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DEDICATION

The 2006 Annual Town Report is dedicated to the memory of two who provided exemplary service to the Town of Littleton, LINDA KNUPP and CHARLES KAYE.



The Board of Selectmen wishes to acknowledge the passing last year of LINDA A. KNUPP, a long-time resident and beloved Town employee who worked for the Town of Littleton more than 25 years. Linda, married to former Selectman Michael Knupp, raised two children, Travis and Emily. Mrs. Knupp began her employment with the Town of Littleton in 1979 working as the executive secretary to the Town Administrator and Board of Selectmen.

In 2003, Mrs. Knupp was elected as the Town Clerk and appointed to the position of Assistant Tax Collector. Linda was particularly suited for this given her attention to detail and strong work ethic.

Perhaps what people remember the most about Linda is that she always greeted you with a genuine smile. Serving the townspeople with kindness, efficiency and compassion was her trademark.

Linda A. Knupp

Linda moved to Massachusetts in the 1973 from Colorado where she began her career working for the FBI as special clerk in the Denver and Boston Offices, and the Logistics Command of the U.S. Air Force at Hanscom Field.

Linda was also a public and community servant volunteering her time to serve on the League of Women Voters, Board of Trustees of the Parker School, Littleton's Newcomers Club, and she was a communicant of Saint Anne Parish.



May 19, 2006 was a day of mourning in Littleton when CHARLES FORBES KAYE, one of the town's most dedicated public servants, passed away. "Mr. Moderator," his local title, was known to thousands of Littleton voters for 30 plus years in his role as Town Moderator, guiding citizens through thoughtful debate on issues impacting Littleton. Charlie believed deeply in representative government; politics at the most local and participatory level. Townspeople routinely thanked him after every town meeting for his wit, wisdom and the inevitable tutorial on process and procedure on how to conduct a town meeting. Charlie Kaye's name appeared no less than 38 times on Littleton election ballots, and all of those times, unopposed. Prior to his 35 consecutive years as Moderator, his civic service to the Town also included six years on the Board of Selectmen and four years on the Planning Board. When he convened the 105 Town Meetings, his leadership style was perceptive, engaging and replete with a keen intellect, quick wit and humor. Underlying his efforts was a respect for the process and a love of the community.

Charles F. Kaye

Native Minnesotans, Charlie and his wife Mary moved to Massachusetts following his honorable discharge from the Air Force with the rank of Captain. They have both given generously to Littleton since they moved here in the early 50's "There isn't a civic organization that they have not been part of. They're the foundation of the community", a fellow administrator said of Charlie and his wife Mary. They raised their family of four, Kathleen, Charles, Gretchen and Laura, in Littleton and have nine grandchildren with whom Charlie shared fully in their life's experiences and adventures.

Early on, Charlie worked for Lincoln Laboratories and administered MIT's Center for Space Research, where he worked on the "Sunblazer" and "Haystack" satellite dish projects, one of the first radio astronomy programs. He also directed a study on the U.S. air route traffic control system. Having earned a doctorate in law from Boston College Law, Charlie went on to become special counsel for MIT.

Blending his interests in law and science, Charlie established his legal practices in Boston and Littleton where he served clients such as Mitre and individuals holding patents for such innovations as strobe photography and hover crafts. Twenty years of Charlie's career was devoted to XTRA Corporation, where he spearheaded its growth as the largest lessor of intermodal transportation equipment in the world. As President, CEO and Chairman of the Board of this publicly traded company, Charlie served at the helm of XTRA's management team for over 15 years and was

recognized with the industry's highest honors. He later went on to establish his own investment management company, which he was managing when he passed away.

Charlie Kaye was a public and community servant who served on several boards, including the Board of Directors of State Street Bank and State Street Global Market. He was an incorporator of both Massachusetts General Hospital and Emerson Hospital; a fellow of Boston University Medical School and chairman of its advisory committee on international medicine. Charlie's involvement extended to local schools. His generosity, expertise and invaluable counsel were appreciated by Lawrence Academy and Bentley College, where he served on their Board of Trustees. He was a member of the Littleton Scholarship Trust for several years. The Professor in him shone when he was invited to guest lecture at Littleton High School social studies class. He was engaged by young students and was keen to stimulate interest in town government. In recognition of Charlie's life long work on behalf of so many public and private interests, his family has established the Charles Forbes Kaye Public Service Award.

Excelling in many sports throughout his life, Charlie was named Little All-American in basketball while at St. Thomas College in Minnesota. He later went on to play professional baseball with the Cleveland Indians and the Brooklyn Dodgers. He maintained his passion for America's favorite pastime through out his life and acted as Little League baseball coach for many years to Littleton youth, including his son Charles.

A patriot, Charlie Kaye's service to the United States began as cadet Colonel at St. Thomas College. He then served in the Army during World War II and as an Air Force pilot in the Korean Conflict. In the Korean Conflict, he flew KC-97 refueling aircraft and served as the Strategic Air Command Pilot for Gen. Frank Armstrong, of "Twelve O' Clock High", fame. For his honorable and distinguished service the flags flew at half-staff in Littleton the day of his burial, with military taps played at Westlawn cemetery.

Charlie will also be greatly missed at St. Ann Church, in Littleton where he and his family were members for many years. He was a Eucharistic minister, a member of the Finance Committee and for 14 years a catechism teacher in the teen program.

Traditionally, at the close of the Town Meeting agenda, Charlie Kaye would thank the townspeople, clerks, officers, and counters for attending the meeting. He would then ask for a motion and a second, to "dissolve" the meeting. When that happened the gavel resounded to an enthusiastic chorus of "Thank you Mr. Moderator..."

STATE AND FEDERAL ELECTED OFFICIALS

President of the United States

George W. Bush
1600 Pennsylvania Avenue
Washington, D.C.

Governor of the Commonwealth

Deval Patrick
(617) 727-7200
State House
Boston, MA 02133

Senators in Congress

Edward M. Kennedy
(617) 565-3170
JFK Building, Room 2400
Boston, MA 02133

John Kerry
(617) 565-8519
Transportation Building
10 Park Plaza, Room 3220
Boston, MA 02116

Representative in Congress

Martin T. Meehan (508) 460-9292 (508) 459-0101
5th Congressional District
255 Main Street
Walker Building, Room 102
Marlborough, MA 01752

State Senator

Pamela Resor
Middlesex-Worcester District
Room 413F, State House
Boston, MA 02133

Representative in General Court

Geoff Hall (617) 722-2320
2nd Middlesex District
Room 34, State House
Boston, MA 02133

GENERAL INFORMATION

Annual Election	Second Saturday in May
Annual Town Meeting	First Saturday in May
Form of Government	Open Town Meeting
Absentee Voting	Town, State and National
Population	8,808
Number of Registered Voters	5,441
Dog Licenses	424 licensed (548 untagged) Due Jan 1
Size of Town	16 square miles

Residential Taxes per \$1000 valuation:

Tax Rate 1993	\$13.82	Tax Rate 2000	\$14.09
Tax Rate 1994	\$15.05	Tax Rate 2001	\$12.81
Tax Rate 1995	\$15.65	Tax Rate 2002	\$13.21
Tax Rate 1996	\$16.20	Tax Rate 2003	\$11.15
Tax Rate 1997	\$15.58	Tax Rate 2004	\$11.32
Tax Rate 1998	\$14.37	Tax Rate 2005	\$11.35
Tax Rate 1999	\$14.89	Tax Rate 2006	\$12.17
		Tax Rate 2007	\$12.11

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.

TOWN OFFICES – HOURS AND LOCATION

Assessors	Monday - Friday 952-2309 8:30 a.m. - 3:00 p.m.
Board of Health/Board of Appeals	Mon, Wed, Thurs, Fri. (8a.m.-12p.m) Tues. (12p.m.– 3p.m.) 952-2313 8:00 a.m. - 12:00 p.m.
Building Commissioner	Monday, Tuesday, Wednesday 7:30 a.m. - 3:30 p.m. 952-2308 Thursday 7:30 a.m. - 6:30 p.m. Friday 7:30 a.m. - 3:00 p.m.
Conservation Commission	Mon., Tues, Wed., Thurs. 486-9537 9:00 a.m. - Noon
Council on Aging	Monday - Friday, 9 a.m. - 3 p.m. 952-2362 Shattuck Street Building, 2nd floor
Outreach Office	Monday - Thursday 9 a.m. - 3 p.m. (Call first for appointment) 486-0183 Shattuck St. Building, 2nd floor
Meal Site	Monday - Friday, 9 a.m. - 1 p.m. 952-2757 Shattuck Street Building, 1st floor
Fire Department	Monday - Friday 7:00 a.m. - 6:00 p.m. 952-2302 Sunday - Saturday 8 a.m. - 4 p.m. Fire Permits and General Calls
9 1 1	Emergency Fire & Ambulance Calls
Information Systems Analyst	Monday – Thursday 7:30a.m. - 4:00p.m.
952-2777	Tuesday, Wednesday, Thursday 8:00 a.m. – 4:00 p.m.
Park and Recreation	Monday - Friday 9 a.m. - 4 p.m. 486-3120 Shattuck Street Building, 1st floor
Planning Board	Monday, Tuesday, Thursday, Friday 486-9733 9:00 a.m. - 3:00 p.m.
Police Department	Sunday - Saturday (24 hours a day) 952-2300 General Calls
9 1 1	Police Emergency Calls
Reuben Hoar Library	Monday, Wednesday, 10 a.m. - 9 p.m. 486-4046 Tuesday, Thursday 12 Noon - 9 p.m. Friday, Saturday, 10 a.m. - 4 p.m.
School Department	Sunday - Noon - 4 p.m. Mid-October thru Mid-April
486-8951	Monday - Friday Shattuck Street Building, 3rd floor
Tax Collector	Monday - Friday 9:00 a.m. - 3:00 p.m.
952-2349	Thursday Evening 6:00 p.m. - 9:00 p.m.
Town Accountant	Monday - Friday 952-2307 8:30 a.m. - 4:00 p.m.
Town Administrator	Monday - Friday 952-2311 8:00 a.m. - 4:00 p.m.
Town Clerk	Monday - Friday 9:00 a.m. - 3:00 p.m. 952-2314 Thursday Evening 6:00 p.m. - 9:00 p.m.
Town Treasurer	Monday - Friday 952-2306 9:00 a.m. - 3:00 p.m.
Transfer Station	Tuesday & Thursday 12 Noon - 7 p.m. 486-0122 Saturday 8:00 a.m. - 5:00 p.m.
Veterans Agent	By Appointment 952-2325

ELECTED AND APPOINTED TOWN OFFICIALS

TOWN OF LITTLETON ELECTED OFFICIALS 2006

MODERATOR -

Charles F. Kaye 2007

TOWN CLERK -

Linda A. Knupp 2007

TAX COLLECTOR -

Rebecca J. Quinn 2008

TREASURER -

Donald P. Armstrong 2009

SELECTMEN -

Reed Augliere 2008

ASSESSORS -

Ivan Pagacik 2008

Pamela D. Campbell 2007

Kenneth Eldridge 2007

Frederick J. Freund 2008

Alexander S. McCurdy 2009

William E. Ingham 2009

Thomas Rauker 2007

James S. Winroth 2007

CEMETERY COMMISSIONERS -

David Badger 2007

Susan Fougstedt 2009

Deborah Williams 2008

ELECTRIC LIGHT COMMISSIONERS -

Joseph Cataldo, Jr. 2007

Craig C. Gruskowski 2009

Joseph McCumber 2007

Thomas Rauker 2008

Bruce S. Trumbull 2009

WATER COMMISSIONERS -

Joseph Cataldo, Jr. 2007

Town of Littleton

Craig C. Gruskowski	2009
Joseph McCumber	2007
Thomas Rauker	2008
Bruce S. Trumbull	2009

SCHOOL COMMITTEE –

Paul Avella	2009
Nancy Mizzoni	2008
Charles Ellis	2007
Michael Fontanella	2009
Shawna Stea	2008

COMMISSIONER OF TRUST FUNDS

Raymond M. Cornish	2007
Rick Hoole	2008
Glen R. MacNeil	2009

PARK & RECREATION COMMISSIONERS –

Gregg S. Champney	2007
Frederick J. Freund	2009
Geralyn A. Miller	2008
James Ray	2007
W. Brian Richter	2009

BOARD OF HEALTH –

Peter M. Cassinari	2008
Peter A. Yapp	2009
Ted Doucette	2008
Joseph Prendiville	2007
Robert Zimmerman	2007

LIBRARY TRUSTEES –

James L. Carozza	2008
Barbara Chapin	2007
Cheryl Hardy-Faraci	2009

Marcia Marcantonio	2007
Raymond Grande	2008
Debra Jean Rhodes	2009

PLANNING BOARD – 5 year term

Richard J. Dennis, Jr.	2008
Gregg S. Champney	2009
Janet LaVigne	2011
Mark Montanari	2007
Steven Wheaton	2010

HOUSING AUTHORITY – 5 year term

Theresa Schwulst	2010
Michael Morey	2009
Mildred McGovern	2007
Andrew J. Sohn	2011
Commonwealth Appointee - Gino Frattalone	

BOARD OF SELECTMEN APPOINTMENTS

One year appointments unless otherwise noted

TOWN ADMINISTRATOR		FINANCE COMMITTEE	(3 Yr)
Timothy D. Goddard	2007	Kenneth Adam	2005
		Steve Venuti	2006

TOWN COUNSEL

Miyares & Harrington

LABOR COUNSEL

Mirick O'Connell

CONSTABLES

John M. Kelly
Robert Wilson
Clark Paige
David Allen
Keith Leighton, Jr.
Matthew King

POLICE DEPARTMENT

CHIEF OF POLICE

John M. Kelly

LIEUTENANT

Matthew J. King

POLICE OFFICERS

Robert Romilly, Sergeant
Lisa Bonney, Sergeant
David Leslie, Sergeant
John Janakos, Patterson
Timothy Schaeffer Patrolman
Pablo Fernandez, Patrolman

Jeffrey Patterson, Detective
Matthew Pinard, Detective
Robert Bielecki, Patrolman
Edmond Bussiere, Patrolman
Robert Raffaelo, Patrolman

COMMUNICATIONS OFFICERS

Timothy Bemis
Sam Welch
John Murphy
Cherly Gorini

ON-CALL COMMUNICATIONS

OFFICERS
Douglas J. Cook
David Lefebvre
Michele McGloughlin

RESERVE POLICE OFFICERS

Douglas Cook
Robert Sabourin
Deborah Richardson

SPECIAL POLICE OFFICERS

Frank Matheson
Roland J. Bernier
Savas Danos

RESERVE POLICE OFFICERS

John Corbett
David Lanteigne

SPECIAL POLICE OFFICERS

Ronald Caruso
Paul Glavey

John Murphy
Peter Breslin
Omar Connor
Scott Holt
Richard Landers
Gordon Clark

MATRONS

Deborah Richardson

Ken Eldridge
Reed Augliere
Thomas Rauker
Alex McCurdy
Robert Napolitano
Robert Rapozza
Ivan Pagacik
Michael Knupp
Jerry Sellers

Gordon Bowker

SPECIAL POLICE OFFICERS – OTHER TOWNS

HARVARD
Edward Denmark,
All Officers

WESTFORD
Robert Welch, Chief
All Officers

ACTON
Chief Frank Widmayer,
All Officers

BOXBOROUGH
Richard G. Vance, Jr.,
All Officers

AYER
Chief Richard J. Rizzo, Chief
All Officers

GROTON
Chief Robert Mulhern, Chief
All Officers

FIRE DEPARTMENT

FIRE CHIEF
Stephen E. Carter

ADMINISTRATIVE ASSISTANT
Terry Trioli

CAREER FF/EMT
Keith Dunn
Steele McCurdy
Scott Holt
Steve Morlock

ON-CALL EMERGENCY SERVICES

DEPUTY CHIEF
James Ray

DEPUTY CHIEF
Scott Wodzinski

CAPTAINS
James Cahill
Joseph Rock

LIEUTENANTS
Michael Denehy
Steele McCurdy
Teresa Rock
Fergal Spain

FIREFIGHTERS:
FF Dwayne Banks
FF/EMT Eric Byam
FF Matthew Christy

FF/EMT Don Beltrami
FF/EMT Ed Burg
FF/EMT Tom Clancy

Town of Littleton

FF Joseph DeBilio
FF Terrance Gardner
FF/EMT Dave Greenwood
FF/EMT William Holm
FF/EMT Richard Kent
FF John McNamara
FF/EMT Ryan Monat
FF/EMT Lindsey Myette
FF/EMT Colin Osgood
FF Jeff Pichel
FF/EMT Alan Sundquist
FF/EMT Mark Witherell

FF Michael DeBlasio
FF/EMT Mike Gassiraro
FF Mark Hickox
FF/EMT Thomas Kneeland
FF/EMT Richard Landers
FF/EMT David McGloughlin
FF Matt Moniz
FF/EMT Michael O'Donnell
FF/EMT Tim Pacheco
FF/EMT Anthony Polk
FF Jeff Suprenant

EMT'S:

EMT Reed Frailey
EMT Suzanne Klein
EMT Jason Malinowski

EMT Keith Hevenor
EMT Denise Moniz
EMT Laura Warner

COMPANY 4 and Specialists:

Michele Dunn

William Harland, Sr.
Phil Swenson
Alexander McCurdy

FF/EMT Brenda McCurdy
FF Patrice O'Malley

HIGHWAY OPERATIONS MANAGER
James Clyde

TOWN ENGINEER
Eric K. Durling

TOWN ACCOUNTANT
Bonnie-Mae Holston

ANIMAL CONTROL OFFICER

MART ADVISORY BOARD
(Vacant)

(Vacant)

INSPECTOR OF BUILDINGS
Roland J. Bernier

ASSISTANT BUILDING INSPECTOR
Gabriel Vellante

INSPECTOR OF WIRES
Booth Jackson

ASSISTANT WIRING INSPECTOR
Vincent Chant

PLUMBING INSPECTOR
Joseph Cormier

DEPUTY PLUMBING INSPECTOR
Joseph Cormier Jr.

GAS INSPECTOR

DEPUTY GAS INSPECTOR

Joseph Cormier

SEALER OF WEIGHTS & MEASURES
(Vacant)

COUNCIL ON AGING (3yr)

Norman Berry	2006
Mary Dugan	2006
Mary Catalanotto	2006
Barbara Brine	2006
Representative	
Barbara McRae	2007
Barbara Kamb	2008
Mary Kaye	2008
Greta Bennett	2008
Louise Curley	2006
Natalie Hallowell	2007
Howard Russell	2007
George Sanders	2008

Joseph Cormier Jr.

COMMISSION ON DISABILITIES

George Sanders
Bartlett Harvey
Wendy Vinal
Ivan Pagacik -Selectmen's

Randall Benoit

VETERANS AGENT
Allen McRae

GRAVES REGISTRATION OFFICER
REPRESENTATIVE (1yr)

David Badger

MAPC

David Newton 2007

MAPC REPRESENTATIVE (3yr)
Vacant 2009

PERSONNEL COMMITTEE Kenneth Adam, (2009)

Alex McCurdy, (2009)
*Kathy Coughlin, (2007)
*Roland Bernier, (2007)
Joseph Gaffney, (2009)
Denise Pagacik, (2009)

- Elected by Employees
-

CULTURAL COUNCIL (3-Yr)
TERM)

Margaret Low	2008
Kim Ahern	2008
Steve Glines	2008
Prudence Ursch	2008
Michael Kearney	2007
Deb Augliere	2007

CONSERVATION COMMISSION (3 YR

Ian Gunn	2007
Frank Matheson	2007
Sarah Seaward	2008
Peter Tierney	2008
Carl Melberg	2009
James Pickard	2009
Dan Lord	2009

PERMANENT MUNICIPAL BUILDING COMMITTEE (5-Yr)

Warren Terrell	2010
Joseph Collentro	2006
Richard Crowley	2007

Town of Littleton

Paul Avella	2009
Michael Coole	2009
Mark Mizzoni	2008

BOARD OF APPEALS (3 Year)

William Farnsworth, Assoc.	2007	Julia Adam	2007
Sherrill Gould	2007	Joseph Knox	2007
Brad Miller	2008	Ronald Hudgens, Assoc.	2008
John Cantino, Assoc.	2008	Jeffrey Yates, Alternate	2007
Cheryl Cowley Holinger	2007	Christopher Meier, Assoc.	2008

HOUSING COMMITTEE

Ivan Pagacik	David Campbell
Peter Cassinari	Janet LaVigne
Ray Galloni	Darrell Payson
Michael Morey	Howard Russell

ECONOMIC DEVELOPMENT

COMMITTEE	
Paul Glavey	Jeanine Wood
Pamela Campbell	Janet Wilkinson
Timothy Goddard	Savas Danos
Kevin Goddard	Richard Andersen

SENIOR CENTER COMMITTEE (9)

Mary Dugan
Barbara McRae
Howard Russell
Ivan Pagacik

HISTORIC DISTRICT STUDY COMMITTEE

William Crory
Nathan Swartz
Richard Shriber

CABLE ADVISORY COMMITTEE

Patricia Lawrence
Mildred McGovern
Barbara McRae
Alan McRae
David Sill
Peter Johnson
Peter Beale
Ron Martin

HISTORICAL COMMISSION

John Bowers
Pamela Campbell
Walter Crowell
Charles Howe
Walter Higgins
Ron Goddard
Donna White

PUBLIC SHADE TREE COMMITTEE

Kim Ahern
Frederick Findlay
Barbara Chapin
Walter Higgins
James Clyde, Tree Warden

TOWN FOREST COMMITTEE

Wayne Nadow
Kathy Stevens
Maureen Cahill
Jeff Menzigian, Associate Member

OPEN SPACE

Art Lazarus

IMPLEMENTATION

Peter Church

COMMITTEE (15)

Melissa Spurr

Rita Biagioni

Rick Fritz

Linda Stein

Ed Mullin

Debra Bray

Sarah Foss

AGRICULTURAL COMMISSION 7 Members: Farmers (4) , Others (3) Vacant (3- yr term)

Vacant (3- yr term)
Vacant (3- yr term)
Vacant (2-yr term)
Vacant (2-yr term)
Vacant (1-yr term)

TOWN GOVERNMENT STUDY COMMITTEE

Joseph Knox
Mike Knupp
Roland Gibson
Rod Stewart
Nate Long
Karen McNamara
Lynn Masson
Harry Swift

CLEAN LAKES COMMITTEE

Jonathon Folsom, Long Lake Association
Steve Wheaton, Planning Board
Chuck Bush, Matawanakee Association
Dan Lord, Conservation Commission
Leon Weaver, Spectacle Pond Association
Steve Sussman, Mill Pond Association
(Vacant), Board of Health
Reed Augliere, Board of Selectmen

TECHNOLOGY COMMITTEE

Theresa Campbell
James D. Murray
Keith White
Brian Tarbox

LITTLETON EMERGENCY MANAGEMENT AGENCY OFFICERS

Chief Stephen Carter, Director
Jeffrey Patterson, Deputy Director

SHELTER OFFICERS

(VACANT)

RADIO COMMUNICATIONS

Edward Burg, Radio Officer
Pete Tierney, Radio Operator
Jeff Bradbury, Radiological Safety Officer

ACCOUNTANT

Prepared by Bonnie-Mae Holston, Town Accountant

*TOWN OF LITTLETON MASSACHUSETTS
BUDGET WORKSHEET*

a. BGT. LINE NO.	b. BUDGET COST CENTER COST CENTER DETAIL	c. FY2006 BUDGET	d. FY2006 ACTUAL	e. FY2007 Appropriated
EXPENDITURES				
1	Town Reports	7,000	1,765	7,000
2	Moderator	0	0	100
3	Selectmen - Salaries & Wages	101,072	106,131	105,891
4	Selectmen - Elected Wages	0	0	0
5	Selectmen - Operating Expenses	14,700	14,586	14,700
6	Selectmen Total	115,772	120,717	120,591
7	Finance Committee - Wages	0	0	0
8	Finance Committee - Expenses	2,000	2,000	1,000
9	Finance Committee Total	2,000	2,000	1,000
10	Town Accountant - Salaries & Wages	68,560	68,928	96,825
11	Town Accountant - Expenses	2,275	1,844	7,975
12	Town Accountant - Audit Expense	21,750	21,750	21,750
13	Town Accountant Total	92,585	92,522	126,550
14	Board of Assessors - Salaries & Wages	119,976	127,550	127,650
15	Board of Assessors - Expenses	4,700	4,699	4,700
16	Board of Assessors Total	124,676	132,249	132,350
17	Treasurer Salaries & Wages	81,600	85,817	98,332
18	Treasurer Expenses	5,963	36,937	14,343
19	Treasurer Tax Title Expenses	12,000	3,484	12,000
20	Treasurer Total	99,563	126,238	124,675
21	Collector Salaries & Wages	40,471	45,033	55,100
22	Collector Expenses	8,505	9,691	8,500
23	Collector Total	48,976	54,724	63,600
24	Town Counsel - Total Expenses	75,000	122,524	100,000

TOWN OF LITTLETON MASSACHUSETTS
BUDGET WORKSHEET

a. BGT. LINE NO.	b. BUDGET COST CENTER COST CENTER DETAIL	c. FY2006 BUDGET	d. FY2006 ACTUAL	e. FY2007 Appropriated
	EXPENDITURES			
25	IT Salaries & Wages		0	0
26	IT Expenses		0	0
27	IT Total		0	0
28	Town Clerk - Salaries & Wages	41,833	46,512	56,790
29	Town Clerk - Expenses	650	1,450	1,200
30	Town Clerk Total	42,483	47,962	57,990
31	Elections & Registration - Salaries & Wages	4,862	4,865	4,960
32	Elections & Registration - Expenses	6,370	6,367	7,500
33	Elections & Registration Total	11,232	11,232	12,460
34	Conservation Commission Salaries & Wages	15,000	15,732	15,300
35	Conservation Commission Expenses	1,726	796	1,726
36	Conservation Commission Total	16,726	16,528	17,026
37	Planning Board Salaries & Wages	28,314	33,124	34,797
38	Planning Board Expenses	1,197	980	1,225
39	Planning Board Total	29,511	34,104	36,022
40	Board of Appeals Salaries & Wages	3,730	4,097	7,681
41	Board of Appeals Expenses	1,200	614	1,200
42	Board of Appeals Total	4,930	4,711	8,881
43	Public Buildings - Salaries & Wages	19,500	15,055	19,890
44	Public Buildings - Expenses	193,845	212,244	242,500
45	Public Buildings Total	213,345	227,299	262,390
46	Central Communications	60,000	37,970	60,000
47	MAGIC Funding		1,600	1,600
48	Total General Government Regular Salaries & Wages	524,918	552,844	623,216
49	Total General Government Operating Expenses	385,131	454,467	473,669
50	Total General Government Other Program Expenses	33,750	25,234	35,350
51	TOTAL GENERAL GOVERNMENT	943,799	1,032,545	1,132,235
52	PERCENT OF OPERATING BUDGET	4.43%	4.91%	5.06%

TOWN OF LITTLETON MASSACHUSETTS
BUDGET WORKSHEET

a. BGT. LINE NO.	b. BUDGET COST CENTER COST CENTER DETAIL	c. FY2006 BUDGET	d. FY2006 ACTUAL	e. FY2007 Appropriated
	EXPENDITURES			
53	PERCENT INCREASE OVER PRIOR YEAR			9.65%
	PUBLIC SAFETY			
54	Police Department - Salaries & Wages	1,033,297	1,037,846	1,049,939
55	Police Department - Expenses	69,252	63,754	73,220
56	Police Department Total	1,102,549	1,101,600	1,123,159
57	Crossing Guard			
58	Fire Department - Salaries & Wages	542,834	519,820	428,333
59	Fire Department - Expenses	61,365	64,505	41,443
60	Fire Department Total	604,199	584,325	469,776
61	Building Commissioner - Salaries & Wages	81,091	80,438	78,802
62	Building Commissioner - Expenses	1,863	1,800	1,950
63	Inspectional Services Total	82,954	82,238	80,752
64	Communications Department - Salaries & Wages	222,160	222,958	229,247
65	Communications Department - Expenses	18,352	17,343	19,352
66	Communications Department Total	240,512	240,301	248,599
67	Emergency Management Agency	1,000	914	1,000
68	Total Public Safety Regular Salaries & Wages	1,879,382	1,861,062	1,786,321
69	Total Public Safety Expenses	151,832	148,316	136,965
70	TOTAL PUBLIC SAFETY	2,031,214	2,009,378	1,923,286
71	PERCENT OF OPERATING BUDGET	9.54%	9.55%	8.59%
72	PERCENT INCREASE OVER PRIOR YEAR			-4.28%
	EDUCATION			
73	Nashoba Valley Technical School	265,751	259,551	426,573
74	Nashoba Valley Technical School Total	265,751	259,551	426,573
75	PERCENT OF TOTAL BUDGET	1.05%	1.04%	1.61%
76	Littleton School Department	12,466,315	12,466,315	13,058,998
77	Littleton School Department Total	12,466,315	12,466,315	13,058,998

**TOWN OF LITTLETON MASSACHUSETTS
BUDGET WORKSHEET**

a. BGT. LINE NO.	b. BUDGET COST CENTER COST CENTER DETAIL	c. FY2006 BUDGET	d. FY2006 ACTUAL	e. FY2007 Appropriated
EXPENDITURES				
78	PERCENT OF TOTAL BUDGET	49.49%	49.97%	49.29%
79	EDUCATION TOTAL	12,732,066	12,725,866	13,485,571
80	PERCENT OF OPERATING BUDGET	59.77%	60.48%	60.25%
81	PERCENT INCREASE OVER PRIOR YEAR			5.97%
PUBLIC WORKS SERVICES				
82	Street Lights	0	0	0
83	DPW - Highway Division - Salaries & Wages	655,227	612,735	649,877
84	DPW - Highway Division - Expenses	405,212	398,379	438,172
85	DPW - Highway Division Total	1,060,439	1,011,114	1,088,049
86	DPW - Wastewater Management	46,200	45,884	46,200
87	Cemetery Division - Salaries & Wages	96,656	85,656	92,983
88	Cemetery Division - Expenses	29,160	35,526	27,700
89	Cemetery Division Total	125,816	121,182	120,683
90	Snow Removal - Salaries & Wages	51,700	63,988	61,700
91	Snow Removal - Expenses	51,400	152,427	61,400
92	Snow Removal Total	103,100	216,415	123,100
93	B&M Crossing Assessment	2,806	2,806	2,806
94	<i>Total Public Works Regular Salaries & Wages</i>	803,583	762,379	804,560
95	<i>Total Public Works Expenses</i>	531,972	632,216	573,472
96	<i>Total Public Works Assessments</i>	2,806	2,806	2,806
97	TOTAL PUBLIC WORKS SERVICES	1,338,361	1,397,401	1,380,838
98	PERCENT OF OPERATING BUDGET	6.28%	6.64%	6.17%
99	PERCENT INCREASE OVER PRIOR YEAR			-1.19%
HEALTH & HUMAN SERVICES				
100	Board of Health - Salary & Wages	22,243	21,460	23,356
101	Board of Health - Expenses	1,872	1,372	1,235
102	Board of Health - Nashoba Health District	20,415	20,415	20,415

TOWN OF LITTLETON MASSACHUSETTS
BUDGET WORKSHEET

a. BGT. LINE NO.	b. BUDGET COST CENTER COST CENTER DETAIL	c. FY2006 BUDGET	d. FY2006 ACTUAL	e. FY2007 Appropriated
EXPENDITURES				
103	Board of Health - Nashoba Nursing Service	7,944	7,944	7,944
104	Board of Health - Eliot Clinic	3,780	3,780	3,780
105	Board of Health Total	56,254	54,971	56,730
106	Animal Inspector - Salary & Wages	1,300	1,300	1,300
107	Animal Inspector - Expenses	0	0	0
108	Animal Inspector Total	1,300	1,300	1,300
109	Council on Aging - Salary & Wages	49,330	46,646	53,902
110	Council on Aging - Expenses	16,389	16,388	16,389
111	Council on Aging Total	65,719	63,034	70,291
112	Veterans' Services - Salary & Wages	2,500	2,500	5,000
113	Veterans' Services - Expenses	750	733	750
114	Veterans' Services - Benefits	1,000	5,363	12,000
115	Veterans' Services Total	4,250	8,596	17,750
116	Total Health & Human Services Salary & Wages	75,373	71,906	83,558
117	Total Health & Human Services Expenses	20,011	23,856	30,374
118	Total Health & Human Services Non-Operating Expenses	32,139	32,139	32,139
119	HEALTH & HUMAN SERVICES TOTAL	127,523	127,901	146,071
120	PERCENT OF OPERATING BUDGET	0.60%	0.61%	0.65%
121	PERCENT INCREASE OVER PRIOR YEAR			14.21%
CULTURE & RECREATION				
122	Library - Salary & Wages	299,076	320,503	320,656
123	Library - Expenses	57,842	61,749	62,100
124	Merrimack Valley Library Consortium	26,011	26,011	26,011
125	Reuben Hoar Library Total	382,929	408,263	408,767
126	Recreation Committee - Salary & Wages	69,213	75,124	73,537
127	Recreation Committee - Expenses	2,963	2,963	2,963
128	Recreation Committee Total	72,176	78,087	76,500
129	DPW Park Maintenance - Expenses	0	0	0
130	DPW Park Maintenance Total	0	0	0

TOWN OF LITTLETON MASSACHUSETTS
BUDGET WORKSHEET

a. BGT. LINE NO.	b. BUDGET COST CENTER COST CENTER DETAIL	c. FY2006 BUDGET	d. FY2006 ACTUAL	e. FY2007 Appropriated
	EXPENDITURES			
131	Historical Commission - Salary & Wages	0	0	0
132	Historical Commission - Expenses	700	694	700
133	Historical Commission Total	700	694	700
134	Memorial Day - Expenses	500	500	500
135	Patriots Day - Expenses	50	0	50
136	<i>Total Culture & Recreation Regular Wages</i>	<i>368,289</i>	<i>395,627</i>	<i>394,193</i>
137	<i>Total Culture & Recreation Expenses</i>	<i>88,066</i>	<i>91,917</i>	<i>92,324</i>
138	TOTAL CULTURE & RECREATION SERVICES	456,355	487,544	486,517
139	PERCENT OF OPERATING BUDGET	2.14%	2.32%	2.17%
140	PERCENT INCREASE OVER PRIOR YEAR			-0.21%
	FIXED COSTS			
141	Gasoline Expense	90,000	90,000	100,000
142	Insurance Expense	275,000	316,250	316,250
143	FRINGE BENEFITS			
144	F.I.C.A. (Medicare)	152,000	150,157	152,000
145	Worker's Compensation Insurance Premiums	0	0	0
146	Unemployment Premium Payment	0	0	0
147	Group Health & Life Insurance Premiums	2,148,199	1,871,486	2,200,419
148	County Retirement	851,397	819,114	910,203
149	TOTAL FRINGE BENEFITS	3,151,596	2,840,757	3,262,622
150	TOTAL FIXED COSTS	3,516,596	3,247,007	3,678,872
151	PERCENT OF OPERATING BUDGET	16.51%	15.43%	16.44%
152	PERCENT INCREASE OVER PRIOR YEAR			13.30%
	RESERVE FUND			
153	Reserve Fund	155,755	14,480	150,000

Town of Littleton

**TOWN OF LITTLETON MASSACHUSETTS
BUDGET WORKSHEET**

a. BGT. LINE NO.	b. BUDGET COST CENTER COST CENTER DETAIL	c. FY2006 BUDGET	d. FY2006 ACTUAL	e. FY2007 Appropriated
	EXPENDITURES			
154	PERCENT OF OPERATING BUDGET	0.73%	0.07%	0.67%
155	TOTAL OPERATING BUDGET	21,301,669	21,042,122	22,383,390
156	PERCENT INCREASE OVER PRIOR YEAR			6.37%
	DEBT SERVICE			
157	Debt Exclusion - MS BAN	0	0	242,819
158	Police Station BAN	0	0	112,285
159	Other Short Term Interest	153,600	166,688	20,000
160	Short Term Interest Bank Charges	0	0	0
161	Short Term Interest Total	153,600	166,688	375,104
162	Debt Exclusion - Septic	11,100	11,100	11,100
163	Debt Exclusion - Septic	10,602	10,602	10,602
164	Debt Exclusion - Frost Whitcomb Principal	35,000	35,000	35,000
165	Debt Exclusion - Frost Whitcomb Interest	18,375	18,375	18,375
166	Debt Exclusion - Morrison Land Principal	105,000	105,000	105,000
167	Debt Exclusion - Morrison Land Interest	63,863	63,863	63,863
168	Debt Exclusion - Wastewater Treatment Principal	90,000	90,000	90,000
169	Debt Exclusion - Wastewater Treatment Interest	65,226	65,226	65,226
170	Debt Exclusion - Middle School Principal			
171	Debt Exclusion - Middle School Interest			
172	Debt Exclusion - Middle School Low Cost Principal			
173	Debt Exclusion - Middle School Low Cost Interest			
174	High School Principal	1,190,000	1,190,000	1,190,000
175	High School Interest	910,113	910,113	910,113
176	Shaker Lane Principal	245,000	245,000	245,000
177	Shaker Lane Interest	171,255	171,255	171,255
178	Mattawanakee Betterment Principal	25,000	25,000	25,000
179	Mattawanakee Betterment Interest	11,730	11,730	11,730
180	Light Department Debt Service	220,870	220,870	220,870
181	Town Office Renovation Principal	35,000	35,000	35,000
182	Town Office Renovation Interest	15,010	15,010	15,010
183	Firehouse Renovation Principal	10,000	10,000	10,000
184	Firehouse Renovation Interest	4,465	4,465	4,465
185	Highway Equipment Principal	15,900	15,900	15,900

TOWN OF LITTLETON MASSACHUSETTS
BUDGET WORKSHEET

a. BGT. LINE NO.	b. BUDGET COST CENTER COST CENTER DETAIL	c. FY2006 BUDGET	d. FY2006 ACTUAL	e. FY2007 Appropriated
EXPENDITURES				
186	Highway Equipment Interest	1,590	1,590	1,590
187	Fire Department Equipment Principal	14,100	14,100	14,100
188	Fire Department Equipment Interest	1,410	1,410	1,410
189	Great Rd Land Purchase Principal	30,000	30,000	30,000
190	Great Rd Land Purchase Interest	19,300	19,300	19,300
191	Sidewalks Principal	15,000	15,000	15,000
192	Sidewalks Interest	3,487	3,487	3,488
193	Fire Department Equipment Principal	40,000	40,000	40,000
194	Fire Department Equipment Interest	1,800	1,800	1,800
195	Highway Equipment Principal	20,000	20,000	20,000
196	Highway Equipment Interest	900	900	900
197	Financial Software Principal	25,000	25,000	25,000
198	Financial Software Interest	1,875	1,875	1,875
199	Ambulance Principal	25,000	25,000	25,000
200	Ambulance Interest	1,875	1,875	1,875
201	Highway Equipment Principal	50,000	50,000	50,000
202	Highway Equipment Interest	3,750	3,750	3,750
203	Hartwell Land Principal	35,000	35,000	35,000
204	Hartwell Land Interest	20,810	20,810	20,810
205	Prouty Land Principal	30,000	30,000	30,000
206	Prouty Land Interest	18,219	18,219	18,219
207	Cemetery Principal	75,626	75,626	75,626
208	Cemetery Interest	13,512	13,512	13,513
209	Clean Lakes Principal	28,000	28,000	28,000
210	Clean Lakes Interest	6,930	6,930	6,930
211	Long Term Debt Total	3,736,693	3,736,693	3,736,695
212	DEBT SERVICE TOTAL	3,890,293	3,903,381	4,111,799
213	PERCENT OF TOTAL BUDGET APPROPRIATED	15.44%	15.65%	15.52%
214	PERCENT INCREASE OVER PRIOR YEAR			5.34%
215	TOTAL BUDGET APPROPRIATED	25,191,962	24,945,503	26,495,189
216	PERCENT INCREASE OVER PRIOR YEAR			6.21%

BOARD OF SELECTMEN

Among the Board of Selectmen goals and priorities were Affordable Housing, Master Plan Implementation, Capital Planning, Town Government Organization Structure, Budget Development Process, and Citizen Participation Improvement.

The Board of Selectmen, along with the Board of Health and Planning Board, has begun to develop an Economic Assessment Plan, based on the foundation laid out in the Town's Master Plan.

At 2006 Fall Special Town Meeting, the town voted overwhelmingly to authorize the Board of Selectmen to create an Economic Target Area (ETA) for the Town of Littleton and further authorized the Board to designate 550 King Street as an Economic Opportunity Area (ETA). The Board of Selectmen hopes to attract a diversified and innovative new commercial base within town through the ETA designation and Tax Increment Financing.

The Board continues to work with the Housing Authority and the Department of Housing & Community Development to increase its affordable housing inventory through possible use of Town-owned properties and certification of the Town's Housing Production Plan.

Town Government Study Committee was appointed to evaluate the effectiveness of the Town's organizational structure, management systems and formulate recommendations/ findings to present to Town Meeting. Their tireless efforts are noted and appreciated.

The Board responded to employees requests by activating the Personnel Board. The Personnel Board has written a new Personnel Bylaw. The Selectmen would like to thank the members for their hard work and thoughtful response.

In closing, the Board wishes recognize Mr. Timothy Goddard and Mr. Paul Glavey for their many contributions to the Town of Littleton. Mr. Glavey served six consecutive terms as a Selectman and Mr. Goddard was the Town Administrator for the past nine years. The Board wishes them both much success in their future endeavors.

Respectfully submitted
Kenneth Eldridge, Chairman

BOARD OF APPEALS

The Littleton Board of Appeals heard twenty-one petitions and held twenty-one meetings during 2006. The petitions presented at these hearings were distributed according to the following classifications:

- Ten Petitions for Special Permits, all of which were granted
- Three Petitions for Variance, of which two were granted and one was denied
- Three Appeals from Decisions of the Building Inspector, of which one was granted, one was denied and one was withdrawn by the applicant
- Two Comprehensive Permit Applications, both of which were granted
these were Mannion Place and Village on the Common

In addition, there were three Cell Tower hearings, one of which with withdrawn, one continued and one allowed.

The Board extends its gratitude to Charlotte Rafferty, Secretary, who retired in 2006 after many years of outstanding service to the Board; to Raymond Cornish, who retired in 2006 after serving the Board so capably as member and Chairman for so many years; and to member Brad Miller and alternate, Ray Galloni.

The Board welcomed as new permanent members, William Farnsworth and Joe Knox. The Board welcomes our new secretary, Beverly Cyr.

The organization of the Board for 2007 is as follows:

Sherrill Gould Chairman

William Farnsworth, Vice Chairman

Julia Adam, Clerk

John Cantino, Assistant Clerk

Joseph Knox, Member

Christopher Meier, Alternate Member

Respectfully submitted,

Sherrill Gould, Chairman

Julia Adam, Clerk

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.

Ken Mildren continued his efforts to review all of the data maintained by the assessor's for completeness, accuracy and consistency. Ken has maintained a close relationship with the Finance Committee ensuring they are provided with the most up-to-date and accurate data. Additionally, Ken and Fred Freund began serving on the TIF Subcommittee created by the Board of Selectman to study the feasibility of a TIF agreement for 550 King Street.

The Town changed from bi-annual tax billing to quarterly billing in 2006. The board and staff worked closely with the Town Accountant and Tax Collector to assure that bills were printed in a timely manner.

Will Ingham was elected to the board as a new member in the May, 2006 election. Will fills the empty board position created by the resignation of Bill Nickerson.

The Board of Assessors continued their Data Quality Study, mandated by state law, to confirm the accuracy of assessing data. Over the next year the office staff will be continue visiting every property in Littleton for both an interior and exterior inspection.

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

Respectfully submitted,

Frederick J. Freund, Chairman
Brian Wright
Pamela Campbell
James Stephen Winroth

BOARD OF HEALTH

The Board of Health is a five member elected Board serving residents through the enforcement of Title 5 (310 CMR 15.000), a 133-page regulation, and the following local regulations, the text of which can be found online at www.littletonma.org;

Members serve for three-year terms and attend regularly scheduled meetings twice a month (and more if necessary). Members often attend the meetings of other Boards so that effective communication and continuity is achieved on overlapping projects.

The Board is involved in the regulatory/permitting process for a number of environmental and public health issues, most heavily in the proper installation and functioning of subsurface septic systems. The Board of Health is part of the Nashoba Associated Boards of Health (NABOH) in Ayer from which valuable help, advice and technical assistance are derived. Our agent is Ira Grossman, R. S., who is responsible for conducting the field work and inspections mandated by Title 5 and Littleton's local regulations, maintains office hours in Littleton Tuesdays from 12 - 1:00 p.m. and Thursdays 9:30 - 10:30 a.m. The public is invited to contact him by phone at 978-772-3335 X3017, or during his office hours in Littleton, for assistance.

Additionally, through our agency, NABOH in Ayer, many inspections, permits, and testing are done. There are food service and restaurant inspections/permits, massage therapy permits (of which there were issued 39 permits this year to therapists working in Littleton), rabies and Equine Encephelitis testing at the state laboratory, and water and well testing for potable water. The Nashoba Nursing Service is also available to our citizens through its office at Two Shaker Rd., Suite D225, Shirley, MA 01464-2525. Their phone numbers are 1-800-698-3307 and 978-425-6675. They offer nursing service clinics, immunizations and communicable disease investigation.

In 2006, the Board held 31 regular meetings. It collected \$7,555.00 in fees which are then deposited to the general fund to help offset expenses. There were 56 Septic system New Construction Permits signed in 2006, and 53 septic system Upgrade Permits to existing systems, with 2 extensions of time for permits not completed. Ten (10) Tobacco Permits were issued to ten vendors throughout the town which sell tobacco products. The Board of Health has been working with the Police Department in enforcing the

Town of Littleton

Tobacco Bylaw 224C "Tobacco Sales to Minors". Sixteen (16) Stable Permits, which require the filing of manure management plans, were issued to stable owners.

Other efforts of the Board of Health office cover issues such as beaver control, animal bites (there were 44 reports of bites this year monitored through this office), flu clinics, rabies clinic, mosquito control, town beach test reports, dead animals (danger of rabies), and a myriad of others. In addition, our office welcomes the many letters, phone calls, and e-mails from concerned and interested citizens which guide and direct our efforts to areas deemed important to our town's inhabitants. You can reach our office at 978-952-2313, (FAX) 978-952-2354, and bcyr@littletonma.org. The Board of Health Office is open Mondays, Wednesdays, Thursdays, and Fridays from 8 a.m. - 12, and Tuesdays from 12 - 3 p.m.

Peter Cassinari been on the Board of Health for over forty years and has served this town admirably and is an invaluable source of information to this Board and the people of Littleton. He has served on the Senior Housing Committee and is currently on the Youth Advisory Council. He has been on the NABOH Executive Board for 28 years. Mr. Cassinari, as always, welcomes the public to contact him for Board of Health assistance.

Respectfully submitted,

The Littleton Board of Health

Ted Doucette, Chair	term expires 2008
Peter Cassinari, Vice-Chair	term expires 2008
Peter Yapp, Clerk	term expires 2009
Joseph Prendiville, member	term expires 2007
Robert Lane Zimmerman, member	term expires 2007

BUILDING DEPARTMENT

The Building Department is pleased to report that during the calendar year 2006, fees were collected from building permits totaling \$121,409.76

New Commercial Construction	3
Commercial Addition / Renovation	5
New Residential Construction	32
Residential Renovation / Addition	59
Accessory Structure	20
Signs	17
Heating Appliance	13
Swimming Pools	4
Demolition	11
Miscellaneous	186
Certificate of Inspection	17
Total Number of Building Permits Issued	350

The Building Department's charge is to oversee all construction, alteration, repair, and demolition throughout the Town. The Department reviews applications and issues permits for construction, repair, remodeling, and demolition and also issues final certificates of occupancy. The Department staff enforces by-laws and regulations related to zoning, building, plumbing, gasfitting, electrical, and fire safety.

The Building Department also performs annual inspections in cooperation with the Fire Department of lodging houses, places of assembly, restaurants serving alcohol, daycare facilities, schools, nursing home, and other group residence occupancies prior to license renewal.

The calendar year 2006 showed increased activity in commercial construction while showing a slight decline in new residential growth. Of the three new commercial permits issued for 2006, two represent the beginning of a two phase project that will culminate in a new look for the business district on Great Road.

Town of Littleton

The new Russell Street Middle School has received conditional occupancy prior to final completion of the project allowing the long anticipated move from the old middle school building. Demolition of the old school will begin early 2007 with the expectation that the entire project will be completed by the end of 2007.

The majority of permits issued for new attached and detached residential dwellings are attributed to the release of the remaining four multi-family buildings at Charles Ridge Estates on Beaverbrook Road. As of March 2006 buildings 4, 5, 6 & 7 were given approval for construction in accordance with the 40B Special Permit issued by the Littleton Board of Appeals, giving the green light for a full completion of the project. At the time of this report, 7 of 43 units have been released for occupancy representing 5 market rate units and 2 affordable units. None of the age restricted units have been released for occupancy at this time. Single family homes on Whitetail Way continue to be constructed representing 5 new houses for 2006.

New residential addition construction remains strong for those homeowners deciding to improve rather than move. This along with miscellaneous improvements represents the majority of permits issued for 2006.

The warnings regarding non-vented fossil fuel heating appliances bears repeating. 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. Wielenski. 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 Katie Tocci a goodbye as she accepts a position as Administrative Assistant to the Highway Superintendent. 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 Maureen Adema as the new Administrative Assistant for the Building Department. Maureen has stepped into this position with great enthusiasm and will be the first contact person when dealing with Building Department issues.

Respectfully

ROLAND J. 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, 2006 to December 31, 2006, collecting a total of \$27,590.00 in fees from 282 electrical permits.

New Homes	19	Temporary Meters	7
Additions more than ten outlets	86	Industrial	26
Additions less than ten outlets	41	Residential Security Systems	39
New Service	11	Septic System Pumps	12
Service Change	26	Re-inspection	4
Swimming Pools	7	Void Permits	4

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, and to Katie Tocci and Maureen Adema for their shared secretarial services throughout the year. A special thanks to Mr. Vincent Chant who acts as the alternate inspector during my absence.

Respectfully,

BOOTH. D. JACKSON, Inspector of Wires

REPORT OF THE GAS & PLUMBING INSPECTOR

As the Littleton Gas Inspector, I am pleased to report that 86 permits were issued collecting a total of \$7,610.00 in gas permit fees.

New Commercial	3	Re-inspections	2
New Residential	10	Replacement	47
Renovation	23	Void	1

As the Littleton Plumbing Inspector, I am pleased to report that 123 permits were issued collecting a total of \$18,710.00 in plumbing permit fees.

New Commercial	6	Re-inspections	2
New Residential	30	Replacement	41
Renovation	43	Void	1

Respectfully,

JOSEPH CORMIER, Plumbing and Gas Inspector

CLEAN LAKES COMMITTEE

CLC MEMBERS:

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

The Littleton Town Selectman 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 neighborhood associations on Long Lake, Mill Pond, Spectacle Pond and Lake Matawanakee to share ideas and implement necessary actions to help restore and preserve our town's water resources. Additional members include interested town committee representatives and concerned citizens.

Meetings are held at 7pm on the second Tuesday of each month in the conference room at the LELW Operations Center, 39 Ayer Road. Approved minutes are posted on the Littleton Water Department website: www.lelwd.com/minutes.html

2006

On an overarching scale, 2006 was a year in which lessons learned through the Long Lake Restoration Project were considered town-wide. Littleton's pursuit of the state's Smart Growth Initiative for Economic Development included modifications to zoning laws to incorporate low impact development and current best management practices (LID/BMP) in creating a new Stormwater Management Manual. These same approaches were used in addressing run off and drainage issues at Long Lake. A comprehensive stormwater plan is imperative to protect our town's water assets.

The Clean Lakes Committee oversaw the second year of a three-year contract to treat nuisance species such as fanwort and milfoil in Long Lake and Spectacle Pond, and water chestnut in Newtown Pond on the Newtown Hill Conservation grounds. The spread of such in-water invasive plants is a continuous threat to the sustainability of our lakes and ponds.

Similarly, purple loosestrife and other fast-spreading invasive plants are threatening our shorelines, crowding out indigenous growth, and destroying the diversity of plant species that support wildlife of all varieties. Currently, physically removing these invasives is primary among the few effective management approaches.

Long Lake

While funded phases of the Long Lake Restoration have been completed, additional work is planned for 2007. The remaining two rain gardens will be installed, for a total of ten. A basin will be constructed beside the cove at the foot of Emerson Rd. to intercept surface run off. Much of the accumulated silt around the stormwater outfalls in the cove will be removed, reducing the nutrient load in this area.

Another basin handling flows from Town Rd. and the Town Beach property is being considered between Beach Dr. and the Town Beach playground. This would supplement the beach parking lot drainage system and might allow space for some additional parking off of Beach Dr.

Lake Matawanakee

The treatment of in-water invasive plants by means of a draw down of the water level has been proposed for winter 2007. The lower water level will allow access to milfoil and fanwort in the shallows near the shore so that residents can remove the problem growth.

Spectacle Pond

First year treatment of milfoil and fanwort in 2005 was deemed a great success. The program continued this year as part of the three-year contract. Beaver activity continues to impact streams and culverts feeding Spectacle Pond. Trapezoidal cage-like structures called Beaver Deceivers have been installed to effectively maintain flow.

Mill Pond

The year's most crushing disappointment was the unchanging condition of Mill Pond. Despite continued interest in the restoration of the pond on behalf of residents and town leaders and the pledge of contributions from Kraft Foods and Congressman Marty Meehan, the project has not moved forward. At our meeting in November, US Army Corps of Engineers (ACE) Project Planning Section Team Leader Larry Oliver explained to the committee that based on current analysis the proposed dredging and constructed wetlands will not sufficiently reduce the nutrient load in Mill Pond. As a result, ACE cannot proceed with the project. If there is some way to redesign or improve the calculated result, the project could proceed again.

The year ended with plans to re-examine the data in light of procedural changes at Kraft, and develop an up to date profile through new sample analysis.

Respectfully,

Jonathan Folsom, CLC Chairman

COUNCIL ON AGING

The Littleton Council on Aging is located in the Shattuck Street, Municipal Building, second floor, Room 231. Office hours are 9:00 a.m.-3:00 p.m., Monday through Friday, except for legal holidays. A monthly Senior Broadcaster is mailed to anyone 60 or over. If you do not receive one and would like to be on our mailing list, please call the office @ 978-952-2362. Tune in on Channel 8 for Senior news and what is happening.

Blood pressure clinics are given in the multipurpose room the 1st Thursday of the month and 2nd Thursday of the month in the great room next to the DINER, and the 4th Thursday of the month rotating each month at either Pine Tree Park Apartments or Mill Pond Apartments taken by Nashoba Nursing. Please check the COA for exact time and place. The Littleton Fire Department is also available to take your blood pressure and the COA Office also has a digital blood pressure monitor available to for your use during regular office hours. Nashoba Nursing administered flu shots to persons over 65 years of age and those with chronic illnesses, such as asthmas or diabetes.

The Council on Aging also addresses the social and recreational needs of our seniors. Our watercolor class was awarded Littleton Arts Cultural Grant to help supplement program costs. Minuteman Senior Services sponsored an exercise and nutrition class FREE to the 29 participants. For six weeks, twice a week they exercised, had seminars on nutrition and enjoyed lunch. Craft classes, exercise, stretch & flex, yoga, line dancing, games, scrabble, mahjongg, informational seminars and trips, just to name a few are provided. We encourage people from other towns to join us and welcome new ideas. On the third Wednesday of the month from 8:00 a.m. to 9:00 a.m. a men's full course breakfast is served. Come join us at the Diner for great company and conversation. Just recently, a women's FREE breakfast was added the second Thursday of the month from 8:00 a.m. to 9:00 a.m. provided by Concord Health Care Center, they also provide a lunch special on the last Tuesday of the month that is also FREE. To sign up for either, call 978-952-2757. Over 120 Veterans and their guests enjoyed a catered turkey dinner. Many thanks to Volunteer Insurance, Thomas Arrison, Willliam Barton, Nashoba Package, Acton Refrigeration, Badger Funeral Home, Littleton Senior Club, Concord Lumber and Sherry Gould for their generous donations towards this annual event. The Littleton Light and Water Department continues to sponsor its annual Spring Fling Luncheon, which is open to all Senior Citizens of Littleton and Boxboro.

The Senior Tax program provides volunteer services to the town, in exchange for a reduction on their property tax. Every effort shall be made by the COA to place the volunteer according to their ability and the departments' needs. Last year we had 92 slots to place. The sign up period for this program is May 1-May 30th. You must reenroll for the program.

Minuteman Senior Services provides the SHINE program (Serving Health Information Needs of Elders. Littleton is very fortunate to have an experience counselor available to seniors on the first and third Wednesday of the month for assistance with questions on HMO, Medicare, Medicare D & Medicaid. In February -April, free tax assistance is available for the elderly and low-income taxpayers offered by AARP.

A licensed social worker provides needs assessment and referrals to appropriate services for elders. Volunteers offer companionship, grocery shopping and prescription pick up. Fuel assistance and food stamp application for all ages can be filed in this office. An intergenerational program between Shaker

Lane, the Russell Street School and the COA provides birthday wishes for those 80 years and older with cards created by their students. Christmas gifts for needy seniors were donated and put together and purchased by our Outreach Worker and they were distributed to the seniors. The Department of Elder Affairs awarded Littleton a Formula Grant of \$7490 that supplements our Outreach Worker's salary.

A meal site is provided on the lower level @ 33 Shattuck Street, Hot lunches are served Monday through Friday, with many monthly specials. Also, Concord Health Care Center has been sponsoring a FREE, special lunch, the last Tuesday of the month. Every month we have a birthday lunch that Minuteman Senior Services provides to the birthday person and the COA provides the birthday cake. All you have to do is call the Diner for a reservation!!! Gayle Dalton, along with volunteers' package prepared meals to be delivered to shut-ins. A group of dedicated drivers deliver these meals to the homebound. Please call the COA if you could spare a day or two a month to drive. These meals are provided by Minuteman Senior Services five days a week, except on holidays. The doors to the Diner open @ 9:00 a.m. so you can have a cup of coffee, play cards, puzzles or just socialize. Please call the Diner @ 978-952-2757 a day a head for a reservation.

The MART VAN and the COA VAN is used for medical appointments first, shopping and errands. Please take advantage of the van, remember, it's for you to use. Please call the COA for a reservation two business days ahead.

The Friends of the Council on Aging Town House Thrift shop is located on the second floor, in room 234. Donations of clean seasonal clothing as well as white elephant items are needed. All proceeds from the thrift shop are used for programs at the COA. We are open five days a week from 10:00 a.m. -3:00 p.m.

The Council is grateful for the support we receive from the Town and the many volunteers who support us and participate in activities. Our senior population is growing and we hope to serve you better and better in the years to come. I wish to thank all our volunteers who make our work possible.

Respectfully Submitted:

Carolyn Sloboda, Director

CEMETERY COMMISSIONERS

The weather played a major role in Cemetery operations this past year. The unusually heavy amount of rainfall kept the grounds crew busy; resulting in a lush and beautiful cemetery during spring, summer and fall.

In September, the Cemetery Department held a special ceremony to open Charlotte's Garden, a ½ acre set into the woods for the burial of pets. The garden is named in honor of Charlotte Hartwell, who sold the land to the Cemetery Commission and is one of our dearest supporters. A meandering path winds through the woods opening up to the garden, protected by a stone wall. Area veterinarians now are able to provide their clients with a burial option for family pets that have died.

The American Legion and The Littleton Boy Scouts held a Flag Burning ceremony in November.

Special Town Meeting in the fall approved the transfer of a plot of land from the Cemetery Commission to the Board of Selectmen for the sole purposes of a cell tower. Both boards continue to work on this project.

The New Year is filled with projects designed to further support the financial health of the Cemetery Department.

As always, the Cemetery Commissioners could not do its work without the continued and able professionalism of the members of the Cemetery Department and those who provide services throughout the year. They have our deepest respect and gratitude.

Respectfully submitted

David Badger, Ch

Susan Fougstedt, Tres

Deborah Williams, Sec.

COUNTRY GARDENERS

The Littleton Country Gardeners are a diverse group of townspeople whose goals are mainly civic, educational and social. We share a common pleasure in planting the town of Littleton civic sites for the enjoyment of all those living in and passing through our town. We maintain (3) cement urns, the Hager Trough, the Honor Roll and the President's Garden, all in the Common. We also maintain Reed Fountain by the Historical Building, the Grange Fountain by the Depot, Shaker Lane Trough at Shaker Lane and Great Rd (2A), Urns at the Fire and Police Stations, and at Hathaway Park, the Gazebo at Faye Park, the Town Office Entrances at Shattuck Street and an area at the corner of Great Rd (2A) and Mannion Place. We have a partnership with the New England Forestry Foundation wherein we maintain the "L" garden at the Prouty House.

As a group, some of us are avid gardeners, some just appreciate gardens. Some are very creative and artistic. Some are organizational/detail-oriented. Some are just plain hard workers who help make things happen. All members have unique skills and talents to bring to the table. We fund our activities through two main fundraisers: the Holiday Bazaar and our May 12th plant sale in the Littleton Common.

We typically meet the 4th Tuesday of the month, September through May. We have social time, a business meeting, and an educational/informational agenda. As a group, we participate in activities such as the Boston Museum of Fine Arts' "Art in Bloom," or this year, we exhibited at the New England Flower Show. Last year we put in a "Blue Star Memorial Garden" at the Old Burying Ground on King Street, working with the Veteran's Office, the Cemetery Commission and the Town of Littleton. This garden was nationally recognized, and award winning. It has a Blue Star Memorial Marker honoring veteran's and a marker honoring LCG's two-time President, master gardener, Welma "Van" Brigham, herself a veteran.

LCG sponsors educational programs. Each year we prepare trees and a presentation to give 3rd Graders for Arbor Day, working with the Shade Tree Committee and the Elementary School Staff. Along with the Littleton Education Fund, LCG helped fund the 3rd grade "Smarty Plants" program this year. A group of members is working with Salvas Danos from LELD/LWD to plan a Butterfly Garden at the new Littleton Middle School. This year, as well as the last two, we have donated money through the Littleton Scholarship Trust, for a scholarship for a graduating senior.

In the recent past, LCG members worked with the Friends of the Library to help install a new garden in the circle in front of the Reuben Hoar Library. We worked with Council on Aging, Friends of COA, Rotary, and the Conservation Commission to put in the Shattuck Courtyard by the Council on Aging. LCG, at the request of the Historic Commission, selected and planted hundreds of bulbs at Liberty Square in Littleton to bloom for Patriot's Day celebrations.

We pick up and participate in projects as they are brought to our attention by townspeople, town government, civic groups, the regional and national Federation of Garden Clubs and members as the club decides is appropriate. Members "step up to the plate" and participate where their interests provide and time allows. Members live busy and demanding lives, but enjoy giving to their town and being a part of this active club. If you are interested in finding out more about the Littleton Country Gardeners, contact Vice President Mary Dugan at 978-952-9325 or write us at LCG, P.O. Box 695, Littleton, MA 01460.

Judy Cowley Serbousek, President
LITTLETON COUNTRY GARDENERS

CONSERVATION COMMISSION

The Littleton Conservation Commission continues to serve as the town agent for the Department of Environment (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 conservation office and site visits are made to the appropriate property. When the commission approves the project design, the permits are issued.

This year there have been approximately 34 filings, both large and small. The commissioners have worked with the Town Departments (Highway, Light, and Water). The project known as 'Village on the Common' has come before the commission approximately 40 evenings. Various site visits have been made to this site.

Commercial projects for the past year include property at Concord Oil Co. (gas station), low-income project off White St., water main for new housing project off Great Rd.

Many private homeowners have obtained permits for septic system replacement or improvement. The commission continues to work with the Board of Health to advise the residents to keep their property in proper septic condition and to avoid septic failure.

The Land Management Stewards have continued to care for our conservation lands. Some of the stewards have obtained permission to apply herbicides to invasive plants such as bittersweet, buckthorn, and purple loosestrife, water chestnut, etc. These volunteers also perform routine clean up, mow fields and give public tours of certain properties. The areas include Mill Hill, Newtown Hill, Long Lake Park, Oak Hill, Nagog Hill Orchard, Mary Shepherd Open Space, Bumblebee Park, and Hartwell Family Memorial Preserve.

Mr. Art Lazarus has prepared a document for town residents use which will be available in the Town Library. The pamphlet is named 'Commonly asked questions about conservation areas in Littleton – with answers.'

Report submitted by:

James Pickard, Chairman.

Ian Gunn, Vice Chairman

Sarah Seaward

Peter Tierney

Dan Lord

Frank Matheson

FIRE DEPARTMENT

It is the mission of the Littleton Fire Department to provide protection of lives and property through a combination of emergency response and loss prevention services.

Firefighters and EMT's began last year at the same steady pace that 2005 ended, however several variables impacted our end of year run volumes. The lack of a significant flu season or almost any snow in November and December slowed our emergency volume which turned out to be just slightly below last years run totals with 1224 emergency calls in the calendar year of 2006. Fire prevention has a new tracking system that now allows us to more accurately track all of our inspections and "routine calls". The 2006 totals of over 947 shows an increase of these calls being performed in 2006. Through the efforts of the several departments but spearheaded by the fire department the town was awarded the "Heartsafe Community Award" by the Metropolitan Boston EMS Council for its' continued efforts to promote heart safety during 2006 (road signs will soon be seen announcing this achievement).

In 2004 and 2005 the department was being run by an interim (previously retired) chief and the call-officer cadre whom both performed admirably, when I took over as Chief in November of 2005 I knew we had a department of quality and very dedicated members. These characteristics continue to hold true and I would like to thank all the members of the department for their continued dedication to the department and the town. Never is there a hesitation in responding to calls or to respond even when volunteers were needed to help out with non-emergency tasks. This department's success has been achieved through community spirit, interdepartmental teamwork and a general sense of cooperation and teamwork. The department has one of the most active and largest combination forces in the area and they continue to be known for their quality and dedication. As times change the department will continue to need strong community support as we adjust staffing patterns to provide the timeliest efficient service available. In November the department received a federal grant as seed money to add 2 more fulltime firefighter EMT's. These jobs will improve coverage with at least 2 people from 6 a.m. to 6 p.m. 7 days a week.

Emergency Response Statistics

Fire/Explosion

Structure fires	9
Brush fires	16
Chimney fires	6
Vehicle fires	20
Overpressure/rupture	15

Emergency medical and rescue

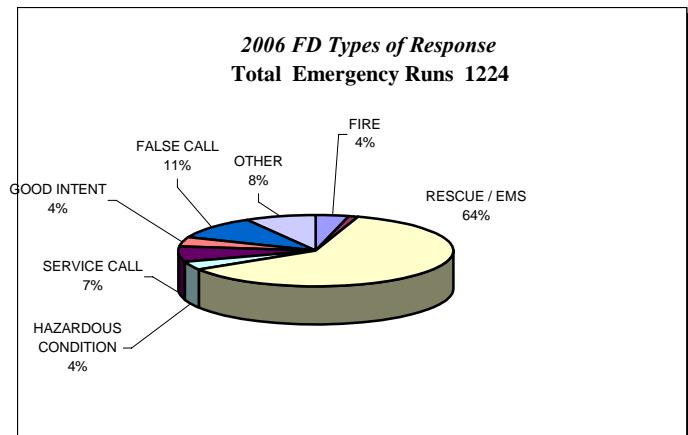
Medical emergency	663
MVA with injury	121

Hazardous conditions

Flammable liquid spills	12
Electrical	17
Carbon monoxide, other	21

Service Calls

Emergency water condition	64
Alarm Investigations, false alarm	37



Town of Littleton

Lockout	21
Other services / miscellaneous calls	107
Good intent calls	51

Breakdown of responses by time of day:

The time of day in which emergency calls were received have not changed significantly over the past 4 years. 69% of all emergency calls were handled between 6 a.m. and 6 p.m., which is also the time of routine inspections and drills not included in this chart.

Unit/Apparatus Deployment.

Ambulances respond to a variety of incidents beyond medical emergencies. These include structure fires, motor vehicle accidents, rescues and non-emergency transports. The ambulance response volumes are as follows:

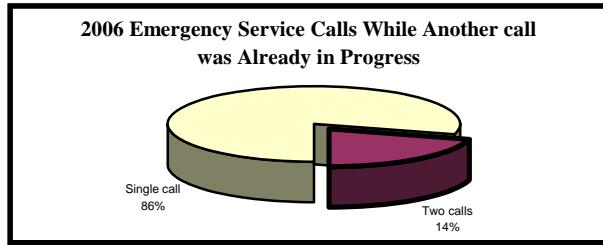
Primary ambulance	728
Second ambulance	155
Paramedic Team Response	345
Mutual aid from adjacent towns	49

The ambulances responded to a total of 883 times and 784 were for medical emergencies that include motor vehicle crashes. The remaining volume was for standard response to incidents listed above that have a potential for needing an ambulance.

Fire Apparatus Deployment: Fire and rescue situations often require multiple pieces of equipment to respond to an incident; the aggregate response was as follows:

Engine Companies 2 & 3	605
Engine 1 Rescue/Pumper	272
Ladder 2	40
All other department apparatus	308
Mutual aid into Littleton - Fire	31

The department responded to 168 calls while units were already involved at other incidents. This relates to 14% of the time multiple incidents are occurring in the town.



Fire Safety, Inspectional and Public Education Services

The fire prevention division of department, along with the entire day shift deployment, had another busy year with fire safety inspections, code enforcement, box plug-outs and pre-incident survey/plans totaling over 947 tasks during the year. They conducted a total of 332 inspections that included both businesses as well as residential. 32 fire drills were conducted which included all of the schools and several businesses such as the Life Care of Nashoba Valley nursing home and the Kraft plant on Harvard Rd.

Fire prevention continues to make many site visits for the purposes of assisting businesses and schools in the development of crisis response and emergency preparedness planning.

Public CPR programs were provided to other departments or businesses 7 times during the year.

Permits and Fee Schedule:

Home smoke and carbon monoxide detector and oil burner inspections are performed on Tuesday and Thursday of each week and can usually be scheduled within 24 hours of calling the station at (978) 952-2302. Each time a home is refinanced or sold, smoke and CO detector inspections are required before the closing can occur. Please remember to plan ahead for an inspection. Oil burner technicians are required to have a permit to replace burners, oil tanks or any other major oil heating system work. Property owners considering this type of work should insist that the repairs are conducted with permits in place.

In 2006 509 open-air burning (brush) permits were issued, many of these were utilized several times during the season bringing the total permits activated to over 700. Burning season is January 15th through May 1st of each year. Burn permits are available at the station beginning the first of January. Burning hours are between 10AM and 4PM but you must call (978-952-2302) each day when you burn to activate the permit and confirm burning is allowed for that day.

Fire Department Permits are required for: (*Permits are \$15 unless otherwise noted*)

Smoke / Carbon Monoxide (as of March '06) Detector Inspection

Oil Burner Inspection- \$25.00

Brush / Open Air Burn Permits -\$10.00

Propane storage - \$25.00

Blasting - \$25.00

Bonfires and the burning of Christmas trees

Cutting and welding

Fire protection systems – *installation and repair*

Fireworks

Flammable and combustible liquids – *storage*

Fuel transfer operations

Tank vehicles and transportation of combustible liquids

Salamanders – *used as temporary heating*

Underground storage tank removal - \$30.00

Emergency services are provided through a combination of on-call, career and volunteer firefighters, EMT's and specialists. The fire station is staffed with personnel for an initial response from 7am to 6pm during weekdays and 8am to 4pm on weekends. On-call firefighters and EMT's provide primary emergency response coverage at all other times. The station is not staffed during the hours of 6 P.M. - 7A.M.



Firefighters and EMT's at work at the Kaleva Rd fire in April and then again at a motor vehicle accident on Rt 119 on a hot steamy July morning **Photo supplied by the Littleton Fire Dept.**

HOW TO CONTACT US

- Non-emergency business line: (978) 952-2302
- Administrative office hours: 9am to 5pm Monday - Friday
- Fire Prevention, Code Enforcement, Inspectional and non-emergency services: 7am to 6pm Monday - Friday
- Burning permits: 9am to 6pm Monday – Friday and 9am to 4 pm Saturday and Sunday
- Web site with e-mail access: www.littletonfire.org
- **9-1-1 is the number to report an emergency 24 hours a day**

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, John Malloy, Michael Hayes, Barry Nawoichik, Shawn Bernard, and Paul Piantedosi, Equipment Operators/Truck Drivers/Laborers; William MacFadgen, Mechanic; Christopher Upperman, Transfer Station Operator; Phyllis Cormier, Assistant Transfer Station Operator and Eric K. Durling P.E. Town Engineer, (Part-time).

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:

The Transfer Station accepted 2636 tons (Increase of 69 tons or 2.7% from CY-2005) of municipal solid waste for transfer and disposal at Covanta Energy in Haverhill, MA at a rate of \$76.72 per ton (Last years rate was \$73.50 per ton). With your help the Town also accepted and recycled 1028 tons of general materials. (28% recycling rate)

ROAD RECONSTRUCTION:

The following road reconstruction projects were undertaken in 2006 by our sub-contractor Aggregate Industries of Littleton and Raynham, MA.

Nashoba Road (2410 linear feet): (Starting at Newtown Road towards Nagog Hill Road) This section of roadway was prone to flooding. The reconstruction included installation of approximately 1200 linear feet of granite retaining walls to help raise one section of the road 2 feet in elevation. Approximately 2410 linear feet in length of roadway was reclaimed, filled where necessary, graded and paved with 4 inches of bituminous asphalt pavement.

Samoset Trail (543 linear feet), **Massasoit Trail** (653 linear feet), **Abenaki Trail** (482 linear feet): These three roads had drainage installed, full depth reclamation, grading and paving with 3 inches of bituminous asphalt pavement

Harwood Avenue Finish pavement was installed on 1200 linear feet of roadway that was reconstructed the prior year.

Town of Littleton

Kimball Street and King Street: These two streets had their old stone box culverts replaced with side by side reinforced concrete pipes. These two culvert jobs took a significant amount of engineering and construction work to complete under difficult working conditions and tight timelines. This work was contracted out to Colonial Contracting Inc. from Lancaster Massachusetts.

CRACK SEALING:

Crack sealing Inc. of Raynham Massachusetts installed over 4000 gallons of fiber reinforced crack sealing rubber on various streets throughout the town. This crack sealing treatment helps prevent water from penetrating the road surface and creating pot holes and weak areas in the pavement.

NEWLY ACCEPTED PUBLIC WAYS:

Highland Lane (across from the Middle School on Russell Street)

PRIVATE WAYS:

Under the Town's private way snow plowing policy, approximately 26 petitions were received, evaluated and 24 were approved 2 roads were approved with conditions for 2006/2007 snow and ice removal services.

EQUIPMENT REPLACEMENT/REFURBISHMENT:

The Highway Department purchased an Elgin Pelican street sweeper. We have accepted and awarded a contract for 4 new trash compactors for the Transfer Station. The delivery of the new compactors is slated for mid to late January, 2007. A 1993 Mack RD 690 dump/sander truck was refurbished. A 1999 John Deere 544 H loader was painted and had the quick coupler replaced.

Respectfully Submitted

James E. Clyde
Operations Manager

HISTORICAL COMMISSION

The Commission continues to present a “Patriots Day” celebration at the Liberty Square Common on April 19th. A laying of the wreaths ceremony is done to recognize the Town residents that fought during the Revolutionary War. The commission chairman and usually a Town Selectman deliver a short speech with the evening being closed by the playing of taps by David Whitcomb.

The commission applied for and was awarded a landscape survey which was funded by Freedom’s Way Heritage Association and Department of Conservation and Recreation. A public meeting was held on May 24th to identify the character of Littleton and what is in danger of disappearing. The final report was delivered to the commission in November and distributed to Town Boards, the residents that attended the public meeting, and the Town library.

The Historical sign program continued this year with signs being placed on various historical properties.

Once again budget restraints kept the commission from holding the “Old Burying Ground” workshop.

No Demolition delay applications were presented to the Commission this year.

The Historical commission meets every second Thursday night at 7:00PM from September to June.

Respectfully,

Littleton Historical Commission
Charles Howe, Chairman
Walter Higgins, Vice Chairman/Treas
John Bowers, Secretary
Pamela Campbell
Walter Crowell
Ronald Goddard
Donna White

REUBEN HOAR LIBRARY

STAFF:

Serving townspeople in fiscal 2006 were:

Library Director:

Marnie Oakes

Administrative Assistant:

Kathy Coughlin

Senior Librarians:

Gioia Clyde,
Helen Graham,
Diann Haduch,
Linda Schreiber,
Betty Smith

Senior Library Technicians:

Andrea Curran
Jeanne Sill

Library Technicians:

Julie Amichetti,
Janice Lazarus
Anne Pemberton
Doreen Morse
Donna White Page
Margaret Geanisis

MILESTONES

CHECKOUTS

<u>Total items checked out</u>	<u>158,864</u>
<u>Checkout increase over Fiscal Year 2005</u>	<u>10.7%</u>
<u>Books put on hold by library patrons</u>	<u>15,835</u>
<u>Average number of items borrowed per cardholder last year</u>	<u>18.8</u>

INFORMATION QUESTIONS

<u>Total number answered</u>	<u>6,760</u>
<u>Visits</u>	
<u>Total visits to library building</u>	<u>51,788</u>
<u>Total visits to library web site</u>	<u>36,549</u>

SIZE OF COLLECTION

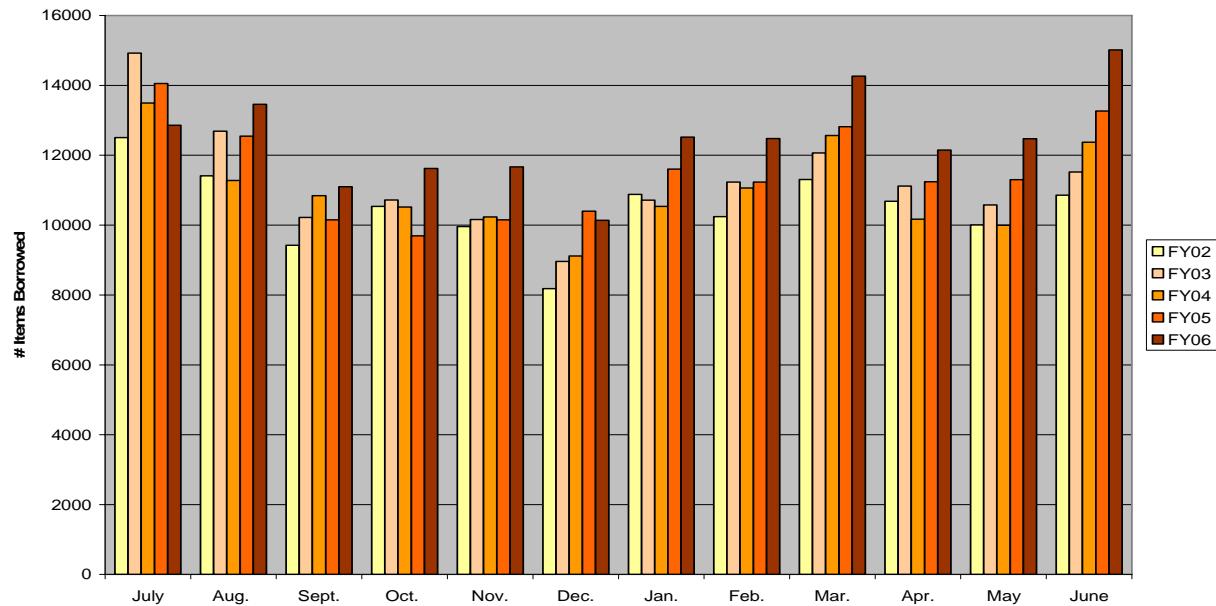
<u>Online databases</u>	<u>24</u>
<u>Printed materials</u>	<u>73,557</u>
<u>Audio-visual materials</u>	<u>9,341</u>
<u>Magazine subscriptions</u>	<u>142</u>

BUILDING USE

<u>Community meeting held</u>	<u>485</u>
<u>Library programs held</u>	<u>200</u>
<u>Number of people attending programs</u>	<u>8,311</u>

MONTHLY BORROWING

Monthly Circulation 2002- 2006



This chart shows the monthly borrowing trends for the fiscal years 2002 through 2006.

VOLUNTEERS

Without the efforts of our volunteers the library staff would have been unable to process the number of items we did in fiscal year 2006. The following people worked an estimated total of 1,342 hours:

Robert Anderson, Ellen Araujo, Bethany Beauregard, Aliza Becker, Audrey Bera, Michael Buraczynski, Megan Cavallo, Jane Chrisfield, Phyllis Curcuru, Julie Davis, Fernando DeLuca, Elizabeth Drinkwater, Heather Drinkwater, Derek Dutcher, Cindy Franzk, Laura Fleury, Jerry Ganter, Rose Gilbert, Abby Graham, Timothy Hays, Mary Holt, Hilary Klingerman, Ben McPherson, Robert Meier, Lois Meier, Lauren Middleton, Christine Moriarty, Mary Muchata, Kristine Oakland, Amy Oldenquist, Ryan Schepper, Claire Russo, Max Schreiber, Emily Sheridan, Eleanor Stetson, Robert Stetson, Jenifer Tierney, Shannon Veilleux, Megan Vilcans, Alicia Whitney, Christina Wetzel, and Martine Wong.

DONATIONS

The library received generous donations from the E. Vincent Couper Foundation, the estate of Eunice Morrison, Jane Wyatt, and Sherry Gould and Brett & Katharine Bonner in fiscal year 2006.

TRUSTEES:

Marcia Marcantonio, Chair
 Dorothy Sussman
 James Carozza
 Cheryl Hardy Faraci
 Barbara Chapin, Secretary
 Ray Grande

Dorothy Sussman and Barbara Chapin retired in 2006.
 The new Trustees are Debra Thodes and Mark Raumbacher

BOARD OF ELECTRIC LIGHT COMMISSIONERS

The Board of Electric Light Commissioners is pleased to present the annual report of the Electric Light Department for the calendar year 2006.

Through sound practice and strategic planning, the department continues to advance its tradition as a progressive public utility committed to quality, value and service. As the stewards of your system, we consistently strive to retain our status as the region's low cost provider for residential customers, while offering superior customer service and great value to the community.

Despite record high natural gas prices and a power supply market that rose throughout the year, our residential rates remain among the lowest in the state, substantially below those of investor-owned systems. According to data gathered by the Massachusetts Municipal Wholesale Electric Company (MMWEC), over the past year LEED has averaged among the tenth lowest rates in the 750 kilowatt hour use category. By the end of the year, a typical 750 kWh bill in Littleton or Boxborough was \$93.43. For purposes of comparison, customers of National Grid living in Ayer paid \$119.41, while customers of NStar living in Acton paid \$156.63 for the same usage. So while the market has not been kind to anyone, we have managed to hold the line as best we can. Going forward, we hope that more favorable power prices allow us to adjust our costs downward and pass along the savings to our customers.

The department continues to focus on ways to enhance customer service. Our upgraded billing system allows us to update and track account information more efficiently. We also continue to offer a direct payment option for the convenience of our customers. And for the fourth consecutive year, we offered a rebate program that credits customers \$50 on the purchase of Energy Star® labeled appliances.

In addition to these services, we provide annual financial and in-kind contributions in excess of \$800,000 to the town. Among the many programs and initiatives we support are educational grants to the high school, GIS 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. And since taking over the management of the town's information technology department, we have helped the town realize a significant annual savings.

On the operations front, we continued to make steady progress on a new circuit from Great Road into Boxborough, which will improve reliability and capacity in that area of our service territory. We also began a streetlight conversion program to achieve the best illumination at the lowest operating cost. Since annual town meeting cut the streetlight budget by 75 percent, we were faced with the potential of shutting off all but a minimum of lights at critical intersections. Instead we opted to investigate more energy efficient bulbs for the entire system. After a public trial to determine customer's preference on style and candlepower, we are set to move forward with the conversion program.

In light of the extraordinary fuel costs we witnessed throughout the year, the department adopted a four-day, ten-hour work week in an effort to conserve energy and promote conservation. Begun at the end of November, the program will run for a four month trial period, during which time an internal review committee will report on the program's status, with a particular focus on cost savings, customer service and productivity.

As an organization, LEED has always prided itself on being a progressive utility, using the latest tools and technologies to offer outstanding value for our services. We believe that this program puts us in the vanguard of the industry and underscores our creative character. We also hope that this conservation

program may inspire other organizations, public and private, to consider the compressed work week as a means of saving energy.

We recognize and respect 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.

Board of Electric Light Commissioners

Craig Gruskowski, Chair

Bruce Trumbull, Vice-Chair

Joseph A. Cataldo, Jr., Secretary/Clerk

Thomas Rauker, Member

Joseph McCumber, Member

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Town of Littleton

BALANCE SHEET 12/31/2006		
ASSETS		
Utility Plant	0.00	Preliminary / Unaudited
Total Electric Steam Production	14,706.95	LIABILITIES AND SURPLUS
Total Electric Transmission Plant	17,358,047.17	Surplus
Total Electric Distribution Plant	9,982,712.68	Unappropriated Surplus
Total Electric General Plant	27,355,466.80	26,707,621.76
Accum. Depreciation Steam Plant	0.00	Direct Charge to Surplus
Accum. Depreciation Transmission Plant	-10,444.55	0.00
Accum. Depreciation Distribution Plant	-6,651,464.06	TOTAL SURPLUS
Accum. Depreciation General Plant	-3,566,653.39	26,707,621.76
TOTAL DEPRECIATION	-10,228,562.00	
NET ELECTRIC PLANT	17,126,904.80	
 Fund Accounts		
Construction In Process	68,276.22	LONG TERM LIABILITIES
Depreciation	2,423,726.96	Bonds Payable
Construction	2,216,525.04	1,690,000.00
Rate Stabilization	716,472.98	Capital Lease Payable Noncurrent
Select Stabilization	7,596,782.85	0.00
PGET Escrow Fund	839,398.75	Power Security Deposits
Operating Cash	0.00	839,398.75
Computer Fund	0.00	TOTAL LONG TERM LIABILITIES
Operations Fund	1,000.00	2,529,398.75
TOTAL FUND ACCOUNTS	13,793,906.58	
 CURRENT AND ACCRUED ASSETS		
Accounts Receivable Rates	2,314,915.26	CURRENT AND ACCRUED LIABILITIES
Accounts Receivable Jobbings	9,757.83	Accounts Payable
Accounts Receivable Liens	0.00	2,487,931.04
Accounts Receivable Other	2,620.92	Capital Lease Current
Inventories	607,029.92	13,602.99
Prepayments	2,771,340.02	Miscellaneous Accrued Liabilities
Deferred Expenses	16,700.06	61,516.54
LEnergia Buyout	2,230,598.35	TOTAL CURRENT & ACCRUED LIABILITIES
Pilgrim Buyout	100,896.74	2,563,050.57
Capital Lease Interest	4,407.57	
TOTAL CURRENT & ACCRUED ASSETS	8,058,266.67	
TOTAL ASSETS	\$39,047,354.27	

PARK AND RECREATION COMMISSION

The Park and Recreation Commission is made up of five residents elected by the town voters. The Commission is a policy-making board responsible to the town for providing year-round high quality indoor and outdoor recreation activities for children and adults. The goal of the Commission is to deliver programs that are cultural, social, and physical based and which are presented at well-maintained parks and facilities. They are 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 full participation in any Littleton Recreation program. The Park and Recreation meetings are held on the second Monday of each month, unless otherwise posted. The meetings are open to the public and are posted at Town Hall. Park and Recreation is located at the Town Hall Shattuck Street Building. Please consult the website at www.littletonrec.com for office hours.

The year 2006 was another progressive year of programming and services at Park and Recreation. We increased summer programs at Long Lake, including the sailing and swim lesson programs. Both the soccer and baseball leagues automated their registration process so that participants could conveniently register online. In addition, Park and Recreation expanded online services to include registrations via internet for most programs.

Our goals for the year ahead include construction of a boat house at Long Lake and a rental area for recreational boating at Long Lake. In addition, we are creating a concession stand for the swim area to serve the patrons of the lake. We will continue the past goals of increasing program offerings and maintenance of the website. We look forward to a progressive year filled with exciting new programs and increased enrollment from Littleton and the area communities.

We would like to take this opportunity to express our gratitude to all the volunteers, board members, coaches, assistants and others who have given their time and energy to help us deliver quality programs to the youth and adults of Littleton. We could not provide the service to the community without your help.

Respectfully submitted,

Brian Richter, Chairman
Gregg Champney, Vice Chair
Fred Freund
Geralyn Miller
Jim Ray

PLANNING BOARD

The Planning Board held 24 meetings during 2006, including several “Master Plan Subcommittee” meetings to address recommendations and implementation of portions of the 2000 Master Plan. The new “Over 55 Residential Development” bylaw was approved at the November 2005 Special Town Meeting. The purpose of this new bylaw is to “accommodate the need for market rate, affordable, and low-income housing in Littleton for those age 55 and older.” Two applications under this bylaw were approved in 2006, the first, known as Shelburne Village, is for 12 units of Over-55 housing, located at 50 White Street, and the second, known as The Village at Reed Lane, is for 12 units of Over-55 housing at 40 Harvard road. The Planning Board anticipates that these two developments will provide relatively lower-cost “new construction” alternatives to Littleton Residents looking to down-size.

One new “conventional” subdivision was approved in 2006. Hobby Horse Hills is the name of the new subdivision, with the new street named “Sleigh Ride Lane” located off New Estate Road. Nine new homes are anticipated in this subdivision located near the High School. A total of 8 ANR (Approval Not Required under the State Subdivision Control Law) plans were submitted and approved by the Board, creating 8 new residential lots. There were six Scenic Road Special Permits issued as well as five Shared Residential Driveway Special Permits.

Applications for commercial development were extremely slow this year, with one new 3,700 s.f. retail use at 260 Ayer Road approved, and a modification to the Site Plan for the Hewlett Packard building at 153 Taylor Street to move the fuel storage from underground to above-ground. One Preliminary non-residential subdivision was approved by the Planning Board at 550/560 King Street; the applicant was National Development and VFW.

Three Wireless Telecommunications Special Permit applications were submitted to the Board. Two for co-locations were approved for the 28 Cedar Hill Road site, and one for a new tower at 169 King Street was denied.

The Board members review plans submitted to ensure the proposed developments are in accordance with the bylaws and regulations of the Town. Many other Boards and Departments provide input to this review process. The Board relies on consultants to assist in technical review of many of the projects. “Informal Discussions” are scheduled with potential commercial and residential developers on a regular basis to open communication avenues between the Town and project proponents.

The Planning Board office, located in Room 201 of Town Hall, is open from 9:00 a.m. to 3:00 p.m. on Monday, Tuesday, Thursday, and Friday. Planning Board meetings are held the second and fourth Thursday s of the month, unless otherwise posted.

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 978/486-9733 or email at Toohill@littletonma.org with any questions.

Respectfully Submitted,

Janet LaVigne, Chairman
Mark Montanari, Vice Chairman
Gregg Champney, Clerk
Steve Wheaton, Member
Richard J. Dennis, Jr., Member

PERMANENT MUNICIPAL BUILDING COMMITTEE PROJECTS

The PMBC, consisting of seven members appointed by the Board of Selectmen, is charged with managing construction of major infrastructure projects for the Town. Recent projects include:

Middle School, Russell Street School & Town Office sewerage (\$ 1,400,000 -- 2005)

Littleton Middle School (\$ 17,800,000 under construction 2005-2007)

SEWER SYSTEM

The sewer system has been constructed to collect sewage from the Middle School, Russell Street School & Town Office and pump it via a force main into the Littleton High School's wastewater treatment plant. This system was installed to replace the three failed or aging subsurface disposal systems and was less costly than upgrading these systems in accordance with current Title V environmental regulations. Connection of these buildings into the LHS system was permitted after an evaluation revealed that there was unused capacity available in the treatment plant. This system can be expanded to support the Police and Fire Stations.

The construction was by R H White Co, Inc and required about six months. The system was placed into operation in December 2004. Dore & Whittier assisted by Ross Associates were the project designers and construction managers.

LITTLETON MIDDLE SCHOOL

The new LMS construction had been delayed one year because of funding constraints and with the reauthorization in March 2005 the project was released for bidding under the revised design and new regulations of the Massachusetts School Building Authority (MSBA). These regulations require that an Owners Project Manager (OPM) be retained to monitor and administer the project taking over duties previously provided by the architect, Dore & Whittier. Using qualification based selection procedures the PMBC received about 20 qualification statements, interviewed four firms and selected Daedalus Inc. of Boston to serve as the OPM.

In June 2005 bids were received for general construction and the low bidder, Castagna Corp., was awarded the contract. Work commenced shortly thereafter and is expected to be sufficiently

Town of Littleton

completed to allow occupancy in December 2006. Completion, including razing the existing building and landscaping is scheduled for spring 2007. The project budget, including design, construction, furnishings and equipment is \$17,800,000.

Under the newly enacted school grant program, the MSBA will pay \$8,700,000 of the costs, while the Town will pay \$9,100,000 over the bonding period. During construction monthly progress payments will be received from the MSBA thereby eliminating the need for the Town to provide the interim financing.

Respectively submitted:

PERMANENT MUNICIPAL BUILDING COMMITTEE

Richard Crowley

Joseph Collentro

Paul Avella

Michael Coole

Mark Mizzoni

Kevin Goddard, PMBC Clerk

POLICE DEPARTMENT

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 2006 was one of many challenges for the Littleton Police Department. The most notable of those challenges was meeting the safety and security needs of our community with the declining number of personnel available and the lack of available funds to purchase necessary equipment. During this past year the department lost two officers to other departments and was unable to replace them. This brought the total number of full-time officers protecting the community to 13, which is the same size police force that was employed in 1984. Over the last two and one half years the Littleton Police Department has been trimmed of half a dispatch position, half an administrative assistant position, and 4 full time police officer positions. These cuts represent a total reduction of 23% of the workforce of your police department.

One of the most disappointing cuts that took place within 2006 was the decision by the Town not to fund the School Resource Officer position. After four great years of partnership with the Littleton School District it was determined, through the budget process, that the SRO function would be abandoned. Although the position enjoyed community wide support and proved its worth to teachers, students, parents, and administrators, it was removed and the school year began with a noticeable void. After approximately three months of the school year had passed the Littleton Police Department determined that the SRO was too important to the overall health of the community and moved forward toward reintroducing the position back into the school district within its own budget. As a result of the Department's personnel management efforts SRO Detective Matt Pinard will move back into the schools in the early part of calendar year 2007 on a consistent schedule.

In addition to staffing issues, the Littleton Police Department was notified during the budget process that there would be no funds available for capital expenditures, such as cruisers. Due to the fact that a number of the cars were nearing 150,000 miles the department introduced an alternative funding source, which encompassed the placement of advertising on the cruisers. During Town Meeting the concept was approved and as a result the Town of Littleton Police Department became the first police department in the United States to successfully implement such a program. We would like to thank Jack and Joe Donelan of Donelan's Markets and Bob Moran of Acton Toyota for the partnership they have shown with our, and their, community. They came through for the Littleton Police Department in a time of extreme need and ensured we had the necessary equipment to respond to your needs.

Beyond the fiscal issues that surrounded the operation of The Littleton Police Department the ladies and gentlemen that make up the department continued to work tirelessly at providing quality services to the citizens of Littleton. We continue to ensure that our staff are effectively trained and equipped and that they are deployed in a manner that maximizes their numbers. You will note from the attached sample of statistics that our activity level has been consistent over the last year and I am pleased to report that we continue to offer an exemplary level of services.

I would like to thank each member of the Littleton Police Department, to include the Communications Officers, Administrative Staff, Patrol Officers, Supervisors, and Administrators for the great work they do on behalf of the community each and every day.

Respectfully Submitted,

John M. Kelly, Chief of Police

Town of Littleton

Incident Type <i>(Partial List)</i>	2002	2003	2004	2005	2006	Difference	% Change From previous Year)
Rape	4	6	3	2	1	-1	-50.00%
Assault and Battery	37	62	65	56	27	-29	-51.79%
Break and Entry	27	21	46	35	11	-24	-68.57%
Larceny	84	78	102	110	46	-64	-58.18%
Motor Vehicle Theft	7	6	9	7	46	39	557.14%
Vandalism	67	67	61	85	53	-32	-37.65%
Weapons Violations	2	10	9	7	4	-3	-42.86%
Drug laws	24	62	49	49	52	3	6.12%
Family Offenses	14	11	38	41	38	-3	-7.32%
Arrests	185	365	259	257	196	-61	-23.74%
Vehicle Tows	414	572	427	347	317	-30	-8.65%
Disturbances (Gnrl)	99	427	93	101	94	-7	-6.93%
Family Disturbances	53	41	38	54	33	-21	-38.89%
Noise Complaint	39	32	41	49	47	-2	-4.08%
Suspicious Activity	643	511	400	430	413	-17	-3.95%
Internet Crimes	1	0	3	7	17	10	142.86%
Building Checks	1433	2162	2011	1620	1863	243	15.00%
Medical Emergencies	579	647	573	541	501	-40	-7.39%
Burglar Alarms	530	533	420	372	464	92	24.73%
MVA Personal Injury	61	55	39	45	43	-2	-4.44%
MVA Property Damage	210	196	232	223	145	-78	-34.98%
Total Calls For Svrs. (All incidents)	1263	15947	12818	10205	10206	1	0.01%
Total Traffic Citations	2415	4742	3385	1317	2060	743	56.42%
Total Citation Fines	\$142,230.00	\$283,527.00	\$186,986.00	\$135,795.00	\$88,566.00	(47,229.00)	-34.78%

TOWN GOVERNMENT STUDY COMMITTEE

The Town Government Study Committee (TGSC) is an eight-member committee of former elected Town officials appointed by the Board of Selectmen in April 2006 for the purpose of evaluating the effectiveness of the Town's organizational structure and management systems. Specifically the TGSC was charged by the Board of Selectmen to:

- Study and review the efficacy the town's organizational structure;
- Evaluate the duties & functions of individuals, boards and committees;
- Examine models of government in comparable, area towns;
- Study management systems/major function areas: financial, budgeting, personnel & procurement, public safety, public works, health, planning; and
- Prepare a final report of findings, conclusions, and recommendations.

The TGSC met approximately 26 times during 2006, and conducted many non-meeting interviews with employees of the Town as well as other appropriate individuals (see below). The committee's work is ongoing.

Members of the committee gathered data from the following sources:

- 26 Department Interviews
- Eight (8) Town Board Interviews
- Six (6) Meetings with Officials of Other Towns
- Citizen Questionnaires
- One (1) Public Forum
- Two (2) Meetings with the Department Of Revenue - Division of Local Services
- Numerous telephone conferences with the Massachusetts Municipal Association

Through the process of gathering and analyzing data, the committee's primary finding was that many citizens and employees of the town had a fundamental lack of trust and confidence in the leadership of the Board of Selectmen. Accordingly, the committee developed a variety of proposed solutions to address this issue, including:

- Establishment of more authority in the Town Administrator position,
- Creation of a new Department of Finance and Budget,
- Clarification of roles and responsibilities for elected and appointed officials, and
- Requiring leadership training for senior elected/appointed official.

The committee has submitted several proposed by-law changes as Warrant Articles for annual Town Meeting to address these issues.

In addition to the foregoing, the committee presented the following recommendations:

- Establish better town-wide coordination of IT systems
- Create a Facilities Manager position

Town of Littleton

- Establish policies to ensure consistent communications
- Ensure all boards and committees dealing with property and permits utilize same software tracking
- Expand the existing permit coordination to include all permits, implement checklist
- Establish an HR Coordinator
- Evaluate Town House lay out and re-organize for optimal efficiency and public service
- Upgrade and better maintain the Town's web site
- Upgrade communication systems (phones, voice-mail) town wide
- Encourage consistency in police and fire chiefs (i.e. strong/weak)
- Develop a guide for incoming board and committee members and a guide for new employees

Respectfully submitted,

Joe Knox, Chair
Roland Gibson
Mike Knupp
Nate Long

Lynn Masson
Karen Duggan McNamara
Rod Stewart
Harry Swift

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 2006-2007 judicial and administrative appeals.

- 1) OMNIPOINT COMMUNICATIONS, INC. V. TOWN OF LITTLETON, LITTLETON ZONING BOARD OF APPEALS AND LITTLETON PLANNING BOARD, US District Court #06-11140-PBS. An appeal of a denial of a variance. Parties will be in discovery this summer and dispositive motions are due October 26, 2007 pursuant to a Joint Scheduling Conference Statement filed on October 18, 2006.
- 2) OMNIPOINT COMMUNICATIONS, INC. V. TOWN OF LITTLETON, LITTLETON ZONING BOARD OF APPEALS AND LITTLETON PLANNING BOARD, Land Court #06-325883. Stayed pending outcome of case in US District Court (see above).
- 3) LITTLETON LAND CORP & OHC DEVELOPMENT, LLC v. LITTLETON PLANNING BOARD, Land Court, #290802. This matter was settled on February 1, 2007.
- 4) ANDREWS CROSSING, LLC v. LITTLETON BOARD OF HEALTH, Land Court, #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) ROSS v. LITTLETON BOARD OF APPEALS, Land Court # 277117. This case involves an appeal of the Board's denial of a request for a variance.
- 6) BUTTERWORTH, et al. v. LITTLETON PLANNING BOARD, et al., Land Court, #235237. The Plaintiffs appealed a decision of the Planning Board granting a modification to a special permit issued in 1994 to CVS. The modification would permit CVS to relocate a dumpster. The Town has filed a Notice of Appearance.
- 7) JOSEPH A. DICARLO, et al. v. LITTLETON PLANNING BOARD, Land Court, #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.
- 8) LITTLETON PLANNING BOARD V. GREAT ROAD DEVELOPMENT AND HUDSON SAVINGS BANK, Superior Court #06-03903. An action filed by the Littleton Planning Board seeking to obtain proceeds of a performance bond. This case is currently in discovery.
- 9) MAILLOUX v. TOWN OF LITTLETON, Superior Court, #05-1070L. An action seeking damages and injunctive relief ordering that Mailloux be hired as a full-time firefighter. On April 21, 2005, the case was removed to the United States District Court of Massachusetts. Trial is scheduled for May 7, 2007.
- 10) CALLAHAN & SONS v. TOWN OF LITTLETON, Superior Court, #05-00530. A contract action for allegedly failing to pay Callahan for construction work performed on the High School. This case was settled on December 19, 2006.
- 11) OHC DEVELOPMENT, LLC v. LITTLETON PLANNING BOARD, Superior Court, #03-0827. A zoning appeal. The matter was settled and an Agreement for Judgment was entered on June 7, 2006.

- 12) RAFFI v. LITTLETON BOARD OF HEALTH, Superior Court, #03-466012. An appeal of a Board of Health denial of an application for a sewage disposal permit. A joint motion for remand of the matter to the Board of Health was granted on January 11, 2007.
- 13) THUMBTACK REALTY TRUST v. LITTLETON BOARD OF HEALTH, Superior Court, #03-2586. An appeal of the Board of Health's denial of a permit to construct a sewage disposal system and request for a variance. The Court granted Thumbtack Realty's Motion for Summary Judgment on March 1, 2007.
- 14) ERNISSE V. LITTLETON BOARD OF HEALTH AND IRA GROSSMAN, Superior Court # 02-4253. Appeal of a Board of Health condemnation of portions of the dwelling located at 11 Taylor Street. Case dismissed for failure to prosecute ON January 26, 2006.
- 15) ZAJAC v. KELLY, District Court, #0448CV0371. An appeal of Police Chief Kelly's revocation of Mr. Zajac's firearms license. This case has been inactive since March 2005.
- 16) LITTLETON POLICE DEPARTMENT v. LIPSMAN, District Court, Docket #042304. An appeal of a moving violation. This case has been inactive since April 2005.

Miyares and Harrington
Littleton Town Counsel

SCHOOL DEPARTMENT

SCHOOL COMMITTEE REPORT

The School Committee welcomed two new members in the spring of 2006 – Michael Fontanella and Paul Avella. Shawna Stea continues to serve a three-year term until May of 2008 as well as Vice Chair, Nancy Mizzoni. Chairman Charlie Ellis will be up for re-election in May, 2007.

Several projects requiring the attention of the School Committee this year have included: the review and revision of the School Committee Policy Manual, the monitoring of the district wide Strategic Plan, the oversight of the new Middle School building, and, of course, the hiring of a new superintendent. The School budget, of course, remains an ongoing and major undertaking for the School Committee.

The School Committee wishes to thank the faculty, support staff and the administration for their extra efforts in light of the number of external audits taking place during this year. The Massachusetts School Business Officials Association performed a Financial Operations Review in November, the Educational Quality and Accountability office of the governor conducted an exhaustive audit in January, the Department of Education conducted a Coordinated Program Review in March and the Department of Education also performed an extensive Document Review of the Title I Federal Grant. Special appreciation goes to the members of the Permanent Municipal Building Committee.

Charlie Ellis, Chairman – 2007

Nancy Mizzoni, Vice Chair – 2008

Shawna Stea, Secretary – 2008

Paul Avella – 2009

Michael Fontanella - 2009

SUPERINTENDENT REPORT

The Littleton Public Schools continue to improve thanks to the hard work of our dedicated teaching staff and the support of parents and community members. We welcomed Mr. Steve Mark as the district Business Manager, Dr. Geri Lyn Ajemian as the Curriculum Coordinator and Mrs. Carrie Banach as High School Assistant Principal. Our new Middle School building is substantially complete and has been turned over to the School Department. With the entrance of the new superintendent and business manager came a change in the process of developing the school district budget which now involves the principals and the division of the budget into six distinct cost centers.

Special thanks go to the members of the Municipal Building Committee and a number of local organizations, parents, and community members who have tirelessly given of their time and energy to assure a high quality education in the Littleton Public Schools.

LITTLETON PUBLIC SCHOOLS ACCOMPLISHMENTS THROUGH DECEMBER 2006

The following is a partial compilation of accomplishments throughout the system. The accomplishments summarized below are organized in the categories of our District's Strategic Plan

I. Curriculum

- Continue to focus on differentiated instruction based on pre-assessments
- Youth Health Advisory Council worked on Intervention strategies in response to YRBS results
- Special Needs Task Force continues work on an Improvement Plan focused on reducing achievement gap between regular and special needs students

- Expansion of virtual HS on-line courses
- Added Latin program at HS level
- Expanded HS Advanced Placement offerings to FY04-FY06 Technology Plan
- Full implementation of new literacy program
- Developed a new 6 year curriculum Review Cycle
- Published recruiting brochures for use in Real Estate offices and at job fairs
- Developed in-house MCAS analysis protocol and Action Plans
- Established Elementary Curriculum Enhancement study group

II. Professional Development

- Continued regular 90 minute Early Release Days focused on collaborative teacher data teams (Professional Learning Communities)
- Established a district wide Professional Development Council, PDC, to plan for 2007-2008 professional development program.
- Continued Improvement of Mentoring and Peer Coaching to improve learning
- Training of staff in category I ELL instruction
- Professional development on using technology (Test Wiz) to improve assessment
- Continue the use of Professional Learning Teams at all grade levels focused on data analysis to improve learning through development of “SMART” Goals

III. Assessment

- Continued and enhanced the use of common periodic assessments to monitor student progress in all grades in all subjects
- Expanded MCAS Analysis with deeper disaggregation of data
- Continued the use of Development of Pre and Post Test Process for Title One Services

IV. Communication/Community

- Established a monthly cable TV program “From the Superintendent’s Desk” to inform community of latest happenings in the schools
- Established a “Meet the Principal” cable show to introduce the administration and the staff to the community, highlighting major accomplishments in each school.
- Continue the Improved Child Study process at each building
- Designed and distributed brochures for the purpose on increasing the number of “Choice” students from other communities coming to the Littleton Public Schools
- Purchased a community communication program “Instant Alert” to allow the schools to increase community communication capabilities
- Enhanced the School Committee, Finance Committee Collaboration
- Continue to enhance the Websites for the District and Each School
- Established a staff service award system

Diane G. Bemis, Ph.D., Superintendent of Schools

SHAKER LANE SCHOOL PRINCIPAL REPORT

Shaker Lane School continues to house Nursery to Grade Two classes for the Town of Littleton. A transitional program provides for children who may not be developmentally ready to enter grade one. The school provides the Concord Area Special Education Collaborative (CASE) with a classroom for kindergarten through grade two students with language and hearing disabilities and a classroom for children whose acquisition of language, pre-academic skills, social skills and academics have been slowed by two or more of the following: Attention Deficit Disorder, Language-based Learning Disability, Pervasive Developmental Disorder or a Neurologically-based Learning Dysfunction. School enrollment as of December 30, 2006 including CASE students, was 469 students.

Through out the year staff continued their collaborative work in Professional Learning Teams. On Early Release days, staff collaborated on curriculum content and design, assessment development, shared samples of student learning and clarified the process of standards implementation. Teachers collaborated with other team members to discuss best practices in education, the prevention of failure, instructional methodology and assessment. Collaborative teams set goals focusing on student achievement in the areas of writing, reading and math.

After piloting two programs during the 2005-2006 school year along with Russell Street School, we adopted new Language Arts Series in Kindergarten through Grade 5. The new program, published by Macmillan-McGraw Hill will provide a foundation for our language arts curriculum and consistency throughout the grades.

During the year we continued to refine our assessment and diagnostic practices. All students in grades one and two are now administered four uniform writing prompts throughout the school year. We continued to administer the DIBELS (Dynamic Inventory of Basic Early Literacy Skills) to all students three times a year in order to assess student progress and make necessary adjustments in instruction. We also began to administer the GRADE (Group Reading Assessment and Diagnostic Evaluation) and GMADE (Group Math Assessment and Diagnostic Evaluation) to all students in grades one and two at the end of the school year. Students also are assessed in Mathematics through the staff developed unit and end-of-year math assessment. By expanding the type and number of times we are assessing students we are better able to improve student performance through the targeting of specific skills and refine our instructional practices.

In February, 2006 the PTA sponsored the second annual Winterfest at Shaker Lane. Once again students were able to partake in a variety of craft activities and participate in the famous Shaker Lane cakewalk. The basket raffle raised over \$5,000 which will be used for the benefit of Shaker Lane students. Through the generosity of the PTA computers were purchased for each teacher. In March, Author Illustrator Week continued at Shaker Lane. Various authors and illustrators came to Shaker Lane to share their work with our students. We continued to sponsor what has now become an annual event - Willow Books Night - when members of our school community and the community at-large came out to read to our students and their parents. At both our annual Art Show and at the Second Grade Spring Concert, parents and community members got a chance to see and hear many of the artistic endeavors of our students.

In September Kim Bumstead, formerly a .5 Reading Recovery Teacher at Shaker Lane, joined Vanessa Holm as new second grade teachers at Shaker Lane, replacing Cheryl Mason and Jessica Schoffel who transferred to the Russell Street School. We also welcomed Sarah Hogan as a special education teacher and Beth Bell and Claire Wodzinski joined us as special education teacher assistants.

Once again we kicked off our school year at Shaker Lane by welcoming students and families back to school at our annual Book Fair and Pizza Night. The PTSA and the Cultural Enrichment Committee continued to be very supportive with fundraising efforts that helped to support our curriculum by bringing

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a variety of enrichment activities and programs to the students at Shaker Lane. Students have been exposed to opera, cultural activities, and musical presentations that have complimented the curriculum. We are all so fortunate to be in a community that supports these activities, and we are grateful for their support.

As mandated by the Education Reform Act, the role of the School Council at Shaker Lane School is to formulate the School Improvement Plan and to review the school's budget. The members for 2006-2007 are: co-chairpersons, Richard Faherty, Principal and Bob O'Neill, Parent Representative; Liz Arimento, Parent Representative; Kelli Rogers, Parent Representative, Janice Tringale, Parent Representative, Karen Johnson, Staff Representative; Angela Spain, Staff Representative and Cathy Zwolinski, Staff Representative. The School Council is presently focusing on two district goals:

- Improve upon our challenging and comprehensive Prek-12 curriculum/instructional program that prepares students to meet their full potentials and meets the need of the 21st century workplace.
- Continue to develop and utilize a comprehensive ongoing, data driven assessment program to improve curriculum instruction, and programs as measured through multiple forms of student achievement outcomes.
- Cultivate an accepting, respectful, and responsive culture that honors differences and values high achievement, inspiring pride within our town and schools.

This year marks Shaker Lanes fourteenth year affiliated with Reading Recovery. Reading Recovery is an early intervention program for first graders who are at risk of low achievement in reading. This is the eleventh year Shaker Lane School has been a training site for area school districts. This year, under the direction of Sherrill Strickland, our Teacher Leader for Reading Recovery, thirty six teachers from different districts participate in continuing contact in Reading Recovery at Shaker Lane.

The interdependence of students, parents, teachers, and community is essential for the achievement of educational excellence in our child-centered school. The community feeling at Shaker Lane School is not only apparent in the interactions of students, but is visible amongst the staff as well. Our values of honesty, effort, acceptance, respect and taking responsibility (our HEART Program) extend throughout the school and are a driving force behind our decisions and actions.

Richard Faherty, Principal

RUSSELL STREET SCHOOL PRINCIPAL REPORT

The Russell Street School serving students in grade three through five is the second stage of the child's educational experience in Littleton, 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 382 students, we currently have six third grade, six fourth grade and five fifth grade classrooms with a class size average of 22 students in grades three and four and 25 students in grade five. We presently have 52 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 a classroom of students in grades two through five. This year we are fortunate to have one new fourth grade classroom teacher, Jamie Levin, resulting from fourth grade teacher, Tina Lorenzen assuming the math specialist position for grades one through five. Kathleen Ryan, is our reading tutor. Jessica Schoffel returned to Russell Street School from Shaker Lane, as a third grade teacher.

Our focus and major goal is to continuously improve at the Russell Street School. Our School Council, with staff, parent and community representatives developed a long range School Improvement Plan last

year and continue to oversee the implementation of the plan. Our talented teachers through their actions, course work, grade level meetings, parent meetings and professional interactions are focused on student learning. They 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.

Student performance on MCAS is a priority. Through test analysis and review we continue to identify areas of weakness and have worked to strengthen the curriculum in the content areas. With the No Child Left Behind Act MCAS tests were expanded at the third and fifth grade this year. MCAS tests administered now include grade three, reading and math; grade four, language arts, composition and math; and grade five, reading, math, science and technology, and social studies. MCAS results combined with assessment results in reading, writing and math will give us a comprehensive overview of how well our students are mastering the standards set at each grade level and what needs to be done for all children to meet the standards.

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 children that learning is important. We strive to foster an atmosphere of mutual respect, tolerance, and optimism wherein each child can develop positive self-image. Our focus on social development is fostered through monthly school wide themes in which teachers provide opportunities for activities and discussion to instill the qualities that will lead our children to become responsible citizens in their school and community. We meet as a school community once a month to celebrate our accomplishments and students' special talents.

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, Worcester Art Museum, 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.

We are once again fortunate to have the late bus option three days a week which allows many students to participate in our after school programs and help sessions with their teachers. Each year, Russell Street offers a variety of after-school enrichment activities for students to round out their educational opportunities at Russell Street. Along with Destination Imagination, Student Council Art Club and Sports Club this year we have added a drama club and an Around the World Club. All together we have about 200 students participating in clubs.

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 now wired for the Internet. Currently our computer lab has twenty-five new Hewlett Packard computers and at least one computer in each classroom. We also have a wireless mobile laptop unit with ten laptops that can be used in the classroom for special projects that integrate the use of technology into the curriculum. This year we now have a Smart Board, LCD projector and computer at grades four and five to provide the most up to date technology in the classroom. All of this technology has been purchased by our most supportive PTSA. Students are incorporating the use of computers and the Internet in researching and supporting academic areas being taught.

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In my fifth year as the Russell Street School Principal I am most appreciative of the support I have received from staff, students, parents and community. I would like to thank the Russell Street Staff for their support and the genuine excitement and dedication they demonstrate in working with their students. Our parents and PTSA have been exceptional in the support they give to our teachers and students. We thank you for all that you do, and the time the time they contribute to make our jobs easier. I would also like to extend my appreciation to our new superintendent Dr. Diane Bemis, and members of our School Committee for their support and commitment given to the children of Littleton.

Jane R. Hall, Principal

LITTLETON MIDDLE SCHOOL PRINCIPAL REPORT

The 2006 – 2007 school year evidenced our transition from the old Middle School/High School building built in 1957 to a new state of the art Middle School building. The addition of several new staff members in the areas of English/Language Arts, Mathematics, Science, Art, Special Education and the introduction of a health curriculum.

The foundation of any good middle school is the setup using grade level teaching teams working in conjunction with the Unified Arts staff. Each grade level team is made up of the four major subject areas, English/Language Arts, Mathematics, Science and Social Studies. A foreign language teacher is also assigned to each grade level team. In total, three foreign languages are offered, Spanish and French (grades 7, & 8) and Latin (grade 6). The daily schedule serves the variety of needs of our students and is conducive to delivering our curricula. A number of qualifying students are enrolled in the special education program. Subjects such as: Applied Math and Science, Art, Music, Physical Education, Reading, Computer and Health are available as unified arts curricula. Band and Chorus are offered to students who choose to participate in these programs.

A significant plus for our middle school is that on a daily basis the three grade level teams have the opportunity to meet and discuss teaching team issues, upcoming plans, parent conferences, student issues, professional development and curricula.

All of our Middle School teachers are actively involved in professional development on a variety of educational topics such as but not limited to: students' pre and post assessment, MCAS analysis and differentiation of instruction and other related educational topics and issues.

Each year the middle school holds parent/teacher conferences in November and in March. The November conferences are the traditional parent/teacher meeting. The March conferences are student-led. This is a different type of parent conference where students work with the teachers to recognize that student's strengths and weaknesses. The students then organize their personal information, facilitate the conference and work on a self improvement plan. The students are thoroughly invested in these conferences.

The middle school council and staff meet and develop the school improvement plan. This plan encompasses school and district goals and strategies for improvement.

A large portion of our student body is involved in the intramural and interscholastic sports programs. Offered to our students are football, field hockey, soccer, basketball, golf, baseball, softball, track and cheerleading. A wide variety of co-curricular clubs and groups are also offered such as Destination Imagination, Math Counts, Art Club, Cooking Club, Yearbook, Latin and Roman Culture Club, Drama Club, Reading Club, Student Council, and Roots and Shoots Science Program. Many of our students participate in our annual talent show, and the winter and spring band and chorus concerts.

During the course of the school year several events take place that involve our students such as Geography Bee, Spelling Bee, Reader's Digest Challenge and Magazine Drive. A highlight of the school year is the Turkey Trot – a food donation project for the Devens food Pantry, Loaves and Fishes. Students collected over four thousand items. The annual Coats for Kids drive is a charitable service

project involving our students. During the school year assembly programs are held on topics pertaining to our student body.

Our students, during the three years spent at the middle school, undergo a unique transformation. A time period where a combination of physical and physiological change happens. This is a unique time for our students and our parents.

The Littleton Middle School strives to meet the emotional and developmental needs of our students. Working with parents, students and the community, the staff strives to make Littleton Middle School one of the best middle schools in the area.

Kevin Moran, Principal

LITTLETON HIGH SCHOOL PRINCIPAL REPORT

From January through December 2006, the students, faculty, staff and parents enjoyed their fourth full year at the Littleton High School building on King Street. The graduating Class of 2006 was the first class to have spent their entire high school career in the new building. They celebrated this milestone with commencement exercises being held in the Vincent "Jim" Franco Performing Arts Center. Use of the building by community organizations and outside agencies continues to grow annually.

In January, our Guidance Counselors conducted workshops on the college admissions process and financial aid seminars for seniors and juniors. Guidance also hosted its second annual Alumni Day, a panel discussion for Senior students with graduates from the Class of 2006. The faculty continued to refine our detailed curriculum guides with specific learning objectives for each course offered. The departments at the high school completed work on common midyear assessments and undertook the task of completing data analysis on the results. The information gleaned from this work will guide us to improve instruction for all students. As a school community, we revised the Program of Study. The leadership team and non-departmentalized faculty recommended several new or reorganized courses: Statistics, Latin I, Health I and II, Photography II, Speech, Film Criticism, Writers' Workshop and Facing History and Ourselves. Seniors completed and submitted 358 college applications with a majority using our Naviance technology to assist them in the process. 253 applications were accepted, while a number of students elected to withdraw their applications upon learning of acceptance to another school or were waitlisted or deferred. An outstanding 87.4% of our graduates are attending a two or four year college. Our Assistant Principal, Ms. Carolyn Banach used national, state, and local data to develop both the Class of 2006 Annual Report and the 2006 Littleton High School Profile. Both were presented to the school committee. The Profile was sent out with all of our college applications this fall, and shared with local realtors to promote our school. Although the budget required us to eliminate programs and personnel, we continue to see major gains in technology integration and student achievement. We significantly expanded our Virtual High School participation. All students completing an Advanced Placement course via this program achieved a passing score on the exam.

Spirit Week activities ushered in the spring season. The National Honor Society hosted its annual Blood Drive. The Junior Prom was held at the Sheraton Four Points in Leominster. As the end of the school year approached, students took a record number of Advanced Placement exams, as our Advanced Placement program continues to thrive and expand. We also administered MCAS tests and final exams. Data generated from final exams was compared with midyear exams and used to improve student achievements. The Littleton Rotary once again interviewed several students in the class of 2008 and selected delegates to attend the Rotary Youth Leadership Conference, a residential weekend leadership experience at Nichols College.

The Parent, Teacher Association (PTA) was invaluable in their support of our students and programs. They generously donated time and money to support our people and programs. They assisted with faculty recognitions, buying each teacher a travel coffee mug to begin the year. They aided with the second annual Freshmen Orientation held in August and significantly assisted with the Senior Sendoff. The

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Littleton Rotary purchased LHS Class of 2010 t-shirts for the incoming freshmen class as part of the Freshmen Orientation program. The Littleton Youth Sports Association (LYSA) continued its considerable service and contributions to the athletic programs at the high school. The Littleton Electric Light and Water Department generously donated to our school and the athletic program buying a scoring table for the gym. The Littleton Scholarship Trust raised over \$110,000 for scholarships to graduates and alumni of Littleton High School. Our second year offering Senior Project, a student directed course with a significant component of community service learning, was very successful. Two additional Littleton High School teachers were trained to support this course.

Given a number of retirements and some program changes, we hired several new faculty at Littleton High School for the 2006-2007 academic year: Kelley Ogden; Mathematics teacher; Elizabeth Barry – English teacher; Matthew Allen – English Teacher; Nelina Backman – English Department Head; Brian Spadafino – Special Education teacher; Elizabeth Kelly – Latin and English teacher (.6) Martha Garrett – Spanish and Reading teacher (.8); Brian Tata – Library Media Specialist and Yearbook advisor; Stephen Bergman – Chorus and drama teacher; John Steere – Guidance Counselor and Jan Nolan – Guidance Intern for a second year. We were also fortunate to begin the year with a Fulbright Exchange teacher from Argentina, Sra. Adriana Diaz. Ms. Price, our Spanish teacher, went to Argentina to complete the exchange. Prior to the opening of school, we once again sponsored a Freshman Orientation program to better prepare incoming 9th grade students for the high school experience. In September we hosted Back-to-School Night, replete with an opening assembly in the auditorium where all faculty and staff members were introduced to the parents in attendance.

The Fall Homecoming week activities included the pep rally, athletic contests, and dance. Michael Lynn, Director of Athletics, continues to do an outstanding job in establishing a solid foundation from which our athletic programs can grow. Our fall sports teams had some of the most successful and impressive records to date. Several teams won the Midwatch League Championship. The traditional Thanksgiving football rivalry between Littleton and Ayer continued. Academically, students who were named to the Principals list for the first quarter were recognized with a breakfast reception with their parents. The High School hosted a School Committee dialogue night with the focus being an overview of the Virtual High School curriculum and the enhancements to this program.

The past year has been rife with advancements in academic achievement for the students at Littleton High School. The number one school improvement plan goal “increasing academic achievement for all students” recognizes several gains over the last year. The number of students making the Principal’s List and the Honor Roll remained constant while the number of students earning lower grades (D’s and F’s) decreased significantly. We noted an increase in scores in both the Verbal and Mathematics sections of the SAT exam. Participation in our Advanced Placement program improved while simultaneously the number of students achieving a passing score on exams also increased. We also saw the number of students being named AP Scholars by the College Board double. Our school improvement plan goal of “ensuring a safe culture and climate” received a huge boost when 96% of students surveyed this fall reported “feeling safe” at Littleton High School.

2006 concluded with a Winter Holiday Concert performed by the Littleton High School Band and Chorus.

John J. Buckey, Principal

LITTLETON ENROLLMENT BY GRADES – OCTOBER 1, 2006

Grade	Boys	Girls	Total
PreK	27	25	52
K	59	60	119
T	11	12	23
1	59	72	131
2	68	61	129
3	53	67	120
4	64	72	136
5	67	58	125
6	45	57	102
7	62	67	129
8	50	53	103
9	53	45	98
10	58	51	109
11	41	50	91
12	33	55	88
TOTALS	750	805	1,555

TEN-YEAR HISTORY - ENROLLMENT

Year	Total Enrollment October 1	Number Increase/Decrease	Percent Increase/Decrease
1992	1,079	+82	+8.2
1993	1,160	+81	+7.5
1994	1,223	+63	+5.4
1995	1,277	+54	+4.4
1996	1,304	+27	+2.1
1997	1,328	+24	+1.8
1998	1,381	+53	+4
1999	1,425	+44	+3.2
2000	1,471	+46	+3.2
2001	1,526	+55	+3.7
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

Number of School Choice (non-resident) students attending Littleton Public Schools during 2005-2006 school year: 29

Number of Littleton Students at Nashoba Valley Technical School: 40

Students from Littleton attending special classes in out of district schools: 30

Littleton Public Schools – District Report Card

Test Success Indicators	Three Year Success Goal	SY 03-04	SY 04-05	SY 05-06 Target	SY 06-07 Target
MCAS – ELA Agg./SPED CPI	NCLB				

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District	95.6/83.6	90.4/68.5	92.6/78.0	94.1/80.8	95.6/83.6
Russell Street	93.4/81.6	89.1/65.0	90.2/75.0	91.8/78.3	93.4/81.6
Middle School	99.8/91.1	92.4/72.6	97.0/86.1	98.4/88.6	99.8/91.1
High School	99.8/86.3	94.7/81.3	96.2/81.3	98/83.8	99.8/86.3
MCAS - Math Agg./SPED CPI	NCLB				
District	91.9/60.3	80.5/51.4	84.9/51.1	88.4/55.7	91.9/60.3
Russell Street	92.1/71.3	80.1/49.4	85.5/60.7	88.8/66	92.1/71.3
Middle School	94.4/61.2	80.7/44.5	85.6/49.2	90/55.2	94.4/61.2
High School	94.6/79	85.9/79.2	88.2/46.9	91.4/63	94.6/79
MCAS - ELA Advanced %	MA Top Ten				
Grade 4	23	10	18	20	23
Grade 7	20	8	14	17	20
Grade 10	51	36	39	45	51
MCAS - Math Advanced %	MA Top Ten				
Grade 4	30	19	26	28	30
Grade 6	42	28	34	38	42
Grade 8	31	17	20	25	31
Grade 10	43	47	49	51	53
NCLB Adequate Yearly Prog.					
District English Agg./SPED	Yes/Yes	Yes/Yes	Yes/Yes	Yes/Yes	Yes/Yes
District Math Agg./SPED	Yes/Yes	Yes/No	Yes/ Yes	Yes/Yes	Yes/Yes

Student Success Indicators	Three Year Success Goal	SY 03-04	SY 04-05	SY 05-06 Target	SY 06-07 Target
MCAS Grade 10 Pass % on First Attempt/Final	96/100	90/100	93/100	95/100	96/100
AP Participation - % of Jr./Sen.	35	28.1	30	35	37
AP Pass - % of Tests Taken	70	63	60	65	70
Number of AP Courses	10	5	8+ Virt. HS	9+VHS	10+VHS
MS/HS Extra Curr. Participation %	85	80	76	83	85

Dropout rate %	0	.6	.1	0	0
Discipline Incidents	20	27	33	25	20
Students opting out Priv.-Choice % / Chart.%	5/2	6.7/2.7	7.3/3.3	6.5/2.5	5/2

Staff Indicators	Three Year Success Goal	SY 03-04	SY 04-05	SY 05-06 Target	SY 06-07 Target
Association Grievances	0	0	0	0	0

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Other Data to Monitor		SY 03-04	SY 04-05	SY 05-06	SY 06-07
				Target	Target
Gr. 3 Reading Proficiency %	MA-523; Nat-518 MA-518; Nat-508	84	78	85	87
SAT 1 Participation %		96	87	96	98
Math Score		533	546	550	555
Verbal Score		533	534	540	545
SAT 2 Participation %		22	36	40	42
4-Year /2-Year College %		78.4/20.2	70/20	83/15	86/12
Accepted to 1 st Choice %		77	78	80	82
Student Daily Attend. %		95.5	96.01	97	98
Elementary		96.4	96.91	98	98
Middle		95.2	96.26	97	98
High		93.8	94.87	96	98
Staff Attendance %		95.1	95	97	98
A-B Computer / Students		1/5	1/5	1/5	1/5
Community Based Learning Hours Per Sr. Student		44	124	60	62
Number of Volunteers		438	432	450	470
Ind. / Org. Partnerships		5	6	7	8
Staff Resignations % (Prof. Reasons % / Total)					
Professional Staff		N/A	10% 1/11	0	0
Support Staff		N/A	0% 0/7	0	0

TAX COLLECTOR

Below is a list of tax balances as of January 1, 2006 and ending December 31, 2006, reported by year.

	Debit	Credit	Uncollected
Tax Year 2002			
<u>Uncollected as of January 1, 2006</u>			
Personal Property	432.00		
Motor Vehicle Excise	614.80		
Excise Commitment	3,025.00		
Rescind of Abatement	<u>242.61</u>		
Total Debit	\$4,314.41		

Collected

Motor Vehicle Excise 3,290.11

Abated

Total Credit **\$3,290.11**

Uncollected as of 12/31/2006

Personal Property	432.00
Motor Vehicle Excise	<u>592.30</u>
Total Uncollected	\$1,024.30

Tax Year 2003

Uncollected as of January 1, 2006

Personal Property	326.80
Motor Vehicle Excise	2,066.16
Excise commitment	2,837.50
Rescind of Abatement	313.96
Refunds	<u>217.50</u>
Total Debit	\$5,761.92

Collected

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	Debit	Credit	Uncollected
Motor Vehicle Excise		3,660.11	
<u>Abated</u>			
Motor Vehicle Excise		<u>163.75</u>	
Total Credit		\$3,823.86	

Uncollected as of December 31, 2006

Personal Property	326.80
Motor Vehicle Excise	<u>1,611.26</u>
Total Uncollected	\$1,938.06

Tax Year 2004

Uncollected as of January 31, 2006

Personal Property	204.30
Motor Vehicle Excise	18,417.97
New Commitment	2,837.50
Refunds	340.64
Rescind of Abatement	<u>41.25</u>
Total Debit	\$21,841.66

Collected

Motor Vehicle Excise	13,780.68
<u>Abated</u>	
Motor Vehicle Excise	<u>340.64</u>
Total Credit	\$14,121.32

Uncollected as of December 31, 2006

Personal Property	204.30
Motor Vehicle Excise	<u>7,516.04</u>
Total Uncollected	\$7,720.34

	Debit	Credit	Uncollected
Tax Year 2005			
<u>Uncollected as of January 1, 2006</u>			
Motor Vehicle Excise	47,393.14		
New Commitments	23,380.22		
Refunds	<u>3,861.17</u>		
Total Debit	\$74,634.53		
<u>Collected</u>			
Motor Vehicle Excise		61,106.62	
<u>Abated</u>			
Motor Vehicle Excise		<u>4,699.09</u>	
Total Credit		\$65,805.71	
<u>Uncollected as of December 31, 2006</u>			
Personal Property			0.00
Motor Vehicle Excise			<u>8,828.82</u>
Total Uncollected			\$8,828.82
Tax Year 2006			
<u>Uncollected as of January 1, 2006</u>			
Real Estate	15,034,015.86		
Street Betterment	706.70		
Street Interest	385.34		
Water Betterment	15,164.64		
Water Betterment Interest	5,568.87		
Septic Betterment	6,581.09		
Septic Betterment Interest	4,859.30		
Water Lien	321.80		
Lien Charge	25.00		
Supplemental Real Estate	52,012.26		

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	Debit	Credit	Uncollected
Personal Property	287,624.91		
Motor Vehicle Excise	1,122,151.64		
Refunds	<u>106,064.53</u>		
Total Debit	\$16,635,481.94		

Collected

Real Estate	15,022,007.11
Street Betterment	706.70
Street Betterment Int.	385.34
Water Betterment	15,164.64
Water Betterment Int.	5,568.87
Septic Betterment	6,581.09
Septic Betterment Int.	4,859.30
Water Lien	321.80
Lien Charge	25.00
Personal Property	282,983.94
Motor Vehicle Excise	1,074,014.23

Abated

Real Estate	98,165.86
Personal Property	15,480.95
Motor Vehicle Excise	34,061.88
Deferred Real Estate	2,863.58

Tax Title

Real Estate	<u>6,397.79</u>
Total Credit	\$16,569,588.08

Uncollected as of December 31, 2006

Real Estate	30,900.58
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	Debit	Credit	Uncollected
Personal Property			3,577.75
Motor Vehicle Excise			<u>31,415.53</u>
Total Uncollected			\$65,893.86

Tax Year 2007

Uncollected as of January 1, 2006

Real Estate	19,953,876.36
Street Betterment	1,014.92
Street Betterment Interest	468.46
Water Betterment	24,404.93
Water Betterment Interest	6,202.03
Septic Betterment	10,163.34
Septic Betterment Interest	6,950.02
Electric Lien	295.80
Water Lien	185.30
Lien Charges	75.00
Personal Property	442,117.72
Roll Back 61A	43,692.29
Municipal Lien Certificates	8,650.00
Registry Marking	5,420.00
Tax Collector Fees	13,730.00
Betterment Releases	28.00
Motor Coach Fees	11,232.00
Tax Title Advertising	192.50
Adv Street Betterment	711.47
Adv Street Bett Interest	40.49
Adv Water Betterment	7,020.38
Adv Water Bett Interest	301.07
Duplicate Bill Fee	3,672.00
Interest	63,585.53
Refunds	<u>3,012.84</u>

Town of Littleton

	Debit	Credit	Uncollected
Total Debit	\$20,607,042.45		
<u>Collected</u>			
Real Estate		9,078,984.24	
Roll Back 61A		43,692.29	
Personal Property		205,052.16	
Municipal Lien Cert		8,650.00	
Registry Marking		5,420.00	
Tax Collector Fees		13,730.00	
Betterment Release		28.00	
Motor Coach Fees		11,232.00	
Tax Title Advertising		192.50	
Adv. Street Betterment		711.47	
Adv. Street Betterment Int.		40.49	
Adv. Water Betterment		7,020.38	
Adv. Water Betterment Int		301.07	
Duplicate Bill Fee		3,672.00	
Interest		<u>63,585.53</u>	
Total Credit		\$9,442,312.13	

Uncollected as of December 31, 2006

Real Estate	10,877,904.96
Street Betterment	1,014.92
Street Betterment Int.	468.46
Water Betterment	24,404.93
Water Betterment Int.	6,202.03
Septic Betterment	10,163.34
Septic Betterment Int.	6,950.02

	Debit	Credit	Uncollected
Electric Lien			295.80
Water Lien			185.30
Lien Charge			75.00
Personal Property			<u>237,065.56</u>
Total Uncollected			\$11,164,730.32

Respectfully submitted,

Rebecca Jean Quinn, Tax Collector

Ten Real Estate parcels were taken for tax title in January of 2007, the treasurer now has these accounts. Personal property balances are all owed by Jake's Auto Body for the years of 2002, 2003 and 2004. Outstanding Personal Property for 2006 are Jared Stoalazzi and West Ridge Networks. Motor vehicle excise is marked at the Registry of Motor Vehicles and no longer listed as part of this report. To obtain a balance on outstanding motor vehicle excise taxes call the office of the Tax Collector at 978-952-2349 or if you are marked at the Registry of Motor Vehicles call the Deputy Collector, Kevin Bolduc at 978-970-1400 ext 203.

VETERAN'S AGENT

The Office of the Veterans Agent is an extension of the Massachusetts Department of Veterans Services. The Veterans Agent provides information, advice, and assistance regarding eligibility for a wide range of state and federal benefits for veterans, their dependents, widows and children of deceased veterans.

Indigent 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 benefits/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 enter Veterans Services in the search box, or come by the office for a talk.

During this calendar year, all requests for assistance have been processed or passed to other agencies for the needed help. All veteran's graves have been visited, marked and had a flag placed for Memorial Day. The War Memorials have been suitably maintained.

There were thirteen (13) burials for veterans in Westlawn Cemetery this year. We honor their service and mark their passing below:

Eros E. Sacchetti	U.S. NAVY	WWII
John S. Lyons Sr.	U.S. ARMY	WWII
Charles Forbes Kaye	U.S. AIR FORCE	KOREA
Allen Bennett Sanderson	U.S. ARMY	KOREA
Richard Paul Noviello	U.S. AIR FORCE	VIETNAM
Albert E. Prehl Jr.	U.S. AIR FORCE	KOREA
George W. Dewey	U.S. NAVY	WWII
John P. Littlefield	U.S. ARMY	KOREA
Bernard C. McCarthy	U.S. NAVY	WWII
Thomas J. Burbine	U.S. ARMY	WWII
Russell P. Wilson	U.S. AIR FORCE	VIETNAM
John Boothman Clyde	U.S. ARMY	KOREA
Harry F. Sprong	U.S. ARMY	WWII

Veterans in need of assistance or information may contact me at 978-952-2325 or e-mail McRae@Littletonma.org . You may always visit the office in Room 222 at the Town House between 9:00a.m and Noon on Monday's and Thursday's.

Respectfully,

Allen McRae, Veterans Agent

TOWN CLERK

The vitals for the Town 2006

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 individuals as well as help 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.

Births 100
Marriages 26
Deaths 80

Population as of February 7, 2007 is 8858
Registered Voters 5511;
Non-Registered Voters 3347

ANNUAL ELECTION - MAY 6, 2006

Pursuant to the warrant and the Constable's return thereon, the polls were opened at 8:00 a.m. by Mildred McGovern, Election Warden. The ballot box was examined by the Constable and presiding officer, set at 0 and so recorded. The polls closed at 8:00 p.m.

Total names as having voted:

Precinct 1	689
Precinct 2	674
Precinct 3	<u>685</u>
Total Votes Cast:	2,048

MODERATOR	One Year Term	VOTE FOR ONE
Charles F. Kaye	Candidate for Re-election	1,578
72 Foster Street		
Blanks		470

TREASURER	Three Year Term	VOTE FOR ONE
Donald P. Armstrong		1,511
15 Moore Lane		

Town of Littleton

Blanks		537
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SELECTMAN	Three Year Term	VOTE FOR ONE
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Paul J. Glavey	Candidate for Re-election	972
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54 New Estate Road

Alexander S. McCurdy		1,033
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100 Harvard Road

Blanks		43
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BOARD OF ASSESSORS	Three Year Term	VOTE FOR TWO
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Brian Wright	Candidate for Re-election	1,388
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101 Taylor Street

William E. Ingham		1,272
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4 Brandy Hollow

Blanks		1,436
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CEMETERY COMMIMSSIONER Three Year Term VOTE FOR ONE

Susan Fougstedt	Candidate for Re-election	1,567
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22 Mill Road

Blanks		481
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ELECTRIC LIGHT	Three Year Term	VOTE FOR TWO
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COMMISSIONER

Craig Gruskowski	Candidate for Re-election	1,427
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336 King Street

Bruce Trumbull	Candidate for Re-election	1,329
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29 Mill Road

Donald MacIver		712
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43 Foster Street

Blanks		628
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WATER COMMISSIONER	Three Year Term	VOTE FOR TWO
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Craig Gruskowski	Candidate for Re-election	1,376
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336 King Street

Bruce Trumbull	Candidate for Re-election	1,318
29 Mill Road		
Donald MacIver		712
43 Foster Street		
Blanks		690

SCHOOL COMMITTEE	Three Year Term	VOTE FOR TWO
Paul J. Avella		1,249
94 Grist Mill Road		
Michael Fontanella		1,404
213 Harwood Avenue		
Joseph F. Gaffney		540
12 Moore Lane		
Brian Tarbox		201
16 Fletcher Lane		
Karen B. Hannifin		70
92 New Estate Road		
Blanks		632

COMMISSIONER OF TRUST FUNDS	Three Year Term	VOTE FOR ONE
Glen R. MacNeil		1,461
10 Oak Hill Road		
Blanks		587

PARK AND RECREATION COMMISSIONER	Three Year Term	VOTE FOR TWO
Frederick Freund	Candidate for Re-election	1,476
45 Birch Road		
W. Brian Richter	Candidate for Re-election	1,526
139 Whitcomb Avenue		
Blanks		1,094

PARK AND RECREATION COMMISSIONER	Two Year Term	VOTE FOR ONE
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Town of Littleton

Geralyn A. Miller	1,577
21 New Estate Road	
Blanks	471

BOARD OF HEALTH Three Year Term	VOTE FOR ONE
Peter A. Yapp	1,433
415 Newtown Road	
Blanks	615

LIBRARY TRUSTEE Three Year Term	VOTE FOR TWO
Cheryl Hardy-Faraci	Candidate for Re-election 1,461
8 Moore Lane	
Debra Jean Rhodes	1,448
141 Goldsmith Street	
Blanks	1,187

PLANNING BOARD	Five Year Term	VOTE FOR ONE
Janet LaVigne	Candidate for Re-election 1,476	
66 Hartwell Avenue		
Blanks	572	

HOUSING AUTHORITY	Five Year Term	VOTE FOR ONE
Andrew Sohn	Candidate for Re-election 1,447	
5 Stoney Stream Lane		
Blanks	601	

HOUSING AUTHORITY	Two Year Term	VOTE FOR ONE
Michael Morey	Write-in 8	
50 New Estate Road		
Blanks	2,040	

QUESTION 1:

Shall the Town of Littleton be allowed to assess an additional \$221,000.00 in real estate and personal property taxes for the purpose of purchasing new and refurbishing capital equipments, (specifically: a new sweeper for \$124,000.00, refurbishment of a dump/sander for \$15,000.00, and new trash compactors for \$82,000.00) for the Highway Department for the fiscal year beginning July 1, 2006?

Yes	946
No	943
Blanks	159

QUESTION 2:

Shall the Town of Littleton be allowed to assess an additional \$400,000.00 in real estate and personal property taxes for the purpose of purchasing a new pumper/rescue truck for the Fire Department for the fiscal year beginning July 1, 2006?

Yes	1,119
No	781
Blanks	148

Attest:

A True Copy

LINDA A. KNUPP, Town Clerk

**SPECIAL TOWN MEETING MOTIONS
MONDAY, MAY 8, 2006**

ARTICLE 1:

No affirmative action taken.

ARTICLE 2:

Unanimously voted that the Town vote to transfer from surplus funds in some departments, the sum of \$59,208.00 to be used in conjunction with funds appropriated under current fiscal year budgets to cover the shortfall that would otherwise exist in the Fiscal Year 2006 budget of other departments:

GENERAL FUND TRANSFERS

<u>Transfer from:</u>	<u>Amount:</u>	<u>Transfer to:</u>
Cemetery Salaries (490-51130)	\$ 9,000.00	Cemetery Expenses (490-52990)
Facilities Wages (191-51750)	\$ 5,000.00	Facilities Maintenance (191-52020)
Property/Liability Insurance (193-57500)	\$25,000.00	Facility Maintenance (191-52020)
Town Reports (196-52280)	\$ 3,000.00	Facility Maintenance (191-52020)
Telecontrol (198-52150)	\$15,000.00	Legal Fees (111-52480)
Town Reports (196-52280)	\$ 2,208.00	Library Materials (610-52791)

ARTICLE 3:

Unanimously voted that the Town vote to transfer from available funds, the sum of \$107,473.70 as follows:

<u>Transfer from:</u>	<u>Amount:</u>	<u>Transfer to:</u>
122-61413, Prior Year Bills	\$1,324.00	111-52480 Legal fees
138-60438, FY06 Unemployment	\$43,465.00	132-57300, Reserve Fund
301-52760, NVTHS Assessment	\$6,200.00	111-52480, Legal fees
300-3024, FY99 Pumper	\$5,662.84	General Fund
300-3045, FY02 Resource Truck	\$777.84	General Fund

300-3049, Water Quality Park	\$45,000.00	Town Beach paving/drainage
300-3035, Highway Capital	\$5,044.02	General Fund

ARTICLE 4:

Unanimously voted that the Town vote to transfer from the reserve fund (100-0132-1-057300) to the salary accounts for all non-union employees in the following departments: Accounting, Assessors, Board of Health, Building Department, Conservation Commission, Council on Aging, Highway Department, Library, Park and Recreation, Selectmen, Tax Collector, Town Clerk and Treasurer, Elections/Registrations/ Town Administrator/ Custodian, Board of Appeals, Fire Department staff, the sum of \$28,500 which would give these non-union employees a \$.50 an hour increase.

The meeting was dissolved at 8:05 p.m.

Attest a True Copy:

Linda A. Knupp, Town Clerk

**ANNUAL TOWN MEETING MOTIONS
MONDAY, MAY 8, 2006**

Town Clerk Linda A. Knupp called the meeting to order at 7:00 p.m. Ms. Knupp announced that Moderator Charles F. Kaye was unable to be at this town meeting. Town Counsel Thomas Harrington explained the procedure to elect a temporary Town Moderator under MGL Chapter 39, Section 14. Judith Pickett moved that Timothy Goddard be elected as Temporary Town Moderator to serve until this annual town meeting is dissolved. The motion was seconded and unanimously voted by casting of a ballot by a resident of the town. The Town Clerk swore in Mr. Goddard to serve as Moderator until the Annual Town Meeting is dissolved.

Moderator Goddard introduced State Senator Pamela Resor who made a presentation to Raymond Cornish on behalf of the State Legislature for his 28 years on the Littleton Zoning Board of Appeals. Senator Resort also made a presentation to Charlotte Rafferty for her 20 years as the Administrative Assistant to the Zoning Board of Appeals.

ARTICLE 1: Officers to be Chosen

Unanimously voted that the following Officers be chosen for the year commencing May 8, 2006:

Poundkeeper: Timothy Harrison Whitcomb

Fence Viewers: William Farnsworth, Timothy Harrison Whitcomb, Joseph Knox

Field Drivers: Michael O'Malley, Raymond C. O'Neil

Surveyor of Timber & Measurer of Wood Bark: Henry Parlee

Measurers and Weighers of Grain, Hay, Coal and Livestock: Arthur D. Keown, Janet Keown, John Tarves

ARTICLE 2: Reports of Town Officers and Committees

Unanimously voted that the Town vote to accept all printed Reports of Town Officers and Committees as published in the Annual Report.

Motion was made and seconded to adjourn to the Special Town Meeting. Annual Town Meeting reconvened at 8:20 p.m.

ARTICLE 3: Street Lighting

Voted that the Town raise and appropriate the sum of \$12,000.00 for electricity to be used for street lighting and/or the electricity supplied to municipal buildings; and that the sum and income from the sale of electricity to private consumers 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 sums and said income shall exceed such expenses as the Electric Light Board may determine, such excess shall be transferred to the Construction Fund or other so designated account of said Plant and appropriated for such additions thereto as may be authorized by the Electric Light Board and the balance of said excess shall be returned to the Town Treasurer.

ARTICLE 4: FY2007 Budget

Unanimously voted that the Town raise and appropriate a sum or sums of money to defray the expenses of the various departments, and to fix the salary and compensation of all elected officials for Fiscal Year 2007 as follows:

LINE ITEM	EXPENDED FY 05	APPROPRIATED FY 06	RECOMMENDED FY07
GENERAL GOVERNMENT			
Moderator			
1. Moderator	\$0.00	\$0.00	\$100.00
Selectmen/Town Administrator			
2. Salaries and Wages	\$99,743.76	\$101,072.00	\$103,093.44
3. Expenses	\$13,983.89	\$14,700.00	\$14,700.00
4. Legal Expense	\$55,844.34	\$75,000.00	\$100,000.00
Town Accountant			
5. Salaries and Wages	\$68,560.00	\$68,560.00	\$91,332.84
6. Expenses	\$4,082.05	\$2,275.00	\$2,775.00
7. Audit Expense	\$21,750.00	\$21,750.00	\$26,950.00
Facilities Management			
8. Salaries and Wages	\$9,193.50	\$19,500.00	\$19,890.00

Town of Littleton

LINE ITEM	EXPENDED FY 05	APPROPRIATED FY 06	RECOMMENDED FY07
9. Expenses	\$188,384.42	\$196,500.00	\$242,500.00
Elections and Registrations			
10. Salaries	\$4,862.00	\$4,862.00	\$4,959.24
11. Expenses	\$10,359.71	\$6,370.00	\$7,500.00
Conservation Commission			
12. Clerk	\$15,000.00	\$15,000.00	\$15,300.00
13. Expenses	\$1,151.29	\$1,726.00	\$1,726.00
Treasurer			
14. Salaries and Wages	\$79,798.60	\$81,600.00	\$95,166.00
15. Expenses	\$11,040.79	\$5,963.00	\$6,843.00
16. Short Term Interest	\$67,711.35	\$153,600.00	\$669,600.00
17. Tax Title Expenses	\$8,099.49	\$12,000.00	\$12,000.00
Tax Collector			
18. Salaries and Wages	\$40,471.00	\$40,471.00	\$54,780.42
19. Expenses	\$8,462.48	\$8,505.00	\$8,500.00
Board of Assessors			
20. Salaries and Wages	\$119,932.20	\$119,976.00	\$122,375.52
21. Expenses	\$4,700.00	\$4,700.00	\$4,700.00
Town Clerk			
22. Salaries and Wages	\$41,833.00	\$41,833.00	\$56,169.66

LINE ITEM	EXPENDED FY 05	APPROPRIATED FY 06	RECOMMENDED FY07
23. Expenses	\$650.00	\$650.00	\$1,200.00
Planning Board			
24. Salaries and Wages	\$27,731.45	\$34,114.00	\$34,796.28
25. Expenses	\$643.07	\$1,197.00	\$1,225.00
Finance Committee			
26. Expenses	\$929.20	\$2,000.00	\$1,000.00
27. Reserve Fund	\$51,362.71	\$155,755.00	\$150,000.00
<hr/>			
TOTAL GENERAL GOVERNMENT	\$956,280.30	\$1,189,679.00	\$1,849,182.40
PROTECTION OF PERSONS AND PROPERTY			
Police Department			
28. Salaries and Wages	\$1,065,673.53	\$1,033,297.00	\$1,002,773.56
29. Expenses	\$61,753.61	\$69,252.00	\$73,220.00
30. Parking Clerk Expenses	\$0.00	\$0.00	\$0.00
Fire Department			
31. Salaries and Wages	\$525,513.05	\$542,834.00	\$549,981.00
32. Expenses	\$56,336.90	\$61,365.00	\$61,365.00
Transfer from Ambulance Receipts			(\$170,000.00)

Town of Littleton

LINE ITEM	EXPENDED FY 05	APPROPRIATED FY 06	RECOMMENDED FY07
Control Center			
33. Salaries and Wages	\$218,159.68	\$222,160.00	\$229,246.89
34. Expenses	\$15,092.67	\$18,352.00	\$19,352.00
Animal Control			
35. Contract Expenses	\$0.00	\$0.00	\$0.00
Transfer from B. Sampson Relief of Animals Fund			(\$500.00)
Emergency Management			
36. Emergency Management Agency	\$0.00	\$1,000.00	\$1,000.00
Sealer of Weights and Measures			
37. Expenses	\$0.00	\$0.00	\$0.00
Building Commissioner			
38. Salaries and Wages	\$67,291.00	\$75,291.00	\$76,796.82
39. Expenses	\$2,942.42	\$1,863.00	\$1,950.00
Board of Appeals			
40. Wages	\$3,698.46	\$3,730.00	\$3,804.60
41. Expenses	\$1,161.05	\$1,200.00	\$1,200.00
	-----	-----	-----
TOTAL PROTECTION OF	\$2,017,622.37	\$2,030,344.00	\$2,020,689.87

LINE ITEM	EXPENDED FY 05	APPROPRIATED FY 06	RECOMMENDED FY07
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PROPERTY

HEALTH AND SANITATION

Board of Health

42. Wages	\$21,421.08	\$22,243.00	\$22,687.86
43. Expenses	\$1,924.77	\$2,020.00	\$1,235.00
44. Animal Inspector	\$0.00	\$1,300.00	\$1,300.00
45. Town Nursing Salary	\$7,944.00	\$7,944.00	\$7,944.00
46. Eliot Clinic	\$3,780.00	\$3,780.00	\$3,780.00
47. Concord Family Services	\$0.00	\$0.00	\$0.00
	-----	-----	-----
TOTAL HEALTH AND SANITATION	\$35,069.85	\$37,287.00	\$36,946.86

HIGHWAYS

General Highways

48. Salaries	\$638,292.83	\$655,227.00	\$649,876.64
49. Expenses	\$340,882.67	\$405,416.00	\$438,172.00
50. Snow and Ice Removal - Expense	\$158,907.60	\$51,400.00	\$61,400.00
51. Snow and Ice Removal - Overtime salaries	\$113,140.04	\$51,700.00	\$61,700.00
Transfer from Transfer Station Stickers			
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Town of Littleton

LINE ITEM	EXPENDED FY 05	APPROPRIATED FY 06	RECOMMENDED FY07
TOTAL HIGHWAYS	\$1,251,223.14	\$1,163,743.00	\$1,211,148.64
Cemetery Department			
52. Salaries and Wages	\$87,649.74	\$96,656.00	\$92,420.16
53. Expenses	\$38,145.69	\$29,160.00	\$27,700.00
Transfer from Sale of Lots			(\$12,000.00)
Transfer from Interest on Perpetual Care			(\$13,000.00)
Transfer from Perpetual Care Trust			(\$87,000.00)
Transfer from Grave Openings			(\$18,800.00)
	-----	-----	-----
TOTAL CEMETERIES	\$125,795.43	\$125,816.00	\$120,120.16
Veteran's Services			
54. Benefits and Services	\$2,463.28	\$1,000.00	\$12,000.00
55. Veteran's Agent Salary	\$2,500.00	\$2,500.00	\$5,000.00
56. Expenses	\$155.00	\$750.00	\$750.00
	-----	-----	-----
TOTAL VETERAN'S SERVICES	\$5,118.28	\$4,250.00	\$17,750.00
Reuben Hoar Library			
57. Salaries and Wages	\$296,885.67	\$299,076.00	\$305,057.52
58. Expenses	\$88,676.00	\$83,853.00	\$77,411.00
Transfer from Library Trust funds			(\$15,000.00)
	-----	-----	-----
TOTAL LIBRARY	\$385,561.67	\$382,929.00	\$382,468.52

LINE ITEM	EXPENDED FY 05	APPROPRIATED FY 06	RECOMMENDED FY07
Council on Aging			
59. Salaries and Wages	\$47,790.38	\$49,330.00	\$50,316.60
60. Expenses	\$15,957.32	\$16,389.00	\$16,389.00
	-----	-----	-----
TOTAL COUNCIL ON AGING	\$63,747.70	\$65,719.00	\$66,705.60
Park and Recreation Department			
61. Salaries and Wages	\$69,020.98	\$69,213.00	\$70,597.26
62. Expenses	\$2,963.00	\$2,963.00	\$2,963.00
	-----	-----	-----
TOTAL RECREATION DEPARTMENT	\$71,983.98	\$72,176.00	\$73,560.26
Pensions and Benefits			
63. County Retirement	\$610,493.50	\$851,397.00	\$910,203.00
64. Group Insurance	\$2,107,273.14	\$2,148,199.00	\$2,352,419.00
	-----	-----	-----
TOTAL PENSIONS AND BENEFITS	\$2,717,766.64	\$2,999,596.00	\$3,262,622.00
Unclassified			
65. Gasoline	\$78,323.16	\$90,000.00	\$100,000.00
66. Insurance	\$230,255.18	\$275,000.00	\$316,250.00
67. Memorial Day	\$500.00	\$500.00	\$500.00
68. Patriots' Day	\$35.00	\$50.00	\$50.00

Town of Littleton

LINE ITEM	EXPENDED FY 05	APPROPRIATED FY 06	RECOMMENDED FY07
69. Historical Commission	\$645.42	\$700.00	\$700.00
70. Merrimack Valley Library Consortium	\$0.00	\$0.00	\$10,000.00
71. Telephone - Town Offices	\$48,093.73	\$60,000.00	\$60,000.00
72. Town Reports	\$7,000.00	\$7,000.00	\$7,000.00
73. Commission on Disabilities	\$0.00	\$0.00	\$0.00
74. Wastewater Management	\$0.00	\$46,200.00	\$46,200.00
	-----	-----	-----
TOTAL UNCLASSIFIED	\$364,852.49	\$479,450.00	\$540,700.00
School Department			
75. Salaries and Expenses	\$12,180,000.00	\$12,466,315.00	\$13,058,998.00
Transfer from L.H. Zappay Fund			(\$200.00)
Transfer from Hildreth Fund			(\$1,500.00)
Transfer from Goldsmith Fund			(\$100.00)
Transfer from Johnson School Fund			(\$200.00)
	-----	-----	-----
TOTAL SCHOOL DEPARTMENT	\$12,180,000.00	\$12,466,315.00	\$13,058,998.00

LINE ITEMS NOT REQUIRING A VOTE

Assessments

76. Nashoba Valley Technical School	\$166,015.00	\$277,330.00	\$426,573.00
77. Nashoba Board of Health	\$20,415.00	\$20,415.00	\$20,415.00

LINE ITEM	EXPENDED FY 05	APPROPRIATED FY 06	RECOMMENDED FY07
78. B&M Crossing Maintenance	\$2,805.62	\$2,806.00	\$2,806.00
	-----	-----	-----
TOTAL ASSESSMENTS	\$189,235.62	\$300,551.00	\$449,794.00
79. Debt and Interest	\$3,589,278.38	\$3,937,307.00	\$3,736,693.00
Transfer from Stabilization Fund			(\$679,316.00)
Transfer from Electric Light Operating Cash Account			(\$220,870.00)
Transfer from Self Help Reimbursement			(\$18,000.00)
Transfer from Oak Hill Cell Tower fund			(\$40,000.00)
Transfer from Newtown Hill Cell Tower fund			(\$64,029.00)
Transfer from Clean Lakes Fund			(\$34,930.00)
	-----	-----	-----
TOTAL NOT REQUIRING A VOTE	\$3,778,514.00	\$4,237,858.00	\$4,186,487.00
TOTAL MUNICIPAL BUDGET	\$23,953,535.85	\$25,255,162.00	\$26,829,930.62
WATER DEPARTMENT (ENTERPRISE FUND)			
Salaries and Wages	\$537,300.00	\$553,439.00	\$575,577.00
Expenses	\$709,600.00	\$727,560.00	\$727,560.00
Debt Service	\$464,499.00	\$450,777.00	\$420,323.00
Reserve Fund	\$100,000.00	\$100,000.00	\$100,000.00
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LINE ITEM	EXPENDED FY 05	APPROPRIATED FY 06	RECOMMENDED FY07
TOTAL WATER DEPARTMENT	\$1,811,399.00	\$1,831,776.00	\$1,823,460.00
TOTAL ARTICLE 4	\$25,764,934.85	\$27,086,938.00	\$28,653,390.62

ARTICLE 5: Wage/Salary Adjustments

Passed by majority vote to raise and appropriate the sum of \$74,200.00 for the purpose of providing FY2007 wage/salary adjustments for Town employees.

ARTICLE 6: Highway Department Capital Equipment

Unanimously voted to raise and appropriate the sum of \$221,000.00 for the purpose of purchasing new and refurbishing Highway Department capital equipment as follows:

1. New Street Sweeper - \$124,000.00
2. Refurbishment of a dump/sander truck - \$15,000.00
3. New trash containers/compactors - \$75,500.00
4. Flail Mower - \$6,500.00

Provided, however, that said appropriation shall not take effect until the Town votes to exempt the amounts authorized by this vote from the limitation on total taxes imposed by Chapter 59, Section 21C of the General Laws (Proposition 2 1/2).

ARTICLE 7: New Pumper/Rescue Truck for Fire Department

Unanimously voted to raise and appropriate the sum of \$400,000.00 for the purpose of purchasing a new pumper/rescue truck for the Fire Department; provided, however, that said appropriation shall not take effect until the Town votes to exempt the amounts authorized by this vote from the limitation on total taxes imposed by Chapter 59, Section 21C of the General Laws (Proposition 2 1/2).

ARTICLE 8: Road Reconstruction and Infrastructure Improvements

Passed by majority vote to raise and appropriate the sum of \$100,000.00 for the purpose of funding road reconstruction and infrastructure improvements by the Highway Department.

ARTICLE 9: Road Repair Account

Passed by majority vote to raise and appropriate the sum of \$70,000.00 for the Road Repair account.

ARTICLE 10: Wastewater, Stormwater, Village District Study

No affirmative action taken.

ARTICLE 11: Amend Section 173-61 Zoning Bylaw

No affirmative action taken.

ARTICLE 12: Change Date of Annual Election and Annual Town Meeting

Passed by majority vote to amend Chapter 41 of the Town Code, by deleting Section 41-1 thereof in its entirety and, replacing it, with the following:

§41-1 Dates when held

The Annual Town Meeting shall be held on the first Saturday in May followed by the Annual Town Election on the second Saturday in May.

ARTICLE 13: Transfer of Care And Control of Land to Housing Authority

No affirmative action taken.

ARTICLE 14: Establish Agricultural Commission

Passed by majority vote to establish the formation of an Agricultural Commission which will support agriculture and enhance open space in the Town of Littleton, as follows:

AGRICULTURAL COMMISSION

To see if the Town will vote to establish an Agricultural Commission to represent the Littleton farming community.

Said Commission once appointed shall develop a work plan to guide its activities. Such activities include, but are not limited, to the following:

shall serve as facilitators for encouraging the pursuit of agriculture in Littleton;
shall promote agricultural-based economic opportunities in Town;
shall act as mediators, advocates, educators, and/or negotiators on farming issues;
shall work for preservation of prime agricultural lands; and
shall pursue all initiatives appropriate to creating a sustainable agricultural community.

The Commission shall consist of seven members appointed by the Board of Selectmen. The Commission will consist of a minimum of:

- four members whose prime source of income is derived from farming or agricultural-based enterprises in Littleton and another three who are interested in farming.
- three members for a term of three years;
- two members for a term of two years and three thereafter; and

Town of Littleton

- two members for a one year term, and three years thereafter.

The appointing authority shall fill a vacancy based on the unexpired term of the vacancy in order to maintain the cycle of appointments, based on recommendations of the Commission.

1. Appointing authority: Board of Selectmen
2. Establish number of members of Commission: 7 plus 5 alternates
3. Establish terms of service: staggered, see above
4. Establish whether members must be Town residents: No
5. Method for filling vacancies: Board of Selectmen
6. Purpose for the Commission: To represent the Littleton farming community
7. Guide principles for Commission appointment: Members should:
 - represent Town geographically,
 - represent the diversity and scale of agricultural businesses,
 - represent the diversity of the Town's population,
 - encourage next generation farmers.

The overall intent is to be inclusive not exclusive.

Mission: Promote agricultural-based economic opportunities; preserve, revitalize and sustain the Littleton agricultural industry, and encourage the pursuit of agriculture as a career opportunity and lifestyle.

ARTICLE 15: Right to Farm Bylaw added to Town Code

Passed by majority vote to enact the following new general bylaw to be inserted into the Town Code:

RIGHT TO FARM BYLAW

Section 1 Legislative Purpose and Intent

The purpose and intent of this By-law is to state with emphasis the Right to Farm accorded to all citizens of the Commonwealth under Article 97 of the Constitution, and all state statutes and regulations there under including but not limited to Massachusetts General Laws Chapter 40A, Section 3, Paragraph 1: Chapter 90, Section 9, Chapter 111, Section 125A and Chapter 128 Section 1A. We the citizens of Littleton restate and republish these rights pursuant to the town's authority conferred by Article 89 of the Articles of Amendment of the Massachusetts Constitution ("Home Rule Amendment")

This General By-law encourages the pursuit of agriculture, promotes agriculture-based economic opportunities, and protects farmlands within the Town of Littleton by allowing agricultural uses and related activities to function with minimal conflict with abutters and Town agencies. This By-law shall apply to all jurisdictional areas within the Town.

Section 2 Definitions

The word "farm" shall include any parcel or contiguous parcels of land, or water bodies used for the primary purpose of commercial agriculture, or accessory thereto.

The words "farming" or "agriculture" or their derivatives shall include, but not be limited to the following:

farming in all its branches and cultivation and tillage of the soil;

dairying;

production, cultivation, growing, and harvesting of any agricultural, aquacultural, floricultural, viticultural, or horticultural commodities;

growing and harvesting of forest products upon forest land, and any other forestry of lumbering operations;

raising of livestock including horses;

keeping of horses as a commercial enterprise;

keeping and raising of poultry, swine, cattle, ratites (such as emus, ostriches and rheas) and camelids (such as llamas and camels), and other domesticated animals for food and other agricultural purposes, including bees and furbearing animals.

"farming" shall encompass activities including, but not limited to the following:

operation and transportation of slow-moving farm equipment over roads within the Town;

control of pests, including, but not limited to, insects, weeds, predators and disease organism of plants and animals;

application of manure, fertilizers and pesticides;

conducting agriculture-related educational and farm-based recreational activities, including agri-tourism, provided that the activities are related to marketing the agricultural output or services of the farm;

processing and packaging of the agricultural output of the farm and the operation of a farmer's market or farm stand including signage thereto; maintenance, repair or storage of seasonal equipment, or apparatus owned or leased by the farm owner or manager used expressly for the purpose of propagation, processing, management, or sale of the agricultural products; and

on-farm relocation of earth and the clearing of ground for farming operations.

Section 3 Right To Farm Declaration

The Right To Farm is hereby recognized to exist within the Town of Littleton. The above-described agricultural activities may occur on holidays, weekdays, and weekends by night or day and shall include the attendant incidental noise, odors, dust, and fumes associated with normally accepted agricultural practices. Moreover, nothing in this Right To Farm By-law shall be deemed as acquiring any interest in land, or as imposing any land use regulation, which is properly the subject of state statute, regulation, or local zoning law.

Section 4 Public Notification

The Town shall use available media as appropriate to notify and educate the public regarding its commitment to encourage

the pursuit of agriculture,

the promotion of agriculture-based economic opportunities and

protection of farmlands within the Town of Littleton by allowing agricultural uses and related activities to function with minimal conflict with abutters and Town agencies.

Section 5 Resolution of Disputes

Any person who seeks to complain about the operation of a farm may, notwithstanding pursuing any other available remedy, file a grievance with the Select Board, the Zoning Enforcement Officer, or the

Town of Littleton

Board of Health, depending upon the nature of the grievance. The filing of the grievance does not suspend the time within which to pursue any other available remedies that the aggrieved may have. The Zoning Enforcement Officer or Select Board may forward a copy of the grievance to the Agricultural Commission or its agent, which shall review and facilitate the resolution of the grievance, and report its recommendations to the referring Town Authority within an agreed upon time frame.

Should the Town establish an Agricultural Commission, this shall be one of its ongoing tasks.

The Board of Health, except in cases of imminent danger or public health risk, may forward a copy of the grievance to the Agricultural Commission or its agent, which shall review and facilitate the resolution of the grievance, and report its recommendations to the Board of Health within an agreed upon time frame.

Section 6 Severability Clause

If any part of this By-law is for any reason held to be unconstitutional or invalid, such decision shall not affect the remainder of this By-law. The Town of Littleton hereby declares the provisions of this By-law to be severable.

ARTICLE 16: Quarterly Tax Billing

Unanimously voted to accept Chapter 59, Section 57C of the General Laws for the purpose of establishing quarterly tax payments.

ARTICLE 17: Cedar Hill Telecommunication Co-Locator

Unanimously voted to authorize the Board of Water Commissioners to lease, for a minimum of 10 years, to the winner of a competitive bid, selected pursuant to Chapter 30B of the General Laws, the right to construct, maintain and operate a wireless telecommunication facility as a co-locator on the Cedar Hill Water Tank subject to the grant of a special permit by the Planning Board; and, in exchange for such lease, the Town shall, at a minimum, receive payment of \$1,200.00 a month during the lease period with a minimum 3.0 % annual rent escalation, and additional in-kind services to be provided to the Water Department. All rental proceeds shall be deposited by the Treasurer into the Water Department Surplus Account.

ARTICLE 18: Spectacle Pond Telecommunication Co-Locator

Unanimously voted to authorize the Board of Water Commissioners to lease, for a minimum of 10 years, to the winner of a competitive bid, selected pursuant to Chapter 30B of the General Laws, the right to construct, maintain and operate a wireless telecommunication facility as a co-locator on the Spectacle Pond Telecommunication monopole subject to the grant of a special permit by the Planning Board; and, in exchange for such lease, the Town shall, at a minimum, receive payment of \$1,200.00 a month during the lease period with a minimum 3.0% annual rent escalation, and additional in-kind services to be provided to the Water Department. All rental proceeds shall be deposited by the Treasurer into the Clean Lakes Fund to be used for lakes and pond clean-up efforts under the supervision of the Water Department.

ARTICLE 19: Amend Personnel Bylaw Chapter 33

Voted 46 in favor to 31 opposed to postpone indefinitely.

ARTICLE 20: Information Technology Capital Equipment

Unanimously voted to raise and appropriate the sum of \$33,384.00 for the purpose of funding the purchase of information technology capital equipment, including software upgrades and hardware replacements.

ARTICLE 21: Board of Health Mutual Aid Agreements

Unanimously voted to authorize the Board of Health, with the approval of the Board of Selectmen, to enter into mutual-aid agreements, pursuant to Chapter 40, section 4A of the General Laws, for a term not to exceed 25 years, with one or more other governmental units to provide public health services that the Board of Health is authorized to perform.

ARTICLE 22: MAGIC Funding

Unanimously voted to raise and appropriate the sum of \$1600.00 to fund Littleton's active participation in the Minuteman Advisory Group on Interlocal Coordination (MAGIC).

ARTICLE 23: Revise Assessor's Maps

Unanimously voted to raise and appropriate the sum of \$2,000.00 to make necessary updates to and revisions of the Assessors' maps.

ARTICLE 24: Police Department Major Equipment Repair

Unanimously voted to raise and appropriate the sum of \$50,000.00 to add to the Police Department Major Equipment and Repair Accounts for the purchase and/or lease of new equipment, or for major repairs to existing equipment.

ARTICLE 25: Repairs to Foster Street Fire Station

Unanimously voted to raise and appropriate the sum of \$10,000.00 for repairs to the Foster Street Fire Station.

ARTICLE 26: Fire Department Major Equipment Repair

Unanimously voted to raise and appropriate the sum of \$15,000.00 to add to the Fire Department Major Equipment Repair Account to be used for major repairs to existing equipment.

ARTICLE 27: Highway Department Major Equipment Repair

Unanimously voted to raise and appropriate the sum of \$15,000.00 to add to the Highway Department Major Equipment Repair Account to be used for major repairs to existing equipment.

ARTICLE 28: Accessibility Improvements to Shattuck St. Municipal Bldg.

Unanimously voted to raise and appropriate the sum of \$4,000.00 to provide accessibility improvements to the Shattuck Street Municipal Building.

ARTICLE 29: Replacement of Voting Booths

Unanimously voted to raise and appropriate the sum of \$10,000.00 to provide for replacing voting booths and other election equipment.

ARTICLE 30: Revolving Funds

Unanimously voted to reauthorize the following revolving funds in Fiscal Year 2007 pursuant to Chapter 44, Section 53E ½ of the General Laws, for the purpose of receiving monies and making disbursements in connection with the administration of these offices and programs:

<u>Department</u>	<u>Program</u>	<u>Receipts</u>	<u>Expenditure Limits</u>
Building Wiring Commissioner Inspectors			Compensate Wiring Plumbing Plumbing Fees
		\$75,000.00	
Town Clerk	Enforcement of Dog Bylaw (Ch.84)	Dog License fees, fines	5,000.00
Cemetery Comm.		Administrative Costs	Sales of lots
			Grave openings
		10,000.00	
Fire Department		Alarm Box Repair Costs	Alarm Box Fees
5,000.00			
Fire Department Fees		CPR Course Costs 2,000.00	CPR Course
Sealer of Weights And Measurers		Compensate Sealer 3,000.00	Sealer Fees
Selectmen		3,000.00 Compliance	Fire Safety Act Fees, Fines

ARTICLE 31: Community Education Revolving Fund

Unanimously voted to establish a new revolving account pursuant to Chapter 44, Section 53E1/2 of the General Laws for the purpose of collecting fees and paying salaries and expenses for the Community Education Program under the direction of the Park and Recreation department as follows:

Dept.	Program	Receipts	Expenditure Limits
Park and Recreation		Community \$80,000.00	Fees
			Education

ARTICLE 32: Compensating Balance Agreements

Unanimously voted to authorize the Town Treasurer to enter into compensating balance agreements during Fiscal Year 2007, as permitted by Chapter 44, Section 53F of the General Laws.

ARTICLE 33: Tax Exemptions

Unanimously voted to accept the provisions of Chapter 73, Section 4 of the Acts of 1986, as amended, by Chapter 126 of the Acts of 1988, to allow an additional 20% property tax exemption, but not to exceed 100% property tax exemption for Fiscal Year 2007, for those who qualify under Chapter 59, Section 5 of the General Laws.

ARTICLE 34:

No affirmative action taken

ARTICLE 35: Unemployment Account

Unanimously voted to raise and appropriate the sum of \$75,000.00 to add to the Unemployment Account.

The town meeting was dissolved at 8:30 p.m.

Respectfully submitted

LINDA A. KNUPP,

Town Clerk

SPECIAL TOWN MEETING - NOVEMBER 14, 2006

Town Clerk, Diane Crory called the meeting to order at 7:00 pm. Ms Crory announced that due to the death of the Town Moderator, Charles F Kaye, nominations from the floor would be accepted to elect a temporary Moderator. Town Counsel, Thomas Harrington explained the procedure to elect a temporary Town Moderator under MGL, Chapter 39, Section 14. Charles Ellis moved that Timothy Goddard be elected as Temporary Town Moderator to serve until this Special Town Meeting is dissolved. The motion was seconded and unanimously voted by casting of a ballot by a resident of the town. The Town Clerk swore in Mr. Goddard to serve as Moderator until the Special Town Meeting was dissolved.

Town of Littleton

Reports of boards and committees:

Personnel Committee: Joe Gaffney updated the Special Town Meeting on the progress being made by the personnel committee towards replacing the current personnel by-law and updating the grades and levels for payment of town employees.

Town Government Study Committee: Nathan Long updated the Special Town Meeting as to the status of their preliminary findings of the study committee. Nathan also invited the members of the special town meeting to a public forum which will be held in room 103 of the town offices on November 27th at 7:00 pm.

ARTICLE 1: Prior Year Unpaid Bills

Voted to raise and appropriate the sum of \$602.40 to pay for unpaid bills from previous fiscal years, as listed below:

<u>Vendor</u>	<u>Dept.</u>	<u>Amount</u>
TechDepot	MIS	\$602.40

ARTICLE 2: Amendments to 2007 Budget items.

Voted to amend the FY2007 Operating Budget, as adopted under Article 4 of the May 8, 2006 Annual Town Meeting, by adjusting the following budget line items:

a.	b.	c.	d.
	FY07 Approved Budget	Adjustment	FY07 Adjusted Budget
Treasurer - Expenses	6,843.00	7,500.00	14,343.00
Appeals Board – Salaries and Wages	3,805.00	3,800.00	7,605.00
Police – Salaries and Wages	1,002,774.00	23,050.00	1,025,824.00
Fire – Salaries and Wages	549,981.00	(125,148.00)	424,833.00
Fire – Expenses	61,365.00	(19,922.00)	41,443.00
Library - Expenses	77,411.00	2,200.00	79,611.00

ARTICLE 3: Monies to complete 2007 fiscal year.

No affirmative action taken.

ARTICLE 4: Ambulance Enterprise Fund

Voted by necessary vote to establish an Ambulance Enterprise Fund pursuant to M.GL. Chapter 44, Section 53F1/2 of the General Laws and to appropriate \$471,000.00 from the Ambulance Enterprise Fund to finance the operation of the Ambulance Department for the fiscal year beginning July 1, as follows:

I. Ambulance Enterprise Revenues	
User Charges	300,000
Transfer from Ambulance Receipts	168,000
Investment Income	3,000
Total Revenues	471,000
II. Costs Appropriated in the Enterprise Fund	
Salaries and Wages	129,149
Expenses	55,992
Capital Outlay – Equipment	168,000
Capital Outlay – Improvements	0
Reserve Fund	15,000
Debt Principal and Interest	0
Budgeted Surplus	81,113
Total Costs Appropriated in E.F.	449,254
III. Costs Appropriated in General Fund	
to be Charged to the Enterprise Fund	
Indirect Administrative Costs	5,243
Indirect Operational Costs	8,162
Fringe	8,341
Total Costs Appropriated in G.F.	21,746
Total Costs	471,000

ARTICLE 5: Massachusetts Economic Development Incentive Program

Voted to authorize the Selectmen to file an application with the Massachusetts' Economic Development Incentive Program in order to include the Town of Littleton with the Town of Boxborough in the 495 Regional Technology Center Economic Target Area (ETA), and to request that the Massachusetts Economic Assistance Coordinating Council designate as an Economic Opportunity Area, pursuant to Chapter 23A, Sections 3E of the General Laws, for a term of up to twenty years, the land at 550 King Street, Littleton, MA, containing approximately 39.33 acres, more or less, as shown on Assessors Map U8, Parcel 10, and to authorize the

Town of Littleton

Selectmen to adopt a Tax Increment Financing Plan designating said Economic Opportunity Area as a Tax Increment Financing Zone pursuant to Chapter 40, section 59 of the General Laws.

ARTICLE 6: New Chapter 33 Personnel By-Law

Voted to amend Chapter 33 of the Town Code by deleting the existing Chapter 33 in its entirety and replacing it with the following:

Town of Littleton
Personnel By-Law
Chapter 33

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§33-1	Authorization/Amendment	§33-26	Family Medical Leave Act
§33-2	Personnel Board: Membership; Appointment; Terms	§33-27	Military Leave
§33-3	Organization Structure: Meetings	§33-28	Bereavement Leave
§33-4	Meetings of Board and Employees	§33-29	Jury Duty
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§33-6	Applicability of the Personnel By-Law	§33-31	HIPPA
§33-7	Definitions	§33-32	Performance Evaluations
§33-8	Classification Plan	§33-33	Disciplinary Procedures
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§33-10	Job Descriptions	§33-35	Reduction in Force, RIF
§33-11	Pay & Salary Schedule	§33-36	Working From Home
§33-12	Personal Rate Above Maximum	§33-37	Technology Usage
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§33-14	Merit Increases	§33-39	Severability
§33-15	Annual Cost of Living	§33-40	Medical Examinations
§33-16	Transfer and Promotion of Employees	§33-41	Drug Free Workplace
§33-17	Pay Rate for New Personnel	§33-42	Workers Compensation
§33-18	Overtime & Comp Time Policy		Schedule A Classification Plan & Compensation Plan
§33-19	Dept Pay Adjustment in Annual Budget		
§33-20	Longevity		
§33-21	Holidays		
§33-22	Personal Days		

§33-23 Vacation

§33-24 Personal Leave of Absence

§33-25 Sick Policy

**Town of Littleton
Personnel By-Law**

§33-1. AUTHORIZATION/AMENDMENT

Pursuant to the authority contained in Article LXXXIX of the Constitution of the Commonwealth and Sections 108A and 108C of Chapter 41 of the General Laws, the Town of Littleton establishes plans, which may be amended from time to time by vote of the town at a Town Meeting:

- a. Authorizing a Classification Plan classifying positions in the service of the Town, other than those filled by popular election, those under the jurisdiction of the School Committee, those covered by collective bargaining agreements with the Town, and those with individual contracts with the Town, into groups and classes doing substantially similar work or having substantially equal responsibilities;
- b. Authorizing a Compensation Plan for positions in the Classification Plan;
- c. Providing for the administration of said Classification and Compensation Plans; and
- d. Establishing certain working conditions and fringe benefits for employees occupying positions in the Classification Plan.

The Classification Plan and/or Compensation Plan and/or other provisions of this By-Law may be amended by vote of the Town at either an Annual or Special Town Meeting. No amendment shall be considered or voted on by Town Meeting unless the Personnel Board has first considered the proposed amendment.

The Personnel Board, of its own motion, may propose an amendment to the plans or other provisions of this By-Law.

The Personnel Board shall report at least annually its recommendations on any proposed amendment to the Board of Selectmen. The Personnel Board shall make its recommendations with regard to any amendment at the Town Meeting at which such amendment is considered.

THE PERSONNEL BOARD

§33-2. MEMBERSHIP; APPOINTMENTS; TERMS

Town of Littleton

The Town establishes a Committee on Personnel which will report to the Board of Selectmen on matters of personnel policies and practices which affect the employees under the Classification Plan of the Town of Littleton. The members of the Committee shall review and make recommendations to the Selectmen, town meeting or other Boards or Committees on all current and proposed personnel policies and procedures, compensation schedules and other matters, which directly affect the non-union employees of the Town as stated within this bylaw.

The Committee shall be made of the following: one member of the Board of Selectmen, one member of the Finance Committee; two benefit eligible employees, one of whom shall be a department head, two citizens, one of whom should be a human resources professional; and the Town Administrator. All appointments of the Committee shall be made by the Selectmen for a term of three years, with the exception of the Town department head and employee at large, who shall be elected for a term of one year, by their peers prior to July 1 each year.

§33-3. ORGANIZATIONAL STRUCTURE: MEETINGS

- A. The Committee shall have a Chairperson who shall preside over meetings, a Vice Chair who shall take over for the Chairperson in that person's absence and a Clerk who shall be responsible for taking minutes of meetings. The membership shall vote on these positions.
- B. The Committee shall meet at least quarterly with minutes of such meetings taken and forwarded to the Board of Selectmen and filed with the Town Clerk.

§33-4. MEETINGS OF BOARD AND EMPLOYEES

- A. All employees shall have the right to request an appointment to confer with the Board on any matter which is of interest or concern to them and which is covered by the plan.
- B. The Personnel Board shall meet as necessary or at least once annually with department heads, Selectmen and the Finance Committee.
- C. The Personnel Board shall meet annually with all Town employees.
- D. The Personnel Board shall post all meeting dates and times and these will be public meetings.
- E. The Board shall provide sufficient copies of the Personnel By-Law or a summarization thereof in the form of an employee handbook to each department for distribution to each employee.

§33-5. PERSONNEL BOARD AUTHORITY

The Personnel Board shall have the authority to review, from time to time or at least annually, the work of all positions subject to the provisions of this By-law. The Personnel Board shall recommend changes in said positions as well as adjustments to salaries as it deems advisable, subject to appropriation of funds.

Such reviews shall be made at such intervals, as the Board deems necessary and, to the extent that the Board considers practicable, shall include all occupational groups in the Classification Plan.

The Board, after meeting with the appropriate department head/supervisor, shall have the authority to adjust individual employee classifications and wages within the context of the By-Law whenever inequities exist.

On or before January 1ST of each year, the Personnel Board shall meet with the Board of Selectmen to discuss any changes in the Compensation Plan for the forthcoming year as well as any matters related to the Classification or Compensation Plans, which said Board, deems appropriate to be considered by the town. The Personnel Board in conjunction with appointing authorities and the Town Administrator to develop, maintain, and modify from time to time written personnel policies not inconsistent with the By-Law.

§33-6. APPLICABILITY OF THE PERSONNEL BY-LAW

This chapter shall apply to all Town of Littleton departments and to all positions of all employees in the service of the Town, whether benefit eligible, non-benefit eligible or seasonal, other than the School Department, and other than those positions which are covered by separate agreement between any association of employees and the Town or any individual employee and the Town and developed through collective bargaining, except that all provisions of this chapter shall be applicable in so far as any collective bargaining agreement may refer to this chapter and to the extent applicable by statute or in the absence of any other provision.

Those positions filled by popular election which are benefit eligible, shall be afforded all rights in this personnel bylaw other than inclusion in the Pay and Classification Schedule. In any section of this By-law where salary and compensation are mentioned it is understood that it does not apply to those positions filled by popular election.

The Town adheres to the policy of employment-at-will, which permits the Town or the employee to terminate the employment relationship at any time, with cause. Unless otherwise informed by written contract, Town employees are all employees-at-will.

The rights afforded herein shall be construed to be in addition to those rights secured by state and federal laws and regulations.

The Town agrees that, in all personnel matters, it will continue its policy of not discriminating against any person on any legally recognized basis. This includes race, color, religion, creed, national origin, gender, sexual orientation, veteran status, age and disability.

As may be required, changes or additions to the Personnel By-law may be made at Town Meeting when necessary.

§33-7. DEFINITIONS

As used in the By-law, the following terms shall have the meaning indicated:

- a. Employee - Any person who is paid by the town for services rendered to the town, excluding elected officials, persons with collective bargaining agreements, individuals with contracts, independent contractors, and persons under the direction of The School Committee.
- b. Benefit Eligible Employee - Any employee who is employed at least 20 hours per week, 52 weeks per year for the department or position in which that person is employed.
- c. Non-Benefit Eligible Employee - Any employee who works less than 20 hours each week for 52 weeks per year for the department or position in which that person is employed.
- d. Seasonal Employee - Any employee whose duration of employment with the Town is of a seasonal or emergency nature, or specified limited amount of time (not to exceed five (5) continuous months).
- e. Continuous Service - Length of employment with the Town of Littleton of a regular full time or regular part time employee, uninterrupted except for authorized military leave, vacation leave, sick leave, court leave, disability, maternal/paternal leave, or any other authorized leave of absence, if applicable and covered in the terms of this By-Law.
- f. Absence - Any time an employee is not at work during a scheduled work period.
- g. Town - The Town of Littleton, Massachusetts.
- h. Department - Any Board, Committee, Commission, Trustees or functional unit (or sub-unit) of the town.
- i. Administrative Authority - The elected or appointed official or board having jurisdiction over a function or activity.
- j. Appointing Authority - Any person(s), Board, Committee, Commission, or Trustees who has the right to hire or discharge employees.
- k. Position - Employment in Town service with duties and responsibilities.
- l. Classification Plan – Ranking of all jobs specifications/titles approved by the Personnel Board and appearing as Schedule A to these By-Laws.
- m. Job Classification - A particular job classification within the Classification Plan.

- n. Compensation Plan - Specified ranges of pay for each job classification included in the Classification Plan, appearing as Schedule A to these By-Laws.
- o. Compensation Grade - A range of salaries appearing in the Compensation Plan.
- p. Rate - A sum of money designated as compensation for personal services on an hourly, daily, weekly, monthly, annual or other basis.
- q. Step Rate - A rate in a range of a compensation grade.
- r. Range - The minimum and maximum rates for a particular compensation grade.
- s. Work week - The Town of Littleton's work week is Thursday through Wednesday.

§33-8. CLASSIFICATION PLAN

A. MANDATORY CLASSIFICATION

No person shall be appointed, employed or paid as a Town employee in any position under the Classification Plan and Compensation Plan under any title other than that of the class of which position is allocated.

B. EMPLOYEE CATEGORIES

All positions subject to the provisions of the Personnel By-Law of the Town shall fall into one of the following categories:

- a. Benefit Eligible
- b. Non-Benefit Eligible
- c. Seasonal

These categories will determine an employee's eligibility for benefits as specified by this By-law.

§33-9. HIRING AND RE-CLASSIFICATION

RESERVED

§33-10. JOB DESCRIPTIONS

RESERVED

COMPENSATION/BENEFITS

§33-11. CLASSIFICATION PLAN & COMPENSATION PLAN

RESERVED

§33-12. PERSONAL RATE ABOVE MAXIMUM

RESERVED

§33-13. STEP INCREASES

Step increases will be awarded on an annual basis 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.

§33-14. MERIT INCREASES

RESERVED

§33-15. ANNUAL COST OF LIVING INCREASE

A cost of living increase will be voted each year at the annual town meeting. Recommendations are to be made by the Personnel Committee.

§33-16. TRANSFER AND PROMOTION OF EMPLOYEES

RESERVED

§33-17. PAY RATE FOR NEW PERSONNEL

RESERVED

§33-18. OVERTIME AND COMPENSATORY TIME

Hourly employees begin to accrue overtime after they have worked 40 hours in a work week and it must be pre-approved by the department head and their budget must have funds available to cover overtime. In

certain circumstances compensatory time may be used, but it should be used as an exception rather than the norm. Salaried employees are not eligible for compensatory time. Compensatory time must be recorded on the timesheets as hours accrue or hours used and it must be used within 30 days of the date on which it was earned or it is lost. If Sunday hours are scheduled the rate of pay will be at time and a half the employees regular rate.

§33-19. DEPARTMENT PAY ADJUSTMENT IN ANNUAL BUDGET

Each department head shall include in the annual budget a pay adjustment section to provide funds for anticipated pay adjustments (step increases) during the ensuing year, expenditures to be made there from only in accordance with the plan with the approval of the Personnel Board.

§ 33-20. LONGEVITY PAY

A. Each benefit eligible employee covered by the provisions of the Town Personnel By-laws shall receive a longevity payment, to be paid in a lump sum on July 1 of each year through regular payroll, such payment to be based on the number of consecutive years of benefit eligible employment by the Town, in accordance with the following:

Lump Sum	
Years of Service Payment	
5-9 years	\$
10-14 years	\$
15-19 years	\$
20+ years	\$

DOLLAR AMOUNTS – RESERVED

B. For purposes of this section, consecutive years of service shall mean the length of an employee's uninterrupted service in years in the employ of the Town of Littleton and in a position included within the Town By-laws Salary and Classification Schedule in a benefit eligible position. Unpaid, approved leaves of absence shall not be considered as breaks in said consecutive years of service; however, only years, months and days spent on paid leaves of absence shall be included in the computation of consecutive years of service.

§33-21. HOLIDAYS

A. All benefit eligible employees shall receive one day at straight time for the following 11 holidays;

New Years Day	Labor Day
Martin Luther King Day	Columbus Day

Town of Littleton

President's Day	Veteran's Day
Patriot's Day	Thanksgiving
Memorial Day	Christmas
Fourth of July	

B. If such holiday falls on a Saturday, the preceding Friday will be observed as a holiday. If the holiday falls on a Sunday, the holiday will be observed on the following Monday. If an employee is on vacation and a holiday falls within the vacation time period, the employee will not be required to use a vacation day for the holiday.

§33-22. PERSONAL DAYS

All benefit eligible employees shall receive three (3) paid personal days on July 1st to use during that fiscal year. They cannot be carried over or paid out.

§ 33-23. VACATION

A. The vacation year is from July 1 through June 30 inclusive.

B. All benefit eligible employees will accrue at a proportional rate of vacation time. For each full calendar month of employment, employees will be credited with vacation pay as outline below:

- (1) After one full month and up to five years of service, the employee will accrue vacation days at a rate of five-sixths (5/6) of a day per month, equaling (10) days per year from the date of employment.
- (2) After the 5th year of service and up to 10 years of service, the employee will accrue vacation days at a rate of one and twenty-five hundredths (1.25) days per month, equaling (15) days per year.
- (3) After the 10th year and up to twenty years of service, the employee will accrue vacation days at a rate of one and two-thirds (1 2/3) days per month, equaling (20) days per year.
- (4) After the twentieth year the employee will accrue vacation days at a rate of two and eighty-three thousands (2.083) days per month, equaling (25) days per year.

C. In the event of termination for any reason, the employee will be paid for the full amount of vacation pay accrued to the date of termination. If the employee has taken more vacation time than accrued at the time of termination, the time not accrued shall be deducted from the final paycheck.

D. Vacation shall be taken at the convenience of the department. Every effort will be made to arrange for the employee to have the vacation time desired. However, all operations have to be covered at all times, and the employees with the greatest length of service will have the first choice of time.

- E. All benefit eligible employees who have left the service of the Town voluntarily and who are re-employed, within two (2) years, shall after one (1) year of service receive credit for prior employment service in the calculation of the vacation benefit.
- F. The Town may offer vacation incentives in the recruitment and negotiation with potential new employees. No such incentive shall be greater than 20 days of vacation. Department heads may not offer vacation incentives without advising the Personnel Committee. If granted, the employees then falls into the schedule adopted in Section B above.

§33-24. PERSONAL LEAVE OF ABSENCE

RESERVED

§33-25. SICK LEAVE POLICY

- A. SHORT TERM DISABILITY Town benefit eligible employees who experience an illness/injury that causes a continuous and uninterrupted absence up to 180 calendar days/six (6) months, will be considered to be short term disability. Employees are compensated at 100% of full weekly base pay. Any absence that exceeds three continuous and uninterrupted working days requires a physician's statement to be reinstated for work.
- B. LONG TERM DISABILITY Town benefit eligible employees who experience an illness/injury that causes a continuous and uninterrupted absence beyond 180 calendar days/six (6) months, will be considered to be long term disability. A Long Term Disability Employee will not continue to accrue vacation time, sick days, holidays, but will continue to participate in other benefits on the same basis as active employees. Seniority will freeze at current level after one year of sick leave (6 months of short term disability / 6 months long term disability).
- C. Employees will not hold employment of any type during period of Long Term Disability. Violation will result in termination of sickness benefits and employment with the Town.
- D. Use of Long Term Disability will be considered on a per illness basis and shall not be prorated during the employee's employment by the Town. Subsequent illness within a six months' period will be reviewed by the Town Physician.
- E. The method of payment for Long Term Disability shall be as follows;
 - (1) Employee must be absent from work for a period of 180 days consecutively
 - (2) Employee's physician statement must be submitted to the Town
 - (3) Employee must be reviewed by Town's physician
 - (4) Upon approval of the Town, benefits shall begin immediately
 - (5) Employee must present Town with physician's documentation indicating necessity of continued Long Term Disability Benefit at six-month intervals.
 - (6) Employee's return to work must be reviewed by Town Physician to ensure employee is physically able to do the job.

Town of Littleton

F. Long Term Disability benefits will equal 60 months (calendar months rather than working days), or the length of service employee has with the Town, whichever is greater.

- (1) The employee will be compensated at 80% of full weekly base pay for a period of 18 calendar months. Rate of pay is calculated from the first day of disability.
- (2) The remaining calendar months will be compensated at 60% of full weekly base pay. Rate of pay is calculated from the first day of disability.
- (3) Benefit includes annual review by the Town

G. Exceptions. The Town may reduce the Long Term Disability benefit if the employee receives Social Security, Federal, State or County allowances. Total amount of allowances including these benefits is not to exceed 100% of full weekly base pay. Employees, eligible or accepted for retirement are not eligible for Long Term Disability benefits, and /or will no longer receive the Long Term Disability benefit upon filing for retirement benefits.

§ 33-26. FAMILY AND MEDICAL LEAVE ACT

As stated by Federal Law.

§ 33-27. MILITARY LEAVE

Any Employee in an active military reserve unit or the National Guard called to active duty will be given Military Leave. Employees should provide adequate notice of the dates of their military duty to their supervisor. Vacation days accrued will not be affected by military duty. Employees will be paid the difference between their regular salary and their military pay during the time of their active military duty.

§33-28. BEREAVEMENT LEAVE

Benefit eligible employees shall be given up to three (3) consecutive working days leave with a normal day's pay upon the death of immediate family members as defined by mother, father, step-parents, spouse, mother-in-law, father-in-law, sister, brother, step-siblings, child, grandchild or grandparent. One (1) day of leave with pay shall be given upon the death of the employee's aunt, uncle, niece or nephew

Vacation time will be granted for use as bereavement upon the death of family members not specifically mentioned above. Vacation time will be granted to those employees who require additional bereavement leave.

§ 33-29. JURY DUTY

Employees required to report for jury duty shall submit their notice to their immediate supervisor. Employees will receive payment for their normal work hours while attending jury duty. Employees

should notify their supervisor of their jury status on a daily basis. Employees will be paid the difference between their regular salary and their extended jury pay during the time they are on jury duty.

§ 33-30. INSURANCE BENEFITS

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

HEALTH INSURANCE

The Town of Littleton pays 70% and the employee pays 30% of health insurance premiums. These deductions are taken automatically from the employee's paycheck. Health insurance is offered at the time of employment and during the annual open enrollment ONLY. Under COBRA law, employees may be entitled to continued coverage in the Town's group health insurance plan effective upon termination of employment. The employee is responsible for 102% of the premium.. Specific information is available from the Treasurer's Office.

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

If you are an active benefit eligible employee 65 or over you will remain on your current active health plan until you retire. At age 65, if you are Medicare eligible, you must apply for your Medicare coverage through Social Security and defer your Part B coverage until retirement.

RETIRED EMPLOYEES

Retired employees under 65 will be covered by the Town's active health plans until age 65 at which time you must carry Medicare, if you are eligible as their primary insurance and they can also be covered by the Town's Medigap insurance plan.

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

Employees are eligible for continued coverage after retirement if they have been employed by the Town for at least 10 years and have been a subscriber in the Town's health care program for at least 5 years prior to retirement. The cost of coverage is 70% by the Town and 30% by the retiree.

BASIC LIFE INSURANCE

Town of Littleton

The basic life insurance offered by the Town is \$10,000. The Town pays 70% and the employees pays 30% of the cost. This is automatically deducted from the employee's paycheck. This is term life insurance and expires upon termination of employment with the Town. Retirees coverage drops to \$5,000 for half the cost. Life insurance is offered to new hires at the time of their employment only. If you do not take this insurance you must sign a waiver of refusal.

OPTIONAL LIFE INSURANCE

Employees may carry additional life insurance as offered. Rates are based upon the amount of insurance and age. Premiums are fully paid by the employee. These policies may be portable.

§ 33-31. HIPPA

RESERVED

§ 33-32. PERFORMANCE EVALUATIONS

RESERVED

§ 33-33. DISCIPLINARY PROCEDURE

RESERVED

§ 33-34. GRIEVANCES AND APPEALS

RESERVED

§ 33-35. REDUCTION IN FORCE (RIF)

RESERVED

§ 33-36. WORKING FROM HOME

Employees who have assigned office space are not permitted to work from home. Our goal is to have town offices open to the public whenever possible. The Appointing Authority of the employee must grant permission for any exceptions to this policy.

§ 33-37. TECHNOLOGY USAGE

The technology usage policy covers all computer, communications, and information technology systems. This includes, but is not limited to: computers, internet services, e-mail, telephones and fax machines.

Any employee abusing the privileges and authorized uses of this technology will be subject to disciplinary action.

33-38. DISCRIMINATION AND SEXUAL HARASSMENT

As stated in Federal Law.

§ 33-39. SEVERABILITY

In the event that any provision of this chapter, or application thereof, shall be held to be invalid by the proper authorities, this shall not be construed to affect the validity of any other provision, or application thereof, of this chapter.

§ 33-40. MEDICAL EXAMINATIONS

RESERVED

§ 33-41. DRUG FREE WORKPLACE

RESERVED

§ 33-42. WORKERS COMPENSATION

RESERVED

SCHEDULE A: CLASSIFICATION PLAN & COMPENSATION PLAN--- RESERVED

ARTICLE 7: Gift of 500 Great Road to the Housing Authority

NOT VOTED.

ARTICLE 8: Zoning By-Law Amendment

No affirmative action taken.

ARTICLE 9: Engineering/design study for septic hookup for Police, Fire & Historic Soc

Town of Littleton

Voted unanimously to raise and appropriate the sum of \$30,000.00 for the purpose of funding an engineering/design study and preparation of plans, specifications and bid documents to connect the Police and Fire Stations at 20 Foster Street and the Houghton Memorial Building at 4 Rogers Street to the existing sewer line and waste water collection system at Russell Street, or to authorize the Selectmen to enter into a contract or contracts for said purpose.

ARTICLE 10: Consultant for Personnel Committee

Voted to raise and appropriate the sum of \$5,000.00 in order to retain the services of a personnel consultant to assist the Personnel Committee with the Town's Compensation/Classification Plan, and to authorize the Selectmen to enter into a contract or contracts for said purpose.

ARTICLE 11: Design services for new septic system at Long Lake Beach House

Voted to raise and appropriate the sum of \$5,000.00 for the purpose of design services for a new septic system at the Long Lake beach house, and to authorize the Selectmen to enter into a contract or contracts for said purpose.

ARTICLE 12: Feasibility/design services for space relocation of certain town offices.

Voted to transfer the sum of \$45,000.00 from the FY06 Unemployment Account for the purpose of performing a feasibility analysis and associated design services to relocate and or combine certain town offices, and to authorize the Selectmen to enter into a contract or contracts for said purpose.

ARTICLE 13: Transfer a parcel of land from Cemetery Comm to general municipal land

Voted by necessary 2/3rds vote to transfer a parcel of land, currently under the control of the Cemetery Commission, shown as "40'x40' Pad For Cell Tower" on a sketch plan entitled: "Westlawn Cemetery, 7 New Estate Road, Approx 60 Acres", pursuant to Chapter 40, Sections 15 and 15A of the General Laws, so that it may be designated as general municipal land; provided, however, that such transfer shall not become effective until the Town votes to authorize the lease of such parcel for a minimum of ten years for the purpose of constructing, maintaining, and operating a wireless telecommunications facility thereon and to require that all rental proceeds from any such lease or leases be deposited by the Treasurer into the Cemetery Commission's surplus account; and provided further that such parcel shall be transferred back to the Cemetery Commission when the parcel is no longer used for telecommunication purposes.

ARTICLE 14: Leasing of town land at 7 New Estate for cell tower rental

Voted by the necessary 2/3rds vote, pursuant to Chapter 40, section 3 of the General Laws, to authorize the Board of Selectmen to lease, for a maximum of ten years, a portion of Town land located at 7 New Estate Road, shown as "40'x40' Pad For Cell Tower" on a sketch

plan entitled: "Westlawn Cemetery, 7 New Estate Road, Approx 60 Acres", to the winner of a competitive bid and up to two additional winning co-locator bidders, selected pursuant to Chapter 30B of the General Laws, for the purpose of constructing maintaining and operating a wireless telecommunication facility thereon subject to the grant of a special permit therefore by the Planning Board; provided, however, that all rental proceeds from any such lease or leases shall be deposited by the Treasurer into the Cemetery Commission's surplus account.

ARTICLE 15: Monies pet cemetery to go to Cemetery Commoners

Voted, pursuant to Chapter 44, Section 53E½ of the General Laws to authorizes the use of a revolving fund under the control of the Cemetery Commission, containing receipts of \$10,000.00 or less from the fees charged to users of the services provided, for the purpose of making expenditures in connection with the pet cemetery at Westlawn Cemetery.

ARTICLE 16:

Voted unanimously, pursuant to Chapter 40, section 3 of the General Laws, to authorize the Water Commissioners to lease, for a maximum of ten years. a 2,500-square-foot portion of the Water Department's Well # 2 property, located at 521 Great Road and shown as Parcel 14-1 on Assessor's Map R-18, to the winner of a competitive bid and up to two additional winning co-locator bidders, selected pursuant to Chapter 30B of the General Laws, for the purpose of constructing, maintaining and operating a wireless telecommunication facility thereon subject to the grant of a special permit therefore by the Planning Board; provided, however, that all rental proceeds from any such lease or leases shall be deposited by the Treasurer into the Water Department's surplus account.

ARTICLE 17: Monies for upgrade to the Town's financial accounting/ reporting system.

Voted unanimously to raise and appropriate the sum of \$117,600.00 in order to enter into a contract or contracts to upgrade the Town's financial accounting/ reporting system, including all capital, hardware, software, training, licensing, support and all other costs related and incidental to.

ARTICLE 18: Fill easement for 51 Lake Shore Drive

NOT VOTED.

ARTICLE 19: Gift of land on the northerly side of Ayer Road

Voted unanimously to authorize the Board of Selectmen to acquire in fee, by gift or otherwise, a certain parcel of land located on the northerly side of Ayer Road in the Town of Littleton, currently owned by Prudence Ursch Clancy, totaling approximately 1.0 acres and as shown on Assessors Map U43, Parcel 3-3; said parcel to be managed and controlled by the Town of Littleton for general municipal purposes.

Town of Littleton

ARTICLE 20: Road acceptance of Highland Lane

Voted unanimously to accept, as a Town way, the laying out by the Board of Selectmen of the private way known as "Highland Lane" located in the Town of Littleton, Middlesex County, Commonwealth of Massachusetts, from the easterly end of Highland Lane to the end of the cul-de-sac, this being the entire road, more particularly described on a plan entitled: "Highland Farms" Definitive Subdivision of Land in Littleton, Mass. Prepared for Comfort Homes, Inc. by David E. Ross Associates, Inc., dated February 1998 ; and to take fee or easement in said road by eminent domain, including easements for drainage, utility or other purposes.

ARTICLE 21: Signalization and improvement of turning land at High School

Voted unanimously to appropriate the sum of \$90,000.00, which was approved by the Massachusetts General Court in the FY2006 Supplemental budget, for the purposes of funding the signalization of the intersection of King Street at the High School entrance driveway and acquiring rights of way and aesthetic improvements as part of the High School Turning Lane roadway improvements project.

ARTICLE 22: Commonwealth Reimbursement

No affirmative action taken.

ARTICLE 23: Litigation settlement monies for High School Construction Project

Voted unanimously to transfer the sum of \$32,000.00 from the Russell Street Roof capital project account, in order to settle the litigation regarding the High School Construction project.

ARTICLE 24: Transfer to stabilization fund.

No affirmative action taken.

ATTEST:

A True Copy,

Diane Crory,

Town Clerk

STATE ELECTION - NOVEMBER 7, 2006

Pursuant to the warrant and the Constable's return thereon, the polls were opened at 7:00 am by Mildred McGovern, Election Warden. The ballot boxes were examined by the Constable and presiding officer, set at 0, and so recorded. The polls closed at 8:00 pm.

Total names as having voted:

Precinct 1	1,370
Precinct 2	1,346
Precinct 3	<u>1,166</u>
Total votes cast	3,882

Results of total votes cast:

SENATOR IN CONGRESS (vote for one)

Edward M Kennedy	2388
Kenneth G Chase	1390
Blanks	104

GOVERNOR AND LIEUTENANT GOVERNOR (vote for one)

Healey and Hillman	1585
Patrick and Murray	1929
Mihos and Sullivan	269
Ross and Robinson	68
Blanks	31

ATTORNEY GENERAL (vote for one)

Martha Coakley	2541
Larry Frisoli	1190
Blanks	151

SECRETARY OF STATE (vote for one)

William Francis Galvin	2784
Jill E Stein	690
Blanks	408

TREASURER (vote for one)

Timothy P Cahill	2790
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Town of Littleton

James O'Keefe	615
Blanks	477

AUDITOR (vote for one)

A Joseph DeNucci	2647
Rand Wilson	694
Blanks	541

REPRESENTATIVE IN CONGRESS (vote for one)

Martin T Meehan	2896
Blanks	986

COUNCILLOR (vote for one)

Marilyn M Petitto Devaney	2614
Blanks	1268

SENATOR IN GENERAL COURT (vote for one)

Pamela P Resor	2906
Blanks	976

REPRESENTATIVE IN GENERAL COURT (vote for one)

Geoffrey D Hall	2882
Blanks	1000

DISTRICT ATTORNEY (vote for one)

Gerard T Leone, Jr.	2655
Blanks	1227

CLERK OF COURTS (vote for one)

Michael A Sullivan	2672
Blanks	1210

REGISTER OF DEEDS (vote for one)

Eugene C Brune	2681
Blanks	1201

QUESTION 1: Selling of Wine in Grocery Stores

Yes	1864
No	1920
Blanks	98

QUESTIONS 2: Candidates nominated by more than one party.

Yes	1201
No	2369
Blanks	312

QUESTION 3: Child care providers right to collective bargain with State agencies.

Yes	1633
No	1957
Blanks	292

A True Copy

Attest

DIANE CRORY,

Town Clerk

COMMONWEALTH OF MASSACHUSETTS
WILLIAM FRANCIS GALVIN, SECRETARY

To the Constable of the Town of Littleton

GREETING:

In the name of the Commonwealth of Massachusetts you are hereby required to notify and warn the inhabitants of said Town who are qualified to vote in Primaries, to vote at the Littleton **Russell Street Elementary School** Gymnasium, on Russell Street, in said Town on **TUESDAY, THE 19th DAY OF SEPTEMBER 2006 FROM 7:00 A.M. TO 8:00 P.M.** by posting a printed copy of this warrant, by you attested, at eight meeting houses, at the Town Office Building on Shattuck Street, at the Post Office at Littleton Common, at the Post Office at Littleton Depot, at the Baptist Church, at the Unitarian Church, at

Town of Littleton

the Catholic Church, at the Congregational Church, at the Mormon Church, in said Town, seven days at least before the 19th of September 2006, for the following purpose:

To cast their votes in the State Primary for the candidates of political parties for the following offices:

Senator in Congress	FOR THIS COMMONWEALTH
Governor	FOR THIS COMMONWEALTH
Lieutenant Governor	FOR THIS COMMONWEALTH
Attorney General	FOR THIS COMMONWEALTH
Secretary of State	FOR THIS COMMONWEALTH
Treasurer	FOR THIS COMMONWEALTH
Auditor	FOR THIS COMMONWEALTH
Representative in Congress	5 th DISTRICT
Councillor	3 rd DISTRICT
Senator in General Court	MIDDLESEX-WORCESTER DISTRICT
Representative in General Court	2 nd MIDDLESEX DISTRICT
District Attorney	NORTHERN DISTRICT
Clerk of Courts	MIDDLESEX COUNTY
Register of Deeds	MIDDLESEX SOUTHERN DISTRICT

Whereof fail not and make due returns of this warrant with your doing thereon to the Town Clerk of the Town of Littleton on or before the time and place of the meeting aforesaid.

Given under our hands this day of August in the year of our Lord, two thousand six.

LITTLETON BOARD OF SELECTMEN

KENNETH ELDRIDGE, Chairman

REED AUGLIERE

THOMAS RAUKER

IVAN PAGACIK

ALEXANDER S. MCCURDY

Middlesex, ss.

By virtue of the above warrant, I hereby notify and warn the inhabitants of the Town of Littleton, qualified to vote in elections and town affairs, to meet at the time, place and for the purpose therein mentioned.

A TRUE COPY ATTEST:

JOHN M. KELLY, Constable, Town of Littleton

Date

STATE PRIMARY
SEPTEMBER 19, 2006

Pursuant to the warrant and the Constable's return thereon, the polls were opened at 7:00 a.m. by Mildred McGovern, Election Warden. The ballot boxes were examined by the Constable and presiding officer, set at 0, and so recorded. The polls closed at 8:00 p.m.

Total names as having voted:

Precinct 1	463
Precinct 2	437
Precinct 3	455
Total Votes Cast	1355

Precinct #1 – DEMOCRATS

Senator in Congress

Edward M. Kennedy	330
Blanks	101

Governor

Christopher F. Gabrieli	127
Deval L. Patrick	224
Thomas F. Reilly	80
Blanks	0

Lieutenant Governor

Deborah. B. Goldberg	99
----------------------	----

Town of Littleton

Timothy P. Murray	189
Andrea C. Silbert	120
Blanks	23

Attorney General

Martha Coakley	329
Blanks	102

Secretary of State

William Francis Galvin	317
John Bonifaz	54
Blanks	60

Treasurer

Timothy P. Cahill	323
Blanks	108

Auditor

A. Joseph DeNucci	312
Blanks	119

Representative in Congress – 5th District

Martin T. Meehan	327
Blanks	104

Councillor – 3rd District

Marilyn M. Petitto Devaney	273
Blanks	158

Senator in General Court – Middlesex & Worcester District

Pamela P. Resor	334
Blanks	97

Representative in General Court – 2nd Middlesex District

Geoffrey D. Hall	311
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Blanks	120
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District Attorney

Gerard T. Leone, Jr.	287
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Blanks	144
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Clerk of Courts

Bruce M. Desmond	102
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Michael A. Sullivan	215
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Blanks	114
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Register of Deeds

Eugene C. Bruce	284
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Blanks	147
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Precinct #1 – REPUBLICANS

Senator in Congress

Kenneth G. Chase	14
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Kevin P. Scott	13
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Blanks	5
--------	---

Governor

Kerry Healey	29
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Blanks	3
--------	---

Lieutenant Governor

Reed V. Hillman	29
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Blanks	3
--------	---

Attorney General

Larry Firsoli	26
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Blanks	6
--------	---

Secretary of State

Blanks	32
--------	----

Town of Littleton

Treasurer

Blanks	32
--------	----

Auditor

Blanks	32
--------	----

Representative in Congress – 5th District

Blanks	32
--------	----

Councillor – 3rd District

Blanks	32
--------	----

Senator in General Court – Middlesex & Worcester District

Blanks	32
--------	----

Representative in General Court – 2nd Middlesex District

Blanks	32
--------	----

District Attorney

Blanks	32
--------	----

Clerk of Courts

Blanks	32
--------	----

Register of Deeds

Blanks	32
--------	----

Precinct #2 – DEMOCRAT

Senator in Congress

Edward M. Kennedy	332
-------------------	-----

Blanks	70
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Governor

Christopher F. Gabrieli	102
-------------------------	-----

Deval L. Patrick	222
Thomas F. Reilly	78
Blanks	0

Lieutenant Governor

Deborah. B. Goldberg	162
Timothy P. Murray	159
Andrea C. Silbert	104
Blanks	37

Attorney General

Martha Coakley	315
Blanks	87

Secretary of State

William Francis Galvin	296
John Bonifaz	66
Blanks	40

Treasurer

Timothy P. Cahill	305
Blanks	97

Auditor

A. Joseph DeNucci	281
Blanks	121

Representative in Congress – 5th District

Martin T. Meehan	324
Blanks	78

Councillor – 3rd District

Marilyn M. Petitto Devaney	252
Blanks	150

Town of Littleton

Senator in General Court – Middlesex & Worcester District

Pamela P. Resor	318
Blanks	84

Representative in General Court – 2nd Middlesex District

Geoffrey D. Hall	298
Blanks	104

District Attorney

Gerard T. Leone, Jr.	268
Blanks	134

Clerk of Courts

Bruce M. Desmond	71
Michael A. Sullivan	229
Blanks	102

Register of Deeds

Eugene C. Bruce	270
Blanks	132

Precinct #2 – REPUBLICANS

Senator in Congress

Kenneth G. Chase	18
Kevin P. Scott	13
Blanks	4

Governor

Kerry Healey	30
Blanks	5

Lieutenant Governor

Reed V. Hillman	28
Blanks	7

Attorney General

Larry Firsoli	35
Blanks	0

Secretary of State	
Blanks	35

Treasurer	
Blanks	35

Auditor	
Blanks	35

Representative in Congress – 5 th District	
Blanks	35

Councillor – 3 rd District	
Blanks	35

Senator in General Court – Middlesex & Worcester District	
Blanks	35

Representative in General Court – 2 nd Middlesex District	
Blanks	35

District Attorney	
Blanks	35

Clerk of Courts	
Blanks	35

Register of Deeds	
Blanks	35

Precinct #3 – DEMOCRAT

Senator in Congress	
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Town of Littleton

Edward M. Kennedy	330
Blanks	82

Governor

Christopher F. Gabrieli	105
Deval L. Patrick	287
Thomas F. Reilly	70
Blanks	0

Lieutenant Governor

Deborah. B. Goldberg	105
Timothy P. Murray	176
Andrea C. Silbert	100
Blanks	31

Attorney General

Martha Coakley	323
Blanks	89

Secretary of State

William Francis Galvin	299
John Bonifaz	50
Blanks	63

Treasurer

Timothy P. Cahill	304
Blanks	108

Auditor

A. Joseph DeNucci	288
Blanks	124

Representative in Congress – 5th District

Martin T. Meehan	326
Blanks	86

Councillor – 3rd District

Marilyn M. Petitto Devaney	261
Blanks	151

Senator in General Court – Middlesex & Worcester District

Pamela P. Resor	328
Blanks	84

Representative in General Court – 2nd Middlesex District

Geoffrey D. Hall	309
Blanks	103

District Attorney

Gerard T. Leone, Jr.	283
Blanks	139

Clerk of Courts

Bruce M. Desmond	71
Michael A. Sullivan	237
Blanks	104

Register of Deeds

Eugene C. Bruce	273
Blanks	139

Precinct #3 – REPUBLICANS

Senator in Congress

Kenneth G. Chase	16
Kevin P. Scott	23
Blanks	4

Governor

Kerry Healey	37
Blanks	6

Town of Littleton

Lieutenant Governor

Reed V. Hillman	40
Blanks	3

Attorney General

Larry Firsoli	38
Blanks	5

Secretary of State

Blanks	43
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Treasurer

Blanks	43
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Auditor

Blanks	43
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Representative in Congress – 5th District

Blanks	43
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Councillor – 3rd District

Blanks	43
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Senator in General Court – Middlesex & Worcester District

Blanks	43
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Representative in General Court – 2nd Middlesex District

Blanks	43
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District Attorney

Blanks	43
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Clerk of Courts

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Register of Deeds

Blanks

43

ATTEST:

A True Copy

DIANE CRORY, Town Clerk

TOWN TREASURER

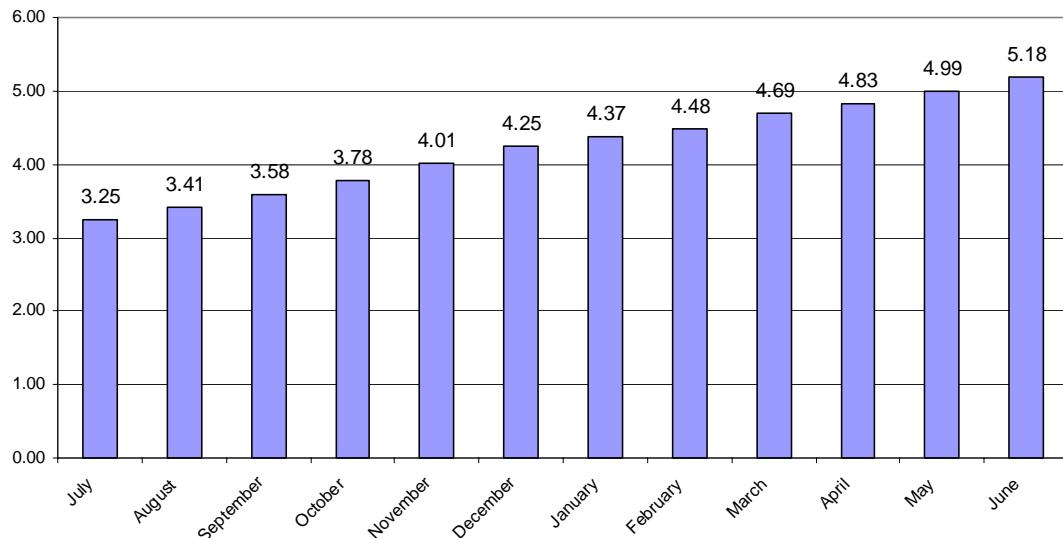
Prepared by: Donald P Armstrong, Town Treasurer

Total Funds July 1, 2005	24,307,890.00
Total receipts for the year	84,807,564.70
Total disbursements for the year	<u>76,085,158.70</u>
Total Funds June 30, 2006	33,030,296.00

Funds under care of Town Treasurer:

General Fund	\$12,278,005.59
Chapter 32B Trust Fund	\$1,730,271.15
Arts Lottery	\$3,223.05
Conservation	\$65,820.88
Stabilization	\$1,883,435.66
Land Acquisition Fund	\$18,804.02
Electric Depreciation Fund	\$2,463,493.75
Electric Rate Stabilization Fund	\$6,595,060.20
Electric Retirement Trust Fund	\$821,521.00
Miscellaneous Performance Bonds	\$1,548,107.99
Municipal Account	2182594.71
Trust Funds managed by the Trust Fund Commissioners	<u>\$3,439,957.56</u>
Interest income on General Fund	<u>\$144,260.67</u>

Town General Fund Interest Rates
FY2006



COMMISSIONERS OF TRUST FUNDS

Stock prices rose strongly in 2006 and interest rates were up modestly. The Commissioners have maintained a strategy of holding low risk, higher yielding stocks to preserve income. This strategy enabled continued steady growth of fund income, but resulted in a more conservative stock portfolio that did not match overall stock market growth. The total market value of the invested funds increased by 10.6% for the year, somewhat below the 13.6% increase experienced by the broader market as measured using the S&P 500 stocks index. Income from the invested funds was \$91,183.93, an increase of 8.5% from the prior year.

The Commissioners, as administrators of the Frank M. Kimball, Second Fund, were pleased to award scholarships to the following citizens: Marylou D'Agostino, Kelly Pattavina, John Canistraro, David Canistraro and Colleen Canistraro. The Commissioners wish to thank the awards committee: Julia Adam, Brad Miller and Larry Wenz, who screen the many applicants and provide the Commissioners with excellent recommended candidates. Applications for these scholarships may be obtained from the Town Treasurer's office.

The Frank M. Kimball, Second Fund awards are just one example from the many trust funds administered by the Commissioners that benefit our town in a variety of ways and provide permanent living memorials as directed by their founders. The Commissioners hope more citizens will consider this as a living philanthropic option or when planning their estates.

The Commissioner's wish to take this opportunity to thank Don Armstrong, Town Treasurer, for his support to the Commissioners during 2006.

Respectfully submitted,
 Ray Cornish
 Rick Hoole
 Tom Todd

FUND	Principle Account Balance as of 12/31/06	Expendable Income Account Balance as of 12/31/06	Total	2006 Income
Cemetery Perpetual Care	\$660,421.57	\$2,173.01	\$662,594.58	\$15,173.01
J. Goldsmith Common School	\$12,174.14	\$2,014.50	\$14,188.64	\$337.38
C. Hildreth	\$156,684.73	\$22,310.94	\$178,995.67	\$4,249.17
L. Johnson High School	\$20,787.73	\$2,823.02	\$23,610.75	\$565.34
F. M. Kimball	\$219,432.92	\$792.96	\$220,225.88	\$5,379.85
M. H. Kimball	\$436,996.92	\$6,883.82	\$443,880.74	\$11,115.32
B. Sampson Education	\$467,313.84	\$18,953.04	\$486,266.88	\$11,790.08
L. H. Zappy	\$19,450.83	\$2,561.77	\$22,012.60	\$519.75
B. Sampson Relief of Animals	\$73,644.12	\$11,281.42	\$84,925.54	\$2,015.16
A. Tuttle Lyceum	\$105,397.73	\$6,063.96	\$111,461.69	\$2,699.04
B. Sampson Library	\$69,025.14	\$10,608.48	\$79,633.62	\$1,887.51
Reuben Hoar Library	\$727,438.38	\$53,615.92	\$781,054.30	\$18,546.81
F.M. Kimball II Fund	\$339,202.92	\$28,429.17	\$367,632.09	\$8,790.13
Warren	\$316,832.68	\$9,101.22	\$325,933.90	\$7,905.65
Clancy Lyceum	\$8,436.76	\$391.83	\$8,828.59	\$209.72
Totals	\$3,633,240.41	\$178,005.06	\$3,811,245.47	\$91,183.93

SPECIAL TOWN MEETING WARRANT – MAY 5, 2007

WARRANT FOR
SPECIAL TOWN MEETING
MAY 5, 2007
THE COMMONWEALTH OF MASSACHUSETTS
Town of Littleton

Middlesex, ss.

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

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Littleton qualified to vote in the elections and Town affairs, to meet in the **Littleton High School Gymnasium, King Street in said Littleton on Saturday, the fifth day of May, at 9:30 o'clock in the morning** by posting a printed copy of this warrant, by you attested, at eight meeting houses, at the Town Office Building on Shattuck Street, at the Post Office at Littleton Common, at the Post Office at Littleton Depot, at the Baptist Church, at the Unitarian Church, at the Catholic Church, at the Congregational Church, and at the Mormon Church, in said Town, fourteen days at least before the fifth day of May, 2007, then and there to act on the following Articles:

ARTICLE 1

**Board of Selectmen
Bills of Prior Year**

To see if the Town will vote to transfer a sum of money from available funds to pay unpaid bills from prior fiscal years, or act in any manner relating thereto. ***The Finance Committee will make their recommendation at Town Meeting - the funding amount will be moved from the floor.***

ARTICLE 2

**Board of Selectmen
Line Item Transfers**

To see if the Town will vote to amend the FY2007 Operating Budget, as adopted under Article 4 of the May 8, 2006 Annual Town Meeting, by adjusting budget line items, or act in any manner relating thereto. ***The Finance Committee will make their recommendation at Town Meeting.***

Hereof fail not and make due return of the Warrant with your doings thereon to the Town Clerk at the time and place of meeting aforesaid.

SELECTMEN OF LITTLETON

Kenneth Eldridge, Chairman

Thomas Rauker, Co-Chairman

Ivan Pagacik, Clerk

Reed Augliere, Member

Alexander McCurdy, Member

Date of Execution

A TRUE COPY ATTEST:

John M. Kelly, Constable
Town of Littleton

CONSTABLE'S CERTIFICATION

I hereby certify under the pains and penalties of perjury that I posted an attested copy of this Warrant at the Town Office Building on Shattuck Street, at the Post Office at Littleton Common, at the Post Office at Littleton Depot, at the Baptist Church, at the Unitarian Church, at the Catholic Church, at the Congregational Church, and at the Mormon Church, in said Town, on the date attested. I further certify that this Warrant was posted in accordance with the Code of the Town of Littleton and the provisions of M.G.L. c.39, §10.

Attest: _____ Constable

Date: _____

The full text of the Warrant is available in the Town Hall.

The Warrant will also be available at Town Meeting.

ANNUAL TOWN MEETING WARRANT – MAY 5, 2007

ANNUAL TOWN ELECTION

MAY 12, 2007

THE COMMONWEALTH OF MASSACHUSETTS

Town of Littleton

Middlesex, ss.

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

In the name of the Commonwealth of Massachusetts you are hereby required to notify the legal voters of the said Town of Littleton, qualified to vote at said meeting for the transaction of Town Affairs, to meet in the Littleton High School Gymnasium on King Street in said Littleton, on Saturday, the twelfth day of May, 2007 at 8:00 a.m. by posting a printed copy of this warrant, by you attested, at eight meeting houses, at the Town Office Building on Shattuck Street, at the Post Office at Littleton Common, at the Post Office at Littleton Depot, at the Baptist Church, at the Unitarian Church, at the Catholic Church, at the Congregational Church, and at the Mormon Church, in said Town, seven days at least before the twelfth day of May, 2007, then and there to act on the following articles, viz:

ARTICLE 1:

One Moderator for one year; one Town Clerk for three years; two Selectmen for three years; one Cemetery Commissioner for three years; one Commissioner of Trust Funds for three years; two Park and Recreation Commissioners for three years; two Assessors for three years; two Board of Health members for three years; two Electric Light Commissioners for three years; two Water Commissioners for three years; one School Committee member for three years; two Trustees of the Library for three years; one Planning Board member for five years; one Housing Authority member for five years.

QUESTION 1:

Shall the Town of Littleton be allowed to assess an additional \$22,000.00 in real estate and personal property taxes for the purpose of purchasing portable radios for the Police Department for the fiscal year beginning July 1, 2007?

Yes _____ No _____

QUESTION 2:

Shall the Town of Littleton be allowed to assess an additional \$53,000.00 in real estate and personal property taxes for the purpose of providing a new 1 ton 4x4 vehicle with plow for the Highway Department for the fiscal year beginning July 1, 2007?

Yes _____ No _____

QUESTION 3:

Shall the Town of Littleton be allowed to assess an additional \$118,000.00 in real estate and personal property taxes for the purpose of providing a new sidewalk plow for the Highway Department for the fiscal year beginning July 1, 2007?

Yes _____ No _____

QUESTION 4:

Shall the Town of Littleton be allowed to assess an additional \$25,000.00 in real estate and personal property taxes for the purpose of providing a new front deck lawnmower for the Highway Department for the fiscal year beginning July 1, 2007?

Yes _____ No _____

QUESTION 5:

Shall the Town of Littleton be allowed to assess an additional \$25,500.00 in real estate and personal property taxes for the purpose of providing 3 new closed top trash compactor dumpsters for the Highway Department for the fiscal year beginning July 1, 2007?

Yes _____ No _____

QUESTION 6:

Shall the Town of Littleton be allowed to assess an additional \$46,049.00 in real estate and personal property taxes for the purpose of providing new and replacement computer systems with printers and accessories for various Town Departments for the fiscal year beginning July 1, 2007?

Yes _____ No _____

QUESTION 7:

Shall the Town of Littleton be allowed to assess an additional \$42,200.00 in real estate and personal property taxes for the purpose of providing new and upgraded security and communication systems within the school buildings for the fiscal year beginning July 1, 2007?

Yes _____ No _____

QUESTION 8:

Shall the Town of Littleton be allowed to assess an additional \$15,000.00 in real estate and personal property taxes for the purpose of providing replacement of the exhaust fans at the Russell Street School for the fiscal year beginning July 1, 2007?

Yes _____ No _____

QUESTION 9:

Shall the Town of Littleton be allowed to assess an additional \$15,500.00 in real estate and personal property taxes for the purpose of providing new and replacement computer systems with printers and accessories for the School Department for the fiscal year beginning July 1, 2007?

Yes _____ No _____

QUESTION 10:

Shall the Town of Littleton accept the provisions of Chapter 43C, section 11 of the General Laws, thereby authorizing an Annual Town Meeting to adopt an ordinance or by-law providing for a consolidated department of municipal finance, which may include the offices of accountant, auditor or comptroller, treasurer, collector and assessors?

Yes _____ No _____

QUESTION 11:

Shall the town vote to have its elected Treasurer become an appointed Treasurer of the town?

Town of Littleton

Yes _____ No _____

QUESTION 12:

Shall the town vote to have its elected Tax Collector become an appointed Tax Collector of the town?

Yes _____ No _____

| For these purposes the polls will be open at 8:00 a.m. and will be closed at 8:00 p.m.

**WARRANT FOR
ANNUAL TOWN MEETING**

MAY 5, 2007

THE COMMONWEALTH OF MASSACHUSETTS

Town of Littleton

Middlesex, ss.

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

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of the Town of Littleton qualified to vote in the elections and Town affairs, to meet in the **Littleton High School Gymnasium, King Street in said Littleton on Saturday, the fifth day of May, at 9:00 o'clock in the morning**, by posting a printed copy of this warrant, by you attested, at eight meeting houses, at the Town Office Building on Shattuck Street, at the Post Office at Littleton Common, at the Post Office at Littleton Depot, at the Baptist Church, at the Unitarian Church, at the Catholic Church, at the Congregational Church, and at the Mormon Church, in said Town, seven days at least before the fifth day of May, 2007, then and there to act on the following Articles:

ARTICLE 1

**Board of Selectmen
Town Officers**

To choose all other necessary Town Officers and Committees.

ARTICLE 2

**Board of Selectmen
Annual Report**

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

ARTICLE 3

**Board of Selectmen
Borrowing Authorization**

To see if the Town will vote to authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow money from time to time in anticipation of the revenue for the fiscal year beginning July 1, 2007, in accordance with the provisions of Chapter 44, Section 4 of the General Laws, and to issue a note or notes as may be given for a period of less than one (1) year, in accordance with Chapter 44, Section 17 of the General Laws, or to take any other action relative thereto.

ARTICLE 4

**Board of Selectmen/Finance Committee
Operating Budget**

To see if the Town will vote to raise and appropriate, transfer from available funds in the treasury or transfer from the Enterprise and Trust Funds, such sums of money to defray the expenses of the various departments of the Town and to fix the salary and compensation of all elected officials for the Fiscal Year beginning July 1, 2007, or act in any manner relating thereto. ***Finance Committee's Recommendations are listed next to the respective departments.***

a. BGT. LINE NO.	b. BUDGET COST CENTER COST CENTER DETAIL	c. FY2006 ACTUAL	d. FY2007 Appropriated	e. FY2008 Fincom Recommended	f. Comments
EXPENDITURES					
1	Town Reports	1,765	7,000	7,000	
2	Moderator	0	100	100	
3	Selectmen - Salaries & Wages	106,131	105,891	125,291	
4	Selectmen - Elected Wages	0	0	0	
5	Selectmen - Operating Expenses	14,586	14,700	13,200	
6	Selectmen Total	120,717	120,591	138,491	
7	Finance Committee - Wages	0	0	0	
8	Finance Committee - Expenses	2,000	1,000	1,000	
9	Finance Committee Total	2,000	1,000	1,000	
10	Town Accountant - Salaries & Wages	68,928	96,825	102,625	
11	Town Accountant - Expenses	1,844	7,975	7,000	
12	Town Accountant - Audit Expense	21,750	21,750	22,450	
13	Town Accountant Total	92,522	126,550	132,075	
14	Board of Assessors - Salaries & Wages	127,550	127,650	131,764	
15	Board of Assessors - Expenses	4,699	4,700	6,700	
16	Board of Assessors Total	132,249	132,350	138,464	
17	Treasurer Salaries & Wages	85,817	98,332	101,485	

18	Treasurer Expenses	36,937	14,343	6,800	
19	Treasurer Tax Title Expenses	3,484	12,000	12,000	
20	Treasurer Total	126,238	124,675	120,285	
21	Collector Salaries & Wages	45,033	55,100	63,960	Add 5 hours per week for Collector
22	Collector Expenses	9,691	8,500	13,890	
23	Collector Total	54,724	63,600	77,850	
24	Town Counsel - Total Expenses	122,524	100,000	100,000	
a. BGT. LINE NO.	b. BUDGET COST CENTER COST CENTER DETAIL	c. FY2006 ACTUAL	d. FY2007 Appropriated	e. FY2008 Fincom Recommended	f. Comments
	EXPENDITURES				
25	IT Salaries & Wages	0	0	64,500	
26	IT Expenses	0	0	68,850	
27	IT Total	0	0	133,350	
28	Town Clerk - Salaries & Wages	46,512	56,790	57,636	
29	Town Clerk - Expenses	1,450	1,200	1,500	
30	Town Clerk Total	47,962	57,990	59,136	
31	Elections & Registration - Salaries & Wages	4,865	4,960	0	
32	Elections & Registration - Expenses	6,367	7,500	8,200	
33	Elections & Registration Total	11,232	12,460	8,200	
34	Conservation Commission Salaries & Wages	15,732	15,300	15,683	
35	Conservation Commission Expenses	796	1,726	1,726	
36	Conservation Commission Total	16,528	17,026	17,409	
37	Planning Board Salaries & Wages	33,124	34,797	38,284	
38	Planning Board Expenses	980	1,225	1,225	

Town of Littleton

39	Planning Board Total	34,104	36,022	39,509	
40	Board of Appeals Salaries & Wages	4,097	7,681	5,638	
41	Board of Appeals Expenses	614	1,200	1,200	
42	Board of Appeals Total	4,711	8,881	6,838	
43	Public Buildings - Salaries & Wages	15,055	19,890	35,387	Moved some expense funding to
44	Public Buildings - Expenses	212,244	242,500	227,500	wages for cleaning services now
45	Public Buildings Total	227,299	262,390	262,887	done by staff.
46	Central Communications	37,970	60,000	60,000	
47	MAGIC Funding	1,600	1,600	1,600	
48	<i>Total General Government Regular Salaries & Wages</i>	552,844	623,216	742,252	
a. BGT. LINE NO.	b. BUDGET COST CENTER COST CENTER DETAIL	c. FY2006 ACTUAL	d. FY2007 Appropriated	e. FY2008 Fincom Recommended	f. Comments
	EXPENDITURES				
49	<i>Total General Government Operating Expenses</i>	454,467	473,669	525,891	
50	<i>Total General Government Other Program Expenses</i>	25,234	35,350	36,050	
51	TOTAL GENERAL GOVERNMENT	1,032,545	1,132,235	1,304,193	
52	PERCENT OF OPERATING BUDGET	4.92%	5.06%	5.50%	
53	PERCENT INCREASE OVER PRIOR YEAR		9.65%	15.35%	
	PUBLIC SAFETY				
54	Police Department - Salaries & Wages	1,037,846	1,049,939	1,113,434	
55	Police Department - Expenses	63,754	73,220	86,308	
56	Police Department Total	1,101,600	1,123,159	1,199,742	
57	Crossing Guard			10,000	
58	Fire Department - Salaries & Wages	519,820	428,333	438,510	

59	Fire Department - Expenses	64,505	41,443	41,471	
60	Fire Department Total	584,325	469,776	479,981	
61	Building Commissioner - Salaries & Wages	80,438	78,802	84,665	
62	Building Commissioner - Expenses	1,800	1,950	5,380	Includes lease payment for auto
63	Inspectional Services Total	82,238	80,752	90,045	
64	Communications Department - Salaries & Wages	222,958	229,247	243,125	
65	Communications Department - Expenses	17,343	19,352	19,602	
66	Communications Department Total	240,301	248,599	262,727	
67	Emergency Management Agency	914	1,000	1,000	
68	<i>Total Public Safety Regular Salaries & Wages</i>	<i>1,861,062</i>	<i>1,786,321</i>	<i>1,889,734</i>	
69	<i>Total Public Safety Expenses</i>	<i>148,316</i>	<i>136,965</i>	<i>153,761</i>	
70	TOTAL PUBLIC SAFETY	2,009,378	1,923,286	2,043,495	
71	PERCENT OF OPERATING BUDGET	9.58%	8.59%	8.61%	
72	PERCENT INCREASE OVER PRIOR YEAR		-4.28%	6.25%	
a. BGT. LINE NO.	b. BUDGET COST CENTER COST CENTER DETAIL	c. FY2006 ACTUAL	d. FY2007 Appropriated	e. FY2008 Fincom Recommended	f. Comments
	EXPENDITURES				
	EDUCATION				
73	Nashoba Valley Technical School	259,551	426,573	576,540	
74	Nashoba Valley Technical School Total	259,551	426,573	576,540	
75	PERCENT OF TOTAL BUDGET	1.04%	1.61%	2.06%	
76	Littleton School Department	12,392,451	13,058,998	13,610,489	
77	Littleton School Department Total	12,392,451	13,058,998	13,610,489	
78	PERCENT OF TOTAL BUDGET	49.83%	49.29%	48.88%	
79	EDUCATION TOTAL	12,652,002	13,485,571	14,187,029	

Town of Littleton

80	PERCENT OF OPERATING BUDGET	60.34%	60.25%	59.79%	
81	PERCENT INCREASE OVER PRIOR YEAR		6.59%	5.20%	
	PUBLIC WORKS SERVICES				
82	Street Lights	0	0	30,070	previously an Article
83	DPW - Highway Division - Salaries & Wages	612,735	649,877	715,338	added 1 employee
84	DPW - Highway Division - Expenses	398,379	438,172	439,022	
85	DPW - Highway Division Total	1,011,114	1,088,049	1,154,360	
86	DPW - Wastewater Management	45,884	46,200	46,200	
87	Cemetery Division - Salaries & Wages	85,656	92,983	95,307	
88	Cemetery Division - Expenses	35,526	27,700	27,700	
89	Cemetery Division Total	121,182	120,683	123,007	
90	Snow Removal - Salaries & Wages	63,988	61,700	64,393	
91	Snow Removal - Expenses	152,427	61,400	61,472	
92	Snow Removal Total	216,415	123,100	125,865	
93	B&M Crossing Assessment	2,806	2,806	2,806	
a. BGT. LINE NO.	b. BUDGET COST CENTER COST CENTER DETAIL	c. FY2006 ACTUAL	d. FY2007 Appropriated	e. FY2008 Fincom Recommended	f. Comments
	EXPENDITURES				
94	<i>Total Public Works Regular Salaries & Wages</i>	762,379	804,560	875,038	
95	<i>Total Public Works Expenses</i>	632,216	573,472	604,464	
96	<i>Total Public Works Assessments</i>	2,806	2,806	2,806	
97	TOTAL PUBLIC WORKS SERVICES	1,397,401	1,380,838	1,482,308	
98	PERCENT OF OPERATING BUDGET	6.66%	6.17%	6.25%	
99	PERCENT INCREASE OVER PRIOR YEAR		-1.19%	7.35%	

HEALTH & HUMAN SERVICES					
100	Board of Health - Salary & Wages	21,460	23,356	23,985	
101	Board of Health - Expenses	1,372	1,235	1,235	
102	Board of Health - Nashoba Health District	20,415	20,415	20,415	
103	Board of Health - Nashoba Nursing Service	7,944	7,944	7,944	
104	Board of Health - Eliot Clinic	3,780	3,780	3,780	
105	Board of Health Total	54,971	56,730	57,359	
106	Animal Inspector - Salary & Wages	1,300	1,300	1,300	
107	Animal Inspector - Expenses	0	0	0	
108	Animal Inspector Total	1,300	1,300	1,300	
109	Council on Aging - Salary & Wages	46,646	53,902	50,379	
110	Council on Aging - Expenses	16,388	16,389	16,389	
111	Council on Aging Total	63,034	70,291	66,768	
112	Veterans' Services - Salary & Wages	2,500	5,000	5,000	
113	Veterans' Services - Expenses	733	750	750	
114	Veterans' Services - Benefits	5,363	12,000	12,000	
115	Veterans' Services Total	8,596	17,750	17,750	
116	<i>Total Health & Human Services Salary & Wages</i>	<i>71,906</i>	<i>83,558</i>	<i>80,664</i>	
117	<i>Total Health & Human Services Expenses</i>	<i>23,856</i>	<i>30,374</i>	<i>30,374</i>	
118	<i>Total Health & Human Services Non-Operating Expenses</i>	<i>32,139</i>	<i>32,139</i>	<i>32,139</i>	
a. BGT. LINE NO.	b. BUDGET COST CENTER COST CENTER DETAIL	c. FY2006 ACTUAL	d. FY2007 Appropriated	e. FY2008 Fincom Recommended	f. Comments
EXPENDITURES					
119	HEALTH & HUMAN SERVICES TOTAL	127,901	146,071	143,177	
120	PERCENT OF OPERATING BUDGET	0.61%	0.65%	0.60%	
121	PERCENT INCREASE OVER PRIOR YEAR		14.21%	-1.98%	

Town of Littleton

CULTURE & RECREATION					
122	Library - Salary & Wages	320,503	320,656	330,050	
123	Library - Expenses	61,749	62,100	65,700	
124	Merrimack Valley Library Consortium	26,011	26,011	27,138	
125	Reuben Hoar Library Total	408,263	408,767	422,888	
126	Recreation Committee - Salary & Wages	75,124	73,537	76,875	
127	Recreation Committee - Expenses	2,963	2,963	2,963	
128	Recreation Committee Total	78,087	76,500	79,838	
129	DPW Park Maintenance - Expenses			21,422	offset line 235
130	DPW Park Maintenance Total			21,422	
131	Historical Commission - Salary & Wages	0	0	0	
132	Historical Commission - Expenses	694	700	1,500	
133	Historical Commission Total	694	700	1,500	
134	Memorial Day - Expenses	500	500	500	
135	Patriots Day - Expenses	0	50	50	
136	<i>Total Culture & Recreation Regular Wages</i>	<i>395,627</i>	<i>394,193</i>	<i>406,925</i>	
137	<i>Total Culture & Recreation Expenses</i>	<i>91,917</i>	<i>92,324</i>	<i>119,273</i>	
138	TOTAL CULTURE & RECREATION SERVICES	487,544	486,517	526,198	
139	PERCENT OF OPERATING BUDGET	2.33%	2.17%	2.22%	
140	PERCENT INCREASE OVER PRIOR YEAR		-0.21%	8.16%	
FIXED COSTS					
a. BGT. LINE NO.	b. BUDGET COST CENTER COST CENTER DETAIL	c. FY2006 ACTUAL	d. FY2007 Appropriated	e. FY2008 Fincom Recommended	f. Comments

EXPENDITURES					
141	Gasoline Expense	90,000	100,000	100,000	
142	Insurance Expense	316,250	316,250	316,250	
143	FRINGE BENEFITS				
144	F.I.C.A. (Medicare)	150,157	152,000	161,120	
145	Worker's Compensation Insurance Premiums	0	0	0	
146	Unemployment Premium Payment	0	0	50,000	previously an article
147	Group Health & Life Insurance Premiums	1,871,486	2,200,419	2,335,628	
148	County Retirement	819,114	910,203	927,440	
149	TOTAL FRINGE BENEFITS	2,840,757	3,262,622	3,474,188	
150	TOTAL FIXED COSTS	3,247,007	3,678,872	3,890,438	
151	PERCENT OF OPERATING BUDGET	15.49%	16.44%	16.40%	
152	PERCENT INCREASE OVER PRIOR YEAR		13.30%	5.75%	
	RESERVE FUND				
153	Reserve Fund	14,480	150,000	150,000	
154	PERCENT OF OPERATING BUDGET		0.67%	0.63%	
155	TOTAL OPERATING BUDGET	20,968,258	22,383,390	23,726,838	
156	PERCENT INCREASE OVER PRIOR YEAR		6.75%	6.01%	
	DEBT SERVICE				
157	Short Term Interest Total	166,688	375,104	466,840	
158	Long Term Debt Total	3,736,693	3,736,695	3,751,201	
159	DEBT SERVICE TOTAL	3,903,381	4,111,799	4,218,041	
160	PERCENT OF TOTAL BUDGET APPROPRIATED	15.69%	15.52%	15.09%	
161	PERCENT INCREASE OVER PRIOR YEAR		5.34%	2.58%	
a.	b.	c.	d.	e.	f.

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BGT. LINE NO.	BUDGET COST CENTER COST CENTER DETAIL	FY2006 ACTUAL	FY2007 Appropriated	FY2008 Fincom Recommended	Comments
EXPENDITURES					
162	TOTAL BUDGET APPROPRIATED	24,871,639	26,495,189	27,944,879	
163	PERCENT INCREASE OVER PRIOR YEAR		-1.24%	5.48%	
164	Funding Sources				
165	Transfer from Ambulance Enterprise			28,472	
166	Transfer from B Sampson Fund			500	
167	Transfer from Cemetery Sale of Lots			12,000	
168	Transfer From Cemetery Perp Care			85,500	
169	Transfer from Cemetery Perp Care Interest			13,000	
170	Transfer from Grave Openings			18,800	
171	Transfer from LH Zappey Fund			200	
172	Transfer from Hildreth			1,500	
173	Transfer from Goldsmith			100	
174	Transfer from L Johnson			200	
175	Transfer from Library Trust Funds			15,000	
176	Transfer from Self Help Reimbursement			18,000	
177	Transfer from Bond Premium			3,600	
178	Transfer from Oak Hill Cell Tower Receipts			40,000	
179	Transfer from Newtown Hill Cell Tower Receipts			61,754	
180	Transfer from Clean Lakes			33,390	
181	Transfer from Light Department			214,500	
182	Transfer from Park & Rec Revolving			21,422	
183	Raise and Appropriate			27,215,998	
184	Free Cash			160,943	
185	Total Revenue Sources			27,944,879	
186	SURPLUS(DEFICIT)			(0)	

ARTICLE 5
Board of Electric Light Commissioners
Operating Budget

To see if the Town will vote to raise and appropriate, and/or transfer from available funds, *a sum or sums of money*, for electricity to be used for street lighting, and that the sum and 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 the amount for such expenses, as the Electric Light Board may determine, it shall be transferred to the Construction Fund or other designated account of said plant and appropriated for such additions thereto as may be authorized by the Electric Light Board and the balance of said excess shall be returned to the Town Treasurer, or take any other action relative thereto. ***The Finance Committee recommends passage of this article.***

ARTICLE 6
Board of Water Commissioners
Operating Budget

To see if the Town will vote to appropriate \$1,858,076 from the Water Enterprise Fund to finance the operation of the Water Department for the fiscal year beginning July 1, 2007 (*detail below*), or act in any manner relating thereto.

I. Water Enterprise Revenues	
User Charges	1,758,076
Enterprise Available Funds	100,000
Investment Income	0
Total Revenues	1,858,076
II. Costs Appropriated in the Enterprise Fund	
Salaries and Wages	567,098
Expenses	787,440
Capital Outlay – Equipment	0
Capital Outlay – Improvements	0
Reserve Fund	100,000
Debt Principal and Interest	403,538
Budgeted Surplus	0
Total Costs Appropriated in E.F.	1,858,076
III. Costs Appropriated in General Fund	
to be Charged to the Enterprise Fund	
Indirect Costs	0
Benefits	0
Pension Costs	0
Total Costs Appropriated in G.F.	0
Total Costs	1,858,076

The Finance Committee recommends passage of this article.

ARTICLE 7
Board of Selectmen/Finance Committee

Capital Exclusion Items

To see if the Town will vote to raise and appropriate, and/or transfer from available funds, and or borrow the following sums of money, to be expended by the respective Departments or Officers indicated, for the capital projects and purchases itemized and described below; each such amount to be provided contingent upon successful passage of a capital exclusion referendum pertaining thereto on a Town Ballot, or act in any manner relating thereto. ***The Finance Committee recommendations are listed below.***

a. Police Portable Radios

Amount: \$22,000

Funds to be expended by: Police Department

Purpose: To purchase 17 portable radios.

Finance Committee: *Recommended*

b. Highway 1 Ton Dump Truck with Plow

Amount: \$53,000

Funds to be expended by: Highway Department

Purpose: To purchase a new 1 ton 4x4 vehicle with plow as a replacement for an existing vehicle.

Finance Committee: *Recommended*

c. Highway Sidewalk Plow

Amount: \$118,000

Funds to be expended by: Highway Department

Purpose: To purchase a new sidewalk plow as a replacement for the existing 1973 Bombardier.

Finance Committee: *Recommended*

d. Highway Front Deck Lawnmower

Amount: \$25,000

Funds to be expended by: Highway Department

Purpose: To purchase a new Front Deck Lawnmower as a replacement for the existing 1989 John Deere.

Finance Committee: *Recommended*

e. Highway Dumpsters

Amount: \$22,500

Funds to be expended by: Highway Department

Purpose:	To purchase three new closed top trash compactor dumpsters as replacement for the existing 1998 models.
<i>Finance Committee:</i>	<i>Recommended</i>

f. Town Technology	
Amount:	\$46,049
Funds to be expended by:	IT Department
Purpose:	To purchase new and replacement computer systems with printers and accessories for various town departments
<i>Finance Committee:</i>	<i>Recommended</i>

g. School Security & Communications	
Amount:	\$42,200
Funds to be expended by:	School Committee
Purpose:	To replace/Upgrade security and communication systems within the school buildings.
<i>Finance Committee:</i>	<i>Recommended</i>

h. School Facilities	
Amount:	\$15,000
Funds to be expended by:	School Committee
Purpose:	Replace exhaust fans at Russell Street School
<i>Finance Committee:</i>	<i>Recommended</i>

i. School Technology	
Amount:	\$15,500
Funds to be expended by:	School Committee
Purpose:	To purchase new and replacement computer systems with printers and accessories for various school departments
<i>Finance Committee:</i>	<i>Recommended</i>

ARTICLE 8

Board of Selectmen/Finance Committee Items from Available Funds

To see if the Town will vote to raise and appropriate, and/or transfer from available funds, and or borrow the following sums of money, to be expended by the respective Departments or Officers indicated, for the

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capital projects and purchases itemized and described, or act in any manner relating thereto. ***The Finance Committee recommendations are listed below.***

a. Police Cruiser

Amount:	\$13,000
Funds to be expended by:	Police Department
Purpose:	To lease Police Cruiser.
Funding Source:	Available Funds
<i>Finance Committee:</i>	<i>Recommended</i>

b. Fire Repairs/Maintenance

Amount:	\$20,000
Funds to be expended by:	Fire Department
Purpose:	Major Repairs/Upkeep
Funding Source:	Available Funds
<i>Finance Committee:</i>	<i>Recommended</i>

c. Highway Repairs/Maintenance

Amount:	\$15,000
Funds to be expended by:	Highway Department
Purpose:	Major Repairs/Upkeep
Funding Source:	Available Funds
<i>Finance Committee:</i>	<i>Recommended</i>

d. Roadway Repairs

Amount:	\$275,000
Funds to be expended by:	Highway Department
Purpose:	Roadway Repairs/Upkeep – Roadwork, Crack sealing and Guardrails
Funding Source:	Available Funds
<i>Finance Committee:</i>	<i>Recommended</i>

e. Tree Work

Amount:	\$7,000
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Funds to be expended by:	Highway Department
Purpose:	Tree Maintenance
Funding Source:	Available Funds
Finance Committee:	<i>Recommended</i>

f. Athletic Field Maintenance	
Amount:	\$30,000
Funds to be expended by:	Highway Department
Purpose:	Athletic Field Maintenance Program
Funding Source:	Available Funds
Finance Committee:	<i>Recommended</i>

g. Textbooks	
Amount:	\$42,600
Funds to be expended by:	School Committee
Purpose:	New Textbooks for schools
Funding Source:	Available Funds
Finance Committee:	<i>Not Recommended</i>

ARTICLE 9

Board of Selectmen

Appointed Treasurer

To see if the Town of Littleton, consistent with M.G.L. Ch. 41 Section 1B, will vote to have the elected position of Treasurer become an appointed Treasurer of the Town; provided however, that this vote is contingent upon successful passage of a ballot question pertaining thereto on a Town Ballot. If approved, and the office becomes appointed, any incumbent serving at the time of voter acceptance continues to serve until the remainder of his or her term expires. If a person is elected to the position at the same time the change to an appointed status occurs, the newly elected office holder serves until an appointment is made. Such appointment shall be made by the Board of Selectmen for a term not to exceed three years, unless such mode of appointment or term is otherwise provided by law, or act in any manner relating thereto.

ARTICLE 10

Board of Selectmen

Appointed Collector

To see if the Town of Littleton, consistent with M.G.L. Ch. 41 Section 1B, will vote to have the elected position of Tax Collector become an appointed Tax Collector of the Town; provided however, that this

vote is contingent upon successful passage of a ballot question pertaining thereto on a Town Ballot. If approved, and the office becomes appointed, any incumbent serving at the time of voter acceptance continues to serve until the remainder of his or her term expires. If a person is elected to the position at the same time the change to an appointed status occurs, the newly elected office holder serves until an appointment is made. Such appointment shall be made by the Board of Selectmen for a term not to exceed three years, unless such mode of appointment or term is otherwise provided by law, or act in any manner relating thereto.

ARTICLE 11
Board of Selectmen
Department of Finance and Budget

To see if the Town, pursuant to MGL Chapter 43C Sections 11 and 14, after acceptance of section 11 by the voters, will vote to establish a Department of Finance and Budget:

Section 1. There is hereby established in the Town of Littleton a Department of Finance and Budget (“Department”). The Department shall be managed by an Assistant Town Administrator for Finance and Budget (“AAFB”) who shall be appointed by, and may be removed by, the Town Administrator, subject to the approval of the Board of Selectmen. The Assistant Town Administrator for Finance and Budget shall report to the Town Administrator.

Section 2. The AAFB may also serve in the capacity of and have all the powers and duties presently vested in one of the following positions: Town Accountant, Treasurer (if appointed), or Tax Collector (if appointed). The following positions, if appointed, and the respective staff shall become part of the Department and report to the AAFB: Town Accountant, Town Treasurer, Tax Collector, and Chief Assessor.

Section 3 The AAFB shall have direct authority over and conduct performance reviews for the following current and future department heads unless otherwise specified by statute:

- 1) Town Accountant
- 2) Town Treasurer if appointed.
- 3) Town Tax Collector if appointed
- 4) Chief Assessor (with approval of the Board of Assessors rather than the Board of Selectmen).

The department heads shall be appointed by, and can be removed by, the AAFB or the Town Administrator subject to the approval of the Board of Selectmen.

Section 4. The powers and duties of the AAFB shall include, but not be limited to, the following:

- 1) Coordinating, managing budgetary and financial information, forecasting revenues for the forthcoming fiscal year and preparing an annual budget in advance of the annual town meeting and coordinating and managing the budget and financial information throughout the year;
- 2) implementing policies and monitoring procedures for the collection of all revenues due to the Town;
- 3) reviewing, on a yearly basis, the various Town funds, and to ensure that the funds are prudently invested;
- 4) serving as chief procurement officer;
- 5) reporting to the Board of Selectmen and Finance Committee upon request concerning all financial conditions of the town;
- 6) ensuring the Town’s timely reporting to the Massachusetts Department of Revenue (DOR) in accordance with all requirements of the DOR municipal calendar

7) performing other duties as directed by the Town Administrator.

Or take any action in relation thereto.

ARTICLE 12

Board of Selectmen

Town Administrator

To see if the Town will vote to amend the General Bylaws for the Town of Littleton by adding the following:

Section 1. The Board of Selectman (BOS). shall appoint, and may remove, a Town Administrator. The Town Administrator shall be selected in accordance with Section 2.

Section 2. The Town Administrator shall report to the BOS. The Town Administrator shall be appointed according to the following process:

- 1) The TASC shall consist of 5 members as follows:
 - a) Chair, a member of the BOS, appointed by the BOS.
 - b) A member of the Finance Committee, appointed by the Finance Committee.
 - c) A member of the School Committee, appointed by the School Committee.
 - d) A member of the Personnel Committee, appointed by the Personnel Committee.
 - e) A member at large with municipal management experience appointed by the BOS.
- 2) The Town Administrator Selection Committee (TASC) shall submit more than one candidate to the BOS.

The BOS shall:

 - a) Conduct final interviews as required.
 - b) Appoint a candidate to the position by majority vote.
 - c) Or, send back to the TASC with directions for further action.

Section 3 The Town Administrator shall directly supervise and conduct performance reviews for the following current and future department heads unless otherwise specified by statute:

Assistant Town Administrator for Finance and Budget;
Head of the Highway Department;
Facilities Manager;
Head of Information Technology;
Building Commissioner; and
Human Resources.

The department heads shall be appointed by, and can be removed by, the Town Administrator subject to the approval of the BOS.

Section 4 The Town Administrator shall administer the Town's performance review process in order to ensure consistent reviews across all departments. The Town Administrator shall have the following responsibility to ensure that the reviews are conducted in a fair and timely manner:

- a) Responsibility of performance reviews for direct reports of the Town Administrator;
- b) Oversee the review process for employees who report to a department head; and
- c) Provide input for employees who report to Town Boards.

Section 5 The Town Administrator shall have input in the hiring of employees of the Town Boards unless otherwise stated in a statute. The Town Boards retain the hiring decision. The Town Administrator shall provide input to performance reviews to ensure that the reviews are conducted in a fair and timely manner in accordance with the Town's performance review process.

Section 6 The Town Administrator shall be responsible for the budget process.

Section 7 At the direction of the BOS, the Town Administrator shall establish working hours, holidays, and vacations days for Town departments reporting to the Town Administrator in accordance with the Town's Personnel Bylaw, if any. The Town Administrator shall establish working hours, holidays, and vacations days in consultation with Town Boards for their employees in accordance with the Town's Personnel Bylaw, if any.

Section 8 The Town Administrator shall establish and maintain operational systems, hours of operation, and proximity of departments to ensure that Town Offices operate in an efficient manner for the benefit of the citizens.

Section 9 The Town Administrator shall conduct regular department meetings and report on such meetings to the BOS.

Section 10 The Town Administrator shall perform other duties as directed by the BOS.

Or take any action in relation thereto

ARTICLE 13

Board of Selectmen Junk and Debris

To see if the Town of Littleton will vote to amend the Town Code by adding a new Chapter 116 thereto, as follows:

Chapter 116, JUNK AND DEBRIS

§ 116-1. No owner of private property shall keep in the *public view*, on any lot in any Residence District, as defined in section 173-22 of the Town Code, any *substantial amount of junk and debris* for more than thirty (30) days.

§ 116-2. Definitions

A. Junk and Debris shall include, but not be limited to, the collection of paper, trash, rags, plastics, batteries, tires, scrap metal, scrap construction materials, appliances, mattresses, machinery, machinery parts, vehicle parts, trash furniture, or other items not constituting a structure, as defined by the Massachusetts Building Code or section 173-2 of the Town Code, and which is not in active use for any purpose authorized in a Residence District.

B. Public View shall refer to junk and debris visible from either (i) any point along a lot's property line that is six (6) feet or less above ground level, or (ii) from any place within a residence located on property directly abutting such lot.

C. Substantial Amount shall mean a volume of material that occupies more than 375 cubic feet in the aggregate on a single lot.

D. Hearing shall mean a proceeding before the Board of Selectmen for the purpose of either;

(1) appealing an order of the enforcement officer; or

(2) requesting an extension of time for the purpose of compliance with an order of the enforcement officer. Said extension may be granted only if an inventory of items constituting the *junk and debris*, approved by the enforcement officer, has been submitted to the Board of Selectmen along with a progress schedule clearly defining a timetable for compliance. Any action by the enforcing officer shall be suspended until such time a decision is issued by the Board of Selectmen.

§ 116-3. Any violation of this Chapter, as of the effective date of this Chapter, shall be remedied and cured within ninety (90) days of such date.

§ 116-4. No order issued pursuant to this Chapter shall be deemed to bar any separate enforcement action initiated by any Town Board, Committee, or Department under any other provision of the Town Code or regulation.

§ 116-5. Any Town employee(s) so designated for this work by the Town Administrator (the “enforcement officer”) shall have the authority to enforce the provisions of this Chapter. Upon the first issuance of a notice of violation by the enforcement officer, the owner shall have thirty (30) days within which to remedy and cure the violation or to make a written request for a *hearing*. If, after thirty (30) days of the issuance of such a notice, the violation has not been remedied or cured and a *hearing* has not been requested, the enforcement officer may issue subsequent written notices of violation with fines of not more than one hundred (\$100) for each offence. Each day that such violation continues shall constitute a separate offence until deemed remedied by the enforcement officer. Any future action taken within a 12-month period after remedy of the violation under this section shall be deemed a continuing violation.

§ 116-6. Any citizen against whom a notice of violation is issued under this Chapter shall have the right to a *hearing* before the Board of Selectmen, if requested in accordance with the provisions of section 116-5, and, following such hearing, the Board of Selectmen shall issue a decision within a reasonable period of time. The notice of violation shall be stayed until the Board of Selectmen issues such decision thereon.

Or to take any other action in relation thereto.

ARTICLE 14

Planning Board Zoning Amendment

To see if the Town will vote to amend § 173-2 of the Town Bylaws by adding the following definition: “173-2 CONCEPT PLAN — A development plan, building plans, impact analyses and other materials as required herein, subject to approval by two-thirds vote of the Town Meeting.”

And to amend §§173-87 and 173-88 by adding the following:

“173-87

C. Any commercial or industrial use which qualifies as a major commercial or industrial use, as defined under § 173-86, and is equal to or more than sixty thousand (60,000) square feet gross floor area in retail use, shall require concept plan approval, as defined under § 173-2, prior to being acted upon for special permit approval. Town Meeting concept plan approval may be made with conditions or limitations.

Special permit approval shall not be given by the Planning Board unless the proposal is determined to be consistent with the approved concept plan and the remaining requirements of ARTICLE XVIII.

173-88

C. Major projects.

1. A schematic development plan, indicating the location of the boundaries of the lot, buildings, roads, drives, parking, reserved open space, wells, on-site disposal facilities, drainage system, topography and grading, areas of retained vegetation and planting areas.

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2. Floor plans and architectural elevations of all planned structures and any existing structures.
3. Materials indicating the proposed maximum number of square feet of gross floor area for each category of land use (See § 218-13, Schedule of Use Regulations); analysis supporting the demand for such use, indicating the anticipated market area and the anticipated Littleton market share; methods of water supply and sewage disposal; time schedule for construction of units and improvements; service improvements proposed to be at the developer's expense and those anticipated at the Town's expense; and means, if any, of providing for design control.
4. Analysis of the consequence of the proposed development, evaluating the following impacts at a level of detail appropriate to the scale of the development proposed:
 - a. Natural environment: groundwater and surface water quality, groundwater level, stream flow, erosion and siltation prevention measures, vegetation removal (especially unusual species and mature trees) and wildlife habitats
 - b. Public services: traffic safety and congestion, need for water system improvements, need for additional public recreational facilities and need for additional school facilities.
 - c. Economics: municipal costs and revenues, local business activity and local jobs
 - d. Visual environment: visibility of buildings and parking and visual consistency with existing development in the area.”

Or to take any other action in relation thereto.

ARTICLE 15

Planning Board Zoning Amendment

To see if the Town will vote to amend Article IV “Site Plan Requirements” of §173 “Zoning” of the Code of the Town of Littleton by adding the following to §173-18 Design Requirements:

“F. Methods of stormwater control and treatment as outlined in the *Town of Littleton Low Impact Design/Best Management Practices Manual (latest edition)* are utilized to the maximum extent practicable.”

Or to take any other action in relation thereto.

ARTICLE 16

Planning Board Zoning Amendment

To see if the Town will vote to amend section 173-61 of the Town Code by making the following changes to section 173-61:

Under “Uses”:

Delete “Storage of fuel oil in quantities greater than 500 gallons” and add in its place “Storage of heating oil or petroleum in quantities greater than 500 gallons” and in the Aquifer District on the same line, delete “P” and add in its place “N”; and

delete “Storage of ice-control chemicals in quantities requiring state reporting” and add in its place “Storage of ice-control chemicals, commercial fertilizers or animal manure not stored in accordance with DEP 310 CMR 22.21(2)(b)(2), (b)(3), and (b)(4).”, retaining the “N” and “N”; and

add the following use: “Storage of sludge and/or septic tank not stored in accordance with DEP 310 CMR 22.21(2)(b)(1)” followed by “N” under Aquifer and “P” under Water Resource; and

following "Waste characteristics" delete "waste generation requiring the obtaining of an EPA identification number, as required under DEQE Regulations, 310 CMR 30.303" and add "Hazardous waste generation, treatment, or storage in quantities not to exceed Very Small Quantity Generators (VSQGs) as defined in DEP 310 CMR 22.21(2)(a)(7)" and delete "N" under Aquifer and add in its place "P"; and

delete "Waste generation exceeding 50% of the amount requiring the obtaining of an EPA identification number, as required under DEQE regulation, 310 CMR 30.303" and add "Waste generation in quantities greater than VSQGs limits" and delete "P" under Aquifer and add in its place "N"; and

following "On-site disposal of industrial waste, as defined in ..." delete "Title 5" and add in its place "DEP 310 CMR 22.21 (2)(a)(6)" and delete "P" under Aquifer and add in its place "N"; and

following "Rendering impervious more than..." delete "20%" and add "15% or 2500 square feet of any lot or parcel but less than 30%**"; and

add the following use: "Rendering impervious more than 20% but less than 50% or any lot or parcel.*" followed by "N" under Aquifer and "P" under Water Resource; and

delete "Grading resulting in creation of exterior grades less than 5 feet above maximum groundwater elevation." and insert "Earth removal activities not in accordance with DEP 310 CMR 22.21 (2)(b)(6), or subsequent equivalent regulation(s) currently in effect." And delete "P" under Aquifer and add in its place "N";

Thus §173-61 would read as follows:

§173-61. Use regulations.

There is established within the town certain Aquifer and Water Resource protection areas, consisting of aquifers or water resource areas which are delineated on a map entitled "Aquifer and Water Resource District, Town of Littleton," and dated March 2004. This map is hereby made a part of the Littleton Zoning Bylaws and is on file in the Office of the Town Clerk. Within the Aquifer and Water Resource Districts, the requirements of the underlying zoning districts continue to apply, except that uses are prohibited where indicated by "N" in the following schedule and require a special permit where indicated by "P", even where underlying district requirements are more permissive. Where there is no entry in this schedule, the underlying district requirements are controlling.

Uses	Aquifer (A)	Water Resource (W.R.)	District
Principal uses: manufacture, use, transport, storage or disposal of toxic or hazardous materials as a principal activity	N	N	
Truck terminal	N	P	

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Sanitary landfill, junkyard, salvage yard, other solid waste disposal	N	P
Motor vehicle service or washing station	N	P
Self-storage facility	N	P
Accessory uses or activities: manufacture, use, transport, storage or disposal of toxic or hazardous materials in excess of 5 gallons or 25 pounds dry weight of any substance or a total of all substances not to exceed 50 gallons or 250 pounds dry weight, on a site at any one time as an accessory activity for nonresidential and nonagricultural principal activities	P	P
Underground storage of gasoline or chemicals	N	P
Storage of heating oil or petroleum in quantities greater than 500 gallons	N	P
Storage of ice-control chemicals, commercial fertilizers or animal manure not stored in accordance with DEP 310 CMR 22.21 (2)(b)(2), (b)(3) and (b)(4).	N	N
Disposal of snow from outside the district	N	P
Storage of sludge and/or septage not stored in accordance with DEP 310 CMR 22.21(2)(b)(1)	N	P
Parking area with 100 or more spaces capacity	P	P
Waste characteristics: Hazardous waste generation, treatment or storage in quantities not to exceed Very Small Quantity Generators (VSQGs) as defined in DEP 310 CMR 22.21(2)(a)(7) or subsequent equivalent regulation(s) currently in effect	P	P

Waste generation in quantities greater than VSQGs limits	N	P
On-site disposal of industrial waste, as defined in DEP 310 CMR 22.21 (2)(a)(6).	N	P
Use (other than single-family dwellings) if having estimated sewage flow or industrial wastewater flow exceeding 6 gallons per day combined flow per 1,000 square feet of lot area or exceeding 15,000 gallons per day combined flow regardless of lot area. Flows regulated by Title 5 shall be based on Title 5	P	P
Other characteristics: for use other than single-family dwellings, retention of less than 30% of lot area in its natural state with no more than minor removal of trees and ground vegetation	P	P
Rendering impervious more than 15% or 2500 square feet of any lot or parcel but less than 30%. *	P	Not Applicable
Rendering impervious more than 20% but less than 50% of any lot or parcel.*	N	P
Earth removal activities not in accordance with DEP 310 CMR 22.21 (2)(b)(6), or subsequent equivalent regulation(s) currently in effect	N	P

And furthermore, to delete subsection “D. Drainage” of “section 173-63 Design and operation guidelines” and add in its place the following:

“(*) D. Drainage. Provision shall be made for on-site recharge of all stormwater runoff from impervious surfaces without degradation to groundwater if a special permit is to be granted for greater than 15 % coverage (but less than 30 %) in the Aquifer District and for impervious cover greater than 20% (but less than 50%) in the Water Resource District. Such recharge shall include (but not limited to) infiltration through methods as outlined in the *Town of Littleton Low Impact Design/Best Management Practices Manual (latest edition)* unless otherwise approved by the Planning Board during site plan review. Where dry wells or leaching basins are used, they shall be preceded by oil, grease and sediment traps. Drainage from loading areas for toxic or hazardous materials shall be separately collected for safe disposal.” Or to take any other action in relation thereto.

ARTICLE 17

Board of Selectmen Bylaw Amendment

To see if the Town will vote to amend Chapter 33 of the Town Code by replacing it with the following:

Town of Littleton Personnel By-Law

Chapter 33

Table of Contents

§33-1 Authorization/Amendment	§33-26 Family Medical Leave Act
§33-2 Personnel Board: Membership; Appointment; Terms	§33-27 Military Leave
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**TOWN OF LITTLETON
PERSONNEL BY-LAW**

§ 33-1. AUTHORIZATION/AMENDMENT

Pursuant to the authority contained in Article LXXXIX of the Constitution of the Commonwealth and Sections 108A and 108C of Chapter 41 of the General Laws, the Town of Littleton establishes plans, which may be amended from time to time by vote of the town at a Town Meeting:

- e. Authorizing a Classification Plan classifying positions in the service of the Town, other than those filled by popular election, those under the jurisdiction of the School Committee, those covered by collective bargaining agreements with the Town, and those with individual contracts with the Town, into groups and classes doing substantially similar work or having substantially equal responsibilities;
- f. Authorizing a Compensation Plan for positions in the Classification Plan;
- g. Providing for the administration of said Classification and Compensation Plans; and
- h. Establishing certain working conditions and fringe benefits for employees occupying positions in the Classification Plan.

The Classification Plan and/or Compensation Plan and/or other provisions of this By-Law may be amended by vote of the Town at either an Annual or Special Town Meeting. No amendment shall be considered or voted on by Town Meeting unless the Personnel Board has first considered the proposed amendment.

The Personnel Board, of its own motion, may propose an amendment to the plans or other provisions of this By-Law.

The Personnel Board shall report at least annually its recommendations on any proposed amendment to the Board of Selectmen. The Personnel Board shall make its recommendations with regard to any amendment at the Town Meeting at which such amendment is considered.

THE PERSONNEL BOARD

§33-2. MEMBERSHIP; APPOINTMENTS; TERMS

The Town establishes a Committee on Personnel which will report to the Board of Selectmen on matters of personnel policies and practices which affect the employees under the Classification Plan of the Town of Littleton. The members of the Committee shall review and make recommendations to the Selectmen, town meeting or other Boards or Committees on all current and proposed personnel policies and procedures, compensation schedules and other matters, which directly affect the non-union employees of the Town as stated within this bylaw.

The Committee shall be made of the following: one member of the Board of Selectmen, one member of the Finance Committee; two benefit eligible employees, one of whom shall be a department head, two citizens, one of whom should be a human resources professional; and the Town Administrator. All appointments of the Committee shall be made by the Selectmen for a term of three years, with the exception of the Town department head and employee at large, who shall be elected for a term of one year, by their peers prior to July 1 each year.

§33-3. ORGANIZATIONAL STRUCTURE: MEETINGS

- E. The Committee shall have a Chairperson who shall preside over meetings, a Vice Chair who shall take over for the Chairperson in that person's absence and a Clerk who shall be responsible for taking minutes of meetings. The membership shall vote on these positions.
- F. The Committee shall meet at least quarterly with minutes of such meetings taken and forwarded to the Board of Selectmen and filed with the Town Clerk.

§33-4. MEETINGS OF BOARD AND EMPLOYEES

- A. All employees shall have the right to request an appointment to confer with the Board on any matter which is of interest or concern to them and which is covered by the plan.
- B. The Personnel Board shall meet as necessary or at least once annually with Appointing Authorities, Selectmen and the Finance Committee.
- C. The Personnel Board shall meet annually with all Town employees.
- D. The Personnel Board shall post all meeting dates and times and these will be public meetings.
- E. The Board shall provide sufficient copies of the Personnel By-Law or a summarization thereof in the form of an employee handbook to each department for distribution to each employee.

§33-5. PERSONNEL BOARD AUTHORITY

The Personnel Board shall have the authority to review, from time to time or at least annually, the work of all positions subject to the provisions of this By-law. The Personnel Board shall recommend changes in said positions as well as adjustments to salaries as it deems advisable, subject to appropriation of funds. Such reviews shall be made at such intervals, as the Board deems necessary and, to the extent that the Board considers practicable, shall include all occupational groups in the Classification Plan.

The Board, after meeting with the appropriate Appointing Authority, shall have the authority to adjust individual employee classifications and wages within the context of the By-Law whenever inequities exist.

On or before January 1ST of each year, the Personnel Board shall meet with the Board of Selectmen to discuss any changes in the Compensation Plan for the forthcoming year as well as any matters related to the Classification or Compensation Plans, which said Board, deems appropriate to be considered by the town. The Personnel Board in conjunction with Appointing Authorities and the Town Administrator shall develop, maintain, and modify from time to time written personnel policies not inconsistent with the By-Law.

§33-6. APPLICABILITY OF THE PERSONNEL BY-LAW

This chapter shall apply to all Town of Littleton departments and to all positions of all employees in the service of the Town, whether benefit eligible, non-benefit eligible or seasonal, other than the School Department, Light and Water Departments, and other than those positions which are covered by separate agreement between any association of employees and the Town or any individual employee and the Town and developed through collective bargaining, except that all provisions of this chapter shall be applicable in so far as any collective bargaining agreement may refer to this chapter and to the extent applicable by statute or in the absence of any other provision.

The Town adheres to the policy of employment-at-will, which permits the Town or the employee to terminate the employment relationship at any time, with cause. Unless otherwise informed by written contract, Town employees are all employees-at-will.

The rights afforded herein shall be construed to be in addition to those rights secured by state and federal laws and regulations.

The Town agrees that, in all personnel matters, it will continue its policy of not discriminating against any person on any legally recognized basis. This includes, sex, sexual orientation as defined by law, age as defined by law, race, color, religion, handicap, national origin, military status and genetic information.

As may be required, changes or additions to the Personnel By-law may be made at Town Meeting when necessary.

Employees covered by this By-law will not be able to benefit from other agreements that exist with the Town. Employees either benefit from this By-law or by a contract [union or personal] with the Town, not both.

§33-7. DEFINITIONS

As used in the By-law, the following terms shall have the meaning indicated:

- t. Employee - Any person who is paid by the town for services rendered to the town, excluding elected officials, persons with collective bargaining agreements, individuals with contracts, independent contractors, and persons under the direction of the School Committee.
- u. Benefit Eligible Employee - Any employee who is employed at least 20 hours per week, 52 weeks per year.
- v. Non-Benefit Eligible Employee - Any employee who works less than 20 hours each week for 52 weeks per year.
- w. Seasonal Employee - Any employee whose duration of employment with the Town is of a seasonal or emergency nature, or specified limited amount of time (not to exceed five (5) continuous months).
- x. Continuous Service - Length of employment with the Town of Littleton of a full time or benefit eligible part time employee, uninterrupted except for authorized military leave, vacation leave, sick leave, court leave, disability, maternal/paternal leave, or any other authorized leave of absence, if applicable and covered in the terms of this By-Law.
- y. Absence - Any time an employee is not at work during a scheduled work period.
- z. Town - The Town of Littleton, Massachusetts.
- aa. Department - Any Board, Committee, Commission, Trustees or functional unit (or sub-unit) of the town.
- bb. Administrative Authority - The elected or appointed official or board having jurisdiction over a function or activity.
- cc. Appointing Authority - Any person(s), Board, Committee, Commission, or Trustees who has the right to hire or discharge employees.
- dd. Position - Employment in Town service with duties and responsibilities.
- ee. Classification Plan - Ranking of all jobs specifications/titles approved by the Personnel Board and appearing as Schedule A to these By-Laws.
- ff. Job Classification - A particular job classification within the Classification Plan.
- gg. Compensation Plan - Specified ranges of pay for each job classification included in the Classification Plan, appearing as Schedule A to these By-Laws.
- hh. Grade - A ranking of the value of various jobs.
- ii. Rate - A sum of money designated as compensation for personal services on an hourly, daily, weekly, monthly, annual or other basis.
- jj. Step Rate - A rate in a range of a grade.
- kk. Range - The minimum and maximum rates for a particular grade.
- ll. Work week - The Town of Littleton's work week is Thursday through Wednesday.

§33-8. CLASSIFICATION PLAN

A. MANDATORY CLASSIFICATION

No person shall be appointed, employed or paid as a Town employee in any position under the Classification Plan and Compensation Plan under any title other than that of the class of which position is allocated.

B. EMPLOYEE CATEGORIES

All positions subject to the provisions of the Personnel By-law of the Town shall fall into one of the following categories:

- d. Benefit Eligible
- e. Non-Benefit Eligible
- f. Seasonal

These categories will determine an employee's eligibility for benefits as specified by this By-Law.

§33-9. HIRING AND RE-CLASSIFICATION

The following procedure shall be used when hiring employees in filling benefit eligible and non-benefit eligible positions covered by this By-law.

1. A job description agreed to by both the hiring Appointing Authority and the Personnel Board shall be completed prior to the announcement of the job opening.
2. The hiring grade and step for the job shall be in accord with the Classification and Compensation Plans or be developed with and agreed to by the Personnel Board prior to the announcement of the job opening.
3. **The job opening shall be posted on the Town Hall Bulletin Board for two weeks and, if appropriate, shall be advertised externally.**

The announcement will include:

- a. Job title
- b. Pay range
- c. Summary statement of duties
- d. Direction on where and how applications may be filed
- e. Deadline for filing application

4. Job applicants shall not be discriminated against on the basis of sex, sexual orientation as defined by law, age as defined by law, race, color, religion, handicap, national origin, military status and genetic information.
5. The Town must retain records of all job applicants in accordance with the Public Records Law. The application of the person hired shall be filed in his/her personnel file.
6. Benefit eligible persons selected for employment shall be notified in writing. The applicant may be required to undergo a medical examination, CORI and drug test as a condition of employment. The examination shall be at the expense of the town by a physician or medical institution selected by the Town. The examining physician shall advise as to whether or not, in the opinion of the physician, the applicant can perform the essential functions of the job. If deemed unfit to perform the duties of the position for which application has been made the appointing authority shall withdraw the offer of employment.
7. A Payroll Authorization Form with the required approvals shall be submitted to the Town Accountant prior to issuance of pay for a new employee or the pay rate change for an incumbent employee.
8. An applicant who accepts an appointment and fails to report to work on the date set by the appointing authority, shall, unless excused by the appointing authority, be deemed to have declined appointment and the offer of employment shall be withdrawn.

No employee may be reclassified to a position in another grade, either higher or lower, until the Personnel Board determines that such a reclassification will be consistent with the provisions of the Classification Plan.

§33-10. JOB DESCRIPTIONS

The Personnel Board shall maintain written descriptions of the jobs or positions in the Classification Plan. These descriptions shall be written by the Appointing Authority and approved by the Personnel Board. The descriptions shall include the grade, definitions describing the essential nature of the work, distinguishing features of the work and such illustrative examples of duties as may be deemed appropriate. The Personnel Board may, upon the request of an Appointing Authority or on their own initiative, along with the Appointing Authority's input, amend such job descriptions.

The departments shall be required to retain copies of the current job descriptions. They shall be responsible for drafting any revisions and submitting them to the Personnel Board for approval.

The description of any position shall be construed solely as a means of identification. It shall not limit the duties and responsibilities of any position or modify, or in any way affect, the power of any Appointing Authority as otherwise existing, to assign duties to, or to direct and control the work of any employee under the jurisdiction of such authority.

COMPENSATION/BENEFITS

§33-11. CLASSIFICATION PLAN & COMPENSATION PLAN

The Compensation Plan set forth in the By-Law, shall consist of the minimum and maximum salaries by grade and step for the positions in the Classification Plan. The Compensation Plan shall be reviewed and updated annually, voted at the annual town meeting and be incorporated into the budget process.

§33-12. RATE ABOVE MAXIMUM

Any rate which is above the maximum for a job as established by this plan shall be deemed to be a personal rate and apply only to the incumbent. The employee's rate shall be held and not be increased until such time at the employee's rate is consistent with the Compensation Plan.

§33-13. STEP INCREASES

Step increases will be awarded on an annual basis 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.

§33-14. MERIT INCREASES (RESERVED)

§33-15. ANNUAL COST OF LIVING INCREASE

A cost of living increase will be voted each year at the annual town meeting. Recommendations are to be made by the Personnel Committee.

§33-16. TRANSFER AND PROMOTION OF EMPLOYEES

- A. When an employee is promoted to a higher-rated grade, he/she shall enter it at the step which provides an increase in salary. He/she may also receive a one step rate increase at the time if the Appointing Authority recommends that qualifications and performance warrant it, and the Personnel Board approves.
- B. If the employee is transferred to a lower grade job, he/she shall enter it at his/her own step or at the maximum step for the job, whichever is lower, provided that the Personnel Board approves. The employee shall have the right of appeal to the Personnel Board and to be heard thereon.

§33-17. PAY RATE FOR NEW PERSONNEL

1. The hiring rate shall be the minimum step for the grade of the job for which the new employee is hired. An appointing authority may assign a new employee, only for the purposes of pay, to a rate higher than the minimum rate, up to Step 3 of the Grade in any case where the employee's prior experience in the work warrants such action. Hiring an employee at a rate above Step 3 requires the advanced approval of the Personnel Board. The Board may investigate any request for a higher salary step and confer with the Appointing Authority relative to such employment.
2. The appointing authority may negotiate benefits to permit competitive hiring, subject to appropriation and the prior approval of the Personnel Board.

§33-18. OVERTIME AND COMPENSATORY TIME

Hourly employees begin to accrue overtime after they have worked 40 hours in a work week and it must be pre-approved by the Appointing Authority and their budget must have funds available to cover overtime. In certain circumstances compensatory time may be used, but it should be used as an exception rather than the norm. Salaried employees are not eligible for compensatory time. Compensatory time

Town of Littleton

must be recorded on the timesheets as hours accrue or hours used and it must be used within 30 days of the date on which it was earned or it is lost. If Sunday hours are scheduled the rate of pay will be at time and a half the employees regular rate.

§33-19. DEPARTMENT PAY ADJUSTMENT IN ANNUAL BUDGET

Each Appointing Authority shall include in the annual budget a pay adjustment section to provide funds for anticipated pay adjustments (step increases) during the ensuing year, expenditures to be made only in accordance with the plan with the approval of the Personnel Board.

§ 33-20. LONGEVITY PAY

B. Each benefit eligible employee covered by the provisions of the Town of Littleton Personnel By-law shall receive a longevity payment, to be paid in a lump sum as of July 1 of each year through regular payroll, such payment to be based on the number of consecutive years of benefit eligible employment by the Town as of July 1, in accordance with the following:

Lump Sum

Years of Service Payment

5- 9 years	\$700
10-14 years	\$750
15-19 years	\$800
20+ years	\$850

B. For purposes of this section, consecutive years of service shall mean the length of an employee's uninterrupted service in years in the employ of the Town of Littleton and in a position included within the Town of Littleton Personnel By-law Classification Plan and Compensation Plan in a benefit eligible position. Unpaid, approved leaves of absence shall not be considered as breaks in said consecutive years of service; however, only years, months and days spent on paid leaves of absence shall be included in the computation of consecutive years of service.

§33-21. HOLIDAYS

H. All benefit eligible employees shall receive one day at straight time for the following 11 holidays:

New Years Day	Labor Day
Martin Luther King Day	Columbus Day
President's Day	Veteran's Day
Patriot's Day	Thanksgiving
Memorial Day	Christmas
Fourth of July	

I. If such holiday falls on a Saturday, the preceding Friday will be observed as a holiday. If the holiday falls on a Sunday, the holiday will be observed on the following Monday. If an employee is on vacation and a holiday falls within the vacation time period, the employee will not be required to use a vacation day for the holiday.

§33-22. PERSONAL DAYS

All benefit eligible employees shall receive three (3) paid personal days on July 1st to use during that fiscal year. They cannot be carried over or paid out.

§ 33-23. VACATION LEAVE

- A. The vacation year is from July 1 through June 30 inclusive.
- B. All benefit eligible employees will accrue at a proportional rate of vacation time. For each full calendar month of employment, employees will be credited with vacation pay as outline below:
 - (1) After one full month and up to five years of service, the employee will accrue vacation days at a rate of five-sixths (5/6) of a day per month, equaling (10) days per year from the date of employment.
 - (3) After the 5th year of service and up to 10 years of service, the employee will accrue vacation days at a rate of one and twenty-five hundredths (1.25) days per month, equaling (15) days per year.
 - (4) After the 10th year and up to twenty years of service, the employee will accrue vacation days at a rate of one and two-thirds (1 2/3) days per month, equaling (20) days per year.
 - (5) After the twentieth year the employee will accrue vacation days at a rate of two and eighty-three thousands (2.083) days per month, equaling (25) days per year.
- C. In the event of termination for any reason, the employee will be paid for the full amount of vacation pay accrued to the date of termination. If the employee has taken more vacation time than accrued at the time of termination, the time not accrued shall be deducted from the final paycheck.
- D. Vacation shall be taken at the convenience of the department. Every effort will be made to arrange for the employee to have the vacation time desired. However, all operations have to be covered at all times, and the employees with the greatest length of service will have the first choice of time.
- E. All benefit eligible employees who have left the service of the Town voluntarily and who are re-employed, within two (2) years, shall after one (1) year of service receive credit for prior employment service in the calculation of the vacation benefit.
- F. The Town may offer vacation incentives in the recruitment and negotiation with potential new employees. No such incentive shall be greater than 20 days of vacation. Appointing Authority may not offer vacation incentives without prior approval of the Personnel Committee. If granted, the employees then fall into the schedule adopted in Section B above.
- G. Employees may carry over any unused vacation time into the next fiscal year with the approval of the Appointing Authority. In no case will the carry over accrual be more than five weeks.

§33-24. PERSONAL LEAVE OF ABSENCE

Personal leave of absence for a specified period of time not to exceed 90 days may be granted by an Appointing Authority but shall be without compensation. A leave of absence of over three months duration shall be considered a break in employment and on return to work the employee shall have the status of a new employee unless an extension of leave beyond three months has been authorized by the Personnel Board in advance. Unless otherwise stated, personnel leave of absences without pay shall be considered inactive employment, where time spent on such leave does not count as service (time worked) for purposes of seniority, vacation, sick leave, pension, longevity and other benefits. Those employees on an approved leave of absence who are removed from payroll are responsible for remitting their portion of

the payment due for health and other insurance premiums to the Treasurer's office within the requested time frame.

§33-25. SICK LEAVE POLICY

- A. SHORT TERM DISABILITY Town benefit eligible employees who experience an illness/injury that causes a continuous and uninterrupted absence up to 180 calendar days/six (6) months, will be considered to be short term disability. Employees are compensated at 100% of full weekly base pay. Any absence that exceeds three continuous and uninterrupted working days requires a physician's statement to be reinstated for work.
- B. LONG TERM DISABILITY Town benefit eligible employees who experience an illness/injury that causes a continuous and uninterrupted absence beyond 180 calendar days/six (6) months, will be considered to be long term disability. A Long Term Disability Employee will not continue to accrue vacation time, sick days, holidays, but will continue to participate in other benefits on the same basis as active employees. Seniority will freeze at current step after one year of sick leave (6 months of short term disability / 6 months long term disability).
- J. Employees will not hold employment of any type during period of Long Term Disability. Violation will result in termination of sickness benefits and employment with the Town.
- K. Use of Long Term Disability will be considered on a per illness basis and shall not be prorated during the employee's employment by the Town. Subsequent illness within a six months' period will be reviewed by the Town Physician.
- L. The method of payment for Long Term Disability shall be as follows;
 - (1) Employee must be absent from work for a period of 180 days consecutively
 - (2) Employee's physician statement must be submitted to the Town
 - (3) Employee must be reviewed by Town's physician
 - (4) Upon approval of the Town, benefits shall begin immediately
 - (5) Employee must present Town with physician's documentation indicating necessity of continued Long Term Disability Benefit at six-month intervals.
 - (6) Employee's return to work must be reviewed by Town Physician to ensure employee is physically able to do the job.
- M. Long Term Disability benefits will equal 60 months (calendar months rather than working days), or the length of service employee has with the Town, whichever is greater.
 - (1) The employee will be compensated at 80% of full weekly base pay for a period of 18 calendar months. Rate of pay is calculated from the first day of disability.
 - (2) The remaining calendar months will be compensated at 60% of full weekly base pay. Rate of pay is calculated from the first day of disability.
 - (3) Benefit includes annual review by the Town
- N. Exceptions. The Town may reduce the Long Term Disability benefit if the employee receives Social Security, Federal, State or County allowances. Total amount of allowances including these benefits is not to exceed 100% of full weekly base pay. Employees, eligible or accepted for retirement are not eligible for Long Term Disability benefits, and /or will no longer receive the Long Term Disability benefit upon filing for retirement benefits.

§ 33-26. FAMILY AND MEDICAL LEAVE ACT

As stated by Federal Law.

§ 33-27. MILITARY LEAVE

Any Employee in an active military reserve unit or the National Guard called to active duty will be given Military Leave. Employees should provide adequate notice of the dates of their military duty to their supervisor. Vacation days accrued will not be affected by military duty. Employees will be paid the difference between their regular salary and their military pay during the time of their active military duty.

§33-28. BEREAVEMENT LEAVE

Benefit eligible employees shall be given up to three (3) consecutive working days leave with a straight day's pay upon the death of immediate family members as defined by mother, father, spouse, mother-in-law, father-in-law, sister, brother, child, grandchild, grandparent, step-parent, step sibling, step-grandchild, or step-grandparent. One (1) day of leave with pay shall be given upon the death of the employee's aunt, uncle, niece or nephew.

Vacation days or Personal days may be used as bereavement upon the death of family members not specifically mentioned above.

§ 33-29. JURY DUTY

Employees required to report for jury duty shall submit their notice to their immediate supervisor. Employees will receive payment for their normal work hours while attending jury duty. Employees should notify their supervisor of their jury status on a daily basis. Employees will be paid the difference between their regular salary and their jury duty pay if selected for jury duty.

INSURANCE**§ 33-30. INSURANCE BENEFITS**

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

HEALTH INSURANCE

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

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

If you are an active benefit eligible employee 65 or over you will remain on your current active health plan until you retire. At age 65, if you are Medicare eligible, you must apply for your Medicare coverage through Social Security and defer your Part B coverage until retirement.

RETIRED EMPLOYEES

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

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

BASIC LIFE INSURANCE

The basic life insurance offered by the Town is \$10,000. The Town currently pays 70% and the employees pays 30% of the cost. This is automatically deducted from the employee's paycheck. This is term life insurance and expires upon termination of employment with the Town. Retirees coverage drops to \$5,000 for half the cost. Life insurance is offered to new hires at the time of their employment only. If you do not take this insurance you must sign a waiver of refusal.

OPTIONAL LIFE INSURANCE

Employees may carry additional life insurance as offered. Rates are based upon the amount of insurance and age. Premiums are fully paid by the employee. These policies may be portable.

§ 33-31. HIPAA

As stated in Federal Law.

§ 33-32. PERFORMANCE EVALUATIONS

All employees covered by this bylaw shall have a performance evaluation annually. .

§ 33-33. DISCIPLINARY ACTION

A. DISCIPLINARY PROCEDURE

Standards of employment conduct are essential to efficient and effective operations. Employees are expected to exercise common sense and good judgment, and conduct themselves in a manner that will be a credit to the Town. The Town recognizes that all of its employees have high standards, however, there are times when it may be necessary to discipline individual employees. Disciplinary action may be initiated for failure of an employee to fulfill responsibilities as an employee. The standards as listed below are not intended to be exhaustive, but are provided for illustrative purposes. The Town reserves the right to discipline for any conduct it deems inappropriate, whether or not it is enumerated herein. Violation of the Standards of Employment Conduct may result in disciplinary action, ranging from reprimand to immediate discharge.

The following is a non-exhaustive list of examples of violations of the Standards of Employment Conduct:

- Incompetence or inefficiency in performing assigned duties
- Refusal to perform a reasonable amount of work or violation or any reasonable official order or failure to carry out any lawful and reasonable directions made by a proper supervisor
- Habitual tardiness or absence from duty
- Violation of safety rules, practices and policies
- Engaging in sexual or other harassment
- Insubordination
- Fighting on the job – Physical or verbal abuse
- Theft of Town or another employee's property
- Falsification of time records
- Use of illegal substance or alcohol on the job
- Intentional disclosure of confidential information
- Misuse or unauthorized use of Town property
- Fraud in securing an appointment
- Conviction of a felony
- Violation of safety rules, practices, policies (after appropriate training)
- Unauthorized absences during work hours
- Falsification of Town records

§ 33-34. COMPLAINT RESOLUTION

Step 1. Any employee who believes that they have in any manner been unfairly treated in accordance with this bylaw may appeal for relief from that condition. An employee must discuss the complaint initially with their direct supervisor. Then, if the matter is not settled, the employee should submit said complaint

in writing to the department head. The department head shall respond in writing, within fourteen calendar days. If the employee's department head is also the immediate supervisor, he/she should proceed to Step 2.

Step 2. If the employee feels that his/her complaint is still unresolved, he/she may appeal to the Personnel Board within fourteen calendar days after receiving the decision of the Department Head. The Personnel Board may require a written statement from the employee in such form and containing such information as they may require. The Personnel Board shall hear the complaint at their next regularly scheduled meeting and shall render a decision within 14 calendar days of the hearing. Any decision of the Personnel Board shall, within five (5) business days of its final decision, be transmitted to the Board of Selectmen.

§ 33-35. REDUCTION IN FORCE (RIF)

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

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

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

- A. An employee who has been laid off shall be entitled to recall rights for a period of two (2) years from the effective date of his/her layoff.
- B. Recall notices shall be sent via certified or registered mail. Employees are required to keep the Town informed of their current mailing address.
- C. An employee who is recalled must report to work within 14 calendar days of the date of mailing the recall notice or some other mutually agreed upon time.
- D. An employee recalled within one year of his/her day of lay off will return to their former classification with service accrued up to the time of lay off.

§ 33-36. WORKING FROM HOME

Employees covered by this by-law who have assigned office space are not permitted to work from home. Our goal is to have town offices open to the public whenever possible. The appointing authority of the employee must grant permission for any exceptions to this policy.

§ 33-37. TECHNOLOGY USAGE

The technology usage policy covers all computer, communications, and information technology systems. This includes, but is not limited to: computers, internet services, e-mail, telephones and fax machines. Any employee abusing the privileges and authorized uses of this technology will be subject to disciplinary action ranging from oral reprimand to dismissal and/or legal prosecution.

§33-38. DISCRIMINATION AND SEXUAL HARASSMENT

As stated in Federal, and State Law.

§33-39. SEVERABILITY

In the event that any provision of this chapter, or application thereof, shall be held to be invalid by the proper authorities, this shall not be construed to affect the validity of any other provision, or application thereof, of this chapter.

§33-40. DRUG FREE WORKPLACE

As stated by Town's current policy.

§33-41. WORKERS COMPENSATION

As stated in State Law and the Town's policy.

SCHEDEULE A: CLASSIFICATION PLAN & COMPENSATION PLAN

Or to take any other action in relation thereto.

ARTICLE 18

Personnel Board Longevity

To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of \$11,650.00 to fund the obligations created by Chapter 33, Section 20 of the Town Code (Personnel Bylaw) for longevity payments due to eligible employees on July 1, 2007, or to take any other action in relation thereto. *The Finance Committee recommends passage of this article.*

ARTICLE 19

Personnel Board Classification Plan

To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of \$43,000.00 to fund the obligations created by Chapter 33, Sections 11 and 13 of the Town Code for implementation of the Classification and Compensation Plan for applicable employees effective July 1, 2007, or to take any other action in relation thereto. *The Finance Committee will make their recommendation at Town Meeting.*

ARTICLE 20

Board of Selectmen Strong Police Chief Bylaw

To see if the Town will vote to accept Chapter 41, Section 97A of the General Laws, creating a "strong" Police Chief with authority to hire police officers and other Police Department personnel, to serve for a term of years not exceeding three years, or take any other action in relation thereto.

ARTICLE 21

Board of Selectmen Community Preservation Act

To see if the Town will accept Sections 3 to 7, inclusive, of Chapter 44B of the General Laws, otherwise known as the Massachusetts Community Preservation Act, by approving a surcharge on real property for the purposes permitted by said Act, including the acquisition, creation and preservation of open space, the acquisition, preservation, rehabilitation and restoration of historic resources, the acquisition, creation and preservation of land for recreational use, the acquisition, creation, preservation and support of community housing, and the rehabilitation and restoration of such open space, land for recreational use and community housing that is acquired or created as provided under said Act; to determine the amount of such surcharge on real property as a percentage of the annual real estate tax levy against real property and the fiscal year in which such surcharge shall commence; to determine whether the Town will accept any

of the exemptions from such surcharge permitted under Section 3(e) of said Act; or to take any other action relative thereto.

ARTICLE 22

Board of Selectmen Sewer Tie In – Police/Fire

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow a sum of money not to exceed \$150,000 for the purpose of construction and tie in costs associated with the Police and Fire Station sewerage system to the High School Sewer Treatment Plant, or to take any other action in relation thereto. *The Finance Committee recommends passage of this article.*

ARTICLE 23

Board of Selectmen Beaver Brook/119 Lights

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow a sum of money to be determined for the purpose of funding design services for a turning lane at Beaver Brook/119 Lights, or to take any other action in relation thereto. *The Finance Committee will make their recommendation at Town Meeting.*

ARTICLE 24

Cemetery Commission Building Addition Design

To see if the Town will vote to raise and appropriate, transfer from available funds or borrow pursuant to any applicable statute a sum of money for the purposes of the design, specifications and bidding of a major renovation, including the addition of a crematorium, to the Cemetery Administration Building, or to take any other action in relation thereto. *The Finance Committee will make their recommendation at Town Meeting.*

ARTICLE 25

Cemetery Commission Building Addition

To see if the Town will vote to raise and appropriate, transfer from available funds or borrow pursuant to any applicable statute a sum of money for the construction of a major renovation, including the addition of a crematorium, to the Cemetery Administration Building, or take any other action in relation thereto.

The Finance Committee will make their recommendation at Town Meeting.

ARTICLE 26

Park & Recreation Shaker Lane Ball Field

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow a sum of money not to exceed \$13,500 for the purpose of improvements to the Shaker Lane baseball fields to include field, fencing and dugout work or to take any action relative thereto. *The Finance Committee recommends passage of this article.*

ARTICLE 27

Board of Selectmen
File Storage

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow a sum of money not to exceed \$15,000 for the purpose of purchasing a High Density File Storage unit for Town Hall, or to take any other action in relation thereto. *The Finance Committee recommends passage of this article.*

ARTICLE 28**Board of Selectmen
Street Acceptance**

To see if the Town will vote to accept, as Town ways, the layout by the Board of Selectmen of the private way known as "Manchester Drive", and the layout by the Board of Selectmen of the private way known as "Norfolk Drive":

MANCHESTER DRIVE

Forty feet in width, from the Southerly side line of Norfolk Drive, a distance of one thousand two hundred and fifty feet, more or less in a southerly and easterly direction to the easterly side line of Tulip Road, this being a portion of the road as shown on a plan entitled "Map B of Long lake, Town of Littleton" recorded with the Middlesex South District Registry of Deeds in Plan Book 362 as plan number 27;

NORFOLK DRIVE

Forty feet in width, from the southerly side of Shaker Lane, a distance of three hundred and twenty feet, more or less, in a southeasterly and easterly direction to the westerly side line of lot 3967, this being a portion of the road, all as shown on a plan entitled "Map B of Long Lake, Town of Littleton" recorded with the Middlesex South District Registry of Deeds in Plan Book 362 as plan number 27; and to authorize the Board of Selectmen, for Manchester Drive and/or Norfolk Drive, to acquire by gift, purchase or eminent domain, the land easements, rights therein, and to further authorize the Board of Selectmen to proceed with the reconstruction of said way or ways, and to raise and appropriate, transfer from available funds, and/or borrow a sum or sums of money to fund the total costs of said acquisition, engineering, construction, and other expenses incidental thereto, or to take any other action in relation thereto.

ARTICLE 29**Board of Selectmen
Street Acceptance**

To see if the Town will vote to accept, as a Town way, the layout by the Board of Selectmen of the private way known as "Grist Mill Road", 50 feet in width, from the northerly sideline of Great Road (Route 2A/110), a distance of approximately 3,793 feet to the portion of Grist Mill Road previously accepted; and to authorize the board of Selectmen to acquire by eminent domain or otherwise, the land and easements for drainage, utility, or other purposes, all as shown on a plan entitled: "As-Built Plan of Apple D'Or Subdivision – Littleton, Mass" dated April 12, 2004, as last revised February 14, 2007 said street having been constructed to the satisfaction of the Planning Board, and to name said street "Grist Mill Road", or take any other action in relation thereto.

ARTICLE 30**Board of Selectmen
Street Acceptance**

To see if the Town will vote to accept, as a Town way, the layout by the Board of Selectmen of the private way known as "Surrey Road", 50 feet in width, from the westerly sideline of Grist Mill Road, a distance of approximately 2,150 feet; and to authorize the board of Selectmen to acquire by eminent domain or otherwise, the land and easements for drainage, utility, or other purposes, all as shown on a plan entitled: "As-Built Plan of Apple D'Or Subdivision – Littleton, Mass" dated April 12, 2004, as last

Town of Littleton

revised February 14, 2007 said street having been constructed to the satisfaction of the Planning Board, and to name said street "Surrey Road", or take any other action in relation thereto.

ARTICLE 31

Board of Selectmen Street Acceptance

To see if the Town will vote to accept, as a Town way, the layout by the Board of Selectmen of the private way known as "Richard Way", 50 feet in width, from the easterly sideline of Colonial Drive, a distance of approximately 636 feet, and to authorize the board of Selectmen to acquire by eminent domain or otherwise, the land and easements for drainage, utility, or other purposes, all as shown on a plan entitled: "As-Built Plan of Richard Way, Littleton, Mass" dated November 17, 2005 said street having been constructed to the satisfaction of the Planning Board, and to name said street "Richard Way", or to take any other action in relation thereto.

ARTICLE 32

Board of Selectmen Street Acceptance

To see if the Town will vote to accept, as a Town way, the layout by the Board of Selectmen of the private way known as "Nancy's Way", varying from 40 feet in width, from the westerly sideline of Whitcomb Avenue, a distance of approximately 981 feet; and to authorize the board of Selectmen to acquire by eminent domain or otherwise, the land and easements for drainage, utility, or other purposes, all as shown on a plan entitled: "As-Built Plan of Nancy's Way, Littleton, Mass" dated February 21, 2007, said street having been constructed to the satisfaction of the Planning Board, and to name said street "Nancy's Way", or take any other action in relation thereto.

Article 33 Board of Selectmen Mill Pond

To see if the Town will vote to authorize the Board of Selectmen to acquire in fee by purchase, gift, eminent domain or otherwise a parcel of land located under Mill Pond, as shown as Littleton Assessors Map 39, parcel 10, or take any other action in relation thereto.

ARTICLE 34

Board of Selectmen Whitcomb Ave/Porter Rd

To see if the Town will vote to authorize the Water Department to acquire in fee by purchase, gift, eminent domain or otherwise a parcel of land located on the southeasterly side of Whitcomb Avenue, in Littleton, Middlesex County, Massachusetts being shown as Parcel "A" on a plan of land entitled "Plan of Land in Littleton, Mass., prepared for The Jackson Family Trust, David A. Jackson, Jr., Trustee, dated June, 2004, Scale 1" = 60', David E. Ross Associates, Inc., Civil Engineers and Land Surveyors, Landscape Architects, Environmental Consultants, P.O. Box 368, Ayer, MA 01432" which plan is recorded with the Middlesex South District Registry of Deeds as Plan Number 842 of 2004, to which plan reference may be made for a more particular description of said premises; said Parcel A containing 5.2 acres more or less, according to said plan; or to take any other action in relation thereto.

ARTICLE 35

Board of Selectmen
Revolving Funds

To see if the Town will vote to authorize the following FY08 Revolving Funds, in accordance with Chapter 44, section 53E½1/2 of the General Laws, or to take any other action in relation thereto.

REVOLVING	AUTHORIZED TO	REVENUE	USE OF	SPENDING	DISPOSITION OF
FUND	SPEND FUND	SOURCE	FUND	LIMIT	FY07 FUND BALANCE
Wiring/Plumbing Inspectors	Building Commissioner	Wiring/Plumbing	Compensate Wiring and Plumbing Inspectors	\$ 75,000	Balance Available
Compensation		Fees	Plumbing Inspectors		for Expenditure
Dog Bylaw Enforcement	Town Clerk	Dog License Fees	Expenses associated with Bylaw enforcement	\$ 5,000	Balance Available
		And Fines			for Expenditure
Sale of Lots/Grave Openings	Cemetery Commission	Fees	Administrative costs	\$ 10,000	Balance Available
			Associated		for Expenditure
Alarm Box Repairs	Fire Department	Alarm Box fees	Repairs to Alarm Boxes	\$ 5,000	Balance Available
					for Expenditure
CPR Courses	Fire Department	CPR Course Fees	CPR Course Costs	\$ 2,000	Balance Available
					for Expenditure
Sealer of Weights	Board of Selectmen	Sealer Fees	Compensate Sealer	\$ 3,000	Balance Available
And Measures					for Expenditure
Fire Safety Act Compliance	Board of Selectmen	Fees and Fines	Administrative costs	\$ 3,000	Balance Available
			Associated		for Expenditure
M.A.R.T.	Council on Aging	Reimbursements	Wages and Expenses	\$ 68,000	Balance Available
		M.A.R.T/Bus fees	for Senior Van operation		for Expenditure
Pet Cemetery	Cemetery	Fees from Commission	Administrative costs	\$ 20,000	Balance Available
		Applicants	Associated		for Expenditure
Clean Lakes	Board of Selectmen	Spec Pond Cell	Debt Service	\$ 40,000	Balance Available
		Tower Income			for Expenditure
Community Education	Park & Recreation	Fees	Wages & Administrative	\$ 80,000	Balance Available
			Costs associated		for Expenditure

The Finance Committee recommends passage of this article.

ARTICLE 36

Board of Selectmen
EMS Enterprise Fund

To see if the Town will vote to appropriate \$262,980 from the EMS Enterprise Fund to finance the operation of the EMS Department for the fiscal year beginning July 1, 2007 (*detail below*), or act in any manner relating thereto.

I. EMS Enterprise Revenues		
User Charges		300,000
Enterprise Available Funds		-

Town of Littleton

Investment Income	5,000
Total Revenues	305,000
II. Costs Appropriated in the Enterprise Fund	
Salaries and Wages	142,225
Expenses	59,255
Capital Outlay – Equipment	46,500
Capital Outlay – Improvements	
Reserve Fund	15,000
Debt Principal and Interest	
Budgeted Surplus	13,548
Total Costs Appropriated in E.F.	262,980
III. Costs Appropriated in General Fund	
to be Charged to the Enterprise Fund	
Indirect Costs	13,082
Benefits	7,148
Pension Costs	8,242
Total Costs Appropriated in G.F.	28,472
Total Costs	305,000

The Finance Committee recommends passage of this article.

ARTICLE 37

**Board of Selectmen
Borrowing Authorization**

To see if the Town will vote to transfer from available funds or authorize the Treasurer to borrow in anticipation of reimbursements, a sum of money for authorized road improvements and other projects provided for under Chapter 90 of the General Laws; provided, however, that the Board of Public Works is authorized to expend funds authorized by this Article subject to approval of a Capital Expenditure Plan by the Board of Selectmen and Finance Committee, or act in any manner relating thereto.

ARTICLE 38

**Board of Selectmen
Compensating Balance Agreement**

To see if the Town will vote to authorize the Treasurer to enter into a Compensating Balance Agreement(s) for FY2008, pursuant to Chapter 44, Section 53F of the General Laws, or act in any manner relating thereto.

ARTICLE 39

**Board of Selectmen
Senior Work Program**

To see if the Town will vote to request the Board of Assessors to commit \$44,000 from the FY2008 Overlay Account for Abatements to fund the Senior Citizen Tax Work-off Abatement Program, or act in any manner relating thereto.

ARTICLE 40**Board of Selectmen**
Land Taking

To see if the Town will vote to authorize the Board of Selectmen to acquire in fee by purchase, gift, eminent domain or otherwise the two parcels of land adjoining the Littleton High School King Street driveway entrance for the purposes of widening the entrance and exit, installing a traffic beacon and to facilitate the construction of a turning lane onto King Street. The land is located on Assessor's Map U42-4, 50 King Street and Assessor's Map U42-6, 62-64 King Street, or act in any manner relating thereto.

Hereof fail not and make due return of the Warrant with your doings thereon to the Town Clerk at the time and place of meeting aforesaid.

SELECTMEN OF LITTLETON*Kenneth Eldridge, Chairman**Thomas Rauker, Co-Chairman**Ivan Pagacik, Clerk**Reed Augliere, Member**Alexander McCurdy, Member***Date of Execution**

John M. Kelly, Constable
Town of Littleton

CONSTABLE'S CERTIFICATION

I hereby certify under the pains and penalties of perjury that I posted an attested copy of this Warrant at the Town Office Building on Shattuck Street, at the Post Office at Littleton Common, at the Post Office at Littleton Depot, at the Baptist Church, at the Unitarian Church, at the Catholic Church, at the Congregational Church, and at the Mormon Church, in said Town, on the date attested. I further certify that this Warrant was posted in accordance with the Code of the Town of Littleton and the provisions of M.G.L. c.39, §10.

Attest: _____

Constable

Date: _____

**The full text of the Warrant is available in the Town Hall.
The Warrant will also be available at Town Meeting.**

Annual Town Meeting Article #17

SCHEDULE A:
TOWN OF LITTLETON, MASSACHUSETTS
FY2008 CLASSIFICATION & COMPENSATION PLAN

GRADE 1	GRADE 8
Library Assistant	Police Detective*
	Fire Prevention Officer*
GRADE 2	Senior Librarian
GRADE 3	GRADE 9
Library Technician	Conservation Coordinator/Administrator
Truck Driver/Laborer*	Council on Aging Director
Assistant Transfer Station Attendant/Recycling Coordinator*	Executive Assistant to the Town Administrator
	Planning Board Coordinator/Administrator
GRADE 4	
Building Custodian	GRADE 10
Transfer Station Attendant/Recycling Coordinator*	Parks and Recreation Director
Communication Officer*	Highway General Foreman*
	Tax Collector*
GRADE 5	Town Clerk*
Outreach Coordinator	Police Sergeant*
Secretary Highway Department	
Senior Library Technician	GRADE 11
Heavy Equipment Operator/Laborer*	Building Commissioner
	Police Lieutenant*
GRADE 6	Library Director
Assessment Analyst	Town Accountant*
Assistant Treasurer	Chief Assessor
Assistant Park & Recreation Director	Town Treasurer*
Program Coordinator/Social Day Program	
Administrative Assistant	GRADE 12
	Chief of Police*

GRADE 7	Fire Chief*
Assistant Accountant	Highway Superintendent/Engineer
Firefighter/EMT (FT)*	Information Systems Manager
Mechanic*	
Police Officer*	GRADE 13
Communication Supervisor*	Town Administrator*
Crew Working Foreman (Highway)*	
Parks Working Foreman*	

*denotes positions that have been formally graded, but are subject to contractual or elected status.

Annual Town Meeting Article #17
SCHEDULE A:
TOWN OF LITTLETON, MASSACHUSETTS
FY2008 CLASSIFICATION & COMPENSATION PLAN

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
1 hourly	8.39	8.69	8.99	9.31	9.62	9.97	10.32
annual	17,518.32	18,144.72	18,771.12	19,439.28	20,086.56	20,817.36	21,548.16
2 hourly	10.44	10.81	11.19	11.58	11.99	12.41	12.84
annual	21,798.72	22,571.28	23,364.72	24,179.04	25,035.12	25,912.08	26,809.92
3 hourly	13.12	13.58	14.06	14.56	15.06	15.59	16.13
annual	27,394.56	28,355.04	29,357.28	30,401.28	31,445.28	32,551.92	33,679.44
4 hourly	15.10	15.62	16.16	16.74	17.32	17.93	18.56
annual	31,528.80	32,614.56	33,742.08	34,953.12	36,164.16	37,437.84	38,753.28
5 hourly	15.85	16.39	16.96	17.57	18.19	18.82	19.48
annual	33,094.80	34,222.32	35,412.48	36,686.16	37,980.72	39,296.16	40,674.24
6 hourly	16.64	17.22	17.82	18.44	19.10	19.76	20.45
annual	34,744.32	35,955.36	37,208.16	38,502.72	39,880.80	41,258.88	42,699.60
7 hourly	17.47	18.09	18.72	19.37	20.04	20.76	21.47
annual	36,477.36	37,771.92	39,087.36	40,444.56	41,843.52	43,346.88	44,829.36
8 hourly	18.35	18.98	19.66	20.34	21.04	21.79	22.55
annual	38,314.80	39,630.24	41,050.08	42,469.92	43,931.52	45,497.52	47,084.40
9 hourly	19.26	19.93	20.62	21.35	22.10	22.88	23.68
annual	40,214.88	41,613.84	43,054.56	44,578.80	46,144.80	47,773.44	49,443.84
10 hourly	20.22	20.93	21.66	22.42	23.21	24.02	24.87
annual	42,219.36	43,701.84	45,226.08	46,812.96	48,462.48	50,153.76	51,928.56

Town of Littleton

11	hourly	25.28	26.17	27.08	28.02	29.02	30.02	31.08
	annual	52,784.64	54,642.96	56,543.04	58,505.76	60,593.76	62,681.76	64,895.04
12	hourly	31.60	32.71	33.86	35.03	36.25	37.54	38.85
	annual	65,980.80	68,298.48	70,699.68	73,142.64	75,690.00	78,383.52	81,118.80
13	hourly	36.35	37.62	38.93	40.29	41.70	43.16	44.67
	annual	75,898.80	78,550.56	81,285.84	84,125.52	87,069.60	90,118.08	93,270.96

FINANCE COMMITTEE REPORT

Town of Littleton Finance Committee Report

Fiscal Year 2008



Town of Littleton

To the residents of Littleton:

The Finance Committee is pleased to, once again, to prepare this informational report containing our recommendations for the FY08 budget as well as recommended fiscal guidelines for the Town. It is our hope that this sharing of information prior to Town Meeting will enable voters to better understand the many issues facing the Town today and their impact on the budget recommendations made herein. The data presented here is based on information available as of mid-March 2007. Any significant changes to these figures will be presented at Town Meeting.

THE ROLE OF THE FINANCE COMMITTEE

The Littleton Finance Committee consists of seven members, each appointed to three-year terms. Two members are appointed by the Selectmen, two by the School Committee, one by the Board of Assessors, one by the Moderator and one by the Light and Water Commissioners. This appointment procedure allows for a diverse group with overlapping terms and expertise.

The primary function of the Finance Committee (FinCom) is to review departmental budgets and submit a balanced budget (Article 4 of the Annual Town Warrant) to Town Meeting. In addition to this statutory budget responsibility, the FinCom has a set of specified financial management responsibilities including:

- Managing a small reserve fund account to meet unforeseen expenditures within the current budget year;
- Conducting public hearings on budgets and other financial matters that may come before the Town;
- Establishing fiscal guidelines for Town Officials for use in preparing their budget requests and capital planning needs;
- Participating in sub-committees requiring financial input or guidance, and;
- Providing financial feedback or input to town boards or employees.

Committee members are assigned as liaisons to each department, board or committee to facilitate communication and understanding of the issues during the budget process as well as throughout the year. The FinCom's role, however, is limited to making recommendations to Town Meeting or the appropriate governing body. The decision-making responsibility rests with the elected officials and those who vote at Town Meeting and general elections.

FISCAL YEAR 2008 BUDGET PRESSURES

We are all well aware of the financial difficulties presented to us during the past several years. The weakened State's economy placed the burden on local town governments to deal with the increasing costs associated with delivering the services to the communities that are both necessary and expected. While that pressure has eased somewhat, the recovery process continues. Services remain, in some cases, down from previous year highs as we attempt to tighten controls over spending.

The Finance Committee's financial guidelines (presented at the end of this report) were strengthened this year. These guidelines will help enable the Town to be better prepared for adverse changes in the economy, without significant negative impacts. It will take some time to fully implement these guidelines and will require some tough decisions regarding spending as we attempt to balance current needs against the long-term benefits to the Town. It is the Finance Committee's job to evaluate these options and provide Town Meeting with the best possible recommendation for the long-term financial health of the Town.

The Finance Committee's primary goal during each budget cycle is to maintain the financial stability of the town. In addition to this goal we attempt to fund the desired levels of services provided to the citizens of the town. From increasing costs of health insurance and pension benefits (up a combined 6%) for our employees, the pressure to fund all departments to the desired levels remains increasingly difficult.

Littleton, like many of our neighbors, is facing many challenges that will require town officials and citizens to make difficult decisions. Growth in our population, quality of life, level of services and affordability to live in the town can often be in conflict with each other. With each new residence come additional roads to maintain, children to educate, and neighborhoods to safeguard. Studies have shown that although this property is added to the tax roll, the cost of services provided exceed the tax collected. If taxes are increased to cover the needs, Littleton may become unaffordable to some citizens, changing the character of the town. If these needs are not covered, Littleton may become undesirable to some citizens.

The primary budget conflict stems from several factors. Proposition 2 ½ allows a town to increase the levy capacity 2.5% from year to year plus any added new growth. This, along with State Aid and local receipts, forms the basis of available revenue to be allocated. Simply put, to manage the long-term balance of revenues and expenses without a Proposition 2 ½ override, expense growth cannot be allowed to outpace revenue growth.

While determining this year's recommended budget, the Finance Committee kept these priorities in mind. We would:

- Not recommend or support an operational override for FY08;
- Provide funding to the school department and public safety budgets as necessary and available;
- Bring non union employees to equitable salary levels;
- Provide funding for a Facilities Manager to oversee all Town buildings.

Revenues have for the first time in several years increased slightly. Net State aid, based on the initial Cherry Sheet from the Governor's budget, will increase by \$367,879 in FY08 and town revenues are also starting to rebound. Through joint efforts, the increase in healthcare cost for FY08 is lower than what we had projected. These increased revenues and savings will afford all non-union employees salary increases in FY08. Much of the funding increases contained in this year's budget are predicated upon the Governor's initial Cherry Sheet. If significant reductions to the amount of State aid provided to the Town materialize through the legislature, revisions to the budgets presented in this report may be necessary.

The change last year to quarterly tax billing has enabled the Town to better manage cash flow and not experience periods of cash short-falls which forces the Town to borrow and incur unexpected interest costs. The higher level of cash available to the Town has also generated significant increases in investment income which in turn provides increased funding for Town services or capital projects.

The Finance Committee is recommending a budget for FY08 which;

- significantly increases the school budget,;
- provides salary increase for non union personnel;
- funds a police officer that was hired earlier this year for the entire FY08,
- adds a dispatcher;
- adds one fulltime highway department employee;

We were unable to fund a Facilities Manager at the present time due to the uncertainty in the level of State aid. The Finance Committee and the Board of Selectmen will continue to look at this position in the future. Both committees realize the importance of this position given the significant increases in Town properties.

Changes in Revenues FY08
vs. FY07

This chart details the revenue growth contained in the FY08 budget.

The net revenue growth % is 7.50% before adjusting for non-recurring revenues from FY08. This % was 8.58% last year.

<u>Item</u>	<u>Amount</u>
<i>Total Revenue FY07</i>	\$ 29,733,930.09
Add: additional revenue sources	
Allowed 2 ½ % Levy Increase	\$ 485,256.53
New Growth	\$ 200,048.60
Increase in Local Receipts	\$ 114,118.00
Increase in Debt/Capital Exclusion	\$ 235,032.51
Increase in Free cash	\$ 800,000.00
Increase in State Aid (Cherry Sheet)	\$ 395,146.00
Less: Decrease in Other Available Funds	\$ (518.01)
Net Revenue Growth	<u>\$ 2,229,083.63</u>
Non-recurring revenue adjustments	
Less: Decreased withdrawal from Stabilization for HS debt service	\$ (679,315.50)
Decreased reimbursements from	
State School Building Assistance fund	\$ (495,391.00)
Net Change in Total Revenues	<u>\$ 1,054,377.13</u>
<i>Total Revenue FY08</i>	<u>\$ 30,788,307.22</u>
<i>% Revenue Growth</i>	<i>3.55%</i>

Changes in Expenditures
FY08 vs. FY07

This chart details the growth in expenses contained in the FY08 budget.

A budget with a \$21,983.47 surplus exists at this time.

<u>Item</u>	<u>Amount</u>
<i>Total Expenditures FY07</i>	\$ 29,554,036.17
Add: additional expenses	
Increase in health ins & pension costs	\$ 172,446.00
Increase in insurance and other town costs	\$ 27,120.00
Increase in snow & ice and transfer station	\$ 22,765.00
Increase in Nashoba Tech assessment	\$ 149,967.00
Increase in Town Operating budget	\$ 489,431.19
Increase in Cherry Sheet charges	\$ 27,267.00
Increase in Out-of district SPED costs	\$ 109,527.00
Increase in School Budget	\$ 441,964.00
Increase in other expenditures	\$ 11,037.00
Less: expense reductions	
Decrease in warrant articles	\$(61,219.00)
Decrease in debt service & exclusions	\$(178,017.61)
Net Change in Total Expenditures	<u>\$ 1,212,287.58</u>
<i>Total Expenditures FY07</i>	<u>\$30,766,323.75</u>
<i>% Expenditure Growth</i>	<i>4.10%</i>

The above chart shows the realities of what the FinCom has been faced with in proposing the FY08 budget. Total revenues increase by \$1,054,377.13 year over year. The majority of this increase comes from normal expected revenue increases from the levy and new growth as well as additional receipts from the Cherry Sheet, something that had been declining prior to FY07. These increases are substantial enough to compensate for a \$495,391 decrease in State reimbursements for school buildings. Both normal reimbursements for the High School and Shaker Lane buildings declined this year after the final State audits were completed.

The use of non-recurring revenues over the past years, coupled with prior decreases in State aid, had added to the budget pressures experienced by the Town. During FY04, for example, a total of \$636,557 in one-time revenues was used to cover operating budget shortfalls. In FY05, transfers of \$278,840 were authorized and \$38,034.43 was authorized in FY06. Although these transfers were done to balance their respective budgets, their impacts continue to be felt year after year as we attempt to cover those additional expenses without the availability of those revenues. As was the case in FY07, there is currently no such non-recurring revenue transfers proposed in FY08.

Moving forward, three items have been and will continue to be major impacts on the expenditure levels of the town: debt service, the school budget and employee benefit costs.

DEBT SERVICE

The Town enters FY08 with total outstanding principal debt of \$39,074,368 with associated future interest costs of \$23,237,131 for total debt service of \$62,311,499. These figures do not include projects that have yet to be permanently bonded, with the exception of the Middle School. Bonding on this project is currently slated to occur in FY08.

Reimbursements from the State for both the High School and Shaker Lane construction projects offset \$16,288,857 of the above total debt service. Payments on debt issued for both the Light and Water departments, for which the Town will be reimbursed, total an additional \$5,204,385. Cell tower revenues, covering an additional \$1,257,370, support some recent debt, incurred for the purchase of land. This leaves a net of \$39,560,887 in total Town supported debt service. The FinCom has advocated limiting future debt within the operating budget of the Town. We have recommended, and feel that it is absolutely necessary, that any future construction projects, such as the renovation of the Russell Street School, a Police/Fire Station or Community Center, be done as debt exclusions, where the year-to-year debt service payments are raised outside of the normal Proposition 2 ½ levy calculation.

Adding debt to the Town, similar to households using credit cards, places the burden of payment onto future years and constrains operating budgets. The Town continues to feel that impact in FY08, more than in previous years due to the decreased State school building reimbursements. The debt service within the operating budget of the Town (total debt service *less* reimbursements *less* debt exclusion items) represents 6.56% of the adjusted revenues of the Town. This percentage stood at 3.99% in FY07, 4.54% in FY06 and 4.03% in FY05 and is reflective of the FinCom's resistance to borrow within Prop 2 ½. The FinCom has been working to reduce this portion of the debt service payment below the stated guideline of 5%. Even as we achieve this level we feel that future debt issuance within Prop 2 ½ must be kept to a minimum. Therefore, once again in the FY08 budget there are no borrowing articles within Prop 2 ½ appearing on the warrant that will affect the future operating budgets of the Town. While decreased debt payments provide additional funds for spending in other areas, the FinCom feels that it is necessary to set aside a portion of these savings to fund future debt impacts such as the High School debt service or capital purchases. *The Finance Committee's guidelines will be discussed later in this report.*

The FinCom has recommended the continued use of capital exclusions to fund items that normally would have been borrowed in previous years. A capital exclusion is similar to a debt exclusion in that the payment is raised outside of the normal Proposition 2 ½ levy calculation. However, a capital exclusion raises the total amount of the funds needed all at once, essentially paying cash for our purchase instead of using our credit card. A capital exclusion does impact the tax rate of the Town since it raises funds outside of Proposition 2 ½ for a single year. (*Specific impacts to the tax rate will be discussed later in this report.*) This funding mechanism must be used not only in FY08 but also in future years in order to decrease the amount of debt service and free up dollars within the operating budget to maintain the level of services provided by the Town today.

This year, the warrant and ballot will contain articles regarding potential capital exclusion items totaling \$359,249. The Town supported capital exclusion items in last year's budget totaling \$621,000, and approved \$507,000 in FY05. This year's items include \$218,500 in needed equipment for the highway department and the transfer station, safety and technology items for the school department totaling \$72,700, radios for the Police department for \$22,000 and technology purchases for the Town offices of

\$46,049. The Town continues to save interest costs over the next 5 years on these items by not borrowing. If this strategy is carried forward from year to year to pay for selected capital purchases, the compounded savings to the Town becomes significant. As of this report date, the FinCom supports all capital exclusion items.

During this budget cycle all Town departments were asked to update their projected capital needs for the next ten years. The information has been compiled in a fashion that enables the planning process for these major capital purchases to become much more efficient. The FinCom has also identified capital purchases and projects that are likely candidates for capital exclusions over the next few years. It is our hope that the Town and Town Meeting approve the use of capital exclusions as a strategy to help strengthen and ensure the financial well being of Littleton.

SCHOOL BUDGET

The Littleton Public Schools is the major recipient of Town Meeting appropriation. There is no question as to the value of a quality school system within the town and the need for the community to provide its children with a quality education and proper foundation for their future.

The responsibility of the School Committee is to provide that quality education and to advocate for an ever-improving system based on the educational needs of the children, the desires of the community, and statutory requirements. It is the responsibility of the FinCom to recommend to Town Meeting an appropriation that it believes is sufficient to meet those educational needs represented by the School Department budget, as well as provide for the safety, protection and other services to the community within the limited resources available to the Town.

In the FY08 budget process, the FinCom recommends a school budget increase of \$551,491 or a 4.22% increase from the FY07 appropriation. The Finance Committee is also supporting \$72,700 in capital exclusions to fund school security, technology, and facility upgrades. The FinCom made its recommendation by taking in account salary increases, special education spending, maintenance and utility costs and balancing those needs against the funds available to the Town. As of the date of this report, an article for \$42,600 for the purchase of textbooks will appear on the warrant. The Finance Committee hopes to be able to support this purchase pending sufficient funding from the State.

The FinCom would like to thank the School Administration, the School Committee's budget sub-committee as well as the School Committee for the manner in which they worked with us developing the FY08 school budget.

THE OUTLOOK FOR THE FUTURE

The FinCom continues to try to achieve a balance between revenues and expenses in order to provide the citizens of the Town the services they require and expect. The lack of any significant new revenue sources becoming available in the near term and the continuing fiscal problems on Beacon Hill have made achieving this balance very difficult. This year we have attempted to budget our available funds in such a way as to avoid severe cuts to Town services. In general, we have been able to provide, as a minimum, level-funding to all departments with some salary increases for our non-union employees while continuing to address rising energy and health insurance costs within the existing tax levy.

While we are all aware that the financial picture can change in either direction in the coming years, the following sections outline the strategies the FinCom intends to pursue:

Stabilization - The Stabilization fund is estimated to end FY07 at approximately \$1,236,221. Unlike FY07 where stabilization covered \$679.316 of the net debt service for the High School, no stabilization funds will be necessary to cover the High School debt service due to the use of available free cash and the savings currently incorporated within the revenue stream of the Town. The fund will be able to offset a portion of the future debt service payments until the debt is paid in FY23 based on the implementation and continued use of a savings plan. Beginning in the FY06 budget, the FinCom has incorporated a savings component to the revenue stream of the Town. *See the Financial Guidelines later in this report.* This savings component is based on the premise that any new revenue stream should not be fully added to the operating budgets of the Town. Free cash and/or stabilization must be allowed to grow in order to begin to cover our debt and capital costs both now and in the future. A minimum of 10% of recurring revenue growth and 100% of the year-to-year reduction in debt service within the levy must be set aside each year. In addition we cannot allow non-recurring revenues to be added to the operating budget of the Town. If these savings cannot be sustained over time, the FinCom will recommend debt exclusion for the remaining debt service on the High School.

Debt Management – Additional borrowings must be held to a minimum. We are continuing our practice of paying for big-ticket capital purchases by the use of capital exclusions rather than borrowing, leaving the decision to purchase up to the Town. Debt service within the levy, adjusting for the impacts of the High School debt service as it enters the operating budget, decreases substantially over the next few years. This reduction in debt levels cannot be allowed to be added dollar for dollar to the operating budgets. The FinCom recommends that 100% of these dollars be set-aside in free cash or stabilization in order to lessen the impact of the High School debt. Where appropriate, as we did with the Middle School, we will recommend debt exclusions for any major building project.

Operating Budgets – Spending by all departments must be controlled. This is extremely important especially when faced with consecutive years of decreasing or slight increases to the Town's revenues. Additional personnel will be added only in situations where a direct benefit in cost efficiencies can be realized or where the safety of the community would be compromised. Further, as personnel costs consume more than 80% of the operating budget, the Board of Selectmen and the School Committee are urged to take a very conservative fiscal approach to wage negotiations with our unions. Considering the economic pressures on our operating budget, continuing to offer 3% - 4% wage increases per year is not sound fiscal policy.

The growth in the additional taxes generated by a Proposition 2½ override is limited to 2½ % each year thereafter. Salary and benefit increases alone can account for 5% to 7% expense increases year over year. This is one example of the fact that overrides tend to lead to overrides unless spending controls are put in place to mitigate potential revenue shortfalls. *The Finance Committee's proposed budget for FY08 does not include a Proposition 2 ½ override.*

Revenues – As with most communities the Town needs to find new sources of revenue where possible. Increasing fees for services has brought in some additional revenue, but not at the recurring and increasing levels that are needed to sustain increasing expenses. Unfortunately, such fees can be burdensome on certain segments of a community and may be viewed as an additional tax, which is not shared by all.

New growth estimates have fallen approximately \$233,883 from FY07 levels. New growth had averaged \$450,000 over the previous five years. With the exception of 2007, new growth has continued to decrease year over year since 2003, with much of the decline being driven from the lack of additional commercial property. Decreases in the new growth figures have a dramatic impact on the revenue streams in future years. The reduction in new growth from FY08 to FY07 represents revenue dollars that are lost to the Town even if new growth rebounds in the following years. The Town must begin to attract new commercial development.

In recognition of significant vacancy rates of commercial properties within the Town, 2006 Fall Special Town Meeting voted and approved the following actions to be taken by the Board of Selectmen:

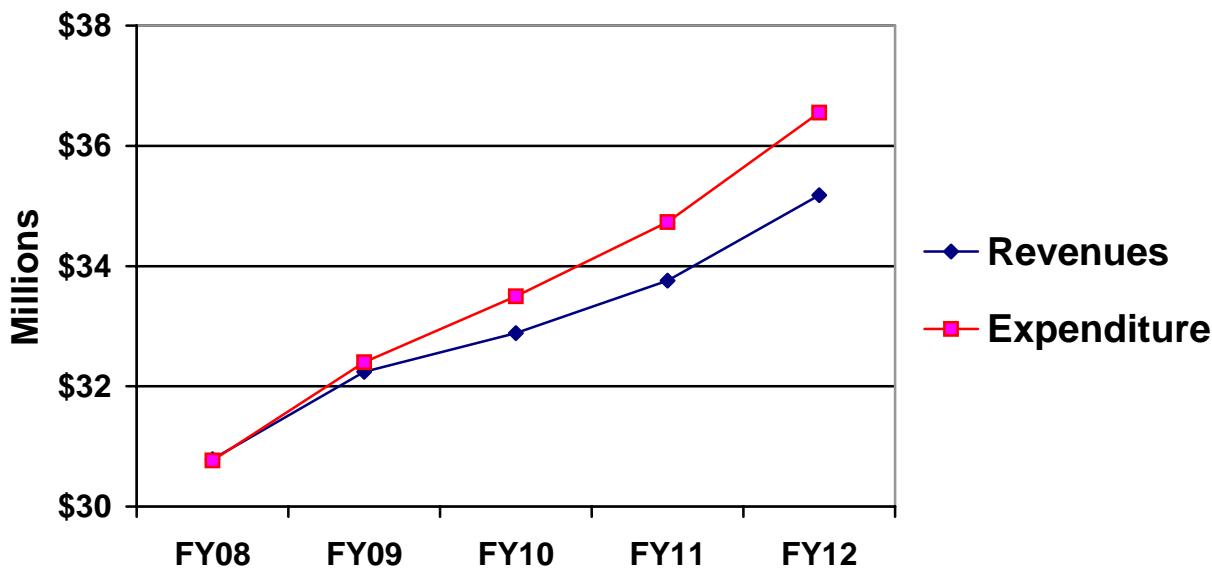
- Apply to the Economic Assistance Coordinating Council to amend the 495 Regional Technology Center Economic Target Area (ETA) to include the town of Littleton
- Designate 550 King Street (property known as the former DEC/HP facility) as an Economic Opportunity Area (EOA)
- Create a Tax Incentive Financing (TIF) subcommittee which is empowered to negotiate and recommend to the Board of Selectmen a TIF, which will provide a percentage of tax relief on any property value improvement to the tenant of 550 King Street, as well as any additional commercial locations within the Town that become designated EOA's.

By entering into the ETA, the town will strive to reach economic development goals that consist of utilizing and redeveloping the existing commercial space within the Town and attract technology companies which can create jobs and add to the tax base without drawing on or dramatically impacting town resources. The TIF sub-committee continues to meet and develop the strategy for the Town. Its findings will be presented at a future Town Meeting.

The following chart shows the estimated revenues and expenditures for the Town over the next five years. These assumptions, as are all the numbers included in this document, are based on levels of revenues and expenses which the FinCom feels are most likely to occur given the Town's most recent financial history, the current economy and levels of services and projects currently in progress or likely to occur within the

next few years. Even with controlled expenditures that track in step with a slightly increasing recurring revenue base and minimal additional debt the expected revenues generated by the Town over this time period will not keep up with estimated expenditures. Additional revenue sources must be found; preferably those that when added to the tax base do not create a demand for additional services.

Revenues vs. Expenditures FY08 – FY12



The chart below shows the estimated budget overage or shortage for the Town through FY12. School and Town budget increases have been estimated at very conservative levels. School budget growth during this time period totals 18.76% over the four years. The town budget is factored at a 23.67% growth rate over that same period primarily due to the increases in health and pension costs. The average increases for both budgets, however, are not evenly spread throughout the periods. Spending constraints must still be realized with expenses gradually allowed to increase but only in relation to expected revenue growth. Spending increases in the earlier years cannot be supported within the estimated revenue stream and, as shown, tend to widen over time.

	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>
Budget Overage (Shortage)	(\$160,659)	(\$610,041)	(\$975,940)	(\$1,369,519)

FY08 OPERATING BUDGET

In the FinCom's annual budget message, Town departments were asked to prepare a level-funded budget as well as a full-service budget. Departments were also informed to expect few, if any, personnel increases or funding for new programs. In developing our forecast for FY07, it was anticipated that any additional revenues available to the town would likely be offset by increased employee benefit costs.

Town of Littleton

Although the numbers have fluctuated slightly during this budget season the original prediction has turned out to be largely accurate.

Working in conjunction with the Board of Selectmen, a set of priorities was established to direct the allocation of available funds. At the same time, the Finance Committee, Selectmen and School Committee worked with health care consultants in an attempt to reduce the rate of increase of our employee benefit programs. In addition, the same boards worked with professional negotiators to attempt to get the various union contracts harmonized and on a common schedule. We have had some limited success in both these endeavors.

Through such efforts and a modest increase in State aid, a few tactical budget increases were possible. Additional monies are being allocated to address the increasingly poor condition of our roads and the Highway Department will add one additional driver/laborer. Additional staff hours have been added to allow for more efficient collection of revenues. In addition, the School system was granted an increase of approximately \$550,000.

WARRANT ARTICLES

The Finance Committee supports all Warrant Articles. Each of the Warrant Articles represents an expense that the Finance Committee believes cannot be deferred.

BUDGET SUMMARY

This year, with slightly increased State aid, but decreasing figures in new growth and local revenues, the Town will be able to increase funding in selected departments where direct benefits have been identified. The recommended budget also allows for additional funding for the school department in a year where our original estimates showed only a slight increase in their budget.

Our general position on operational overrides has not changed. In order to avoid funding consecutive years of overrides Town spending must be controlled. In the short-term, if new programs are needed, it will either be necessary to eliminate existing programs of lower priority and re-direct the resources. The FinCom will only recommend future operational overrides when all other financing mechanisms have been exhausted and the long-term impact of this permanent increase can be sustained and integrated with an overall financial plan. We do not, and will not recommend building operating budgets that hinge on the passage of an operational override every year.

DEBT EXCLUSIONS

There are no new debt exclusion articles appearing on the annual Town Meeting warrant. With the completion of construction on the new Middle School, the Town will begin to support an increased level of interest payments prior to the issuance of a permanent bond. Bonding for the project is currently slated to occur in FY08.

CAPITAL EXCLUSIONS

Capital exclusions raise funds outside of Proposition 2 ½, similar to a debt exclusion. Capital exclusions, however, raise the entire cost of the project in a single year in order to avoid the ongoing debt service costs associated with borrowing. This year \$359,249 in capital exclusions for the following items are slated to appear on the May ballot and at Town Meeting:

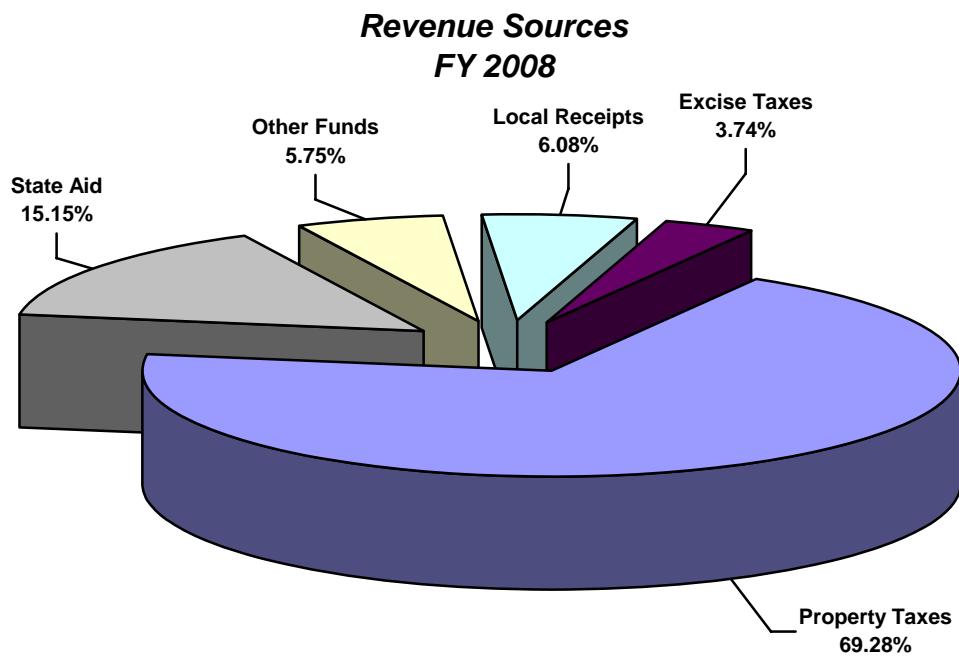
- Article 6 – Unlike previous years where capital exclusions were presented by department, exclusion items for FY08 will be presented in detail. Each proposed equipment purchase will be shown and voted upon individually as follows:
 - \$22,000 for the purchase of 17 portable radios for the Police Department;
 - \$53,000 to replace an existing 1 ton dump truck with plow attachment;
 - \$118,000 to replace the existing 1973 sidewalk plow;
 - \$25,000 to replace an existing front deck lawnmower;
 - \$22,500 to purchase 3 new dumpsters for the transfer station;
 - \$46,049 for technology upgrades for the Town Offices;
 - \$15,500 for technology upgrades for the School department;
 - \$42,200 for building security upgrades for school buildings;
 - \$15,000 for facilities and maintenance items for the school department.

The Finance Committee recommends the above capital exclusions.

FY08 BUDGET DETAILS

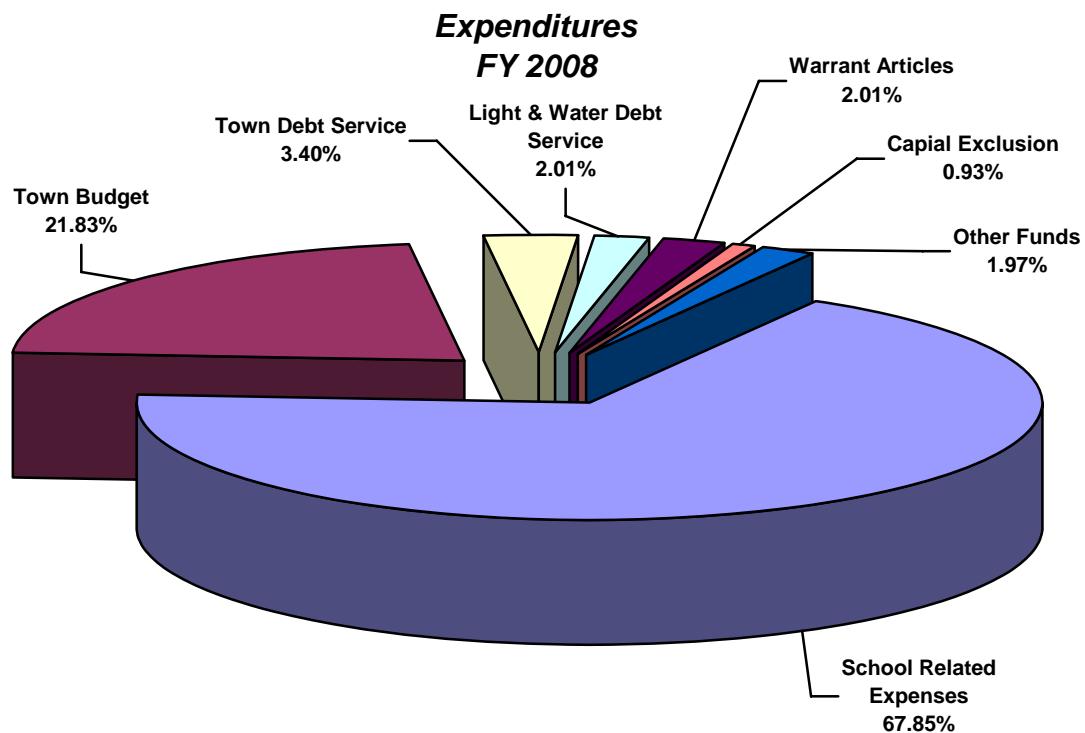
REVENUE SOURCES - WHERE THE TOWN RAISES THE FUNDS IT NEEDS TO OPERATE

<u>Revenue Source</u>	<u>FY08 Amount</u>	<u>Comments</u>
Property Taxes	\$21,328,883	Includes \$359,249 in capital exclusions
State Aid	\$4,663,672	Includes \$911,127 reimbursement from State for High School debt
Transfers from Other Funds	\$1,771,561	Includes reimbursements from the Light & Water departments
Local Receipts	\$1,871,191	Other Town revenues & fees
Excise Taxes	\$1,153,000	Estimated receipt
Total Town Revenue	\$30,788,307	



EXPENDITURES - WHERE THE TOWN SPENDS THE MONEY IT RAISES

<u>Expenditure</u>	<u>FY08 Amount</u>	<u>Comments</u>
School Budget	\$13,610,489	Increase of \$551,491 or 4.22%
Debt Service - Schools	\$2,956,903	Shaker Lane, HS & MS projects
Capital Exclusions -Schools	\$72,700	See <i>Capital Exclusion</i> section for details
Charter/School Choice	\$835,087	Students attending charter schools
Nashoba Tech Assessment	\$576,540	Students attending Nashoba Tech HS
School Related Expenditures in Town Budget	<u>\$2,824,611</u>	Benefits & Other School Expenses provided outside the school budget (FY06 DOE)
Total School Related Exp.	\$20,876,330	67.85% of Total Town Expenditures
Town Budget	\$6,715,198	Town Departments Only
Town Debt Service	\$1,046,010	
Light & Water Debt Service	\$618,037	Expense is reimbursed by L&W
Warrant Articles	\$617,750	
Capital Exclusions -Town	\$286,549	See <i>Capital Exclusion</i> section for details
Other Funds	\$606,450	
<i>Total Town Expenditures</i>	<i>\$30,766,324</i>	



PROPOSITION 2 ½

Proposition 2 ½ (Prop 2 ½) is the basis of municipal finance in Massachusetts. It was established as a way to stabilize property taxes imposed by cities and towns by limiting the amount of tax increases to 2 ½ percent of the prior year's levy limit. To better understand Prop 2 ½ we will define some terms that will be referred to and then illustrate how Prop 2 ½ affects the Town of Littleton with some examples for the current fiscal year.

Levy – The revenue that the Town can raise through real and personal property taxes.

Levy Ceiling – The total levy allowed to be raised cannot exceed 2.5% of the full and fair cash value of all taxable real and personal property in the Town.

Levy Limit – The maximum amount the Town can levy in any given year. The levy limit cannot exceed the levy ceiling. Prop 2½ does allow a Town to levy above the limit on a temporary basis as well as a permanent increase to the levy limit. These options will be explained later.

New Growth – Annual allowed increase to the Town's levy limit based on the value of new development or other growth in the tax base that is not the result of property revaluation. For FY08 an estimated \$15,012,969 in new development will be added to the total property valuation. This amount is multiplied by the prior year's tax rate to determine the amount to be added to the current years levy limit.

Override – An override allows the Town to assess taxes in excess of the normal 2½ % increase allowed by Prop 2½. An override cannot raise the levy limit above the levy ceiling. The levy limit for the year is calculated including the override amount and becomes part of the levy limit base. This base would be increased the following year by 2½ %.

Debt Exclusion – debt exclusion allows the Town to raise funds above its levy limit or ceiling for certain purposes. The Town, in this example, would be allowed to raise funds for a specific debt service costs. The amount added to the levy limit due to debt exclusion is not added to the levy base and would not be included in the levy calculation for the following year. Debt exclusion would only last for the life of the specific debt.

Capital Exclusion – A capital exclusion allows the Town to raise funds above its levy limit or ceiling for capital projects. The Town, in this example, would be allowed to raise funds for a specific single year capital project. The amount added to the levy limit due to capital exclusion is not added to the levy base and would not be included in the levy calculation for the following year. Capital exclusion is limited to a one year increase in the levy limit.

Special Exclusion – An exclusion that allows the Town to raise taxes above its levy limit in order to fund a program to assist homeowners to repair or replace faulty septic systems. A special exclusion does not require voter approval.

Levy Ceiling Calculation

FY07 total real and personal property value *	\$1,521,493,003
Add: FY08 estimated new development	<u>15,012,969</u>
Total property value	\$1,536,505,972
	<u>x 2 ½ %</u>
Levy Ceiling	\$38,412,649

* Does not include current year property revaluation

Levy Limit Calculation

FY 07 Levy Limit	\$19,410,261
x 2 ½ %	485,257
Add: New Growth	<u>200,049</u>
FY 07 Levy Limit	\$20,095,567
Add: Debt Exclusion	852,365
Capital Exclusion	359,249
Special Exclusion	<u>21,702</u>
Total Levy Limit with Debt Exclusion	\$21,328,883

In the above calculations the Town is allowed to assess taxes to the levy limit of \$21,377,383 since it remains below the \$38,412,649 levy ceiling.

The Town currently has debt exclusions for the following projects:

<u>Project</u>	<u>Original Balance</u>	<u>FY 08 Payments</u>
WWTS		\$152,076
Middle School project (est.)		\$506,090
Frost/Whitcomb Land	\$700,000	\$51,747
Morrison Land (net)	\$1,768,000	\$160,452
Less: Self Help Grant		<u>\$(18,000)</u>
Total Current Debt Exclusion		\$852,365

PROPERTY TAXES¹

Current property tax rates in Littleton for FY07 average \$13.41 per \$1,000 of assessed property value. The Town uses a split tax rate that assigns a different rate depending on property classification. Residential property is taxed at \$12.12 / \$1,000 while commercial and personal property is taxed at a higher rate of \$20.12 / \$1,000.

While the ultimate decision of setting the tax rate rests with the Board of Selectmen, the FinCom estimates the impact to property tax bills when compiling the budget by using the same set of options used by the Selectmen when setting the current year's tax rate. Any changes to these options will affect the estimated residential rate. The overall tax rate is not affected.

Our estimates include new growth and current property valuations. Revaluations, which are done every three years by the Town Assessors Office, or interim valuation adjustment assumptions, are not included in the estimates described. The revaluation process does not affect the total amount of taxes that the Town can raise, since that is capped by the levy limit. It will affect the tax rate paid by the property owner. As property valuations rise, the tax rate should fall. As property values fall, the tax rate should rise. For this reason, while we will show an estimate for a tax rate, it is important to look at the tax bill amount for the property value shown.

Using the budget submitted by the FinCom we estimate the average tax rate for the Town for FY08 to be approximately \$13.88 with an estimated residential rate of \$12.39. The chart on the following page

¹ Tax data is estimated based on current information and past practices. It is provided as a reference in this report to enable the taxpayer to make informed decisions.

factors in the property values reflected in the first column and includes the impacts of all capital and debt exclusion items recommended by the FinCom and reflective of an approximate 2.23% tax increase.

Estimated Residential Tax Bills FY08

Residential Property Valuation	Annual Tax Bill FY07	Estimated Annual Tax Bill FY08	Increase FY08 Tax Bill
\$415,000	\$ 5,030	\$ 5,142	\$ 112
\$500,000	\$ 6,060	\$ 6,195	\$ 135
\$650,000	\$ 7,878	\$ 8,053	\$ 175
\$800,000	\$ 9,696	\$ 9,912	\$ 216

CAPITAL EXCLUSION IMPACTS

As previously mentioned capital exclusions raise funds outside of Proposition 2½ similar to debt exclusions, which have been utilized by the Town previously. Capital exclusions, however, raise the entire project costs in a single year in order to avoid the on going debt service costs associated with borrowings. The Town had approved capital exclusions of \$621,000 in FY07, \$507,000 in FY05 and \$800,000 in FY04. The Town did not approve the use of capital exclusion in FY06.

The chart below shows the tax impacts of the exclusion items. It is important to remember that these costs are included in the tax chart above and the overall tax rate mentioned earlier. These items will only affect the tax rate in FY08.

Capital Exclusion Tax Impacts

<u>Project</u>	<u>Cost</u>	<u>Average Tax Rate Impact</u>
Highway – equipment	\$218,500	\$ 0.14 / \$1,000
Police – portable radios	\$ 22,000	\$ 0.01 / \$1,000
School – security & technology	\$ 72,700	\$ 0.05 / \$1,000
Town Offices - technology	\$ 46,049	\$ 0.03 / \$1,000
Totals	\$359,249	\$ 0.23 / \$1,000

Using the values shown above the impacts for the capital exclusions are as follows using the estimated average tax rate:

Property Valuation	Highway	Public Safety	School Department	Town Offices	Total Impact Average Tax rate	Est. Residential Impact
\$415,000	\$ 58.10	\$ 4.15	\$ 20.75	\$ 12.45	\$ 95.45	\$ 85.20
\$500,000	\$ 70.00	\$ 5.00	\$ 25.00	\$ 15.00	\$ 115.00	\$ 102.65
\$650,000	\$ 91.00	\$ 6.50	\$ 32.50	\$ 19.50	\$ 149.50	\$ 133.44
\$800,000	\$112.00	\$ 8.00	\$ 40.00	\$ 24.00	\$ 184.00	\$ 164.24

DEBT EXCLUSION IMPACTS

The Town is anticipating the bonding of the Middle School construction to be completed in July 2007. The financing of the project through the construction phase was accomplished well below the estimates detailed in this report last year. This was accomplished through a new funding program established by the State Treasurer's office, which took over the financing of school buildings from the Department of Education. The Town received reimbursements from the State during the construction of the school. Those funds were used to pay current construction bills, decreasing the amount of short-term borrowing necessary to complete the project and well below our original estimates. The Town was one of the first communities to participate in the new program. The Town Treasurer and his staff as well as the Building Committee should be congratulated for a job well done in managing this project and saving the Town thousands of dollars in interest costs.

The Town has also received approval for a low interest rate loan from the State for approximately \$2.1 million that will decrease the amount of the bond needed to finance the remainder of the project to approximately \$7.1 million. Total interest costs from these bonds as well as the final interest payments on the short-term borrowings are estimated at \$506,090 for FY08. The full impacts of the debt service will not be seen until FY09 when the first principal and interest payments on the bond for the project will be paid. The estimated residential tax impact for FY08 is estimated at \$0.29/\$1,000 or \$120.35 on a \$415,000 property.

In total, the \$852,365 in debt exclusions detailed previously, adds \$0.55 / \$1,000 of value based on the average tax rate or \$228.25 for a \$415,000 property. The residential impact is estimated at \$203.74 at the same \$415,000 value.

CONCLUSION

Moving forward, each department must be able to stand-alone and justify the services it provides to the Town with the Town ultimately deciding the levels of services it requires. To that end, we urge all citizens to become involved in the budget process and voice their opinions to not only the FinCom, but also the Board of Selectmen and other Town Boards and Committees as appropriate.

FINANCIAL GUIDELINES

The Finance Committee and the Board of Selectmen recognize the need to establish financial guidelines to provide the Town the ability to withstand periods of decreased revenues while minimizing the need for operational overrides. The established guidelines must address the ongoing use and minimum balances of the stabilization fund, the Undesignated Fund Balance (UFB) or “Free Cash”, debt management and provisions for future additions to these funds.

The Finance Committee and the Board of Selectmen should review these financial guidelines annually. Funds needed to provide the necessary balances must be appropriated prior to any appropriations for operations. If recommended balance levels cannot be attained in any given year, a plan to meet the balance guidelines must be established and affirmed by both committees. The Finance Committee will provide annual projections and suggested levels for additions to the stabilization fund, debt service and capital needs and use of current year certified free cash.

The FY08 Financial Guidelines approved by the Finance Committee and Board of Selectmen are as follows:

Financial Guidelines

Well conceived and practiced financial planning can assist Town officials in achieving the best possible use of funds while providing both short and long term stability. Financial policies can improve a Town’s credit rating and reduce the cost of interest paid on the Town’s long-term debt issues. In addition, established policies can provide a base line for reference and consistency independent of political climates and personal agendas.

The FinCom recommended guidelines for the management of Free Cash, the Stabilization Fund and Debt Management should serve as a platform for discussion with the Selectmen for the annual budget message. The principles contained in these guidelines must be incorporated in the recommendations by the FinCom in each year’s budget and used as the basis for any projections of the Town’s future financial condition.

The following sections outline the longer-term financial goals of the Town. In some cases, the attainment of certain levels of funds or percentages may not be attainable in the short-term. Specific short-term goals are outlined in the *Planning* section of this document.

Free Cash

The accumulation and use of “Free Cash” now referred to in Massachusetts Accounting Statutes as the Undesignated Fund Balance (UFB) of the General Fund, is an important component of the Town’s overall financial management policies. The available amount is calculated and certified each year by the Commonwealth Department of Revenue using data submitted by the Town.

In prior years, the entire amount of UFB has been used to fund the operating budgets. It is the FinCom's recommendation that this practice be modified to maintain a minimum balance of 2.5% of the General Fund in order to provide a reserve for unexpected financial crisis during the year. Further, the undesignated fund balance should not be relied upon as a mechanism for funding the Town's operating needs. As the Stabilization Fund is a reserve for capital needs, the UFB can be viewed upon as the reserve for operational needs.

Therefore the following policy is recommended:

1. Maintain a minimum free cash balance of 2.5% of the Total Operating Budget.
2. Appropriate at the Annual Special Town Meeting the Certified Undesignated Fund Balance above the 2.5% minimum threshold for non-operating budget items, or replenish the account at the same level of withdrawals during the past fiscal year.

Stabilization

The Stabilization Fund is a special reserve account allowed by Massachusetts General Laws to allow savings for future needs. The funds appropriated to a Stabilization account can be earmarked for specific capital needs. A two-thirds vote at town meeting is required to appropriate funds from this account. The Fund balance may not exceed ten percent of the equalized valuation of the Town and all interest shall be added to and become part of the fund. The Treasurer may invest the proceeds in keeping with the regulations as set in M.G.L. Ch. 40 s 5B.

Therefore the following policy is recommended:

1. A minimum balance of 5% of the current operating budget must be maintained in the Stabilization Fund.

Debt Management

With the recent growth in our Town and the need for school expansions and other capital projects debt management is essential to the overall financial planning of any municipality, but especially critical in times of expansion such as we are in. Borrowing funds and repaying over a number of years allows the Town to finance projects we could not afford to pay from our operating budget. The objective of debt management is to borrow at the least cost over the term of the repayment debt. It requires careful planning and strategies to minimize the negative effect to the taxpayer and should be used only when the cost allocation is deemed equitable and the interest costs do not outweigh the advantages. It is critical to develop a policy or guidelines, determining the issuance, timing and tax impact of current and future debt.

*Recommended Guidelines for Tax-Supported Debt **

1. Total annual budget allocation for capital needs should be in the range of 7%-8% of the total operating budget.
2. Approximately one third of the capital needs should be met from current resources and two-thirds may be borrowed.
3. Repayment of principal and interest together with issuance cost and short term financing costs should be capped at approximately 5% of the total budget to maintain and improve credit rating.
4. At no time should tax supported debt exceed 10% of the total budget.
5. Repayment schedules should be in accordance with published requirements and be set as aggressive as possible.

These guidelines achieve the following:

- a) Capital needs are not displaced by the fiscal demands of current operations.
- b) Borrowing is controlled.
- c) The cost of interest is minimized.
- d) The capability to borrow is quickly restored.

*Revenue-supported debt (water, sewer, and light) is subject to different guidelines that consider the length of the project and current interest rates.

Planning

Increases to the budget on the expenditure side cannot be allowed to increase greater than the recurring revenues available. That is a very easy statement to make, but is essential in proper municipal fiscal management. Moving dollars from older warrant articles, inflating revenues or using other non-recurring revenue items to fund an operating budget cannot be allowed to occur. In addition, the FinCom recommends the utilization of a savings plan that will allow the Town to set aside dollars in an effort to minimize the impacts of future economic downturns in the economy on Town operations. We cannot move forward and continue to spend every available dollar within the operating budget.

Every effort will be made to prevent the Town from adding additional non-revenue supported debt within the levy from occurring. Non-revenue supported debt are those borrowings which the Town has not identified a reimbursement from a specific revenue source that has the ability to repay 100% of the annual debt service for the life of the borrowing. Examples of current revenue supported debt are borrowings associated with the Light & Water departments, land purchases with dedicated reimbursements made from cell tower revenues and any debt exclusion item such as the Middle School borrowing.

Capital purchases will be accomplished either as a capital exclusion item or as a raise and appropriate article when funds within the levy are available. Major capital projects such as new construction or major renovations to existing facilities will be accomplished through debt exclusions.

At a minimum, the FinCom recommends setting aside 10% of the new recurring revenue stream as well as 100% of the year-to-year decrease in debt service from inside the levy into stabilization. These funds will initially be used to offset the impacts of the debt service payments from the High School entering the

Town of Littleton

operating budget. The continued addition of funds as outlined above, as well as the addition of the expected Free Cash for the current fiscal year, will provide the Town with sufficient funds to eliminate potential impacts of the High School debt to the operating budget. These revenue dollars earmarked for addition to the Stabilization fund are not currently, nor have they previously been used to fund the operations of the Town. Prudent financial management will not allow these static dollars to be added to a compounding operating budget. Within the next five years the additions to the Stabilization fund will be in excess of the dollars needed for the High School debt service. At that point in time, the fund will be allowed to grow to the 5% goal mentioned above with excess dollars used to fund capital purchases, decreasing both the need to borrow and the amount of capital or debt exclusions proposed each year.

ENTERPRISE FUNDS

LIGHT DEPARTMENT

The Light Department is a self-funding entity owned by the Town of Littleton. Their salaries, expenses, and debt payments are paid out of receipts from the sale of electricity to the rate-payers of Littleton and Boxboro. Their budget has no impact on the tax rate. The Town of Littleton receives interest on the Light Departments funds and receives an annual payment in-lieu of taxes. Debt service payments made by the Town on behalf of the Light Department are fully reimbursed by the department.

WATER DEPARTMENT

The Water Department is a self-funding entity. Their salaries, expenses and debt payments are paid out of receipts. The Water Departments budget, although voted by town meeting, has no impact on the tax rate. Debt service payments made by the Town on behalf of the Water Department are fully reimbursed by the department.

EMS FUND

The EMS Enterprise Fund was recently established by Town Meeting. Ambulance receipts are used to cover the salary, benefits and expenses of any ambulance related expense incurred by the Town. Excess funds remain in the enterprise fund and can be used to cover capital purchases such as equipment and vehicles used in ambulance and emergency management related activities.

SENIOR “CIRCUIT BREAKER” TAX CREDIT

Certain senior citizens in Massachusetts may be eligible to claim a refundable credit on their state income taxes for the real estate taxes paid on the Massachusetts residential property they own or rent and which they occupy as their principal residence. The maximum credit allowed is \$870 for the tax year beginning January 1, 2006. If the credit due the taxpayer exceeds the amount of the total income tax payable for the year by the taxpayer, the excess amount of the credit will be refunded to the taxpayer without interest.

Please log on to The Commonwealth of Massachusetts – Department of Revenue web site at <http://www.dor.state.ma.us/dorpg.htm> and search for “Circuit Breaker Credit” for more information, or contact the Assessors Office.

FINANCE COMMITTEE MEMBERS

<u>Member</u>	<u>Appointed By</u>	<u>Term Expires</u>	<u>Years on FinCom</u>
Richard Montminy - Chair	Moderator	2007	8
Fred Faulkner – Vice Chair	Light & Water Dept	2007	22
Ken Adam	Board of Selectmen	2008	20
Susan MacDowell	School Committee	2008	2
Allen McRae	Board of Assessors	2008	5
David Stevens	School Committee	2009	1
Steven Venuti	Board of Selectmen	2009	12

GLOSSARY OF TERMS

Abatement - A reduction or elimination of a tax, fee or special assessments by the town.

Appropriation - Authorization by town meeting to make expenditures or incur debt for specific purposes.

Assessed Valuation - A valuation, based on full and fair market value, placed on real estate or other property by the Town as a basis for levying taxes.

Audit - An examination of financial systems, procedures, and data by independent certified accountants.

Available Funds - Funds established through previous appropriation or the results of favorable conditions. Examples are Stabilization, Free Cash Overlay Surplus, and Water Surplus.

Betterments - A special property tax on specific area of town that receives a benefit from a public improvement. Each property owner that benefits receives a proportionate share of the project cost which may be paid in full or over 20 years. Examples are Water, Sidewalks, etc.

Bond - An obligation to pay a specific sum of money, including principal and interest, at a specific date or dates in the future.

Bond Anticipation Note (BAN) - Short term notes not to exceed five years used to provide initial cash for Town Meeting approved projects prior to issuing long-term bonds.

Budget - A financial operating plea for the Town consisting of proposed revenues and expenditures for a certain period of time.

Capital Expenditure - An appropriation for assets or projects costing at least \$25,000 and having a useful life of at least five years. Examples are construction, major repairs or replacements to capital facilities or equipment, acquisitions, etc.

Capital Outlay Expenditure Exclusion - A vote by the Town to exclude payments for a single year capital project from the levy limit. The exclusion is limited to one year and may temporarily increase the levy above the levy ceiling.

Cherry Sheet - Official notification from the Department of Revenue of the next fiscal year's state aid and assessments to cities, town, and regional school districts. State aid consist of distributions (funds based on formulas) and reimbursements (funds for cost incurred for specific programs or services) Assessments are advance estimated of State and County charges.

Cherry Sheet offset items - Local aid that may be sent without appropriation in the budget but which must be spent for specific programs. Examples are school lunch grants, library grants, etc.

Classification of Real Property - Assessors are required to classify all real property as residential, industrial, commercial, or open space. Local officials then determine what percentage of the tax burden is to be by each classification.

Classification of the Tax Rate - Selectman vote to determine the tax rate options. Communities may set as many as three tax rates: residential, open space, and commercial/industrial/personal property.

Debt Exclusion - A vote by the town to exclude debt service payments for a particular capital project from the levy limit. The annual debt service payments are added to the levy limit for the life of the debt only.

Debt Service - The annual cost of principle and interest for a particular bond

Encumbrance - Part of an appropriation that is reserved to meet an obligation in the form of purchase orders, contracts, or salary commitments.

Equalized Valuations (EQV) - The determination bi-annually of the full and fair market value of all property in the state that is subject to local taxation. The EQVs are used as variables in determining State aid, County assessments and certain other cost.

Estimated Receipts - Estimates of miscellaneous state and local receipts based on previous year's receipts deducted by the assessors from gross amount to be raised by taxes.

Excess Levy Capacity - The difference between the levy ceiling and the actual amount of real and personal property taxes raised for a given year.

Exemptions - Partial or full discharge of a tax obligation granted by the Board of assessors.

Fiscal Year - The state and local municipalities operate on a fiscal year that runs from July 1 and ends the following June 30.

Fixed Cost - Mandated cost such as retirements, insurance and debt

Foundation Budget - The target amount set by the state for each school district that defines the level of spending necessary to provide all students with an adequate education.

Free Cash - Moneys remaining from the previous fiscal year's operations certified by the DOR which are available for appropriation.

General Fund - This non-earmarked fund is used to account for most financial transactions governed by town meeting.

Levy Ceiling - The maximum tax assessed on real and personal property may not exceed 2% of the total full and fair cash value of all taxable property. Property taxes may exceed this limit only if the town votes a capital outlay exclusion, or a special exclusion.

Levy Limit - The maximum amount a community can levy in a given year. The limit can only grow by 2½% of the previous year's limit plus new growth

Local Aid - Revenue that the town receives from the state.

Local Receipts - Revenues the town generates other than real or personal property taxes. Examples include investment income, motor vehicle excise tax, fees, rentals, etc.

Minimum Regional Local Contribution - The minimum amount of money that the town must appropriate from property taxes and other revenues for the support of schools.

Net School Spending - Includes both school budget and town budget amounts attributable to education; excluding long-term school debt, busing, school lunches, and certain other specified school expenses.

New Growth - Taxing capacity added by new construction and other increases in the property tax base. New growth is calculated by multiplying the value of new construction by the previous year's tax rate.

Offset Receipts - Certain amounts on the Cherry Sheets for specified programs for which only the money can be spent.

Operating budget - The proposed plan for expenditures for personnel, supplies, and other expenses in the coming fiscal year.

Overlay - An account set-aside for property tax exemptions and abatements.

Override - A vote by a community at an election to permanently increase the levy limit. An override vote may increase the levy limit to no higher than the levy ceiling. The override question on the election ballot must state a purpose for the override and the dollar amount.

Property Tax Levy - The amount a community can raise through the property tax. The levy can be any amount up to the levy limit plus exclusions.

Reserve Fund - An amount of money set aside in the budget to provide funding for unexpected or extraordinary expenditures.

Residential Factor - The percentage of the tax levy to be paid by property owners. A residential factor of "1" will result in the taxation of all property at the same rate. Selectmen set the residential factor annually.

Revaluation - The town assessors are responsible for achieving a fair cash value of all taxable property in accordance with state law. Every three years the assessors must submit certified property values to the State Department of Revenue (DOR). These values must be maintained in the years between certification.

Revolving Fund - Revenues raised by the town for a specific service. The revenues are to be used only for that specific service and may be spent without appropriation.

School Building Assistance Program - This program provides state aid or grants for local and regional school construction projects.

Special Exclusion - The Town for limited capital purposes may assess taxes above the amount of its levy limit or levy ceiling without voter approval. There are presently only two special exclusions:

- Water and sewer project debt service cost which reduce water and sewer rates by the same amount, and;
- a program to assist homeowners to repair or replace faulty septic systems, removal of underground fuel storage tanks, or removal of dangerous levels of lead paint to meet public health and safety codes. Homeowners then repay the town similar to betterment.

Stabilization Fund - A fund in which money is set aside for any lawful purpose. Towns may appropriate into this fund in any year an amount not to exceed 10 percent of the prior year's tax levy. A Two-thirds vote of town meeting is needed to appropriate money from the account.

Tax Rate - The amount of tax stated in terms of a unit of the tax base; for example, \$13.50 per \$1,000 of the assessed property value.

Under-ride - A vote by the town to permanently decrease the tax levy limit.

Unreserved Fund Balance - This is also referred to as the "Surplus revenue account". It's the amount by which cash, accounts receivable, and other assets exceed liabilities and restricted reserves.

Warrant - The list of items to be acted upon by Town Meeting.

Water Surplus - Any revenues in excess of estimated water receipts or unspent water appropriations. Water surplus may be appropriated to fund water-related general and capital expenses or to reduce water rates.