the Department. The Director shall have discretion to allocate the services of administrative staff among the Department's offices and the Town boards served by the Department, in consultation with said boards, with whom the Director shall meet from time to time to identify their needs, individually and collectively, and to develop a plan of action indicating the extent to which the department can address those needs.

In performing duties where approval of the Planning Board, Board of Health, Conservation Commission or Zoning Board of Appeals is statutorily required, the assigned employee shall be subject to day-to-day supervision of the Director within the scope of the general policy and direction established by the respective board.

§26-6. The Department of Land Use, Planning, and Permitting shall coordinate all land use, planning, permitting, development, and inspection functions carried out by any municipal officer or agent, maintain all records relating to inspections in a central place through a common index, provide for a single application process which would indicate all inspections which might be necessary, including, but need not be limited to, any inspections under the zoning and other local by-law, building code, wire code, plumbing and gas code, state sanitary code, board of health rules and regulations, fire code, conservation commission, and any other local inspections as may be otherwise authorized.

§26-7. For the purposes of the Town Budget, the Department of Land Use, Planning, and Permitting shall have its own account title and department number. The Department's budget may contain line items that generally cover all of the Department's administrative wages and salaries, administrative expenses and other costs, rather than including such expenses in separate line items for each individual office incorporated within the Department. The Director shall consult with the Land Use, Planning and Permitting Coordinating Committee in preparing the annual budget request for the Department. The respective boards shall continue to administer such non-operating budget funds authorized by state statute or other restricted designated funds as special revolving funds for hiring of outside consultants pursuant to MGL C.44 §53G, and the conservation fund under MGL C.40, §8C.

2. Amend Chapter 3, Section 3 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; *Director of Land Use, Planning, and Permitting*; Facilities Manager; Head of Information Technology; ~~Building Commissioner~~; and Human Resources. The department heads shall be appointed by, and can be removed by, the Town Administrator subject to the approval of the BOS; *except that the Director of Land Use, Planning and Permitting shall be appointed in accordance with Town Code Section 26-4.* Employees of the heads of said departments shall be appointed by the department head subject to approval of the Town Administrator.

ARTICLE 18 Zoning Amendment: Farmland Protection

ANNUAL REPORT 2011

Two-thirds vote needed for approval. Motion carried, declared a vote by the necessary 2/3rds: Yes 65 No 18; total vote count 83, necessary yes votes to pass 55.

Voted to amend the Zoning By-Law of the Town of Littleton as follows:

1. Amend the Use Regulations Schedule set forth in §176-26.B by inserting, immediately below the row labeled “Roadside stands (agricultural)” a new row as follows:

	P	R	VC	B	IA	IB
Accessory Business Uses at Active Farms (See § 173-57)	P	P	P	P	P	

2. Insert a new §173-57, as follows:

§173-57. Accessory Business Uses at Active Farms

A. The Town of Littleton finds that in order to protect and preserve the agricultural, horticultural, viticultural or floricultural lands (hereafter “agricultural uses”), to protect and preserve natural resources, and to maintain land in active agricultural uses, it is necessary to enable the owners of said lands that are in active agricultural use to conduct, in addition to any primary or accessory use subject to the protection of M.G.L. c.40A, §3, par. 1, certain other appropriate accessory business uses to supplement the income from said agricultural uses.

The Planning Board, by special permit, may grant approval for the following accessory business uses at active farms on contiguous farmland parcels in excess of 5 acres:

- Veterinarians’ office.
- Agricultural equipment and supply dealers.
- Custom farm providers.
- Feed milling and delivery.
- Facilities for hosting or staging of revenue-generating events, tours, weddings, and functions which are appropriate in scale to the premises and any surrounding residential area, including the preparation and serving of food and beverages for such events, provided that the facilities are primarily outside or under an open shelter and shall be operated seasonally.
- Small-scale abattoir/meat processing facilities.
- Facilities for the production and sale of farm-related products, such as but not limited to cider, baked goods, butter, wine, cheeses, or ice cream, whether or not the farm is the main source of the raw materials used in the farm products, provided that the facilities and associated parking shall not occupy more than 10% of the total farm area.
- Farm stand restaurants designed and used for the sale of farm crops and livestock grown on farms in the local agricultural area; provided that the facilities and parking for the farm stand restaurant, and the associated farm stand, shall not occupy more than 10% of the total farm area.
- Animal boarding facilities for the boarding of up to 50 animals other than those stabled, raised, or kept onsite in connection with the primary agricultural use.
- Farm implement and similar heavy machinery repair services, such as a welding operation, blacksmith shop, etc. that the farm operator would normally undertake in maintenance of machinery for his/her own farm.
- Subsurface disposal of septic effluent from nearby or adjacent residential or commercial facilities, or municipal waste water treatment facility, provided that the surface of any such area shall be placed under a conservation or agricultural preservation restriction.

B. The Planning Board may set conditions such as hours of operation, number of employees, or other conditions that they deem appropriate when granting a special permit pursuant to this section. In order to maintain agriculture as the primary use for the property, the uses provided for herein (excluding those uses for which a specific maximum is provided above), and any associated parking, shall occupy no more than 5% of the land area of the farm parcel(s). The Planning Board may require that the special permit, including all conditions, be recorded at the Registry of Deeds. The special permit shall recite the circumstances under which the special permit is being granted (e.g. the amount

of land area in active agricultural use, the nature of the primary agricultural use, etc.) and shall include a condition requiring that the given circumstances continue to exist.

C. Decision Criteria: Special Permits for accessory business uses at active farms shall be granted only if the Planning Board determines that the criteria of Section 173-7C are met, after consideration of the following:

- (1) Roads, water and drainage facilities are existing, or as committed by the applicant to be improved, and their ability to serve this proposal adequately and safely without material deterioration in service to other locations.
- (2) Degree of assurance that no planned process or unplanned contingency will result in undue hazard or contamination of air, land, or water resources.
- (3) Visual compatibility with the vicinity, including consideration of site arrangement, consistency in architectural scale (or reasonability of departure), retention of existing site features, especially trees, and architectural character.
- (4) Degree of threat to environmental resources, including loss of valuable trees and other vegetation, disturbance to habitats, and soil loss through erosion.
- (5) Buffering and screening from any nearby uses of different character.
- (6) Retaining prime or important agricultural soils in active production.

Specific uses that are prohibited on residentially zoned agricultural lands include:

- Gas stations or retail or wholesale fuel storage or delivery.
- Retail Stores such as drug, department, hardware, and clothing stores.
- Manufacture of non-agricultural products.

D. This section does not preclude a landowner from applying for other permits for Extensive Recreational uses of the agricultural lands that are not incompatible with the seasonal agricultural uses of the agricultural lands.

E. This section is not intended to, and does not, impact the ability of the landowner to undertake any use or construct any structure allowed by right under local zoning, M.G.L. c.40A, §3, first par. and/or state definitions related to agriculture.

ARTICLE 19 Zoning Amendment: Open Space Development

Two-thirds vote needed for approval. Motion carried, declared a vote by the necessary 2/3rds: Yes 78 No 7; total vote count 85, necessary yes votes to pass 57.

Voted to amend the Zoning By-Law of the Town of Littleton as follows:

1. Amend §173-104.A by inserting a reference to Subsection E, so that the first sentence begins “Except as modified by Subsections B, C and E below,”

2. Insert a new §173-104.E, as follows:

E. The number of dwelling units that may be constructed in an Open Space Development may be increased by the Planning Board if it finds that the developer has incorporated into the Open Space Development significant areas of scenic woodland or agricultural lands along public road frontage that may otherwise have been developed into “Approval Not Required” (ANR) lots prior to the submittal of the Open Space Development, and if the Planning Board finds that the proposed Open Space Development protects this significant roadway frontage in the open space to be protected in perpetuity under the provisions of the Open Space Development bylaw. The number of dwelling units to be added to the calculation in Subsection A shall not exceed two times the number of ANR lots that could have been developed prior to the submittal of the Open Space Development, but that are instead included in the protected open space area.

ARTICLE 20 Zoning Amendment: Commercial Solar

Two-thirds vote needed for approval. Unanimously voted by the Town to amend the Zoning By-Law of the Town of Littleton as follows:

1. Amend Article II, General Provisions, § 173-2, Definitions, by inserting a new definition of Commercial Solar Photovoltaic Installation in alphabetical order, as follows:
COMMERCIAL SOLAR PHOTOVOLTAIC INSTALLATION: A solar photovoltaic system that is mounted on the ground, roof, or structure; and generates electric power onto the Littleton Electric Light Department's (LELD) distribution system for sale to LELD or others.

2. Adopt a new Article XXVI, Commercial Solar Photovoltaic Installations, as follows:

Article XXVI

Commercial Solar Photovoltaic Installations

§ 173-180. Purpose

The purpose of this section is to promote the creation of new commercial solar photovoltaic installations by providing standards for the placement, design, construction, operation, monitoring, modification and removal of such installations that address public safety and minimize impacts on residential neighborhoods and scenic, natural and historic resources.

§ 173--181. Applicability

Construction and use of a commercial solar photovoltaic installation or any part thereof shall be permitted in any zoning district subject to the requirements set forth in this section.

§ 173--182. Use Regulations

Commercial solar photovoltaic installations shall conform to the following provisions.

- A. A commercial solar photovoltaic installation may be erected upon the issuance of a special permit by the Planning Board on a lot containing a minimum of three (3) acres.
- B. All setback, yard, buffer and screening requirements applicable in the zoning district in which the installation is located shall apply.
- C. All security fences surrounding the installations shall be set back from the property line a distance equal to the setback requirement applicable to buildings within the zoning district in which the installation is located.
- D. The provisions of Article XX, Site Plan Review, shall not apply to commercial solar photovoltaic installations.
- E. The visual impact of the commercial solar photovoltaic installation, including all accessory structures and appurtenances, shall be mitigated. All accessory structures and appurtenances shall be architecturally compatible with each other. Whenever reasonable, structures shall be shaded from view by vegetation and/or joined and clustered to avoid adverse visual impacts. Methods such as the use of landscaping, natural features and fencing may be utilized.
- F. Lighting shall not be permitted unless required by the Planning Board or required by the State Building Code. Where used, lighting shall be directed downward and full cut-off fixtures shall be used.
- G. All utility connections from the commercial solar photovoltaic installation shall be underground unless specifically permitted otherwise by the Planning Board in the special permit. Electrical transformers and inverters to enable utility interconnections may be above ground if required by LELD.
- H. A commercial solar photovoltaic installation must meet: (i) the requirements of Littleton Electric Light Department's "Qualifying Facility Power Purchase Rate; and (ii) the requirements of Littleton Electric Light Department's "Standards for Interconnecting Distributed Generation" as published by the LELD.
- I. Clearing of natural vegetation shall be limited to what is necessary for the construction, operation and maintenance of the commercial solar photovoltaic installation or otherwise prescribed by applicable laws, regulations and bylaws.

J. The commercial solar photovoltaic installation owner or operator shall maintain the facility in good condition. Maintenance shall include, but not be limited to, painting, structural repairs, continued compliance with landscaping and screening requirements, and integrity of security measures. The owner or operator shall be responsible for the maintenance of any access roads serving the installation.

§ 173-183. Discontinuance

A commercial solar photovoltaic installation shall be deemed to have been discontinued if it has not been in service for a continuous 24-month period. Upon receipt of a Notice of Discontinuance from the Building Commissioner, the owner shall have the right to respond to the Notice within 30 days of receipt. The Building Commissioner shall withdraw the Notice of Discontinuance and notify the owner that the Notice has been withdrawn if the owner provides information that demonstrates to the satisfaction of the Building Commissioner that the commercial solar photovoltaic installation has not been discontinued. If the commercial solar photovoltaic installation is determined to be discontinued, the owner shall remove the installation, including all structures, equipment, security barriers and transmission lines, and stabilize or re-vegetate the site as necessary to minimize erosion and sedimentation, at the owner's sole expense within three months of receipt of the Notice of Discontinuance. Failure to remove the installation and stabilize the site within said time period may subject the owner to action pursuant to Article XXIV.

§ 173-184. Administration

A. A special permit is required from the Planning Board to erect or install a commercial solar photovoltaic installation. A record owner desiring to erect a commercial solar photovoltaic installation shall file with the Planning Board an application for a special permit, together with such plans, drawings, specifications, fees and additional information as required by the Planning Board.

B. The Planning Board shall have the authority to waive specific provisions of this Article upon a determination that the waiver is not inconsistent with the purpose and intent of this section.

C. The Planning Board shall conduct its review, hold a public hearing and file its decision with the Town Clerk as required by MGL c.40A § 9.

D. Approval Criteria. Before the Planning Board may issue the special permit, it shall determine each of the following:

(1) The commercial solar photovoltaic installation conforms to the provisions of this section.

(2) The commercial solar photovoltaic installation will not be detrimental to the neighborhood or the Town.

(3) Environmental features of the site and surrounding areas are protected, and the surrounding area will be protected from the proposed use by provision of adequate surface water drainage.

(4) The proposed use is in harmony with the general purpose and intent of this Chapter.

E. Any special permit shall be subject to such conditions and safeguards as the Planning Board may prescribe. Such conditions may include the requirement of a performance bond, secured by deposit of money or negotiable securities, posted with the Town to guarantee proper maintenance and/or removal of the commercial solar photovoltaic installation. The amount of the performance bond shall not exceed the estimated cost of the commercial solar photovoltaic installation removal. Such conditions may also include additional screening of the facility.

F. In reviewing any application for a special permit, the Planning Board shall give due consideration to promoting the public health, safety, convenience and welfare; shall encourage the most appropriate use of land and shall permit no building or use that is injurious, noxious, offensive or detrimental to its neighborhood.

ARTICLE 21 Zoning Amendment: Allowing Use of Solar Energy System Installations

No affirmative action taken.

To see if the Town will vote to: adopt a zoning ordinance and/or by laws that will encourage the use of solar energy systems. The ordinance would allow the permitting authority to grant permits for the construction of Solar Energy Systems and issue solar access permits that would protect solar access to the Solar Energy Systems. Such an ordinance will provide that solar access permits create an easement to sunlight. Further, adopt zoning ordinances and/or by-laws pursuant to sections 5 of M.G.L. c. 40A to encourage the use of solar energy systems and protect solar access in accordance with M.G.L. c. 40A, Sections 9B and M.G.L. c. 187 1A. or to take any other action in relation thereto.

PURPOSE

To facilitate and encourage the use of Solar Energy Systems in the Town of Littleton and to do so in accordance with all the General Laws that the permitting authority may grant permits for the installation of Solar Energy Systems as set forth in M.G.L. Chapter 40A: Section 1A "a device or structural design feature, a substantial purpose of which is to provide daylight for interior lighting or provide for the collection, storage and distribution of solar energy for space heating or cooling, electricity generating, or water heating." Furthermore, in accordance with M.G.L. Chapter 187: Section 1A. Solar Easements for the protection of and access to direct sunlight may be required over the land of another by express grant of covenant, or by a solar access permit set forth in section nine B of chapter forty A.

The "permit granting authority" as defined in Chapter 40A: Section 1A shall in compliance with the existing permitting process within the Town of Littleton shall grant Solar Access Permits for new or existing Solar Energy Systems in accordance with Chapter 187: Section 1A.

An issuance of any permit by the permitting granting authority shall allow for due process for all parties by being in compliance with existing Town ordinances, procedures, and existing permitting authorities for any proposed project including solar energy systems that require permits.

As of Right Zoning Bylaw: Allowing Use of Solar Energy System Installations

1.0 Purpose

The purpose of this bylaw is to promote the creation of solar energy system installations by providing standards for the placement, design, installation and construction and to minimize impacts on scenic, natural and historic resources.

The provisions set forth in this section shall apply to the installation, construction, operation, and/or repair of solar energy system installations.

1.1 Applicability

This section applies to solar energy system installations now existing or proposed to be constructed after the effective date of this section. This section also pertains to physical modifications that materially alter the type, configuration, or size of these installations or related equipment. Applies to solar energy systems for residential and commercial business with appropriate capacity of kW intended use.

2.0 Definitions

As-of-Right Siting: As-of-Right Siting shall mean that system installation or development may proceed without the need for a special permit, variance, amendment, waiver, or other discretionary approval. As-of-right development may be subject to site plan review to determine conformance with local zoning ordinances or bylaws. Systems and or Projects cannot be prohibited, but can be reasonably regulated by the inspector of buildings, building commissioner or local inspector, or if there is none in a town, the board of selectmen, or person or board designated by local ordinance or bylaw.

Building Inspector: The inspector of buildings, building commissioner, or local inspector, or person or board designated by local ordinance or bylaw charged with the enforcement of the zoning ordinance.

Building Permit: A construction permit issued by an authorized building inspector; the building permit evidences that the project is consistent with the state and federal building codes as well as local zoning bylaws, including those governing residential solar systems and commercial business solar systems installations.

Solar Energy System: A solar system that is structurally mounted on the ground, to a structure and has a minimum nameplate capacity for its intended use.

Rated Nameplate Capacity: The maximum rated output of electric power production of the solar energy system in Direct Current (DC).

Plan Review: review by the Plan Review Authority to determine conformance with local zoning ordinances or bylaws.

Plan Review Authority: For purposes of this bylaw, Plan Review Authority refers to the body of local government designated as such by the municipality

Solar Photovoltaic Array: an arrangement of solar photovoltaic panels.

Zoning Enforcement Authority: The person or board charged with enforcing the zoning ordinances or bylaws.

3.0 General Requirements for a Solar Energy System Installations

The following requirements are common to all solar energy system installations.

3.1 Compliance with Laws, Ordinances and Regulations

The construction and maintenance of all solar energy system installations shall be consistent with all applicable local, state and federal requirements, including but not limited to all applicable safety, construction, electrical, and communications requirements. All buildings and fixtures housing a solar energy system installation shall be constructed in accordance with the State Building Code.

3.2 Building Permit and Building Inspection

No solar energy system installation shall be constructed, installed or modified as provided in this section without first obtaining a building permit.

3.3 Fees

The application for a building permit for construction or installation of a solar energy system must be accompanied by the fee required for a building permit.

3.4 Plan Review

Plan Review Authority must be approved prior to construction, installation or modification as provided in this section.

3.4.1 General

All plans and maps shall be prepared, stamped and signed by a Professional Engineer licensed to practice in Massachusetts.

3.4.2 Required Documents

Pursuant to the site plan review process, the project proponent shall provide the following documents:

(a) A site plan showing:

- i. Property lines and physical features;
- ii. Proposed changes to the landscape of the site, grading, vegetation clearing and planting, exterior lighting, screening vegetation or structures if applicable;
- iii. Blueprints or drawings of the solar energy system installation signed by a Professional Engineer licensed to practice in the Commonwealth of Massachusetts showing the proposed layout of the system and any potential shading from nearby structures
- iv. One or three line electrical diagram detailing the solar energy system installation, associated components, and electrical interconnection methods, with all National Electrical Code compliant disconnects and overcurrent devices;

- v. Documentation of the major system components to be used, including the PV panels, mounting system, and inverter;
- vi. Name, address, and contact information for proposed system installer;
- vii. Name, address, phone number and signature of the project proponent, as well as all co-proponents or property owners, if any;
- viii. The name, contact information and signature of any agents representing the project proponent if applicable; and

The Site Plan Review Authority may waive documentary requirements as it deems appropriate.

3.5 Utility Notification

No large-scale solar energy system installation shall be constructed until evidence has been given to the Site Plan Review Authority that the utility company that operates the electrical grid where the installation is to be located has been informed of the solar photovoltaic installation owner or operator's intent to install an interconnected customer-owned generator. Off-grid systems shall be exempt from this requirement.

3.6 Dimension and Density Requirements

3.6.1 Setbacks

For solar energy system installations, front, side and rear setbacks shall be as follows:

- (a) Front yard: The front yard depth shall be at least 10 feet; provided, however, that where the lot abuts a Conservation-Recreation or Residential district, the front yard shall not be less than 50 feet.
- (b) Side yard. Each side yard shall have a depth at least 15 feet; provided, however, that where the lot abuts a Conservation-Recreation or Residential district, the side yard shall not be less than 50 feet.
- (c) Rear yard. The rear yard depth shall be at least 25 feet; provided, however, that where the lot abuts a Conservation-Recreation or Residential district, the rear yard shall not be less than 50 feet.

3.6.2 Appurtenant Structures

All appurtenant structures to solar energy system installations shall be subject to reasonable regulations concerning the bulk and height of structures, lot area, setbacks, open space, parking and building coverage requirements.

3.6.3 Modifications

All material modifications to a solar energy system installation made after issuance of the required building permit shall require approval by the Site Plan Review Authority.

3.6.4 Solar Easement

An easement of direct sunlight may be acquired over the land of another by express grant or covenant, or by a solar access permit issued by the Planning Board in accordance with M.G.L. Chapter 187, Section 1A.

Any instrument creating a solar easement may include, but the contents are not limited to, all of the following:

- 1) A description of the dimensions of the easement in measurable terms, such as vertical or horizontal angles measured in degrees, or the hours of the day on specific dates during which direct sunlight to a specific surface of a solar collector, device, or structural design feature may not be obstructed, or a combination of these descriptions.
- 2) The restrictions placed upon vegetation, structures, and other objects which would impair or obstruct the passage of sunlight through the easement.
- 3) The amount, if any, of permissible obstruction of the passage of sunlight through the easement, expressed in measurable terms, such as specific percentage of sunlight that may be obstructed.
- 4) The provisions for trimming vegetation that would impermissibly obstruct the passage of sunlight through the easement including any compensation for trimming expenses.
- 5) Any provisions for compensation of the owner of property benefiting from the easement in the event of impermissible obstruction of the easement.
- 6) The terms and conditions, if any, under which the easement may be revised or terminated.

TOWN OF LITTLETON

Any instrument creating a solar easement shall be recorded in the registry of deeds in the county or district, in the case of registered land, in the registry district of the land court in which the land affected is situated.

No Action Proposed: The lead petitioner has asked to withdraw this article. To carry out this intent, the Planning Board is not submitting its report with recommendations to Town Meeting, in order that no vote be taken, pursuant to MGL c.40A,§5.

ARTICLE 22 Zoning Amendment: Amend Self-Storage Facility in Aquifer Protection and Water Resource District

Two-thirds vote needed for approval. Motion carried, declared a vote by the necessary 2/3rds: Yes 53 No 24; total vote count 77, necessary yes votes to pass 51.

Voted to amend the Zoning By-Law of the Town of Littleton as follows:
Section 173-61 of the Zoning By-law deleting the line:

	AQUIFER	WATER RESOURCE
	(A)	(W.R.)
“SELF-STORAGE FACILITY	N	P”

Section 173-61 of the Zoning By-law substituting the following:

“SELF-STORAGE FACILITY	P	P
------------------------	---	---

ARTICLE 23 Road Acceptances: Richard Way

Unanimously voted to accept, as a Town way, the layout by the Board of Selectmen of the private way known as “Richard Way”, and to authorize the Board of Selectmen to acquire by gift, purchase, or eminent domain the land, rights, and easements therein for drainage, utility, or other purposes, all as shown on a plan entitled, “Plan and Profile As-Built, Richard Way Littleton, Massachusetts”, dated November 17, 2005 and prepared by Foresite Engineering Associates, Inc.” said street having been constructed to the satisfaction of the Planning Board and to name said street “Richard Way”.

ARTICLE 24 Road Acceptances: Mary Shepherd Road

Unanimously voted by the Town through the Consent Calendar to accept, as a Town way, the layout by the Board of Selectmen of the private way known as “Mary Shepherd Road”, and to authorize the Board of Selectmen to acquire by gift, purchase, or eminent domain the land, rights, and easements therein for drainage, utility, or other purposes, all as shown on a plan entitled, “Mary Shepherd Estates Open Space Development Littleton, Massachusetts As-Built Plan and Profile for Mary Shepherd Road”, dated July 28, 2008 and prepared by Stamski and McNary, Inc., said street having been constructed to the satisfaction of the Planning Board and to name said street “Mary Shepherd Road”.

MAY 7, 2012 TOWN ELECTIONS

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MODERATOR	ELECTRIC LIGHT COMMISSIONER	BOARD OF HEALTH
One Year Vote for ONE	Three Years Vote for ONE	Three Years Vote for TWO
TIMOTHY D GODDARD 62 Edsel Rd. Candidate for Re-Election 997	THOMAS C. RAUKER 148 Russell St Candidate for Re-Election 893	PETER M. CASSINARI 12 Lochslea Rd Candidate for Re-Election 812
254 Blanks & (Write-in)	358 Blanks & (Write-In)	GINO P. FRATTALLONE 26 Harwood Ave. Candidate for Re-Election 842
BOARD OF SELECTMEN	WATER COMMISSIONER	848 Blanks & (Write-In)
Three Years Vote for TWO	Three Years Vote for ONE	(Write-in)
JAMES F. KARR 12 Elizabeth St. Candidate for Re-Election 845	THOMAS C. RAUKER 148 Russell St Candidate for Re-Election 882	BOARD OF HEALTH
HENRY G. CHRISTLE 18 Mill Ln. 492	369 Blanks & (Write-In)	Two Years Vote for ONE
TED P. DOUCETTE 152 Whitcomb Ave. 720	SCHOOL COMMITTEE	ANN M. LOREE 39 Dahlia Dr. 869
JOHN W. HATHAWAY II 6 Maplehurst Rd. 148	Three Years for TWO	382 Blanks & (Write-In)
297 Blanks & (Write-in)	DARYL KENT BAKER 71 Grist Mill Rd 794	
(Write-In)	TYLER A. GRAY 17 Trot Rd. 802	LIBRARY TRUSTEE
BOARD OF ASSESSORS	906 Blanks & (Write-In)	Three Years Vote for TWO
Three Years Vote for ONE	(Write-in)	RAYMOND A. BOUCHER 10 Mary Shepherd Rd. 849
FREDERICK J. FREUND 45 Birch Rd Candidate for Re-Election 894	TRUST FUND COMMISSIONER	KERI ANNE BRADSHAW 107 King St. 848
357 Blanks & (Write-In)	Three Years Vote for ONE	805 Blanks & (Write-In)
CEMETERY COMMISSIONER	RICHARD W. HOOLE 7 Uplands Rd. Candidate for Re-Election 863	(Write-in)
Three Years Vote for ONE	388 Blanks & (Write-In)	PLANNING BOARD
JANET F. SULLIVAN 7 Robinwood Rd. 903	PARK & RECREATION COMMISSIONER	Five Years Vote for ONE

TOWN OF LITTLETON

348	Blanks & (Write-In)	Three Years Vote for ONE	JANET E. LAVIGNE 66 Hartwell Ave Candidate for Re- Election 582
	HOUSING AUTHORITY	GERALYN A. MILLER 21 New Estate Rd Candidate for Re- Election 902	GERALD F. PORTANTE 68 New Estate Rd. 603
Five Years Vote for ONE	349	Blanks & (Write-In)	66 Blanks & (Write-In)
GINO FRATTALLONE (Write-In) 43			PLANNING BOARD
SCATTERINGS 43			Three Years Vote for ONE
63 (Write Ins)			PETER J. SCOTT 5 Scott Rd. 833
1102 (Blanks)			418 Blanks & (Write-In)

P-1 423

P-2 393

P-3 435

Total Ballots Cast: 1251

NOVEMBER 14, 2011 SPECIAL TOWN MEETING

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

ARTICLE 1 Bills of Prior Year

Unanimously voted by the Town to transfer the sum of \$400 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 an unpaid bill from a previous fiscal year, as listed below:

Vendor	Dept.	Amount	Fiscal Year
Phyllis Tower	510 Animal Inspector	\$400.00	2011

ARTICLE 2 FY 2012 Budget Amendments

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

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Budget	Line Item	FY 2012 Budget	Adjustment	FY 2012 Budget Adjusted
122	Selectmen Expenses	\$11,870	\$10,000	\$21,870
155	Information Systems Expenses	69,944	15,000	84,944
175	Planning Board Personal Services	48,505	4,540	53,045
194	Employee/Retiree Benefits	5,048,243	(16,100)	5,032,143
241	Building Department Personal Services	99,059	(10,000)	89,059
420	Highway Expenses	466,034	(75,000)	391,034
510	Board of Health Personal Services	26,977	(6,540)	20,437
510	Board of Health Expenses	1,235	2,000	3,235
510	Board of Health Animal Inspector	1,300	1,100	2,400
TOTAL	Appropriated Budgets	\$33,021,021	\$(75,000)	\$32,946,021

ARTICLE 3 Borrowing authorization: Reconstruct Track Facility

Motion passes by ballot and checklist, necessary two-thirds vote, the Town voted to appropriate \$735,000 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; 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(25), of the General Laws, or pursuant to and any other enabling authority, and to issue bonds or notes of the Town therefor, provided that such amount shall be contingent upon successful passage of a debt exclusion referendum pertaining thereto on a town ballot.

Total votes cast: 237; Votes needed to pass by two-thirds: 158;

Yes votes cast: 175; No votes cast: 62 Motion Passes.

ARTICLE 4 Increase Local Room Occupancy Excise Tax to 6 %

Ayes have it, declared a vote that the Town amend its vote under Article 9 of the October 20, 2008 Special Town Meeting, which accepted the provisions of Section 3A of Chapter 64G of the Massachusetts General Laws and established a local room occupancy excise tax at the rate of 4%, to become effective on July 1, 2009, by amending its local room occupancy excise under Section 3A of Chapter 64G to the rate of six percent (6%), effective July 1, 2012.

ARTICLE 5 Accept Statute – Animal Inspector Nomination

Unanimously voted by the town, to accept the provisions of the second paragraph of Section 15 of Chapter 129 of the General Laws so that the annual nomination of one or more inspectors of animals shall be made by the board of health to the state's director of animal health.

ARTICLE 6 Approve Easements – 1 Lake Drive

Unanimously voted by the Town, two-thirds vote necessary, to authorize the Board of Selectmen to grant to the owner of 1 Lake Drive, an easement in Lake Drive and an easement in Woodland Drive, both as shown on a plan entitled "Easement Plan for 1 Lake Drive in Littleton, Mass." prepared by

TOWN OF LITTLETON

Russell D. Wilson, R. Wilson & Associates, Inc., 676 Great Road Littleton, MA 01460, dated September 20, 2011, a copy of which is on file in the Town Clerk's office.

ARTICLE 7 Abandon Electrical Easement

Unanimously voted by the Town, two-thirds vote necessary, to transfer the care, custody, control and management of the electric and telephone line easement shown on the plan entitled "Town of Littleton, Plan of Way for the Littleton Municipal Light Department", Horace F. Tuttle, C.E., dated December 9, 1952 and recorded with the Middlesex South District Registry of Deeds as Plan No. 2238 of 1952, taken by the Town pursuant to Articles 6 and 7 of the May 16, 1952 Special Town Meeting, to the Board of Selectmen for purposes of abandonment, and, further, to authorize the Board of Selectmen to abandon said easement for a minimum consideration of one dollar.

ARTICLE 8 Acquire Roadway Easement – Bruce Street at Ayer Road

Unanimously voted by the Town to authorize the Board of Selectmen to acquire by gift a roadway easement over a portion of the property located at 2 Bruce Street shown as "Proposed Easement" on a plan entitled "[Easement Plan, Bruce Street at Ayer Road, Scale:1"=40'](#)", dated July 22, 2011, Plan 1 of 1, prepared by Green International Affiliates, Inc.", containing 108 square feet, more or less, for the purpose of establishing, maintaining and repairing roadway improvements to Bruce Street.

ARTICLE 9 Deed In Lieu of Foreclosure to Land on Manchester Drive

Unanimously voted by the Town to authorize the Board of Selectmen to accept, pursuant to Section 77C of Chapter 60 of the General Laws, a deed in lieu of foreclosure to a parcel of land located on Manchester Drive, shown as Littleton Assessors [Map U14, Parcel 101-0](#), and to further specify that the land so acquired thereunder shall be in lieu of taxes owed.

ARTICLE 10 Establish Tax Title Abutter Lot Sales Program

Unanimously voted by the Town to establish a "Tax Title Abutter Lot Sales Program" hereunder by which the Board of Selectmen is authorized to dispose of a specific list of tax title properties as voted by town meeting that contain 4,800 square feet or less, and are presently unbuildable, by sale to direct abutters; and further to transfer the care, custody, control, and management of parcels of land from the board or officer that currently has custody of the land to the Board of Selectmen to be held for the purpose of sale; and further to authorize the Board of Selectmen to sell said parcels, pursuant to the procedures set forth in General Laws Chapter 30B, on such terms and conditions as the Board of Selectmen shall determine to be in the best interests of the Town.

ARTICLE 11 Tax Title Abutter Lot Sales Program – List of Parcels

Unanimously voted by the Town to add the following list of [properties](#) to the "Tax Title Abutter Lot

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Sales Program” established by Article 10 of the November 14, 2011 Special Town Meeting:

U03-54	0.0100 AC	Snow Drive
U12-131	0.0459 AC	Oak Road
U12-140	0.0918 AC	Pine Road
U15-9	0.0918 AC	Tracy Place
U15-101	0.459 AC	Suffolk Drive;
U17-236	0.0918 AC	Lake Drive
U17-239	0.0964 AC	Woodland Drive

ARTICLE 12 General By-law Amendment: Conservation Commission

Ayes have it motion carries by the necessary majority to amend the Town Code by deleting Chapter 8, Article II, Conservation Commission, which currently reads as follows:

ARTICLE II, Conservation Commission

§ 8-4. Increase in membership.

The membership of the Conservation Commission is increased from the present number of five (5) to the maximum number of seven (7) permitted by the enabling act, MGL C. 40, §8C.

And by inserting in place thereof the following:

ARTICLE II, CONSERVATION COMMISSION

§8-4. Membership, terms.

The Conservation Commission established by the 1961 Annual Town Meeting’s acceptance of MGL C.40,§8C shall consist of seven 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. In addition, the Conservation Commission, with the approval of the Board of Selectmen, may appoint such other associate members as they deem necessary for staggered three-year terms. Associate members shall have no vote.

ARTICLE 13 General By-law Amendment: Council on Aging

No affirmative action was taken.

ARTICLE 14 General By-law Amendment: Clean Lakes Committee

Ayes have it motion carries by necessary majority vote, declared a vote that the Town amend the Town Code by adding to Chapter 13, COMMITTEES, a new Article XII, Clean Lakes Committee, to read as follows:

ARTICLE XII, CLEAN LAKES COMMITTEE

§13-30. Establishment; purpose.

There is hereby established a Clean Lakes Committee to assess conditions and coordinate improvements to Littleton’s lakes and ponds, by providing a forum which brings together town committee representatives and concerned citizens with representatives from neighborhood associations on Long Lake, Mill Pond, Spectacle Pond and Lake Matawanakee to plan and implement necessary actions to help restore and preserve water bodies, streams and wetlands in the

Town of Littleton. As circumstances dictate, the Committee shall coordinate its activities with the Board of Selectmen, Board of Water Commissioners, Conservation Commission, Board of Health, and Planning Board or their representatives.

§13-31. Membership; terms.

The Committee shall consist of one member and one alternate from each of the neighborhood associations on Long Lake, Mill Pond, Spectacle Pond, and Lake Matawanakee, each nominated by their respective neighborhood association; and three citizens at large. All appointments shall be made by the Board of Selectmen for three-year overlapping terms so arranged that the term of at least two members shall expire each year.

ARTICLE 15 General By-law Amendment: Committee on Personnel

Unanimously voted by the Town to amend the Town Code by deleting Article IX, Committee on Personnel, from Chapter 13, COMMITTEES, inasmuch as Chapter 33 of the Town Code provides for a Personnel Board performing the same function.

ARTICLE 16 General By-law Amendment: Fees

Unanimously voted by the Town to amend the Town Code by deleting from Article III, Fees, §64-7. Building permit fees and §64-8. Plumbing and gas fees, as amended by Articles 16 and 17, respectively of the May 5, 2003 Annual Town Meeting, since Article 15 of said Annual Town Meeting adopted MGL C.40,§22F which provides that any municipal board or officer empowered to issue a license, permit, certificate, or to render a service or perform work for a person or class of persons, may, from time to time, fix reasonable fees for all such licenses, permits, or certificates issued pursuant to statutes or regulations wherein the entire proceeds of the fee remain with such issuing city or town, and may fix reasonable charges to be paid for any services rendered or work performed by the city or town or any department thereof, for any person or class of persons.

ARTICLE 17 General By-law Amendment: Gas Piping and Appliances Inspector

Ayes have it, motion carries by the necessary majority, declared a vote by the Town to amend the Town Code by deleting Chapter 20, Gas Piping and Appliances Inspector, which currently read as follows:

Chapter 20, GAS PIPING AND APPLIANCES INSPECTOR

§ 20-1. Annual appointment duties.

The Selectmen shall annually, in March, appoint a qualified Inspector of Gas Piping and Gas Appliances in buildings, whose fees shall be fixed by the Selectmen and whose duties shall be the enforcement of the rules and regulations adopted by the Board established under MGL C. 25, § 12H.

And by inserting in place thereof the following:

Chapter 20, GAS PIPING AND APPLIANCES INSPECTOR

§20-1. Appointment.

Pursuant to Chapter 3, Section 3 of the Town Code, the Inspector of Gas Piping and Gas Appliances shall be appointed by the Building Commissioner with the approval of the Town Administrator.

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ARTICLE 18 General By-law Amendment: Treasure, Collector

Ayes have it, motion carries by the necessary majority, by the Town to amend the Town Code by deleting §§29-1 and 29-3, which currently read as follows:

§29-1. Term of Town Treasurer.

The Town Treasurer shall be elected for a term of three years, said change in term of office to take effect at the 1964 Annual Town Meeting and election.

§29-3. Term of Town Tax Collector.

The Town Tax Collector shall be elected for the term of three years, said change in term of office to take effect at the 1966 Annual Town Meeting and election.

since the Town Treasurer and Tax Collector became appointed positions by the voters' approval of Questions 11 and 12, respectively, on the May 12, 2007 Annual Town Election ballot.

ARTICLE 19 Demand Charges for Delinquent Fees

Unanimously voted by the Town to amend its vote under Article 19 of May 4, 2009 Annual Town Meeting, by setting for each written excise demand issued by the collector a fee of \$10 and for each other written demand issued by the collector a fee of \$30, to be added to and collected as part of the tax, as authorized by Chapter 60, Section 15 of the General Laws, effective as of November 15, 2011.

A motion was made to dissolve at 9:40PM. It was moved and seconded and unanimously voted to dissolve the STM of November 14, 2011.

NOVEMBER 19, 2011 SPECIAL TOWN ELECTION

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 8:00AM and so declared closed at 8:00PM.

Precinct 1 ballots cast:	245
Precinct 2 ballots cast:	265
Precinct 3 ballots cast:	252
Total Ballots cast:	762

QUESTION 1:

Shall the Town of Littleton be allowed to exempt from the provisions of Proposition two-and-one-half, so called, the amounts required to pay for the bonds issued in order to reconstruct the track facility located on Town-owned property at 55 Russell Street?

Yes 462 No 299

Blanks 1

Question passes.

So declared a True attest of each Town Meeting and Election held during the calendar year 2011 and that the Warrants were properly hung and a return of service completed according to By-Law & MGL.

Respectfully submitted,

Diane Crory, Town Clerk

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 2011-2012 judicial and administrative appeals:

- 1) BERNIER v. PITTORINO, Superior Court No. MICV2010-4856-L2. Roland J. Bernier, Building Commissioner and Zoning Enforcement Officer, and the Town of Littleton filed this action for the purpose of enjoining certain activities at Defendants' property. The Superior Court granted the Plaintiffs' motion for a preliminary injunction on January 20, 2011.
- 2) OMNIPOINT COMMUNICATIONS, INC. v. TOWN OF LITTLETON ET AL., US. District Court C.A. No. 06-11140-PBS and OMNIPOINT COMMUNICATIONS, INC. v. TOWN OF LITTLETON, et al., Land Court No. 06-MISC-325883. These cases concern a proposed cell tower at 169 King Street. The U.S. District Court case has been closed administratively, but may be re-opened by either party, and the Land Court case has been stayed.
- 3) ALLEN, et al. v. LITTLETON BOARD OF APPEALS and LELIEVRE, Superior Court No. MICV2008-00311-L2. The Plaintiffs asked the Building Commissioner to declare that their neighbors' use of their residential lot violates the Zoning Bylaw. The Building Commissioner found no zoning violation, and the Board upheld his determination. This case is the Plaintiffs' appeal of the Board's decision. On July 6, 2009, the Superior Court (Walker, J.) denied a motion to dismiss filed by the neighbors, who are co-defendants in the case.
- 4) ANDREWS CROSSING, LLC v. LITTLETON BOARD OF HEALTH, Land Court No. 02-MISC-281893. An action seeking a declaration that the three-year freeze on the Board of Health's new regulations is tolled during the pendency of litigation against the Town. This case has been inactive since 2003.
- 5) BUTTERWORTH, et al. v. LITTLETON PLANNING BOARD, et al., Land Court No. Case No. 235237. The Plaintiffs appealed a decision of the Planning Board

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granting a modification to a special permit issued in 1994 to CVS. The modification would permit CVS to relocate a dumpster. The Town has filed a Notice of Appearance.

6) DICARLO, et al. v. LITTLETON PLANNING BOARD, Land Court No. 229270. The Plaintiffs appealed a decision of the Planning Board, ordering the modification of a 35 year old definitive subdivision plan. The case has been inactive since 1996.

7) ZAJAC v. KELLY, Mass. District Court Case No. 0448CV0371. An appeal of Police Chief Kelly's revocation of Mr. Zajac's firearms license. This case has been inactive since March 2005.

8) ZAJAC v. KELLY and TOWN OF LITTLETON, Superior Court No. WOCV2007-00803. An appeal of Police Chief Kelly's revocation of Mr. Zajac's firearms license. The Defendants have filed a Motion for Judgment on the Pleadings. This case has been inactive since March 2008.

9) CHARLES RIDGE REALTY, LLC, CHAPTER 11, US Bankruptcy Court for the District of Massachusetts, No. 07-40251-HB. On January 25, 2007 The Town filed a Notice of Appearance and request for service of documents. This case has been inactive since that time.

10) 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.

11) CYR V. LITTLETON BOARD OF HEALTH and TOWN OF LITTLETON, Superior Court No. 10-252.MICV 2010-00101. Plaintiff's employment as an administrative assistant to the Board of Health was terminated in August 2009. The Town filed a motion for summary judgment, which is scheduled for hearing on February 29, 2012.

12) COLICCHIO et al V. TOWN OF LITTLETON et al, Superior Court No. 06-04201. Case was brought in 2006 by a family stemming from an auto accident involving a Littleton police officer, Jack Hebert. Insurance counsel represented the Town in this matter and settled the case on the Town's behalf in November 2011.

Miyares and Harrington
Littleton Town Counsel

TOWN TREASURER

As of June 30, 2011

<u>Date of Issue</u>	<u>Issue</u>	<u>Original Amount</u>	<u>Current Balance</u>	<u>Maturity Date</u>
<u>Light Department</u>				

TOWN OF LITTLETON

12/15/2007	Light Dept - Op Center refunding	1,248,000.00	1,088,533.33	9/15/2018
<i>Sub Total - Light Department Debt</i>		<i>1,248,000.00</i>	<i>1,088,533.33</i>	

Water
Department

2/15/1999	Ultrafiltration #1- Water Dept refunding	1,485,000.00	510,000.00	12/1/2014
1/15/2003	Water Tank - Water Department	1,332,000.00	780,000.00	1/15/2023
5/15/2005	Nashoba Rd - Water Department	350,000.00	230,000.00	5/15/2023
12/15/2007	Ultrafiltration #2 -Water Dept refunding	414,225.00	273,750.00	9/15/2016
2/1/2010	Water Capital Improvments	191,088.00	180,000.00	2/1/2029
2/1/2010	Ozone Generator	86,609.00	65,000.00	2/1/2018
4/15/2011	Goldsmith Street	1,094,400.00	1,094,400.00	4/15/2031
<i>Sub Total - Water Department Debt</i>		<i>4,953,322.00</i>	<i>3,133,150.00</i>	

Town Debt - Inside Prop 2 1/2

12/15/2007	Town Offices renovation - refunding	256,550.00	152,500.00	9/15/2015
12/15/2007	Fire House renovations - refunding	77,050.00	45,833.34	9/15/2016
2/15/1999	Matawanakee Betterment	450,000.00	160,000.00	12/1/2018
12/15/2007	Shaker Lane - Refunding	2,352,000.00	2,051,466.67	9/15/2018
1/15/2003	Sidewalks	150,000.00	15,000.00	1/15/2012
1/15/2003	Police Land	525,000.00	285,000.00	1/15/2022
1/15/2003	High School	23,795,000.00	14,275,000.00	1/15/2023
5/15/2005	Land Acquisition - Hartwell	575,000.00	365,000.00	5/15/2023
5/15/2005	Land Acquisition - Prouty	500,000.00	325,000.00	5/15/2024
4/29/1999	Septic Loan Program #1	199,806.72	66,602.40	2/1/2017
11/15/2002	Septic Loan Program #2	189,473.68	104,658.64	8/1/2020
2/1/2010	Land Acquisition - Lucy's Land	150,000.00	140,000.00	2/1/2029
2/1/2010	Building Renovation-Houghton Roof	195,000.00	180,000.00	2/1/2029
4/15/2011	Cobbs Land	323,955.00	323,955.00	4/15/2031
<i>Sub Total - Town Debt - Inside Prop 2 1/2</i>				

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		29,738,835.40	18,490,016.05	
<i>Town Debt - Outside Prop 2 1/2</i>				
1/15/2003	Land Acquisition - Morrison	1,768,000.00	925,000.00	1/15/2020
5/15/2005	Waste Water Treatment Facility	1,760,000.00	1,220,000.00	5/15/2025
1/15/2008	Middle School	7,554,000.00	6,320,000.00	3/15/2027
1/23/2008	Middle School - Low Interest Loan	2,142,297.00	1,928,067.00	11/1/2028
12/15/2007	Land Acq - Frost Whit refunding	322,175.00	212,916.66	9/15/2016
2/1/2010	Police Station Construction	6,023,303.00	5,700,000.00	2/1/2029
2/1/2010	Police Station Design	300,000.00	280,000.00	2/1/2028
4/15/2011	Russell St School - Design	232,800.00	232,800.00	4/15/2031
4/15/2011	Russell St School - Construction	5,428,845.00	5,428,845.00	4/15/2031
<i>Sub Total - Town Debt - Outside Prop 2 1/2</i>		25,531,420.00	22,247,628.66	
<i>Total - Town Debt</i>				
	-	55,270,255.40	40,737,644.71	
<i>Total - All Debt</i>				
	-	61,471,577.40	44,959,328.04	
<i>Remaining Reimbursements on Town Debt (inside Prop 2 1/2)</i>				
<i>Source</i>				
State	High School		10,933,524.00	
State	Shaker Lane		1,679,920.00	
CPA Funds	Houghton Roof		180,000.00	
CPA Funds	Land Acquisition - Lucy's Land		140,000.00	
CPA Funds	Cobbs Land		323,955.00	
Cell Tower Funds	Land Acquisition - Hartwell		365,000.00	
Cell Tower Funds	Land Acquisition - Prouty		325,000.00	
<i>Total - Town Debt Reimbursements</i>		-	13,947,399.00	
<i>Net Town Debt remaining (Inside Prop 2 1/2)</i>				
			4,542,617.05	

Funds under care of the Town Treasurer as of June 30, 2011

TOWN OF LITTLETON

General Fund	\$ 19,920,900.94
OPEB Trust Fund - Town & LWD	955,647.35
Law Enforcement Trust Fund	11,543.17
Arts Lottery	4,256.05
Stabilization	1,570,007.81
Electric Depreciation Fund	3,827,203.21
Electric Rate Stabilization Fund	7,323,223.32
Electric Retirement Trust Fund	930,334.90
Miscellaneous Performance Bonds	353,049.72
Trust Funds managed by the Trust Fund Commissioners	3,763,064.88
	\$ 38,659,231.35
 Cash Balance June 30, 2010	 \$ 37,129,024.15
Cash Receipts	\$ 93,835,389.14
Cash Disbursements	\$ (92,305,181.94)
Ending Cash June 30, 2011	\$ 38,659,231.35

The above report reflects the cash and bond balances of the Town as of June 30, 2011.

Respectfully,
Steven Venuti, Treasurer

Employee Total Earnings - January-December 2011

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>2011 Earnings *</i>
<u>ACCOUNTANT</u>			
	HOLSTON, BONNIE-MAE	ASSISTANT TOWN ADMINISTRATOR FOR FINANCE/BUDGET	75,789.60
	REYNOLDS, MICHELLE L	ASSISTANT ACCOUNTANT	31,462.48
	MANCHUSO, JANICE E	FINANCE TECHNICIAN	4,098.95
<u>ASSESSORS</u>			
	MILDREN, KENNETH P	CHIEF ASSESSOR	69,068.32
	FREITAS, LORRAINE I	ASSESSOR ANALYST	42,160.08
	HARDING, ANITA M	ASSESSOR ANALYST	42,160.08
<u>BUILDING</u>			
	BERNIER, ROLAND J	BUILDING COMMISSIONER	69,216.94
	ADEMA, MAUREEN G	ADMIN ASSISTANT	14,065.32
	COBLEIGH, MICHELLE D	ADMINISTRATIVE ASSISTANT	10,411.43
<u>CEMETERY</u>			
	SULLIVAN, CRAIG W	CEMETERY SUPERINTENDENT	47,483.90
	TAYLOR, LAURIE A	CEMETERY GROUNDSKEEPER	35,572.56
<u>COLLECTOR</u>			
	QUINN, REBECCA J	TAX COLLECTOR	54,718.40
<u>CONSERVATION COMMISSION</u>			
	HAMPSON, HEATHER MARIE	ADMIN ASSISTANT	28,129.32
<u>CONTROL CTR DISPATCH</u>			
	MURPHY, JOHN M	DISPATCHER	72,955.52
	BEMIS, TIMOTHY G	DISPATCH SUPERVISOR	71,323.12
	WELCH, SAMUEL N	DISPATCHER	58,846.33

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GARDNER, TERENCE M	DISPATCHER AND EMT	51,924.44
STANDER, MICHAEL J	DISPATCHER	46,827.23
<u>COUNCIL ON AGING</u>		
MAEDER, CONSTANTINA B	OUTREACH COORDINATOR/	
OGILVIE, GEORGE R	RESPITE CARE	35,930.64
	MART DRIVER	26,002.50
	DIRECTOR OF ELDER AND HUMAN	
NOWICKI, JANICE R	SERVICES	25,421.92
SLOBODA, CAROLYN	COA DIRECTOR	20,935.53
HARLOW, NORMAN K	MART DRIVER	11,156.25
CAMPBELL, NEIL T	MART DRIVER	9,281.00
HARLOW, CAROLYN R	MART DISPATCHER	6,327.00
FOSTER, PATRICIA F	MART DISPATCHER	4,595.00
MCCORMACK, JAMES E	SENIOR WORK PROGRAM	858.00
WHITCOMB, DAVID A	SENIOR WORK PROGRAM	816.00
LYONS, JANE V	SENIOR WORK PROGRAM	704.00
STREETER, RAYMOND W	SENIOR WORK PROGRAM	698.00
HUNT, JAMES H	SENIOR WORK PROGRAM	688.00
NELSON, PRISCILLA T	SENIOR WORK PROGRAM	540.00
ALLEN, MARIE A	SENIOR WORK PROGRAM	536.00
COOK, ELEANOR R	SENIOR WORK PROGRAM	536.00
CURTIN, MILDRED T	SENIOR WORK PROGRAM	536.00
DIBACCO, ROSEMARIE	SENIOR WORK PROGRAM	536.00
DIGIACOMO, JAMES R	SENIOR WORK PROGRAM	536.00
DOUGLAS-ARAUJO, ELLEN	SENIOR WORK PROGRAM	536.00
DUFOUR, LORRAINE A	SENIOR WORK PROGRAM	536.00
EWING, WILLIAM H	SENIOR WORK PROGRAM	536.00
FRIDAY, RICHARD W	SENIOR WORK PROGRAM	536.00
GATES JR, JOHN C	SENIOR WORK PROGRAM	536.00
GIRARD, PAULETTE L	SENIOR WORK PROGRAM	536.00
HALLORAN, JOYCE S	SENIOR WORK PROGRAM	536.00
HARDING, DAVID C	SENIOR WORK PROGRAM	536.00
HOLT, MARY R	SENIOR WORK PROGRAM	536.00
KAMB, BARBARA W	SENIOR WORK PROGRAM	536.00
MITRANO, GAIL S	SENIOR WORK PROGRAM	536.00
MONGELLI, NANCY M	SENIOR WORK PROGRAM	536.00
NEWMAN, JOYCE	SENIOR WORK PROGRAM	536.00
PETKEWICH, KATHERINE A	SENIOR WORK PROGRAM	536.00
QUINN, FRANCIS E	SENIOR WORK PROGRAM	536.00
RIGOLI, BEVERLY A	SENIOR WORK PROGRAM	536.00
RILEY, MARGARET R	SENIOR WORK PROGRAM	536.00
RUSSELL, MARSHA B	SENIOR WORK PROGRAM	536.00
SANDERS, GEORGE A	SENIOR WORK PROGRAM	536.00
SMITH, DON O	SENIOR WORK PROGRAM	536.00
SOULE, LOIS J	SENIOR WORK PROGRAM	536.00
SWEATT, ANNE M	SENIOR WORK PROGRAM	536.00
WIELINSKI, SUSAN J	SENIOR WORK PROGRAM	536.00
ZANNINI, BETTY J	SENIOR WORK PROGRAM	520.00
POPLIN, JULIA E	SENIOR WORK PROGRAM	504.00
SMITHWOOD, CONSTANCE	SENIOR WORK PROGRAM	504.00
WHITE, DONNA C	SENIOR WORK PROGRAM	504.00
WOODBINE, RICHARD D	SENIOR WORK PROGRAM	500.00
RUSSELL, BRUCE R	SENIOR WORK PROGRAM	496.00
LYNCH, JUDITH A	SENIOR WORK PROGRAM	488.00
FISHER, LYNDIA J	SENIOR WORK PROGRAM	480.00
SULLIVAN, JANET F	SENIOR WORK PROGRAM	474.00

TOWN OF LITTLETON

HJERPPE, PER	SENIOR WORK PROGRAM	460.00
LARSEN, MARGARET C	SENIOR WORK PROGRAM	458.00
PROTASOWICKI, DELIA D	SENIOR WORK PROGRAM	444.00
LAUBACH, CONNIE L	SENIOR WORK PROGRAM	424.00
WOODBINE, BARRY H	SENIOR WORK PROGRAM	424.00
DOUGLAS, DIANE M	SENIOR WORK PROGRAM	404.00
LANCIANI, CURTIS J	SENIOR WORK PROGRAM	400.00
MACIVER, DONALD	SENIOR WORK PROGRAM	384.00
MCPHERSON, MARY A	SENIOR WORK PROGRAM	384.00
PAYNE, MARJORIE C	SENIOR WORK PROGRAM	374.00
DELUCA, FERNANDO C	SENIOR WORK PROGRAM	368.00
PAYSON, DARRELL	SENIOR WORK PROGRAM	366.00
ELLIS, ANNE LEE	SENIOR WORK PROGRAM	364.00
STETSON, ROBERT E	SENIOR WORK PROGRAM	364.00
COZZENS, DONALD	SENIOR WORK PROGRAM	352.00
CHASE, DOROTHEA	SENIOR WORK PROGRAM	340.00
FOUGSTEDT, SUSAN	SENIOR WORK PROGRAM	324.00
MORSE, ROBERT A	SENIOR WORK PROGRAM	304.00
MEIER, LOIS A	SENIOR WORK PROGRAM	298.00
OGILVIE, NATALIE	SENIOR WORK PROGRAM	296.00
DENUCCE, THOMAS P	SENIOR WORK PROGRAM	284.00
AMIRALT, JOAN M	SENIOR WORK PROGRAM	272.00
CHRISFIELD, JANE M	SENIOR WORK PROGRAM	272.00
TIRONE, MARGARET ELLEN	SENIOR WORK PROGRAM	272.00
RUSSO, CLAIRE F	SENIOR WORK PROGRAM	270.00
BUCKLES, RICHARD L	SENIOR WORK PROGRAM	268.00
BOWLES, CATHERINE C	SENIOR WORK PROGRAM	264.00
PAYSON, ANN LOUISE	SENIOR WORK PROGRAM	244.00
MEIER, ROBERT J	SENIOR WORK PROGRAM	238.00
HRONIK, MARY E	SENIOR WORK PROGRAM	236.00
ARMSTRONG, DONALD P	SENIOR WORK PROGRAM	222.00
BERA, AUDREY M	SENIOR WORK PROGRAM	204.00
FINDLAY, FREDERICK E	SENIOR WORK PROGRAM	196.00
CURLEY, LOUISE A	SENIOR WORK PROGRAM	192.00
MCPHERSON, BILL N	SENIOR WORK PROGRAM	152.00
HEREFORD, WILLIAM G	SENIOR WORK PROGRAM	128.00
HEITHAUS, HELEN	SENIOR WORK PROGRAM	116.00
HEITHAUS, WALTER D	SENIOR WORK PROGRAM	108.00
INGHAM, JOAN R	SENIOR WORK PROGRAM	104.00
COZZENS, MARGARET M	SENIOR WORK PROGRAM	96.00
GREGORY, ALBERT R	SENIOR WORK PROGRAM	90.00
GREGORY, BERNICE P	SENIOR WORK PROGRAM	88.00
RAYMOND, SUSAN C	SENIOR WORK PROGRAM	78.00
LAPIN, RUTH A	SENIOR WORK PROGRAM	56.00
STETSON, ELEANOR J	SENIOR WORK PROGRAM	44.00
RUSSELL, LESLIE A	SENIOR WORK PROGRAM	40.00

FIRE

CARTER, STEPHEN E	FIRE CHIEF	87,922.59
HOLT, SCOTT R	FIREFIGHTER	74,587.95
SUNDQUIST, ALAN M	FIREFIGHTER	71,524.29
MCCURDY III, ALEXANDER S	INTERIM FIRE CHIEF	70,244.96
CLANCY, GEORGE T	FIREFIGHTER	58,795.79
MCGLOUGHLIN, LINDSAY ANN	FIREFIGHTER	57,655.56
DUNN, KEITH D	FIREFIGHTER	56,377.68
TRIOLI, THERESA	ADMIN ASSISTANT	27,679.88

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JOHANSON, BRENDA A	ON CALL EMT	13,063.03
CAHILL, JAMES	ON CALL FIRE LIEUTENANT	11,251.46
WODZINSKI, SCOTT T	ON CALL DEPUTY CHIEF	10,675.48
DEBLASIO, MICHAEL W	ON CALL EMT	10,535.36
KNEELAND JR., THOMAS J	ON CALL FIRE LIEUTENANT	9,369.22
MCGLOUGHLIN, DAVID C	ON CALL FIRE LT/DRIVER'S ED	9,078.69
POLK JR., ANTHONY C	ON CALL FF/EMT	8,925.39
MCNAMARA, JOHN L	ON CALL FIREFIGHTER	8,213.10
MONIZ, DENISE A	ON CALL EMT/ATHLETIC OFFICIAL	6,432.29
RAY, JAMES L	ON CALL DEPUTY CHIEF	6,188.16
GASSIRARO, MICHAEL J	ON CALL FF/EMT	5,370.33
DENEHY JR, MICHAEL T	ON CALL FIRE LIEUTENANT	5,179.92
BELTRAMI, DONALD A	ON CALL EMT/FIRE	5,124.53
ROCK, JOSEPH E	ON CALL CAPTAIN	4,480.50
BURG, EDWARD J	ON CALL EMT	3,966.91
SURPRENANT, JEFFREY J	ON CALL FIREFIGHTER	3,482.39
HEVENOR, KEITH V	ON CALL EMT	3,029.40
WARD, SADIE L	ON CALL EMT	2,904.44
SEELEY, MICHAEL L	ON CALL FIREFIGHTER	2,692.43
KLEIN, SUZANNE S	ON CALL EMT	2,623.74
BYAM, ERIK B	ON CALL FF/EMT	2,525.26
ST GELAIS, BRIAN A	ON CALL FIREFIGHTER	2,117.19
MOSCARITOLO, CHRISTINA	ON CALL EMT	1,919.18
HICKOX, MARK S	ON CALL FIREFIGHTER	1,749.32
LEFEBVRE II, DAVID R	ON CALL FF/EMT	1,665.00
PUTNAM, JOHN J	ON CALL FIREFIGHTER	1,272.44
NOLLET, MIREILLE	ON CALL EMT	1,221.30
COFFEY, SEAN P	ON CALL FIREFIGHTER	1,142.43
SMITH, JASON A	ON CALL PROB EMT	964.58
LELIEVRE, DAVID	ON CALL FIREFIGHTER	897.14
PACHECO, TIMOTHY P	ON CALL EMT	830.52
LAPIN, TIMOTHY W	ON CALL EMT	615.40
KAISER, CHRISTOPHER W	ON CALL FF/EMT	468.36
ROCK, TERESA L	ON CALL FIRE LIEUTENANT	266.68
PICHEL, JEFFREY C	ON CALL FIREFIGHTER	100.08

HIGHWAY

CLYDE, JAMES E	OPERATIONS MANAGER	85,390.48
TEBBETTS, DANIEL G	GENERAL FOREMAN	74,822.17
DEVOGEL, JAMES	HIGHWAY WORKING FOREMAN	66,065.24
GODDARD, PATRICK G	PARK WORKING FOREMAN	62,189.41
NAWOICHIK, BARRY A	EQUIPMENT OPERATOR/LABORER	62,053.78
BERNARD, SHAWN P	EQUIPMENT OPERATOR/LABORER	60,368.04
GOULD, JOSHUA T	EQUIPMENT OPERATOR/LABORER	56,638.67
MACFADGEN, WILLIAM E	HIGHWAY MECHANIC	54,375.24
WALKER, STANLEY S	EQUIPMENT OPERATOR/LABORER	49,197.71
BENITEZ, JESUS	EQUIPMENT OPERATOR/LABORER	42,477.01
TOCCI, CATHERINE M	ADMINISTRATIVE ASSISTANT	41,246.25
UPPERMAN, CHRISTOPHER P	TRANSFER STATION OPERATOR	35,603.14
SCAFFARDI, TIMOTHY J	EQUIPMENT OPERATOR/LABORER	31,711.47
	ASSISTANT TRANSFER STATION OPERATOR	27,430.31
ASHLEY, PHYLLIS A		
COTE, BRIAN M	EQUIPMENT OPERATOR/LABORER	2,946.37
KELSON, DEREK M	EQUIPMENT OPERATOR/LABORER	430.08

LIBRARY

ZALEWSKI, LAURA A	LIBRARY DIRECTOR	61,003.16
OUELLETTE HADUCH, DIANN	SENIOR LIBRARIAN	38,945.23

TOWN OF LITTLETON

M		
SILL, JEANNE B	SENIOR LIBRARY TECHNICIAN	36,350.48
FILIPE, CYNTHIA A	ADMINISTRATIVE ASSISTANT	32,732.94
GRAHAM, HELEN	SENIOR LIBRARIAN	31,540.38
CURRAN, ANDREA	SENIOR LIBRARIAN	29,161.02
SCHREIBER, LINDA A	SENIOR LIBRARIAN	25,803.37
CLYDE, GIOIA M	SENIOR LIBRARIAN	23,378.78
MORSE, DOREEN A	LIBRARY TECHNICIAN	17,083.41
SMITH, BETTY L	SENIOR LIBRARIAN	14,136.37
PALMER, SUSAN M	LIBRARY TECHNICIAN	13,070.77
CANTINO, JENNA M	LIBRARY TECHNICIAN	11,574.23
GEANISIS, MARGARET A	LIBRARY TECHNICIAN	11,563.51
COHEN, MAXWELL S	LIBRARY TECHNICIAN	5,868.07
PENDLETON, SALLY	LIBRARY ASSISTANT	2,546.91
OTUYELU, MOBOLAJI O	LIBRARY ASSISTANT	447.00

LIGHT DEPARTMENT

DANOS, SAVAS C	GENERAL MANAGER	161,401.12
EDWARDS, SCOTT E	ASSISTANT GENERAL MANAGER	151,737.70
HUNT, ROBERT P	LEAD LINEMAN	121,813.87
LARSEN, SCOTT A	LEAD LINEMAN	114,313.91
LAWLER, NICHOLAS P	SYSTEM ENGINEER	113,923.92
STEWART, JONATHAN C	WORKING FOREMAN	111,283.60
GIOUMBAKIS, EVANGELOS	LEAD LINEMAN	108,721.74
YOUNG JR, GERALD A	BUSINESS MANAGER	106,486.14
BROWN, ALAN D	COMP SYST.MGR	106,248.85
MCFARLAND, MATTHEW J	LINEMAN 1ST CLASS	103,700.51
LIZOTTE, DAVID A	LEAD LINEMAN	102,427.97
LANCIANI, JOHN D	ELECTRIC SERVICE TECHNICIA	95,964.01
PATTERSON, DANIEL	MECHANIC-FLEET/FACILITIES	88,118.22
GODDARD, KEVIN P	PR/MARKETING MANAGER	87,589.89
	INVENTORY/PROCUREMENT	
CALLAHAN, DONALD	COORDINATOR	86,952.83
BURNHAM, TODD A	LINEMAN 2ND CLASS	81,200.28
MOSCARIELLO, GERALD E	LIGHT DEPT MAINT.	71,146.98
SNYER, TREVER T	LINEMAN 3RD CLASS	69,475.07
GOUVEIA, MICHAEL J	IT SYSTEMS ANALYST	67,183.18
THOMPSON, MARION L	ASSOC. ACCOUNTANT	66,376.17
BOURASSA, RICHARD D	METER TECHNICIAN	62,916.82
GOODY, MICHAEL S	ENGINEERING SYSTEMS ANALYST	60,941.80
HUNT, JUDITH A	BUSINESS SERVICES	52,713.45
FRASER, MARGARET C	OPERATIONS ASSISTANT	47,895.76
LAMACHIA, ELAINE M	BUSINESS SERVICES	40,553.00
BAILEY, EILEEN C	BUSINESS SERVICES	39,931.28
SILVERIA, JONI W	SR. ADMINISTRATIVE ASSISTANT	31,747.93
STEWART, WILLIAM	PART TIME LEID CONTRACT	20,128.00
TAYLOR, RICHARD WARE	LINEMAN FIRST CLASS, STEP III	19,987.44
CHAPMAN, LORI ANN	BUSINESS SERVICES	17,662.40
BRADLEY, MARGARET E	BUSINESS SERVICES	15,001.58

PARKS AND REC

HODGES, KATE I	PRCE DIRECTOR	69,823.36
MARTEL, SHARON R	PRCE ASSISTANT DIRECTOR	49,448.24
	DRIVER'S EDUCATION	
JONES, JOHN E	COORDINATOR	41,070.00
GOEBEL, ERIN	PRCE PROGRAM COORDINATOR	38,798.40
ADLEY, CHRISTOPHER	PRCE PROGRAM COORDINATOR	25,769.52
LEE, KEVIN R	SPECIAL PROGRAMS INSTRUCTOR	14,599.29

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KIRKLAND, HENRY D	DRIVER'S ED INSTRUCTOR	10,090.00
PEASE, GREGORY J	SAILING COORDINATOR	8,089.22
ADLEY, CONNOR J	INTERN	7,898.31
CONNELLY, JESSICA J	CAMP DIRECTOR - TAHATTAWAN	7,023.12
HART, STEVEN	HEAD GUARD	6,828.54
LAMOUREUX, LISA B	DRIVER'S ED INSTRUCTOR	6,600.00
JACKSON, ERIC A	CAMP SPECIALIST - SCIENCE	5,600.32
TOBIN, NICOLE L	CE INSTRUCTOR	5,576.10
CANTRILL, JAMES R	CE INSTRUCTOR	4,777.00
ORSINI, DAVID J	CAMP SPECIALIST - SPORTS	4,599.38
FREUND, SHAWN F	SPECIAL ACTIVITIES	4,402.83
RYAN, TIMOTHY M	SAILING INSTRUCTOR	4,388.88
FRENCH, AMY E	DRIVER'S ED INSTRUCTOR	4,240.00
MCLAREN, JAYE E	SUMMER PROGRAM COODINATOR	4,097.13
WHITCOMB, CHRISTINE I	DRIVER'S ED INSTRUCTOR	3,702.00
GODDARD, SARAH M	PROGRAM COODINATOR	3,565.77
MILLER, ANGELA M	LIFEGUARD	3,529.00
CASHIN, COLLEEN M	CAMP SPECIALIST ART	3,303.00
EARLY, WILLIAM E	LEAD COUNSELOR	3,194.49
TOWNE, DANIEL K	ASSISTANT CAMP DIRECTOR	3,140.88
LIVINGSTON, SARAH E	SWIM INSTRUCTOR	3,114.49
	SUMMER PROGRAM	
ABBOTT, TAMMY A	COORDINATOR	3,016.95
MURRAY, JUSTIN C	COUNSELOR	2,946.54
ADLEY, HANNAH M	SPECIAL ACTIVITIES	2,937.71
JOHNSON, ALLYSON T	SPECIAL ACTIVITIES	2,917.50
PALMASON, HILARY A	SENIOR COUNSELOR	2,869.37
BOUCHARD, DANIELLE M	LEAD COUNSELOR	2,761.52
DOUGHERTY, MARGARET A	PROGRAM COORDINATOR-CAMP	2,714.11
OSLIN, DAVID J	SENIOR COUNSELOR	2,641.80
OCKENE, DANIEL	SENIOR COUNSELOR	2,604.82
GOULD, DANIELLE P	SENIOR COUNSELOR	2,579.96
ROBINSON, D'SEAN I	SENIOR COUNSELOR	2,544.94
RAUKER, PATRICK A	SWIM INSTRUCTOR	2,529.20
AUGER, NICOLE M	SENIOR COUNSELOR	2,515.16
ARENA, RACHEL M	SENIOR COUNSELOR	2,493.79
ARONIAN, MICHAEL W	SPECIAL ACTIVITIES	2,465.00
RAUKER, TYLER M	LIFEGUARD	2,444.65
BENULLO, NICHOLAS S	SPECIAL ACTIVITIES	2,424.86
LEVINE, LUCIE H	SENIOR COUNSELOR	2,407.96
OTTO, MEREDITH E	SENIOR COUNSELOR	2,353.66
WEBSTER, EMILY A	JUNIOR COUNSELOR	2,329.70
RAY JR, JAMES L	JUNIOR COUNSELOR	2,327.51
RICHTER, COURTNEY L	JUNIOR COUNSELOR	2,270.45
RODGERS, VICTORIA A	JUNIOR COUNSELOR	2,128.45
ALONGI, MATTHEW J	JUNIOR COUNSELOR	1,944.70
FREUND, BRENDAN J	JUNIOR COUNSELOR	1,942.52
MILLER, RACHEL E	WSI	1,909.07
JOHNSON, ANDREW L	LIFEGUARD	1,860.69
MARCOTTE, NICHOLAS P	LIFEGUARD	1,850.00
SHOULTS, JACKSON P	JUNIOR COUNSELOR	1,678.84
SHAFFERY, JOHN M	LIFEGUARD	1,670.00
SLATTERY, NATALIA	LIFEGUARD	1,457.50
DOUCETTE, LEAH M	JUNIOR COUNSELOR	1,280.00
GIUGNO, CHRISTINE N	SNACK HUT ATTENDANT	1,015.00
MILLER, RICHELE A	SENIOR COUNSELOR	915.70
DARLING, GREGORY S	SAILING COORDINATOR	909.92

TOWN OF LITTLETON

DELIKAT, BENJAMIN T	LIFEGUARD	607.50
MCCAFFERTY, LINDA A	DRIVER'S ED INSTRUCTOR	378.20
BOWEN, KARYA S	CE TEACHER'S AIDE	107.16

PLANNING BOARD

TOOHILL, MAREN A	PLANNING BOARD ADMIN	53,481.32
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POLICE

KELLY, JOHN M	POLICE CHIEF	126,484.52
RAFFAELLO, ROBERT A	SERGEANT	93,663.52
KING, MATTHEW	DEPUTY POLICE CHIEF	92,354.43
PINARD, MATTHEW J	DETECTIVE / SRO	89,899.51
ROMILLY, ROBERT R	SERGEANT	89,175.02
LESLIE, DAVID P	SERGEANT	86,206.41
BONNEY, LISA A	SERGEANT	85,360.93
PATTERSON, JEFFREY M	DETECTIVE	81,534.60
BIELECKI, ROBERT J	POLICE OFFICER	80,729.90
BUSSIÈRE, EDMOND D	POLICE OFFICER	79,646.86
O'DONOGHUE, PATRICK	POLICE OFFICER	78,335.84
SCHAEFFER, TIMOTHY	POLICE OFFICER	77,861.21
FERNANDEZ, PABLO S	POLICE OFFICER	77,605.39
JANAKOS, JOHN M	POLICE OFFICER	68,300.68
CASEY, BRIAN M	POLICE OFFICER	64,530.01
CRORY, MICHAEL L	POLICE OFFICER	54,997.96
COOK, DOUGLAS J	RESERVE OFFICER	53,238.27
CVITKOVICH, PAMELA	ADMIN ASSISTANT	37,360.68
CORBETT, JOHN P	RESERVE OFFICER	15,306.50
LANDERS, RICHARD E	RESERVE OFFICER	10,607.84
CLARK, GORDON N	RESERVE OFFICER	9,181.14

SCHOOLS

HARRINGTON, JOHN M	PRINCIPAL HIGH SCHOOL	114,290.27
PETERSON, DIANNA L	DIR PUPIL PERSONNEL SERVICES	105,758.68
FAHERTY, RICHARD M	PRINCIPAL SHAKER LANE	101,698.70
HALL, JANE R	PRINCIPAL RUSSELL STREET	101,213.57
AJEMIAN, GERI LYN	CURRICULM DIRECTOR	98,198.31
BRANCO, MARK W	PRINCIPAL MIDDLE SCHOOL	95,129.15
MARK, STEVEN F	BUSINESS MANAGER	92,848.47
CLENCHY, KELLY R	SUPERINTENDENT OF SCHOOLS	89,970.71
TEMPLE, CHERYL A	ASST PRINCIPAL HIGH SCHOOL	89,655.18
LYNN, MICHAEL J	TEACHER	84,678.36
CAOINETTE, MAUREEN	TEACHER	83,513.55
SCLAR, DANYA J	PSYCHOLOGIST	83,201.42
LEVINE, MARK J	TEACHER	82,980.56
SEWELL, ROBIN L	TEACHER	82,264.94
HIBBARD, KATHLEEN	TEACHER	82,199.76
KENNEY, PERRY S	TEACHER	82,100.08
WEINBERG, RANDI B	SPEECH PATHOLOGIST	82,092.13
MARRESE, NANCY A	TEACHER	81,810.87
FINNERTY, VALERIE D	TEACHER	81,341.74
DYER, MARIAN A	TEACHER	81,286.15
PISTORINO, MARILYN M	TEACHER	80,871.19
ELMORE, JULIE L	TEACHER	79,882.66
MATHURIN, JUSTINE A	GUIDANCE COUNSELOR	79,822.12
PERKINS, WENDY S	TEACHER	79,806.73
PETERSON, JOAN K	SCHOOL PSYCHOLOGIST	79,622.42
STEPHENSON, BETH	TEACHER	78,426.72
STRONG, JEFF A	TEACHER	78,373.59
KELLEY, ELIZABETH A	TEACHER	78,195.66

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INGEMIE, MARIE	TEACHER	77,881.27
DRIBEN, ELAINE	TEACHER	77,084.12
STRICKLAND, SHERRILL M	TEACHER	76,982.61
MORGAN, ELIZABETH G	TEACHER	76,936.04
HILL, SANDRA	TEACHER	76,879.57
DOKUS, JUDITH R	TEACHER	76,570.72
PACKER, MARJORIE L	TEACHER	76,470.37
DONLON, KIMBERLY D	TEACHER	76,430.72
ANDERSON, KAREN L	TEACHER	76,122.97
MAWN, REBECCA A	TEACHER	76,055.62
ZWOLINSKI, CATHERINE A	TEACHER	75,499.63
DONAHUE, PAULA J	TEACHER	75,023.55
OGDEN, KELLY A	TEACHER	74,868.82
BULLOCK, ALLYSON B	TEACHER	74,663.55
BACKMAN, NELINA E	TEACHER	74,375.34
DORFMAN DANIELLO, SARAH	GUIDANCE COUNSELOR	73,917.53
MCCORMICK, CAROL	SCHOOL ADJUSMENT COUNSELOR	73,886.23
BOLAND, HELEN O	TEACHER	73,613.87
ORCIONE, JANEL M	TEACHER	73,193.84
PRATT, CHERYL A	TEACHER	72,781.23
HICKS-DESJARDINS, TORI E	TEACHER	72,569.24
PRICE, MARGARET K	TEACHER	72,494.13
BUONACORE, TRICIA A	TEACHER	71,939.24
COCHIS, ROSARIA A	TEACHER	71,394.86
BALLARD, HOLLY	SPEECH TEACHER .4 SL/ .6 MS	71,339.28
SMITH, MICHELE B	TEACHER	71,339.24
LOVE, HEATHER D	TEACHER	70,792.10
RAPOSA, LAURA A	TEACHER	70,792.10
TETREAULT, AMY L	TEACHER	70,560.01
BERGMAN, STEVEN L	TEACHER	70,358.67
GIABBAI, TODD M	TEACHER	70,060.00
BERLINGER, SARAH PARROTT	TEACHER	69,828.75
HOGAN, DANIEL C	TEACHER	69,664.84
TRACANNA, DIANE M	TEACHER	69,218.26
HOGAN, SARA J	TEACHER	68,803.64
ROGERS, KELLY	TEACHER	68,459.31
ELLIOTT, CHAD R	TECHNOLOGY COORDINATOR	66,788.66
PASCUCCI, DAVID M	TEACHER	66,480.24
JOHNSON, KAREN E	TEACHER	65,968.20
SHERMAN, BEVERLY	TEACHER	65,227.20
CHRISTY, CHRISTOPHER S	GUIDANCE COUNSELOR	65,079.26
COBURN, BARBARA A	TEACHER	64,617.19
PALANGE, MAUREEN C	TEACHER	63,456.78
PERRY, MEREDITH M	TEACHER	63,241.98
HARRINGTON, CHERYL A	TEACHER	63,191.36
HENSHAW, JOHN P	TEACHER	63,058.58
HOLM, EVELYN C	TEACHER	62,771.99
REPAAL, STEVEN C	TEACHER	62,739.80
WORDEN, KIMBERLY A	TEACHER	62,660.83
BRIDGE, HILARY B	TEACHER	62,607.83
LEIGHTON, RACHEL A	GUIDANCE COUNSELOR	62,447.85
PANISH, PAMELA S	TEACHER	62,367.43
HOLM, VANESSA J	TEACHER	62,217.43
ROBERTS, MARLEE S	TEACHER	62,169.63
MEAGHER JR., WILLIAM F	SCHOOL MAINTENANCE	62,102.93
HIRTLE, ZACHARY M	TEACHER	61,997.16
BELL, BETH L	TEACHER	61,800.83

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TOMBENO, RICHARD M	TEACHER	61,778.59
OKUN, ALISON B	TEACHER .6	61,481.16
FONTAINE, REBECCA	BCBA	61,271.55
WRIGHT, KATHLEEN	TEACHER	61,127.38
SCHOFFEL, JESSICA L	TEACHER	60,735.31
PETTENGILL, SUE W	TEACHER	60,475.67
MACINTYRE, THOMAS M	TEACHER	60,232.66
TATA, BRIAN R	MEDIA SPECIALST	59,620.16
TOBIA, JESSICA L	TEACHER	59,332.66
TSUJI, YUKIE	TEACHER	58,914.63
BURNDRETT, CHRISTINA A	TEACHER	58,677.47
CANALE, PHILIP L	TEACHER	57,922.55
JANOCH, JEANNE B	.8 TEACHER	57,479.72
BEATON, KIMBERLY D	TEACHER	57,370.78
STONE, BARBARA J	TEACHER	57,169.94
FERNANDEZ, FERNANDO A	SCHOOL CUSTODIAN	56,755.49
CONSTANTINE, DONNA M	TEACHER	56,630.00
HARVEY, SUSAN M	TEACHER	56,039.66
HULL, MARTHA J	TD DIRECTOR	54,760.20
RICHARD, JENNIFER M	OCCUPATIONAL THERAPIST	54,727.80
BARTH, MICHELLE A	TEACHER	54,714.66
PINZINO, ELIZABETH K	BCBA	53,679.55
RYAN, KATHLEEN M	TEACHER	53,635.86
NOLAN, JANET A	GUIDANCE COUNSELOR	53,560.30
CHAMBERAS, BARBARA R	TEACHER	53,355.32
POULTER, GAIL M	TEACHER	53,236.97
COSGRAVE, DIANNE J	TEACHER	53,030.23
BREUER, KATHI S	TEACHER	52,930.23
HURLEY, MICHELLE J	TEACHER	52,845.13
MCEACHERN, MICHAEL R	COMPUTER ASSIST & TECH	52,748.39
MACGREGOR, HEIDI	TEACHER	52,313.61
IRELAND, BRENN A E	TEACHER	51,950.11
SANDERSON, PAMELA S	.8 TEACHER	50,158.43
PFANNEBECKER, LILLIAN	TEACHER	50,007.55
OVERCASH JR, JOHN R	FOOD SERVICES DRIECTOR	49,388.95
GILLETTE, GREGORY W	TEACHER	49,268.78
BARRY, ELIZABETH R	TEACHER	49,157.13
FLOURNOY, JOSEPH	TEACHER	48,593.96
MISKINIS, WILLIAM P	TEACHER	48,258.82
ROBBINS, JAMES L	SCHOOL PSYCHOLOGIST	48,094.60
KOOB, SARAH E	TEACHER	47,864.38
HLYTEK, NANCY B	ABA THERAPIST	47,647.76
SHOEMAKER, TODD P	TEACHER	47,412.49
MCKINLEY, RITA C	TEACHER	47,248.81
RYDER, NICOLE A	TEACHER	47,205.78
JOHNSON, TRACEY C	.7 TEACHER SPED	47,134.07
BUCKLEY, JOSEPH E	INTERIM SUPERINTENDENT	47,066.62
JONES, JENNIFER C	TEACHER	47,021.82
HOSSFELD, EMILY	ART TEACHER	46,095.84
	TEACHER RETIRED/SUB DAY TO	
MARSH, ELLEN W	DAY	44,891.03
GILLEN, MICHAEL J	TEACHER	44,711.39
SAWOSIK, TERYL M	TEACHER	44,711.39
CUNNINGHAM, DIANNA K	TEACHER	44,660.28
DIONNE, DEBRA M	ADMIN ASST TO PRINCIPAL	44,252.86
JOHNSTON, DANICA A	TEACHER	44,224.63
TRIPPI, ROBIN M	.6 TEACHER	42,803.23

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MULONE, DOROTHY J	ADMIN ASST TO SUPT.	42,373.89
AVERSO, TINA E	ADMIN ASST TO SPED DIRECTOR	42,205.60
RICHARDS, DEBORAH A	AP CLERK	42,205.60
POWERS, ELIZABETH M	TEACHER	41,154.71
ROPER, CYNTHIA L	NURSE	40,482.94
IGNAZIO, STEPHANIE M	.6 TEACHER	40,398.72
MAMOS, KRISTEN A	.7 TEACHER	39,977.62
SANTOS, ZILDO	SCHOOL CUSTODIAN	39,519.90
KROBOCK, CAITLIN	ABA THERAPIST	37,446.64
ROMANO, ANDREA L	.6 TEACHER	37,416.43
SAYLOR, ANNETTE M	ADMIN ASST TO PRINCIPAL	37,339.36
OKSANISH, SALLY A	.6 TEACHER	37,301.71
FARAGO, CONSTANCE M	ADMIN ASST TO PRINCIPAL	36,999.52
MCCARTHY, KATHLEEN T	NURSE	36,838.22
CABRAL, KEVIN M	ABA THERAPIST ASST	36,675.00
RODRIGUEZ, JEAN C	CUSTODIAN	35,684.19
HARTFORD, JANICE J	.8 NURSE	35,260.82
NANTO, CYNTHIA A	TEACHER	35,197.91
KEMPTON, JUNE R	ADMIN. ASSIST. TO PRINCIPAL	34,194.16
CORMIER, VIRGINIA K	GUIDANCE SECRETARY	33,475.32
	TECHNOLOGY & NETWORK	
SULLIVAN, CHARLES L	SUPPORT SPECIALIST	33,009.05
SANTOS, HENRIQUETA	SCHOOL CUSTODIAN	31,285.80
ANDRADE, BELIA G	SPEECH AIDE	30,436.14
ETHIER, MARY	OCCUPATIONAL THERAPIST	30,395.25
BAXTER, BEVERLY	.6 TEACHER	30,269.95
DONOVAN, SUSAN M	ADMIN ASST TO SUPT	28,939.95
WADE, DOROTHY E	.6 TEACHER	28,716.01
COTE, ROBERT G	CUSTODIAN	28,326.48
CORNWALL, BARBARA C	.5 LIBRARIAN	28,098.11
GARVEY, JOAN M	SCHOOL SECRETARY	28,068.64
WILKERSON, AMBER LYNN	TEACHER PRE-SCHOOL	27,860.03
UVELLO, CHRISTINE M	OCCUPATIONAL THERAPIST	27,629.33
JACKLIN, SUSAN	PAYROLL/ASST. TO BUSINESS MGR	27,520.03
SEABURG, PAMELA	PAYROLL CLERK	27,510.09
CORROW, BETTINA F	ADMIN ASST TO DIR CURR.	27,299.44
WEBSTER, GRETCHEN O	READING TUTOR	26,868.38
MCGRATH, AMY R	4TH GRADE TEACHER	26,415.71
EDMONDS, MARGARET E	MATH TUTOR	26,018.00
GRESKO-CAULFIELD, ANGELA		
CORRINE	ABA THERAPIST ASSISTANT	25,856.00
YORK, AMY L	OT/COTA	24,158.22
WHITTLES, JEANINE M	TD K-2 COORDINATOR	24,141.73
PISANO, BARBARA A	TEACHER (.5)	23,636.85
HEIM, VALERIE A	TD COORDINATOR	23,602.27
PREVOST, LILLIET	NURSE	23,114.00
PARE, JOAN M	SCHOOL SECRETARY	22,886.36
LANDAU, RUTH	TEACHER ASSISTANT	22,740.09
OLDENQUIST, DONNA A	TEACHER ASSISTANT	22,588.62
DE SOUSA, MOACIR	SCHOOL CUSTODIAN	22,341.06
TAYLOR, NANCY	TEACHER ASSISTANT	22,146.78
HOUSTON, CECILY H	LIBRARY/MEDIA SPECIALIST	21,990.36
BEHAN, MICHELE A	TEACHER ASSISTANT	21,285.57
THIBEAULT, SUSAN R	TEACHER ASSISTANT	21,146.38
CARREIRO, ROSALINA P	TEACHER ASSISTANT	21,114.32
DISPENSA, KAREN	TD PROGRAM LIAISON/NURSE	21,029.64
LANCE, DEBRA L	TEACHER GRADE 4	20,837.80

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HALL, SACHIKO	TEACHER ASSISTANT	20,592.51
WODZINSKI, CLAIRE A	TEACHER ASSISTANT	20,167.38
DONARUMA, DARLENE K	TEACHER ASSISTANT	20,143.18
STURTZ, RAINA L	ABA ASSISTANT	20,062.13
ABRUZZESE, JULIA	LIBRARY PARA	20,041.64
AUSTIN, JANET A	TEACHER ASSISTANT	20,029.15
DOLAK, PATRICIA F	TEACHER ASSISTANT	20,019.58
RILEY, DAVID H	ENERGY EDUCATION MANAGER	20,000.00
BOUTIETTE, DEBORAH A	TEACHER ASSISTANT	19,993.17
RICHTER, KAREN S	TEACHER ASSISTANT	19,988.97
CHILTON, DEBORAH	TEACHER ASSISTANT	19,919.14
NICHOLS, SUSAN	TEACHER ASSISTANT	19,861.59
MALERBI, CAROLYN J	TEACHER ASSISTANT	19,851.44
CAPPUCCI, CATHERINE S	TEACHER ASSISTANT	19,762.89
MEREDITH, DEBRA L	TEACHER ASSISTANT	19,630.83
TULLEY-LEONE, MARTHA T	TEACHER ASSISTANT	19,630.07
TURNER, TRACY L	SPED TEACHER	19,558.46
WOLF, CINDY L	TEACHER ASSISTANT	19,550.13
KRAMPF, JODI S	TEACHER ASSISTANT	19,533.63
TERELLA, KAREN M	TEACHER ASSISTANT	19,533.21
LYNCH, ERRIKA S	TEACHER ASSISTANT	19,515.59
LEGER, KORI A	TD GROUP LEADER	19,468.59
SPELIOTIS, MARY	TEACHER ASSISTANT	19,325.07
HART, SUSAN M	TEACHER ASSISTANT	19,313.47
MAILLET, LISA M	TEACHER ASSISTANT	19,158.31
SHIMMEL, ALICE M	CAFE MANAGER	19,134.36
RUVICH, RACHEL M	TEACHER ASSISTANT	19,065.25
SAPIENZA, MICHELLE	TEACHER ASSISTANT	19,043.31
DERY, JOANNE	TEACHER ASSISTANT	19,032.10
RAMIREZ, CONNIE K	TEACHER ASSISTANT	18,742.26
MAYLOTT, CAROLINE R	TEACHER ASSISTANT	18,679.25
FEUDO, JENNIFER B	TEACHER ASSISTANT	18,676.77
CLAFFEE, REBECCA	TEACHER	18,662.25
DEVELLIS, MARYLOUISE	CAFE MANAGER	18,236.27
BYRNE, JAMI A	TEACHER ASSISTANT	18,078.75
KILLORAN, JAMES D	TEACHER ASSISTANT	18,041.11
YARBROUGH, JAN	ABA THERAPIST	17,884.68
WARNER, KRISTEN F	TEACHER ASSISTANT	17,815.16
MCGINTY, ANNE B	TEACHER ASSISTANT	17,519.21
MAGNER, HOLLY K	LIBRARY PARA	17,250.62
KISH, SHEILA J	COACH	17,164.92
SMITH, JERELL T	TEACHER ASSISTANT	16,959.64
SANNELLA, MARY A	TEACHER ASSISTANT	16,406.35
WILSON, ANN H	TEACHER ASSISTANT	16,297.20
GENTILE, KIMBERLY A	TEACHER ASSISTANT	16,163.35
GELEN, LAURA A	TEACHER ASSISTANT	15,967.60
CLARK, SANDRA E	TEACHER ASSISTANT	15,465.19
GRIFFIN, JEAN	CAFE MANAGER	15,459.17
FUMIA, LISA A	CAFE MANAGER	15,400.23
AUTIO, CATHY G	TEACHER ASSISTANT	14,869.70
SCHULZ, RACHEL M	MATH TEACHER	14,754.28
POLLOCK, ELLEN C	ELA TEACHER	14,517.95
COLEMAN, MARY E	TD KINDERGARTEN SUPERVISOR	14,401.14
BOWEN, ALEV	TD GROUP LEADER	14,232.68
LORD, JULIE	TEACHER ASSISTANT	13,898.28
HUTCHINS, CRYSTAL F	SPEECH THERAPIST	13,278.32
CHANDLER, TONI	SUBSTITUTE	13,153.38

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GERMAIN, ZOE S	SPED TA	13,075.81
BOURQUE, MEGHAN E	ABA THERAPIST	13,037.64
SORACCO, MARY E	TEACHER ASSISTANT	12,951.13
RUNGO, LISA A	VAN MONITOR	12,773.70
HOLT, MARIE L	TEACHER /RETIRED	12,443.12
HARVEY, BARTLETT	SUBSTITUTE	12,268.69
DEFURIA-WELLMAN, DONNA	TEACHER ASSISTANT	11,886.78
HARVEY, JOAN	VAN MONITOR	11,740.86
MAYNARD, CHERYL A	TD GROUP LEADER	11,418.94
SULLIVAN, ELIZABETH L	TEACHER .8	11,201.64
MORSE, MELISSA KAPLAN	TEACHER	11,165.33
SERIO, MICHELLE K	TEACHER ASSISTANT	10,764.42
SCULLY, MEGHAN L	SUBSTITUTE	10,281.50
ROFFEE, MARGIE M	TEACHER ASSISTANT	10,208.92
NELSON, CELESTE R	CAFE WORKER	9,993.03
PETERSON, KRISTIN E	CAFE WORKER	9,691.79
MCGOVERN, MILDRED A	CROSSING GUARD	9,578.00
WICKLINE, KATHLEEN J	SUBSTITUTE	9,276.75
SAUCIER, MARC	COACH	9,223.00
SCARINGELLA, JOANN	TEACHER ASSISTANT	9,067.91
GAGNON, DIANA L	CAFE WORKER	8,859.19
PORELL, CHRISTINE M	NURSE	8,392.11
GRACEFFA, MICHAEL J	SUBSTITUTE/COACH	8,296.75
ERSLAND, KRISTEN A	TD GROUP LEADER	8,220.16
MICKLE, LEEANN C	CAFE WORKER	8,174.15
BOWEN, NANCY E	SUBSTITUTE	7,978.50
WHITCOMB, TRICIA L	TEACHER ASSISTANT	7,564.63
RODENHIZER, JUDITH E	TEACHER ASSISTANT	7,533.06
MCGREGOR, PAMELA S	CAFETERIA WORKER	7,447.41
SUNDBERG, JENNIFER M	TEACHER'S ASSISTANT	7,250.90
LYNCH, KATHIANNE S	CAFE WORKER	7,169.75
HARRINGTON, SUSANNE M	SUBSTITUTE	7,055.75
MCCOLL, WILLIAM	DATA SUPPORT SPECIALIST	6,968.99
GUILMARTIN, BELLA	SUBSTITUTE TEACHER	6,966.70
OGDEN, JOHN D	TEACHER ASSISTANT	6,901.13
COURT, CATHY J	TEACHER ASSISTANT	6,888.36
SKODA, MARY P	SUBSTITUTE	6,545.50
ABRUZZESE, JOHN J	COACH	6,408.00
ATTELLA, MEAGHAN K	TEACHER ASSISTANT	6,373.60
HULINGS, SHIRLEY A	CAFE WORKER	6,259.40
CLARK, JAMES J	SUBSTITUTE	6,205.00
DECAMILLIS JR, FRANK J	COACH	6,044.00
DOWNING, MARY GAIL	SUBSTITUTE	5,894.00
KELLY, RYAN P	TEACHER ASSISTANT	5,712.06
KELLY, MATTHEW J	TEACHER ASSISTANT	5,688.93
KEMPTON, SUSAN V	SPED TEACHERS' ASSISTANT	5,510.30
STURTZ, LEE-ELLEN	TEACHER'S ASSISTANT	5,437.55
ZANE, HARRY B	SUBSTITUTE	5,397.50
HIGGINS, KATHLEEN A	SCHOOL AIDE	5,377.39
SZYDLO, FAITH B	TD GROUP LEADER	5,370.74
CELONA, COURTNEY	SUBSTITUTE	5,226.56
PENNEY, NANCY J	TEACHER ASSISTANT	5,162.37
HASTINGS, RICHARD	COACH	4,901.00
LOMBARD, MICHAEL	COACH	4,901.00
HEVENOR, KRISTINA D	SUBSTITUTE	4,819.78
MILLER, JUDITH-GRACE	TEACHER ASSISTANT	4,580.28
RODRIGUEZ, DEBRA L	CAFE WORKER	4,507.13

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CRAMPTON, BARBARA J	TD FINANCIAL CLERK	4,487.80
MARTEL, KIMBALL	GROUP LEADER	4,361.47
RAPOZA, NANCY A	SUBSTITUTE GROUP LEADER	4,258.07
DAUPHINAIS, ETHAN	TD ASSISTANT	3,976.87
PROULX, MICHAEL G	COACH	3,960.00
SMITH, MICHAEL T	COACH	3,804.00
WHITCOMB, TIMOTHY H	COACH	3,788.00
STALL, ROBERT A	COACH	3,524.00
LEWIS, MARCUS D	COACH	3,489.00
GOULD, DONNA E	.2 NURSE	3,426.81
RUSSO, JACLYN M	SUBSTITUTE	3,364.57
BLACK, CHRISTINE M	SUBSTITUTE NURSE	3,350.00
POITRAS, MICHAEL R	SCHOOL CUSTODIAN	3,294.72
HAYWARD, LILLIAN M	TD GROUP LEADER	3,285.61
MIZZONI, MARGARET	COACH	3,118.00
AUSTERMAN, KARL	COACH	3,088.00
MIZZONI, MARK	COACH	3,088.00
MILAK, MARY J	VAN MONITOR	2,997.12
DURLING JR, RUSSELL L	OUT OF DISTRICT LIAISON	2,983.54
MARTINEC, SENA L	SUBSTITUTE	2,914.15
MCCARTHY, EDWARD J	COACH	2,777.00
FEDELE, MARILYN A	SC SECRETARY	2,716.00
PRUSACZYK, BLAIR E	SUBSTITUTE	2,695.00
AUSTIN, GARY	COACH	2,488.00
ZSCHAU BERGMAN, MARYANN	DRAMA DIRECTOR	2,435.00
NEVINS, JOELLYN M	SUBSTITUTE	2,380.00
WADMAN, NICOLE E	SUBSTITUTE GROUP LEADER TD	2,184.99
STEARNS, PATRICK A	COACH	2,173.00
MOREHOUSE, JOEL D	BASKETBALL COACH JR VARISITY	2,151.00
TARCA, ANNE-MARIE	ASST TRACK COACH	2,151.00
PUTNAM, KARA A	SUBSTITUTE	2,010.00
GRIFFITHS, JASON	COMPUTER TECHNICIAN	1,984.90
BOUDREAU, RACHEL	SUBSTITUTE	1,969.50
SHEARER, TREVOR	TD ASSIST. GROUP LEADER	1,968.68
DONARUMA, DANIELLE N	SUBSTITUTE	1,967.50
LANDERS, ELIZABETH A	SUBSTITUTE	1,954.63
BUNKER, PATRICIA A	TD GROUP LEADER	1,940.25
LUTTIG, SHANNON	TD ASSISTANT	1,749.60
TEEHAN, ZACHARY R	SUBSTITUTE	1,661.50
WODZINSKI, MEAGAN M	SUMMER CUSTODIAL AIDE	1,520.00
CANTRELL, CAROLYN	SUBSTITUTE	1,477.50
PATON, ANDREA L	SUBSTITUTE	1,463.00
WAITE, JESSICA A	SUBSTITUTE	1,457.50
WODZINSKI, MATTHEW S	SUMMER CUSTODIAL AIDE	1,440.00
LYNN, JUDITH A	SENIOR WORK PROGRAM	1,436.00
PRICE SIMMONS, ANDREA M	SUBSTITUTE	1,434.50
MOREIRA, LAUREN I	TD ASST	1,400.61
QUINN, JOANNA M	SUBSTITUTE	1,374.50
SCHOFIELD, MAURA C	SUBSTITUTE	1,360.00
ACKERMAN, ASHLEY	TD H.S. ASSISTANT	1,353.78
BADGER, BARBARA	TD GROUP LEADER	1,297.97
WEBBER, KATHERINE E	TD ASSISTANT	1,280.00
PARE, DEBORAH E	SUBSTITUTE	1,247.00
WHITTLES, GEOFFREY I	TD ASSISTANT	1,237.50
FRIDAY, NANCY L	CAFE SUBSTITUTE	1,136.00
LEVINE, P. NANCY	SUBSTITUTE	1,132.88

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BUDD, ROLF L	COACH	1,086.50
IPPOLITO, SALVATORE A	.2 TV PRODUCTION TEACHER	1,075.40
SHOULTS, DANA E	TD ASSIST. GROUP LEADER	1,067.50
SMITH, DAINE T	NURSE SUBSTITUTE	900.00
KEOHANE, CAROL A	SUBSTITUTE	843.25
KILPATRICK, KELLEY	TD ASST	787.80
MCGRAW, MAX	TD H.S. ASSISTANT	776.00
	SENIOR WORK PROGRAM/CAFE	
MCGRATH, FRANCINE T	SUBSTITUTE	764.00
BAIR, ELIZABETH	TD ASST	745.38
GALE, CINDY MARIA	SUBSTITUTE	738.13
BARANOFSKY, ANN-MARIE	SUBSTITUTE NURSE	700.00
MARTINEC, RAINA P	SUBSTITUTE	699.75
ROMILLY, SHARON	SUBSTITUTE	693.50
SMITH, JUDITH A	SUBSTITUTE	678.00
HIGGINS, AMY M	TD ASSISTANT	664.00
MAHER, CHRISTOPHER T	TD ASSISTANT	614.08
ARENA, PAMELA N	SUBSTITUTE	565.25
IMBROGNA, ELIZABETH	TD ASSISTANT	553.48
ESSMAN, ALEXANDRA	SUBSTITUTE	540.00
OFSTHUN, CHRISTINE E	SUBSTITUTE	517.63
HUSSEY, MARK	SUBSTITUTE	510.00
BURK, KIMBERLY A	SUBSTITUTE	456.00
ARIMENTO, ELIZABETH A	SUBSTITUTE	438.75
NICHOLS, DAVID J	SUBSTITUTE	427.50
ANTHONY, JENNIFER L	SUBSTITUTE	400.50
DEBISZ, ANNETTE M	GROUP LEADER	362.50
BERLINGER, JOHN	SUBSTITUTE	350.00
DRINKWATER, SARAH A	TD ASSISTANT	264.00
HAMILTON, JENNIFER W	SUBSTITUTE	261.75
KEOHANE, JACQUELINE M	TD H.S. ASSIST.	240.00
BOTTOMLEY, ALYSSA	TD ASSISTANT	214.00
LOSCH, CHRISTOPHER M	TD SUBSTITUTE	212.50
BOYLE, JUDITH A	SUBSTITUTE NURSE	200.00
HOOLE, SUSAN R	SUBSTITUTE	200.00
LARSEN, PAMELA J	SUBSTITUTE	133.00
GIBBONS, SARA A	HIGH SCHOOL ASSISTANT	120.00
CONSIDINE, KAITLIN M	SUBSTITUTE	35.00
<u>SELECTMEN</u>		
BERGMAN, KEITH A	TOWN ADMINISTRATOR	109,199.26
GLENCROSS, NANCY C	IT MANAGER	58,766.78
GIBBONS, JENNIFER R	EXEC ASST TO THE TA	54,886.29
COLE, WILLIAM THOMAS	MAINTENANCE SUPERVISOR	45,481.28
CRORY, MARK	CT EXECUTIVE DIRECTOR	14,168.66
BOROSKI, JOHN F	VETERANS' AGENT	3,716.55
<u>TOWN CLERK</u>		
CRORY, DIANE F	TOWN CLERK	51,733.48
LORD, LINDA R	ADMIN CLERK	32,085.36
<u>TREASURER</u>		
VENUTI, STEVEN	TREASURER	67,160.64
ESSMAN, ANN H	ASSISTANT TREASURER/PAYROLL	52,034.08
KENNEY, MARLENE	ADMINISTRATIVE ASSISTANT	44,858.68
<u>WATER DEPARTMENT</u>		
DENARO, PAUL J	WATER PRODUCTION SPECIALIST	103,615.72
VEASIE, JAY A	UTILITY SPECIALIST STEP IV	81,795.77

TOWN OF LITTLETON

PERRON, MARK L	UTILITY SPECIALIST STEP III	74,183.09
ASH, JOHN W	PRODUCTION ASSISTANT	73,358.92
MORSE, MICHAEL J	UTILITY SPECIALIST III	70,718.51
TAYLOR, THOMAS W	UTILITY SPECIALIST STEP III	69,248.70
SHIMMEL, NICHOLAS J	UTILITY LABORER STEP III	54,756.97
	WATER TREATMENT SYSTEMS	
NELSON, STEVEN A	OPERATOR	51,426.56
GIORDANO, FRANK M	WATER OPS SUPERVISOR	24,230.71

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

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:

Elmer Pierce	U.S. NAVY	WWII
John O'Loughlin	U.S. ARMY	WWII
Clarence Bentle	U.S. AIR FORCE	KOREA
John W. Roche	U.S. ARMY	WWII
Richard W. Brooks	U.S. ARMY	WWII
Leo Francis Budra	U.S. AIR FORCE	KOREA
Frank Everett Couper	U.S. COAST GUARD	VIETNAM
William G. Cooper	U.S. AIR FORCE	KOREA
Roger W. Prouty	U.S. NAVY	
Roger W. Conant	U.S. NAVY	
Walter S. Crowell , Jr	U.S. ARMY	WWII
Edward J. Iverson, Jr.	U.S. NAVY	VIETNAM
Charles L. Tirone, Sr.	U.S. AIR FORCE	KOREA

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

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. Flag Retirement ceremony held in November of each year.

Respectfully,
John Boroski, Veterans Agent

ZONING BOARD OF APPEALS

The Littleton Zoning Board of Appeals conducted hearings on 18 new or continued applications during 2011. Applications fell into the following distribution:

Seven applications were for Special Permits to change, modify or extend a pre-existing non-conforming structure. Six were granted, some with conditions. One application was withdrawn when the Town approved the sale of small parcels to abutters and the Selectmen accepted the applicant's bid to purchase a small abutting lot, making the need for a special permit moot.

Four applications were for Variances, three for signs and one for a detached garage. All were granted, some with conditions.

Two applications were 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. Both were granted.

Two applications were requests for an extension of previously granted variances. Both were granted.

The Board granted a request to transfer the Comprehensive Permit at The Farms on Great Road, to a new entity.

The Board granted a Comprehensive Permit under M.G.L. Chapter 40B, to allow the construction of 8 single family residential dwelling units at 116 Goldsmith Street.

The Board opened the hearing for a Comprehensive Permit requested by Fifteen Great Road, LLC, for a permit to construct 200 rental units at 15 Great Road. Through the efforts of the Town Administrator, the Town received a grant to provide technical assistance with this project. The applicant is paying for the costs of peer review of all design and engineering data.

The Board participated in discussions concerning reorganizing the permitting departments and boards.

The Board adopted new procedures for accepting and reviewing Comprehensive Permit applications prior to filing.

The Board welcomed new administrative assistant, Michele Cobleigh and new alternate, Patrick Joyce.

Several Board members participated in training seminars.

Application fees collected in 2011 were \$22,700.00, most of which is calculated to offset the added costs of reviewing Comprehensive Permits.

Respectfully submitted,
Sherrill R. Gould, Chairwoman