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## **TOWN OF LITTLETON**

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### **DEDICATION**

**T**he 2004 Annual Town Report is dedicated to the memory of Edgar P. Romilly.



A town resident for more than fifty-eight years, Ed Romilly served as Littleton's Veterans' Agent for nearly thirty years. He was instrumental in the creation of the Veterans' memorial at Littleton Common and was honored by the Selectmen in 1997 for his efforts with the naming of the westerly point of the common as "Edgar P. Romilly Corner". His dedication to veterans and their issues was uncommon and his contributions to the town will be missed.

## GENERAL INFORMATION

### WHERE TO CALL FOR TOWN INFORMATION

Accounting	Town Accountant	952-2307
Appeal of Zoning Decision	Board of Appeals	486-3732
Assessments	Board of Assessors	952-2309
Birth, Death, and Marriage Certificates	Town Clerk	952-2314
Building Permits	Building Commissioner	952-2308
Cemeteries	Cemetery Commissioners	952-2324
Emergency Mgmt.	Emergency Management Office	952-2315
Conservation Issues	Conservation Commission	486-9537
Dog Licenses	Town Clerk	952-2314
Dog Problems	Dog Officer	952-2353
Education Information	School Superintendent's Office	486-8951
Elderly Information	Council on Aging	952-2362
Elections and Voting, Registration	Town Clerk	952-2314
Electricity	Light and Water Department	486-3104
Facility Management	Facilities Manager	486-0514
<b>Fire &amp; Ambulance Emergencies</b>		<b>9 1 1</b>
Fire Permits-General Calls	Fire Department	952-2302
Garbage and Refuse	Board of Health	952-2313
Gas Permits	Gas Inspector	952-2308
Health and Sanitation	Board of Health	952-2313
Highways and Streets	Highway Department	486-3778
Housing for the Elderly	Housing Authority	486-8833
Hunting & Fishing Licenses	Town Clerk	952-2314
Information Technology Office	Systems Analyst, LEID	952-2777
Library	Reuben Hoar Library	486-4046
Nurse (Town)	Board of Health	952-2313
<b>Police &amp; Ambulance Emergencies</b>		<b>9 1 1</b>
Police General Calls & Information	Police Department	952-2300
Planning Board	Planning Board	486-9733
Plumbing Permits	Plumbing Inspector	952-2308
Recreation	Park & Recreation	486-3120
Schools	Shaker Lane Elementary	486-3959
	Russell Street Elementary	486-3134
	Middle School	486-3938
	High School	952-2555
	Superintendent	486-8951
Nashoba Valley Technical High School	Main Office	692-4711
Selectmen	Town Administrator	952-2311
Tax Collections	Tax Collector	952-2349
Transfer Station Stickers	Board of Selectmen	952-2311
Treasurer	Town Treasurer	952-2306
Veterans Services	Veterans Agent	952-2325
Water	Light and Water Department	486-3104
Welfare Questions	Welfare Board	263-6610
Wiring Permits	Wiring Inspector	952-2308
Zoning	Building Commissioner	952-2308

### TOWN OFFICES – HOURS AND LOCATION

# TOWN OF LITTLETON

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<b>Assessors</b> 952-2309	Monday - Friday 8:30 a.m. - 3:00 p.m.
<b>Board of Health</b> 952-2313	Monday - Friday 9:00 a.m. - 3:00 p.m.
<b>Building Commissioner</b> 952-2308 p.m.	Monday, Tuesday, Wednesday 7:30 a.m. - 3:30 p.m. Thursday 7:30 a.m. - 6:30 p.m. Friday 7:30 a.m. - 12:30
<b>Conservation Commission</b> 486-9537	Monday, Wednesday, Friday 9:00 a.m. - Noon
<b>Council on Aging</b> 952-2362	Monday - Friday, 9 a.m. - 4 p.m. Shattuck Street Building, 2nd floor
<b>Outreach Office</b> 486-0183	Tuesday 9 a.m. - Noon; Friday 9 a.m. - 3 p.m. Shattuck Street Building, 2nd floor
<b>Meal Site</b> 952-2757	Monday - Friday, 9 a.m. - 1 p.m. Shattuck Street Building, 1st floor
<b>Fire Department</b> 952-2302	Monday - Friday 7:00 a.m. - 6:00 p.m. Sunday - Saturday 8 a.m. - 4 p.m. Fire Permits and General Calls

## 9 1 1

### Emergency Fire & Ambulance Calls

<b>Information Systems Analyst</b> 952-2777	Monday – Friday 7:30 a.m. – 4:00 p.m. Shattuck Street Building, Room 202
<b>Park and Recreation</b> 486-3120	Monday - Friday 9 a.m. - 4 p.m. Shattuck Street Building, 1st floor
<b>Planning Board</b> 486-9733	Monday, Tuesday, Thursday, Friday 9:00 a.m. - 2:00 p.m.
<b>Police Department</b> 952-2300	Sunday - Saturday (24 hours a day) General Calls

## 9 1 1

### Police Emergency Calls

<b>Reuben Hoar Library</b> 486-4046 a.m. - 4 p.m.	Monday, Wednesday, 10 a.m. - 9 p.m. Tuesday, Thursday 12 Noon - 9 p.m. Friday, Saturday, 10
<b>School Department</b> 486-8951	Sunday - Noon - 4 p.m. Mid-October thru Mid-April Monday - Friday Shattuck Street Building, 3rd floor
<b>Tax Collector</b> 952-2349	Monday - Friday 9:00 a.m. - 3:00 p.m. Thursday Evening 6:00 p.m. - 9:00 p.m.
<b>Town Accountant</b> 952-2307	Monday - Friday 8:30 a.m. - 4:00 p.m.
<b>Town Administrator</b> 952-2311	Monday - Friday 8:00 a.m. - 4:00 p.m.
<b>Town Clerk</b> 952-2314	Monday - Friday 9:00 a.m. - 3:00 p.m. Thursday Evening 6:00 p.m. - 9:00 p.m.
<b>Town Treasurer</b> 952-2306	Monday - Friday 9:00 a.m. - 3:00 p.m.
<b>Transfer Station</b> 486-0122	Tuesday & Thursday 12 Noon - 7 p.m. Saturday 8:00 a.m. - 5:00 p.m.
<b>Veterans Agent</b> 952-2325	By Appointment

## STATE AND FEDERAL ELECTED OFFICIALS

President of the United States

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

Governor of the Commonwealth

Mitt Romney  
(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

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

# **TOWN OF LITTLETON**

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## **GENERAL INFORMATION**

Annual Election	First Saturday in May
Annual Town Meeting	Monday after first Saturday in May
Form of Government	Open Town Meeting
Absentee Voting	Town, State and National
Population	8,677
Number of Registered Voters	5,268
Dog Licenses	Due January 1
Size of Town	16 square miles

Residential Taxes per \$1000 valuation:

Tax Rate 1992	\$13.07	Tax Rate 1998	\$14.37
Tax Rate 1993	\$13.82	Tax Rate 1999	\$14.89
Tax Rate 1994	\$15.05	Tax Rate 2000	\$14.09
Tax Rate 1995	\$15.65	Tax Rate 2001	\$12.81
Tax Rate 1996	\$16.20	Tax Rate 2002	\$13.21
Tax Rate 1997	\$15.58	Tax Rate 2003	\$11.15

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

To have an article on a Special Town Meeting Warrant, a petition must be signed by ONE HUNDRED (100) registered voters.

To call a Special Town Meeting, a petition signed by 200 registered voters must be presented to the Board of Selectmen. The Selectmen must set a Special Town Meeting within 45 days of receipt of the petition.

## **DEFINITIONS**

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

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

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

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

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

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

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

## ELECTED AND APPOINTED TOWN OFFICIALS

### ELECTED TOWN OFFICERS - YEAR ENDING MAY 1, 2005

	TERM EXPIRES
<b>MODERATOR</b> Charles F. Kaye	2005
<b>TOWN CLERK</b> Linda Knupp	2005
<b>TAX COLLECTOR</b> Rebecca Quinn	2005
<b>TOWN TREASURER</b> Margaret Dennehy	2006
<b>BOARD OF ASSESSORS</b> William Nickerson Brian Wright James S. Winroth Pamela Campbell Frederick J. Freund	2006 2006 2005 2005 2005
<b>BOARD OF SELECTMEN</b> Paul J. Glavey Kenneth Eldridge Thomas Rauker Ronald J. Caruso Reed Augliere	2006 2007 2007 2005 2005
<b>BOARD OF ELECTRIC LIGHT COMMISSIONERS</b> Craig Gruskowski Bruce Trumbull Joseph McCumber Joseph Cataldo Thomas Rauker	2006 2006 2007 2007 2005
<b>BOARD OF WATER COMMISSIONERS</b> Craig Gruskowski Bruce Trumbull Joseph McCumber Joseph Cataldo Thomas Rauker	2006 2006 2007 2007 2005
<b>CEMETERY COMMISSION</b> Susan Fougstedt David Badger Deborah Williams	2006 2007 2005

# **TOWN OF LITTLETON**

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## **LITTLETON SCHOOL COMMITTEE**

Elaine Braun-Keller	2006
Roland Gibson	2006
Charles Ellis	2007
Susan MacDowell	2005
Nancy Mizzoni	2005

## **PLANNING BOARD**

Richard Dennis	2006
David Campbell	2007
Steven Wheaton	2005
Janet LaVigne	2006
Mark Montanari	2007

## **TRUSTEES OF THE REUBEN HOAR LIBRARY**

Dorothy Sussman	2006
Cheryl Hardy-Faraci	2006
Marcia Marcantonio	2007
Barbara Chapin	2007
James L. Carozza	2005
Julian Stam	2005

## **PARK AND RECREATION COMMISSION**

Ivan Pagacik	2005
Frederick Freund	2006
W. Brian Ritcher	2006
Greg Champney	2007
James Ray	2007

## **BOARD OF HEALTH (3yr)**

Peter M. Cassinari	2005
Thomas Grady	2005
Steve Foss	2006
Robert Zimmerman	2007
Joseph Prendiville	2007

## **BOARD OF COMMISSIONERS OF TRUST FUNDS (3yr)**

Rick Hoole	2005
Thomas Todd	2006
Raymond M. Cornish, Jr.	2007

## **HOUSING AUTHORITY (5yr)**

**Commonwealth Appointee	
John Comeau	2005
Linda Stoffel Graves	2007
Mildred McGovern	2007
Andrew Sohn	2006
*Vacant	

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## OFFICERS CHOSEN BY NOMINATION

**POUNDKEEPER** 2005

**FIELD DRIVERS**  
Michael O'Malley, Raymond C. O'Neil 2005

**FENCE VIEWERS**  
William Farnsworth, Timothy H. Whitcomb, Joseph Knox 2005

**SURVEYOR OF TIMBER AND MEASURER OF WOOD BARK**  
Henry Parlee 2005

**MEASURERS OF GRAIN, WEIGHERS OF GRAIN, HAY, COAL, LIVESTOCK ETC.**  
Arthur D. Keown, Janet Keown, John Tarves 2005

## OFFICERS APPOINTED

### FINANCE COMMITTEE - 3 YEAR TERM

Moderator Appointee	Richard Montminy	2007
Water and Light Appointee	Fred Faulkner	2007
Board of Assessors Appointee	Allen McRae	2005
Board of Selectmen Appointees	Steven Venuti	2006
	Kenneth Adam	2005
School Committee Appointees	Brian Tarbox	2006
	Ronald Dokus	2005

### TAX COLLECTOR APPOINTEES

Assistant Tax Collector, Linda Knupp  
Committee  
Deputy Tax Collector, Kevin Bolduc

### MODERATOR APPOINTEES

Regional School Planning  
Dennis Phillips  
John Bowers  
Ellen Hall

### TOWN CLERK APPOINTEE

Assistant Town Clerk, Rebecca Jean Quinn

### BOARD OF HEALTH APPOINTEES

Animal Inspector	Frank Matheson
Burial Agent	David Badger
Mosquito Control Committee	

### BOARD OF SELECTMEN APPOINTMENTS

# **TOWN OF LITTLETON**

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One year appointments unless otherwise noted

## **TOWN ADMINISTRATOR**

Timothy D. Goddard

## **TOWN COUNSEL**

Judith Pickett  
Raymond Miyares  
Thomas Harrington

## **CONSTABLES**

John M. Kelly  
Robert Wilson  
Clark Paige  
David Allen  
Keith Leighton, Jr.  
Joseph Connell  
Thomas W. O'Dea, Jr.

## **POLICE DEPARTMENT**

### **CHIEF OF POLICE**

John M. Kelly

### **LIEUTENANT**

Matthew J. King

### **ADMINISTRATIVE ASSISTANT**

Michele McGloughlin

### **POLICE OFFICERS**

Robert Romilly, Sergeant  
Resource Officer/Patrolman  
David Leslie, Sergeant  
Lisa Bonney, Sergeant  
John Janakos, Sergeant  
James Frohock, Patrolman  
Robert Raffaelo, Patrolman  
Jeffrey Patterson, Detective

Matthew Pinard, School  
Robert Bielecki, Patrolman  
Jason Truscello, Patrolman  
Jack Hebert, Patrolman  
Erin Fowler, Patrolman  
Pablo Fernandez, Patrolman  
Peter Breslin, Patrolman  
Omar Connor, Patrolman

### **COMMUNICATIONS OFFICERS**

Timothy Bemis

Sam Welch  
John Murphy

David Lanteigne  
Sharon Aaron

ON-CALL  
COMMUNICATIONS  
OFFICERS  
Douglas J. Cook

David Lefebvre  
Michele McGloughlin

### **RESERVE POLICE OFFICERS**

Douglas Cook  
Robert Sabourin  
Deborah Richardson  
John Corbett

SPECIAL POLICE OFFICERS  
Thomas W. O'Dea  
Roland J. Bernier  
Savas Danos  
Ronald Caruso

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David Lanteigne  
John Murphy

Paul Glavey  
Ken Eldridge  
Tom Rauker  
Joseph Cataldo  
Michael Knupp

## MATRONS

Deborah Richardson

FRANK MATHESON  
Gordon Bowker

Jerry Sellers  
Robert Napolitano  
Robert Rapozza

## SPECIAL POLICE OFFICERS – OTHER TOWNS

### HARVARD

Edward Denmark, Chief  
Rizzo, Chief  
All Officers

### ACTON

Frank Widmayer, Chief  
All Officers

### AYER

Richard J.  
All Officers

### WESTFORD

Robert Welch, Chief  
Mulhern, Chief  
All Officers

### BOXBOROUGH

Richard G. Vance, Jr., Chief  
All Officers

### GROTON

Robert  
All Officers

## FIRE DEPARTMENT

ACTING FIRE CHIEF  
Bruce Larsen

ADMINISTRATIVE FIRE CHIEF  
John M. Kelly

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

ADMINISTRATIVE ASSISTANT  
Michele McGloughlin

## ON-CALL EMERGENCY SERVICES

DEPUTY CHIEFS  
James Ray

Scott Wodzinski

CAPTAIN  
James Cahill

LIEUTENANTS  
Joseph Rock  
Teresa Rock  
Michael Denehy

## FIREFIGHTERS/EMT'S

# **TOWN OF LITTLETON**

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FF Dwayne Banks  
FF/EMT Tom Clancy  
FF/EMT Michael Gassiraro  
FF Mark Hickox  
FF/EMT Richard Kent  
FF/EMT Richard Landers  
FF John McNamara  
FF Patrice O'Malley  
FF Jeff Pichel  
FF/EMT Feargal Spain  
FF Edward Williams  
FF/EMT David Greenwood  
FF/EMT Ryan Monat

FF/EMT David Castagneto  
FF/EMT Brenda Dunn  
FF/EMT Timothy Grant  
FF Tom Hurley  
FF/EMT Tom Kneeland  
FF/EMT David McGloughlin  
FF Michael O'Donnell  
FF Colin Osgood  
FF/EMT Anthony Polk  
FF Jeff Surprenant  
FF Mark Witherell  
FF/EMT David Lefebvre

## **EMT'S**

EMT Edward Burg  
EMT Reed Frailey  
EMT Suzanne Klein  
EMT Denise Moniz  
EMT M. Thomas Quail

EMT Dori Bera  
EMT Keith Hevenor  
EMT Jason Malinowshki  
EMT Tim Pacheco

## **COMPANY 4 Reservists**

Erica Andrews  
William Harland Sr.  
Charles Ogilvie

Michele Dunn  
Barry Real  
Jeff Stanford

## **HIGHWAY OPERATIONS MANAGER**

James Clyde

**TOWN ENGINEER.**  
Eric K. Durling

**TOWN ACCOUNTANT**  
Gail Eagan Henry

## **DOG OFFICER**

**MRTA ADVISORY BOARD**  
Timothy D. Goddard

**INSPECTOR OF BUILDINGS**  
Roland J. Bernier

**ASSISTANT BUILDING INSPECTOR**  
Gabriel Vellante

**INSPECTOR OF WIRES**  
**INSPECTOR**  
Booth Jackson

**ASSISTANT WIRING**  
Vincent Chant

**PLUMBING INSPECTOR**  
**INSPECTOR**  
Steven Cormier

**DEPUTY PLUMBING**  
Joseph Cormier

## **SPECIAL PLUMBING & GAS INSPECTOR**

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Denis Auger

## **GAS INSPECTOR**

Steve Cormier

## **NASHOBA VALLEY TECH. HIGH SCHOOL**

**MEASURES** Augustine Kish 2006  
William Foster, Alternate 2005

## **DEPUTY GAS INSPECTOR**

Joseph Cormier

## **SEALER OF WEIGHTS &**

Lisa Griffiths

## **DISABILITIES**

### **COUNCIL ON AGING (3yr)**

Norman Berry	2006
Bernard Araujo	2006
Mary Catalanotto	2006
Barbara Brine	2006
Barbara Kamb	2005
Mary Kaye	2005
Greta Bennett	2005
John Blake	2005
Natalie Hallowell	2007
Howard Russell	2007
Vacant	2007

## **COMMISSION ON**

Bartlett Harvey

George Sanders

Ivy Sanders

Wendy Vinal

Selectman's Representative (Vacant)

Randall Benoit

## **VETERANS AGENT**

Allen McRae

## **MAGIC REPRESENTATIVE**

(Vacant)

## **MAPC REPRESENTATIVE**

David Newton

## **GRAVES REGISTRATION OFFICER**

David Badger

## **PERSONNEL COMMITTEE**

### **(3 year terms; 1 year term employee reps)**

Kenneth Adam, Finance Comm.	2005
Reed Augliere, Selectman	
James Clyde, Employee	
Roland Bernier, Employee	
Joseph Gaffney, Citizen-at-large	
Denise Pagacik, Citizen-at-large	
Timothy Goddard, Town Administrator	

## **REGISTRARS OF VOTERS**

Linda Knupp, Town Clerk

Katherine Petkewich

Betsy Bohling

Ellen Banks

## **ELECTION WARDEN**

Mildred McGovern

## **CULTURAL COUNCIL**

### **3 YEAR TERM**

Henri Holkamp	2005
Andrea Curran	2005
Eileen Monat	2005
	2007
Andrews Bowers	2006
	2007

## **CONSERVATION COMMISSION 3 YEAR TERM**

Ian Gunn

Frank Matheson

# **TOWN OF LITTLETON**

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Susan Harvey	2006	Sarah Seaward
2005		
<b>Deb Augliere</b>	<b>2007</b>	Peter Tierney
2005		
<b>Michael Kearney</b>	<b>2007</b>	Carl Melberg
2006		
		James Pickard
2006		
		Dan Lord
2006		

## **PERMANENT MUNICIPAL BUILDING COMMITTEE (5 year)**

William Farnsworth	2010
Warren Terrell	2010
Joseph Collentro	2006
Richard Crowley	2007
Elaine Braun-Keller	2009
Michael Coole	2009
Mark Mizzoni	2008

## **BOARD OF APPEALS 3 YEAR TERM**

William Farnsworth, Alt.	2007
Julia Adam	2007
Sherrill Gould	2007
Joseph Knox, Alt.	2007
Brad Miller	2005
Ronald Hudgens, Alt.	2005
John Cantino, Alt.	2005
Ray Galloni, Alt.	2005
Raymond Cornish	2006

## **MBTA ADVISORY COMMITTEE**

Steve Sussman
Barbara Boothby
Ron Catella
Pat Schauberger
David Derrig
Tim Goddard
Ed Fultz

## **SENIOR HOUSING COMMITTEE**

Kenneth Eldridge	Michael Knupp
Peter Cassinari	Janet LaVigne
Champney	
Ray Galloni	Darrell Payson
Doben	
Linda Graves	Howard Russell
Wood	David Campbell
Presti	
Campbell	

## **ECONOMIC DEVELOPMENT COMMITTEE**

Paul Glavey	Gregg
Ronald Caruso	Steve
Timothy D. Goddard	Jeanine
Savas Danos	Joseph
Kevin Goddard	Pamela
Brian Tarbox	

## **SENIOR CENTER COMMITTEE (9)**

Mary Dugan
Barbara McRae
Curt Lanciani

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Howard Russell  
Ronald Caruso  
Kenneth Eldridge  
Ivan Pagacik  
Dennis Gibbons

## **CABLE TELEVISION COMMITTEE**

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

## **PUBLIC SHADE TREE COMMITTEE**

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

## **OPEN SPACE IMPLEMENTATION COMMITTEE (15)**

Rita Biagioni	Rick Fritz Linda Stein
Debra Bray	Sarah Foss
Peter Church	Melissa Spurr

## **HISTORICAL COMMISSION**

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

## **TOWN FOREST COMMITTEE**

Wayne Nadow  
Kathy Stevens  
Maureen Cahill  
Jeff Menzigian, Associate Member

## **LAKES AND PONDS COMMITTEE**

Jonathon Folsom, Long Lake Association  
Steve Wheaton, Planning Board  
Jack Casey, Matawanakee Assoc.  
Dan Lord, Conservation Commission  
Steve Foss, Board of Health  
Paul Glavey, Board of Selectmen

## **TECHNOLOGY COMMITTEE**

Theresa Campbell  
James D. Murray  
Keith White  
Brian Tarbox

## **SPECIAL WEIGHERS - FLAME**

Arthur D. Keown  
Janet M. Keown  
Daniel Tarves  
John Tarves

## **VERYFINE SCALE OPERATORS**

Gail Dandy  
Calvin Brown  
Domenic Carhnidi  
Ronald Farnsworth  
Larry Hess  
Thomas Hess  
Larry Hetu  
Steven Martin  
James Nicosia  
Nicholas Signoretti  
Kathy Ubersohn  
Andrew Edmiston

## **SPECIAL WEIGHERS - AGGREGATE INDUSTRIES**

Lonnie Brown  
Chad Abramson  
John Gintner  
Mark Landry  
Dawn Schildt  
Ron Abramson

# **TOWN OF LITTLETON**

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## **SPECIAL WEIGHER - W. J. GRAVES CONSTRUCTION**

Steve Baronoski  
Ed Nowers

## **SPECIAL WEIGHERS "THE STONE YARD"**

Mark Bartos	David Croteau	April Covell
Jeremiah Burns	John Croteau	James Ingaham

## **LITTLETON EMERGENCY MANAGEMENT AGENCY**

### **OFFICERS**

Richard Landers, Director	David Badger, Mortuary Officer
Jeff Patterson, Deputy Director	John F. McGaffigan, Jr., Mortuary Officer
Paul Tiernan, Intelligence Officer	Charles A. Perry, Jr., Mortuary Officer
Paul Glavey, Welfare Officer	

### **RADIO COMMUNICATIONS OFFICER**

Edward Burg  
Duane Taylor

### **SKI MOBILE RESCUE**

Dwayne Banks	Patrice O'Malley
Earl Banks	Mary Jo Saunders
Ellen Banks	Henry J. Cormier, Jr.
Booth Jackson	Virginia Cormier
Michael O'Malley	

### **EMERGENCY MEDICAL TECHS**

C. Gruskowski, DMD

### **SHELTER OFFICERS (VACANT)**

### **NURSES (VACANT)**

## BOARD OF SELECTMEN

The past year was again a fiscally challenging one but also one that presented the Board with new opportunities.

It was also a year of change for the Board. Selectmen Walter Bartkus and Joe Cataldo left the Board after a single term and were replaced at the May Election by Kenneth Eldridge and Thomas Rauker.

The Board wishes to salute Walter and Joe for their years of service.

Gail Henry was hired as Town Accountant in February 2004 and has done an outstanding job for the Town in a short period of time.

The budget took center stage again in May and June which saw two failed overrides and much budget cutting including regrettably, layoffs. Making the FY06 budget work will be a significant challenge this year.

The FY06 budget process began in October and found a great deal of attention on revenues and trying to keep expenses in line with those revenues. The Town is learning to live within it means as it's residents also do.

Subcommittees of the Board continue to work on an ambitious agenda including: affordable housing, a new senior center, a new train station at the Depot, Economic Development and Smart Growth

The Town was honored by the first visit by a sitting governor in recent memory when Governor Mitt Romney visited the Town Offices on April 1, 2004 to commend the Town for progress toward smart growth initiatives.

Undoubtedly, many challenges lie ahead for the Town and the Board of Selectmen. As your elected representatives we pledge to work diligently in the Town best interest to try to improve the quality of life for all Town residents.

Sincerely

RONALD CARUSO, Chair

PAUL GLAVEY, Vice-chair

REED AUGLIERE, Member

KENNETH ELDRIDGE, Member

THOMAS Rauker, Member

# ANNUAL REPORT 2004

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## State Committee Man

James B. McGowan	591
Arthur Comer	1
Elliot S. Baskas	1
Thomas Moore	1
Blanks	266

## State Committee Woman

Kathleen Donaghue	602
Blanks	258

## Democratic Town Committee

Patricia T. Jones	Steven M. Sussman
Albert R. Gregory	Karen D. McNamara
Paul J. Glavey	Jane Chrisfield
John C. Comeau	Timothy D. Goddard
Barbara M. Comeau	Kevin P. Goddard
Michele B. Wenz	Roland A. Gibson, Sr.
Mary E. Welch	Kim Romano
Claire E. Griffiths	Sarah Nathan
Dorothy R. Sussman	Carol Henrichs
Reed Augliere	Marshall Henrichs
Dorothea C. Chase	

## REPUBLICAN PARTY

### Republican Presidential Preference:

George W. Bush	119	John McCain	0
No Preference	0	Ralph Nader	1
Colin Powell	0	Tom Tancredo	0
John Buchanan	0	Blanks	17
John F. Kerry	2		

### State Committee Man:

William C. Sawyer	101
Paul R. Ferro	28
Blanks	10

### State Committee Woman:

Jeanne S. Kangas	119
Blanks	20

### Republican Town Committee:

Richard D. Woodbine	Peter W. Tierney
Normie K. Temple	John K. Holmer
George W. Dewey	Pamela Joan Frattalone
Louise C. Dewey	Robert K. Temple
John A. McRae	Peter W. Tierney, Jr.
Barbara J. McRae	Michael Edward Ward

# **TOWN OF LITTLETON**

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Barbara Holmer  
**GREEN-RAINBOW PARTY**

Green-Rainbow Presidential Preference:

Kent Mesplay	0	No Preference	0
Lorna Salzman	1	Dennis J. Kucinich	0
Paul Glover	0	Ralph Nader	0
David Cobb	0	Blanks	2

State Committee Man:

No Nomination	0
Blanks	3

State Committee Woman:

No Nomination	0
All Others	3
Blanks	0

Town Committee:

Blanks	3
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**LIBERTARIAN PARTY**

Libertarian Presidential Preference:

Jeffrey Diket	0	Gary Nolan	4
Ruben Perez	0	No Preference	2
Aaron Russo	0	John F. Kerry	1
Michael Badnarik	0		

State Committee Man:

Kamal Jain	1
Blanks	6

State Committee Woman:

Blanks	7
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Town Committee

Blanks	7
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Attest:

A True Copy  
Linda A. Knupp, Town Clerk

**TOWN OF LITTLETON**  
**ANNUAL TOWN ELECTION**  
**MAY 1, 2004**

# ANNUAL REPORT 2004

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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	988
Precinct 2	988
Precinct 3	<u>873</u>
Total votes cast:	2,849

MODERATOR – One Year Term

Kaye	2236
Blanks	613

VOTE FOR ONE Charles F.

TOWN CLERK – Three Year Term

Linda A. Knupp	2308
Blanks	541

VOTE FOR ONE

SELECTMEN – Three Year Term

Jo-Ann C. Dery	1278
Kenneth P. Eldridge	1613
Gino Frattalone	433
Thomas Rauker	1595
Blanks	779

VOTE FOR TWO

ASSESSORS – Three Year Term

Pamela D. Campbell	2036
James S. Winroth	1956
Blanks	1706

VOTE FOR TWO

CEMETERY COMMISSIONER – Three Year Term

David Badger	2277
Blanks	572

VOTE FOR ONE

ELECTRIC LIGHT COMMISSIONER – Three Year Term

Joseph A. Cataldo, Jr.	1910
Joseph T. McCumber	1694
Richard C. Andersen	993
Blanks	1101

VOTE FOR TWO

WATER COMMISSIONER – Three Year Term

Joseph A. Cataldo, Jr.	1852
Joseph T. McCumber	1676
Richard C. Andersen	1022
Blanks	1148

VOTE FOR TWO

SCHOOL COMMITTEE – Three Year Term

Cornelius Peterson	1085
Charles G. Ellis	1540

VOTE FOR ONE

# TOWN OF LITTLETON

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Blanks	224	
COMMISSIONER OF TRUST FUNDS – Three Year Term		VOTE FOR ONE
Raymond M. Cornish	2088	
Blanks	761	
PARK & RECREATION COMMISSIONER – Three Year Term		VOTE FOR TWO
Gregg S. Champney	1945	
James Ray	1843	
Blanks	1910	
BOARD OF HEALTH – Three Year Term		VOTE FOR TWO
Robert Zimmerman	1951	
Joseph K. Prendiville	1918	
Blanks	1829	
BOARD OF HEALTH – One Year Term		VOTE FOR ONE
Thomas F. Grady	2085	
Blanks	764	
LIBRARY TRUSTEE – Three Year Term		VOTE FOR TWO
Barbara Chapin	2180	
Marcia Marcantonio	2062	
Blanks	1456	
PLANNING BOARD – Five Year Term		VOTE FOR ONE
Gregg S. Champney	2042	
Blanks	807	
HOUSING AUTHORITY – Three Year Term		VOTE FOR ONE
Mildred A. McGovern	2161	
Blanks	688	
HOUSING AUTHORITY – Two Year Term		VOTE FOR ONE
Andrew J. Sohn	12	
Mildred McGovern	6	
William Sturtz	5	
Blanks	2826	

Ballot Questions:

1. Shall the Town of Littleton be allowed to assess an additional \$135,000.00 in real estate and personal property taxes for the purpose of purchasing new self-contained breathing apparatus for the Fire Department for the fiscal year beginning July 1, 2004?

Yes 2,023      No 771      Blanks 55

# ANNUAL REPORT 2004

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2. Shall the Town of Littleton be allowed to assess an additional \$372,000.00 in real estate and personal property taxes for the purposes of major road repair and purchasing new capital equipment for the Highway Department for the fiscal year beginning July 1, 2004?

Yes 1,401      No 1,373      Blanks 75

3. Shall the Town of Littleton be allowed to assess an additional \$230,000.00 in real estate and personal property taxes for the purposes of purchasing new capital equipment and funding an architectural/engineering study of the Russell Street School for the Littleton Public Schools for the fiscal year beginning July 1, 2004?

Yes 923      No 1,845      Blanks 81

4. Shall the Town of Littleton be allowed to assess an additional \$90,000.00 in real estate and personal property taxes for the purpose of funding the design, bidding and permitting of the new Police Station for the fiscal year beginning July 1, 2004?

Yes 708      No 2,066      Blanks 75

5. Shall the Town of Littleton be allowed to assess an additional \$23,000.00 in real estate and personal property taxes for the purpose of purchasing information technology capital equipment for the fiscal year beginning July 1, 2004?

Yes 717      No 2,055      Blanks 77

6. Shall the Town of Littleton be allowed to exempt from the provisions of Proposition two and one-half, so-called, the amounts required to pay for the bond issued in order to design and build a new Littleton Middle School?

Yes 1,096      No 1,671      Blanks 82

7. Shall the Town of Littleton be allowed to assess an additional \$1,720,151.00 in real estate and personal property taxes for the purposes of funding the operating budgets of the Town and Littleton Public Schools for the fiscal year beginning July 1, 2004?

Yes 1,123      No 1,704      Blanks 22

Attest:

A TRUE COPY

Linda Knupp, Town Clerk

**TOWN OF LITTLETON MASSACHUSETTS  
ANNUAL TOWN MEETING  
Monday, May 3, 2004**

The meeting was called to order by Moderator Charles F. Kaye at 7:00 p.m. The meeting opened with the High School Band playing "America the Beautiful" and the "National Anthem". The colors were posted by the color guard made up of two Littleton Police Officers and two Littleton Firefighters. The invocation was given by Deacon Dan Crimmins of St. Anne Church, Littleton.

# **TOWN OF LITTLETON**

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## **ARTICLE 1: OFFICERS TO BE CHOSEN**

Voted unanimously to appoint the following officers to their positions:

Poundkeeper:	Timothy Harrison Whitcomb
Fence Viewers:	William Farnsworth, Timothy Harrison Whitcomb, Joseph Knox
Field Drivers:	Gregory Webber, 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**

Paul Glavey, member of the Board of Selectmen, discussed the budget being presented which reflects no override figures. The Selectmen are withdrawing the articles that failed at the election. Mr. Glavey wanted town residents know that the Selectmen intend to continue working with the School Committee and Finance Committee in the coming year.

Susan McDowell, School Committee member, gave a report for the School Committee outlining the school budget, what steps they are taking to try and save money in their budget. She agreed with Mr. Glavey that the Selectmen and Finance Committee worked well together this year and will continue to do so.

Finance Committee Chair Steve Venuti agreed that the Selectmen, School Committee and Finance Committee worked very well together this year. He reviewed the process that was followed to put the FY05 budget together. Mr. Venuti advised that until revenues increase the budget problems will continue.

Permanent Municipal Building Committee Chair Thomas Rauker gave an update on the various building projects.

The Annual Town Meeting adjourned to the Special Town Meeting at 8:00 p.m. The Annual Town Meeting reconvened at 8:10 p.m.

## **ARTICLE 3:**

Unanimously voted that the Town authorize the 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, 2004, 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.

## **ARTICLE 4:**

Voted unanimously on all line items, with the exception of those that had holds placed against them, to raise and appropriate the following sums of money to defray the expenses of the various departments, and to fix the salary and compensation of all elected officials, as presented. Line Items 4, 8, and 9 were unanimously voted as presented. Voted by ballot and checklist on Line Item 74 Yes 400 No 358 to amend Line Item 74 from \$12,100,000.0 to \$12,715,000.00.

# ANNUAL REPORT 2004

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The Annual Town Meeting adjourned at 11:40 to reconvene on Tuesday, May 4, 2004 at 7:00 p.m. The meeting reconvened at 7:00 p.m. beginning with discussion of Line Item 19.

Line Item 19 and 24 were unanimously approved as presented. Voted unanimously to amend Line Item 57 from \$291,976.00 to \$299,076.00 and Line Item 58 from \$75,476.00 to \$78,076.00. Voted unanimously to amend Line Item 59 from \$49,330.00 to \$70,536.00. Line Items 60, 61, 62, 63, 64 and 70 were unanimously voted as presented. The total voted in Article 4 is \$26,055,875.00 an increase of \$645,906.00.

LINE ITEM	ACTUAL FY 03	APPROPRIATED FY 04	VOTED FY 05
<b><i>GENERAL GOVERNMENT</i></b>			
<b>Moderator</b>			
1. Moderator	\$100.00	\$100.00	\$0.00
<b>Selectmen/Town Administrator</b>			
2. Salaries and Wages	\$107,396.00	\$102,072.00	\$101,072.00
3. Expenses	\$17,906.00	\$15,200.00	\$14,700.00
4. Legal Expense	\$125,399.00	\$50,000.00	\$25,000.00
<b>Town Accountant</b>			
5. Salaries and Wages	\$68,447.00	\$70,423.00	\$68,560.00
6. Expenses	\$979.00	\$3,805.00	\$2,275.00
7. Audit Expense	\$14,500.00	\$21,750.00	\$21,750.00
<b>Facilities Management</b>			
8. Salaries and Wages	\$109,364.00	\$35,854.00	\$0.00
9. Expenses	\$154,091.00	\$150,700.00	\$146,969.00
<b>Elections and Registrations</b>			
10. Salaries	\$5,451.00	\$4,862.00	\$4,862.00
11. Expenses	\$6,585.00	\$6,600.00	\$6,370.00
<b>Conservation Commission</b>			

# **TOWN OF LITTLETON**

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## **Conservation Commission**

12. Clerk	\$23,714.00	\$21,495.00	\$15,000.00
13. Expenses	\$2,211.00	\$2,200.00	\$1,726.00

## **Treasurer**

14. Salaries and Wages	\$79,222.00	\$81,600.00	\$81,600.00
15. Expenses	\$6,834.00	\$7,750.00	\$5,963.00
16. Short Term Interest	\$587,495.00	\$47,750.00	\$3,000.00
17. Tax Title Expenses	\$10,893.00	\$11,000.00	\$12,000.00

## **Tax Collector**

18. Salaries and Wages	\$50,527.00	\$42,706.00	\$38,471.00
19. Expenses	\$5,080.00	\$9,550.00	\$8,505.00

## **Board of Assessors**

20. Salaries and Wages	\$118,603.00	\$111,947.00	\$112,162.00
21. Expenses	\$4,081.00	\$13,800.00	\$4,700.00

## **Town Clerk**

22. Salaries and Wages	\$37,778.00	\$43,380.00	\$39,833.00
23. Expenses	\$491.00	\$650.00	\$650.00

## **Planning Board**

24. Salaries and Wages	\$27,213.00	\$28,314.00	\$28,314.00
25. Expenses	\$2,042.00	\$1,800.00	\$1,197.00

## **Finance Committee**

26. Expenses	\$4,999.00	\$3,000.00	\$2,000.00
27. Reserve Fund	\$125,000.00	\$125,343.00	\$75,000.00

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# ANNUAL REPORT 2004

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<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$1,696,401.00</b>	<b>\$1,013,651.00</b>	<b>\$821,679.00</b>
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## **PROTECTION OF PERSONS AND PROPERTY**

### **Police Department**

28. Salaries and Wages	\$949,816.00	\$996,332.00	\$1,033,297.00
29. Expenses	\$82,438.00	\$77,420.00	\$69,252.00
30. Parking Clerk Expenses	\$268.00	\$400.00	\$0.00

### **Fire Department**

31. Salaries and Wages	\$516,612.00	\$530,334.00	\$531,834.00
32. Expenses	\$83,999.00	\$84,155.00	\$72,365.00
<i>Transfer from Ambulance Receipts</i>			<b>(\$170,000.00)</b>

### **Control Center**

33. Salaries and Wages	\$217,592.00	\$226,160.00	\$222,160.00
34. Expenses	\$20,394.00	\$19,260.00	\$18,352.00

### **Animal Control**

35. Contract Expenses	\$26,000.00	\$26,000.00	\$0.00
<i>Transfer from B. Sampson Relief of Animals Fund</i>			<b>(\$500.00)</b>
<i>Transfer from Dog License Fees</i>			<b>(\$2,600.00)</b>

### **Emergency Management**

36. Emergency Management Agency	\$1,083.00	\$1,400.00	\$0.00
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### **Sealer of Weights and Measures**

# TOWN OF LITTLETON

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37. Expenses	\$125.00	\$200.00	\$0.00
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## **Building Commissioner**

38. Salaries and Wages	\$79,020.00	\$83,728.00	\$57,291.00
39. Expenses	\$3,812.00	\$3,100.00	\$1,363.00

## **Board of Appeals**

40. Wages	\$3,584.00	\$3,294.00	\$3,730.00
41. Expenses	\$1,524.00	\$1,300.00	\$1,200.00

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<b><i>TOTAL PROTECTION OF PROPERTY</i></b>	<b>\$1,986,267.00</b>	<b>\$2,053,083.00</b>	<b>\$2,010,844.00</b>
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## **HEALTH AND SANITATION**

### **Board of Health**

42. Wages	\$24,201.00	\$22,243.00	\$22,243.00
43. Expenses	\$1,456.00	\$2,515.00	\$2,020.00
44. Animal Inspector	\$1,300.00	\$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	\$3,000.00	\$3,000.00

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<b><i>TOTAL HEALTH AND SANITATION</i></b>	<b>\$38,681.00</b>	<b>\$40,782.00</b>	<b>\$40,287.00</b>
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## **HIGHWAYS**

### **General Highways**

48. Salaries	\$647,373.00	\$673,389.00	\$653,389.00
49. Expenses	\$409,750.00	\$353,450.00	\$343,450.00
50. Snow and Ice Removal – Expense	\$194,192.00	\$40,000.00	\$41,400.00
51. Snow and Ice	\$0.00	\$0.00	\$0.00

# ANNUAL REPORT 2004

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## Removal - Overtime salaries

<b>TOTAL HIGHWAYS</b>	<b>\$1,345,987.00</b>	<b>\$1,109,939.00</b>	<b>\$1,079,939.00</b>
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## Cemetery Department

52. Salaries and Wages	\$83,050.00	\$96,656.00	\$96,656.00
53. Expenses	\$36,435.00	\$29,160.00	\$29,160.00
<i>Transfer from Sale of Lots</i>			(\$8,000.00)
<i>Transfer from Interest on Perpetual Care</i>			(\$22,500.00)
<i>Transfer from Perpetual Care Trust</i>			(\$95,316.00)
<b>TOTAL CEMETERIES</b>	<b>\$119,485.00</b>	<b>\$125,816.00</b>	<b>\$125,816.00</b>

<b>LINE ITEM</b>	<b>ACTUAL</b>	<b>APPROPRIATED</b>	<b>NO OVERRIDE</b>
	<b>FY 03</b>	<b>FY 04</b>	<b>FY 05</b>

## Veteran's Services

54. Benefits and Services	\$1,000.00	\$1,000.00	\$0.00
55. Veteran's Agent Salary	\$3,000.00	\$3,000.00	\$2,500.00
56. Expenses	\$750.00	\$750.00	\$0.00
<b>TOTAL VETERAN'S SERVICES</b>	<b>\$4,750.00</b>	<b>\$4,750.00</b>	<b>\$2,500.00</b>

## Reuben Hoar Library

57. Salaries and Wages	\$315,841.00	\$309,976.00	\$299,076.00
58. Expenses	\$57,451.00	\$75,476.00	\$78,076.00
<i>Transfer from Library Trust funds</i>			(\$26,100.00)
<b>TOTAL LIBRARY</b>	<b>\$373,292.00</b>	<b>\$385,452.00</b>	<b>\$377,152.00</b>

## Council on Aging

# TOWN OF LITTLETON

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59. Salaries and Wages	\$76,952.00	\$70,536.00	\$70,536.00
60. Expenses	\$19,604.00	\$18,389.00	\$16,389.00
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<b><i>TOTAL COUNCIL ON AGING</i></b>	<b>\$96,556.00</b>	<b>\$88,925.00</b>	<b>\$86,925.00</b>
<b>Park and Recreation Department</b>			
61. Salaries and Wages	\$104,893.00	\$79,213.00	\$59,213.00
62. Expenses	\$4,636.00	\$4,640.00	\$2,963.00
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<b><i>TOTAL RECREATION DEPARTMENT</i></b>	<b>\$109,529.00</b>	<b>\$83,853.00</b>	<b>\$62,176.00</b>
<b>Pensions and Benefits</b>			
63. County Retirement	\$484,248.00	\$243,775.00	\$627,738.00
64. Group Insurance	\$1,079,147.00	\$1,513,000.00	\$1,814,834.00
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<b><i>TOTAL PENSIONS AND BENEFITS</i></b>	<b>\$1,563,395.00</b>	<b>\$1,756,775.00</b>	<b>\$2,442,572.00</b>
<b>Unclassified</b>			
65. Gasoline	\$50,000.00	\$50,000.00	\$50,000.00
66. Insurance	\$177,500.00	\$200,000.00	\$200,000.00
67. Memorial Day	\$1,139.00	\$1,000.00	\$500.00
68. Patriots' Day	\$50.00	\$50.00	\$50.00
69. Historical Commission	\$3,700.00	\$3,700.00	\$700.00
70. MVLC Assessment	\$26,011.00	\$8,500.00	\$0.00
71. Telephone - Town Offices	\$63,285.00	\$40,000.00	\$40,000.00
72. Town Reports	\$7,000.00	\$7,000.00	\$7,000.00
73. Commission on Disabilities	\$0.00	\$0.00	\$0.00
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<b><i>TOTAL UNCLASSIFIED</i></b>	<b>\$328,685.00</b>	<b>\$310,250.00</b>	<b>\$298,250.00</b>

# ANNUAL REPORT 2004

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## School Department

74. Salaries and Expenses	\$11,886,664.00	\$12,237,970.00	\$12,715,000.00
<i>Transfer from L.H. Zappay Fund</i>			(\$200.00)
<i>Transfer from Hildreth Fund</i>			(\$1,500.00)
<i>Transfer from Goldsmith Fund</i>			(\$100.00)
<i>Transfer from Johnson School Fund</i>			(\$200.00)
<i>Transfer from Free Cash</i>			(\$100,000.00)
<b>TOTAL SCHOOL DEPARTMENT</b>	<b>\$11,886,664.00</b>	<b>\$12,237,970.00</b>	<b>\$12,715,000.00</b>

## **LINE ITEMS NOT REQUIRING A VOTE**

### Assessments

75. Nashoba Valley Technical School	\$106,224.00	\$90,473.00	\$166,015.00
76. Nashoba Board of Health	\$20,415.00	\$20,415.00	\$20,415.00
77. B&M Crossing Maintenance	\$2,805.62	\$2,806.00	\$2,806.00
<b>TOTAL ASSESSMENTS</b>	<b>\$129,444.62</b>	<b>\$113,694.00</b>	<b>\$189,236.00</b>

78. Debt and Interest	\$1,024,522.00	\$4,015,763.00	\$3,990,100.00
<i>Transfer from Stabilization Fund</i>			(\$1,092,366.00)
<i>Transfer from Electric Light Operating Cash Account</i>			(\$239,269.00)
<i>Transfer from Self Help Reimbursement</i>			(\$18,000.00)
<i>Transfer from Conservation Cell Tower funds</i>			(\$97,988.00)

## **TOTAL NOT REQUIRING**

# **TOWN OF LITTLETON**

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## **A VOTE**

<b>TOTAL MUNICIPAL BUDGET</b>	<b>\$20,703,658.62</b>	<b>\$23,340,703.00</b>	<b>\$24,244,476.00</b>
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### **WATER DEPARTMENT (ENTERPRISE FUND)**

Salaries and Wages	\$500,000.00	\$517,000.00	\$537,300.00
Expenses	\$778,940.00	\$692,185.00	\$709,600.00
Debt Service		\$446,593.00	\$464,499.00
Reserve Fund		\$100,000.00	\$100,000.00
<hr/>	<hr/>	<hr/>	<hr/>
<b>TOTAL WATER DEPARTMENT</b>	<b>\$1,278,940.00</b>	<b>\$1,755,778.00</b>	<b>\$1,811,399.00</b>
<b>TOTAL ARTICLE 4</b>	<b>\$21,982,598.62</b>	<b>\$25,096,481.00</b>	<b>\$26,053,875.00</b>

### **ARTICLE 5:**

#### **No Affirmative Action Taken**

### **ARTICLE 6:**

Unanimously voted that the Town raise and appropriate the sum of \$12,000.00, for electricity to be used for street lighting, and that the sum and income from the sale of electricity to private consumer 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 as the Electric Light Board may determine, it 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 7:**

**Voted unanimously to raise and appropriate the sum of \$66,600.00 to add to the Police Major Equipment and Repair Accounts for the purchase and/or lease of new equipment.**

### **ARTICLE 8:**

Voted to postpone indefinitely the appropriation for the additional sum of \$3,200,000.00 for the purpose of constructing a new Littleton Middle School, including an emergency access road, and for cost incidental and related thereto; that to meet this appropriation, the Treasurer, with the approval of the Selectmen, is hereby authorized to borrow the sum of \$3,200,000.00 under and pursuant to Chapter 44, Section 7 (21), of the General Laws, as amended, or any other enabling authority, and to issue bonds or notes of the Town, further, that said appropriation contingent on successful passage of a debt exclusion referendum on a Town ballot, and that the Permanent Municipal Building Committee is authorized to enter into a contract or contracts for said purpose.

**ARTICLE 9:**

No Affirmative Action Taken

**ARTICLE 10:**

No Affirmative Action Taken

**ARTICLE 11:**

**Voted unanimously to raise and appropriate the sum of \$135,000.00 for purpose of purchasing new self-contained breathing apparatus for the Littleton Fire Department purchasing.**

**ARTICLE 12:**

Voted to raise and appropriate the sum of \$372,000.00 for the purposes of major road repair and purchasing new capital equipment for the Highway Department as follows:

Road Reconstruction/Repair	\$75,000.00	
One-Ton Dump Truck	\$44,000.00	
One-Ton Dump Truck with lift gate	\$46,000.00	
Backhoe	\$90,000.00	
Front End Loader	\$78,000.00	
Plows	\$19,000.00	
Refurbish (2) 1992 Mack Dump/Sanders	\$20,000.00	
.....		\$372, 000.
<b>00</b>		

**ARTICLE 13:**

No Affirmative Action Taken

**ARTICLE 14:**

No Affirmative Action Taken

**ARTICLE 15:**

No Affirmative Action Taken

**ARTICLE 16:**

No Affirmative Action Taken

**ARTICLE 17:**

No Affirmative Action Taken

**ARTICLE 18:**

# TOWN OF LITTLETON

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No Affirmative Action Taken

## **ARTICLE 19:**

No Affirmative Action Taken

## **ARTICLE 20:**

No Affirmative Action Taken

## **ARTICLE 21:**

Unanimously voted that Section 69 of the Town Code be amended by adding the following:

### **Open Air Burning**

#### **§ 69-1. Definitions.**

As used in this article, the following terms shall have the meanings indicated:

**ENFORCEMENT OFFICIAL** – The Littleton Fire Chief or his designee.

**OPEN AIR BURNING** – Any fire set in the open air for the purpose of the disposal of brush, cane, driftwood, and forestry debris excluding grass, hay, leaves, and stumps.

#### **§ 69-2. Regulations governing open air burning.**

Open air burning shall be permitted in the Town of Littleton only as allowable by Massachusetts regulations, 527 CMR 10.22 (fire prevention regulations), and 310 CMR 7.07 (Department of Environmental Protection Regulations). The following restrictions shall also apply:

- A. Authorization to burn shall be given only to those who possess a valid permit under this section. Additionally, the permit holder must obtain specific authority from an Enforcement Official each day a burn is requested. Such Enforcement Official may refuse or cancel any and all burning authorizations for reasons of public safety, atmospheric conditions or a revoked permit.
- B. Burning shall be allowed from January 15<sup>th</sup> through May 1<sup>st</sup> inclusive, or on such other dates established by the Massachusetts Department of Environmental Protection. A permit shall be valid for the entire burning season, unless revoked by an Enforcement Official.
- C. Residential open air burning shall be conducted only between the hours of 10 AM and 4 PM.

#### **§ 69-3. Fees.**

- A. Fees for both residential and agricultural permits shall be \$10.00 per season or as otherwise established by the Board of Selectmen. Said fees shall be payable upon permit application at the fire station.

#### **§ 69-4. Violations and Penalties.**

- A. Anyone conducting open air burning in violation of the burning regulations shall be subject to the following:

1. First offense – warning and possible extinguishments of fire to be determined by an Enforcement Official.
2. Second offense – revocation of permit and extinguishment of fire.
3. Third offense - fine of \$100.00.
4. Four or more offenses – fine of \$500.00 per offense.

B. As an alternative to criminal prosecution, the Littleton Fire Department may elect to utilize the non-criminal disposition procedure set forth in Massachusetts General Laws c. 40, §21D, in which case the penalty shall be as follows:

- |                                   |          |
|-----------------------------------|----------|
| 1. First offense:                 | \$ 25.00 |
| 2. Second offense:                | \$100.00 |
| 3. Third and subsequent offenses: | \$300.00 |

C. Except as otherwise noted in section 69-4. (A), a permit may be suspended or revoked by an Enforcement Official if the permit holder has engaged in any actions in violation of these regulations or other applicable law, has conducted burning so as to cause a nuisance or hazard to others, or has created or allowed other unsafe conditions as determined by the Enforcement Official.

## ***BOARD OF SELECTMEN***

### **ARTICLE 22:**

Unanimously voted to amend the Littleton Zoning Maps by adopting a revised Aquifer and Water Resource District zoning map. This map is at a scale of one inch to one thousand feet and is 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.

### **ARTICLE 23:**

Unanimously voted to amend the Littleton Aquifer and Water Resource District Zoning Bylaw by adding two sentences to the beginning of the first paragraph of Section 173-61, so that the first paragraph reads as follows:

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.

At this point in the Annual Town Meeting Mark Montanari of the Planning Board took the opportunity to thank David Campbell for his 10 years of service to the Town as a member of the Planning Board. Mr. Campbell thanked the Town of allowing him to be of service.

### **ARTICLE 24:**

# TOWN OF LITTLETON

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The Town voted to take action to uphold its long and distinguished history of defending the civil liberties of its residents and all others within its boundaries by agreeing to the following Resolution to Protect Civil Liberties:

WHEREAS: The Citizens of Littleton, through its town meeting, hereby reaffirm the fundamental and unalienable civil liberties secured by the Constitution of the Commonwealth of Massachusetts and the U.S. Constitution for all people within the Town, including the rights to freedom of speech, freedom of assembly, freedom from unreasonable searches and seizures, and the due process of law; and

WHEREAS: Provisions of the USA PATRIOT Act and associated federal executive orders are assaults on these long-cherished civil liberties in that they lessen citizens' privacy.

- a.) including certain "sneak and peek" provisions, which allow a citizens' home and possessions to be searched without his knowledge either before or after the search.
- b.) allowing the collection of information concerning individual citizens from private business records (including financial, medical, library readings, purchases) under orders of a secret court
- c.) forbidding citizens who provide such information under such secret court order from speaking publicly about what they have been ordered to do
- d.) permitting surveillance of individual e-mail and internet communications,
- e.) allowing the sharing of such personal, private individual information among any number of government agencies and even foreign governments;

WHEREAS, be it resolved that:

1.) The Town of Littleton urge its elected representatives in the U.S. House and Senate to monitor the implementation of the Act and related executive orders, and to actively work for the repeal of those portions of the Act that violate civil liberties as guaranteed by the Bill of Rights of the U.S. Constitution, particularly the rights to freedom of speech and assembly, due process of law, freedom from unreasonable searches and seizures, and the right to counsel and to confront accusers;

2.) The Town Meeting direct the Board of Selectmen, acting through the Town Administrator, to instruct the employees of the Town of Littleton and its schools to act in a manner scrupulously consistent with the civil liberties guaranteed by the Constitution of the United States and the Commonwealth of Massachusetts.

## ARTICLE 25:

Unanimously voted to raise and appropriate the sum of \$1,573.00 to fund Littleton's active participation in the Minuteman Advisory Group on Interlocal Coordination (MAGIC).

## ARTICLE 26:

Unanimously voted to reauthorize the following revolving funds in Fiscal Year 2005 pursuant to Chapter 44, Section 53E 1/2 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>Programs</u>	<u>Receipts</u>	<u>Expenditure Limits</u>
Building Commissioner	Compensate Wiring, Plumbing Inspectors	Wiring, Plumbing Fees	\$75,000.00
Town Clerk	Enforcement of Dog Bylaw (Ch. 84)	Dog License fees, Fines	\$10,000.00
Cemetery Comm.	Administrative Costs	Sales of lots,	

# ANNUAL REPORT 2004

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Fire Department	Ambulance Service Costs	Grave openings	\$10,000.00
Fire Department	Alarm Box Repair Costs	Ambulance Fees	\$10,000.00
Fire Department	CPR Course Costs	Alarm Box Fees	\$10,000.00
Sealer of Weights And Measures	Compensate Sealer	CPR Course Fees	\$5,000.00
		Sealer's Fees	\$3,000.00

## ARTICLE 27:

Unanimously voted to authorize the Treasurer to enter into compensating balancing agreements during Fiscal Year 2005, as permitted by Chapter 44, Section 53F of the General Laws.

## ARTICLE 28:

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 2005, for those who qualify under Chapter 59, Section 5 of the General Laws.

## ARTICLE 29:

Unanimously voted to authorize the establishment of a revolving fund for the purposes of Adult Education and School Building Rentals pursuant to Chapter 71, Section 71E of the General Laws.

## ARTICLE 30:

Unanimously voted to authorize the establishment of a revolving fund for the purpose of Group Home tuitions pursuant to Chapter 71, Section 71E of the General Laws.

## ARTICLE 31:

No Affirmative Action Taken

Attest a true copy  
Linda A. Knupp, Town Clerk

## **SPECIAL TOWN MEETING WARRANT MOTIONS**

**MONDAY, MAY 3, 2004**

The meeting was called to order by Moderator Charles F. Kaye at 8:00 p.m.

## ARTICLE 1: PRIOR YEAR BILLS

Voted unanimously to transfer the sum of \$509.17 from the following accounts to pay for unpaid bills from a previous fiscal year:

Account No./Department	Transfer Amount	Bill/Vendor
162-52230/Elections	\$ 75.00	Nashoba Lock, Inc.
191-52440/Maintenance	\$ 403.50	Chim-Chimney Sweepers

# **TOWN OF LITTLETON**

512-52010/Heath \$ 30.67 Community Newspapers

## ARTICLE 2:

Voted unanimously that the Town transfer the sum of \$42,514.00 from available or surplus funds in some departments, to be used in conjunction with funds previously appropriated for the current fiscal year to be used during the current fiscal year to remedy the shortfall that would otherwise exist:

<b>Transfer from Line Item:</b>	<b>Transfer Amount</b>	<b>Transfer to Line Item:</b>
5-Town Accountant Salaries	\$4,800.00	6-Town Accountant Expenses
20-Assessor's Salaries	\$7,000.00	21-Assessors' Expenses
28 – Police Salaries	\$10,000.00	29-Police Expenses
52-Cemetery Salaries	\$9,500.00	53-Cemetery's Expenses
9- Facilities Management	\$5,166.00	8- Facilities Management Salaries
74-NVTHS Assessment	\$4,548.00	8-Facilities Management Salaries
17-Tax Title Expense	\$800.00	40-Board of Appeals Wages
72-Town Reports	\$500.00	40-Board of Appeals Wages
37-Sealer Expenses	\$200.00	41-Board of Appeals Expenses

## *ARTICLE 3:*

Voted unanimously that the Town transfer the sum of \$6,245.00 from available funds to be used during the current fiscal year by the following departments to remedy the shortfall that would otherwise exist:

<u>Transfer From Acct.:</u>	<u>Amount</u>	<u>Transfer To Acct.:</u>
300 - 3006/Jr. High School Roof	\$5,468.00	300 - 3050/Russell St. School Roof
300 - 3052/Rescue	\$777.00	270 - 2101/SAFE

## **ARTICLE 4:**

**Voted unanimously that the Town hereby appropriate the sum of \$133,000.00 from Account No. 270-2308-42320 in order to reduce the Town's FY2004 unfunded pension liability**

## ARTICLE 5:

Voted unanimously that the Town transfer from the following Special Appropriation Accounts into Water Surplus, the following sums:

Nashoba Road:	\$ 906.83
Pump Station Equipment	\$ 16,560.00
Well Refurbishment	\$ 1,008.00
Oak Hill Standpipe	\$ 185.89
UF Plant Expenditures	\$ 2,712.07
<b>TOTAL</b>	<b>\$ 21,372.79</b>

## **ARTICLE 6:**

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Voted unanimously that the Town amend the stated purpose of the vote taken under Article 7 of the May 5, 2003 Town Meeting from “making repairs to or replacing the Fire Department’s ladder truck” to “making repairs to or replacing the Fire Department’s ladder truck and Engine 3.”

## **ARTICLE 7:**

Voted unanimously that the Town amend the stated purpose of the vote taken under Article 8 of the May 5, 2003 Annual Town Meeting from “replacing the Russell Street School roof” to “replacing the Russell Street School roof and completing the construction of Littleton High School”

## **ARTICLE 8:**

No affirmative action taken

The meeting was dissolved at 8:10 p.m.

Attest a true copy  
Linda A. Knupp, Town Clerk

## TOWN OF LITTLETON – SPECIAL ELECTION JUNE 22, 2004

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.

### “OVERRIDE REFERENDUM”

QUESTION 1. Shall the Town of Littleton be allowed to assess an additional \$615,000.00 in real estate and personal property taxes for the purposes of funding the operating budget of the Littleton Public Schools for the fiscal year beginning July 1, 2004?

Total Votes Cast:	2,053
Yes	921
No	1130
Blanks	2

QUESTION 2. Shall the Town of Littleton be allowed to assess an additional \$21,206.00 in real estate and personal property taxes for the purposes of funding the operating budget of the Council on Aging for the fiscal year beginning July 1, 2004?

Total Votes Cast:	2,053
Yes	984
No	1,055
Blanks	14

QUESTION 3. Shall the Town of Littleton be allowed to assess an additional \$9,700.00 in real estate and personal property taxes for the purposes of funding the operating budget of the Rueben Hoar Library for the fiscal year beginning July 1, 2004?

Total Votes Cast:	2,053
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# **TOWN OF LITTLETON**

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Yes	1,299
No	750
Blanks	4

Attest a true copy  
LINDA A. KNUPP, Town Clerk

## **SPECIAL TOWN MEETING SATURDAY, JUNE 26, 2004**

The meeting was called to order by the Moderator, Charles F. Kaye, at 10:00 a.m.

### **ARTICLE 1:**

The Town voted to amend Article 4 of the May 2004 Annual Town Meeting by making adjustments to the amounts appropriated in the Fiscal Year 2005 operating budget under the following line items:

1. To increase the amount appropriated under line item 38, Building Commissioner – Salaries and Wages, by \$10,000.00 to \$67,291.00.
2. To reduce the amount appropriated under line item 59, Council on Aging – Salaries and Wages, by \$21,206.00 to \$49,330.00.
3. To increase the amount appropriated under line item 61, Park and Recreation Dept. – Salaries and Wages, by \$10,000.00 to \$69,213.00.
4. To reduce the amount appropriated under line item 74, School Dept. – Salaries and Expenses, by \$535,000.00 to \$12,180,000.00.

The vote on item 4 was 348 in favor with 75 voting against.

### **ARTICLE 2:**

No affirmative action taken.

The meeting was dissolved at 11:45 a.m.

Attest A True Copy  
Linda A. Knupp, Town Clerk

## **STATE PRIMARY SEPTEMBER 14, 2004**

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	116
Precinct 2	109
Precinct 3	132

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Total Votes Cast	357
<b>Precinct #1 – DEMOCRATS</b>	
Representative in Congress – 5 <sup>th</sup> District	
Martin T. Meehan	42
Blanks	5
Councillor – 3 <sup>rd</sup> District	
Marilyn M. Petitto Devaney	38
Blanks	9
Senator in General Court – Middlesex & Worcester District	
Pamela P. Resor	47
Blanks	0
Representative in General Court – 2 <sup>nd</sup> Middlesex District	
Geoffrey D. Hall	43
Blanks	4
Sheriff – Middlesex County	
James V. DiPaola	16
Robert A. DeMoura	24
Brian M. Gillis	4
Blanks	3
<b>Precinct #1 – REPUBLICANS</b>	
Representative in Congress – 5 <sup>th</sup> District	
Ilana Freedman	22
Thomas P. Tierney	44
Blanks	3
Councillor – 3 <sup>rd</sup> District	
Blanks	69
Senator in General Court – Middlesex & Worcester District	
Rod Jane	56
Arthur G. Vigeant	12
Blanks	1
Representative in General Court – 2 <sup>nd</sup> Middlesex District	
Dennis J. Galvin	64
Blanks	5
Sheriff – Middlesex County	
James V. DiPaola	1
Blanks	68
<b>Precinct #2 – DEMOCRAT</b>	
Representative in Congress – 5 <sup>th</sup> District	
Martin T. Meehan	46

# **TOWN OF LITTLETON**

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Dennis J. Galvin	2
Blanks	1
<b>Councillor – 3<sup>rd</sup> District</b>	
Marilyn M. Petitto Devaney	42
Blanks	7
<b>Senator in General Court – Middlesex &amp; Worcester District</b>	
Pamela P. Resor	45
Blanks	4
<b>Representative in General Court – 2<sup>nd</sup> Middlesex District</b>	
Geoffrey D. Hall	41
Blanks	8
<b>Sheriff – Middlesex County</b>	
James V. DiPaola	27
Robert A. DeMoura	16
Brian M. Gillis	2
Blanks	4
<b>Precinct #2 – REPUBLICANS</b>	
<b>Representative in Congress – 5<sup>th</sup> District</b>	
Ilana Freedman	23
Thomas P. Tierney	29
Blanks	6
<b>Councillor – 3<sup>rd</sup> District</b>	
Blanks	58
<b>Senator in General Court – Middlesex &amp; Worcester District</b>	
Rod Jane	46
Arthur G. Vigeant	11
Blanks	1
<b>Representative in General Court – 2<sup>nd</sup> Middlesex District</b>	
Dennis J. Galvin	54
Blanks	4
<b>Sheriff – Middlesex County</b>	
Blanks	58
<b>Precinct #2 – GREEN RAINBOW PARTY</b>	
<b>Representative in Congress – 5<sup>th</sup> District</b>	
Pamela P. Resor	1
Blanks	0
<b>Councillor – 3<sup>rd</sup> District</b>	
Blanks	1

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Senator in General Court – Middlesex & Worcester District  
Blanks 1

Representative in General Court – 2<sup>nd</sup> Middlesex District  
Blanks 1

Sheriff – Middlesex County  
Blanks 1

Precinct #2 – LIBERTARIAN PARTY  
Representative in Congress – 5<sup>th</sup> District  
Blanks 1

Councillor – 3<sup>rd</sup> District  
Blanks 1

Senator in General Court – Middlesex & Worcester District  
Blanks 1

Representative in General Court – 2<sup>nd</sup> Middlesex District  
Blanks 1

Sheriff – Middlesex County  
Blanks 1

Precinct #3 – DEMOCRATS  
Representative in Congress – 5<sup>th</sup> District  
Martin T. Meehan 59  
Blanks 7

Councillor – 3<sup>rd</sup> District  
Marilyn M. Petitto Devaney 47  
Blanks 19

Senator in General Court – Middlesex & Worcester District  
Pamela P. Resor 62  
Blanks 4

Representative in General Court – 2<sup>nd</sup> Middlesex District  
Geoffrey D. Hall 48  
Blanks 8

Sheriff – Middlesex County  
James V. DiPaola 26  
Robert A. DeMoura 29  
Brian M. Gillis 7  
Blanks 4

Precinct #3 – REPUBLICANS

# **TOWN OF LITTLETON**

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Representative in Congress – 5<sup>th</sup> District

Ilana Freedman	18
Thomas P. Tierney	46
Blanks	2

Councillor – 3<sup>rd</sup> District

Blanks	66
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Senator in General Court – Middlesex & Worcester District

Rod Jane	56
Arthur G. Vigeant	10
Blanks	0

Representative in General Court – 2<sup>nd</sup> Middlesex District

Dennis J. Galvin	54
Blanks	12

Sheriff – Middlesex County

Robert A. DeMoura	1
Blanks	65

ATTEST: A True Copy

LINDA A. KNUPP, Town Clerk

## **SPECIAL TOWN MEETING WARRANT MOTIONS**

**MONDAY, OCTOBER 18, 2004**

The meeting was called to order by Moderator Charles F. Kaye at 7:00 p.m.

**ARTICLE 1: Report of Committee**

int Capital Projects Committee – Presentation made by Selectman Tom Rauker, a member of the committee, on the Middle School Project. There was no action taken or required under this article.

**ARTICLE 2: Budget Article**

Voted unanimously that the Town appropriate the sum of \$400,453.00 from certified free cash to fund the FY2004 revenue deficit.

**ARTICLE 3: Prior Year Bills FY04**

Voted unanimously that the Town raise and appropriate the sum of \$23,428.78 to pay for the following prior year bills:

<b>VENDOR</b>	<b>AMOUNT</b>
Pickett, Miyares & Harrington	\$22,071.00
David F. Grunebaum	\$169.78

# ANNUAL REPORT 2004

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Konica Minolta	\$330.00
Accept Education Collaborative	\$858.00
	<hr/>
	\$23,428.78

## **ARTICLE 4: Amend FY2005 Article 4 ATM May 3, 2004**

Voted that the Town amend Article 4 of the May 3, 2004 Annual Town Meeting by making the following adjustments and transfers. Items 1, 2, 3, 4, 5, 6, 7 and 9 were unanimously voted. Item 8 was voted by hand count and passed 155 in favor, 105 opposed.

1. To increase the amount appropriated under line item 58, Reuben Hoar Library – Expenses, by \$10,600.00 from \$78,076.00 to \$88,676.00, in order to comply with the Commonwealth's Municipal Appropriation Requirement (MAR).
2. To increase the amount appropriated under line item 20, Assessors – Salaries and wages, by \$7,814.00 from \$112,162.00 to \$119,976.00 in order to provide for additional administrative support for this department.
3. To increase the amount appropriated under line item 18, Tax Collector – Salaries and wages, by \$2,000.00 from \$38,471.00 to 40,471.00 in order to provide for additional administrative support for this department.
4. To increase the amount appropriated under line item 22, Town Clerk - Salaries and wages, by \$2,000.00 from 39,833.00 to \$41,833.00 in order to provide for additional administrative support for this department.
5. To increase the amount appropriated under line item 66, Insurance, by \$31,000.00 from \$200,000.00 to \$231,000.00 in order to provide for the renewal of accident/disability insurance coverage for the Town's police officers and firefighters.
6. To increase the amount appropriated under line item 16, Short term interest, by \$67,000.00 from \$3,000.00 to \$70,000.00 in order to cover an anticipated increase in short term borrowing costs during FY2005.
7. To decrease the amount appropriated under line item 78, Debt and interest, by \$161,551.00 from \$3,990,100.00 to \$3,828,549.00 in order to reflect an anticipated reduction in scheduled long term debt service during FY2005.
8. To transfer the sum of \$10,000.000 from line item 9, Facilities Management – Expenses to line item 8, Facilities Management Salaries and wages, in order to provide for a custodian at the Town Offices.
9. To transfer the sum of \$17,941.00 from certified free cash for the purpose of reducing the tax rate.

## **ARTICLE 5: Transfers to Amend Article 4, May 3, 2004 Annual Town Meeting**

Voted that the Town amend Article 4 of the May 3, 2004 Annual Town Meeting by making the following transfers from available funds in order to reduce the FY2005 tax rate:

# TOWN OF LITTLETON

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<u>Account/Description</u>	<u>Amount</u>
2021 Transfer Station	\$50,730.44
2022 Ambulance	\$100,000.00
2003 Dog licenses	\$5,000.00
2004 Sale of Real Estate	\$991.29
2005 Shattuck Rental	\$648.33
2006 Non revenue interest	\$2,294.44
2018 Street cut permits	\$600.00
2027 Private way repairs	\$1,281.31
2029 Gillespie Legal fund	\$685.00
2223 Public Land Acquisition	\$17,694.99
2024 DARE	\$653.11
2077 Hazardous materials	\$5,000.00
2086 Bicycle Policing	\$238.96
2254 Local Access Cable	\$25,000.00
60410 Public Land Acquisition	\$16,262.30
60315 FY00 Master Plan #3	\$5,584.55
60340 FY01 Master Plan #4	\$3,000.00
60273 FY99 Fire Equipment	\$298.34
60299 FY99 First Resp Infection	
Cntrl	\$159.28
60303 FY00 Fire Equipment	\$4,155.52
60335 FY01 Fire Equipment	\$10,000.00
60391 Clean Lakes – Interest	\$5,000.00
60404 Ambulance – interest	\$1,581.61
60323 FY00 Historic Inventory	\$4,500.00
60357 FY01 Playground equipment	\$4,736.26
60339 Library capital imp.	\$1,045.17
60418 Phase II stormwater mgt	\$3,206.03
60406 Capital equip. - interest	\$5,000.00
60407 Great Rd purchase - interest	\$3,493.88
Total	\$278,840.81

## ARTICLE 6: Rescind Free Cash Transfer

Voted unanimously that the Town amend Article 4 of the May 3, 2004 Annual Town Meeting by rescinding the transfer of \$100,000.00 from free cash voted at that meeting.

## ARTICLE 7: Accept MGL Chapter 59, Section 5, Clause 41C

Unanimously voted to accept the provisions of Massachusetts General Laws, Chapter 59, Section 5, Clause 41C with respect to increased personal exemptions for senior citizens, to be effective in Fiscal Year 2005 as follows:

1. To decrease the age of eligibility from 70 to 65 years as of July 1, 2004.
2. To increase the income limit from \$13,000 to \$20,000.00 for single applicants and from \$15,000.00 to \$30,000.00 for married couples.

3. To increase the asset limit from \$28,000.00 to \$40,000.00 for single applicants and from \$30,000.00 to \$55,000.00 for married couples.

## ***ARTICLE 8: Acceptance of Strong Chief – Fire Department***

Voted by ballot and check 162 in favor, 104 opposed, to rescind the vote taken under Article 7 of the Special Town Meeting of September 30, 1991, that accepted Massachusetts General Laws Chapter 48, Section 42A, establishing a Fire Department under the direction of the Selectmen, and vote to accept the provisions of Massachusetts General Laws Chapter 48, Section 42, 43 and 44 establishing a Fire Department under the control of an officer known as the Chief of the Department.

## ***ARTICLE 9: Establish Recall Provisions***

Voted to petition the General Court to enact special legislation establishing recall procedures in the town of Littleton as set forth below, and if so voted by Town Meeting, the Board of Selectmen shall take said action within 7 days of that date:

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

**SECTION 1.** A person who holds an elected office in the town of Littleton, with more than 6 months remaining in the term of that office on the date of the filing of a recall affidavit, referred to in section 2, may be recalled from office by the registered voters of the town of Littleton, in the manner herein provided.

**SECTION 2.** Fifty or more voters of the town of Littleton may file with the clerk of the town an affidavit containing the name of the officer whose recall is being sought, along with a statement of the grounds for removal. The clerk of the town shall provide to the voters, petition blanks demanding the recall, printed forms of which shall be kept available by the clerk. The petition blanks may be completed either by writing or typewriting, shall be addressed to the board of selectmen, shall contain the names of the voters who filed the affidavit and the grounds for recall as stated in the affidavit; they shall demand the election of a successor to that office; and shall be dated and signed by the clerk. A copy of the petition shall be kept on file in the office of the clerk in a record book maintained for the purpose.

The recall petition shall be returned and filed in the office of the clerk within 21 days following the date upon which the clerk issued such petitions; they shall contain the signatures of at least 25 per cent of the total number of voters duly recorded on the registration list of the clerk as of the most recent preceding town election.

The clerk shall, within 48 hours following the filing, submit the petition to the registrars of voters who shall, within 5 days, certify thereon the number of signatures which in fact are names of voters of the town.

**SECTION 3.** If the recall petition shall be certified by the registrars of voters to contain the sufficient number of voters, the clerk of the town shall forthwith submit the petitions to the board of selectmen. Upon its receipt of the certified petitions, the board of selectmen shall, within 48 hours, give written notice of the recall petitions and the certification thereon to the person whose recall is being sought.

If the officer sought to be recalled does not resign his office within 5 days following the delivery of the notice, the board of selectmen shall order an election to be held not less than 60 nor more than 75

# **TOWN OF LITTLETON**

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days after the date of certification of the sufficiency of the petition by the registrars of voters; but if another town election is to occur within 90 days after the date of the certification, the board of selectmen may, at their discretion, postpone the holding of the recall election until the date of such other town election.

If a vacancy occurs in the office after a recall election has been ordered, the election shall nevertheless proceed as provided in this section; but only the ballots for the new candidates shall be counted.

**SECTION 4.** An officer whose recall is being sought shall not be a candidate to succeed himself at the recall election. The nomination of candidates, the publication of the warrant for the recall election and the conduct of the election shall be in accordance with the law relative to elections, unless otherwise provided in this act.

**SECTION 5.** The incumbent shall continue to perform the duties of his office until the recall election is held. If not recalled in the election, the incumbent shall continue in office for the remainder of his unexpired term, subject to recall as before, except as provided therein.

If the incumbent officer is recalled he shall be deemed removed upon the qualification of a successor who shall hold office for the remainder of the unexpired term; but if the successor fails to qualify within 5 days after receiving notification of election, the incumbent nevertheless shall thereupon be removed and the office shall remain vacant for the remainder of the unexpired term.

**SECTION 6.** All ballots used at a recall election shall contain the following propositions in the order indicated:

**FOR THE RECALL OF (NAME OF OFFICER)**

**AGAINST THE RECALL OF (NAME OF OFFICER)**

Adjacent to each proposition, there shall be a place to mark a vote.

After the propositions shall appear the word "CANDIDATES" followed by the name of all candidates arranged alphabetically by surname. Adjacent to the name of each candidate shall be a place to mark a vote.

If a majority of the votes cast upon the question of recall are in the affirmative, the candidate receiving the highest number of votes shall be deemed elected.

If a majority of the votes cast upon the question of recall are in the negative, the ballots for the candidates need not be counted unless the incumbent officer has previously resigned from office pursuant to section 3.

**SECTION 7.** A recall petition shall not be filed against an officer within 6 months of the assumption of his office. In the case of an officer who has been subjected to a recall election and was not recalled thereby, a subsequent recall petition shall not be filed against the officer until at least 6 months after the date of the election at which the initial recall was voted upon.

**SECTION 8.** A person who has been recalled from an office or who has resigned from an office while recall proceedings were pending, shall not be appointed to any town office within 12 months after the recall or resignation.

SECTION 9. This act shall take effect upon its passage.

**ARTICLE 10: Revolving Fund – School Dept. – Full Day Kindergarten**

No affirmative action taken.

**ARTICLE 11: Revolving Fund – School Dept. – School Busing**

No affirmative action taken.

**ARTICLE 12: Road Acceptance – Laury Lane**

Unanimously voted to accept, as a Town way, the laying out by the Board of Selectmen of the private way known as “Laury Lane” located in the Town of Littleton, Middlesex County, Commonwealth of Massachusetts, beginning at a drill hole on the easterly sideline of Bruce Street at the southwesterly corner of land now or formerly of Paul S. Kicza; thence running n69 01'42"e for 334.47 feet by said Kicza to a drill hole set in a stone wall; thence running on a curve to the right with a radius of 85.00 for a distance of 411.67 feet by lots 4,3,2 and 1 to a concrete bound; thence running on a curve to the left with a radius of 30.00 feet for a distance of 51.05 feet by lot 1 to a concrete bond; thence running s69 01'42"e for 174.10 feet by lot 1 to a concrete bound; thence running on a curve to the left with a radius of 30.00 feet for a distance of 53.71 feet by lot 1 to a drill hole in a wall on the easterly sideline of Bruce Street; thence running n33 32'49"e for 78.41 feet on the easterly sideline of Bruce Street to the point of beginning as shown on a plan entitled: "Laury Lane Definitive Subdivision Plan in Littleton MA", Acton Survey & Engineering, Inc., 277 Central Street, Acton, Massachusetts 01720. Dated May 1999, revised July 13, 1999; which plan is recorded with Middlesex South Registry of Deeds as Plan No. 966 of 1999; to which plan reference is made for a complete description of the area of said Laury Lane; and to authorize the Board of Selectmen to acquire by eminent domain, the land, easements, and rights therein.

**ARTICLE 13: Road Acceptance – Drover Lane**

Unanimously voted to accept, as a Town way, the laying out by the Board of Selectmen of the private way known as “Drover Lane” from the northerly end of Drover Lane, to the end of the cul-de-sac, and to authorize the Board of Selectmen to acquire by eminent domain the land more particularly described as follows:

Beginning at a point on the Northerly side of Drover Lane at the Northwesterly corner of Drover Lane: thence

By a curved line with a radius of 20.00 feet and a length of 22.56 feet; thence

By a curved line with a radius of 85.00 feet and length of 458.78 feet; thence

By curved line with a radius of 20.00 feet and length of 22.56 feet; thence

S48-14-18E, 44.51 feet; thence

N41-45-42E, 50.00 feet; thence

N48-14-18W, 44.51 feet to the point of beginning.

Containing 21,090 square feet +/- on plan entitled Phase III Apple D'or Farms Acceptance Plan of Land in Littleton, Massachusetts.

Prepared for: James DiCarlo

Scale 1"= 40' Dated: September 30,2004

Prepared by: J.D. Marquedant & Associates Inc., 6 Walcott Street, Hopkinton, Massachusetts, to which plan reference is made for a complete description of the area of said Drover Lane.

**ARTICLE 14: Road Acceptance Old Farm Road**

# TOWN OF LITTLETON

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Unanimously voted to accept, as a Town way, the laying out by the Board of Selectmen of the private way known as "Old Farm Road", forty feet in width, a distance of 480 feet, more or less, to the end of the cul-de-sac, this being the entire road, more particularly described as follows:

Beginning at a stone bound set on the southerly sideline of Grist Mill Road, said bound being four hundred seventy-three and one hundredths feet (473.01') easterly of a concrete bound found at the intersection of Grist Mill Road and Great Road (a.k.a. Route 2A); thence sixty-four and sixty-one hundredths feet (64.61') along a curve to the right of radius forty-three and eighteen hundredths feet (43.18') to a stone bound set; thence two hundred forty and fourteen hundredths feet (240.14') along a curve to the left of radius one thousand nine hundred one and fifty-five hundredths feet (1901.55') to a stone bound set; thence twenty and two hundredths feet (20.02') along a curve to the left of radius one thousand nine hundred one and fifty-five hundredths feet (1901.55') to a point; thence twenty-two and six hundredths feet (22.06') along a curve to the right of radius twenty feet (20.00') to a point; thence nineteen and ninety-nine hundredths feet (19.99') along a curve to the left of radius eighty-five feet (85.00') to a stone bound set; thence two hundred twelve and twenty-four hundredths feet (212.24') along a curve to the left of radius eighty-five feet (85.00') to a stone bound set; thence two hundred twenty-six and fifty-two hundredths feet (226.52') along a curve to the left of radius eighty-five feet (85.00') to a stone bound set; thence twenty-three and seven hundredths feet (23.07') along a curve to the right of radius twenty feet (20.00') to a stone bound set; thence two hundred fifty-one and seven hundredths feet (251.07') along a curve to the right of radius one thousand eight hundred fifty-one and fifty-five feet (1851.55') to a stone bound set; thence fifty-two and forty-seven hundredths feet (52.47') along a curve to the right of radius thirty-one feet (31.00') to a stone bound set; thence Westerly along the sideline of Grist Mill Road one hundred twenty-five and thirty-five hundredths feet (125.35') along a curve to the left of radius two thousand six hundred fifty feet (2650.00') to the point of beginning as shown on a Plan entitled : 'Road Layout Acceptance Old Farm Road Littleton, Mass. prepared for Commonwealth Properties Group at "Apple D'Or Farms" Subdivision, by Goldsmith, Prest & Ringwall, Inc., dated 4/21/04, and part of the "Phase IV of Apple D'Or Farms Definitive Subdivision Plan of Littleton, MA.", which Plan is recorded with the Middlesex Southern District Registry of Deeds as Plan No. 950 of 1998;

and to take fee or easement in said road by eminent domain, including easements for drainage, utility or other purposes, said street having been constructed in accordance with the Littleton Subdivision Regulations to the satisfaction of the Planning Board, and name said street "Old Farm Road".

## **ARTICLE 15: Road Acceptance – Jillian Way**

Unanimously voted to accept as a Town way the laying out by the Board of Selectmen of the private way known as "Jillian Way", from the northerly sideline of Foster Street, a distance of 560.14 feet, more or less, to the end of the cul-de-sac, this being the entire road, and to take fee or easement in said street by eminent domain, all as shown on a plan entitled entitled "West View Estates Littleton, Massachusetts Definitive Subdivision Plan" engineer/surveyor: Seltec Engineering, Inc., Consulting Civil Engineers & Land Surveyors owner/developer: Foster Street Realty Trust, 75 North Beacon Street, Boston, Mass. 02125; Steven G. Breitmaier, 14 Patricia Drive, Ayer, Massachusetts 01432 approved 1 Feb. 2001, recorded with the Middlesex South District Registry of Deeds as plan no. 288 of 2001; said road is more particularly described as follows:

Beginning at a point that is located on the northerly side of Foster Street, which is located 115.25' from a concrete bound located on the northerly side of Foster Street, Thence Along a curve to the right, having a radius of 25.00', a distance of 37.97'; Thence N 43-00'-13" W, a distance of 132.08'; Thence Along a curve to the left having a radius of 370.00', a distance of 246.06'; Thence Along a curve to the right having a radius of 20.00', a distance of 21.04'; Thence Along a curve to the left

having a radius of 85.00', a distance of 466.94'; Thence Along a curve to the right having a radius of 20.00', a distance of 26.65'; Thence Along a curve to the right having a radius of 330.00', a distance of 208.81'; Thence S 43-00'-13" E, a distance of 127.86'; Thence Along a curve to the right, having a radius of 25.00', a distance of 39.84', to a point on the northerly side of Foster Street; Thence Along Foster Street, N 48-17'-39" E, a distance of 4.51'; Thence Along Foster Street, N 50-00'-43" E, a distance of 84.88', to the point of beginning, containing 38,674 square feet; said street have been constructed in accordance with the Littleton Subdivision Regulations to the satisfaction of the Planning Board, and name said street "Jillian Way".

### **ARTICLE 16: Water Betterment – Crane Road**

Unanimously voted to transfer from Water Department retained earnings the sum of \$20,500.00 for the purpose of extending Town water service from the existing water main on upper Crane Road at Liberty Square Road to approximately 12 Crane Road; such improvements to be repaid with the interest to the Town of Littleton through the Water Betterment Assessment process.

### **ARTICLE 17: Solid Waste Disposal Contract**

Unanimously voted to authorize the Board of Selectmen to enter into a contract or contracts for solid waste disposal services for the term of five, ten, fifteen or twenty years, pursuant to Massachusetts General Laws, Chapter 30B, Section 12 (b).

### **ARTICLE 18: Rescind Authority to Borrow**

Unanimously voted to rescind the borrowings authorized by the following prior Town Meeting votes:

Article 5, Special Town Meeting Sept. 24, 2001 – Clean Lakes Funding, \$50,000.00  
Article 9, Annual Town Meeting May 7, 2001 – Oak Hill Storage Tank, \$268,000.00  
Article 5, Special Town Meeting Nov. 12, 2002 – Hartwell land purchase, \$525,000.00

The meeting was dissolved at 11:35 p.m.

Attest A True Copy  
LINDA A. KNUPP, Town Clerk

STATE ELECTION  
NOVEMBER 2, 2004

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	1,726
Precinct 2	1,660
Precinct 3	1,501
Total Votes Cast	4,887

Precinct #1

# TOWN OF LITTLETON

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## Electors of President and Vice President

Badnarik and Campagna	12
Bush and Cheney	732
Cobb and LaMarche	6
Kerry and Edwards	955
Ralph Nader	4
Blanks	17

## Representative in Congress – 5<sup>th</sup> District

Martin T. Meehan	1,063
Thomas P. Tierney	600
Blanks	63

## Councillor – 3<sup>rd</sup> District

Marilyn M. Petitto Devaney	1,159
Blanks	569

## Senator in General Court – Middlesex & Worcester District

Pamela P. Resor	1,015
Rod Jane	645
Blanks	66

## Representative in General Court – 2<sup>nd</sup> Middlesex District

Geoffrey D. Hall	942
Dennis J. Glavin	721
Blanks	63

## Sheriff – Middlesex County

James V. DiPaola	1,201
Blanks	525

## Precinct #2

### Electors of President and Vice President

Badnarik and Campagna	18
Bush and Cheney	695
Cobb and LaMarche	5
Kerry and Edwards	933
Ralph Nader	1
Blanks	8

### Representative in Congress – 5<sup>th</sup> District

Martin T. Meehan	1,038
Thomas P. Tierney	547
Blanks	75

### Councillor – 3<sup>rd</sup> District

Marilyn M. Petitto Devaney	1,095
Blanks	565

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Senator in General Court – Middlesex & Worcester District

Pamela P. Resor	1,011
Rod Jane	567
Blanks	82

Representative in General Court – 2<sup>nd</sup> Middlesex District

Geoffrey D. Hall	883
Dennis J. Glavin	690
Blanks	87

Sheriff – Middlesex County

James V. DiPaola	1,148
Blanks	512

Precinct #3

Electors of President and Vice President

Badnarik and Campagna	18
Bush and Cheney	583
Cobb and laMarche	7
Kerry and Edwards	881
Ralph Nader	6
Blanks	6

Representative in Congress – 5<sup>th</sup> District

Martin T. Meehan	941
Thomas P. Tierney	495
Blanks	65

Councillor – 3<sup>rd</sup> District

Marilyn M. Petitto Devaney	975
Blanks	526

Senator in General Court – Middlesex & Worcester District

Pamela P. Resor	891
Rod Jane	554
Blanks	56

Representative in General Court – 2<sup>nd</sup> Middlesex District

Geoffrey D. Hall	790
Dennis J. Glavin	630
Blanks	81

Sheriff – Middlesex County

James V. DiPaola	999
Blanks	502

A True Copy Attest

# **TOWN OF LITTLETON**

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LINDA A. KNUPP, Town Clerk

# **ANNUAL REPORT 2004**

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# TOWN OF LITTLETON

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## TAX COLLECTOR



Below is a list of tax balances as of January 1, 2004 and ending December 31, 2004, reported by year.

### 2000

#### Uncollected as of 1/1/04

Personal Property	\$2,133.74
Motor Excise	262.92
Rescind of Abatement	<u>683.75</u>
	<b><u>\$3,080.41</u></b>

#### Collected as of 12/31/2004

Personal Property	\$139.77
Motor Excise	<u>697.92</u>

\$837.69

#### Abated as of 12/31/2004

Personal Property	\$1,993.97
Motor Excise	<u>243.75</u>

\$2,237.72

#### Uncollected as of 12/31/2004

Motor Excise	<u>\$5.00</u>	<u>\$5.00</u>	<b><u>\$3,080.41</u></b>
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### 2001

#### Uncollected as of 1/1/2004

Personal Property	\$4,243.42
Motor Excise	1,472.42
Rescind of Abatement	<u>585.63</u>
	<b><u>\$6,301.47</u></b>

#### Collected as of 12/31/2004

Personal Property	\$367.93
Motor Excise	<u>860.85</u>

\$1,228.78

#### Abated as of 12/31/2004

Personal Property	\$3,875.49
Motor Excise	<u>436.88</u>

\$4,312.37

#### Uncollected as of 12/31/2004

Motor Excise	<u>\$760.32</u>	<u>\$760.32</u>	<b><u>\$6,301.47</u></b>
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### 2002

#### Uncollected as of 1/1/2004

Personal Property	\$2,657.66
Motor Excise	<u>9,977.93</u>

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Refunds	<u>24.27</u>	<b><u>\$12,659.86</u></b>
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**Collected as of 12/31/2004**

Personal Property	\$256.51
Motor Excise	<u>3,380.87</u>
Abated as of 12/31/2004	<u>\$3,637.38</u>
Personal Property	\$1,969.15
Motor Excise	<u>537.19</u>
	<u>\$2,506.34</u>

**Uncollected as of 12/31/2004**

Personal Property	\$432.00
Motor Excise	<u>6,084.14</u>
	<u>\$6,516.14</u>
	<b><u>\$12,659.86</u></b>

**2003**

**Uncollected as of 1/1/2004**

Personal Property	\$33,638.98
Motor Excise	35,245.43
New Commitments	31,198.46
Refunds	<u>3,245.31</u>
	<b><u>\$103,328.18</u></b>

**Collected as of 12/31/2004**

Personal Property	\$31,470.85
Motor Excise	<u>57,603.24</u>
	<u>\$89,074.09</u>

**Abated as of 12/31/2004**

Personal Property	\$1,841.33
Motor Excise	<u>3,658.22</u>
	<u>\$5,499.55</u>

**Uncollected as of 12/31/2004**

Personal Property	\$326.80
Motor Excise	<u>8,427.74</u>
	<u>\$8,754.54</u>
	<b><u>\$103,328.18</u></b>

**2004**

**Uncollected as of 1/1/2004**

Real Estate	\$14,001,250.16
Street Betterment	1,177.30
Street Betterment Interest	637.48
Water Betterment	24,575.34
Water Betterment Interest	8,092.87
Septic Betterment	9,643.31
Septic Betterment Interest	6,583.46
Electric Lien	1,054.54
Lien Charge	50.00
Personal Property	417,992.89
Motor Excise Commitments	1,141,162.93
Refunds	<u>118,197.34</u>
	<b><u>\$15,730,417.62</u></b>

**Collected as of 12/31/2004**

Real Estate	\$14,001,889.96
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# TOWN OF LITTLETON

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Street Betterment	1,112.28
Street Betterment Interest	582.21
Water Betterment	24,575.34
Water Betterment Interest	8,092.87
Septic Betterment	9,643.31
Septic Betterment Interest	6,583.46
Electric Lien	1,054.54
Lien Charge	50.00
Personal Property	417,738.41
Motor Excise	<u>1,086,002.26</u>
	<u>\$15,557,324.64</u>

**Abated as of 12/31/2004**

Real Estate	73,052.12
Personal Property	2,789.74
Motor Excise	<u>31,322.15</u>
	<u>\$107,164.01</u>

**Deferred as of 12/31/2004**

Real Estate	<u>\$3,697.03</u>	<u>\$3,697.03</u>
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**Tax Title as of 12/31/2004**

Real Estate	\$20,494.62
Street Betterment	65.02
Street Betterment Interest	<u>55.27</u>
	<u>\$20,614.91</u>

**Uncollected as of 12/31/2004**

Personal Property	\$1,502.38
Motor Excise	<u>40,114.65</u>
	<u>\$41,617.03</u>
	<b><u>\$15,730,417.62</u></b>

**2005****Uncollected as of 1/1/2004**

Real Estate	\$16,537,459.40
Street Betterment	1,213.29
Street Betterment Interest	716.21
Water Betterment	24,367.82
Water Betterment Interest	9,136.79
Septic Betterment	13,372.25
Septic Betterment Interest	11,014.83
Electric Lien	1,865.35
Lien Charges	75.00
Personal Property	411,591.03
Municipal Lien Certificates	12,850.00
Registry Marking	4,480.00
Tax Collectors Demand Fees	12,605.00
Betterment Release Certificates	36.00
Motor Coach Fees	11,232.00
Advertising for Tax Title	750.00
Advance Street Betterment	560.53
Advance Street Bett Interest	21.74
Advance Water Betterment	11,317.34
Advance Water Bett Interest	207.32

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Advance Septic Betterment	11,952.50
Advance Septic Bett Interest	398.42
Roll Back 61A	4,883.06
Duplicate Bill Fees	790.00
Interest	<u>42,237.40</u>
	<b>\$17,125,133.28</b>

**Collected as of 12/31/2004**

Real Estate	\$4,035,121.50
Street Betterment	262.03
Street Betterment Interest	165.60
Water Betterment	12,922.62
Water Betterment Interest	3,731.64
Septic Betterment	5,170.04
Septic Betterment Interest	4,234.80
Personal Property	58,612.32
Municipal Lien Certificates	12,850.00
Registry Marking	4,480.00
Tax Collector Demand Fees	12,605.00
Betterment Release Certificates	36.00
Motor Coach Fees	11,232.00
Advertising for Tax Title	750.00
Advance Street Betterment	560.53
Advance Street Bett Interest	21.74
Advance Water Betterment	11,317.34
Advance Water Bett Interest	207.32
Advance Septic Betterment	11,952.50
Advance Septic Bett Interest	398.42
Roll Back 61A	4,883.06
Duplicate Bill Fees	790.00
Interest	<u>42,237.40</u>
	<b>\$4,234,541.86</b>

**Abated as of 12/31/2004**

Real Estate	<u>\$45,573.01</u>	<u>\$45,573.01</u>
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**Deferred as of 12/31/2004**

Real Estate	<u>\$3,914.31</u>	<u>\$3,914.31</u>
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**Tax Title as of 12/31/2004**

Real Estate	\$205.45	
Street Betterment	65.02	
Street Betterment Interest	<u>52.02</u>	<u>\$322.49</u>

**Uncollected as of 12/31/2004**

Real Estate	\$12,452,645.13
Street Betterment	886.24
Street Betterment Interest	498.59
Water Betterment	11,445.20
Water Betterment Interest	5,405.15
Septic Betterment	8,202.21
Septic Betterment Interest	6,780.03

# TOWN OF LITTLETON

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Electric Lien	1,865.35		
Lien Charge	75.00		
Personal Property	<u>352,978.71</u>	<u>\$12,840,781.61</u>	<u>\$17,125,133.28</u>

Respectfully submitted:  
Rebecca Jean Quinn, Tax Collector

## OUTSTANDING PERSONAL PROPERTY TAXES AS OF 12/31/2004

C2C FIBER OF MASS. LLC	\$20.34	Littleton Env. Services	922.53
Jakes Auto Body	963.10	William J Tannahill	355.21

## OUTSTANDING MOTOR EXCISE TAXES OF OS 12/31/2004

Susan K Alex	53.75	Amanda Allen	458.75
Matthew G Allen	35.73	Theresa M Allen	13.02
Jaime Alvarado	5.00	Fabio Alves	58.44
Johnathan P Andrews	6.25	Sergio Antunes	26.25
Kenneth C Aquino	86.25	John P Armstrong	75.00
Curtis M Averett	72.50	Win Min Aye	84.79
Norma J Barbato	25.00	Mezenga S Barbosa	112.29
Grace G Baker	37.50	Banc one Acceptance Corp	53.75
Richard C Barrett, Jr	267.50	Sherry A Begley	40.00
Lisa M Bennett	82.50	Benjamin K Benoit	6.56
Craig F Berry	100.00	David S Besse	450.00
Elaine M Bevington	46.25	Samuel Bittencourt	98.75
Amy E Bomgardner	33.75	Boxborough Construction	22.92
Norbi Joao Braganca	89.38	Tais Braganca	102.50
Timothy S Breen	127.29	Mary A Brush	360.63
Kevin P Bryant	91.35		
Brian P Callahan	85.00	Cecelia C Callahan	70.00
Penha Candido	25.00	Romano Candido	149.17
Sheila Mary Capone-Wuls	107.50	Julio P Ceramicoli	42.50
Melissa S Chaput	35.52	Jarrad M Cohen	117.50
Ronald E Coleman	75.00	Denis J Collins	71.25
Pasquale A Conversano	52.50	Jennifer R Cooney	509.06
Lee Ann Cournoyer	48.33	Kirsten Leigh Cox	40.00
Ricky S Cramer	247.50	Lisa M Crider	28.75
CU Leasing Corp	616.25	Jennifer L Currier	106.56
Curry Auto Leasing, Inc	200.00	Norbert J Cushion	38.75
Michael J Dargin	34.38	Jose M DaSilva-Filho	20.42
M Danielle Dauphine	45.00	Jeffrey C Davis	51.25
Clemildo C Deabreau	50.21	Walter R Decot	38.75
Jeferson Joaci Delfino	10.94	Mathew R Demko	126.98

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Elaine A Deoliveira	124.69	Jairo L DeSouza	51.25
Jose DeSouza	50.00	John C Deveau	15.63
Daryl DiMare	5.00	Palma M DiMare	31.25
Richard J DiMare	85.63	Peter J Diperna	202.08
Diversified Environment	88.13	Thomas H Dodd	30.00
Dimitri Dobrescu	299.58	Olga Dobson	95.00
Matthew S Downs	16.25		
Damaceno P Elida	35.00	Chad R Elliott	195.83
Engine Service & Supply	15.31	Barbara C Englund	91.67
John P Englund, Jr	27.50		
Patricia B Fayemiwo	58.75	Reginald Fennell	264.38
Ernesto A Fernandes	68.75	Deborah F Fidler	114.38
Mary Lou Finan	224.17	Gilbert D Finch, Jr	5.00
Melissa A Ford	82.50	Christopher M Forques	26.25
Reed M Frailey	33.54	Jennifer L Frankel	37.50
Eric M Franzen	53.75	Kevin R Frederick	164.06
Karl A Gaibl	38.75	Genset Services, Inc.	39.69
Loretta J Giuffrida	40.00	Sylvester R Giuffrida	635.00
William O Goddard	23.13	Nathan M Goguen	9.58
Joseph F Grady	58.75	Ronald J Graham	63.75
Keri E Gray	217.50		
Kourtney Shae Hachey	40.00	Maziar Haddad	30.63
Janet A Hajjar	26.25	Halpins Towing Service	1239.21
Darin S Harlow	21.67	Stacey A Hartwell	288.55
Daniel A Harvey	18.75	Lee J Heilner	206.77
Paul R Higgins, Jr	52.50	Amy L Hilbert	33.75
Ronald L Hofeldt	50.42	Janice A Huber-Ocallaghan	358.75
Lauren S Hunt	48.13	Jerry D Hutchison	167.92
Wenyong Hutchison	50.00		
Charles L Isles	30.00		
Adrianna J Jackson-Adam	77.50	Jeffrey Alan Jackson	62.50
Norman H Jackson	22.50	Meghan K Johnston	391.67
William B Johnson	117.92	Betsy A Johnston	35.00
Christopher R Johnston	30.00	Rachella S Johnston	73.75
Gary R Joiner	46.98	Daniel Juarez	95.73
Linda L Julio	13.75	Toni L Julio-Hartwell	81.05
Timothy F Kelley	20.83	Deborah L Kilpatrick	18.75
Krystal L Kirkland	31.35	James E Kirste	742.50
Jonathan P Knox	155.73	Daniel J Koutsoufis	210.52
Kerrie A Lahey	17.50	Cynthia L Lancaster	832.50
Duncan Scott Lancaster	87.19	Landmark Maintenance	37.50
Thomas Landrigan	21.88	Jean H Lawlis	218.75

# TOWN OF LITTLETON

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Robert M Lawlis	184.17	Brendan J Laws	381.25
David H Lawson	17.50	Eleanor T Leach	5.00
Erika L Lebel	5.83	Lee Contracting Co., Inc	180.00
Paul M Leger	305.83	Jeffrey W Lewis	260.41
James A Liddick	57.50	Lifelearn, Inc.	87.50
Thomas H Lincoln	10.00	Erik L Lindgren	5.00
Littleton Limo & Transportation	190.73	Paul J Lizzotte	23.75
Gareth A Lodge	19.27	Sean R Lohnes	83.34
Loretta A MacDonald	287.50	Wagner G Machado	23.75
Brenda Lorene MacLean	95.00	Francis B Magurn, Jr	241.25
John W Malloy, Jr	77.08	Matthew Malloy	53.13
Christine E Martin	45.00	James C Mascetta	33.75
James D Matson, Jr	155.21	John B McAllen	47.50
Mike P McDonald	144.38	Robert McDonald	42.50
Viviana M McLoud	32.50	Teresa M McLaughlin	472.81
Paul a McLellan	531.25	Sean M McMillen	147.29
Denise J Melendez	78.75	Rigoberto Melendez	50.00
Samantha B Melo	46.56	Ilcarla Regina Mendes	68.44
Christopher W Merrill	66.25	Carmine F Merullo	201.25
Ricki D Misitano	49.69	Joan Molinari	207.50
Brian W Moniz	43.75	Denise A Moniz	16.67
Alexander T Moore	22.50	William R Moore	65.00
Samantha G Morris	35.00	James F Morrison, III	20.00
Michelle L Morrison	105.63	Michael J Morse	96.25
Luiz Amilque Muniz	202.50	Melissa E Murray	46.25
Jonathan M Nadar, Jr	5.00	Douglas A Napoleone	31.25
New England Police Vehicles	552.50	Leslie J Nichols	577.19
Paul M Norris	229.69		
Margarita R Ochoa-Maya	75.00	Peter D Oclair	37.19
Kevin J O'Donnell	444.79	Claudionor Oliveira	28.13
Elgimar Oliveira	180.62ge	Alan J Oneill	42.71
Anthony E Orlicky	126.25	William J Ouellette	508.75
Joseph A Owen, III	51.05		
Robson S Pamato	84.38	Louis Panaggio	56.25
Shruti Pandey	210.00	Karen E Panek	36.25
Jason B Parker	34.17	David B Partain	22.92
Linda L Patnaude	21.88	Philip J Patnaude, Jr	18.54
Jeffrey M Patterson	28.33	Karen R Patton	22.92
Bridget E Pearce	61.25	Henry J Plaistek	18.75
Francis M Polchinski	337.50	Anthony C Polk, III	40.00
Richard T Polk	78.75	Christopher F Porterfiel	40.00
Susan E Progin	146.97		
Rathana Ream	25.00	Kimberly J Reardon	51.56
Steven T Riggs	90.00	Marco V Rivera	31.67
Daniel C Robinson	36.25	James D Robinson	15.10

# ANNUAL REPORT 2004

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Jennifer R Robinson	65.63	Rebecca L Robinson	56.26
William J Roop, II	20.00		
Bruce A Sabian	60.00	Digna L Salgado	192.09
Carla L Santos	33.33	Michella Sarubbi	1122.81
Fred R Saul	35.00	Mary Jo Saunders	25.00
Alan W Scholefield	37.50	Kevin M Scott	21.88
Elizabeth L Sherman	27.50	Kenneth Sherman	88.75
Jay M Silva	38.75	Katia S Silva	43.75
Michael A Silva	21.25	Sezimar L Silva	13.13
Robert E Slavysz	100.00	Douglas S Small	33.75
Bradford L Smart, Jr	70.83	Harold F Smith	31.25
Mary H Smith	10.00	Corinne A Snowdon	622.19
Starr Hill Construction	508.75	Brian T StDenis	30.00
Gary Stephens	21.25	Wayne E Stockwell	21.67
Paul J Story	571.25	Amelia J Struthers	25.00
Ryanne M Sullivan	28.75	Zachery E Sundberg	32.50
David W Sutherland	250.83		
Mildred W Temple	15.00	Jon H Terry	21.25
Jacob L Tessler	21.25	Arthur J Texeira	12.50
Jenny L Thomas	437.50	Jillaine E Thomas	40.00
Joseph M Tourville	51.25	Trend Capital, Inc	289.58
University Rubber Co, Inc.	2316.25		
J Eric Vancalcar	148.75	Mark A VanKouteren	1420.63
Joanna L Vaughan	45.00	Brian K Visco	16.04
Franklin Roy Wagoner, Jr	235.00	Wakefield Materials Corp	506.25
Janet E Walsh	57.50	Kyle W Wambolt	41.67
John R Wheeler	144.79	Timothy H Whitcomb	55.00
Bruce E Wilkins	41.25	Ruth Wilkins	25.00
Lindsay D Willard	56.25	William R Wilson	688.75
Elizabeth A Wright	87.50	Armen S Young	39.38
Lakshmi NP Yarlagadda	210.00		
Soeurette Yoyo	42.39		

Respectfully submitted:  
Rebecca Jean Quinn, Tax Collector

# TOWN OF LITTLETON

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## TREASURER



### TREASURER'S REPORT



Prepared by:

Margaret M. Dennehy

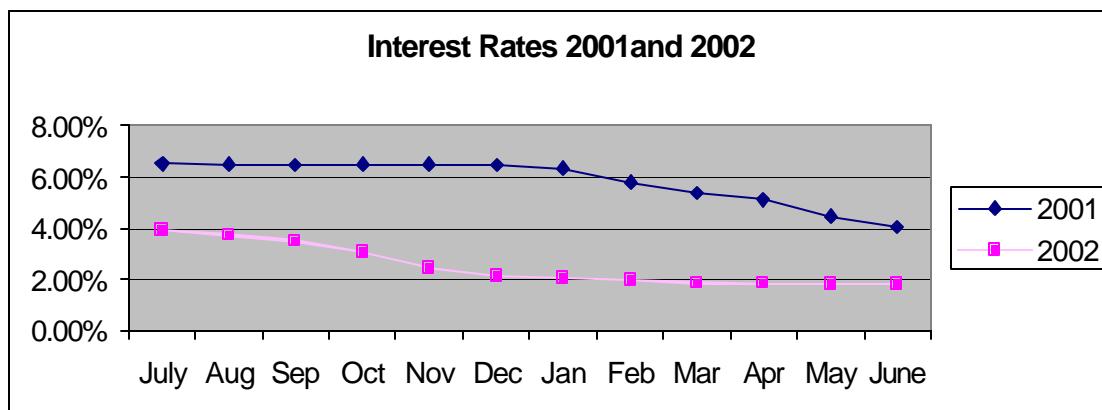
Herewith is presented my fifteenth annual report as Treasurer of the Town of Littleton:

Total Funds July 1, 2001	\$33,895,836.48
Total receipts for the year	\$77,836,400.51
Total disbursements for the year	<u>\$84,559,732.01</u>
<b>Total Funds June 30, 2002</b>	<b>\$27,172,504.98</b>

#### Funds under care of Town Treasurer:

General Fund	\$10,806,634.35
Chapter 32B Trust Fund	\$1,962,009.26
Law Enforcement Trust Fund	\$1,819.50
D.A.R.E.	\$1,653.49
Arts Lottery	\$2,957.68
Conservation	\$36,683.28
Stabilization	\$5,325,539.74
Land Acquisition Fund	\$163,398.17
Electric Depreciation Fund	\$1,547,415.86
Electric Rate Stabilization Fund	\$1,245,098.56
Electric Retirement Trust Fund	\$1,369,545.25
Miscellaneous Performance Bonds	\$954,615.57
Trust Funds managed by the Trust Fund Commissioners	<u>\$3,755,134.27</u>
	<b><u>\$27,172,504.98</u></b>

Interest income on all funds for the year	\$654,332.12
Interest income on General Fund	\$275,498.02



# ANNUAL REPORT 2004



## **TREASURER'S REPORT(cont.)**

## TEN-YEAR DEBT SERVICE SCHEDULE

<b>Fiscal Year</b>	<b>TOWN</b>	<b>WATER</b>	<b>ELECTRIC</b>	<b>GRANTS/REIMBURSEMENTS *</b>	<b>TOTAL</b>
2003	\$1,035,049.18	\$327,590.00	\$253,848.75	\$462,398.00	\$900,241.18
2004	\$3,769,339.18	\$446,593.12	\$246,423.75	\$1,583,195.00	\$2,632,737.30
2005	\$3,589,204.17	\$431,248.76	\$239,268.75	\$1,583,195.00	\$2,437,257.93
2006	\$3,428,839.17	\$417,334.38	\$232,350.00	\$1,583,195.00	\$2,262,978.55
2007	\$3,132,424.18	\$387,580.00	\$220,870.00	\$1,583,195.00	\$1,936,809.18
2008	\$2,987,026.69	\$371,495.00	\$214,500.00	\$1,583,195.00	\$1,775,326.69
2009	\$2,825,562.94	\$356,522.50	\$208,000.00	\$1,453,590.52	\$1,728,494.92
2010	\$2,729,109.18	\$336,428.75	\$201,370.00	\$1,453,590.52	\$1,611,947.41
2011	\$2,659,794.18	\$326,256.25	\$194,610.00	\$1,453,590.52	\$1,532,459.91
2012	\$2,575,321.68	\$310,060.00	\$187,785.00	\$1,453,590.52	\$1,431,791.16

**\* Grants/Reimbursements:**

Water Ultrafiltration	\$183,000.00
Self-Help/Frost Whitcomb	\$18,000.00
Shaker Lane 61%	\$261,398.00
High School 61%	\$1,120,797.00 Thru FY08

## **TOWN DEBT ONLY**

	Debt Outside Proposition 2 1/2	Debt Within Proposition 2 1/2
2002	\$1,068,264.15	\$66,735.00
2003	\$1,035,049.18	\$65,075.00
2004	\$3,769,339.18	\$247,642.50
2005	\$3,589,204.17	\$240,472.50
2006	\$3,428,839.17	\$228,555.00
2007	\$3,132,424.18	\$222,237.50
2008	\$2,987,026.69	\$215,885.50
2009	\$2,825,562.94	\$211,072.50
2010	\$2,729,109.18	\$205,962.50
2011	\$2,659,794.18	\$200,555.00
2012	\$2,575,321.68	\$195,305.00
2013	\$2,489,106.72	\$189,355.00
2014	\$2,413,189.22	\$183,405.00
2015	\$2,324,184.22	\$174,585.00
2016	\$2,239,984.22	\$167,506.25
2017	\$2,121,406.72	\$155,418.75
2018	\$1,988,673.82	\$114,500.00
2019	\$1,914,528.82	\$110,000.00
2020	\$1,569,063.82	\$105,000.00
2021	\$1,403,313.74	\$1,403,313.74
2022	\$1,332,037.50	\$1,332,037.50
2023	\$1,241,287.50	\$1,241,287.50

*Above numbers do not reflect SBA Reimbursements*

**Total outstanding permanent debt including Town, Water and Electric as of 6/30/02** **\$40,462,506.00**

**Outstanding temporary borrowing in anticipation of issuing bonds Middle SchoolDesign** **\$300,000.00**

**Authorized and unissued debt:**

Middle School \$13,500,000.00  
Police Station Design \$300,000.00

# **TOWN OF LITTLETON**

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## **TOWN ACCOUNTANT**

The following are the unaudited General Fund Expenditures, Revenues and Balance Sheet for the six-month period ending December 31, 2004, and the unaudited balances for Special Revenue Funds, Grant Funds, Gift Funds and Agency Accounts.

Gail Henry  
Town Accountant

**TOWN OF LITTLETON  
GENERAL FUND  
EXPENDITURE SUMMARY - UNAUDITED  
SIX MONTHS ENDING DECEMBER 31, 2004**

Account Description	Appropriations	Expenditures	Remaining Balance	Percent Used
TOWN COUNSEL				
Expenses	25,000.00	24,669.00	331.00	98.68
SELECTMEN				
Personal Services	30,500.00	14,664.00	15,836.00	48.08
Expenses	13,900.00	10,955.18	2,944.82	78.81
Articles	81,114.78	25,001.78	56,113.00	30.82
TOWN ADMINISTRATOR				
Personal Services	70,572.00	35,016.80	35,555.20	49.62
Expenses	800.00	221.44	578.56	27.68
FINANCE COMMITTEE				
Expenses	2,000.00	320.00	1,680.00	16
FINANCE COMMITTEE-RESERVE FUND	74,500.00		74,500.00	
ACCOUNTANT				
Personal Services	68,560.00	34,164.12	34,395.88	49.83
Expenses	2,275.00	983.08	1,291.92	43.21
ANNUAL AUDIT				
Expenses	21,750.00	1,941.50	19,808.50	8.93
ASSESSORS				
Personal Services	119,976.00	59,774.38	60,201.62	49.82
Expenses	4,700.00	320.00	4,380.00	6.81
TREASURER				

# ANNUAL REPORT 2004

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Account Description	Appropriations	Expenditures	Remaining Balance	Percent Used
Personal Services	81,600.00	40,488.50	41,111.50	49.62
Expenses	5,963.00	3,842.80	2,120.20	64.44
Articles	160,985.22	49,639.04	111,346.18	30.83
 COLLECTOR				
Personal Services	40,471.00	19,640.68	20,830.32	48.53
Expenses	8,505.00	1,437.97	7,067.03	16.91
 INFORMATION SYSTEMS				
Articles	8,526.23	5,331.80	3,194.43	62.53
 TAX TITLE FORECLOSURE				
Expenses	12,000.00	6,236.49	5,763.51	51.97
 TOWN CLERK				
Personal Services	41,833.00	20,316.42	21,516.58	48.57
Expenses	650.00	240.42	409.58	36.99
 ELECTIONS AND REGISTRATIONS				
Personal Services	4,862.00	2,347.80	2,514.20	48.29
Expenses	6,370.00	2,957.61	3,412.39	46.43
 CONSERVATION COMMISSION				
Personal Services	15,000.00	8,746.57	6,253.43	58.31
Expenses	1,726.00	633.44	1,092.56	36.7
 PLANNING BOARD				
Personal Services	28,314.00	13,682.40	14,631.60	48.32
Expenses	1,197.00	212.72	984.28	17.77
 APPEALS BOARD				
Personal Services	3,730.00	1,415.46	2,314.54	37.95
Expenses	1,200.00	762.06	437.94	63.51
 SHATTUCK ST BUILDING				
Personal Services	10,000.00	2,119.50	7,880.50	21.2
Expenses	109,039.00	54,197.80	54,841.20	49.7
 POLICE/FIRE STATION				
Expenses	27,930.00	13,267.55	14,662.45	47.5
 PROPERTY & LIABILITY INSURANCE				
Expenses	231,000.00	227,202.98	3,797.02	98.36

# TOWN OF LITTLETON

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Account Description	Appropriations	Expenditures	Remaining Balance	Percent Used
EMPLOYEE BENEFITS				
Expenses	1,814,834.00	892,712.42	922,121.58	49.19
GASOLINE				
Expenses	50,000.00	27,508.04	22,491.96	55.02
TOWN REPORTS				
Expenses	7,000.00		7,000.00	
TELECONTROL				
Expenses	40,000.00	24,337.28	15,662.72	60.84
COUNTY RETIREMENT BENEFITS				
Expenses	627,738.00	610,493.50	17,244.50	97.25
POLICE				
Personal Services	1,033,297.00	601,245.88	432,051.12	58.19
Expenses	69,252.00	32,284.29	36,967.71	46.62
Articles	66,600.00	66,600.00		100
FIRE				
Personal Services	531,834.00	243,454.32	288,379.68	45.78
Expenses	72,365.00	22,128.87	50,236.13	30.58
Articles	145,776.06	134,148.26	11,627.80	92.02
CONTROL CTR DISPATCH				
Personal Services	222,160.00	113,084.48	109,075.52	50.9
Expenses	18,352.00	5,748.88	12,603.12	31.33
BUILDING				
Personal Services	67,291.00	38,317.90	28,973.10	56.94
Expenses	1,863.00	1,784.36	78.64	95.78
LITTLETON EDUCATION				
Personal Services	8,615,111.00	3,245,831.63	5,369,279.37	37.68
Expenses	3,564,889.00	1,734,310.93	1,830,578.07	46.95
Articles	1,338.01	100.00	1,238.01	7.47
NASHOBA REGIONAL TECHNICAL				
Expenses	157,839.00	80,282.33	77,556.67	50.86
HIGHWAY AND STREETS				
Personal Services	607,727.00	297,109.85	310,617.15	48.89
Expenses	80,950.00	49,839.01	31,110.99	61.57

# ANNUAL REPORT 2004

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Account Description	Appropriations	Expenditures	Remaining Balance	Percent Used
Articles	426,964.34	297,191.35	129,772.99	69.61
<b>CONSTRUCTION &amp; MAINTENANCE</b>				
Expenses	28,400.00	24,167.46	4,232.54	85.1
<b>SNOW AND ICE</b>				
Personal Services	41,700.00	16,074.84	25,625.16	38.55
Expenses	41,400.00	31,562.22	9,837.78	76.24
<b>TRANSFER STATION</b>				
Personal Services	45,662.00	24,334.85	21,327.15	53.29
Expenses	234,100.00	93,661.26	140,438.74	40.01
<b>B &amp; M RAILROAD CROSSING</b>				
Expenses	2,806.00	2,805.62	0.38	99.99
<b>CEMETERY</b>				
Personal Services	96,656.00	40,974.11	55,681.89	42.39
Expenses	29,160.00	17,167.92	11,992.08	58.87
<b>BOARD OF HEALTH</b>				
Personal Services	22,243.00	10,430.08	11,812.92	46.89
Expenses	2,020.00	60.00	1,960.00	2.97
<b>N.A.B.H.</b>				
Expenses	20,415.00	10,207.50	10,207.50	50
<b>ANIMAL INSPECTOR</b>				
Expenses	1,300.00		1,300.00	
<b>NURSING SERVICES</b>				
Expenses	7,944.00	3,972.00	3,972.00	50
<b>ELIOT CLINIC</b>				
Expenses	3,780.00		3,780.00	
<b>CONCORD FAMILY SERVICE</b>				
Expenses	3,000.00		3,000.00	
<b>COUNCIL ON AGING</b>				
Personal Services	49,330.00	27,283.56	22,046.44	55.31
Expenses	16,389.00	7,832.85	8,556.15	47.79
<b>VETERANS' SERVICES</b>				
Personal Services	2,500.00		2,500.00	

# TOWN OF LITTLETON

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Account Description	Appropriations	Expenditures	Remaining Balance	Percent Used
LIBRARY				
Personal Services	299,076.00	145,766.48	153,309.52	48.74
Expenses	88,676.00	46,147.48	42,528.52	52.04
Articles				
RECREATION				
Personal Services	69,213.00	38,336.32	30,876.68	55.39
Expenses	2,963.00	1,181.04	1,781.96	39.86
Articles				
HISTORICAL COMMISSION				
Expenses	700.00	180.00	520.00	25.71
MEMORIAL DAY				
Expenses	500.00		500.00	
PATRIOTS DAY				
Expenses	50.00		50.00	
PRINCIPAL DEBT SERVICE	2,161,702.00	2,150,601.88	11,100.12	99.49
INTEREST DEBT SERVICE	1,427,578.00	1,394,173.50	33,404.50	97.66
TREASURER INTEREST SHORT-TERM	70,000.00	1,038.89	68,961.11	1.48
STATE AND COUNTY ASSESSMENTS	<u>760,332.00</u>	<u>19,378.00</u>	<u>740,954.00</u>	2.55
TOTAL GENERAL FUND	25,069,324.64	13,308,602.73	11,760,721.91	53.08

## TOWN OF LITTLETON GENERAL FUND

### REVENUE SUMMARY - UNAUDITED SIX MONTHS ENDING DECEMBER 31, 2004

State Distributions and Reimbursements	\$1,101,376.59
Real Estate Taxes	4,300,937.35
Personal Property Taxes	58,705.01
Tax Titles Redeemed	7,003.77
Motor Vehicle Excise Tax	225,379.21
Other Excise	5,616.00
Penalties/Interest on Taxes & Excise	27,702.46
Payments in lieu of Taxes	225,000.00
Charges for Services - Trash Disposal	273,553.94

# ANNUAL REPORT 2004

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REVENUE SUMMARY - UNAUDITED  
SIX MONTHS ENDING DECEMBER 31, 2004

Other Charges for Services	125.85
Fees	50,621.82
Departmentals - Library	1,560.55
Other Departmental Revenue	27,643.57
Licenses & Permits	94,762.86
Special Assessments	27,676.51
Fines & Forfeits	51,247.50
Investment Income	40,033.45
Miscellaneous recurring	54,817.00
Miscellaneous non-recurring	103,842.73
Total Year-to-Date Revenue	<u>\$6,677,606.17</u>

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TOWN OF LITTLETON  
GENERAL FUND

BALANCE SHEET - UNAUDITED

December 31, 2004

ASSETS

PETTY CASH	\$2,550.00
CASH & INVESTMENTS	(3,088,913.27)
PROPERTY TAX RECEIVABLE	12,805,617.33
TAX LIEN RECEIVABLE	32,685.69
EXCISE TAX RECEIVABLE	55,391.85
RESERVE FOR ABATEMENTS & EXEMPTIONS	(298,925.18)
SPECIAL ASSESSMENTS RECEIVABLE	33,217.42
DEFERRED PROPERTY TAX	39,659.36
DEFERRED SPECIAL ASSESSMENT	178,879.51
TAX FORECLOSURE	81,866.22
<b>TOTAL ASSETS</b>	<b><u>\$ 9,842,028.93</u></b>

LIABILITIES

EMPLOYEE WITH HOLDINGS PAYABLE	\$ 80,247.02
GUARANTEE DEPOSITS	1,433,379.83
UNCLAIMED CHECKS	13,993.42
OTHER LIABILITIES	28,731.06
DEFERRED PROPERTY TAX REVENUE	12,506,692.15
DEFERRED PROPERTY TAX	39,659.36
DEFERRED TAX LIENS	32,685.69
DEFERRED EXCISE TAX	55,391.85
DEFERRED SPECIAL ASSESSMENT	212,096.93
DEFERRED TAX FORECLOSURE	81,866.22
<b>TOTAL LIABILITIES</b>	<b><u>\$ 14,484,743.53</u></b>

# TOWN OF LITTLETON

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## BALANCE SHEET - UNAUDITED

December 31, 2004

FUND EQUITY	
FUND BALANCE RESERVE FOR ENCUMBRANCES	1,137,371.54
FUND BALANCE RESERVE FOR PETTY CASH	2,550.00
FUND BALANCE DESIGNATED - APPROPRIATION DEFICIT	(137,567.81)
FUND BALANCE DESIGNATED - REVENUE DEFICIT	(400,453.00)
FUND BALANCE UNDESIGNATED	<u>(5,244,615.33)</u>
TOTAL FUND EQUITY	<u>(4,642,714.60)</u>
 TOTAL LIABILITIES & FUND EQUITY	 <u>\$ 9,842,028.93</u>

## TOWN OF LITTLETON SPECIAL REVENUE, GRANT & GIFT FUNDS

### ENDINGS BALANCES - UNAUDITED

December 31, 2004

#### TOWN SPECIAL REVENUE FUNDS

GAZEBO	204.75
WETLANDS	39,956.01
DOG TAX FEES	751.23
SHATTUCK RENTAL	1,375.00
INSURANCE REIMBURSEMENT<20000	4,588.72
SALE OF CEMETERY LOTS	5,606.00
AMBULANCE RECEIPTS	80,761.61
D.A.R.E.	2.65
LAW ENFORCEMENT TRUST	1,864.51
RECREATION REVOLVING	164,358.11
BUILDING DEPT. REVOLVING	19,381.78
HAZARDOUS MATERIALS FUND	6,829.77
COMMUNITY SEPTIC MGT PROGRAM1	106,858.18
CEMETERY COMMISSION REVOLVING	12,803.40
FIRE ALARM SYSTEM REVOLVING	4,504.92
AMBULANCE SERVICE REVOLVING	1,600.00
TELECOM TOWER - OAK HILL	25,045.76
TELECOM TOWER-NEWTOWN HILL	128,902.49
HANDICAP PARKING FINES	2,097.38
MILL POND	10,000.00
 FROST-WHITCOMB/EOEA REIMB	 210,000.00
COMMUNITY SEPTIC MGT PROGRAM2	12,754.59
LAKE CLEAN-UP PROJECTS	86,926.15
EMERGENCY MGT REIMBURSEMENT	3,323.66
PUBLIC LAND AQUISITION FUND	73.39
TELECOM TOWER-SPECTACLE POND	40,906.84

# ANNUAL REPORT 2004

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## ENDINGS BALANCES - UNAUDITED

December 31, 2004

GRAVE INTERNMENT FUND	8,312.81
LOCAL ACCESS CABLE	65,254.21
CPR FIRE	505.50
FOREST FIRE VFA TITLE IV	229.00
COA RECREATION FUND	270.84
CHAPTER 90 - HWY (REIMBURSEMENT)	(186,913.97)
SEALER WEIGHT & MEASURES	1,109.52
POLICE SATURN PROGRAM	1,567.66
FIRE SATURN PROGRAM	1,175.00
LIBRARY DOCUMENT GRANT FY03	147.85
INTEREST ON BOND SALE 1/03	309.31
APPEALS BOARD CONSULTING	10.79
PLANNING BOARD INSPECTIONS	4,252.75
APPEALS BD 40B PROJ MANNION PL	2,254.59
PLANNING BOARD-ORCHARD SQUARE	9,796.85
PLANNING BOARD-RUSSELL ST	360.69

## SCHOOL DEPT SPECIAL REVENUE FUNDS

SCHOOL CHOICE	37,312.96
TIGERS DEN	107,751.66
SCHOOL LUNCH	5,171.13
ATHLETIC GATE RECEIPTS	13,579.01
CONTINUING ED REVOLVING	13,089.97
PRE-K TUITION REVOLVING	20,739.32
ATHLETIC FUND	27,769.03
STUDENT ACTIVITY FUND	2,585.00
GROUP HOME REVOLVING	(12,355.25)
HS AUDITORIUM RENTAL	9,328.57
YOUTH HEALTH GRANT FY03	4.20
TITLE II(D) ED TECH FY04	442.85
SPED CIRCUIT BREAKER REVOLVING	98,539.69
FULL DAY KINDERGARTEN	4,739.35
SCHOOL BUSS FEES	100,974.08

## SCHOOL DEPT STATE GRANTS

MENTAL HEALTH SUPPORTFY04	221.80
Summer Academic SupportFY05	260.00
EARLY INTERV LITERACY FY05	13,414.42

## SCHOOL DEPT FEDERAL GRANTS

TITLE II D FY05 ED TECH	1,742.00
TITLE V FY05 INNOV PRGMS	2,895.00
TITLE I FY05	15,047.81
SPED 94-142 ALLOC FY05	41,015.32

# TOWN OF LITTLETON

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## ENDINGS BALANCES - UNAUDITED

December 31, 2004

SPED PRGM IMPROVE FY05	2,305.00
FY05 TITLE IIA TEACHER QUALITY	(1,977.91)
LEARN & SERVE SCH BASED FY05	6,000.00
DRUG FREE SCHOOLS FY05	2,198.00

## TOWN GRANTS

STATE GRANT/ARTS LOTTERY	2,771.67
STATE GRANT/POLLS EXPENSE	246.00
STATE LIG/MEG GRANT	14,852.13
POLICE VEST GRANT (S)	5,877.55
COMMUNITY POLICING GRANT (F)	7,419.78
COA INCENTIVE GRANT (S)	10.01
S.A.F.E. GRANT (S)	73.13
POL TRAFFIC ENFORCEMENT GRANT	119.80
HISTORICAL SURVEY/PLAN GRT (S)	3.55
NMRLS LIBRARY GRANT (O)	600.00
FIRE SAFETY GRANT (S)	91.25
POLICE VEST GRANT FY03 (F)	3,250.50
OT TRAFFIC PATROLS-(REIMBURSEMENT)	(47.76)
MVLC BOOK KIT LSTA GRANT (O)	274.63
LOCAL PREPAREDNESS FY05-(REIMBURSEMENT)	(6,175.00)

## GIFTS AND DONATIONS

SAN-VEL GIFT FUND	228.21
STATE STREET GIFT FUND	100.00
AMBULANCE GIFT FUND	4,589.62
SHADE TREE GIFT FUND	3,898.42
GARELICK GIFT FUND	492.11
COMMUNITY POLICING GIFTS	3,664.55
CLASS OF 1949 GIFT FUND	31.70
LIBRARY GIFT/LOST BOOKS	7,652.90
FIRE DEPT GIFT FUND	16,951.40
DESTINATION IMAGINATION	401.31
CEMETERY GIFT FUND	4,210.00
DONATIONS TO SCHOOL DEPT	994.49
CURRICULUM GIFT FUND	105.56

## TOWN OF LITTLETON AGENCY FUNDS

## ENDINGS BALANCES - UNAUDITED

December 31, 2004

## AGENCY FUNDS

## ANNUAL REPORT 2004

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DRIVER TRAINING	2,494.00
POLICE DETAIL	(16,660.36)
POLICE FIREARMS - STATE FEES	2,209.50
FIRE DEPARTMENT DETAIL	1,906.10
SCHOOL USE FEES	4,067.59
STUDENT ACTIVITIES HIGH SCHOOL	51,948.68
STUDENT ACTIVITIES MIDDLE SCH	10,156.07
STUDENT ACTIVITIES RUSSELL ST	7,464.93
STUDENT ACTIVITIES SHAKER LANE	19,011.48

# **TOWN OF LITTLETON**

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## **BOARD OF ASSESSORS**

**YEAR ENDING DECEMBER 31, 2004**

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.

In August, 2004 the Board approved the hiring of Ken Mildren as Chief Assessor. Ken was the Chief Assessor in Northbridge at the time of his hiring and had also served in that capacity in the Town of Athol. Because of his experience and knowledge Ken was immediately able to jump in and begin work on the FY2006 tax rate.

Several changes have taken place in the past year as a result of directives from the Department of Revenue. Interim and pro forma assessments are now required of all new construction and for properties with alterations or additions which result in a change in property value of over 50%. Consequently, new construction is added to the books and taxed significantly earlier than in the past. Also, interim adjustments to property value are now required on an annual basis. Previously, communities were only required to adjust values at the time of their triennial revaluation.

This coming year will see the Board of Assessors continue their Data Quality Study, mandated by state law, to confirm the accuracy of assessing data. Over the next two years the office staff will be 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  
William Nickerson

## ELECTRIC LIGHT DEPARTMENT

The Board of Electric Light Commissioners is pleased to present the annual report of the Electric Light Department for the calendar year 2004.

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.

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 LELD has averaged the eighth lowest rates in the 750 kilowatt hour use category. A typical 750 kWh bill in Littleton or Boxborough was \$68.12. For purposes of comparison, customers of Mass Electric living in Ayer paid \$86.83, while customers of NSTAR living in Acton paid \$105.03 for the same usage. These low rates reflect the department's efforts to strike the best deals for our ratepayers by capitalizing on favorable market conditions.

The department continues to focus on ways to enhance customer service. This past year, we upgraded our billing system to improve its functionality and allow 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 third 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.

Since taking over the management of the town's information technology department last year, we have helped the town realize a savings of nearly \$200,000. And to improve the town's public communications abilities, the department purchased the Reverse 911® system, which can place 1,000 calls per hour in the event of a public emergency.

On the operations front, we made 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 replaced the oldest transformer at the Beaver Brook substation, raising our firm capacity from 80 megawatts to 107 megawatts and increasing reliability.

And to improve fuel efficiency, we purchased a Toyota Prius, a gas/electric hybrid vehicle that gets 42-45 miles per gallon, reducing our fuel costs for this meter vehicle by two thirds.

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](http://www.lelwd.com).

**Board of Electric Light Commissioners** - Joseph McCumber, Chair, Craig Gruskowski, Vice-Chair, Bruce Trumbull, Secretary/Clerk Joseph A. Cataldo, Jr., Member and Thomas Rauker, Member

# TOWN OF LITTLETON

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## Town of Littleton Municipal Light Department Balance Sheet As of December 31, 2004

Preliminary / Unaudited

ASSETS		LIABILITIES AND SURPLUS	
Utility Plant		Surplus	
Total Electric Steam Production	0.00	Unappropriated Surplus	29,257,848.44
Total Electric Transmission Plant	14,706.95	Direct Charge to Surplus	0.00
Total Electric Distribution Plant	17,769,102.53		
Total Electric General Plant	10,452,251.14		
<b>TOTAL UTILITY PLANT</b>	<b>28,236,060.62</b>	<b>TOTAL SURPLUS</b>	<b>29,257,848.44</b>
Accum. Depreciation Steam Plant		LONG TERM LIABILITIES	
Accum. Depreciation Transmission Plant	-10,072.55	Bonds Payable	1,960,000.00
Accum. Depreciation Distribution Plant	-6,924,807.89	Capital Lease Payable Noncurrent	0.00
Accum. Depreciation General Plant	-3,541,157.90	Power Security Deposits	820,515.66
<b>TOTAL DEPRECIATION</b>	<b>-10,476,038.34</b>	<b>TOTAL LONG TERM LIABILITIES</b>	<b>2,780,515.66</b>
<b>NET ELECTRIC PLANT</b>		CURRENT AND ACCRUED LIABILITIES	
Construction In Process	35,781.14	Accounts Payable	1,434,981.55
		Capital Lease Current	246.40
		Miscellaneous Accrued Liabilities	172,030.40
Fund Accounts		<b>TOTAL CURRENT &amp; ACCRUED LIABILITIES</b>	<b>1,607,258.35</b>
Depreciation	2,358,048.09		
Construction	3,856,689.63		
Rate Stabilization	1,666,856.46	Reserve for Uncollectible Accounts	21,815.62
PGET Escrow Fund	820,515.66		
Operating Cash	0.00	Contribution Aid of Construction	84,283.19
Computer Fund	0.00		
Operations Fund	1,000.00	<b>TOTAL LIABILITIES</b>	<b>4,493,872.82</b>
<b>TOTAL FUND ACCOUNTS</b>	<b>8,703,109.84</b>	<b>TOTAL LIABILITIES/SURPLUS</b>	<b>\$33,751,721.26</b>
CURRENT AND ACCRUED ASSETS			
Accounts Receivable Rates	1,681,422.31		
Accounts Receivable Jobbings	140,439.71		
Accounts Receivable Liens	0.00		
Accounts Receivable Other	0.00		
Inventories	552,643.95		

# ANNUAL REPORT 2004

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## CURRENT AND ACCRUED ASSETS

(Cont.)

Prepayments	1,895,600.37
Deferred Expenses	17,892.86
L'Energia Buyout	2,550,071.35
Pilgrim Buyout	221,970.74
Capital Lease Interest	420.71
RFA Buyout	192,346.00
<b>TOTAL CURRENT &amp; ACCRUED ASSETS</b>	<b>7,252,808.00</b>
 <b>TOTAL ASSETS</b>	 <b>\$33,751,721.26</b>

# **TOWN OF LITTLETON**

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## **WATER DEPARTMENT**

The Board of Water Commissioners is pleased to present the annual report of the Water Department for the fiscal year 2003-2004.

As residential development continues to drive water demand, we closely monitor the integrity of our production and distribution systems in order to meet the consumptive requirements of the community. While our tank on Oak Hill represented a 1.5 million-gallon storage upgrade, we continue to look for ways to enhance system capacity, specifically through the development of an additional bedrock well.

In addition to routine maintenance activities, our staff continues to perform a number of important functions, including the installation of new water services, the repair of emergency water main breaks and the monitoring of water quality. Our certified drinking water operators keep the Spectacle Pond Treatment Facility running efficiently. The operators take several continuing education classes each year to retain their licenses. Both our operators and utility specialists are on call 24 hours a day, 7 days a week to respond to emergencies.

On the construction front, our crews extended water service to Scott Rd. at Lake Matawanakee and upper Crane Rd. through betterment projects.

Although recent system improvements have allowed us to stay ahead of demand, we must still stress the importance of practicing conservation measures. While we were able to get through the summer season without implementing any restrictions on water use, even a minor drought can stress our resources. We appreciate your continued cooperation, but are mindful that conditions may force us to adopt seasonal restrictions in the manner of most other communities.

Over the course of the year, the department continued to assist the town on issues of environmental protection and restoration, most notably the clean up of lakes and ponds. Out-of-lake restoration measures, such as rain gardens, are moving forward at Long Lake. And the Mill Pond project continues to be guided by the Army Corps of Engineers, which is using the latest federal grant of \$125,000 to develop the final design and permitting phase of the multi-year cleanup.

We are pleased to report that, unlike the last two years, this year we had no instances of bacterial contamination. We believe that this is a direct result of a low-level chlorination program, a proactive approach to combating nuisance bacteria. Because of its success, we may begin an annual, seasonal program as a preventive measure.

Respectfully submitted,

**Board of Water Commissioners**

Joseph McCumber, Chair, Craig Gruskowski, Vice-Chair, Bruce Trumbull, Secretary/Clerk, Joseph A. Cataldo, Jr., Member and Thomas Rauker, Member

# ANNUAL REPORT 2004

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## **ASSETS**

	<b><u>2004</u></b>	<b><u>2003</u></b>	<b><u>LIABILITIES AND SURPLUS</u></b>
<u>Current and Accrued Assets</u>			<u>Current and Accrued Liabilities</u>
Cash	\$ 537,818	\$ 587,958	Accounts payable
Accounts receivable	120,407	109,005	Current portion long-term debt
Accrued unbilled revenues	145,273	120,203	Bond Anticipation Notes
Materials and supplies	<u>51,298</u>	<u>49,111</u>	Accrued vacation pay
<u>Total Current and Accrued Assets</u>	<u>854,796</u>	<u>866,277</u>	Accrued Interest
<u>Restricted Assets</u>			<u>Current and Accrued Liabilities</u>
Special funds	<u>-</u>	<u>43,374</u>	<u>Long-term Debt</u>
<u>Plant</u>			Bonds payable
Total plant, at cost	12,385,970	11,894,146	<u>Contribution in Aid of Construction</u>
Less: Accumulated depreciation	2,817,011	2,485,086	
<u>Net Plant in Service</u>	<u>9,568,959</u>	<u>9,409,060</u>	<u>Total Liabilities</u>
<u>Construction in progress</u>			<u>Net Assets</u>
<u>Net Plant</u>	<u>9,568,959</u>	<u>9,409,060</u>	Invested in capital assets, net of related debt
<u>Deferred Debits</u>			Unrestricted net assets
Unamortized bond issue costs	13,515	14,552	
Unamortized bond refunding costs	<u>167,736</u>	<u>182,985</u>	Total Net Assets
<u>Total Deferred Debits</u>	<u>181,251</u>	<u>197,537</u>	
<u>Total Assets</u>	<u>\$10,605,006</u>	<u>\$10,516,248</u>	<u>Total Liabilities and Surplus</u>

## **TOWN OF LITTLETON**

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### **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, maintains 62.5 acres of municipal recreation facilities and building grounds facilities (including school grounds), mows conservation open space properties, performs public shade tree removals, trimming and planting, performs snow and ice removal operations and maintains the Department's equipment to accomplish these tasks.

The Highway Department consists of the following employees: James Clyde, Operations Manager; Patricia Pearce, Administrative Assistant; Daniel Tebbetts, General Foreman; James DeVogel and Dane Ball, Highway Working Foreman; Patrick Goddard, Park Working Foreman; Stanley Walker, John Malloy, Michael Hayes, Barry Nawoichik, Steve Dunn and Frank McGrath, 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 engineer). I wish to thank all the Highway employees for their outstanding performance throughout the year.

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 and traffic control devices; painting street lines, parking lot lines and crosswalks (twice per year); and snow and ice removal on roadways, parking lots and various sidewalks.

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. The Highway Department helps maintain some of the Conservation open space by mowing with a flail mower and rear boom mower.

#### **Transfer Station:**

The Transfer Station accepted 2559 tons of municipal solid waste (a reduction of 9 tons) for disposal at Covanta Energy in Haverhill, MA at a rate of \$54.00 per ton. With your help the Town also recycled 1263 tons (an increase of 34 tons) of various materials. The recycling rate for 2004 in Littleton was 33%, which is an increase of .8% over last year. Thanks for your help. The Town's 20 year contract for municipal solid waste with Covanta Energy of Haverhill Ma expires in June of 2005. We have enjoyed relatively reasonable disposal rates when the initial contract was signed 20 years ago. The Solid Waste Disposal Committee that worked on the first contract of that type for the Town should be commended for their hard work and forward thinking. Due to the current market for waste disposal the Town will experience an increase in disposal expenses with the signing of the new 10 year contract.

#### **Road Reconstruction:**

The following road reconstruction projects were undertaken in 2004:

**Baldwin Hill Road**, full depth reconstruction, limited upgrade of drainage facilities, remove and replace sidewalk 1,180 feet

**Lochslea Road**, full depth reconstruction, limited upgrade of drainage facilities, install a new sidewalk (no sidewalk prior to reconstruction) 1,550 feet

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**Elizabeth Street**, full depth reconstruction, 420 feet

**Edsel Road**, full depth reconstruction, limited upgrade of drainage facilities, remove and replace most of the existing sidewalk, 2,340 feet

**George Street**, from the intersection of Edsel Road to the intersection of Rita Lane, full depth reconstruction, limited upgrade of drainage facilities, remove and replace sidewalk, 250 feet

**Rita Lane**, full depth reconstruction, limited upgrade of drainage facilities, 600 feet

**Grist Mill Road**, full depth reconstruction, 2,590 feet

**Drover Lane**, full depth reconstruction, 420 feet

Aggregate Industries of Littleton, MA performed this year's road reconstruction work under a one-year contract with the Highway Department.

## **Newly Accepted Public Ways:**

**Jillian Way**, 560 feet

**Laury Lane**, 696 feet

**Drover Lane**, 458 feet (Cul-de-sac only)

**Old Farm Road**, 480 feet

## **Consultant Work:**

Guertin Elkerton & Associates, Inc. from Stoneham has completed 75% design plans for the Goldsmith Street reconstruction. The 75% plans were submitted to Mass Highway Department for review. Comments received back from Mass Highway are being evaluated and addressed by the Guertin Elkerton & Associates. The Goldsmith Street project is to be funded through a State and Federal road improvement program. The funding still appears just out of our reach until the plans can be signed off from Mass Highway Department.

## **Sidewalks:**

Mass Highway Department was to have funded up to \$150,000.00 for sidewalk improvements on route 2A from Donelan's Plaza to Shaker Lane. The Town has not been able to gain access to this funding source, so the project cannot move forward at this time. The Selectmen's office is working with Senator Resor's office to try and shake the funding loose.

## **Private Ways:**

Under the Town's snowplowing policy, approximately 31 petitions were received, evaluated and approved for snow and ice removal services.

## **NPDES Phase II Storm Water Management Plan:**

The Town was issued a National Pollution Discharge Elimination System (NPDES) permit in March 2003. As a condition of this permit, the Town (Highway Department) must identify all drainage discharges to the "waters of the United States" and insure that they do not contain contamination. As such in 2004 this Department began to map the Town's drainage systems and document them by creating a town wide electronic geographical information system (GIS) map. Using a combination of engineering drawings "as built plans" information and field survey with global positioning survey (GPS) we are

## **TOWN OF LITTLETON**

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approximately 10-20% complete. We are utilizing GPS equipment that is owned and maintained by the Electric Light Department and we thank them for their continued support.

### **Equipment Replacement:**

The Highway Departments 1986 Hough front-end loader was replaced with a 2004 John Deere 444H front-end loader. A 1996 GMC one-ton truck was replaced with a 2004 Chevrolet one-ton truck. A 1995 Chevrolet one-ton truck was replaced with a 2004 Chevrolet one-ton truck. The Highway Department tested backhoes throughout the summer and is in the process of compiling bid specification documents for bidding and purchase of a 2005 model year backhoe.

Respectfully Submitted

James E. Clyde

Operations Manager

# ANNUAL REPORT 2004

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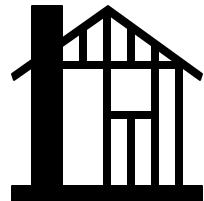
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## BUILDING DEPARTMENT

The Building Department is pleased to report that during the calendar year 2004, the following fees were collected from building permits totaling \$172712.86

New Commercial Construction	2
Commercial Additions / Renovations	1
New Residential Construction	39
Residential Renovations / Additions	86
Accessory Structures	40
Signs	12
Wood Stoves	16
Pools	10
Demolition	12
Miscellaneous	188
Certificates of Inspection	14
Void Permit Applications	2

Moderate building activity continued in both Commercial and Residential new construction. Residential remodeling and additions remained strong with an increase in making habitable the basement space. Unfinished basements converted into habitable areas require special attention to air quality and heating system makeup air. Failure to properly address these components of the modification may result in sickness and sometimes death.



The new fee adjustments, approved by Town Meeting in 2003 has allowed the Building Department to continue to operate as a fee based self funded entity. Based on encouraging economic performance, fee increases are not anticipated for the near future.

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. Steven Cormier and his alternate Mr. Joseph Cormier. In addition, a thanks to Mr. Gabriel Vallante, the alternate Building Commissioner, for providing the necessary services during my absence and a special thanks to Ms. Catherine Tocci who provides the secretarial services.

### BUILDING DEPARTMENT OFFICE HOURS

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

**ROLAND J. BERNIER**  
Building Commissioner  
Zoning Officer  
Telephone 978-952-2308

## **TOWN OF LITTLETON**

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### **REPORT OF THE INSPECTOR OF WIRES**

Please consider the following annual report of the Inspector of Wires for the year January 1, 2004 to December 31, 2004, collecting a total of \$32349.00 in electrical permit fees.

New Homes	25
Additions more than ten outlets	79
Additions less than ten outlets	78
Service Change	44
Swimming Pools	8
Temporary Meters	13
Appliance Installation	0
Violation / Re-inspection	1
Annual Maintenance	0
Off Peak Devices	0
New Industrial	1
Existing Industrial	49
Residential Security Systems	20

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 Ellen Banks for her secretarial services throughout the year. A special thanks to Mr. Vincent Chant who acts as the alternate inspector during my absence.

Respectfully submitted  
Booth D. Jackson  
Inspector of Wires  
Telephone 978-486-8311

### **REPORT OF THE GAS AND PLUMBING INSPECTOR**

As the Littleton Gas Inspector, I am pleased to report that 138 permits were issued collecting a total of \$10890.00 in gas permit fees.

As the Littleton Plumbing Inspector, I am pleased to report that 167 permits were issued collecting a total of \$19330.00 in plumbing permit fees.

I would like to thank Mr. Joseph Cormier, who in the capacity as Assistant Plumbing and Gas Inspector has provided consistent and uninterrupted service during my absence. A special thanks to the office personnel who have assisted me throughout the year.

Respectfully submitted  
STEVEN CORMIER  
Plumbing and Gas Inspector  
Telephone 978-486-8434

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## TOWN COUNSEL

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

The following is a list of the 2004-2005 judicial and administrative appeals.

1. **LITTLETON PLANNING BOARD v. RYAN DEVELOPMENT, LLC**  
Land Court Misc. #273592. This case involves the Planning Board's appeal of a notice of constructive approval filed by Ryan Development. A motion for summary judgment was heard on June 14, 2002 and a decision was rendered in favor of the Planning Board. Ryan Development filed an appeal with the Appeals Court and all briefs have been filed.
2. **RICHARD CARTER, et al. v. LITTLETON PLANNING BOARD, RYAN DEVELOPMENT, LLC, ANDREWS CROSSING LLC**, Superior Court C.A. # 01-3251 (Lowell) *Transferred to Land Court 8/21/01* and now entitled: **LITTLETON REALTY CORPORATION, et al. v. ANDREWS CROSSING, LLC**, Land Court Misc. # 274443. This is a complaint filed by abutters against the Planning Board, Andrews Crossing, and Ryan Development, seeking to prevent constructive approval of a Special Permit. The Planning Board has filed a cross-claim against Ryan Development and Andrews Crossing.
3. **ANDREWS CROSSING, LLC v. TOWN OF LITTLETON**, Land Court Misc. #273141. The case involves a request by Andrews Crossing for a determination that the Major Commercial Use Zoning By-Law is invalid and that Andrews Crossing, LLC may construct its proposed development without obtaining a special permit. An Answer has been filed.
4. **RYAN DEVELOPMENT LLC, and ANDREWS CROSSING, LLC v. LITTLETON PLANNING BOARD and TOWN OF LITTLETON**, Land Court Misc. #274181. This case involves the appeal of the denial by the Planning Board of a Special Permit. An Answer has been filed.
5. **ANDREWS CROSSING, LLC v. LITTLETON BOARD OF HEALTH**, Land Court No. 281893. Plaintiffs filed a request for declaratory judgment that Board of Health Regulations 18 and 22 be declared invalid. The Board filed a counterclaim.
6. **IN THE MATTER OF ANDREWS CROSSING, LLC**, DEP File No. 204-417, Docket No. 202-023. A wetlands case is pending before an Administrative Law Judge, with a temporary hold on the action until the Commonwealth's Natural Heritage & Endangered Species Program issues a decision. The parties have entered into a 90-day stay on all matters relating to this case.
7. **ERNISSE v. LITTLETON BOARD OF HEALTH AND IRA GROSSMAN**, Superior Court C.A. #02-4253. The Plaintiff appealed the Board of Health's decision to hold a hearing to determine whether the dwelling located at 11 Taylor Street, or portion thereof, is unfit for human habitation. The Board has filed an Answer.

## **TOWN OF LITTLETON**

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8. ROSS v. LITTLETON BOARD OF APPEALS, Land Court # 277117. This case involves an appeal of the Board of Appeal's denial of a request for a variance. A Stipulation of Dismissal has been filed.
9. WILLIAMS v. BOARD OF APPEALS, Land Court No. 286692. The Plaintiff filed an appeal of a decision of the Board of Appeals to grant a variance. A Notice of Appearance has been filed.
10. OHC DEVELOPMENT v. PLANNING BOARD, Superior Court No. 03-0827. Plaintiff has appealed a decision granting subdivision approval for Apple D'or Phase I definitive subdivision, requesting that a condition be struck from the conditions of approval. Motions for summary judgment are being prepared.
11. OHC DEVELOPMENT v. LITTLETON BUILDING COMMISSIONER, Superior Court No. 03-01963. Matter resolved and voluntary dismissal entered.
12. LITTLETON LAND CORPORATION and OHC DEVELOPMENT, LLC v. LITTLETON PLANNING BOARD, Land Court No. 290 802. Case is pending.
13. MULLEN v. BOARD OF APPEALS, Land Court No. 287430. The Plaintiff appealed a decision of the Board denying a building permit. The Board has filed an Answer.
14. SCOTT v. LITTLETON BOARD OF APPEALS, Land Court No. 289943. Stipulation of Voluntary Dismissal filed October 29, 2003.
15. GOLDRING v. LITTLETON BOARD OF APPEALS, Land Court No. 295263. Notice of Appearance filed.
16. 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. This matter has been pending for many years.
17. DICARLO, ET AL. v. LITTLETON PLANNING BOARD, Land Court, #229270. The Plaintiffs appealed a decision of the Planning Board, ordering the modification of a thirty five year old definitive subdivision plan. This matter has been pending for many years.
18. THUMBTACK REALTY TRUST v. LITTLETON BOH Superior Court, C.A. No. 03-2586. This case involves the appeal of the denial by the Board of Health of a subsurface sewage disposal permit.
19. RONALD RAFFI V. LITTLETON BOH Superior Court, C.A. No. 03-4660. This case involves the appeal of the denial by the Board of Health of a subsurface sewage disposal permit.
20. NICHOLAS FORCINA V. LITTLETON BOH Superior Court, C.A. No. 03-4661. This case involves the appeal of the denial by the Board of Health of a subsurface sewage disposal permit.

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Pickett, Miyares and Harrington, LLP  
Littleton Town Counsel

# **TOWN OF LITTLETON**

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## **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 2004 was a year of consistency in service for the Littleton Police Department. The men and women of the department continued to move forward in their mission statement, while experiencing a 5% cut in the department's workforce, which took place within the areas of Dispatch and Administration. It was through concessionary agreements with the individual unions, within the department, that further cuts were avoided. I commend and thank the individual members of the department for their cooperation in these difficult fiscal times. These areas of cuts were the result of a Risk Analysis by the department's management team, which focused on the priority of the delivery of services directly to the citizens of Littleton. This is a consistent trend within the department where the members continue to serve in an exemplary fashion as individual members and as a cohesive team.

Statistically speaking the Littleton Police Department has experienced its first year of decreased Calls for Service in a number of years. This decrease is easily seen within the overall statistics for motor vehicle enforcement in regards to the total number of stops and citations issued. I attribute this significant decrease to the conscious and effective enforcement that has taken place over the last four years. The Littleton Police Department followed the mandate of the citizens it serves, concentrated on motor vehicle enforcement aggressively for a number of years, and now we are seeing the statistical results. We will continue to concentrate on this quality of life issue and, again, I congratulate the members of the department for a job well done.

The School Resource Officer Program has completed its third year and continues to be a valuable point of partnership between the Littleton School District and Police Department. Officer Pinard has made many positive inroads within the system and with individual students, constantly adjusting to the changing needs of the position. As we enter into the fourth and final year of the federal grant that has funded the position I continue to see its value and look forward to viewing the positions growth beyond the life of the grant. It is my opinion that we experience far less school-based issues as a result of the implementation of this important position. It has been and continues to be a position of proactive prevention, educational augmentation, and, when appropriate, law enforcement intervention.

The Littleton Police Department's strong partnerships with other Town departments, local, state and federal law enforcement agencies (specifically NEMLEC -The Northeast Massachusetts Law Enforcement Council), and our continued commitment as individuals within a team, defines us as an effective and positive component of the community.

Respectfully Submitted,  
John M. Kelly, Chief of Police

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<b>Incident Type <i>(Partial List)</i></b>	<b>2000</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>% Change From previous Year</b>
Rape	6	4	4	6	3	-50.00%
Assault and Battery	32	31	37	62	65	4.84%
Break and Entry	47	18	27	21	46	119.05%
Larceny	81	75	84	78	102	30.77%
Motor Vehicle Theft	6	14	7	6	9	50.00%
Vandalism	47	65	67	67	61	-8.96%
Weapons Violations	21	1	2	10	9	-10.00%
Drug laws	7	31	24	62	49	-20.97%
Family Offenses	49	25	14	11	38	245.45%
Arrests	152	175	185	365	259	-29.04%
Vehicle Tows	290	410	414	572	427	-25.35%
Disturbances (Gnrl)	27	91	99	84	93	10.71%
Family Disturbances	34	39	53	41	38	-7.32%
Noise Complaint	64	54	39	32	41	28.13%
Suspicious Activity	398	613	643	511	400	-21.72%
Internet Crimes	3	5	1	0	3	300.00%
Building Checks	1077	1336	1433	2162	2011	-6.98%
Medical Emergencies	439	515	579	647	573	-11.44%
Burglar Alarms	579	475	530	533	420	-21.20%
MVA Personal Injury	52	93	61	55	39	-29.09%
MVA Property Damage	124	191	210	196	232	18.37%
<b>Total Calls For Svrs. ( All incidents)</b>	<b>9336</b>	<b>11404</b>	<b>12637</b>	<b>15947</b>	<b>12818</b>	<b>-19.62%</b>
Total Traffic Citations	1817	2335	2415	4742	3385	-28.62%
Total Citation Fines	\$ 121,331.00	\$ 134,010.00	\$ 142,230.00	\$ 283,527.00	\$186,986.00	-34.05%

# **TOWN OF LITTLETON**

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## **FIRE DEPARTMENT**

*Our Mission: The Protection of Lives and Property through a combination of Emergency Response and Loss Prevention Services.*

The Littleton Fire Department experienced a year of change in 2004, with the most significant being the resignation of Fire Chief Alex McCurdy. Chief McCurdy capably and admirably served the community of Littleton for 11 years, during which time his concentration was focused on the training and equipment of the department and its members, the ultimate goal being superior services to the community; A goal that continues to be consistently met.

Chief McCurdy was recognized as a leader within the fire services of Massachusetts, and as a result held a number of organizational offices within our local fire district and statewide organizations. As a result of his knowledge and talents Chief McCurdy brought a great deal of expertise to the operational services provided to the citizens of Littleton, as well as the citizens of the Commonwealth. His forward thinking in the areas of tactics and training insured that Littleton's citizens received services that were equal to or exceeded today's industry standards.

One of the signs of a capable leader is the ability of his organization to not only continue to provide consistent services, but to move forward and make advancements in their mission, even in his absence. Since Chief McCurdy's departure in September the men and women of the Littleton Fire Department have not wavered in their mission. They continue, as a combination of career and on-call members, to provide outstanding services to the citizens of our community. Through their dedication to their fellow citizens, each other, their families, and the fire services overall mission, they continue to move forward, serving those in need to the highest standards. We recognize this level of service as the result of Chief Alex McCurdy's labor, dedication, and professionalism.

The Littleton Fire Department continued to meet the increasing demands of the community in 2004. We offer a brief glimpse of comparative statistics to illustrate this point and give you a snapshot of the services we provided throughout the year .The daily goals and objectives of the department, internally and within the area of providing service, continue to be met with dedication and professionalism.

As the department continues to evolve and adapt to internal and industry changes its members focus on their mission. We would like to thank our fellow citizens for their steadfast support and pledge our continued dedication to providing superior services on your behalf.

Respectfully Submitted,

Bruce Larsen, Acting Chief  
John M. Kelly, Administrative Chief

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### 2004 STATISTICS

	<u>2003</u>	<u>2004</u>
Structure Fires	7	13
Multiple Alarm Structure Fires	3	1
Chimney Fires	3	4
Car Fires	13	19
Fire Alarm Investigations	14	9
Carbon Monoxide Investigations	13	9
Oil Burner Malfunctions	6	6
Motor Vehicle Accidents (MVA)	128	87
MVA with Entrapment	7	5
Medicals (Non – MVA)	657	756
Brush Fires	14	9
Flammable Liquid Spills	16	13
Flammable Gas Release	25	22
Electrical Hazards	15	11
Smoke Scares	45	31
Lock Outs	14	22
Illegal Burns	25	31
Cover Assignments	10	8
Total (All incidents)	1249	1323    + 75    6% increase

## **TOWN OF LITTLETON**

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### **LITTLETON EMERGENCY MANAGEMENT AGENCY**

We would like to begin by thanking Alexander McCurdy for his service to the Town of Littleton as Fire Chief prior to his retirement earlier this year. We would also especially like to thank Police Chief John Kelly, Acting Fire Chief Bruce Larsen and the members of the Fire and Police Departments for their continued partnership and support, without which our mission could not be accomplished. We must also thank Ms. Michelle McGloughlin for her continued perseverance and good humor in assisting with the redundant intricacies of Government documentation on a regular basis.

The Littleton Emergency Management Agency (LEMA) continues to play a key role in planning for any eventuality requiring large-scale emergency response. Working closely with Littleton Fire, Police and all other Town Departments along with the Nashoba Valley Board of Health, Massachusetts Emergency Management Agency (MEMA) and various area relief organizations, LEMA assists in providing a planned and coordinated response to any emergency.

During 2004 LEMA continued participation in the Northern Middlesex Emergency Planning Committee which integrates the collaborative emergency planning efforts of neighboring communities on a regional basis. Our goal is to provide the best possible protection for our citizens in the event of a natural or man-made disaster or mass casualty event.

In the past year, LEMA finalized a comprehensive update to the Town's Comprehensive Emergency Management Plan. This plan was utilized by all Town Departments to support the Town's integrated Storm Emergency Response Plan prior to both the Federal flood disaster of early April, 2004 as declared by President George W. Bush and the Massachusetts Snow Emergency of early January, 2005 as declared by Governor Mitt Romney. LEMA provided public information and assistance to citizens applying for federal flood damage relief and also the Town Department of Public Works applying for State assistance in recovering snow removal costs as a result of these separate emergencies.

During this period, LEMA was also actively engaged in submitting financial grant proposals on both the Federal and State levels to foster regional interoperability along with improved emergency responder and citizen safety. This agency collaborated closely with the Fire Department in engaging the Federal Fire Act Grant Application process, resulting in a grant award of more than \$86,500 in Federal funds to purchase and implement a new public safety communications infrastructure. A separate Homeland Security grant of \$12,800 was also awarded on the State level to support this project which will benefit all Town departments as well as municipal cooperation with surrounding communities.

LEMA also continues to support key Homeland Security initiatives including the maintenance of Radiological Detection Sets supplied by MEMA which are deployed on Fire Department apparatus first-due to motor vehicle or medical incidents indicating the possible involvement of radioactive materials.

We welcome any citizen who may be interested in volunteering their time and expertise. LEMA plays an important role in the reduction of risk to life and property during major weather emergencies, significant hazardous materials incidents or homeland security-related events. Volunteers are needed to assist in staffing shelters, providing shelter-based medical care, aiding in transportation of persons during emergency evacuations or serving as Federally-licensed amateur radio operators for Amateur Radio Emergency Services (ARES) or Radio Amateur Civil Emergency Services (RACES).

Littleton Emergency Management can be reached by telephone at Fire Headquarters (978) 952-2302.

Richard Landers, Director

Jeffrey Patterson, Deputy Director

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### **CONSERVATION COMMISSION**

As the town continues to grow, so does the workload for the Conservation Commission. All regulatory boards also feel the impact of continual growth in the town. The commission meets on an average of twice a month. Each filing requires at least one site visit.

The commission has issued 28 Orders of Condition, 13 Determination of Applicability and 13 Certificates of Compliance. These projects have involved the commission with the construction of the forced main sewage system for the Town House, Russell Street School and the old High School., with the wetland detention basins around the new commercial Distribution Center on the older areas of Middlesex Materials property and two 40B projects – one off Beaver Brook Rd., and the other in the common area.

The Clean Lakes Assoc., together with the Water Dept., has been issued an Order of Conditions to construct a new boathouse and to renovate the existing boat launch.

The commissioners have begun developing a program to eradicate the water chestnuts that have invaded the pond at the foot of Newtown Hill (China Pond). The commission will work together with the Water Department and Aquatic Control Technology, Inc. to clean up our lakes (Long Lake, Spectacle Pond and 'China Pond.')

The Boy Scouts have continued to give service to the town by working in the conservation lands. This year they have erected a sign off Harwood Ave., done 72 hours of trail clearing and are planning to construct a boardwalk in conservation land.

The Land Stewardship Program continues to give many hours of service to the town. Art Lazarus received a grant from Natural Resources Conservation Service (from the US Dpt of Agriculture). This grant will help pay for mowing Long Lake Park grasslands.

#### **CONSERVATION COMMISSION PROPERTIES PROJECTS COMPLETED OR IN PROGRESS, INCLUDING MAINTENANCE FOR THE YEAR 2004**

##### **Mill Hill**

Litter cleanup and deadfall removal from trails (once)

##### **Long Lake Park**

Monitor and clip trails (weekly)

Litter cleanup at parking areas (weekly)

Sprayed poison ivy near trails and parking areas (twice)

Mowed 13-acre grassland in Dec. ( by Kevin's Mowing Service)

Burned brush piles (once)

Cut woody brush along stone walls adjacent to grassland (periodic)

##### **Oak Hill**

Installed signs saying "Keep Clear of Gate"

Trail clipping and deadfall removal (periodic)

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Monitor trails (monthly)  
Litter clean up at parking area  
Re-mark trails where needed (twice)  
Performed guided tour for AMC

### Nagog Hill Orchard

Litter clean up at parking lot (twice)  
Cut tall weeds around wood fence in parking lot (once)  
Sprayed poison ivy around parking lot and stone wall (twice)

### Bumble Bee Park

Clipped and re-marked trails  
Sprayed poison ivy on hillside and entrance (twice)  
Hillside partially mowed by Town  
Clearing brush from stone wall entrance near pond  
Opening drainage ditches and old stone culverts to restore pond drainage system  
Thinning brush and trees on slope facing Foster St to expose flowering dogwoods  
Prepared parking lot and sign for dual use for Bumblebee Meadows and Park

### Mary Shepherd Open Space

Field mowed (once)  
Trails checked and remarked (monthly)  
Foot bridge location over brook cleared and prepared for wood bridge construction

### Whitcomb Monument

Checked trail and easement (once)

### Hartwell Family Memorial Preserve

Professional entrance sign made and installed  
Marked known boundaries with Con Com discs on trees  
Installed internal signs and marked trails  
Cleared debris away from old stone bridge  
Cleared woody brush from old stone bridge area  
Opened trail from bridge to Russell St.  
Mowed pocket fields  
Posted regulations  
Professional "No Motorized Vehicles" signs installed on two gates  
Trails checked (weekly)  
Prepared detailed trail map and description for web site  
Sprayed poison ivy at entrance and bridge  
Gates installed by Highway Dept.

Large open field between Russell St and Beaver Brook mowed

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### **OTHER LAND MANAGEMENT ITEMS**

All work done by volunteers except for mowing of part of Bumblebee Park by Highway Dept. and mowing of Mary Shepherd Open Space field and Long Lake Park grassland by Kevin's Mowing Service (cost partially reimbursed by USDA, NRCS).

Most work done by Art Lazarus, Ray Grande, and Charles Tirone

Volunteer mowing done by Bill Ewing and Sam Bell (Hartwell)

Miscellaneous maintenance and monitoring also done by the following stewards:

Melissa Spurr (Hartwell), Mit Wanzer, John Lally (Bumblebee), Ray Grande, Judy Grande (Oak Hill), Charles Tirone, Art Lazarus (Long Lake Park), Bob Rafferty (Mary Shepherd)

Report by Art Lazarus  
Director of Land Stewardship, Littleton Conservation Trust

Report submitted by:

James Pickard, Chairman  
Ian Gunn, Vice chairman  
Sarah Seaward  
Peter Tierney  
Dan Lord  
Frank Matheson  
Carl Melberg

Hours: M-F; 9-Noon  
Phone: 1-978-486-9537  
FAX: 978-952-2321  
Mailing Address: PO Box 1031  
Web site: [www.littletonma.org](http://www.littletonma.org)  
e-mail: [chapinb@littletonma.org](mailto:chapinb@littletonma.org)

# **TOWN OF LITTLETON**

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## **PLANNING BOARD**

The Planning Board held 26 meetings during the year. Again this year, as last, there were no new preliminary or definitive Subdivision applications for residential development. Residential growth continues with construction of subdivisions approved over the past years and through the creation of lots through the ANR process. The Planning Board reviewed plans and provided recommendations to the Appeals Board for both the Charles Ridge and the Mannion Place 40B residential developments this year.

The review of two applications for commercial and industrial uses was conducted this year, with the Board approving the Site Plan and Special Permits for the new Middle School and the Russell Street Builders site. The Board continues to strive for the best future for the Town, insisting that any commercial development is consistent with the Town Bylaws.

Construction of infrastructure for numerous Subdivisions continued in 2004, with Distribution Drive, Distribution Circle, Mary Shepherd Estates, Richard Way, Nancy's Way, Jillian Way, Bumblebee Lane, Highland Farms, Gray Farm Road, Whitetail Way, Laury Lane, Drover Lane, Old Farm Road and Apple D'Or Subdivisions all at various stages of construction. Working with developers on safely and properly completing approved subdivisions occupies a substantial amount of time on the part of the Planning Board members and the office. In 2004, the Town accepted Jillian Way, Laury Lane, Drover Lane, and Old Farm Road, signaling the completion of the Planning Board oversight of the construction process. In addition, the Planning Board Office provided support to the Appeals Board, assisting in coordinating Peer Reviews for 40B projects.

In 2004, the Board began reviewing plans submitted for development of the proposed "Orchard Square" commercial site on Great Road, with an automobile dealership, hardware store, restaurant, bank, and other retail space being proposed. The Board looks forward to continuing this review in 2005.

Listed below are the applications that the Board voted on in 2004. The Board members review plans submitted to ensure proposed development is in accordance with the bylaws and regulations of the Town. Many other Boards and Departments provide input to this review process and the Board relies on various consultants to assist in technical review of certain projects. Informal discussions are scheduled with potential commercial and residential developers on a regular basis to open communications avenues between the Town and project proponents.

### **RESIDENTIAL DEVELOPMENTS**

#### **APPROVED ANR'S (Approval Not Required under the Subdivision Control Law) RESIDENTIAL**

The Planning Board approved a total of 12 ANR Plans on residential properties, resulting in 14 new residential lots.

### **EXTENDED TIME FRAME TO COMPLETE SUBDIVISION CONSTRUCTION**

Whitetail Way  
Gray Farm

### **APPROVED SPECIAL PERMITS (RESIDENTIAL)**

### **SCENIC ROADWAYS**

Goldsmith Street; Maplehurst Road; and Harwood Avenue

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## **COMMERCIAL OR INDUSTRIAL DEVELOPMENTS**

### **APPROVED ANR'S (Approval Not Required under the Subdivision Control Law) **NON-RESIDENTIAL****

Great Road – Orchard Square lots

## **APPROVED SITE PLANS**

New Middle School  
Russell Street Builders

## **APPROVED SPECIAL PERMITS (NON-RESIDENTIAL)**

## **AQUIFER AND WATER RESOURCE DISTRICTS**

New Middle School  
Russell Street Builders

The Planning Board Office is open Monday, Tuesday, Thursday, and Friday from 9:00 a.m. to 2:00 p.m. Planning Board meetings are held the second and fourth Thursdays of each month, unless otherwise posted.

The Board appreciates public attendance at its meetings and encourages citizens to attend and offer their constructive comments. The Board thanks Town officials and members of boards for their cooperation throughout the year. Please feel free to call the Planning Board Office at 978/486-9733 with any questions.

Respectfully Submitted,  
Janet LaVigne, Chairman  
Mark Montanari, Vice Chairman  
Richard J. Dennis, Jr., Clerk  
Steve Wheaton, Member  
Gregg Champney, Member  
Maren Toohill, Planning Board Coordinator

## **TOWN OF LITTLETON**

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### **OPEN SPACE AND IMPLEMENTATION COMMITTEE**

The Open Space and Recreation Plan Implementation Committee (OSRPIC) has continued to apply the Town's *Open Space and Recreation Plan* in 2004. Approximately 13.5% (1460 +/-acres) of Littleton is permanently protected from development.

The OSRPIC continues to execute a land stewardship program in conjunction with the Littleton Conservation Trust, and the Conservation Commission. Many areas have been improved, and maintenance is performed on a continuing basis. We wish to thank all the residents who have volunteered their time and effort to maintain Littleton's protected open space. A special thank you goes to Charles Tirone and Ray Grande, who have donated much time and energy to helping Art Lazarus maintain and beautify all of our properties. The Committee has also undertaken larger maintenance needs, with the assistance of the Littleton Highway Department. Mowing of the larger fields at various parks has been completed. Thank you to the members of the Highway Dept for their continued help and cooperation.

Members of this committee certified a vernal pool near Spectacle Pond in April. We hope to certify more in the spring of 2005.

Signs have been installed on several new properties that the Town or Conservation Trust has acquired.

Littleton's first "green-up day" was a huge success and we hope it will become an annual event.

This committee has been involved with New England Forestry Foundation's operation of the Prouty Woods Community Forest. Peter Church assembled a conservation restriction notebook with data on the property. This was mandatory in order to receive the Self-Help Grant money from the State. We have also partnered with NEFF to maintain trails on the land.

Art Lazarus, on behalf of the Conservation Commission, received a grant from the Middlesex Conservation District to manage the thirteen acres of grasslands at Long Lake Park. He was able to procure \$3300.00, which the Town must match, to maintain the habitat for threatened species of birds and animals.

The committee continues to work with the Littleton Police Department to ensure the proper use of public lands. The Police have been very helpful in discouraging vandals, especially in the Colonial Drive area. Additionally, the Police have made people aware that it is illegal to use motorized vehicles of any type on conservation land.

There are several openings on the Open Space Committee. Should anyone be interested in becoming a member or assisting with parcel maintenance, please contact the Selectmen's office.

Respectfully Submitted:

Rita Biagiomi, Chair,  
Jessica Cajigas,  
Peter Church,  
Sarah Foss  
Art Lazarus

## CLEAN LAKES COMMITTEE

### ***Members:***

Jonathan Folsom, Chair, Dan Lord, Charlie Bush, Elliot Putnam, Sarah Foss, Steven Sussman, Steve Foss, Leon Weaver, Ruddy Ham, Advisor: Savas Danos

The Town Selectman formed the Clean Lakes Committee (CLC) in 1999 to assess the condition and coordinate improvement of Littleton's lakes and ponds. The CLC is comprised of representatives from neighborhood associations on Long Lake, Mill Pond, Spectacle Pond and Lake Mattawanakee. Other members include interested town committee representatives and concerned citizens.

Meetings are held at 7pm on the first Tuesday of the month in the conference room at the LELWD Operations Center, 39 Ayer Road.

### **Long Lake**

This year the Long Lake Restoration continued in both plans and action. The boat launch beside the Town Beach was redesigned. In November construction was begun. Completion is expected in spring 2005. Features include porous pavers and a gravel drive to reduce direct surface runoff into Long Lake. The surrounding area will be regraded to further discourage flows. A boat wash station will help reduce the transfer of plant material and debris from other water bodies. The design includes a stepped rain garden bordering the boat ramp. The tiered garden will retain surface flows from the ramp and the boat wash as well as redirected stormwater lines. This plant-filled feature will serve as a prototype for the community wide Rain Garden Program.

Water quality sampling equipment has been set up to monitor flows into Long Lake and the new constructed wetland. The data will help to assess the effectiveness of the restoration project.

The Rain Garden Program will commence in spring 2005 with a number of model gardens throughout the neighborhood. The program aim is to create an extensive network of garden features throughout the neighborhood designed to hold back and treat stormwater flows that are currently piped directly into the lake. The reduction of these nutrient rich flows will reduce the proliferation of plant growth and silting that affects the health of Long Lake. This project addresses site-specific runoff through the use of plantings and landscape features. Participating residents will learn how these improvements to their properties can be both an asset to the neighborhood and help restore Long Lake. It's an ambitious project about which the CLC membership is very excited.

### **Mill Pond and Spectacle Pond**

The CLC received a draft report on the restoration of Mill Pond from the US Army Corps of Engineers (ACE). Their participation in this extensive project has provided new life to the effort to clean up Mill Pond. The primary objective from their standpoint is habitat restoration. Their approach to the project is to determine both an appropriate scope and a cost effective solution. The report outlines fourteen alternatives from simplest (no action) to most complex (multiple basin dredging with an upstream constructed wetland and downstream fish ladder). Criteria derived from the ACE analysis of Mill Pond allows comparisons between the fourteen solutions. A final report and further recommendations are expected in 2005.

The need for action on Spectacle Pond has been increasing. Beaver activity has blocked culverts and affected water levels for years. A culvert fence or "beaver deceiver" was installed in an effort to maintain flow. Planned herbicide treatment of overgrowth in Spectacle Pond was targeted for June of 2004. Questions about the filing for treatment and lack of funding have delayed the application until this coming summer.

## **TOWN OF LITTLETON**

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The Committee has targeted herbicide treatment for invasive plant eradication in Spectacle Pond, Long Lake and the pond at the base of Newtown Hill for 2005. We hope to undertake a three-year program for the control and eradication of undesirable plant species from these three water bodies.

I'd like to express a debt of gratitude to our advisor, Savas Danos, for his untiring enthusiasm and drive.

Jonathan Folsom, CLC Chairman

## **BOARD OF APPEALS**

The Littleton Board Of Appeals held seventeen meetings during 2004 to hear a total of twenty-four petitions. The petitions presented at these hearings were distributed according to the following classifications:

Eight (8) petitions for variances  
Fifteen (15) petitions for special permits  
One (1) for comprehensive permit

Of the eight petitions for variances, eight were granted; (one existing variance was AMENDED).

Of the fifteen petitions for special permits, fifteen were granted. The one comprehensive permit was granted.

The organization of the board during 2004 was:

RAYMOND CORNISH, Chairman  
SHERRILL GOULD, Vice Chairman  
JULIA ADAM, Clerk  
JOHN CANTINO, Member  
BRADFORD MILLER, Member  
WILLIAM FARNSWORTH, Alternate Member  
RAY GALLONI, Alternate Member  
RONALD HUGGENS, Alternate Member  
JOSEPH KNOX, Alternate Member

LITTLETON BOARD OF APPEALS  
JULIA ADAM, Clerk

# ANNUAL REPORT 2004

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## COMMISSIONERS OF TRUST FUNDS

NUMBER OF SHARES	MARKET VALUE 12/31/2004	DIVIDENDS & INTEREST
		1/1/04 - 12/31/04
3200 Abbott Laboratories	\$149,280.00	\$3,280.00
4000 AFLAC	\$159,360.00	\$1,520.00
1500 American International Group	\$98,505.00	\$420.00
4000 Auto Data Processing	\$177,400.00	\$2,240.00
3000 Avery Dennison Corp	\$179,910.00	\$4,470.00
4000 Avon Products	\$154,800.00	\$2,240.00
1000 Cardinal Health Inc	\$58,150.00	\$120.00
2000 Chevrontexaco	\$210,040.00	\$6,120.00
3600 Cintas Corp.	\$157,896.00	\$1,044.00
1000 Colgate-Palmolive Co	\$51,160.00	\$960.00
3800 Consolidated Edison	\$166,250.00	\$8,588.00
2000 Emerson Electric Co	\$140,200.00	\$3,230.00
2362 Fifth Third Bancorp	\$111,722.60	\$2,952.50
1800 Freddie Mac	\$132,660.00	\$2,160.00
1000 Gannett Co Inc	\$81,700.00	\$1,020.00
4800 General Electric Company	\$175,200.00	\$3,840.00
3000 Genuine Parts	\$132,180.00	\$3,585.00
320 Hospira	Sold	\$0.00
2800 Johnson & Johnson	\$177,576.00	\$3,066.00
1000 Medtronics Inc	\$49,670.00	\$312.50
2800 Merck & Co Inc	\$89,992.00	\$4,172.00
3800 NSTAR	\$206,264.00	\$8,436.00
5500 State Street Boston Corp	\$270,160.00	\$3,560.00
10000 Sysco Corporation	\$381,700.00	\$5,200.00
3000 Valspar Corporation	\$150,030.00	\$2,160.00
2000 Wal-Mart Stores, Inc.	\$105,640.00	\$960.00
3000 Walgreen Company	\$115,110.00	\$703.13
<b>Total Stocks</b>	<b>\$3,882,555.60</b>	<b>\$76,359.13</b>
<b>MONEY MARKET ACCOUNTS</b>		
Charles Schwab	\$66,280.74	\$284.00
MMDT	\$1,270.27	\$16.55
<b>Total Trust Funds</b>	<b>\$3,950,106.61</b>	<b>\$76,659.68</b>

## **TOWN OF LITTLETON**

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### **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.

On July 1, 2004, the Council on Aging lost our 30 hour/week Administrative Assistant due to cutbacks. We are managing to keep existing programs by using our volunteer's assistance. The Department of Elder Affairs awarded Littleton a Formula Grant of \$6290 that supplements our Outreach Worker's salary.

Blood pressure clinics are given the 1<sup>st</sup> Thursday of the month, 2<sup>nd</sup> Thursday of the month and the 4<sup>th</sup> Thursday of the month in the multipurpose room next to the meal site, rotating each month at either Pine Tree Park Apartments or Mill Pond Apartments taken by Nashoba Nursing. Please check the COA for the 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 for your use during regular office hours. Nashoba Nursing was able to administer flu shots to persons over 75 years of age and those with chronic illnesses, such as asthma or diabetes even with this winter's shortage of the vaccine.

The Council on Aging also addresses the social and recreational needs of our seniors. A watercolor class was awarded a Littleton Arts Cultural Grant to help supplement program costs. Craft classes, exercise, line dancing, games, and trips of interest are provided. Programs are greatly enhanced by the efforts of many local groups and we also encourage people from other towns to join us. 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 meal site for great company and conversation. The Littleton Light and Water Department continues to sponsor its annual Spring Fling Luncheon, which is opened to all Senior Citizens of Littleton and Boxboro. We were able to honor 90 Veterans and their guest to a catered turkey dinner with additional contributions from Nashoba Valley Aluminum, Prudential, Donelan's and Volunteer Insurance.

Minuteman Senior Service 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 HMOs, Medicare, and Medicaid. The COA, in collaboration with the Littleton Police Department, has a Senior Check and an Alzheimer's Identification Program. In March and April, free tax assistance is available for the elderly and low-moderate income taxpayers offered by AARP.

In collaboration with the Assessors Office 48 senior citizens participated in the Senior Tax Program. This involves volunteering 75 hours for the Town in different departments resulting in a \$500 tax rebate.

A licensed social worker provides needs assessment and referral to appropriate services for elders. Volunteers offer companionship, limited transportation and grocery shopping and prescription pick up. Fuel assistance and food stamp application for all ages can be filed at 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.

A meal site is provided on the lower level at 33 Shattuck Street and a hot lunch is served Monday through Friday. Our meal site manager, 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 meal site open at 9:00 a.m. so you can have a cup of coffee and conversation before lunch. Please call 978-952-2757 for a reservation the day before.

## ANNUAL REPORT 2004

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Littleton Limo provides transportation to medical appointments and shopping. The limo is available Monday through Friday. Fridays are primarily for shopping either at Donelan's or the Westford Shopping Plaza. On the second Wednesday of the month, the van will take shoppers to Walmart in Chelmsford. The fee is \$.50 one-way and \$1.00 each way out of town. Please call two business days ahead for a reservation at 486-4600.

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. Volunteer opportunities are available or just come on down and browse. The Friends also have available the Littleton Afghans and can be purchased at the COA.

As State and Federal funding continue to be cut, we feel the COA and the many volunteers, who support it, are an important source of services, information, and guidance in areas of health, legal and financial matters. Our goal is to have our own Senior Center and to better serve seniors citizens and their struggle with issues concerning them in our ever-changing society.

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:

Littleton Council on Aging Board Members, Howard Russell, Chairman, Bernard Araujo, Vice Chairman, Barbara McRae, Treasurer, Mary Gosby, Secretary, Greta Bennett, Norman Berry, Barbara Brine, Mary Catalanotto, Natalie Hollowell, Barbara Kamb, Mary Kaye, Carolyn Sloboda, Director, Tina Maeder, Outreach Coordinator, LSW, Gayle Dalton ,Meal Site Manager, and Carolyn Harlow, President of the Friends of the Littleton Council on Aging

## **TOWN OF LITTLETON**

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### **LITTLETON HISTORICAL COMMISSION**

This past year the Commission installed a bronze plaque at the Fox Tavern on Foster Street. Also wooden signs were placed at the site of the Old North Schoolhouse on Old Great Road and at the Ruth Frost House on Foster Street. This program is ongoing from year to year.

The Commission has finalized the Phase II of our Historic Properties Survey. This brings the total of Littleton properties surveyed to 169. Copies have been distributed to the Reuben Hoar Library (in Historic Room) and to the Littleton Historical Society on Rogers Avenue. One copy is kept in the Commission's archives.

In the Fall, we presented the New England Forestry Foundation our annual achievement award for it's great accomplishment for preserving and saving the Prouty Woods Area for Littleton residents to enjoy for all time.

The Commission continues to present a Patriot's Day Observance at the Liberty Square Common by laying of the wreaths and recognition of Town Residents during the Revolutionary War.

The Workshop at the Old Burying Ground was held in September. As usual, a number of old monuments were cleaned and straighten up. The Cemetery Dept. supplied manpower and materials for this project.

The Commission meets every second Tuesday of the month at 7:30PM.

#### ***Littleton Historical Commission***

Charles Howe – Chairman

Walter Higgins – Vice Chair/Treas.

John Bowers – Secretary

Pamela Campbell

Walter Crowell

Ronald Goddard

Donna White

# ANNUAL REPORT 2004

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## REPORT OF THE REUBEN HOAR LIBRARY

### Annual Report for July 1, 2003 to June 30, 2004 Value of Services Used at Reuben Hoar Library in Fiscal 2004

Quantity Used	Library Services	Retail Value per Use	Value of Services
90959	Books Borrowed	\$12.50	\$1,136,987.50
3819	Magazines Borrowed	\$2.00	\$7,638.00
22580	Videos Borrowed (e.g., Blockbuster)	\$3.87	\$87,384.60
11617	Audios Borrowed (CDs, audio books)	\$9.95	\$115,589.15
626	Museum Passes Borrowed	\$24.00	\$15,024.00
1820	CD-ROMs Borrowed	\$4.00	\$7,280.00
9520	Magazine Use in Library	\$2.00	\$19,040.00
11143	Interlibrary Loan	\$25.00	\$278,575.00
878	Meeting Room Use per Hour	\$50.00	\$43,900.00
378	Adult Program Attendance	\$15.00	\$5,670.00
6205	Children's Program Attendance	\$6.00	\$37,230.00
4053	Hours of Computer Use, e.g., Internet and MS Word	\$12.00	\$48,636.00
1926	Online Articles Viewed	\$1.00	\$1,926.00
1	Access to Local History Database	\$60.00	\$60.00
6344	Reference Questions Asked	\$7.00	\$44,408.00
	<b>Total Value</b>		<b>\$1,849,348.25</b>

Adapted from a spreadsheet with Copyright Massachusetts Library Association (MLA) 2004  
Cost of Services Used at Reuben Hoar Library in Fiscal 2004

Source of Funds	Cost
Town Appropriation	\$359,772
Interest from Funds Held in Trust	\$23,050
Gifts	\$8,302
Grants	\$4,350
State Aid	\$8,620
<b>Total Cost</b>	<b>\$404,094</b>

\*The retail values were provided by the Massachusetts Library Association. Please contact the library director if you would like to know more about the source of the information.

Littleton taxpayers got a 458% return on their investment in fiscal 2004. In addition, townspeople are able to borrow materials from any library in the Commonwealth, get assistance from the library staff in locating books for leisure reading, access the online Merrimack Valley Library Consortium catalog to request and renew items from home, receive electronic mail notification about requests and overdue

# **TOWN OF LITTLETON**

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items, use 24/7/365 chat reference service, and reserve museum passes from home. Ask a staff member about these services if you would like to learn more.

## **Massachusetts Historical Records Advisory Board Grant (MHRAB)**

The library and the Littleton Historical Society received a grant from the MHRAB to survey the documents in the town offices, the library, the historical society and the local churches. The consultant identified existing records, suggested records that might exist to be collected and recommended prioritized steps to be taken to preserve our documents. Hannah Perkins Dodge, first woman Superintendent of Schools in Littleton, was reintroduced to the community to publicize the grant.

## **Donors during Fiscal Year 2004:**

We are grateful for gifts given between July 1, 2003 and June 30, 2004 by Andrew Sage, Millipore, Priscilla Leyman, Sherrill Gould, Barbara Bardsley, Brett and Katharine Bonner, Jessie Pecchenino and Mark Shelford, Charles Whitcomb, Central Massachusetts Soccer United, Littleton Conservation Trust, and Littleton Toastmasters. The Friends of the Reuben Hoar Library, as usual, paid for materials, furniture, programs, and museum passes. All of these gifts make the library's offerings much richer than would be possible from tax dollars alone.

## **Volunteers during Fiscal Year 2004:**

Between July 1, 2003 and June 30, 2004 we were assisted by the Friends of the Reuben Hoar Library, Aliza Becker, Celiza Becker, Amber Cardoos, Judith Caless, Joyce Chiu, Phyllis Curcuru, Dan Edgerton, Fernando DeLuca, Mary Lee Donovan, Rose Gilbert, Claire Griffiths, Allen Hirtle, David Lawlis, Aly Lindsay, Lauren Middleton, Anita Parker, Gail Priest, Marsha Russell, Adrienne Shi, Angell Shi, Kristin Stam, Charles Tirone, and Shannon Veilleux. Littleton Country Gardeners, Boy Scouts, Girl Scouts and My School students provided displays. Volunteers who started their service after June 30<sup>th</sup> will be recognized in next year's report. The library staff and Trustees are most appreciative of the time that all the volunteers contribute to make our library better.

## **Staff during Fiscal Year 2004:**

Library Director: Marnie Oakes

Senior Librarians: Gioia Clyde, Diann Haduch, Betty Smith, Helen Graham, Linda Schreiber

Senior Library Technicians: Andrea Curran, Jeanne Sill

Library Technicians: Julie Amichetti, Janice Lazarus, Anne Pemberton, Doreen Morse, Donna White,

Page: Margaret Geanisis, Susan Palmer

Administrative Assistant: Kathy Coughlin

## **Trustees:**

	TERM EXPIRES		TERM EXPIRES
James Carozza, Treasurer	2005	Ray Grande	2005
Dorothy Sussman	2006	Cheryl Hardy-Faraci	2006

## **Hours**

Wednesday	10 a.m. to 9 p.m.
Tuesday and Thursday	1 p.m. to 9 p.m.
Closed Fridays in July and August	

## ANNUAL REPORT 2004

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**Telephone** : 978-486-4046

**Fax**: 978-952-2323

**E-Mail**: [mli@mvlc.org](mailto:mli@mvlc.org)

**Web Site**: [www.littletonlibrary.org](http://www.littletonlibrary.org)

**Address**: 41 Shattuck St., Littleton, MA 01460

### **Trustees:**

	TERM EXPIRES		TERM EXPIRES
James Carozza	2005	Julian Stam, Treasurer	2005
Dorothy Sussman	2003	Cheryl Hardy-Faraci	2003
Marcia Marcantonio, Chair	2004	Barbara Chapin, Secretary	2004

### **Hours:**

Monday and Wednesday

10 a.m. to 9 p.m.

Tuesday and Thursday

Noon to 9 p.m.

Friday and Saturday

10 a.m. to 4 p.m. Closed Fridays during July and August

Sunday

Noon to 4 p.m. Open from mid-October through mid-April

**Telephone** : 978-486-4046

**Fax**: 978-952-2323

**E-Mail**: [mli@mailserv.mvlc.lib.ma.us](mailto:mli@mailserv.mvlc.lib.ma.us)

**Web Site**: [www.littletonlibrary.org](http://www.littletonlibrary.org)

**Address**: 41 Shattuck St., Littleton, MA 01460

# TOWN OF LITTLETON

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## SCHOOL DEPARTMENT

The School Committee welcomed Mr. Charles Ellis in May of 2004 and Ms. Nancy Mizzoni who was appointed in the fall to fill the remaining term, till May 2005, of Sharon Chan who vacated the position for personal reasons.

Several projects requiring the attention of the School Committee this year have included: the ongoing revision of the School Committee Policy Manual, the monitoring of the district wide strategic plan, and a study of the Middle School building project, and, of course, finances seem to always take a lot of time for the School Committee.

Finally, the School Committee wishes to thank the faculty and support staff for their dedication and commitment to our children, the many volunteers in our community who devote thousands of hours of service every year in order to complement the quality of services we deliver, and the parents and citizens who continue to support our efforts for the education of our children. The School Committee will continue to advocate for a high quality educational program for the Town and will continue to make the best use of all our available resources. Your School Committee stands strong to serve Littleton and its children.

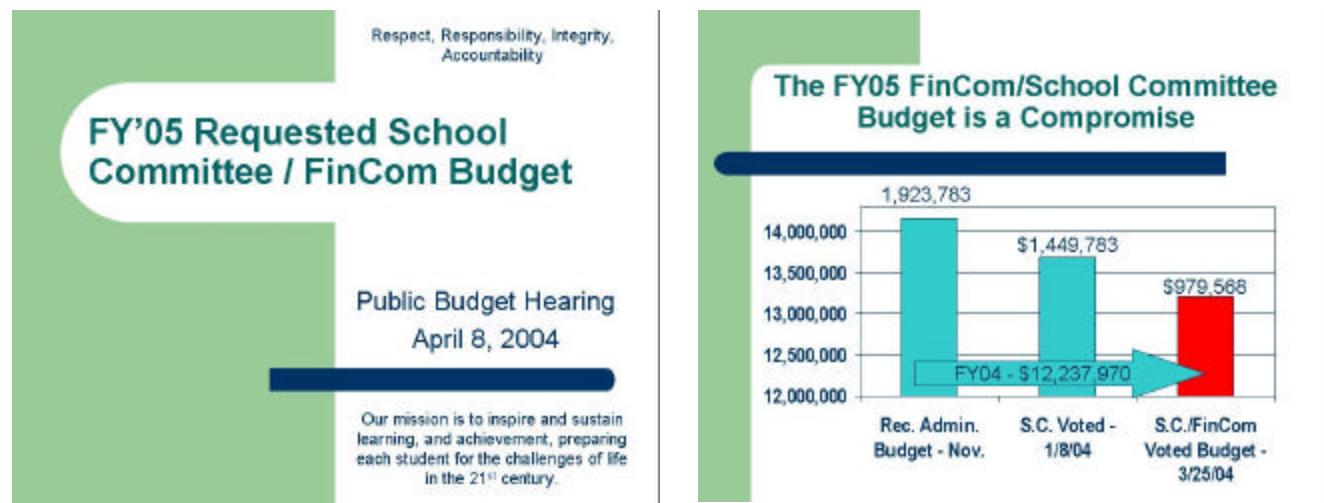
Roland Gibson, Chair

Elaine Braun-Keller

Susan MacDowell

Charles Ellis

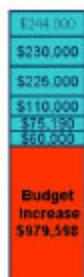
Nancy Mizzoni



# ANNUAL REPORT 2004

## The Budget Development Has Been a Process of Compromise

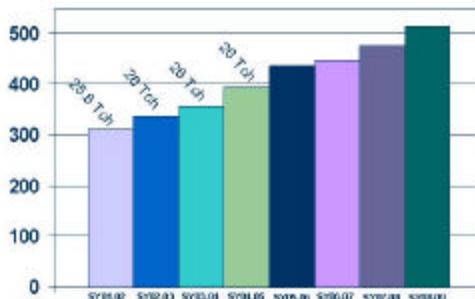
- Administrative Request – November - \$14,161,753 - Budget Increase \$1,923,783
  - \$244,000 Instructional Staff
  - \$250,000 Instructional Curriculum Expenses
- School Committee Voted Budget – Jan. 8, 2004 - \$13,687,753 – Cut \$474,000
  - \$225,000 of Middle School, High School Enrollment Staff
  - \$110,000 of Curriculum Staffing
  - \$75,190 – Level Fund Expense Accounts
  - \$60,000 – Retain Athletic Fees
- School Committee/FinCom Voted Budget – Mar. 25, 2004 - \$13,217,568 - Cut \$470,190



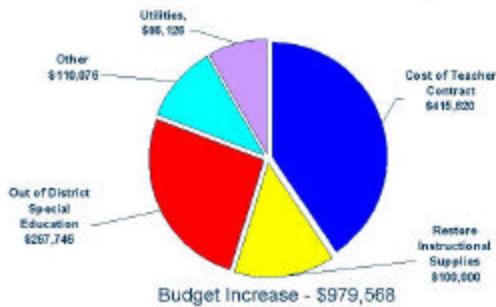
## Class Sizes Have Increased Over the Past Two Years



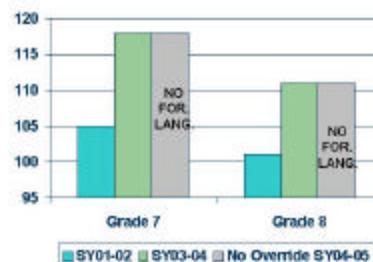
## The HS Population IS Increasing and Will Require More Teachers



## The Budget Increase Is Comprised Primarily of Non-Discretionary Items



## Teacher Load at the Middle School Has Increased over the Past Two Years



## What The Override Budget Does Do:

- No Layoffs to Existing Staff
- Funds Required Non-Discretionary Expenses
- Adds a MS Health (Reading) Teacher and a HS Custodian
- Retains Current Programs

# TOWN OF LITTLETON

## What The Override Budget Does Not Do:

- **DOES NOT –**
  - Reduce or Even Maintain Class Size
  - Eliminate Fees
  - Include Strategic Plan Curriculum/Instruction Work

## A No-Override Budget Would be \$137,970 Below the Current FY04 Budget

### \$1 Million "plus" in Program/Service Cuts Would Be Devastating:

- Programs/Services Would be Cut or 100% Fee Funded
  - Sports/Buses/Extra-Curr./MS Lang./AP/Transitional
- Class Sizes Would Increase at the Elem. Level
  - Not Less Than 25, Ranging Upward to 31
- Teacher Loads Would Increase at the MS and HS Levels
- High School Accreditation – Warning Status
- Teachers Redeployed to Non-Certified Areas

## Passage of an Override IS A TWO STEP PROCESS

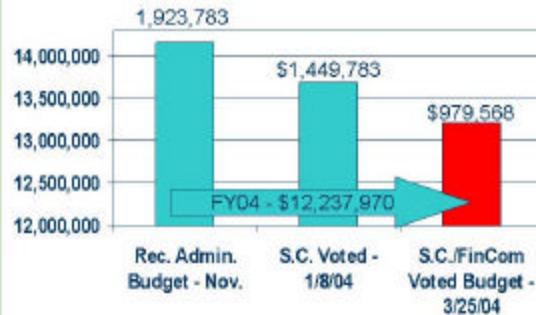
- Operating Budget Override - \$1.7 Million
  - Majority Vote at Ballot on May 1<sup>st</sup> and on Town Meeting Floor
- Debt Exclusion Override – New Middle School
  - Majority Vote at Ballot on May 1<sup>st</sup> and 2/3rds on Town Meeting Floor because it is a "Borrowing" request.
- Capital Exclusion Override - \$230,000
  - Technology (\$130,000)/Texts (\$30,000)/Used Truck (\$20,000)/Russell St. School Arch. Study (\$50,000)
  - Majority Vote at Ballot on May 1<sup>st</sup> and on Town Meeting Floor

## Democracy Requires Involvement

- Many Meetings With Multiple Organizations
- Town Election – May 1, 2004
  - Middle School 7:00 am – 8:00 pm
- Town Meeting – May 3,4,(5), 2004
  - Middle School – 7:00 pm

## -Questions-

## The FY05 FinCom/School Committee Budget is a Compromise



## LITTLETON PUBLIC SCHOOLS REPORT

The Littleton Public Schools continue to improve and evolve thanks to the support of a hardworking and dedicated staff of people who care deeply about our children. During this past year our budget was reduced by .5% from the previous year. Due to increases from inflation, utility costs, costs of special education services, and contracts, it became necessary to reduce staff significantly.

# ANNUAL REPORT 2004

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I . FY05 Budget Cuts - Level A - If Override Passes			PRIORITY RETURN RANK	
School Comm. recommendations to reduce voted budget by \$502,568				
FTE	Program or Position	Reduction		Comments
Fees/Other	Cleaning Contract savings	40,000		
	MS Health, HS Cust-, Nurse upgrade	80,000		
	Supplies and Technology (e-rate)	42,197	*	
	Ath. Fees/Gate receipts	30,000		at this point-\$150/\$500 Fam. Max.
	Activity Fees	30,000		Gr. 6 - 12 : \$50 / Gr. K - 5 : \$25
	Professional Dev./SC Conf Travel	11,250		
Support Staff				
1	Central Office Clerical	20,000		
1	HS Library Aide	9,000		
4	Building Clerical	77,000		
Prof. Staff				
1	Elementary PE Teacher (retire)	48,910		
1	Elementary Technology Teacher	48,910		
1	Special Ed Teacher	43,097		
0.6	Academic Support Center	38,533		
		\$518,897	(*\$16,329 returned to Supp./Tech if passes)	
9.6	Total Teacher& Staff reduction			
Level B. No Override. Reduce by an Additional \$615,000				
School Comm. recommendations to cut \$598,671 (+\$518,897 from above = \$1,117,568)				
Fees	Athletic fees	25,000	Increase to \$200/\$550 Fam. Max.	
	Bus fees	150,000	non mandated fee based	
Prof. Staff				
1	Grade 1 Teacher	51,053	2	Class Size 24
1	Grade 5 Teacher	48,910	3	Class size 24.8
0	MS Librarian (Replace with Tutor)	34,787	5	
1	MS Assistant to Princ.	53,958	7	
0.4	HS Retiree	25,895	4	
1	Grade 3 Teacher	40,315	1	Class Size 27.6
Support Staff				
1	Transitional aide	16,442	6	
		\$470,413		
5.4	Total Teacher& Staff reduction			
Other Revenue				
	Add'l Funds fm. Board of Selectmen	\$80,000		
	Full Day Kind. Prog. (.5 Tch. and Aide)	\$48,258		
	Rev.Funds	24,053		
	Total Cut	1,117,568		
15	Total Teacher & Staff reduction			
8	Total Teacher Cut			
7	Total Support Cut			
15	Total Staff Cut			

Special thanks go to the PTSA, Littleton Education Fund, Littleton Youth Sports, and the Special Education Parent Advisory Council for their countless hours of support to build the spirit of our school as well as financial support to member programs in this difficult financial environment.

# **TOWN OF LITTLETON**

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## **Educational Focus for SY04-05:**

### **CURRICULUM AND PROFESSIONAL DEVELOPMENT**

#### **Professional Learning Teams**

Professional Learning Teams (sometimes called Data Teams) are meeting on release days to facilitate a process where:

- 1) All students will succeed if given the proper support, instruction, and time
- 2) Teachers care- and when given the tools and time for improving student learning, will work hard to do so
- 3) Assessment, when used as a feedback loop to monitor student learning and then adjusting instruction, is the key to improving student learning
- 4) Teachers are often the best resources for improvement strategies once they have identified the areas of weakness in students' learning
- 5) Teacher collaboration focused on student learning information is the most powerful way to improve student achievement and ensure that the school culture is one of continuous improvement

Across the district, teachers and teaching assistants have been engaged in analysis of student achievement strengths and weaknesses based on pre-assessments and thoughtful discussion of how to best address those weaknesses. Common assessments are being developed with a focus on more open response questions, an area of perennial weakness in Littleton in all subject areas. Each team will develop a SMART goal for the area of weakness they have identified. SMART goals are:

**S** = Specific and Strategic (aligns with district/school improvement plans and is not too broad)

**M** = Measurable (can quantify how many students reached the goal)

**A** = Attainable (not too high but not too low- a stretch but a good one, not the kind that injures!)

**R** = Results-based (describes the results or outcomes, not the process)

**T** = Time-bound (the time by which the goals will be achieved)

Once goals are established, teachers will determine what strategies they want to try (the process) to improve student learning in this area.

Mike Schmoker, renowned educational researcher and author of ***Results: The Key to Continuous School Improvement***, outlines this "simple, powerful structure" of Professional Learning Teams that produce high student achievement without lavish investments of time and money:

- Groups of teachers meet regularly;
- They identify essential and valued student learning;
- They develop common during-the-year assessments;
- They analyze current levels of achievement;
- They set achievement goals for the end of the year (or term), aiming for significant gains;
- After each assessment, they immediately score and analyze students' work;
- They meet to share ideas and strategically change their instructional practice;
- They implement the improved instructional practices in their classrooms;
- They continuously assess student results and adjust their lessons accordingly.

We have all embarked upon a process that will be in place for many years, a process of teacher empowerment and ownership, a process of making decisions collaboratively based on data on student learning. A tremendous amount has been accomplished already and the culture of collaboration focused

## **ANNUAL REPORT 2004**

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on student learning is growing stronger. We are impressed with the professionalism and talent with which teams tackle their work and the quality of the discussions taking place. Our staff's hard work and dedication is making a difference for students and has already made Littleton a district that attracts high quality teaching staff looking for a collaborative, caring culture.

Paul A. Livingston  
Superintendent of Schools

## **TOWN OF LITTLETON**

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### **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, 2004 , including CASE students, is 460 students.

With the help of the PTSA, in March, Author Illustrator Week continued at Shaker Lane. Various authors and illustrators came to Shaker Lane to share their work with our students. A highlight of the week was 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, Shaker Lane's faculty opened the school year clearly focused on improving student achievement and committed to continuing the curriculum work that started two years ago. Working in Professional Learning Teams, staff developed specific measurable goals that focus on student achievement. On Early Release days, staff collaborate on curriculum content and design, assessment development, share samples of student learning and clarify the process of standards implementation. Teachers collaborate with other team members to discuss best practices in education, the prevention of failure, instructional methodology and assessment.

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 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.

This year, we welcomed Angela Antosh, Rosaria Cochis, and Jo-ann Smith to our staff. Mrs. Cochis is a Special Education teacher, replacing Dawn Taylor who moved to Georgia with her family. Ms. Antosh is our new .5 Kindergarten Teacher, and Mrs. Smith is a Special Education Teaching Assistant. In June of 2004, Shaker Lane said good-bye to Diann Haduch, who left Shaker Lane to take a position at the Reuben Hoar Library. Julia Abruzzese has replace Mrs. Haduch in our library.

In September of 2004, Shaker Lane began a full-day tuition based kindergarten program. The implementation of this program

- (a) Allowed topics/concepts to be explored in more depth;
- (b) Provided a more relaxed, unhurried day with more time for a variety of experiences and quality interactions;
- (c) Eliminated mid-day bus run for students;
- (d) Offered fewer disruptions and transitions in a child's life;
- (e) Increased opportunities for parent involvement;

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- (f) Provided teachers more opportunities for student interactions either individually or in small groups.

We are looking forward to this program continuing and expanding in years to come.

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 2004-2005 are: co-chairpersons, Richard Faherty, Principal and Mary Dugan, Parent Representative; Bob O'Neill, Parent Representative; Jo-Ann Dery, Parent Representative; Karen Anderson, Teacher Representative; and Nancy Marrese, Teacher Representative. The School Council is presently focusing on two district goals:

- (a) Create and implement a challenging and comprehensive Pre-K—12 curriculum that meets the needs of all students and is consistent across grade levels.
- (b) Inspire energy and excitement in a respectful, responsive, and creative culture where everyone feels safe taking risks to challenge themselves in pursuit of teaching and learning.

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 M. Faherty, Principal  
Shaker Lane School

### RUSSELL STREET SCHOOL PRINCIPAL

The Russell Street School serving students in grade three through five is the second stage of the child's educational experience in Littleton, 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 380 students, we currently have six third grade, five fourth grade and six fifth grade classrooms with class size ranges from 19 - 20 students in third grade, 20 – 22 students in fourth grade and 21 – 24 students in fifth grade. We presently have 52 staff members, which includes professional, support and service personnel to meet the needs of all of our students. This year we are fortunate to have several new classroom teachers and several specialists join our staff, resulting from retirements, resignations or leaves of absence.

We offer a sequentially structured curriculum and educational practices which encourage our children to realize their highest potential for learning while enabling them to acquire a body of knowledge including the application of reasoning analytical and technological skills. Our environment encourages students to develop an appreciation for cultural diversity and an awareness of the interdependence of the global community.

The focus to continuously improve is a constant goal at the Russell Street School. Our School Council, with staff, parent and community representatives developed a long range School Improvement Plan identifying both short and long-term goals which was approved by the School Committee in December. Teachers through their actions, course work, grade level meetings, parent meetings and professional interactions are focused on how they can enrich the lives of students and prepare them for the challenges

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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. MCAS will be administered statewide this spring in grade three for reading, grade four for language arts and math and grade five for science and technology. With the No Child Left Behind Act MCAS tests will be expanded at the third and fifth grade with math being introduced at third grade and reading and social studies being introduced at fifth grade. MCAS results combined with other assessment results will give us a comprehensive overview of how well our students are mastering the standards set at each grade level.

Russell Street provides a warm and inviting learning environment that supports the needs of all children. We are proud of every student's 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, One Room Schoolhouse, Historical Society, classical music demonstrations, art projects, Worcester Art Museum, Higgins Armory Museum, Christa McAuliffe Center, Old Burial Ground in Littleton, 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 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.

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 McIntosh Computers and at least one computer in each classroom. Through the generosity of the PTSA we now 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. Students are incorporating the use of computers and the Internet in researching and supporting academic areas being taught.

In my third year as the Russell Street School Principal I am most appreciative of the support and warm welcome I have received. 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,

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and the time and effort you give. I would also like to extend my appreciation to Dr. Livingston, our Superintendent, and members of our School Committee for their support and commitment given to the children of Littleton.

Jane R. Hall, Principal  
Russell Street School

## MIDDLE SCHOOL PRINCIPAL REPORT

The 2004-2005 school year began with a new principal at the helm, as well as several new staff members. Mr. Kevin Moran assumed the principal's position as the previous principal, Mr. Robert Moore, accepted an administrative position in New York. New staff members were hired in the areas of foreign language, English/language arts, mathematics and the library.

Each level reflects one team of teachers comprised of the four major subject areas and a foreign language teacher dealing with students on that grade level. The daily schedule meets the needs of the students, staff and the building. A comprehensive variety of curricular, co-curricular and extra curricular activities are learning appropriate for our middle school adolescents. The four major subject areas offered at each grade level team are English/language arts, science, mathematics and social studies. Three foreign languages are offered, Spanish, French (grades 7 & 8) and Latin (grade 6). Special education services are available to all students that qualify for this program. The unified arts staff offers subjects such as: applied math & science, art, music, library, physical education, reading, computer, community outreach, band, and chorus.

As part of a middle school philosophy, team members have a daily common planning time noted in their schedules. During this common planning time, staff members discuss students, curricular, and meet with parents. A significant amount of parent conferences occur at the middle school.

Through district-wide professional development, all K-12 staff members are participating in a program focused on assessment, curriculum, and MCAS.

In March, the middle school will participate in student-led conferences for the second straight year. This is a different type of parent conference where students organize and lead the conference focusing on their strengths and weaknesses and how to improve. The middle school improvement plan was developed by the middle school council that evidences individual school and district goals and plans.

A large number of our middle school students participate in intramural and interscholastic programs such as football, field hockey, soccer, basketball, baseball, softball, and cheerleading. Other co-curricular opportunities are also available such as Destination Imagination, math counts, art club, cooking club, yearbook, Latin and Roman culture club, drama club, student council, National Junior Honor Society, and the annual talent show.

Other notable events such as the Geography Bee, Spelling Bee, Reader's Digest Challenge, and writing contest take place during the school year. The annual Turkey Trot – a food donation project for the Devens food pantry, Loaves & Fishes, saw our students collect over three thousand items. The annual Coats for Kids coat drive also took place again this year. Assembly programs dealing with a number of issues relevant to our students occur from time to time. The middle school student exhibits unique developmental needs. A combination of structure and consistency with flexibility and nurturing helps our students develop and grow. Littleton Middle School, on a daily basis, strives to meet the emotional and

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developmental needs of all of our students. The students and staff are working together to make Littleton Middle School one of the best in the area.

“Whatever it takes, we will learn”

Kevin F. Moran, Principal  
Littleton Middle School

### **HIGH SCHOOL PRINCIPAL REPORT**

During the winter months of January and February, Guidance Counselors Carolyn Banach and Harriet Kodis presented the annual College Planning Night for eleventh grade students and their parents. The counselors presented information through a power point presentation, issued booklets entitled Stepping into the Future and demonstrated the use of Naviance software. The Leadership Team developed the Program of Study for the 2004-05 school year. Changes included the elimination of the lower academic level and the addition of the following courses: Advanced Placement Spanish, Advanced Placement Art History, Advanced Placement Studio Art, Senior Projects, Russian History, Theater Arts, and History and Film – When Soldiers Come Home. In addition, demonstrating proficiency in Computer Skills and Applications became a graduation requirement for all incoming freshmen and subsequent classes.

In March, members of the high school faculty presented the Grade Eight Parent Orientation Program for the parents of students who would be entering the high school as freshman in September. The student course selection process began in March and concluded in April. The capacity for efficient scheduling and computerized record keeping was enhanced by the transfer to the Rediker software program. School Nurse Patricia Trahman and Wellness instructor Michael Lynn organized a Healthy Adolescent Choices Program. They also followed up by presenting an all-school assembly on the topic of substance abuse, which was presented by the Improbable Players.

In April, the Littleton High School Drama Program presented the musical Bye-Bye Birdie as the second school theatrical performance in the new Littleton High School Auditorium. Members the School Council met to review the high school budget, revise the student handbook, and monitor the school improvement plan. The data driven school improvement plan is aligned to the mission and vision of our high school and school district.

In May, the Littleton Scholarship Trust met and again determined the distribution of over \$100,000 in scholarship grants for Littleton High School graduates. The Senior Class enjoyed their traditional events, which include: the Duck Tour field trip in Boston, Senior Count-Down, Senior Send-off and the Senior Class Trip. The Chorus took a cultural field trip to New York City, the Chorus and Band performed the Spring Concert, and the Jazz Band presented their annual Jazz Night. MCAS exams were administered. Again, all seniors earned passing scores in the MCAS high-stakes graduation requirement testing.

In June, Littleton High School conducted its 116<sup>th</sup> graduation ceremony. June also brought the retirements of several of Littleton High School's beloved teachers. They were Elizabeth Leonard (Science Department Head and teacher of A.P. Biology), Shannon Webster (English Department Head and teacher of A.P. English), Eric Turner (Mathematics teacher, including A.P. Calculus). Another teacher of an Advanced Placement course (U.S. History), Kerry Lynch, left to assume an administrative position in a neighboring community.

High priority was given to recruiting and hiring new teachers. The following are new members of the Littleton High School faculty: Helen Boland (Science), Avon Lewis (Science), Jack Kim (Mathematics),

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Philip Oslin (Mathematics), Nelina Backman (English), Michael Schaller (English), Erik Arnold (Social Studies), Tom MacIntyre (New Media) and David Lezenski (Mathematics and Athletic Director). In addition, the following Department Heads were appointed: Marie Holt-English; Brendan O'Connell-Social Studies; and Sarah Berlinger-Science.

In the fall, Littleton High School offered its annual Back-to-School Night, during which parents attend brief presentations by their children's teachers. The Athletic Department sponsored a Chemical Health Awareness Night for all athletes and their parents. Guidance Counselors and administrators offered a program to parents and students entitled The High School Athlete and the College recruiting Process. The traditional Homecoming and Thanksgiving pep rallies and football games were spirited and well-supported. The Rotary Club recognized high school students for their accomplishments in the Interact Club.

The theme for Professional Development for the 2004-05 school year has been the creation of a Professional Learning Community. To that end, Team Leaders meet weekly and lead ongoing professional development activities throughout the school year. This initiative has resulted in the review of the learning outcomes for each course offered, development of common Mid-Year Exams, and the establishment of Guided Study for academic support services.

Robert R. Desaulniers, Principal  
Littleton High School

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## **LITTLETON ENROLLMENT BY GRADES**

### **OCTOBER 1, 2004**

<b><u>GRADE</u></b>	<b><u>BOYS</u></b>	<b><u>GIRLS</u></b>	<b><u>TOTAL</u></b>
Pre-K	21	19	40
K	68	55	123
T	11	8	19
1	60	67	127
2	61	76	137
3	73	57	130
4	52	64	116
5	63	76	139
6	56	58	114
7	54	55	109
8	62	59	121
9	53	40	93
10	36	56	92
11	56	55	111
12	38	37	75
<b>TOTALS</b>	<b>764</b>	<b>782</b>	<b>1546</b>

### **TEN-YEAR HISTORY – LITTLETON PUBLIC SCHOOLS ENROLLMENT**

<b><u>YEAR</u></b>	<b><u>TOTAL PUPIL ENROLLMENT OCTOBER 1</u></b>	<b><u>NUMBER INCREASE/ DECREASE</u></b>	<b><u>PERCENT INCREASE/ DECREASE</u></b>
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

Number of School Choice (non-resident) students attending Littleton Public Schools during 2004-2005 school year: 27

Number of Littleton Students at Nashoba Valley Technical School: 25

Students from Littleton Attending Special Classes in Out-of-District Schools: 33

### **PUBLIC SHADE TREE COMMITTEE**

The Shade Tree Committee consists of the Tree Warden and four members appointed by the Selectmen. We work with the Highway Department to beautify Littleton through the planting, protection, and care of shade trees throughout town. Normally we are funded by a line item in the Highway Dept. budget, this year, due to cuts, we were unfunded. The shortfall was picked up by the Littleton Light Department which has always been supportive of our work and deserves all our thanks. Meetings are open to the public and are held the second Tuesday of the month at 9:30 a.m. at the Conservation Commission Office in the Town Office Building.

Every few years the Committee offers free bare root trees to home owners. This year the Highway Department planted 10 Scholar Trees (*Sophora Japonica*) and 10 Amur Cork Trees (*Phellodendron amurense*). In years past these trees have done very well, however this year's batch appear to be struggling. Please give them extra care this summer.

Every year the Committee, along with the Littleton Country Gardeners and the Light and Water Department, gives small trees to the third grade students. This year we gave Cornelian Cherry Dogwoods (*Cornus mas*), an early yellow flowering tree, as part of the annual Arbor Day celebration.

The Highway Department planted 14 large trees, three of which were paid for by individuals in memory of a mother, a husband and a child, as a part of our Memorial Tree Program. Their names are engraved on a plaque in the Library.

The Committee continues to track the progress of trees planted by us in previous years, aiding future decisions about species, planting methods, and maintenance requirements.

We continue to review subdivision plans passed on to us by the Planning Board. All new subdivisions require shade tree plantings according to our bylaws. For older subdivisions or neighborhoods in need of trees, the Committee welcomes local initiatives and would eagerly work with any small group or individual. Contact any member to share ideas or ask questions.

Kim Ahern  
Barbara Chapin  
Jim Clyde, Tree Warden  
Rick Findlay  
Walter Higgins

### **PARK AND RECREATION COMMISSION**

The Park and Recreation Commission is a town board 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

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and Recreation is located at the Shattuck Street Community Building and the office is open Monday through Friday.

Due to budget cuts that were necessary in all town departments, Park and Recreation decreased office hours during the winter months and cut special events in order to accommodate the decreased budget. We realize that this may have been an inconvenience to some residents, and we are holding out hope that we will be back to normal in the next fiscal year.

We look forward to offering even more programs and special activities in the year ahead, including more programs for middle school aged youth, and increased camp offerings in the summer. The upcoming year will see the construction of a new boat house facility at Long Lake, a project that we are funding solely through donations volunteer service.

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,

Ivan Pagacik, Chair

Brian Richter, Vice-Chair

Gregg Champney, Member

Fredrick Freund, Member

James Ray, Member

## **CEMETERY COMMISSION**

Westlawn Cemetery continues to be a quietly busy place. And this year was no exception. Two of the roads were rebuilt and paved in the ongoing process to upgrade the roads in the cemetery. Two brick walks were laid in the main garden area. The Buy-a-Brick program met the initial goals and is still underway. Take a stroll along the paths and see how many names you recognize. As you meander along the brick paths toward the gazebo, one comes across the lovely addition of a "Butterfly Garden", which is most attractive and will continue to be as it matures. Some new flowering shrubs have been added in various places throughout the property. The Memory Tree and Bench Programs continue to grow in popularity and strength. Visitors will notice markers dedicated to those whose memories are being preserved by family members.

At the Old Burying Ground it has become clear that Lucy Meade is definitely not in the Tomb off White Street. The question remains as to who is.

Spring will see the completion of the Whitcomb Circle area in front of the Cemetery Administration Building. This is a complete overhaul of the circle with brick work, low shrubs and flowers. It is planned to be ready for Memorial Day.

The World Series Victory by our Boston Red Sox was celebrated by a number of families who placed banners, balloons and other Red Sox memorabilia at family graves to honor all who delight in the curse finally being broken.

The Cemetery Commissioners are grateful for the continued professional association we have with Walter Higgins and Craig Sullivan who maintain the cemeteries in peak condition and are always coming up with creative, innovative and wonderful projects; and who provide a level of dedication and loyalty we greatly admire.

David Badger – Chairman

Deb Williams – Secretary

Susan Fougstedt – Treasurer

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## VETERANS AGENT REPORT

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](http://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 of veterans in Westlawn Cemetery this year. We honor their service and mark their passing below:

Ernest M. Olson	U.S. Army	WW II
Robert J. White	U.S. Army	WW II
Genevieve (Findle) Duffy	U.S. Army (Nurse)	WW II
Edgar Bibeault	U.S. Navy	WW II
William H Champaigne	U.S. Air Force	VIETNAM
Ralph A. Moody	U.S. Army	WW II
Edward Hart	U.S. Army	WW II
William Shea Jr.	U.S. Navy	WW II
Albert A. Napolitano	U.S. Army	WW II
Richard R. Bennett	U.S. Army	KOREA
June (Piper) Gormly	U.S. Navy	WW II
Edgar P. Romilly	U.S. Army	WW II
Andrew H. Anderson	U.S. Army	WW II

The following veterans were inadvertently left off the report from last year:

Arthur H. Trepanier	U.S. Army	WW II
Edwin Lilha Sr.	U.S. Army	WW II
John R. Stenstrom Sr.	U.S. Navy	WW II
Harold F. Nordberg	U.S. Army	WW II
Dean H. Couper	U.S. Army	WW II

Veterans in need of assistance or information may contact me at 978-952-2325 or e-mail, [www.mcrae@littletonma.org](mailto:www.mcrae@littletonma.org) . You may always visit the office in Room 222, at the Town House, between 9:00 am and Noon on Monday and Thursday's.

Allen McRae  
Veterans Agent

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## **BOARD OF HEALTH**

**YEAR ENDING DECEMBER 31, 2004**

The Littleton Board of Health, your health board, is a five-member elected board. It is the Board's charter to see that Littleton's public health and environment are kept in balance. The Board's primary business is reviewing private wastewater/septic treatment system for existing homes and new construction. Occasionally, we review larger scale systems. All systems are reviewed for their technical merit and protection to public health and the environment based on State and local regulations. We also review building plans for additions and new construction to ensure they meet the limitations set forth on the septic system permits. Other duties include reviewing and issuing beaver control permits and tobacco permits. Additionally, Board of Health members are asked to serve and/or attend other town board meetings; Peter Cassinari serves on the Senior Housing Committee and Stephen Foss serves on the Clean Lakes Committee as well as attending numerous meetings such as Zoning Board of Appeals; Planning Board and Conservation Commission meetings as projects require Board of Health input. We periodically consult with Town Counsel to solicit legal advice, but we generally rely on Nashoba Associated Boards of Health (NABOH) for advice. During 2004, the Board, through our agent at NABOH, continued in the State's Emergency Preparedness and Bio-Terrorism program. The State program provided the Board office equipment and other emergency tools at no cost to the Town.

In 2004, the Board held 35 regular Board meetings; approved 112 septic system permits; 11 well permits and 54 Food Service permits. There were \$6734.00 dollars collected in fees. These fees are deposited in the general fund to help offset expenses.

The Board's health agent, Ira M. Grossman, R.S., NABOH, conducts most of the field work and inspections for the Board. Board members also conduct some site walks to investigate environmental conditions before making critical decisions. Along with Mr. Grossman's contributions to Littleton's health, environment and endless technical assistance, NABOH plays a huge role for the citizens in Littleton through it's dental clinics, nursing visits, hospice and more. For more on their activities, please view NABOH's report in the following pages.

The Board receives many phone calls and letters from concerned citizens. Some of these reports involve investigation, enforcement or just a recommendation. We would like to thank all of these citizens who call and write to us and urge you to continue informing us of all of your concerns and ideas.

The Board of Health office hours are Monday through Thursday. 8:00 a.m. – 2:00 p.m. You can also reach us through the Town's website at [Cantillo@littletonma.org](mailto:Cantillo@littletonma.org)

Respectfully Submitted,

Stephen Foss, Chairman, Peter M. Cassinari, Vice-Chairman, Thomas Grady, Member, Joseph Prendiville, Member, and Robert Zimmerman, Clerk

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## NASHOBA ASSOCIATED BOARDS OF HEALTH

**Nashoba Associated Boards of Health** continues to serve the local Board of Health in meeting the challenges of environmental and public health needs in Littleton. In 2004 particular efforts were made to respond to a series of new service demands in the Environmental Division while adjusting to changes in the Nursing Division created by national trends in health care. Some of the new service demands included:

- Maintaining Nashoba's internet web site to provide information for the public.
- (See [nashoba.org](http://nashoba.org))
- Through our involvement in the Bioterrorism Regional Coalition we are keeping the Littleton Board of Health up-to date on matters of emergency preparedness planning
- Response to the bioterrorism threat through coordination and communication with the Centers for Disease Control, the MDPH, and the Massachusetts Emergency Management Agency and through coordination and communication with the Northern Middlesex Regional Emergency Planning Committee (LEPC) of which Littleton is a member.
- Response to the West Nile Encephalitis (WNV) surveillance effort through coordination with MDPH, through the collection of suspected bird samples, submittal to the MDPH lab, and follow-up when the lab results were obtained.
- Response to health related impacts of beavers through coordination with the local Board of Health in the issuance of the necessary permits.
- Response to state mandated changes in regulations requiring more frequent beach sampling through sample collection, submittal for analysis, and follow-up when results were obtained.

We look forward to continuing our work with **Littleton's Board of Health**. Included in the day-to-day work of Nashoba in 2004 were the following:

- Through membership in the Association Littleton benefited from the services of Nashoba staff including: **Registered Sanitarians, Certified Health Officers, Registered Nurses, Nutritionists, Registered Physical & Occupational Therapists, Licensed Social Workers, Certified Home Health Aides, and Registered Dental Hygienists**
- Nashoba Nursing Service is the regional vaccine depot for MDPH. As such it is a valuable resource for the regular distribution of vaccines to physicians in the area, provides regular public immunization clinics, and is positioned and equipped to provide for larger scale immunizations should MDPH require them.
- Provided health education programs in collaboration with the Littleton Council on Aging.
- Collaborated with Montachusett Home Care around elders at risk and other safety issues
- Continued participation in pilot project for home health nursing staff to more effectively and efficiently maintain patient records through use of palm-held computers. Use daily downloaded data for scheduling, chart maintenance, and records access. Database refreshed daily by uploading at day's end.
- Reviewed **128** Title 5 state mandated private Septic System Inspections for **Littleton** Board of Health. Received, reviewed, and filed these state mandated (but unfunded) Title 5 inspections. Corresponded with inspectors regarding deficiencies; referred deficient inspections to Littleton Board of Health for enforcement action

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

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## **TOWN OF LITTLETON**

Environmental Health Department

### **Environmental Information Responses**

**Littleton Office (days).....59**

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

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

**Food Service Licenses & Inspections .....54**

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

**Beach/Camp/School Inspections.....20**

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

**Housing & Nuisance Investigations .....16**

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

**Septic System Test Applications .....112**

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

**Septic System Lot Tests .....259**

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

**Septic System Plan Applications .....113**

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

**Septic System Plan Reviews .....128**

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

**Septic System Permit Applications (new lots) .....70**

**Septic System Permit Applications (upgrades).....42**

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

**Septic System Construction Inspections .....131**

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

**Septic System Consultations .....202**

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

# ANNUAL REPORT 2004

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**Well Permits.....11**

**Well Consultations/Water Quality.....19**

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

**Rabies Clinics - Animals Immunized.....0**

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

## **Nashoba Nursing Service**

**Nursing Visits.....2179**

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

**Hospice .....140**

Nashoba's Certified Home Hospice provides full range of terminal care services to patients who elect this program. In addition to nursing and therapy services, Hospice patients may benefit from nutrition, social work, and spiritual bereavement care as well as volunteer services.

**Rehabilitative Therapy Visits .....990**

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

**Medical Social Service Visits.....19**

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

**Home Health Aide Visits      790**

Nashoba's Certified Home Care Aides provide assistance with bathing dressing, exercises and meal preparation.

## **Local Well Adult, Support Groups, & Other**

**Clinic Visits.....335**

Included are participants in the well adult, hepatitis, pneumovax and tetanus clinics. Flu immunization clinics served 50 persons. Other clinics included cholesterol, exercise, mental health and bereavement clinics.

## **Communicable Disease Reporting & Control**

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

- Investigate and control the spread of communicable diseases within **Littleton** (MGL Chap111, Sec 6, 7, and 92-116). Nashoba works with the Massachusetts Department of Public Health (MDPH) in this area.
- Receive and process reports from physicians concerning cases of diseases "dangerous to the public health" as defined by MDPH (MGL Chap111, Sec6)
- Notify MDPH Division of Epidemiology and Immunization within 24 hours of receiving notice of any case "dangerous to the public health".

## **TOWN OF LITTLETON**

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- Receive reports and undertake follow-up as necessary regarding certain food borne and waterborne diseases and diseases being monitored by the MDPH.
- Receives reports, investigates and conducts follow-up on all incidences involving positive rabies results.

### **Dental Health Department**

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

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

<b>Students Eligible.....</b>	<b>400</b>
<b>Students Participating .....</b>	<b>209</b>
<b>Referred to Dentist.....</b>	<b>25</b>

#### **Instruction - Grades K, 1 & 5**

Nashoba's Registered Dental Hygienists also provide classroom instruction of cleaning and maintaining health teeth to all children in these grades.

<b>Number of Programs .....</b>	<b>17</b>
<b>Students Participating .....</b>	<b>377</b>

#### **Fluoride Rinse Grant Program (State Supplied Materials, Nashoba Administered, Local Volunteers)**

<b>Students Participating .....</b>	<b>0</b>
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# ANNUAL REPORT 2004

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## ANNUAL TOWN MEETING WARRANT

MONDAY, MAY 9, 2005

*Commonwealth of Massachusetts, Middlesex, ss:*

To the Constable of the Town of Littleton, Massachusetts in said County:

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 Gymnasium of the Middle School on Russell Street in said Littleton, on Saturday, the seventh day of May, 2005 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 seventh day of May, 2005, then and there to act on the following articles, viz:

### **ARTICLE 1:**

One Moderator for one year; one Tax Collector for three years; one Treasurer for one year; two Selectmen for three years; one Cemetery Commissioner for three years; one Commissioner of Trust Funds for three years; one Park and Recreation Commissioner for three years; one Assessor for three years; two Board of Health members for three years; one Electric Light Commissioner for three years; one Water Commissioner for three years; two School Committee members 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 \$190,000.00 in real estate and personal property taxes for the purpose of purchasing new capital equipment for the Highway Department for the fiscal year beginning July 1, 2005?

### **QUESTION 2:**

Shall the Town of Littleton be allowed to assess an additional \$30,000.00 in real estate and personal property taxes for the purpose of providing a security alarm system for Littleton High School for the fiscal year beginning July 1, 2005?

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

YOU ARE FURTHER REQUIRED IN THE NAME OF THE COMMONWEALTH OF MASSACHUSETTS TO NOTIFY THE LEGAL VOTERS OF SAID TOWN OF LITTLETON AS AFORESAID TO MEET AT THE **MIDDLE SCHOOL GYMNASIUM** ON RUSSELL STREET IN SAID LITTLETON ON MONDAY, THE NINTH DAY OF MAY, 2005 AT 7:00 P.M., THEN AND THERE TO ACT UPON THE FOLLOWING ARTICLES:

### **ARTICLE 1:**

To choose all other necessary Town Officers and Committees.

### **ARTICLE 2:**

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

# **TOWN OF LITTLETON**

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## **ARTICLE 3:**

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, 2005, 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.

## ***BOARD OF SELECTMEN***

## **ARTICLE 4:**

To see if the Town will vote to raise and appropriate and/or transfer from available funds in the Treasury 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 2006

<b><i>LINE ITEM</i></b>	<b><i>APPROPRIATED</i></b>	<b><i>RECOMMENDED</i></b>
	<b><i>FY 05</i></b>	<b><i>FY 06</i></b>
<b><i>GENERAL GOVERNMENT</i></b>		
<b>Moderator</b>		
1. Moderator	\$0.00	\$0.00
<b>Selectmen/Town Administrator</b>		
2. Salaries and Wages	\$101,072.00	\$97,989.20
3. Expenses	\$14,700.00	\$14,700.00
4. Legal Expense	\$25,000.00	\$75,000.00
<b>Town Accountant</b>		
5. Salaries and Wages	\$68,560.00	\$67,244.26
6. Expenses	\$2,275.00	\$2,275.00
7. Audit Expense	\$21,750.00	\$21,750.00
<b>Facilities Management</b>		
8. Salaries and Wages	\$10,000.00	\$19,230.00
9. Expenses	\$136,469.00	\$196,500.00
<b>Elections and Registrations</b>		

# ANNUAL REPORT 2004

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<i><b>LINE ITEM</b></i>	<i><b>APPROPRIATED</b></i>	<i><b>RECOMMENDED</b></i>
	<i><b>FY 05</b></i>	<i><b>FY 06</b></i>
10. Salaries	\$4,862.00	\$4,771.70
11. Expenses	\$6,370.00	\$6,370.00

## **Conservation Commission**

12. Clerk	\$15,000.00	\$14,656.45
13. Expenses	\$1,726.00	\$1,726.00

<i><b>LINE ITEM</b></i>	<i><b>APPROPRIATED</b></i>	<i><b>RECOMMENDED</b></i>
	<i><b>FY 05</b></i>	<i><b>FY 06</b></i>

## **Treasurer**

14. Salaries and Wages	\$81,600.00	\$80,030.77
15. Expenses	\$5,963.00	\$5,963.00
16. Short Term Interest	\$70,000.00	\$131,397.20
17. Tax Title Expenses	\$12,000.00	\$12,000.00

## **Tax Collector**

18. Salaries and Wages	\$40,471.00	\$39,681.62
19. Expenses	\$8,505.00	\$8,505.00

## **Board of Assessors**

20. Salaries and Wages	\$119,976.00	\$117,679.90
21. Expenses	\$4,700.00	\$4,700.00

## **Town Clerk**

22. Salaries and Wages	\$41,833.00	\$41,017.63
23. Expenses	\$650.00	\$650.00

## **Planning Board**

# TOWN OF LITTLETON

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<b>LINE ITEM</b>	<b>APPROPRIATED</b>	<b>RECOMMENDED</b>
	<b>FY 05</b>	<b>FY 06</b>
24. Salaries and Wages	\$28,314.00	\$27,773.65
25. Expenses	\$1,197.00	\$1,197.00

## Finance Committee

26. Expenses	\$2,000.00	\$2,000.00
27. Reserve Fund	\$75,000.00	\$75,000.00

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**TOTAL GENERAL GOVERNMENT** **\$899,993.00** **\$1,069,808.38**

## PROTECTION OF PERSONS AND PROPERTY

### Police Department

28. Salaries and Wages	\$1,033,297.00	\$982,485.77
29. Expenses	\$69,252.00	\$69,252.00
30. Parking Clerk Expenses	\$0.00	\$400.00

### Fire Department

31. Salaries and Wages	\$531,834.00	\$511,248.84
32. Expenses	\$72,365.00	\$66,945.00
<i>Transfer from Ambulance Receipts</i>		<b>(\$170,000.00)</b>

### Control Center

33. Salaries and Wages	\$222,160.00	\$219,426.16
34. Expenses	\$18,352.00	\$18,352.00

### Animal Control

35. Contract Expenses	\$0.00	\$0.00
<i>Transfer from B. Sampson Relief of Animals Fund</i>		<b>(\$500.00)</b>

# ANNUAL REPORT 2004

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<i><b>LINE ITEM</b></i>	<i><b>APPROPRIATED</b></i>	<i><b>RECOMMENDED</b></i>
	<i><b>FY 05</b></i>	<i><b>FY 06</b></i>
<b>Emergency Management</b>		
36. Emergency Management Agency	\$0.00	\$6,300.00
<b>Sealer of Weights and Measures</b>		
37. Expenses	\$0.00	\$0.00
<b>Building Commissioner</b>		
38. Salaries and Wages	\$67,291.00	\$65,697.55
39. Expenses	\$1,863.00	\$1,863.00
<b>Board of Appeals</b>		
40. Wages	\$3,730.00	\$3,730.00
41. Expenses	\$1,200.00	\$1,200.00
<b>TOTAL PROTECTION OF PROPERTY</b>	<hr/> <b>\$2,021,344.00</b>	<hr/> <b>\$1,946,900.32</b>
<b>HEALTH AND SANITATION</b>		
<b>Board of Health</b>		
42. Wages	\$22,243.00	\$21,818.52
43. Expenses	\$2,020.00	\$2,020.00
44. Animal Inspector	\$1,300.00	\$1,300.00
45. Town Nursing Salary	\$7,944.00	\$7,944.00
46. Eliot Clinic	\$3,780.00	\$0.00
47. Concord Family Services	\$3,000.00	\$0.00
<b>TOTAL HEALTH AND SANITATION</b>	<hr/> <b>\$40,287.00</b>	<hr/> <b>\$33,082.52</b>
<b>HIGHWAYS</b>		
<b>General Highways</b>		

# TOWN OF LITTLETON

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<b>LINE ITEM</b>	<b>APPROPRIATED</b> <i>FY 05</i>	<b>RECOMMENDED</b> <i>FY 06</i>
48. Salaries	\$653,389.00	\$564,127.56
49. Expenses	\$343,450.00	\$403,886.00
50. Snow and Ice Removal - Expense	\$41,400.00	\$41,400.00
51. Snow and Ice Removal - Overtime salaries	\$41,700.00	\$41,700.00
<i>Transfer from Transfer Station Stickers</i>		
 <b>TOTAL HIGHWAYS</b>	 <b>\$1,079,939.00</b>	 <b>\$1,051,113.56</b>
 <b>Cemetery Department</b>		
52. Salaries and Wages	\$96,656.00	\$95,312.80
53. Expenses	\$29,160.00	\$29,160.00
<i>Transfer from Sale of Lots</i>		<i>(\$8,000.00)</i>
<i>Transfer from Interest on Perpetual Care</i>		<i>(\$22,500.00)</i>
<i>Transfer from Perpetual Care Trust</i>		<i>(\$78,972.80)</i>
 <b>TOTAL CEMETERIES</b>	 <b>\$125,816.00</b>	 <b>\$124,472.80</b>
<b>LINE ITEM</b>	<b>APPROPRIATED</b> <i>FY 05</i>	<b>RECOMMENDED</b> <i>FY 06</i>
 <b>Veteran's Services</b>		
54. Benefits and Services	\$0.00	\$1,000.00
55. Veteran's Agent Salary	\$2,500.00	\$2,500.00
56. Expenses	\$0.00	\$750.00
 <b>TOTAL VETERAN'S SERVICES</b>	 <b>\$2,500.00</b>	 <b>\$4,250.00</b>
 <b>Reuben Hoar Library</b>		
57. Salaries and Wages	\$299,076.00	\$238,400.79
58. Expenses	\$88,676.00	\$83,853.00

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<b>LINE ITEM</b>	<b>APPROPRIATED</b>	<b>RECOMMENDED</b>
	<b>FY 05</b>	<b>FY 06</b>
Transfer from Library Trust funds		(\$20,000.00)
<b>TOTAL LIBRARY</b>	<b>\$387,752.00</b>	<b>\$322,253.79</b>

## **Council on Aging**

59. Salaries and Wages	\$49,330.00	\$48,334.84
60. Expenses	\$16,389.00	\$16,389.00
<b>TOTAL COUNCIL ON AGING</b>	<b>\$65,719.00</b>	<b>\$64,723.84</b>

## **Park and Recreation Department**

61. Salaries and Wages	\$69,213.00	\$48,184.30
62. Expenses	\$2,963.00	\$0.00
<b>TOTAL RECREATION DEPARTMENT</b>	<b>\$72,176.00</b>	<b>\$48,184.30</b>

## **Pensions and Benefits**

63. County Retirement	\$627,738.00	\$851,397.00
64. Group Insurance	\$1,814,834.00	\$1,995,554.00
<b>TOTAL PENSIONS AND BENEFITS</b>	<b>\$2,442,572.00</b>	<b>\$2,846,951.00</b>

## **Unclassified**

65. Gasoline	\$50,000.00	\$90,000.00
66. Insurance	\$231,000.00	\$275,000.00
67. Memorial Day	\$500.00	\$1,000.00
68. Patriots' Day	\$50.00	\$50.00
69. Historical Commission	\$700.00	\$3,100.00
70. Merrimack Valley Library Consortium	\$0.00	\$0.00
71. Telephone - Town Offices	\$40,000.00	\$60,000.00

# TOWN OF LITTLETON

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<b>LINE ITEM</b>	<b>APPROPRIATED</b>	<b>RECOMMENDED</b>
	<b>FY 05</b>	<b>FY 06</b>
72. Town Reports	\$7,000.00	\$7,000.00
73. Commission on Disabilities	\$0.00	\$0.00
74. Wastewater Management	\$0.00	\$46,200.00
 <b>TOTAL UNCLASSIFIED</b>	 <b>\$329,250.00</b>	 <b>\$482,350.00</b>

## School Department

75. Salaries and Expenses	\$12,180,000.00	\$11,717,391.48
<i>Transfer from L.H. Zappay Fund</i>		(\$200.00)
<i>Transfer from Hildreth Fund</i>		(\$1,500.00)
<i>Transfer from Goldsmith Fund</i>		(\$100.00)
<i>Transfer from Johnson School Fund</i>		(\$200.00)
 <b>TOTAL SCHOOL DEPARTMENT</b>	 <b>\$12,180,000.00</b>	 <b>\$11,717,391.48</b>

## LINE ITEMS NOT REQUIRING A VOTE

### Assessments

76. Nashoba Valley Technical School	\$166,015.00	\$296,000.00
77. Nashoba Board of Health	\$20,415.00	\$20,415.00
78. B&M Crossing Maintenance	\$2,806.00	\$2,806.00
 <b>TOTAL ASSESSMENTS</b>	 <b>\$189,236.00</b>	 <b>\$319,221.00</b>
 79. Debt and Interest	 \$3,828,549.00	 \$4,079,202.23
<i>Transfer from Stabilization Fund</i>		(\$910,267.00)
<i>Transfer from Electric Light Operating Cash Account</i>		(\$232,350.00)
<i>Transfer from Self Help Reimbursement</i>		(\$18,000.00)
<i>Transfer from Conservation Cell Tower funds</i>		(\$162,737.50)

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<b>LINE ITEM</b>	<b>APPROPRIATED</b> <b>FY 05</b>	<b>RECOMMENDED</b> <b>FY 06</b>
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<b>TOTAL NOT REQUIRING A VOTE</b>	<b>\$4,017,785.00</b>	<b>\$4,398,423.23</b>
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<b>TOTAL MUNICIPAL BUDGET</b>	<b>\$23,665,133.00</b>	<b>\$24,109,905.22</b>
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<b>WATER DEPARTMENT (ENTERPRISE FUND)</b>		
Salaries and Wages	\$537,300.00	\$553,439.00
Expenses	\$709,600.00	\$727,560.00
Debt Service	\$464,499.00	\$450,585.00
Reserve Fund	\$100,000.00	\$100,000.00
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<b>TOTAL WATER DEPARTMENT</b>	<b>\$1,811,399.00</b>	<b>\$1,831,584.00</b>
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<b>TOTAL ARTICLE 4</b>	<b>\$25,476,532.00</b>	<b>\$25,941,489.22</b>

or to take any other action relative thereto.

## **BOARD OF SELECTMEN**

### **Finance Committee:**

#### **ARTICLE 5:**

To see if the amount of \$60,700.00 be raised and appropriated to increase the appropriation voted in the motion pursuant to Article 4 of this Warrant, Library, to a new total of \$\_\_\_\_\_, from the FY06 tax levy and other government revenues of the town provided however, that this additional appropriation shall not take effect unless the Town votes by ballot to allow the Town to assess this amount as additional real estate and personal property taxes in excess of the limits on total taxes imposed by Proposition 2 ½ , so called (Chapter 59, section 21C of the General Laws), or take any other action thereon.

### **Finance Committee:**

### **CITIZEN'S PETITION**

#### **ARTICLE 6:**

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

## **TOWN OF LITTLETON**

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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.

REQUESTED: \$ 12,000.00

**BOARD OF ELECTRIC LIGHT COMMISSIONERS**

*Finance Committee:*

### **ARTICLE 7:**

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow a sum of money to add to the Police and Highway Departments' Major Equipment and Repair Accounts for the purchase and/or lease of new equipment, or for major repairs to existing equipment, or to take any other action relative thereto.

REQUESTED: \$36,457.00

**BOARD OF SELECTMEN**

*Finance Committee:*

### **ARTICLE 8:**

To see if the Town will vote to raise and appropriate the sum of \$30,000.00 to provide for a security alarm system at Littleton High School; provided, however, that this appropriation shall not take effect unless the Town votes by ballot to approve a capital expenditure exclusion authorizing the assessment of this amount as additional real estate and personal property taxes in excess of the limits on total taxes imposed by Chapter 59, section 21C of the General Laws, of, or to take any other action in relation thereto.

REQUESTED: \$30,000.00

**SCHOOL COMMITTEE**

*Finance Committee:*

### **ARTICLE 9:**

To see if the Town will vote to raise and appropriate, transfer from available funds and/or borrow a sum of money to pay for boiler repairs at Littleton High School, or to take any other action in relation thereto.

REQUESTED: \$20,000.00

**SCHOOL COMMITTEE**

*Finance Committee: Recommendation deferred until Town Meeting*

### **ARTICLE 10:**

To see if the Town will vote to raise and appropriate, transfer from available funds and/or borrow the sum of \$2,500.00 to provide for the repair and/or replacement of the entry doors to the Reuben Hoar Library, or to take any other action in relation thereto.

*Finance Committee: Recommend raise and appropriate*

**LIBRARY TRUSTEES**

# ANNUAL REPORT 2004

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## ARTICLE 11:

To see if the Town will vote to raise and appropriate, transfer from available funds and/or borrow a sum of money to add to the Highway Department Major Equipment Repair Account to be used for the purchase of new equipment and/or major repairs to existing equipment, or to take any other action relative thereto.

REQUESTED: \$10,000.00  
*Finance Committee:*

**BOARD OF SELECTMEN**

## ARTICLE 12:

To see if the Town will vote to raise and appropriate, transfer from available funds and/or borrow a sum or sums of money for the purpose of purchasing new capital equipment for the Highway Department; provided, however, that this appropriation shall not take effect unless the Town votes by ballot to approve a capital expenditure exclusion authorizing the assessment of this amount as additional real estate and personal property taxes in excess of the limits on total taxes imposed by Chapter 59, section 21C of the General Laws, or to take any other action relative thereto.

REQUESTED: \$190,000.00  
*Finance Committee: Recommend capital exclusion*

**BOARD OF SELECTMEN**

## ARTICLE 13:

To see if the Town will vote to raise and appropriate, transfer from available funds and/or borrow a sum or sums of money for the Road Repair account, or to take any other action in relation thereto.

REQUESTED: \$20,000.00  
*Finance Committee: Recommend raise and appropriate*

**BOARD OF SELECTMEN**

## ARTICLE 14:

To see if the Town will vote to raise and appropriate, transfer from available funds and/or borrow a sum of money to be used for repairs to the existing fuel station, or to take any other action relative thereto.

REQUESTED: \$22,000.00  
*Finance Committee: Recommend raise and appropriate*

**BOARD OF SELECTMEN**

## ARTICLE 15:

To see if the Town will vote to raise and appropriate, transfer from available funds and/or borrow a sum of money in order to provide for a Household Hazardous Waste Day collection event, or to take any other actions relative thereto.

REQUESTED: \$5,000.00  
*Finance Committee: Recommend raise and appropriate*

**BOARD OF SELECTMEN**

## ARTICLE 16:

To see if the Town will vote to raise and appropriate, transfer from available funds and/or borrow a sum or sums of money for the purpose of funding information technology capital equipment for the Town, or to take any other action relative thereto.

REQUESTED: \$16,959.00  
*Finance Committee: Recommend raise and appropriate*

**BOARD OF SELECTMEN**

# **TOWN OF LITTLETON**

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## **ARTICLE 17:**

To see if the Town will vote to raise and appropriate, transfer from available funds and/or borrow a sum or sums of money for the purpose of purchasing updates to, and new copies of the Code of the Town of Littleton and Assessors Maps, or to take any action relative thereto.

REQUESTED:      \$6,000.00

**BOARD OF SELECTMEN**

*Finance Committee: Recommend raise and appropriate*

## **ARTICLE 18:**

To see if the Town will vote to amend §77-1 of the Littleton Code as follows:

All people are welcome to enjoy themselves upon the lands under the control of the Littleton Conservation Commission from thirty minutes before sunrise to thirty minutes after sunset.

Or to take any other action relative thereto.

**CONSERVATION COMMISSION**

## **ARTICLE 19:**

To see if the Town will vote to amend section 3 of the Littleton Wetland Bylaw to allow reimbursement for town counsel services by the following:

To change the first line in 3.3 to read: In addition to any filing fee imposed by this Bylaw, the applicant shall reimburse the reasonable costs and expenses borne by the Commission for specific expert engineering, consulting, and town counsel services deemed necessary by the Commission in order to issue a decision on the application.

To change the first line of 3.4 to read: The Commission may require services of a consultant and/or an engineer or town counsel at any point in its deliberations prior to a final decision.

To changes section 3.5 by adding a last clause to read as follows: , including reimbursement to the Town for town counsel services.

Or take any other action thereon.

**CONSERVATION COMMISSION**

## **ARTICLE 20:**

To see if the Town will vote to acquire a certain parcel of land for use by the Cemetery Commissioners by purchase, gift, eminent domain or otherwise and to transfer from available funds, and/or borrow a sum or sums of money for such acquisition, or to take any other action in relation thereto.

REQUESTED:

**CEMETERY COMMISSION**

*Finance Committee:*

## **ARTICLE 21:**

To see if the Town will appropriate \$140,000, or some other amount, for the purpose of the in-lake management and eradication of invasive plant species in Spectacle Pond, Long Lake and the pond located in the Newtown Hill Conservation Land, and for the payment of all other costs incidental and related thereto, and to determine whether such amount should be raised by borrowing otherwise, or to take any other action in relation thereto.

**CLEAN LAKES COMMITTEE**

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## ARTICLE 22:

To see if the Town will vote to amend the Code of the Town of Littleton, Chapter 84 "Dogs and Other Animals" by striking Section 84-1 "Dog Licenses" in its entirety and replacing it with the following:

### Sect. 84-1      Dog Licenses

The fees for all dog licenses shall be as follows:

Type of Dog	Fee
Male	\$15.00
Female	\$15.00
Spayed Female	\$10.00
Neutered Male	\$10.00
Dogs Licensed After April 1	\$25.00

Dogs must be licensed prior to April 1<sup>st</sup> every year. The owner or keeper of any dog determined to be unlicensed after May 30th will be subject to a \$25.00 late fee in addition to the dog license fee.

or take any other action relative thereto.

**TOWN CLERK**

## ARTICLE 23:

To see if the Town will vote to amend the fee schedule for the Office of the Town Clerk, consistent with the fees authorized by Chapter 262, Section 34, Clauses 1 through 79 of the General Laws as follows:

CLAUSE	DESCRIPTION	CURRENT FEE	PROPOSED NEW FEE
1	Filing and indexing assignment for the benefit of creditors	\$10.00	10.00
11	Entering amendment of a record of the birth of a child born out of wedlock subsequently legitimized	10.00	20.00
12	Correcting errors in a record of birth	10.00	10.00
13	Furnishing a certificate of a birth	5.00	10.00
13A	Furnishing an abstract copy of a record of birth	4.00	10.00
14	Entering delayed record of birth	10.00	10.00
20	Filing certificate of a person conducting business under any title other than his real name	20.00	30.00
21	Filing by a person conducting business under any title other than his real name of a statement of change of his residence, or his		

## **TOWN OF LITTLETON**

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	discontinuance, retirement or withdrawal from or change of location of such business	10.00	20.00
22	Furnishing certified copy of certificate of person conducting business under any title other than his real name or a statement by such person of his discontinuance, retirement or withdrawal from such business	5.00	5.00
24	Recording the name and address, the date and number of the certificate issued to a person registered for the practice of podiatry in the Commonwealth	20.00	20.00
29	Correcting errors in a record of death	10.00	10.00
30	Furnishing a certificate of death	5.00	10.00
30A	Furnishing an abstract copy of a record of death	4.00	10.00
42	Entering notice of intention of marriage and issuing certificates thereof	15.00	25.00
44	Issuing certificate of marriage	5.00	10.00
44A	Furnishing an abstract copy of a record of marriage	4.00	10.00
45	Correcting errors in a record of marriage	10.00	20.00
57	Recording certificate of registration granted to a person to engage in the practice of optometry or issuing a certified copy thereof	20.00	20.00
58	Recording the name of the owner of a certificate of registration as a physician or an osteopath in the Commonwealth	20.00	20.00
62	Recording order granting locations of poles, piers, abutments or conduits, alterations or transfers thereof, and increase in number of wires and cable or attachments under the provisions of Sec. 22 of Chapter 166	40.00 flat rate 10.00 add'l streets	40.00 10.00
66	Examining records or papers relating to birth, marriage or deaths upon the application of any person, the actual expense thereof, but not less than	5.00	5.00
67	Copying any manuscript or record pertaining to a birth, marriage or death	5.00 per page	5.00/page
75	Filing a copy of written instrument or declaration of trust by trustees of an association or trust, or any amendment thereof as provided by Sec. 2, Ch. 182	20.00	20.00
79	Recording any other documents	10.00 1st page 2.00 add'l page	10.00 2.00

or to take any other action relative thereto.

**TOWN CLERK**

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## **ARTICLE 24:**

To see if the Town will vote to authorize the Selectmen to enter into an intermunicipal agreement with the Town of Boxborough in order to share personnel, resources and technology in the area of public safety, or to take any other action in relation thereto.

## ***BOARD OF SELECTMEN***

## **ARTICLE 25:**

To see if the Town will vote to amend Chapter 173 of the Code of the Town of Littleton, "Zoning", by adding the following new article:

### **Article XXIII Over 55 Housing Developments**

#### **Definitions:**

Affordable Dwelling Unit – A dwelling unit, the value of which is determined by the Department of Housing and Community Development (DHCD) to be affordable by a moderate income family and thus to be included in DHCD's Subsidized Housing Inventory of moderate income housing Dwelling Units for the purpose of compliance with the provisions of Massachusetts General Laws Chapter 40B, Sections 20 through 23.

Low-Income Dwelling Unit – A dwelling unit, the value of which is determined by the Department of Housing and Community Development (DHCD) to be affordable by a low-income family and thus to be included in DHCD's Subsidized Housing Inventory of moderate income housing Dwelling Units for the purpose of compliance with the provisions of Massachusetts General Laws Chapter 40B, Sections 20 through 23.

Moderate Income – Household income not exceeding eighty (80) percent of the median income, with adjustments for household size, as reported by the most recent information from the DHCD.

Low-Income – Household income not exceeding fifty (50) percent of the median income, with adjustments for household size, as reported by the most recent information from the DHCD.

#### **Purpose:**

The purpose of this article is to accommodate the need for affordable and low income housing in Littleton for those over the age of 55.

#### **Special permit:**

- A. The Littleton Planning Board is hereby designated the Special Permit Granting Authority (SPGA) to grant Special Permits for development under the provisions of this Article.
- B. The SPGA may grant a Special Permit for development of a qualified parcel of land in a unified manner as an Over-55 Development.
- C. The SPGA may grant a special permit for an over 55 housing development only upon finding that such use is in harmony with the general purpose and intent of the Zoning Bylaw and the proposal meets the specific provisions set forth under this bylaw. In granting the special permit, the SPGA may also adopt conditions, safeguards, and limitations concerning the use of the property associated therewith, including limitations on open space use.

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## **APPLICABILITY:**

- A. Uses – Structures within an Over-55 Development shall contain residential dwelling units, at least one owner and occupant of which is fifty-five (55) years of age or older (Senior Resident"). All units shall be subject to Restrictive Covenants mandating said restriction, approved as to form by Town Counsel, recorded within the chain of title, which shall be enforceable by a Homeowners Association comprised of the owners of the units within the development. Said restriction shall also be enforceable by the Town as a condition for compliance with this zoning bylaw.
- B. Occupancy – Each Dwelling Unit in an Over-55 Development shall be occupied by at least one person age fifty-five (55) or older. Children under the age of eighteen (18) may not reside in a dwelling unit of an Over-55 Development for more than six (6) months in any nine (9) month period.
- C. All residential projects involving the development of five (5) acres or more of land may submit an application for over-55 housing development that conforms to the requirements of this section.
- D. The Planning Board will either approve the over 55 housing development concept or waive the application to allow the applicant to investigate other development concepts allowed under the zoning bylaw.

## **Approval:**

Approval of an over 55 housing development shall be contingent upon satisfying additional criteria as follows:

**Density:** The parcel being proposed for development can have no more than three (3) times the number of units than are could be constructed with a conventional subdivision in accordance with the Zoning Bylaws if all units are affordable or no more than four (4) times with twenty-five percent low income units.

For example, for a 5-acre development there can be no more than 15 units, unless 5 low-income units are constructed, for a total of no more than 20 units.

**Unit Size:** All units will be two bedrooms or less. Total floor area for each unit shall not exceed 1500 square feet.

**Unit Layout:** Living space (i.e., kitchen, living and/or dining room) and one bedroom must be on the ground floor.

A Homeowners' Association or a Management Company must be formed which would have the legal responsibility for the management and maintenance of the development. The responsibility would include but is not limited to exterior maintenance of buildings, maintenance of driveways and/or parking lots, landscaping maintenance and maintenance of common utilities, including septic systems and wells. In addition, the Homeowners' Association or Management Company would accept responsibility for the maintenance of any Open Space if the Open Space is conveyed to a corporation or trust either of which is composed of the unit owners.

**Development Layout:** Developers are encouraged to present creative layouts that address the town's need for open space.

## **Procedure:**

Applications for an over 55 housing development Special Permit shall be submitted in accordance with the submission requirements specified below.

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- A. Pre-application Review: Before submitting a formal application for a Special Permit under this Article, the applicant is encouraged to meet with the Planning Board, Board of Health, Conservation Commission and Board of Selectmen to present the general concept of the development, and hear the concerns of the town officials that should be considered in the design of the development.
- B. Site Plan Review: Site plan review by the Planning Board is an integral part of the over 55 housing development approval process and shall be conducted prior to any construction or grading on the property.
- C. Request for Determination: A Request for Determination shall be submitted to the Littleton Conservation Commission prior to or concurrent with the submittal of the Special Permit Application to the SPGA.
- D. Site Plan Review Submission: The Applicant shall provide the SPGA with ten (10) sets of a completed application, meeting the submissions requirements of this section. The SPGA shall submit such application to the Board of Health, Conservation Commission, Board of Selectmen, Fire Department, Police Department, Tree Warden, and Highway Department for review and comment. Each board shall have thirty-five (35) days after receipt of the applications to complete such review and comment.

**Submission Requirements:**

- A. A development statement describing the development program, including number of units, types of units, floor area, number of bedrooms, ground coverage, number of low-income units, areas of residential development and common open space as percentages of the total open space area.
- B. A preliminary environmental analysis as defined by the Planning Board Subdivision Rules and Regulations for a Preliminary Subdivision.
- C. Development plans including the following:
  - 1. Conventional Subdivision Plan with sufficient detail, as determined by the Planning Board, to determine the number of dwellings that could be constructed using conventional subdivision layout and in accordance with the Zoning Bylaws.
  - 2. Overall site plan prepared by a registered professional engineer showing locus, existing and proposed topography, all structures to be built or retained. All principal drives, driveways, parking areas, paths and trails, utilities, drainage system, stone wall, sidewalks, property lines, landscaping, community facilities serving the development, and common open spaces, as well as any other information that would be useful to illustrate the proposal.
  - 3. Drawings illustrating the design of buildings and clusters of buildings, and special features of the development.
  - 4. Perspective drawings illustrating views from existing public roads abutting the site after the completion of development.
  - 5. Typical elevation of proposed structures at a scale of 1/8 inch equals one foot.
  - 6. Typical floor plans at a scale of one-fourth (1/4) inch equal one foot.
  - 7. Detailed plans, at a scale of one inch equal forty (40) feet, of all vehicular entrances to the site, all parking areas and access lanes, and community center sites.

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8. Conceptual plans for treatment and disposal of sanitary sewage including locations of and sizes of leaching fields, and reports of subsurface investigations of groundwater and soil conditions in proposed leaching areas.
  9. General analysis of the effect of the development on surface water flow to offsite or nearby wetlands.
  10. Plans for water supply and distribution sufficient to show the source of water, location and size of storage and distribution facilities, and provisions for fire protection.
- D. Planned use of and access to any open space.
- E. All roadway and utility design, layout, length, and construction must conform to the Subdivision regulations.
- F. Marketing Program including anticipated price schedule of units, target market sectors, and anticipated timing of development and sales. Market studies prepared by outside consultants are strongly recommended, but not required.
- G. Construction schedule, including staging program if applicable, with estimated start and finish dates of each stage, anticipated completion date of community facilities serving the development, and planned completion date of the entire development.
- H. Management program outlining the community organization, if any, and the transition procedure from developer management to community association management, if applicable.
- I. Development team qualification, including names, addresses and resumes of the development company, development managers, architects, engineers, landscape architects, land planners, other consultants and participants, and all general partners. Resumes must include lists of all developments in progress or completed within five years by each participant.
- J. Financial program, including names and addresses of participating financial institutions, a description of the type of sources of equity funding, and bank references for the developers and general partners.
- K. A list of all property owners of the over 55 housing development tract, and proof of site control by the developer. Proof of site control may include deeds, option agreements, purchase and sale agreements, development partnership agreements, or other documents that establish the right of the developer to plan and develop the property if granted a Special Permit.

### **Design Criteria:**

- A. In an over 55 housing development, dwellings and accessory buildings should be arranged in groups that do not detract from the ecological and visual qualities of the environment, and are harmonious with the existing neighborhood. The review shall consider whether the size of the planned open space is such that preservation of desirable open space of the vicinity is maximized.
- B. In the event that there is open space in this development, prior to the granting of a Special Permit under this Article, the developer shall execute and deliver to the SPGA a binding agreement, which may state that it is contingent on the granting of the permit to convey and restrict the open space in accordance with the terms of the Special Permit.

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## **Design requirements:**

The Planning Board may approve a site plan that meets the Littleton Subdivision Regulations and applicable Zoning Bylaws. All waivers from the Subdivision Regulations and applicable Zoning Bylaws must be requested in writing.

## **Dimensional Requirements:**

Minimum Tract of Land Area to be developed	5 acres
Minimum Frontage of Tract of Land	No Minimum Required
Lot Area	No Minimum Required
Minimum Side and Rear yards	No Minimum Required
Lot Frontage	No Minimum Required
Lot Shape Ratio	No Minimum Required
Minimum setback of buildings, pavement areas other than street and walkways from all boundaries of the tract of land	50 feet
Minimum separation between buildings and/or structures	20 feet
Maximum height of Principal and Accessory structures	32 feet
Height	The Height at any point shall not be more than one-half of the horizontal distance from any boundary of the open space of any pre-existing public way
Maximum Density – all Affordable Units	3 Dwelling Units per 40,000 square feet of developable site area
Maximum Density – Affordable Units plus 25 percent Low-Income Units	4 Dwelling Units per 40,000 square feet of developable site area
Maximum dwelling units per building	1
Building Setback from pre-existing Public Way	40 feet
Maximum Total impervious area	30 percent unless Aquifer or Water Resource District

## **Ownership.**

An over 55 housing development tract may include contiguous parcels of land separately owned by different persons or entities who have agreed that the entire tract shall be subject to all of the provisions and stipulations of the Special Permit as if it were a single development.

## **Open Space.**

If applicable, provisions shall be made in the open space trust arrangements to allow and encourage the use of open space for active agriculture, forestry, or passive recreation.

## **Allowed Uses.**

- A. Community recreation facilities serving the development.
- B. Offices and maintenance facilities for the community association and its management organization.
- C. Construction offices and sales offices until the last approved unit is initially sold or rented.
- D. Normally acceptable accessory uses and facilities incidental to the principal uses.

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## **Peer review:**

The Planning Board may determine that independent review of the plans, legal documentation and/or construction is required. The Board will obtain a quotation for the work required from an engineer and/or attorney of its choice, and the developer shall deposit funds equal to the amount of the quotation with the Treasurer of the Town of Littleton to pay for this work, in accordance with applicable General Laws, prior to the start of the review.

## **Decision Criteria:**

In an over 55 housing development, dwellings and accessory buildings should not detract from the ecological and visual qualities of the environment, and should be harmonious with the existing neighborhood.

## **Compliance with Town Regulations:**

Planning Board may approve or approve with conditions, a Special Permit for an over 55 housing development, provided that the Board determines that the plan complies with all relevant requirements of the Zoning Bylaws and is on balance no less beneficial to the Town than the development likely without such approval, taking into consideration the following, among other concerns.

1. Preservation of natural resources, especially in relatively large-scale contiguous areas.
2. Location of development on sites best suited for such and avoiding environmentally fragile locations.
3. Contribution to meeting housing need
4. Protection of water resources through careful location of potential sources of contamination.
5. Suitability of the development tract to support such a development.

## **Limitations on Further Division:**

Land shown on a plan for which a permit is granted under this Article may not be further divided and a notation to this effect shall be shown on the plan and shall be a condition of any approvals granted.

## **Affordable Units:**

As part of the site plan review, the total number of dwelling units shall be restricted for a period not less than thirty (30) years. The thirty year restriction shall be approved as to form by legal counsel to the Planning Board, and a right of first refusal upon the transfer of such restricted units shall be granted to the Town of Littleton (Counsel on Aging and/or Littleton Housing Authority) for a period not less than 120 days after notice thereof. Low-income units, if any, shall be integrated into the overall development so as to prevent the physical segregation of such units. The applicant shall be encouraged to seek designation of all the units as affordable and low-income units which qualify as part of the subsidized housing inventory as approved and compiled by the Department of Housing and Community Development (DHCD). The Planning Board may require that the Applicant affirmatively take steps to utilize the Littleton Housing Authority, a public agency, a nonprofit agency, limited dividend organization, or other appropriate entity, and through a Local Initiative Program Petition or other similar mechanism or program, cause application to be made to the DHCD, so as to timely furnish all forms and information necessary to promote the designation of those units proposed as affordable and/or low-income units qualifying as part of the subsidized housing inventory. The Planning Board may require submission of application, forms and appropriate information to the DHCD as a condition of approval.

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## **Limit on Units:**

The total number of units allowed under this bylaw, on an annual basis, shall be no more than one (1) percent of the total number of single-family dwelling units in the Town.

## **Impact Fee:**

The developer shall contribute the amount of \$2,000 for each unit approved to the Littleton Council on Aging or the Littleton Housing Authority to aid and assist the elderly community in Littleton.

## ***BOARD OF SELECTMEN/AFF.HOUSING COMM***

### **ARTICLE 26:**

To see if the Town will vote to authorize the Selectmen to acquire in fee by purchase, gift, eminent domain or otherwise two parcels of land on the northerly side of King Street, in the Town of Littleton, Middlesex County in order to provide for roadway and safety improvements to King Street in the vicinity of Littleton High School, and to provide an improved primary access drive to the High School, or take any other action in relation thereto.

## ***BOARD OF SELECTMEN***

### **ARTICLE 27:**

To see if the Town will vote to have its elected office of Treasurer become a position appointed by the Board of Selectmen, as provided for in Chapter 41, section1 of the General Laws, contingent on successful passage of a question to be placed on the Annual Town election ballot, or to take any other action in relation thereto.

## ***BOARD OF SELECTMEN***

### **ARTICLE 28:**

To see if the Town will vote to have its elected office of Tax Collector become a position appointed by the Board of Selectmen, as provided for in Chapter 41, section1 of the General Laws; provided, however, that this article shall not take effect unless the Town votes by ballot to approve such change on the Annual Town election ballot pursuant to said section, or to take any other action in relation thereto.

## ***BOARD OF SELECTMEN***

### **ARTICLE 29:**

To see if the Town will vote to amend Chapter 64 of the Code of the Town of Littleton, by striking sections 64-2 and 64-3 therefrom and replacing them with the following:

#### **64-2 Establishment of Board**

A Board of Appeals is established, to consist of five members to be appointed by the Selectmen.

#### **64-3 Associate Members**

The Board of Selectmen may appoint associate members to the Board of Appeals. If any member is unable to sit on the board in case of absence, inability to act, or conflict of interest, or because of a vacancy on the board, the chairman of the board may designate an associate to sit and such associate shall have all the powers conferred upon a regular member.

or take any other action in relation thereto.

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### **ARTICLE 30:**

To see if the Town will vote to accept, as a Town way, the layout out by the Board of Selectmen of the private way known as "Bumblebee Lane", forty feet (40') in width, from the southerly sideline of Harwood Avenue, a distance of 500 feet, more or less, in an southerly direction, this being the entire road as shown on definitive subdivision plan entitled "Definitive Residential Subdivision Plan of Land, Plan of Lots, Meadow View, Open Space Development", recorded with the Middlesex Registry of Deeds at Plan #757 of 2002, Doc. No. 769, said street more particularly described as follows:

BEGINNING AT a stone bound with drill hole set on the sideline of Harwood Avenue, a public way. Said bound was set 141.98 feet southeasterly of a stone bound marking the southwesterly layout line of said Harwood Avenue. Thence;

Along a curve to the right 45.44 feet by Parcel B, as shown on said plan, to a stone bound with drill hole set. Said curve has a deflection angle of  $86^\circ 47' 35''$ , a radius of 30.00 feet, and a long chord of bearing S  $00^\circ 13' 30''$  E and 41.22 feet to said stone bound with drill hole set; thence

S  $43^\circ 10' 18''$  W and 275.12 feet by said Parcel B to a stone bound with drill hole set; thence

Along a curve to the left 33.10 feet with a deflection angle of  $15^\circ 48' 22''$ , and a radius of 120.00 feet by said Parcel B to a stone bound with drill hole set; thence

S  $27^\circ 21' 56''$  W and 61.77 feet by said Parcel B to a stone bound with drill hole set; thence

Along a curve to the right 47.82 feet with a deflection angle of  $34^\circ 14' 43''$ , and a radius of 80.00 feet by said Parcel B to a stone bound with drill hole set; thence

S  $61^\circ 36' 39''$  W and 164.66 feet by said Parcel B to a stone bound with drill hole set; thence

N  $34^\circ 43' 47''$  W and 16.29 feet by said Parcel B to an iron pipe found; thence

S  $60^\circ 32' 13''$  W and 82.60 feet by land now or formerly of Louise R. Kimball and Nancy Lang to a drill hole found on a stonewall; thence

S  $80^\circ 38' 05''$  W and 38.51 feet along a stonewall by land now or formerly of Louise R. Kimball and Nancy Lang to a drill hole found; thence

S  $70^\circ 19' 08''$  W and 5.62 feet along a stonewall by land now or formerly of Louise R. Kimball and Nancy Lang to a point, said point being witnessed by a stone bound with drill hole set which bears S  $20^\circ 03' 58''$  E and 3.40 feet away; thence

S  $20^\circ 03' 58''$  E and 71.69 feet by Lot 6 and by Lot 5, as shown on said plan, to a stone bound with drill hole set; thence

S  $78^\circ 23' 52''$  E and 40.00 feet by Lot 4, as shown on said plan, to a stone bound with drill hole set; thence

Along a non-tangential curve to the right 69.83 feet by Lot 3, as shown on said plan to a stone bound with drill hole set. Said curve has a deflection angle of  $50^\circ 00' 31''$ , a radius of 80.00 feet, and a long chord of bearing N  $36^\circ 36' 23''$  E and 67.63 feet to said stone bound with drill hole set; thence

N  $61^\circ 36' 39''$  E and 209.45 feet by Lot 2 and by Lot 1, as shown on said plan, to a railroad spike with punch mark set in pavement; thence

Along a curve to the left 71.72 feet with a deflection angle of  $34^\circ 14' 43''$ , and a radius of 120.00 feet by Lot 1 and by Parcel A, as shown on said plan, to a stone bound with drill hole set; thence

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N 27° 21' 56" E and 61.77 feet by said Parcel A to a stone bound with drill hole set; thence

Along a curve to the right 22.07 feet with a deflection angle of 15° 48' 22", and a radius of 80.00 feet by said Parcel A to a stone bound with drill hole set; thence

N 43° 10' 18" E and 276.80 feet by said Parcel A to a stone bound with drill hole set; thence

Along a curve to the right 44.44 feet with a deflection angle of 84° 51' 57", and a radius of 30.00 feet by said Parcel A to a stone bound with drill hole set on the southwesterly sideline of Harwood Avenue; thence

Along a non-tangential curve to the right by the sideline of Harwood Avenue 95.74 feet with a deflection angle of 08° 20' 28", a radius of 657.61 feet, and a long chord of bearing N 47° 47' 32" W and 95.65 feet to the POINT OF BEGINNING;

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: "Road Layout Acceptance Bumblebee Lane Littleton, Mass", dated Nov. 10, 2004, rev. Jan. 26, 2005, by Goldsmith, Prest & Ringwall, Inc., said street having been constructed to the satisfaction of the Planning Board, and name said street "Bumblebee Lane", or to take any other action in relation thereto.

### **BOARD OF SELECTMEN**

#### **ARTICLE 31:**

To see if the Town will vote to accept, as a Town way, the layout out by the Board of Selectmen of the private way known as "Farmstead Way", 40 feet in width, from the southerly sideline of King Street (Route 110), a distance of 850 feet, more or less, in a southerly direction, this being the entire road as shown on a definitive subdivision plan entitled "On The Farm", dated March, 1994, by David E. Ross Associates, Inc., recorded with the Middlesex Registry of Deeds at Plan #1049 of 1994, Doc. #783, Book 24952, Page 224, said street more particularly described as follows:

Beginning at a point on the southerly sideline of King Street (Route 110) at Lot 1 being southwesterly of a MHB along a curve concave to the northwest having a radius of five thousand six hundred sixty and 00/100 (5,660.00') feet, an arc length of seventy one and 96/100 (71.96') feet;

THENCE southeasterly by Lot 1 along a curve concave to the southeast having a radius of thirty and 00/100 (30.00') feet, an arc length of forty one and 87/100 (41.87') feet to a point;

THENCE S27-40-00E by Lot 1 one hundred forty seven and 18/100 (147.18') feet to a concrete bound;

THENCE southeasterly by Lot 1 along a curve concave to the northeast having a radius of two hundred twenty nine and 00/100 (229.00') feet, an arc length of one hundred twenty three and 90/100 (123.90') feet to a concrete bound at the corner of Lot 1 and Lot 2;

THENCE S58-40-00E by Lot 2 and Lot 3 two hundred fifty four and 90/100 (254.90') feet to a concrete bound;

THENCE southeasterly by Lot 3 and Lot 4 along a curve concave to the southwest having a radius of two hundred thirty three and 63/100 (233.63') feet an arc length of one hundred eighty five and 53/100 (185.53') feet, to an iron rod;

THENCE southeasterly by Lot 4 along a curve concave to the northeast having a radius of twenty and 00/100 (20.00') feet, an arc length of twenty and 65/100 (20.65') feet to a concrete bound;

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THENCE southeasterly, southwesterly, northwesterly and northeasterly by Lot 4, Lot 5 and Lot 6 along a curve concave to the northwest having a radius of sixty and 00/100 (60.00') feet, an arc length of three hundred twelve and 42/100 (312.42') feet to a concrete bound;

THENCE northwesterly by Lot 6 along a curve concave to the northwest having a radius of twenty and 00/100 (20.00') feet, an arc length of twenty and 65/100 (20.65') feet to a concrete bound;

THENCE northwesterly by Lot 6 and Lot 7 along a curve concave to the southwest having a radius of one hundred ninety one and 63/100 (191.63') feet, an arc length of one hundred fifty two and 18/100 (152.18') feet to a concrete bound;

THENCE N58-40-00W by Lot 7 and Lot 8 two hundred fifty four and 90/100 (254.90') feet to a concrete bound;

THENCE northwesterly by Lot 8 along a curve concave to the northeast having a radius of two hundred seventy one and 00/100 (271.00') feet, an arc length of one hundred forty six and 62/100 (146.62') feet to a concrete bound;

THENCE N27-40-00W by Lot 8 one hundred thirty and 07/100 (130.07') feet to a concrete bound;

THENCE northwesterly by Lot 8 along a curve concave to the southwest having a radius of thirty and 00/100 (30.00') feet an arc length of fifty one and 83/100 (51.83') feet to a concrete bound on the southerly sideline of King Street;

THENCE northeasterly by said King Street along a curve concave to the northwest having a radius of five thousand six hundred sixty and 00/100 (5,660.00') feet an arc length of one hundred two and 89/100 (102.89') feet to the point of beginning;

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 Farmstead Way-Littleton, Mass", dated Nov. 2004, rev. 1/20/05 by David E. Ross Associates, Inc., said street having been constructed to the satisfaction of the Planning Board, and to name said street "Farmstead Way", or take any other action in relation thereto.

### ***BOARD OF SELECTMEN***

#### **ARTICLE 32:**

To see if the Town will vote to accept, as a Town way, the layout out by the Board of Selectmen of the private way known as "Village Lane", forty feet (40') in width, from the southerly sideline of King Street (Route 110), a distance of 500 feet, more or less, in an southerly direction, this being the entire road as shown on definitive subdivision plan entitled "Center Village-Definitive Subdivision of Land in Littleton, Mass. Prepared for J & D Realty Trust", dated August, 1999 by David E. Ross Associates, Inc., recorded with the Middlesex Registry of Deeds at Plan #1331 of 1999, Doc. No. 114, Book 30900, Page 213; said street more particularly described as follows:

BEGINNING at a stone bound on the southerly sideline of King Street (Route 110) at Lot 1;

THENCE southeasterly by Lot 1 along a curve concave to the southwest having a radius of thirty and 00/100 (30.00') feet, an arc length of fifty five and 17/100 (55.17') feet to a stone bound;

THENCE S18-39-18E by Lot 1 seventy six and 25/100 (76.25') feet to a stone bound;

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THENCE southeasterly and southwesterly by Lot 1 along a curve concave to the northwest having a radius of eighty and 00/100 (80.00') feet, an arc length of one hundred two and 18/100 (102.18') feet to a PK nail set in a driveway;

THENCE southwesterly by Lot 1 along a curve concave to the southeast having a radius of one hundred twenty and 00/100 (120.00') feet, an arc length of eighty two and 60/100 (82.60') feet to a stone bound;

THENCE S15-05-12W by Lot 1 forty three and 03/100 (43.03') feet to a stone bound;

THENCE southwesterly by Lot 1 along a curve concave to the northwest having a radius of thirty and 00/100 (30.00') feet, an arc length of thirty five and 59/100 (35.59') feet to a stone bound at a corner of Lot 1 and Lot 2;

THENCE southwesterly, southeasterly, northeasterly and northwesterly by Lot 2 and Lot 3 along a curve concave to the northeast having a radius of sixty and 00/100 (60.00') feet, an arc length of two hundred ninety nine and 85/100 (299.85') feet to a stone bound at a corner of Lot 3 and Lot 4;

THENCE northeasterly by Lot 4 along a curve concave to the northeast having a radius of fifty and 00/100 (50.00') feet, an arc length of thirty three and 48/100 (33.48') feet to a stone bound;

THENCE N15-05-12E by Lot 4 fifty eight and 18/100 (58.18') feet to a stone bound;

THENCE northeasterly by Lot 4 along a curve concave to the southeast having a radius of eighty and 00/100 (80.00') feet, an arc length of fifty five and 06/100 (55.06') feet to a stone bound;

THENCE northeasterly and northwesterly by Lot 4 along a curve concave to the northwest having a radius of one hundred twenty and 00/100 (120.00') feet, an arc length of one hundred fifty three and 26/100 (153.26') feet to a stone bound;

THENCE N18-39-18W by Lot 4 one hundred seven and 56/100 (107.56') feet to a stone bound;

THENCE northeasterly by Lot 4 along a curve concave to the southeast having a radius of twenty five and 00/100 (25.00') feet, an arc length of thirty two and 50/100 (32.50') feet to a stone bound on the southerly sideline of King Street;

THENCE southwesterly by said King Street along a curve concave to the northwest having a radius of five thousand six hundred sixty and 00/100 (5,660.00') feet, an arc length of fifteen and 16/100 (15.16') feet to a point;

THENCE S55-58-55W by said King Street eighty four and 67/100 (84.67') feet to the point of beginning. 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 Village Lane in Littleton, Mass.", dated December, 2004, by David E. Ross Associates, Inc., said street having been constructed to the satisfaction of the Planning Board, and name said street "Village Lane", or to take any other action in relation thereto.

### **BOARD OF SELECTMEN**

#### **ARTICLE 33:**

To see if the Town will vote to reauthorize the following revolving funds in Fiscal Year 2005 pursuant to Chapter 44, Section 53E 1/2 of the General Laws, for the purpose of receiving monies and making disbursements in connection with the administration of these offices and programs:

# **TOWN OF LITTLETON**

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Building Department – Wiring, Plumbing and Gas Inspectors  
Town Clerk – Dog Licenses and Fines  
Cemetery Department – Sale of lots/grave openings  
Council on Aging  
Fire Department – Ambulance Fees  
Fire Department – Alarm Box Fees  
Fire Department – CPR Instruction  
Sealer of Weights and Measures – Sealing Fees

or to take any other action relative thereto.

## **BOARD OF SELECTMEN**

### **ARTICLE 34:**

To see if the Town will vote to authorize the Town Treasurer to enter into compensating balance agreements during Fiscal Year 2006, as permitted by Chapter 44, Section 53F of the General Laws, or to take any other action relative thereto.

## **BOARD OF SELECTMEN**

### **ARTICLE 35:**

To see if the Town will vote 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 2006, for those who qualify under Chapter 59, Section 5 of the General Laws, or to take any other action relative thereto.

## **BOARD OF ASSESSORS**

### **ARTICLE 36:**

To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money to add to the Stabilization Fund in accordance with Chapter 40, Section 5B, as amended, of the General Laws, or to take any other action relative thereto.

## **BOARD OF SELECTMEN**

### **ARTICLE 37:**

To see if the Town will vote to raise and appropriate or transfer from available funds, a sum or sums of money to add to the Unemployment Account, or to take any other action in relation thereto.

## **BOARD OF SELECTMEN**

Hereof fail not and make due returns of this warrant with your doing thereon to the Town Clerk at the place and at the time appointed for the meeting aforesaid.

Given under our hands this fourteenth day of March in the year of our Lord, two thousand and five.

## **LITTLETON BOARD OF SELECTMEN**

Ronald J. Caruso, Chairman,  
Reed A. Augliere, Clerk  
Kenneth P. Eldridge, Member

Paul J. Glavey, Vice Chairman  
Thomas C. Rauker, Member

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## SPECIAL TOWN MEETING WARRANT

MONDAY, MAY 9, 2005

Commonwealth of Massachusetts,  
Middlesex, ss:

To the Constable of the Town of Littleton, Massachusetts in said County:

In the name of the Commonwealth of Massachusetts you are hereby required to notify the legal voters of the Town of Littleton, qualified to vote at said Special Town Meeting for the transaction of Town Affairs to meet in the Littleton Middle School Gymnasium on Russell Street in said Littleton, on Monday, the ninth day of May, 2005 at 7:30 P.M. by posting a printed copy of this warrant, by you attested, at eight meeting houses, at the Town Office Building on Shattuck Street, at the Post Office at Littleton Common, at the Post Office at Littleton Depot, at the Baptist Church, at the Unitarian Church, at the Catholic Church, at the Congregational Church, and at the Mormon Church in said Town, fourteen days at least before the ninth day of May 2005, then and there to act on the following articles, viz:

### **ARTICLE 1:**

To see if the Town will vote to raise and appropriate and/or transfer from available funds, a sum of money to pay for unpaid bills from previous fiscal years, or to take any other action relative thereto.

***BOARD OF SELECTMEN***

FINANCE COMMITTEE:

### **ARTICLE 2:**

To see if the Town will vote to raise and appropriate, transfer from available funds and/or from surplus funds in some departments, a sum or sums of money to be used in conjunction with funds appropriated under current fiscal year budgets to be used during the current fiscal year to pay for the shortfall that would otherwise exist in the Fiscal Year 2005 budget of other departments, or to take any other action relative thereto.

***BOARD OF SELECTMEN***

FINANCE COMMITTEE:

### **ARTICLE 3:**

To see if the Town will vote to transfer from available funds, a sum or sums of money needed by various departments to complete the Fiscal Year ending June 30, 2005, or to take any other action relative thereto.

***BOARD OF SELECTMEN***

FINANCE COMMITTEE:

# **TOWN OF LITTLETON**

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## **ARTICLE 4:**

To see if the Town will vote to transfer the sum of \$96,104.07 from Account No. 701-10400, "Chapter 32B Trust" to Account No. 194-57040, "Medicare" and Account No. 194-57060, "Medical Claims" to cover the shortfall that existed in these accounts during FY04, or to take any other action relative thereto.

**BOARD OF SELECTMEN**

FINANCE COMMITTEE:

## **ARTICLE 5: UNEMPLOYMENT FUND**

To see if the Town will vote to raise and appropriate or transfer from available funds, a sum or sums of money to add to the Unemployment Account, or to take any other action in relation thereto.

BOARD OF SELECTMEN

## **ARTICLE 6:**

To see if the Town will vote to transfer from available funds a sum of money to add to the Stabilization Fund, or to take any other action relative thereto.

**BOARD OF SELECTMEN**

FINANCE COMMITTEE:

Hereof fail not and make due returns of this warrant with your doing thereon to the Town Clerk at the place and at the time appointed for the meeting aforesaid.

Given under our hands this 14<sup>th</sup> day of March in the year of our Lord, two thousand and five.

**LITTLETON BOARD OF SELECTMEN**

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Ronald J. Caruso, Chairman

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Paul J. Glavey, Vice-Chairman

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Reed A. Augliere, Member

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Thomas C. Rauker, Member

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Kenneth P. Eldridge, Member

A TRUE COPY ATTEST:

John M. Kelly, Constable  
Town of Littleton

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## SERVE YOUR COMMUNITY

Town Government needs citizens who are willing to give their time in service to their community. The Town of Littleton depends on dedicated volunteers who are willing to accept appointments to various Boards and Committees.

If you are interested in participating in your Town Government on a volunteer basis, return the following form indicating your preference.

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NAME:  
ADDRESS:

TELEPHONE:  
(Work)  
(Home)

OCCUPATION:

### PLEASE CHECK PREFERENCES:

Finance Committee	Conservation Commission
Board of Appeals	Historical Commission
School Planning Committee	Council on Aging
Cultural Council	Permanent Municipal Bldg. Comm.
Town Forest Committee	Personnel Committee
Cable TV Committee	Commission on Disabilities
MBTA Advisory Committee	Shade Tree Committee
Open Space Implementation Comm.	Lakes and Ponds Committee
Senior Housing Committee	
OTHER:	

RETURN TO:

**BOARD OF SELECTMEN  
37 SHATTUCK STREET  
P O BOX 1305  
LITTLETON, MA 01460**

# **TOWN OF LITTLETON**

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## **FINANCE COMMITTEE**

### **TO THE RESIDENTS OF LITTLETON:**

The Finance Committee is pleased to, once again, prepare this informational report containing our recommendations for the FY06 budget as well as recommended fiscal guide lines 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 2005. 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.

### **THE BUDGET PROCESS**

The preparation of the budget recommended at the annual Town Meeting begins in September and culminates in May. During the fall a series of meetings is held to gain insight on the current financial condition of the state, local aid, current operating issues that will affect the coming year and any major developments that may impact the financial planning process. Budgetary, revenue forecasts and capital plan requests are sent to all departments in the beginning of November with any guidelines that have been established for the coming year. All departments submit their responses to the Town Administrator by for collation into an overall budget document which is then submitted to the FinCom.

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At this time, budget requests, anticipated revenues, and capital needs are combined to produce the first reconciliation of revenues to expenses. Typically budget requests significantly exceed available revenues. During the next eight weeks, open budget meetings are held with all departments to review their submittals, discuss concerns, and share information on the financial condition of the overall budget. During these two months, additional information on revenues and aid may become available that help solidify the degree of requests that will go un-funded for the year. Additional meetings may occur to request departments to reconsider their program or capital needs for that year.

After meetings have been held with all departments, the FinCom discusses and proposes budget levels that will meet the levy limit restrictions and provide the most added value for the Town in terms of services provided. A joint meeting with the selectmen and often the School Committee (largest single budget) is held to discuss these recommendations and a final budget is prepared for submittal to Town Meeting.

### **FISCAL YEAR 2006 BUDGET PRESSURES**

We are all well aware of the financial difficulties presented to us during these difficult economic times. The continued weakness of the State's economy places 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 we all thought that we faced a difficult financial environment during the FY05 budget process, the current economic environment has shown no signs of turning around, making the FY06 budget cycle much more difficult.

After a number of years of near double-digit percentage growth in local aid, consecutive years of level funding or cuts to this figure compounds the difficulty facing the town. Staffing and services were added throughout those years where we experienced significant growth in revenues. Associated costs with those added services continue to grow and outpace the growth in revenues we have experienced over the past few years. For the future financial well being of the town this trend cannot be allowed to continue.

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 (up 11.3%) and pension benefits (up 35.63%) for our employees, to continued local aid reductions from the State, the pressure to fund all departments to the desired levels has become 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.

Budget pressures have been building for several years. During robust growth years the town was able to build the stabilization fund in anticipation of the High School debt service. This has proven to be an extremely sound financial strategy given the fact that the Town will be paying the third year of the debt service on the bond issued to fund the High School construction without impacting the operating budgets

## TOWN OF LITTLETON

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of the Town departments. The payment from stabilization in the FY06 budget will be \$910,265 and reduces the balance of the fund to \$1.68 million.

Continuing with a strategy that draws down stabilization below suggested limits in order to pay the Town's debt service is in reality placing the burden of this debt onto future years in the hopes that the impact of the debt on the operating budget would be lessened. The FinCom and the Board of Selectmen have discussed and implemented the beginnings of a savings plan that will allow for a somewhat smoother transition of the debt service payment to the operating budget in FY08. Although the specifics and mechanics of such a plan must continue to be discussed, all agree to the need to implement and adhere to certain financial guidelines. The Finance Committee's strategy for the stabilization fund and debt service is discussed later in this document.

The primary budget conflict stems from several factors. Proposition 2 1/2 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 1/2 override, expense growth cannot be allowed to outpace revenue growth.

While much of this year's budget solution is still to be determined, our decisions will force us to answer these questions:

- Do we stay within Proposition 2 1/2 and lay off numerous positions and cut services significantly on both the school and municipal areas of our town? OR;
- Do we recommend a Proposition 2 1/2 override to fund our employees and maintain the levels of services provided to the town?

### Changes in Revenues FY05 vs. FY06

<u>Item</u>	<u>Amount</u>
<i>Total Revenue FY05</i>	\$ 26,087,689.35
<i>This chart details the revenue growth contained in the FY06 budget.</i>	
Add: additional revenue sources	
Allowed 2 1/2 % Levy Increase	\$ 404,536.45
New Growth	\$ 310,000.00
Increase in Other Available Funds	\$ 106,708.09
Less: Decrease in Local Receipts	\$ ( 184,026.00)
Decrease Debt/Capital Exclusion	\$ ( 47,555.01)
Decrease in Free cash	\$ ( 17,941.00)
Decrease in State Aid (Cherry Sheet)	\$ ( 95,435.00)
Net Revenue Growth	\$ 476,287.53
<i>The net revenue growth % is 1.83% before adjusting for non-recurring revenues from FY05</i>	
Non-recurring revenue adjustments	
Less: Decreased debt service from Stabilization for HS	\$ ( 182,100.00)
Transfers from prior unused funds	\$ ( 278,840.81)
Net Change in Total Revenues	\$ 15,346.92
<i>Total Revenue FY06</i>	<u>\$ 26,103,036.27</u>
<i>% Revenue Growth</i>	0.06%

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## Changes in Expenditures FY05 vs. FY06

*This chart details the growth in expenses contained in the FY06 budget.*

*A budget with a \$23.67 surplus exists at this time.*

<u>Item</u>	<u>Amount</u>
<i>Total Expenditures FY05</i>	<u>\$ 26,021,070.55</u>
Add: additional expenses	
Increase in health ins & pension costs	\$ 404,379.00
Increase in Nashoba Tech assessment	\$ 129,985.00
Increase in Town Operating budget	\$ 53,022.31
Increase in warrant articles	\$ 78,274.84
Less: expense reductions	
Decrease in Cherry Sheet charges	\$ ( 5,551.00)
Decrease in Out-of district SPED costs	\$ ( 36,432.00)
Decrease in School Budget	\$ ( 426,176.52)
Decrease in debt service & exclusions	\$ ( 25,289.95)
Decrease in other expenditures	\$ ( 90,269.63)
Net Change in Total Expenditures	<u>\$ 81,942.05</u>
<i>Total Expenditures FY06</i>	<u><u>\$ 26,103,012.60</u></u>
<i>% Expenditure Growth</i>	<u>.31%</u>

The chart on the previous

page shows the realities of what the FinCom has been faced with in proposing the FY06 budget. Total revenues increase by only \$15,346.92 year over year. Projected decreases in State aid and local receipts such as excise taxes, coupled with the elimination of one time revenues used in the previous fiscal year, offsets most of the normal expected revenue increases from the levy and new growth.

The increases to health insurance and pension costs alone almost equal the net revenue growth available to the Town. These costs are expected to continue to increase at these levels over the next few years. If allowed to continue, the Town will be faced with the same budget pressures in the coming years. A change to the Town's contribution for health insurance premiums to 60%, which must be negotiated with the unions in Town, is projected to save approximately \$272,000 in expenses that would be able to be distributed to other areas of the budget. Due to the expected increases in premiums, this change could save the Town in excess of \$2 million over a five year period.

The use of non-recurring revenues over the past years, coupled with decreases in State aid, has added to the budget pressures experienced by the Town. During FY04, for example, a total of \$636,557 in one-time revenues were used to cover operating budget shortfalls. In FY05, \$278,840 in transfers were authorized. Although these transfers were done to balance their respective budgets, their impacts are being felt year after year as we attempt to cover those additional expenses without the availability of those revenues. There are currently no such non-recurring revenue transfers proposed in FY06. Moving forward, two items have been and will continue to be major impacts on the expenditure levels of the town: debt service and the school budget.

## DEBT SERVICE

The Town enters FY06 with total outstanding principal debt of \$34,708,974 with associated future interest costs of \$14,019,117 for total debt service of \$48,728,091. These figures do not include projects

## TOWN OF LITTLETON

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that have yet to be permanently bonded such as the Middle School or the Waste Water Treatment System installed earlier this year.

Reimbursements from the State for both the High School and Shaker Lane construction projects offset \$21,437,016 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 \$7,083,882. This leaves a net of \$20,207,193 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 a Police 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 FY06, but to a lesser degree than in previous years. The debt service within the operating budget of the Town (total debt service *less* reimbursements *less* debt exclusion items) represents 4.42% of the adjusted revenues of the Town. This percentage stood at 8.81% in FY05 and 9.60% in FY04 and is reflective of the FinCom's resistance to borrow within Prop 2 ½ over the past two years. 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 FY06 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 decrease 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. *This savings plan 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 FY06 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 \$220,000. These items replace the \$507,000 in capital exclusions approved in FY05. This years items include \$190,000 in needed equipment for the highway department and a security system for the High School for \$30,000. 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. The FinCom supports these capital exclusion articles.

During this budget cycle all Town departments were asked to update their projected capital needs for the next five years. The FinCom has compiled the information and has developed a tool that will enable 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

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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 FY06 budget process, the FinCom recommends a school budget decrease of \$462,609 or a 3.80% decrease from the FY05 appropriation. The FinCom made its recommendation by including:

- |   |                  |
|---|------------------|
| 1. FY05 Appropriation .....   | \$12,180,000     |
| 2. Reduce the FY05 appropriation by approximately 3.5% .....              | (\$427,859)      |
| 3. Reduce total salaries by 1 week furlough .....                         | (\$159,750)      |
| 4. Add portion of furlough salaries back to offset staff reductions ..... | <u>\$125,000</u> |
| 5. FinCom Recommended School Budget.....                                  | \$11,717,391     |

In essence, this budget reflects a \$1,383,545 reduction from the submitted budget by the School department and does not meet the requirements outlined by the School Committee to provide funding for current staff positions based on contractual requirements. The Finance Committee realizes the severe impact that this decrease will have on the school district, however a reduction of this magnitude was necessary, given the dollars available to the Town and the magnitude of the school budget in relation to other departments. It is with great reluctance that the Finance Committee recommends this budget to the Town.

## 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 to the Town and the continuing fiscal problems on Beacon Hill have made achieving this balance nearly impossible. This year we are faced with yet another year of severe budget cuts that will almost certainly have an impact to some of the services the Town has been accustomed to. Our committee has not recommended an operational override to cover these cuts based on the overwhelming response to last year's override vote. The voters at Town Meeting and at the ballot box will, as always, make the final decision.

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:

## TOWN OF LITTLETON

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Stabilization - The Stabilization fund currently stands at \$2,596,076 as of February 2005. Town meeting will be asked to cover the net debt service for the High School of \$910,266 from this account. 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 Savings Plan section of the Financial Guidelines later in this report.* This savings component is based on the simple fact that any new revenue stream cannot 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 this time period, the FinCom will recommend a 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 in the case of the Middle School and future projects such as the Police Station, a Community Center and renovations to the Russell Street School, we will recommend debt exclusions while continuing to use capital exclusions where necessary.

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 must 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. Health premium costs as well as pension benefit costs are increasing substantially once again in the FY06 budget. These costs are expected to continue to see double-digit percentage growth over the next few years.

The current 70%/30% split between Town and employee for health insurance premium costs has a major impact to the operating budget. In each of the last two years, the Town unions were asked to consider a change in this cost structure to a 60%/40% split. The unions rejected this proposal. Since such a change would be significant for the Town, the effort to change this percentage will be made again this year. 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% 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 FinCom's proposed budget for FY06 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

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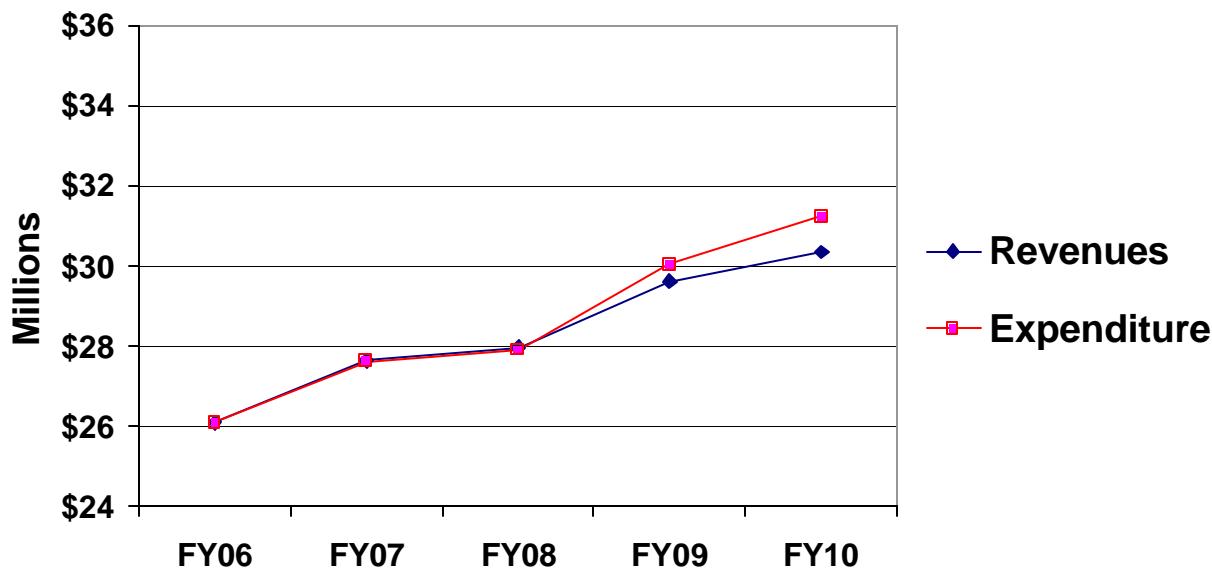
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burdensome on certain segments of a community and may be viewed as an additional tax, which is not shared by all.

New growth estimates have fallen approximately \$125,000 from FY05 levels and over \$291,000 from FY03. Residential new growth values, which had remained fairly level from year to year, have begun to decline. Commercial and industrial property and personal property have also continued to decline. Decreases in the new growth figures have a dramatic impact on the revenue streams in future years. The \$125,000 reduction in new growth from FY05 to FY06 are 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 within the Town. As part of a continuing effort to find a remedy for this situation, the Selectmen have appointed a committee to find ways to stimulate this sector of our economy, thereby increasing the tax base. However, even where successful, the benefits will not be seen in the short term.

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. 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 cannot keep up with estimated expenditures. Additional revenue sources must be found that are added to the tax base without creating a demand for additional services.

### Revenues vs. Expenditures FY06 – FY10



The chart below shows the estimated budget coverage or shortage for the Town through FY10. School and Town budget increases have been estimated at very conservative levels. School budget growth during this time period totals 16% over the four years. The town budget is factored at a 31.1% 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

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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>FY07</u>	<u>FY08</u>	<u>FY09</u>	<u>FY10</u>
Budget Overage (Shortage)	\$35,560	\$57,479	(\$414,106)	(\$884,274)

## FINANCE COMMITTEE RECOMMENDATIONS

### FY06 Operating Budget

The FinCom, unlike last year, crafted only one budget for FY06. Departments were asked in October to submit budgets that included a 3% decrease from FY05 levels. While few complied with this request, cuts of this magnitude proved necessary. Therefore, our submitted balanced budget cuts many department appropriations substantially below FY05 levels.

During the fall of 2004, the FinCom faced a budget choice – cutting jobs and services town-wide, or recommending raising taxes to preserve jobs and near-level services. The FinCom also recognized that generally, no one desires to have taxes increased. Therefore, the FinCom deferred or trimmed items that could be taken off the table immediately.

However, it was clear that estimated receipts and other revenue for FY06 would be insufficient to level-fund department budgets, let alone provide for any FY06 budget requests. Large increases in health and benefit costs, mandated spending for Special Education Pupils with Other Districts, a decline in the value of forecasted new growth, and a reduction in State aid more than offset any revenue increase from FY05 to FY06.

The FinCom's budget recommendation contained in Article 4 reflects the result of many meetings, long debates and a public information forum. The FinCom's objectives town-wide were to:

- Meet mandated cost items;
- Protect vital Town services as best we could;
- Prioritize where available funds would best be spent; and,
- Distribute budget cuts in a fair and equitable manner.

The FinCom realizes that a budget balanced without an override will result in a significant loss of jobs and services town-wide. A balanced budget without an override would more than likely force the following reductions in staff and related services:

- 3 Police Officers
- 1 Control Center Dispatcher
- 1 Firefighter
- 2 Highway employees
- 1 Town custodian
- Parks & Recreation staff reduction (1)
- Mandatory 1 week furlough without pay across all departments
- Reduced Library staff and hours
- Loss of Library accreditation and inter-library access and loans
- Program and staffing cuts throughout the school district

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In spite of the cuts that are reflected in this budget we are confident that the professional staff throughout the Town will work together in order to continue to provide the necessary services to the citizens of Littleton, however, we do realize that given this budget there will be cuts to the current levels of services provided. We would like to thank the department heads and other boards that worked with us in preparing this budget, and also the public for its participation in our regular meetings and public information sessions.

## **Warrant Articles**

Many warrant articles for capital improvement were deferred and only those essential for this fiscal year are recommended.

The FinCom supports all financial articles appearing on the warrant at this time with the exception of Article 5, a Citizens petition for an operational override for the library for the following reason: The FinCom will voice its' opinions on override votes if the decision to move forward with a potential override is made by the Selectmen. At the present time, the FinCom is presenting a balance budget to Town Meeting that does not include override provisions.

The un-funded requests for FY06 are summarized later in this report.

## **Budget Summary**

As mentioned above, the pressure on the budget has been building due to previous years double digit increases in the school's operating budget, and the expense of our capital projects. This is not a criticism of the school department, but the reality of a budget that comprises close to 70% of the Town's total expenditures. Regular Town Meeting members have heard the FinCom consistently talk about expenses outpacing revenues and that an override may be necessary to alleviate our shortfall. In the 2003 report to the Town the FinCom mentioned that a Proposition 2 ½ override "may present itself in the not to distant future unless a significant change in the revenue stream occurs". That change in the revenue stream did not occur in either FY04 or FY05 and again, will not occur in coming fiscal year. Last year as we were faced with another year of reduced state aid, flat revenue growth, and increasing budget pressures from town departments, the FinCom recommended a Proposition 2 ½ override. Out of a potential \$1.7 million operational override, the Town approved only \$9,700.

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. The Town overwhelmingly approved the Middle School project as a debt exclusion in March (*see Major Projects below*).

## **CAPITAL EXCLUSIONS**

Last year's Annual Town Meeting approved \$507,000 in capital exclusions. Capital exclusions raise funds outside of Proposition 2 ½, similar to a debt exclusion. Capital exclusions, however, raise the

## **TOWN OF LITTLETON**

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entire cost of the project in a single year in order to avoid the ongoing debt service costs associated with borrowing. This year the FinCom is recommending \$220,000 in capital exclusions for the following:

- Article 8 – Ballot Question 2
  - \$30,000 for the purchase of a security system for the high school
- Article 12 – Ballot Question 1
  - \$190,000 for the purchase of new capital equipment for the Highway Department

## **MAJOR PROJECTS**

A Joint Committee on Capital Projects, formed in December 2003, is comprised of members from the Board of Selectmen, School Committee, Permanent Municipal Building Committee (PMBC) and FinCom. The new construction projects facing the Town were evaluated. The construction of a new Middle School was brought to a Special Town Meeting and ballot vote in March 2005. The Town voted to approve this project. Construction is estimated to begin in the summer of 2005 and be completed by June 2007.

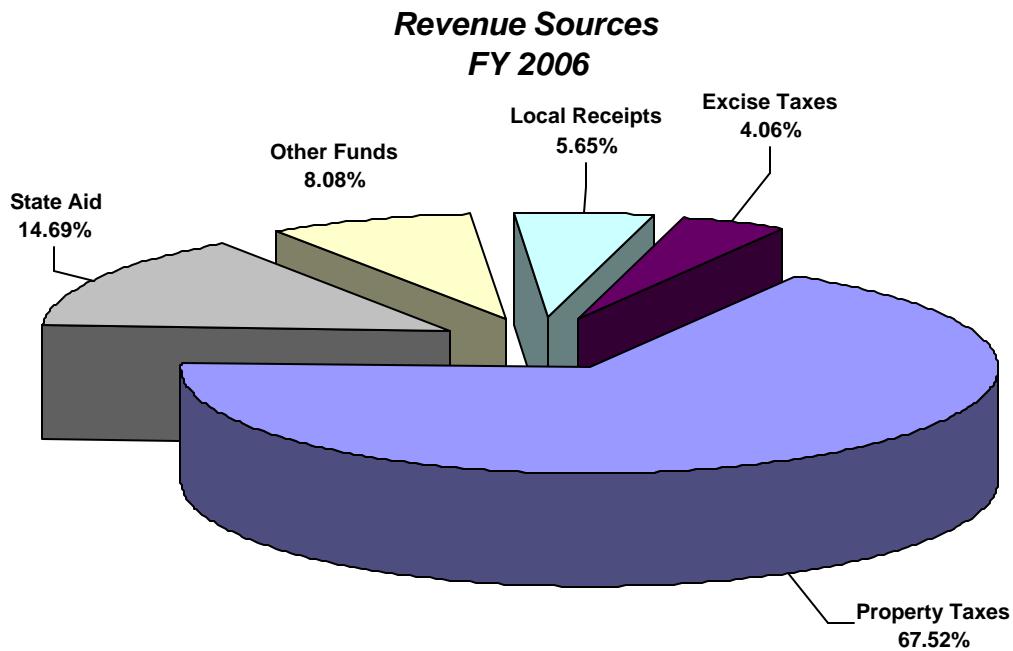
- A new Police Station has been placed on hold
- Planning for the renovation of the Russell Street School building must begin within the next fiscal year.

## **FY06 BUDGET DETAILS**

### **REVENUE SOURCES - WHERE THE TOWN RAISES THE FUNDS IT NEEDS TO OPERATE**

<i>Revenue Source</i>	<i>FY06 Amount</i>	<i>Comments</i>
Property Taxes	\$17,624,917	Includes \$220,000 in capital exclusions
State Aid	\$3,834,048	Includes \$1,120,797 reimbursement from State for High School debt
Transfers from Other Funds	\$2,108,792	Includes \$910,315 transfer from Stabilization to cover High School debt service
Local Receipts	\$1,474,486	Other Town revenues & fees
Excise Taxes	\$1,060,793	Estimated receipt
<b>Total Town Revenue</b>	<b>\$26,103,036</b>	

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## EXPENDITURES - WHERE THE TOWN SPENDS THE MONEY IT RAISES

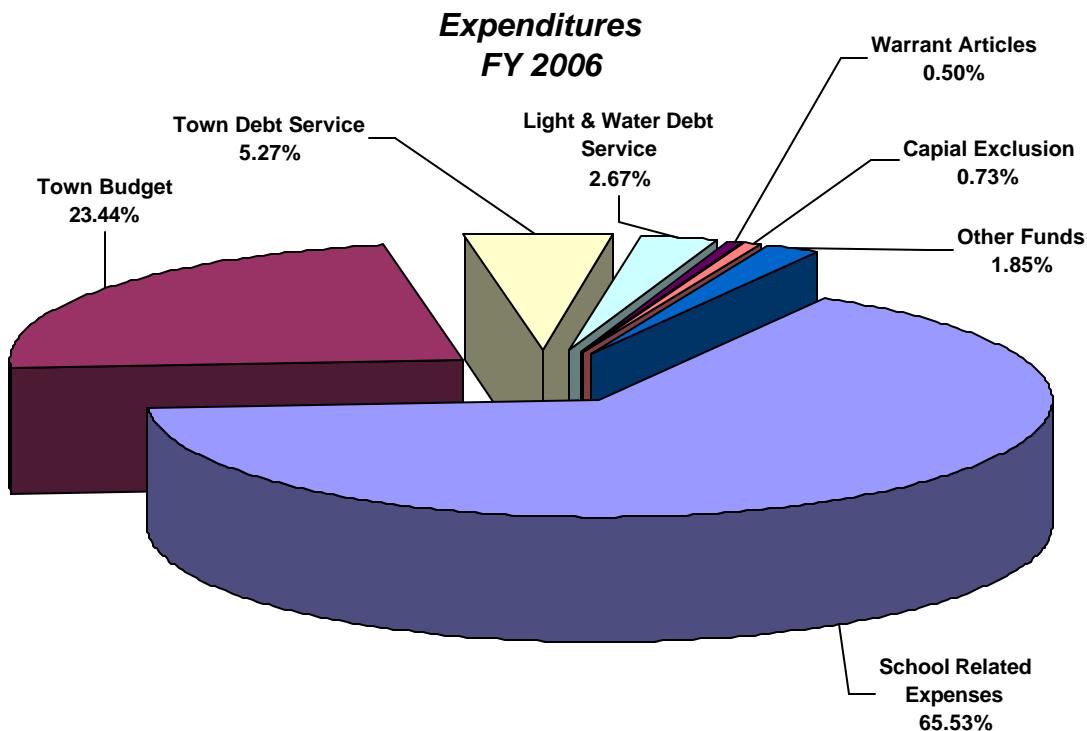
<u>Expenditure</u>	<u>FY06 Amount</u>	<u>Comments</u>
School Budget	\$11,717,391	Decrease of \$462,609 or 3.80%
Debt Service - Schools	\$2,601,785	Shaker Lane & High School projects
Capital Exclusion Article	\$30,000	Security alarm system HS
Charter/School Choice	\$701,379	Students attending charter schools
Nashoba Tech Assessment	\$296,000	Students attending Nashoba Tech HS
School Related Expenditures in Town Budget	\$1,760,010	Benefits & Other School Expenses from DOE - FY04
Total School Related Exp.	\$17,106,565	65.53% of Total Town Expenditures
Town Budget	\$6,117,960	Town Departments Only
Town Debt Service	\$1,376,465	
Light & Water Debt Service	\$696,934	
Warrant Articles	\$130,916	
Capital Exclusion Article	\$190,000	Highway equipment
Other Funds	\$484,172	
<b>Total Town Expenditures</b>	<b>\$26,103,012</b>	

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## FY 06 BUDGET ITEMS REQUESTED AND NOT FUNDED

### Warrant Articles

<u>Article</u>	<u>Un-funded Request</u>	<u>Status</u>
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Street Lighting	\$41,000	Cut to \$12,000 from \$53,000
Fire Department – Major Equipment Repair	\$15,000	Funding eliminated for FY06
Fire Department – New Engine	\$354,250	Purchase delayed
Police Department – Major Capital	\$36,800	Cut to \$36,457 from \$73,257
Highway – Road Repair	\$15,000	Cut to \$20,000 from \$35,000
Highway - Fuel Station Repair	\$15,000	Cut from \$37,000 to \$22,000
Highway – Hazardous Waste	\$5,000	Cut from \$10,000 to \$5,000
Highway – Road Inventory	\$15,000	Project delayed
Highway – New Salt Shed	\$200,000	Project delayed
Highway – Capital Equipment	\$15,000	Purchase delayed
MAGIC Assessment	\$1,573	Funding eliminated for FY06

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<u>Article</u>	<u>Un-funded Request</u>	<u>Status</u>
<b>Total Un-funded Articles</b>	<b>\$713,623</b>	
<b>Total Operating Budget Reduction</b>	<b>\$1,541,671</b>	
<b>Total Operating Budget &amp; Warrant Article Reductions</b>	<b>\$2,255,294</b>	

## PROPOSITION 2 1/2

Proposition 2 1/2 (Prop 2 1/2) 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 1/2 percent of the prior year's levy limit. To better understand Prop 2 1/2 we will define some terms that will be referred to and then illustrate how Prop 2 1/2 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 2 1/2 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 FY06 an estimated \$21,325,700 in new development will be added to the total property valuation. This amount is multiplied by the prior years 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 2 1/2 % increase allowed by Prop 2 1/2. 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 2 1/2 %.

Debt Exclusion – A 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 a debt exclusion is not added to the levy base and would not be included in the levy calculation for the following year. A 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 a capital exclusion is not added to the levy base and would not be included in the levy calculation for the following year. A capital exclusion is limited to a one year increase in the levy limit.

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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

FY05 total real and personal property value *	\$1,343,639,956
Add: FY06 estimated new development	<u>21,325,757</u>
Total property value	\$1,364,965,713
	<u>x 2 1/2 %</u>
Levy Ceiling	\$34,124,143

\* Does not include current year property revaluation

### Levy Limit Calculation

FY 05 Levy Limit	\$16,181,458
x 2 1/2 %	404,537
Add: New Growth	<u>310,000</u>
FY 05 Levy Limit	\$16,895,995
Add: Debt Exclusion	487,220
Capital Exclusion	220,000
Special Exclusion	21,702
Total Levy Limit with Debt Exclusion	\$17,624,917

In the above calculations the Town is allowed to assess taxes to the levy limit of \$17,624,917 since it remains below the \$34,124,143 levy ceiling.

The Town currently has debt exclusions for the following projects:

Project	Original Balance	FY 06 Payments
WWTS (est. payment)		\$255,200
Middle School project		\$25,347
Frost/Whitcomb Land	\$700,000	\$54,967
Morrison Land (net)	\$1,768,000	\$169,706
Less: Self Help Grant		<u>\$(18,000)</u>
Total Current Debt Exclusion		\$487,220

## PROPERTY TAXES<sup>1</sup>

Current property tax rates in Littleton for FY05 average \$12.61 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 \$11.35 / \$1,000 while commercial and personal property is taxed at a higher rate of \$17.98 / \$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 years tax rate. Any changes to these options will affect the estimated residential rate. The overall tax rate is not affected.

<sup>1</sup> 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.

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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 FY06 to be approximately \$12.91 with an estimated residential rate of \$11.47. The chart on the following page 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.

## Estimated Residential Tax Bills FY06

Residential Property Valuation	Annual Tax Bill FY05	Estimated Annual Tax Bill FY06	Increase FY06 Tax Bill
\$360,000	\$ 4,086	\$ 4,129	\$ 43
\$450,000	\$ 5,107	\$ 5,161	\$ 54
\$600,000	\$ 6,810	\$ 6,882	\$ 72
\$800,000	\$ 9,080	\$ 9,176	\$ 96

## 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 \$800,000 in FY04 and \$507,000 in FY05. Raising the funds in FY05 added \$140.00 in taxes on a property valued at \$360,000. This year's exclusions replace that total with a \$57.60 tax impact, a net decrease of \$82.40.

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 on the previous page and the overall tax rate mentioned earlier. These items will only affect the tax rate in FY06.

### Capital Exclusion Tax Impacts

Project	Cost	Average Tax Rate Impact
Highway – equipment	\$190,000	\$ 0.14 / \$1,000
Schools – security system	\$ 30,000	\$ 0.02 / \$1,000
Totals	\$220,000	\$ 0.16 / \$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	Schools	Total Impact	Average Tax rate	Est. Residential Impact
\$360,000	\$ 50.40	\$ 7.20		\$ 57.60	\$ 51.17
\$450,000	\$ 63.00	\$ 9.00		\$ 72.00	\$ 63.97
\$600,000	\$ 84.00	\$12.00		\$ 96.00	\$ 85.29
\$800,000	\$112.00	\$16.00		\$128.00	\$113.72

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### **DEBT EXCLUSION IMPACTS**

Special Town Meeting on March 7<sup>th</sup> and the special ballot vote on March 12<sup>th</sup> approved a debt exclusion for the construction of a new Middle School building. Construction costs are estimated at \$17,800,000 for the entire project including \$1,000,000 for design fees that have already been expended. The State will reimburse the Town \$8,700,000 for its portion of the project. The Town will issue a bond after construction has finished for the net amount of the project of \$9,100,000. Although the exclusion votes have taken place this year, the full impacts of the debt service will not be seen until FY09 when the first payments on the bond for the project are estimated to be paid. Until that time the Town must only fund the short-term debt necessary for project through completion. The impact for FY06 is estimated at less than \$0.02/\$1,000 or \$6.68 on a \$360,000 property.

In total, the \$487,220 in debt exclusions detailed previously, adds \$0.35 / \$1,000 of value based on the average tax rate or \$128.50 for a \$360,000 property. The residential impact is estimated at \$114.16 at the same \$360,000 value.

### **CONCLUSION**

It continues to be our belief that with innovative and motivated managers leading our town departments, that appropriate service levels can be maintained and the Town of Littleton can continue to offer a high quality of life to our citizens with reasonable and planned tax increases that support an overall master plan. It is unfortunate that this downturn in the economy has lasted for as long as it has and has placed the Town in this situation.

Moving forward, we cannot pit one department against the other in order to justify budget increases. 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, all citizens must 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.

The FinCom at this time is presenting a balanced budget to Town Meeting. In the short period between the submission of this report and the May Town Meeting our hope is that we can resolve any issues regarding the budget by working together with the Board of Selectmen, the School Committee and other department heads in the Town to hopefully further share ideas and opinions regarding the budget. If the decision to ask the Town for a Proposition 2 ½ override is made, the FinCom will make every effort to make as much information available prior to Town Meeting as possible.

Even if the possibility of a Proposition 2 ½ override becomes reality, the FinCom's message will remain clear. We cannot allow the Town, nor should the Town allow itself to become dependent on continuing overrides to cover ever-increasing expenses. While it is extremely difficult to ask the citizens of the Town to pay more in these tough times, whether in the form of taxes or fees, the FinCom believes that its final recommendation will strike the best possible balance for all.

#### *Supporting Information*

### **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,

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established policies can provide a base line for reference and consistency independent of political climates and personal agendas.

The FinCom recommended policies for the management of Free Cash, the Stabilization Fund and Debt Management. These policies should be reviewed annually by the FinCom and the Treasurer, and serve as a platform for discussion with the Selectmen for the annual budget message. The basis of this financial plan are incorporated in the recommendations by the FinCom in this years budget.

## 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, 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

## **TOWN OF LITTLETON**

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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.

### Savings Plan

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.

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 a savings fund. This savings fund will initially be used to offset the impacts of the debt service payments from the High School entering the operating budget as stabilization decreases. Eventually these funds will be used to fund capital purchases, decreasing both the need to borrow and the amount of capital exclusions proposed each year.

While the establishment of the savings fund does impact the operating budget in a negative manner in these tough economic years, the FinCom strongly believes that it is necessary in order to provide a much stronger financial picture for the Town in the future.

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## ENTERPRISE FUNDS

### **Cemetery Department**

The Cemetery Department is a self-funding entity. The salaries and expenses of the department are offset by the transfer of certain revenues to the Town. Revenues generated by the Cemetery Department come from the sale of lots, opening of graves and interest from their Perpetual Care funds. Although their budget is voted at town meeting, it has no impact on the tax rate

### **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 Department's 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 Department's 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.

## FINANCE COMMITTEE MEMBERS

<u>Member</u>	<u>Appointed By</u>	<u>Term Expires</u>	<u>Years on FinCom</u>
Richard Montminy - Chair	Moderator	2007	6
Steven Venuti – Vice Chair	Board of Selectmen	2006	10
Ken Adam	Board of Selectmen	2005	18
Ron Dokus	School Committee	2005	1
Fred Faulkner	Light & Water Dept	2007	20
Allen McRae	Board of Assessors	2005	3
Brian Tarbox	School Committee	2006	2

## TOWN SURVEY

This year the Finance Committee initiated a survey. A sub-committee comprised of two members each from the FinCom, Board of Selectmen and School Committee designed the survey. The survey was distributed by the Light and Water Department through the monthly bills to approximately 3,000 households in the Town. We received back over 500 responses. The survey asked two basic questions: How do you rate the Level of Service of each department and what do you think the budget priority should be for each department?

# TOWN OF LITTLETON

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While no survey is perfect and this survey is far from it, we believe there is value in simply asking the question and giving residents a chance to express their opinion. The summary results are shown below and the full results are available on the Town Web Site.

## Littleton Town Survey

The Board of Selectmen, School Committee and Finance Committee are interested in getting citizen input as we work to develop the next budget. Please take a few minutes and tell us your preferences and priorities

### ***Please rate each item on two scales.***

*In the Level of Service column please rate your satisfaction with the level of service associated with each item. Regardless of the budget for this item, what is your level of satisfaction with the service provided by this category?*

1=Very satisfied, 2=Somewhat satisfied, 3=Somewhat unsatisfied, 4=Very unsatisfied

NA=have not used the service

*Under the budget column please tell us your budget priority for each category. Please keep in mind that given our limited budget, money can only be added to one item by decreasing another item's budget or by increasing revenue.*

A=high priority, B=medium priority, C=lower priority, NA=have not used the service

Category	Level of Service	Budget	Comments
Board of Health			
Building maintenance			
Council on Aging			
Fire			
Highway			
Library			
Open Space			
Park & Rec.			
Planning Board			
Police			
Road Maintenance			
Schools			
Sidewalks			
Town Offices			
Vehicles and equipment			
Other			

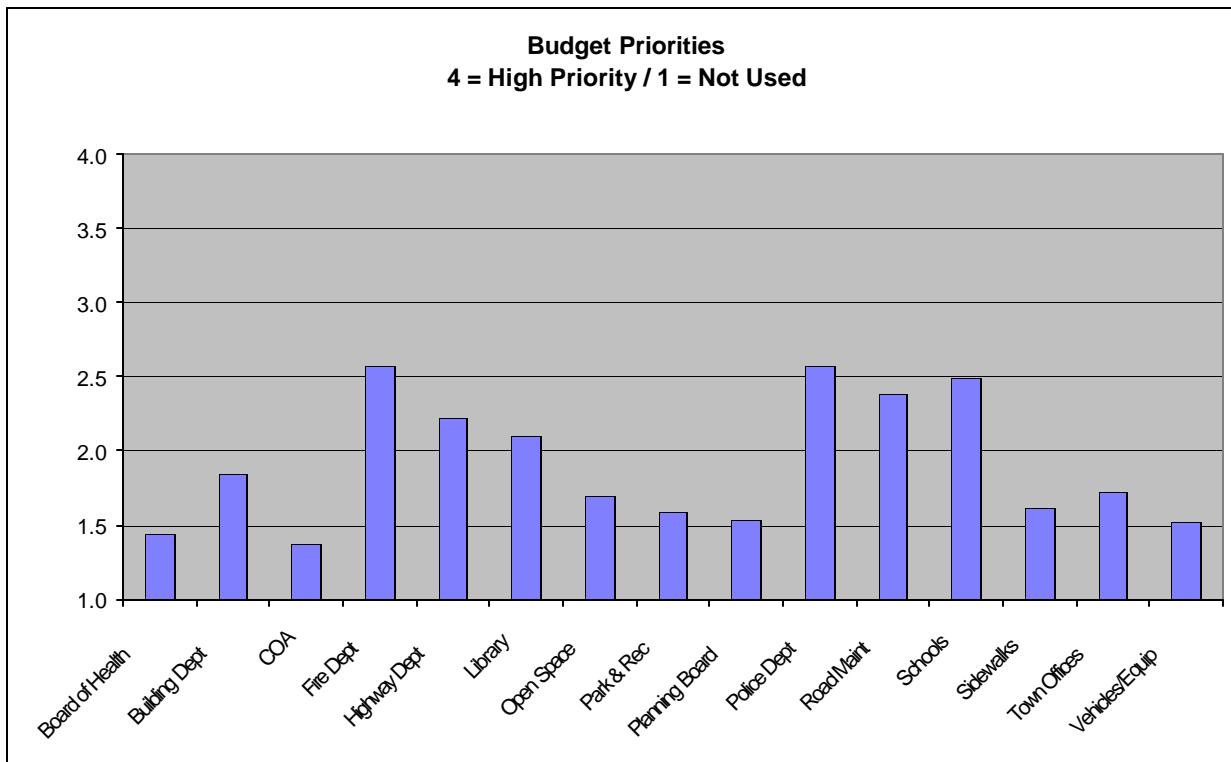
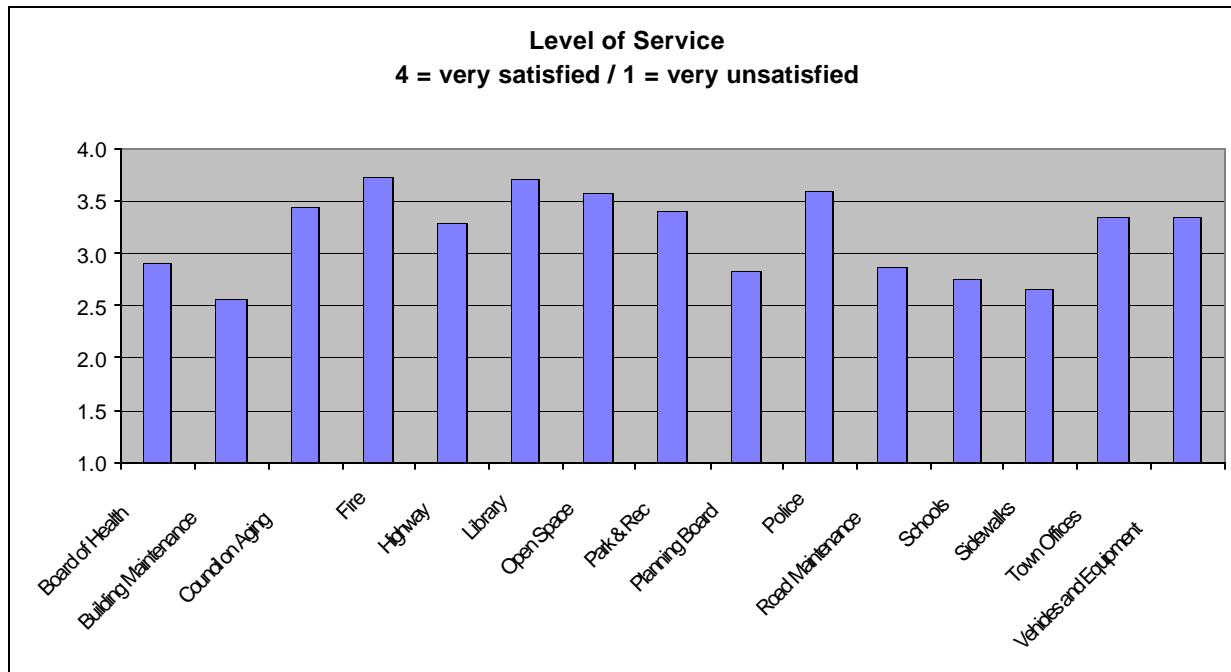
Comments? \_\_\_\_\_

\_\_\_\_\_

*Thank you!*

# ANNUAL REPORT 2004

## RESULTS



## **TOWN OF LITTLETON**

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### **SENIOR “CIRCUIT BREAKER” TAX CREDIT**

#### **WHAT IS IT?**

For tax years beginning on or after January 1, 2001, 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 \$820 for the tax year beginning January 1, 2004. If the credit due the taxpayer exceeds the amount of the total income tax payable for the year, the excess amount of the credit will be refunded to the taxpayer without interest.

Eligible taxpayers who own their property may claim a credit equal to the amount by which their property tax payments in the current tax year (excluding any exemptions and/or abatements), including water and sewer debt charges, exceed 10% of their “total income” for the same current tax year. Taxpayers residing in communities that do not include water and sewer debt service in their property tax assessments may claim, in addition to their property tax payments, 50% of the water and sewer charges actually paid during the tax year when figuring their credit.

For renters, the law assumes that 25% of their rent goes toward property tax. Accordingly, renters may claim a credit in the amount by which 25% of their annual rental payment is more than 10% of their total income. For purposes of the tax credit, a taxpayer’s “total income” includes taxable income as well as exempt income such as social security, treasury bills and public pensions. For a complete list of what constitutes “total income,” please contact the Massachusetts Department of Revenue’s Customer Service Bureau at the numbers listed below.

#### **WHO IS ELIGIBLE FOR THE CREDIT?**

To be eligible for the credit for the 2004 tax year, a taxpayer must be 65 years of age or older before January 1, 2005 (for joint filers, it is sufficient if one taxpayer is 65 years of age or older), must own or rent residential property in Massachusetts and occupy the property as his or her principal residence. The taxpayer’s total income cannot exceed \$44,000 for a single filer who is not the head of a household, \$55,000 for a head of household, or \$66,000 for taxpayers filing jointly. No credit is allowed for a married taxpayer unless a joint return is filed. Moreover, the assessed valuation of the real estate cannot exceed \$441,000. No credit is allowed if the taxpayer claims the “married filing separate” status, receives a federal or state rent subsidy, rents from a tax-exempt entity, or is the dependent of another taxpayer.

#### **IS THE TAX CREDIT CONSIDERED INCOME?**

Tax credits received by eligible taxpayers are not considered income for the purpose of obtaining eligibility or benefits under other means-tested assistance programs including food, medical, housing, energy and educational assistance programs.

#### **HOW DOES A TAXPAYER CLAIM THE CREDIT?**

Taxpayers who are eligible for the tax credit in the 2004 tax year can claim the credit by submitting a completed Schedule CB, Circuit Breaker Credit, with their 2004 state income tax return. Schedule CB is available on the web at [www.mass.gov/dor](http://www.mass.gov/dor).

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### **WHAT IF THE TAXPAYER IS NOT REQUIRED TO FILE A STATE INCOME TAX RETURN?**

An eligible taxpayer who does not normally file a state income tax return may obtain a refund by filing a return with Schedule CB, Circuit Breaker Credit.

### **WHAT DOCUMENTATION MUST THE TAXPAYER KEEP?**

As with all claimed tax credits and deductions, the taxpayer must keep all pertinent records, receipts and other documentation supporting his or her claim for the credit.

For further information, please visit <http://www.mass.gov/dor> or contact the Massachusetts Department Of Revenue's Customer Service Bureau at (617) 887-MDOR or toll-free in Massachusetts at 800-392-6089.

**The above information was compiled directly from the Commonwealth of Massachusetts Department of Revenue's web site. The complete text as well as examples can be found at: <http://www.dor.state.ma.us> and click [Tax Tips for Seniors and Retirees](#) as well as [http://www.dor.state.ma.us/help/guides/abate\\_amend/personal/issues/realestate.htm](http://www.dor.state.ma.us/help/guides/abate_amend/personal/issues/realestate.htm) for a document entitled Real Estate Tax Credit for Persons Age 65 and Older (known as the "Circuit Breaker")**

# **TOWN OF LITTLETON**

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## **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 principle 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.

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**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 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.

## **TOWN OF LITTLETON**

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**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.

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**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.

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## **Notes**