

## Table Of Contents

<b>DEDICATION</b> .....	2	<b>CLEAN LAKES COMMITTEE</b> .....	122
<b>GENERAL INFORMATION</b> .....	4	<b>BOARD OF APPEALS</b> .....	123
WHERE TO CALL FOR TOWN INFORMATION .....	4	<b>COMMISSIONERS OF TRUST FUNDS</b> .....	124
TOWN OFFICES – HOURS AND LOCATION.....	5	<b>COUNCIL ON AGING</b> .....	127
STATE AND FEDERAL ELECTED OFFICIALS.....	6	<b>CULTURAL COUNCIL</b> .....	130
GENERAL INFORMATION .....	7	<b>LITTLETON COMMUNITY GARDENS</b> <b>COMMITTEE</b> .....	132
DEFINITIONS .....	7	<b>LITTLETON HISTORICAL COMMISSION</b> .....	133
TRANSFER STATION STICKERS .....	8	<b>REPORT OF THE REUBEN HOAR</b> <b>LIBRARY</b> .....	134
<b>ELECTED AND APPOINTED TOWN</b> <b>OFFICIALS</b> .....	9	<b>SCHOOL DEPARTMENT</b> .....	139
<b>BOARD OF SELECTMEN</b> .....	18	SCHOOL COMMITTEE REPORT .....	139
<b>TOWN CLERK</b> .....	21	LITTLETON PUBLIC SCHOOLS REPORT .....	141
<b>TAX COLLECTOR</b> .....	72	HIGH SCHOOL PRINCIPAL REPORT .....	143
<b>TREASURER</b> .....	80	MIDDLE SCHOOL PRINCIPAL REPORT .....	145
<b>TOWN ACCOUNTANT</b> .....	83	RUSSELL STREET SCHOOL PRINCIPAL REPORT .....	146
<b>BOARD OF ASSESSORS</b> .....	90	SHAKER LANE SCHOOL PRINCIPAL REPORT ...	148
<b>ELECTRIC LIGHT DEPARTMENT</b> .....	91	LITTLETON ENROLLMENT BY GRADES.....	150
<b>WATER DEPARTMENT</b> .....	94	<b>NASHOBA VALLEY TECHNICAL HIGH</b> <b>SCHOOL</b> .....	151
<b>HIGHWAY DEPARTMENT</b> .....	97	<b>METROPOLITAN AREA PLANNING</b> <b>COUNCIL</b> .....	154
<b>FACILITY MANAGER</b> .....	101	<b>PUBLIC SHADE TREE COMMITTEE</b> .....	157
<b>BUILDING DEPARTMENT</b> .....	102	<b>PARK AND RECREATION COMMISSION</b> .....	158
<b>REPORTS OF WIRING AND PLUMBING</b> <b>INSPECTORS</b> .....	104	<b>VETERAN'S AGENT REPORT</b> .....	159
REPORT OF THE WIRING INSPECTOR.....	104	<b>CEMETERY COMMISSION</b> .....	160
REPORT OF THE PLUMBING AND GAS		<b>BOARD OF HEALTH</b> .....	161
INSPECTOR .....	104	NASHOBA ASSOCIATED BOARDS OF HEALTH	162
<b>INFORMATION SYSTEMS</b> .....	105	<b>ANNUAL TOWN MEETING WARRANT</b> ...	167
<b>TOWN COUNSEL</b> .....	107	<b>SPECIAL TOWN MEETING WARRANT</b> ...	196
<b>POLICE DEPARTMENT</b> .....	110	<b>INDEX</b> .....	199
<b>FIRE DEPARTMENT</b> .....	112	<b>SERVE YOUR COMMUNITY</b> .....	200
<b>LITTLETON EMERGENCY</b> <b>MANAGEMENT AGENCY</b> .....	114	<b>FINANCE COMMITTEE</b> .....	201
<b>CONSERVATION COMMISSION</b> .....	115		
<b>PLANNING BOARD</b> .....	117		
<b>OPEN SPACE AND IMPLEMENTATION</b> <b>COMMITTEE</b> .....	120		

# **TOWN OF LITTLETON**

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## **DEDICATION**

The 2002 Annual Town Report  
Is dedicated to Donald B. Prouty

On April 14, 2002 the town mourned the death of Donald Prouty, genial and widely respected former Moderator and Town Counsel. Don was old Littleton to the core. On his retirement as Moderator in 1973, a Resolution was read at Town Meeting "recognizing his outstanding contribution for a quarter of a century to one of America's most cherished forms of representative government, the Town Meeting", and praising his "integrity, skill, fine sense of humor, and thorough knowledge of town affairs". He continued to serve as Town Counsel for many years.

Don was 3 months old when he moved with his parents to their new home at 32 Foster Street. A graduate of Middlesex School, Harvard College and Harvard Law School he served in the US Navy for 4 years; first, in command of a sub-chaser in the invasions of Sicily and Salerno, then as navigator of a heavy cruiser. He attained the rank of commander.

Returning to Littleton in 1946 he established a law practice in Boston and upheld the over-125-year tradition started by his great grandfather, and continued by his grandfather and father, of commuting daily on the B&M railroad. For nine years Don, his

wife Carey, and their two daughters lived at the top of Wilderness Road, then moved to the Foster Street home in 1955, a lively place where 7 grandchildren and many relatives and friends congregated over the years. Besides his commitment to the town, Don was Treasurer of First Church Unitarian and a Trustee of Nashoba/Deaconess Hospital in Ayer.

Don was generous with his time, and with the beach, woodlands and amenities of his property. Generations of youngsters remember the hair-raising rides he offered in his yellow jeep at the annual Fair in Fay Park. The route up Wilderness Road to Long Lake cost 25 cents and was more exciting than any theme park. Halloween brought hordes of little kids who year after year anticipated being scared by the gutteral sound of a fog horn as they reached the darkened front door.

Kind, friendly, witty, outgoing, and with a wonderful capacity to make others feel special, Don is remembered as a true gentlemen. His family and his town were privileged to have him in their lives. The Selectmen would like to thank Carey Prouty for providing the biography and picture of Don.

# ANNUAL REPORT 2002

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The Board of Selectmen would like also to recognize the following individuals who served the Town of Littleton in various capacities for many years.

## **ROBERT B. WALL, SR.**

A graduate of Columbia University and a Marine Corps Korean War Veteran, Mr. Wall served on the Littleton Finance Committee for many years and was also a member of the Littleton Rotary Club. He enjoyed woodworking and made furnished dollhouses, which he donated to the Littleton Christmas bazaar. He also volunteered at Camp Nashoba in Littleton, where he ran the woodworking shop. His contributions to the town will be long remembered.

## **F. EVERETT REED**

An engineer by vocation and champion of peace and justice, Mr. Reed pursued both of those interests until ill health caused him to slow down last year. Known as the “conscience” of the Congregational Church of Littleton, Mr. Reed delivered updates at Sunday services on the church’s mission work for as long as he was able. He served on the building committee for the Littleton Junior/Senior High School on Russell Street, was active in many groups and committees at the Congregational Church, and was a veteran Town Meeting participant. His contributions will be sorely missed by his fellow church-goers and Town residents alike.

## **JOSEPH ALO**

A Littleton High School graduate, Mr. Alo served on the Littleton Park and Recreation Commission for several years and was a member of St. Anne’s Church in Littleton. He enjoyed playing pool, golf and entertaining his friends. Always a gentleman he is missed by his family and fellow town residents.

# TOWN OF LITTLETON

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## 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>Fire Department</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, LELD	952-2777
Library	Reuben Hoar Library	486-4046
Nurse (Town)	Board of Health	952-2313
<b>Police &amp; Ambulance Emergencies</b>	<b>Police Department</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
Nashoba Valley Technical High School	High School	952-2555
Selectmen	Superintendent	486-8951
Tax Collections	Main Office	692-4711
Transfer Station Stickers	Town Administrator	952-2311
Treasurer	Tax Collector	952-2349
Veterans Services	Board of Selectmen	952-2311
Water	Town Treasurer	952-2306
Welfare Questions	Veterans Agent	952-2325
Wiring Permits	Light and Water Department	486-3104
Zoning	Welfare Board	263-6610
	Wiring Inspector	952-2308
	Building Commissioner	952-2308

## TOWN OFFICES – HOURS AND LOCATION

<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	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.
<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>Facilities Manager</b> 486-0514	Monday – Friday 7:30 a.m. – 3:30 p.m. Shattuck Street Building, 2 <sup>nd</sup> 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 8:45 a.m. – 5:15 p.m. Tuesday, Wednesday, Thursday 8:00 a.m. – 4:00 p.m.
<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	Monday, Wednesday, 10 a.m. - 9 p.m. Tuesday, Thursday 12 Noon - 9 p.m. Friday, Saturday, 10 a.m. - 4 p.m. Sunday - Noon - 4 p.m. Mid-October thru Mid-April
<b>School Department</b> 486-8951	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

# **TOWN OF LITTLETON**

## STATE AND FEDERAL ELECTED OFFICIALS

President of the United States      George W. Bush  
1600 Pennsylvania Avenue  
Washington, D.C.

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

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

# ANNUAL REPORT 2002

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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.

# TOWN OF LITTLETON

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## TRANSFER STATION STICKERS

**The Town is going to a Pay As You Throw (PAYT) system where residents will be required to purchase a sticker for their vehicle and also buy bags to dispose of their household trash.** The Board of Selectmen will determine the price of the sticker and price of bags. Locations where bags will be available for purchase have yet to be determined. Stickers will be available for purchase only at the Transfer Station during their normal operating hours of Tuesday and Thursday, 12 Noon to 7 p.m. and Saturday, 8 a.m. to 5 p.m. When purchasing a sticker residents will be required to show proof of residency in addition to providing their vehicle registration. Information regarding what may be taken to the Transfer Station is available at the Transfer Station.

Transfer Station Sticker Fees are as follows:

<b>Bag Fee</b>	<b>To Be Determined</b>
<b>Annual Sticker</b>	<b>To Be Determined</b>
<b>Second Sticker (One Year)</b>	<b>To Be Determined</b>
<b>Six Month Sticker</b>	<b>To Be Determined</b>
<b>Senior Citizen One Year Sticker</b>	<b>To Be Determined</b>
<b>(Second Stickers sold to Senior Citizens are not discounted.)</b>	
<b>Recycling Only Sticker (One year)</b>	<b>To Be Determined</b>
<b>Miscellaneous Items:</b>	
<b>Appliances: Without Freon - dishwashers, stoves, Water heaters, etc.</b>	<b>\$10.00 each</b>
<b>Appliances With Freon: Refrigerators, freezers, Air conditioners, etc.</b>	<b>\$20.00 each</b>
<b>Microwave Ovens</b>	<b>\$10.00 each</b>
<b>CRTS, TV's</b>	<b>\$16.00 each</b>
<b>Propane Tanks</b>	<b>\$12.00 each</b>
<b>Tires</b>	<b>\$4.00 each</b>
<b>Bulky Furniture, couches, stuffed chairs, mattresses, etc.</b>	<b>\$4.00 each</b>
<b>Large Metal Items</b>	<b>\$20.00 each</b>
<b>Pickup Truck or Trailer Load of the following:</b>	
<b>Brush</b>	<b>\$50.00/load</b>
<b>Wood/building debris</b>	<b>\$50.00/load</b>

### NOTES:

1. Stickers entitle users to dispose of routine household residential refuse.
2. Fees for Miscellaneous Items entitle users to dispose of non-routine items on a periodic basis. In certain instances the user may be asked to identify the source of the non-routine item in order to be permitted to dispose of the item.
3. A pickup with a "load" is understood to be substantially full. The Attendant's judgment shall be final in this matter.
4. The Attendant shall have the option of temporarily restricting the use of the Transfer Station due to operational or space problems.
5. Users may purchase stickers or pay fees at the Transfer Station with **CHECKS ONLY**. No cash will be accepted at the Transfer Station for security reasons. Effective March 2003 stickers **MUST** be purchased at the Transfer Station.
6. The appropriate fees will be collected for those items set out in the Transfer Station Fee Schedule regardless of whether the item is left in the swap shop be discarded.

## ELECTED AND APPOINTED TOWN OFFICIALS

### ELECTED TOWN OFFICERS - YEAR ENDING MAY 4, 2003

	TERM EXPIRES
MODERATOR Charles F. Kaye	2003
TOWN CLERK Mary Crory	2004
TAX COLLECTOR Rebecca Quinn	2005
TOWN TREASURER Margaret Dennehy	2003
BOARD OF ASSESSORS James S. Winroth Pamela Campbell Frederick J. Freund William Nickerson Brian Wright	2004 2004 2005 2003 2003
BOARD OF SELECTMEN Joseph Cataldo Walter Bartkus Ronald J. Caruso Reed Augliere Paul J. Glavey	2004 2004 2005 2005 2003
BOARD OF ELECTRIC LIGHT COMMISSIONERS Joseph McCumber Joseph Cataldo Thomas Rauker Craig Gruskowski Bruce Trumbull	2004 2004 2005 2003 2003
BOARD OF WATER COMMISSIONERS Joseph McCumber Joseph Cataldo Thomas Rauker Craig Gruskowski Bruce Trumbull	2004 2004 2005 2003 2003
CEMETERY COMMISSIONERS Susan Fougstedt David Badger Deborah Williams	2003 2004 2005

# **TOWN OF LITTLETON**

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## **TERM EXPIRES**

### **LITTLETON SCHOOL COMMITTEE**

	<b>TERM EXPIRES</b>
Neil Peterson	2004
Susan MacDowell	2005
Sharon Chan	2005
Elaine Braun-Keller	2003
Roland Gibson	2003

### **PLANNING BOARD**

Janet LaVigne	2006
Mark Montanari	2007
Mark Johanson	2003
David Campbell	2004
Steven Wheaton	2005

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

Marcia Marcantonio	2004
Barbara Chapin	2004
James L. Carozza	2005
Julian Stam	2005
Cheryl Hardy-Faraci	2003
Dorothy Sussman	2003

### **PARK AND RECREATION COMMISSION**

Greg Champney	2004
Anita Harding	2004
Ivan Pagacik	2005
Al Gregory	2003
Frederick Freund	2003

### **BOARD OF HEALTH**

Robert Zimmerman	2004
Thomas Grady	2004
Peter M. Cassinari	2005
Kelly Harte	2005
Steve Foss	2003

### **BOARD OF COMMISSIONERS OF TRUST FUNDS**

Raymond M. Cornish, Jr.	2004
Rick Hoole	2005
Thomas Todd	2003

### **HOUSING AUTHORITY**

John Comeau	2004
Linda Stoffel Graves	2005
Mildred McGovern	2003
Marie Griffin	2006

### **COMMONWEALTH APPOINTEE**

# ANNUAL REPORT 2002

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## OFFICERS CHOSEN BY NOMINATION

POUNDKEEPER	2003
FIELD DRIVERS	
Michael O'Malley, Raymond C. O'Neil	2003
FENCE VIEWERS	
William Farnsworth, Timothy H. Whitcomb, Joseph Knox	2003
SURVEYOR OF TIMBER AND MEASURER OF WOOD BARK	
Henry Parlee	2003
MEASURERS OF GRAIN, WEIGHERS OF GRAIN, HAY, COAL, LIVESTOCK ETC.	
Arthur D. Keown, Janet Keown, John Tarves	2003

## OFFICERS APPOINTED

### FINANCE COMMITTEE - 3 YEAR TERM

Moderator Appointee	Richard Montminy	2004
Water and Light Appointee	Fred Faulkner	2004
Board of Assessors Appointee	Alan McRae	2005
Board of Selectmen Appointees	Kenneth Adam	2005
	Will Ingham	2003
School Committee Appointees	Steven Venuti	2003
	Jeff Burnett	2005

### TAX COLLECTOR APPOINTEES

Assistant Tax Collector	Mary Crory
Deputy Tax Collector	Kevin Bolduc

### MODERATOR APPOINTEES

Regional School Planning Committee
Dennis Phillips
John Bowers
Ellen Hall

### TOWN CLERK APPOINTEE

Assistant Town Clerk	Rebecca Jean Quinn
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### BOARD OF HEALTH APPOINTEES

Animal Inspector	Frank Matheson
Burial Agent	David Badger
Mosquito Control Committee	

### MODERATOR APPOINTEES

Regional School Planning Committee
Dennis Phillips
John Bowers
Ellen Hall

## BOARD OF SELECTMEN APPOINTMENTS

### TOWN ADMINISTRATOR

Timothy D. Goddard

### TOWN COUNSEL

Judith Pickett  
Raymond Miyares  
Thomas Harrington

### CONSTABLES

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

# **TOWN OF LITTLETON**

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## **POLICE DEPARTMENT**

### **CHIEF OF POLICE**

John M. Kelly

### **LIEUTENANT**

Matthew J. King

### **ADMINISTRATIVE ASSISTANT**

Vicki Dombrowski

### **POLICE OFFICERS**

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

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  
Kathleen Webbert  
David Lanteigne

### **ON-CALL COMMUNICATIONS OFFICERS**

Douglas J. Cook  
David Lefebvre  
Thomas Hurley  
David McGloughlin

### **RESERVE POLICE OFFICERS**

Steven Ziegler  
Michelle Henderson  
Douglas J. Cook  
Robert Sabourin  
Deborah Richardson  
John Corbett  
Michael Sallese  
John Murphy  
John Ciszek  
Omar Connor  
David Spellman  
Katie O'Leary

### **SPECIAL POLICE OFFICERS**

Thomas W. O'Dea, Chief, Retired  
Roland J. Bernier  
Savas Danos  
Ronald Caruso  
Paul Glavey  
Reed Augliere  
Walter Bartkus  
Joseph Cataldo  
Michael Knupp  
Frank Matheson  
Gordon Bowker, Town Forest  
Jerry Sellers  
Richard Montminy  
Robert Napolitano

### **MATRONS**

Deborah Richardson  
Linda Graves  
Rosemary Quinn  
Vicki Dombrowski

### **SPECIAL POLICE OFFICERS – OTHER TOWNS**

#### **HARVARD**

William Chase, Chief  
All Officers

#### **ACTON**

Frank Widmayer, Chief

#### **AYER**

Richard J. Rizzo, Chief  
All Officers

# ANNUAL REPORT 2002

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## **WESTFORD**

Robert Welch, Chief  
All Officers

## **BOXBOROUGH**

Richard G. Vance, Jr., Chief  
All Officers

## **GROTON**

Robert Mulhern, Chief  
All Officers

## **FIRE DEPARTMENT**

### **FIRE CHIEF**

Alexander S. McCurdy

### **CAREER FF/EMT**

William Harland, Jr.  
Keith Dunn  
Ryan Monat  
Steele McCurdy

### **ADMINISTRATIVE ASSISTANT**

Eileen Monat

## **ON-CALL EMERGENCY SERVICES**

### **DEPUTY CHIEF**

Keith Nixon

### **DIVISION CHIEF**

James Ray

### **CAPTAIN**

James Cahill  
Scott Wodzinski

### **LIEUTENANT**

Joseph Rock  
Keith Dunn  
Teresa Rock  
Michael Denehy

### **FIREFIGHTERS/EMT'S**

FF Dwayne Banks  
FF Tom Clancy  
FF/EMT Brenda Dunn  
FF Michael Gassiraro  
FF David Harrington  
FF/EMT Tom Hurley  
FF Thomas Kneeland  
FF/EMT David Lefebvre  
FF David McGloughlin  
FF Michael O'Donnell  
FF Charles Ogilvie  
FF Jeff Pichel  
FF Barry Real  
FF Jeff Stanford  
FF/EMT Edward Williams

FF David Castagneto  
FF/EMT Brian Connaughton  
FF/EMT Michele Dunn  
FF Timothy Grant  
FF Mark Hickox  
FF/EMT Richard Kent  
FF/EMT Richard Landers  
FF John Malloy  
FF John McNamara  
FF Patrice O'Malley  
FF/EMT Colin Osgood  
FF/EMT Anthony Polk  
FF/EMT Feargal Spain  
FF Jeff Surprenant  
FF Mark Witherell

### **EMT'S**

EMT Erica Andrews  
EMT Edward Burg  
EMT Dick Golembeski  
EMT Keith Hevenor  
EMT Barbara McKelvie  
EMT Timothy Pacheco

EMT Cyrus Blake  
EMT Penny Cadogan  
EMT Nancy Gower  
EMT Suzanne Klein  
EMT Denise Moniz  
EMT M. Thomas Quail

# **TOWN OF LITTLETON**

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## **COMPANY 4 Reservists**

Cyrus Blake  
Tom DeGeorge  
Paul Leger  
Timothy Pacheco  
Ron Sawyer

Paula Coke  
William Harland, Sr.  
Jason Martin  
David Polsey  
Michael Steigerwald

Philip Swenson

## **TOWN ENGINEER.**

Eric K. Durling

## **TOWN ACCOUNTANT**

Meredith Mayo

## **INFORMATION SYSTEMS MANAGER**

Theresa Campbell

## **MRTA ADVISORY BOARD**

Timothy D. Goddard

## **FACILITY MANAGER**

## **DOG OFFICER**

ACO Michael Harrington  
Assistant ACO Sharon Aaron  
Assistant ACO Judy Bassett  
Assistant ACO Timothy Whitcomb

## **INSPECTOR OF BUILDINGS**

Roland J. Bernier

## **ASSISTANT BUILDING INSPECTOR**

Gabriel Vellante

## **INSPECTOR OF WIRES**

Booth Jackson

## **ASSISTANT WIRING INSPECTOR**

Vincent Chant

## **PLUMBING INSPECTOR**

Steven Cormier

## **DEPUTY PLUMBING INSPECTOR**

Joseph Cormier

## **GAS INSPECTOR**

Steve Cormier

## **DEPUTY GAS INSPECTOR**

Joseph Cormier

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

Augustine Kish	2006
William Foster, Alternate	2003

## **SEALER OF WEIGHTS & MEASURES**

Services Provided by State

## **COUNCIL ON AGING**

### **3 YEAR TERM**

Norman Berry	2003
Bernard Araujo	2003
Mary Catalanotto	2003
Barbara Brine	2003
Barbara Kamb	2005
Mary Kaye	2005
Greta Bennett	2005
John Blake	2005
Natalie Hallowell	2004
Curtis J. Lanciani	2004
Howard Russell	2004

## **COMMISSION ON DISABILITIES (9)**

Bartlett Harvey  
George Sanders  
Ivy Sanders  
Wendy Vinal  
Walter Bartkus, Selectman's Representative  
Jessica Murphy

## **VETERANS AGENT**

Charles C. Wright

## **MAGIC REPRESENTATIVE**

**VACANT**

# ANNUAL REPORT 2002

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## GRAVES REGISTRATION OFFICER

David Badger

## PERSONNEL COMMITTEE

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

Kenneth Adam, Finance Comm. 2004  
Walter Bartkus, Selectman, 2004  
Jeanne Kidder, Chief Assessor, 2003  
Donna Maddon, Employee, 2003  
Joseph Gaffney, Citizen-at-large, 2004  
Denise Pagacik, Citizen-at-large, 2004  
Timothy Goddard, Town Administrator

## MAPC REPRESENTATIVE

VACANT

## CULTURAL COUNCIL 2 Year Term

Andrea Curran	2003
Deb Augliere	2003
Andrews Bowers	2003
Susan Harvey	2004
Henri Holkamp	2003
Michael Kearney	2003
Eileen Monat	2004

## REGISTRARS OF VOTERS

Mary Crory, Town Clerk  
Sally Bowers  
Betsy Bohling  
Lois Smith

## ELECTION WARDEN

Mildred McGovern

## CONSERVATION COMMISSION

### 3 YEAR TERM

Ian Gunn	2004
Frank Matheson	2004
Sarah Seward	2005
Peter Tierney	2005
Carl Melberg	2003
James Pickard	2003
Dan Lord	2003

## SCHOOL PLANNING COMMITTEE

### 3 YEAR TERM

Vacancy	2003
David Campbell	2003
Joe Gaffney	2003
Reed Augliere	2005
Vacancy	2005
Theresa Roberts	2005
Vacancy	2004
Vacancy	2004
Vacancy	2004

## PERMANENT MUNICIPAL BUILDING COMMITTEE (5 year)

Gino Frattalone	2006
William Farnsworth	2005
Elaine Braun-Keller	2004
Mark Mizzoni	2003
Tom Rauker	2007
Warren Terrell	2005
Michael Coole	2004

## BOARD OF APPEALS 3 YEAR TERM

Julia Adam	2004
Sherrill Gould	2004
Raymond Cornish	2003
Brad Miller	2005
Joseph Knox, Alt.	2004
John Cantino, Alt.	2005
William Farnsworth, Alt.	2004
Ray Galloni, Alt.	2005
Ronald Hudgens, Alt.	2005

## MBTA ADVISORY COMMITTEE

Barbara Boothby  
Ron Catella  
Jack Cooney  
David Derrig  
Tim Goddard  
Roger Hauck  
Steve Sussman  
Ed Fultz  
Pat Schaubberger

## SENIOR HOUSING COMMITTEE

Walter Bartkus	Michael Knupp
Peter Cassinari	Janet LaVigne
Ray Galloni	Darrell Payson

# **TOWN OF LITTLETON**

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## **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  
Tree Warden (Highway Operations Manager)

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

Rita Biagioni	Richard Dennis	Rick Fritz	Linda Stein
Debra Bray	Sarah Foss	Art Lazarus	
Peter Church	Gino Frattalone	Melissa Spurr	

## **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

## **SPECIAL WEIGHERS - FLAME**

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

## **SPECIAL WEIGHERS - AGGREGATE INDUSTRIES**

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

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

Steve Barinoski  
Ed Nowers

## **HISTORICAL COMISSION**

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

## **TECHNOLOGY COMMITTEE**

Theresa Campbell  
James D. Murray  
Rick Stevens  
Brian Tarbox  
Keith White

## **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

# ANNUAL REPORT 2002

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## **SPECIAL WEIGHERS “THE STONE YARD”**

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

## **LITTLETON EMERGENCY MANAGEMENT AGENCY**

### **OFFICERS**

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

### **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	

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

<b>EMERGENCY MEDICAL TECHS</b>	<b>NURSES (VACANT)</b>
C. Gruskowski, DMD	

### **RADIO COMMUNICATIONS (VACANT)**

# **TOWN OF LITTLETON**

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## **BOARD OF SELECTMEN**

### **YEAR ENDING DECEMBER 31, 2002**

It proved to be a busy year for the Board of Selectmen and the town as a whole in 2002. We had the satisfaction of seeing several projects move forward or come to fruition; and we had the frustration of dealing with an unusual disagreement between town boards, as well as a growing fiscal problem at year's end. Throughout it all, we continue to seek success through a cooperative approach to problem solving, advancing a proactive plan, and dealing with fiscal issues with prudence and responsibility.

Among the projects or initiatives the Board of Selectmen addressed during 2002 were: near final plans for the new police station, as well as progress on the new middle school; several highway and public works projects, including new sidewalk on King Street, and a comprehensive Infrastructure Study conducted by Vanasse Hangen Brustlin; final acceptance of Lake Shore Drive as a town road; an ongoing debate over the proper disposition of hundreds of tax title town-owned lots; a solemn memorial observance on September 11; utilization of the new capital facilities department; consideration of three chapter 40B housing proposals, presently under review by our new Senior Housing Committee; exploration of the "pay-as-you-throw" program for operating the transfer station; and settlement of our suit with Cisco over their proposed Boxborough development, ensuring some limits and remedies to the expected traffic impact to Whitcomb Avenue.

The May Town Election saw the retirement of Selectman Karen Duggan McNamara. The Board misses her compassion and commitment to town service, as well as her endearing personality. Over the years, Karen made her mark on a wide array of issues ranging from MBTA, traffic and regional planning, to personnel policy, technology systems, and sound fiscal planning. After a year of impressive leadership in difficult times, Chairman Ron Caruso was re-elected, and the Board was joined by Reed Augliere, a former School Committee and Permanent Municipal Building Committee member, who brings a welcome enthusiasm for new ideas. Following Annual Town Meeting, the Board re-organized with Paul Glavey as chair, Joe Cataldo as vice-chair, and Walter Bartkus as clerk.

The Annual Town Meeting left an unusual and undesirable situation of having an out-of-balance budget. Town Meeting voted a budget for the schools, supported by the School Committee, that was \$775,000 more than the budget recommendation of the Finance Committee and Board of Selectmen, who had provided for a 9.3% increase in the school budget. The Board of Selectmen called an Override Election for June 25 and a Special Town Meeting for June 29 to address the issue. The Board recommended against passing the override, and the townspeople overwhelmingly voted down the tax increase measure. At the Special Town Meeting four days later, the town voted to restore the funding to the level of the original recommendation.

Littleton welcomed a major addition in the form of the town's spectacular new high school on King Street, which was completed in June and opened in September. On budget and financed without any tax increase to the townspeople, the high school upon its opening has become the centerpiece of the town's municipal and community assets. All the members of the town's Permanent Municipal Building Committee deserve our thanks for a job well done, especially those who understandably chose to retire in the months after the project's conclusion: Dick Montminy, Sam Slarskey, Carol Frisoli, and Ron Caruso. After the project, the Board of Selectmen undertook a review process on the strengths and weaknesses of the town's system for such building projects. The end result was a revised town by-law for the building

committee adopted at a Fall Special Town Meeting, which strengthened and codified the governance, accountability, and oversight of the municipal building process.

Also at the Fall Special Town Meeting, the town took a major step in realizing its open space objectives, by voting to purchase the Hartwell property, a key link in a desired greenbelt through the town's center, which includes uplands, trails, fields, wetlands, a colonial-era stone bridge, and frontage on Beaver Brook. Selectmen Paul Glavey and Joe Cataldo and Town Administrator Tim Goddard concluded the negotiations of this long-sought property, making the purchase for \$1.1 million (less some gift/tax considerations), all of which will be funded through current and future revenues from the town's Public Land and Cell Tower accounts, with no further impact on the taxpayer.

In addition to the business of managing the departments under the Board's direction, the Board of Selectmen also undertook an Action Agenda, with each member responsible for pursuing two issues of interest to the Board. These included: a new post office; open space preservation efforts; a senior/community center; the "Pay-As-You-Throw" program; housing needs; economic development planning; town government restructuring; the lakes clean-up initiative; a new train station and Littleton Depot revitalization; and Littleton Common improvements. The adoption of these Action Agenda goals coincided with the Planning Board's adoption of the new Master Plan. Recognizing this, the two Boards have begun a dialogue toward implementing the Master Plan objectives, focusing on measures to improve the Depot and Common areas, to address housing, open space, and economic development needs, and to integrate capital and public works programs with development mitigation. Beyond these issues, Town Administrator Tim Goddard also has advanced plans to better incorporate capital planning into the budget process, and to develop contracts for the town's major department heads.

The year 2002 saw its share of personnel turnover with the town's adoption of a state offered Early Retirement Plan hitting particularly hard at the Police Department, where Lieutenant Jake Hagan, Detective Steve Ziegler, and Officer Tom Delegge all retired, in addition to other departures. Outstanding Sgt. Glen McKiel left to take the position as Police Chief in Warren, Mass. Veteran Sgt. Matt King was promoted to the Lieutenant's position, and the flurry of activity in the Police Department led to the appointment of more than a half-dozen new patrol officers, all displaying the qualities most sought by the town: talent, education, diversity, and community orientation. Meanwhile retired detective Steve Ziegler and call firefighter Rich Landers were appointed Director and Deputy Director of a revamped Littleton Emergency Management Agency, following the resignation of Doug Cook. Longtime Building Department secretary Ellen Banks retired in the fall, and Town Clerk Mary Crory also announced her plans to retire, leaving the town hall without two familiar, friendly, and professional fixtures. Among the appointments made by the Board during the year were: Gino Frattalone and Tom Rauker, Permanent Municipal Building Committee; Mary Gosby, Council on Aging; Jessica Murphy, George and Ivy Sanders, Commission on Disabilities; James Murray, Rick Stevens, Keith White, and Brian Tarbox, Littleton Information Technology Committee; Melissa Spurr and Peter Church, Open Space Committee; Neil Peterson, School Committee (jointly with School Committee); Bill Foster, Nashoba Tech School Committee alternate (jointly with Moderator and School Committee); and Bill Nickerson, Board of Assessors (jointly with Assessors). Of all the personnel changes in the course of the year, the Board notes with particular sadness the passing of Firefighter Tim Wargo, who died tragically in a fire in his own home.

As the calendar year 2002 was coming to a close, we were well into the initial planning process for Fiscal Year 2004, working with our colleagues on the Finance Committee and School Committee, among others. The mounting information was grim: growing costs for special education, charter schools, retirement contributions, and health insurance compounded by likely cuts in local aid and minimal new growth. These factors, combined with contractual obligations, forebode problems for both the current

## **TOWN OF LITTLETON**

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FY03 as well as the prospective FY04 budgets. At year's end, we found ourselves working especially close with Fincom Chair Steve Venuti and School Committee Chair Elaine Braun Keller, to address this situation with possible mid-year cuts, as well as a deferral of major capital projects, including the police station and the middle school. We take some comfort in the knowledge that our longstanding prudent fiscal planning, and the Littleton tradition of teamwork among town boards will serve us well as we face these challenges.

In closing, the Board of Selectmen recognize that as times and circumstances change, we appreciate certain constancies: the hard work and commitment of the town's superb employees; the underappreciated contributions of scores of volunteers to town government; and the wisdom and sense of community so integral to the people of Littleton. For these things, in difficult times, we are thankful in this, the 288<sup>th</sup> year of our incorporation as a town.

Respectfully submitted,  
Paul J. Glavey, Chairman  
Joseph Cataldo, Vice-Chairman  
Walter Bartkus, Clerk  
Ron Caruso, Member  
Reed Augliere, Member

# TOWN OF LITTLETON

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## TOWN OF LITTLETON ANNUAL TOWN ELECTION May 4, 2002

Pursuant to the warrant and the Constable's return thereon, the polls were opened at 8:00 am 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 pm.

Total names as having voted:

Precinct 1	639
Precinct 2	594
Precinct 3	<u>569</u>
Total votes cast	1802

MODERATOR – One year term VOTE FOR ONE

Charles F Kaye	1512
Scatterings	32
Blanks	258

TAX COLLECTOR – Three Year Term VOTE FOR ONE

Rebecca Jean Quinn	1515
Scatterings	7
Blanks	280

BOARD OF SELECTMEN – Three Year Term VOTE FOR TWO

Ronald Caruso	870
Reed Augliere	878
Gino Frattalone	209
Karen Hannifin	663
Peter Yapp	787
Scatterings	3
Blanks	194

BOARD OF ASSESSORS – Three Year Term VOTE FOR ONE

Frederick J Freund	1394
Scatterings	2
Blanks	406

ELECTRIC LIGHT COMMISSIONER – Three Year Term VOTE FOR ONE

Mark Lipsman	392
Thomas Rauker	1219
Scaterings	2
Blanks	189

WATER COMMISSIONER – Three Year Term VOTE FOR ONE

Mark Lipsman	413
Thomas Rauker	1180
Scatterings	3
Blanks	206

# ANNUAL REPORT 2002

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**SCHOOL COMMITTEE – Three Year Term**

Susan A Mac Dowell	1190
Sharon Chan	1192
Scatterings	32
Blanks	1190

**VOTE FOR TWO****SCHOOL COMMITTEE – Two Year Term**

Cornelius Peterson	1313
Scatterings	28
Blanks	461

**VOTE FOR ONE****LIBRARY TRUSTEE – Three Year Term**

Julian Stam	1316
James L Carozza	1126
Scatterings	6
Blanks	1156

**VOTE FOR TWO****BOARD OF HEALTH – Three Year Term**

Peter Cassinari	1143
John C. Poikonen	820
Kelli Y Harte	1166
Scatterings	6
Blanks	469

**VOTE FOR TWO****PARK & RECREATION COMMISSIONERS – Three Year Term**

Ivan Pagacik	1405
Scatterings	4
Blanks	393

**VOTE FOR ONE****CEMETERY COMMISSIONER – Three Year Term**

Deborah Williams	1384
Scatterings	6
Blanks	412

**VOTE FOR ONE****PLANNING BOARD – Five Year Term**

Mark J Montanari	1344
Mark Lipsman	294
Scatterings	2
Blanks	162

**VOTE FOR ONE****HOUSING AUTHORITY – Five Year Term**

Linda Stoffel Graves	1399
Scatterings	4
Blanks	399

**VOTE FOR ONE****COMMISSIONER OF TRUST FUNDS – Three Year Term**

Richard Hoole	1393
Scatterings	4
Blanks	405

**VOTE FOR ONE**

# **TOWN OF LITTLETON**

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Non-binding ballot question:

“Would you be in favor of the Town adopting a unit cost or “Pay-As-You-Throw” system of solid waste disposal, whereby Transfer Station users would pay a nominal sticker fee and would be charged equally for each bag of solid waste disposed of in the compactors?”

A Yes vote means you are in favor of such a system. A No vote means you are not in favor of such a system. Yes 395, No 1078, Blanks 329

Attest:

A TRUE COPY

Mary Crory,  
Town Clerk

## **TOWN OF LITTLETON, MASSACHUSETTS**

### **ANNUAL TOWN MEETING**

### **MONDAY, MAY 6, 2002**

The meeting was called to order by Moderator, Charles F. Kaye at 7:00 P M. The meeting opened with a color guard made up of two Littleton Police Officers and two Littleton Firefighters. The “National Anthem” was played by the Littleton High School band. The invocation was given Rev. Deborah J. Blanchard, a member of the clergy from the First Baptist Church of Littleton.

Charles F. Kaye asked for a moment of silence in memory of Donald Prouty, who served the Town of Littleton as Moderator from 1949 – 1973 and was Town Counsel for many years. The Board of Selectmen honored Karen Duggan McNamara for her years of service as a member of the Board of Selectmen, the School Committee recognized Joseph Gaffney for his many years of service as a member of the School Committee.

#### **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**

Finance Committee: Ann Essman made a slide presentation on the annual budget and projections on future projects.

# ANNUAL REPORT 2002

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Permanent Municipal Building Committee: Richard Montminy talked about the progress at the new Littleton High School on King Street and announced an open house scheduled for June 8<sup>th</sup>, 2002.

## ARTICLE 3: Authorize the Treasurer to Borrow

Voted unanimously 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, 2002, in accordance with the provisions of the General Laws, Chapter 44, Section 4, and to issue a note or notes as may be given for a period of less than one (1) year, in accordance with the General Laws, Chapter 44, Section 17, or to take any other action relative thereto.

The meeting adjourned to the Special Town meeting at 7:40 p.m. and reconvened at 7:49 p.m.

## ARTICLE 4: Annual Town Budget

Moved and seconded by the Finance Committee and the Board of Selectmen that the Town vote to raise and appropriate, and 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 as follows:

### GENERAL GOVERNMENT

1. Moderator	\$100.00
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### Selectmen

2. Salaries	\$2,000.00
3. Clerk	\$34,525.00
4. Expenses	\$16,000.00
5. Long Term Disability	\$6,000.00
6. Legal Expense	\$50,000.00

### Town Administrator

7. Salary	\$67,168.00
8. Expenses	\$1,300.00

### Town Accountant

9. Salary and Wages	\$65,647.00
10. Expenses	\$4,263.00
11. Audit Expense	\$14,500.00

### Information Systems

12. Salary	\$51,805.00
13. Expenses	\$157,067.00
14. Merrimack Valley	
Library Consortium	\$26,011.00

# **TOWN OF LITTLETON**

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## Facilities Management

15. Salaries and Wages	\$126,045.00
16. Expenses	\$150,700.00

## Elections and Registrations

17. Salaries	\$4,862.00
18. Expenses	\$6,600.00

## Conservation Commission

19. Clerk	\$23,023.00
20. Expenses	\$3,400.00

## Treasurer

21. Salary	\$43,797.00
22. Assistant Town Treasurer	\$33,119.00
23. Expenses	\$8,550.00
24. Short Term Interest	\$602,854.00
25. Tax Title Expenses	\$11,000.00

## Tax Collector

26. Salary	\$36,262.00
27. Assistant Tax Collector	\$13,562.00
28. Expenses	\$10,100.00

## Board of Assessors

29. Salaries	\$115,149.00
30. Expenses	\$7,100.00

## Town Clerk

31. Salaries	\$40,950.00
32. Expenses	\$650.00

## Planning Board

33. Clerk	\$26,689.00
34. Expenses	\$3,600.00

## Finance Committee

35. Expenses	\$5,000.00
36. Reserve Fund	\$125,000.00

# ANNUAL REPORT 2002

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TOTAL GENERAL  
GOVERNMENT \$1,894,398.00

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## PROTECTION OF PERSONS AND PROPERTY

### Police Department

37. Salaries and Wages	\$983,513.00
38. Expenses	\$82,470.00
39. Parking Clerk Expenses	\$400.00

### Fire Department

40. Salaries and Wages	\$529,486.00
41. Expenses	\$90,155.00
<i>Transfer from Ambulance Receipts</i>	<i>(\$25,000.00)</i>

### Control Center

42. Salaries and Wages	\$219,651.00
43. Expenses	\$20,400.00

### Animal Control

44. Salary	\$0.00
45. Expenses	\$26,000.00

*Transfer from B. Sampson Relief of Animals Fund* *(\$500.00)*

*Transfer from Dog License Fees* *(\$2,600.00)*

46. Emergency

Management Agency \$1,400.00

47. Dutch Elm Disease	\$0.00
48. Shade Tree Planting	\$3,000.00

### Sealer of Weights and Measures

49. Salary	\$0.00
50. Expenses	\$200.00

### Building Commissioner

51. Salaries and Wages	\$73,372.00
52. Expenses	\$3,850.00

# TOWN OF LITTLETON

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## Board of Appeals

53. Clerk	\$3,198.00
54. Expenses	\$1,400.00

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## TOTAL PROTECTION OF PROPERTY

**\$2,038,495.00**

## HEALTH AND SANITATION

### Board of Health

55. Clerk	\$24,593.00
56. Expenses	\$2,625.00
57. Animal Inspector	\$1,300.00
58. Town Nursing Salary	\$7,944.00
59. Eliot Clinic	\$3,780.00
60. Concord Family Services	\$3,000.00

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## TOTAL HEALTH AND SANITATION

**\$43,242.00**

## HIGHWAYS

### General Highways

61. Salaries	\$651,607.00
62. Expenses	\$409,750.00
63. Snow and Ice Removal	
- Expense	\$40,000.00
64. Snow and Ice Removal	
- Overtime salaries	\$43,100.00
<i>Transfer from Transfer Station Stickers</i>	<i>(\$200,000.00)</i>

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## TOTAL HIGHWAYS

**\$1,144,457.00**

## Cemetery Department

65. Salaries and Wages	\$95,740.00
66. Expenses	\$27,135.00
<i>Transfer from Sale of Lots</i>	<i>(\$9,000.00)</i>
<i>Transfer from Interest on Perpetual Care</i>	<i>(\$22,000.00)</i>
<i>Transfer from Perpetual Care Trust</i>	<i>(\$91,875.00)</i>

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# ANNUAL REPORT 2002

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**TOTAL CEMETERIES** \$122,875.00

Veteran's Services

67. Benefits and Services	\$1,000.00
68. Veteran's Agent Salary	\$3,000.00
69. Expenses	\$750.00

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**TOTAL VETERAN'S SERVICES** \$4,750.00

Reuben Hoar Library

70. Salaries and Wages	\$306,648.00
71. Expenses	\$58,101.00
<i>Transfer from Library Trust funds</i>	<i>(\$26,100.00)</i>

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**TOTAL LIBRARY** \$364,749.00

Council on Aging

72. Salary	\$74,745.00
73. Expenses	\$20,389.00

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**TOTAL COUNCIL ON AGING** \$95,134.00

Park and Recreation Department

74. Salaries and Wages	\$100,177.00
75. Expenses	\$4,640.00

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**TOTAL RECREATION DEPARTMENT** \$104,817.00

76. County Retirement	\$473,565.00
77. Group Insurance	\$1,108,000.00

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**TOTAL PENSIONS AND BENEFITS** \$1,581,565.00

Unclassified

78. Gasoline	\$50,000.00
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# TOWN OF LITTLETON

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79. Insurance	\$200,000.00
80. Memorial Day	\$1,000.00
81. Patriots' Day	\$50.00
82. Historical Commission	\$3,700.00
83. Disability Commission	\$0.00
84. Telephone - Town Offices	\$40,000.00
85. Town Reports	\$7,000.00
<b>TOTAL UNCLASSIFIED</b>	<b>\$301,750.00</b>
School Department	
86. Salaries and Expenses	\$12,543,466.00
<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>	(\$332,525.00)
<b>TOTAL SCHOOL DEPT.</b>	<b>\$12,543,466.00</b>
LINE ITEMS NOT REQUIRING A VOTE	
Assessments	
87. Nashoba Valley Tech. School	\$106,224.00
88. Nashoba Board of Health	\$20,415.00
89. B&M Crossing Mtnce.	\$2,806.00
<b>TOTAL ASSESSMENTS</b>	<b>\$129,445.00</b>
90. Debt and Interest	\$1,278,372.00
<i>Transfer from Stabilization Fund</i>	(\$494,407.00)
<i>Transfer from Electric Light Operating Cash Account</i>	(\$253,849.00)
<i>Transfer from Self Help Reimbursement</i>	(\$18,000.00)
<b>TOTAL NOT REQUIRING A VOTE</b>	<b>\$1,407,817.00</b>
<b>TOTAL MUNICIPAL BUDGET</b>	<b>\$21,647,515.00</b>
<b>WATER DEPARTMENT (ENTERPRISE FUND)</b>	

# ANNUAL REPORT 2002

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Salaries and Wages	\$500,000.00
Expenses	\$778,940.00
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<b>TOTAL WATER DEPT.</b>	<b>\$1,278,940.00</b>

**TOTAL ARTICLE 4** **\$22,926,455.00**

**ARTICLE 5: Supplemental Funds for School Budget 2003**

Withdrawn

**ARTICLE 6: Feasibility Study for Use of Congregational Church**

Voted unanimously to raise and appropriate the sum of \$5,000.00 to conduct a preliminary study of the feasibility of reusing the Congregational Church at 330 King Street as a Senior/Community Center.

**ARTICLE 7: Street Lighting**

Voted unanimously to raise and appropriate the sum of \$48,737.00, for electricity to be used for street lighting, and that the sum and income from the sale of electricity to private consumers and/or the electricity supplied to municipal buildings and from sales of appliances and jobbings during the current fiscal year, be appropriated for the Municipal Light Plant, the whole to be expended by the Manager of the Municipal Light Plant under the direction and control of the Electric Light Board for expenses of the plant for the fiscal year, as defined in Chapter 164, Section 57, of the General Laws, including out-of-state travel, and if said sum and said income shall exceed 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 8: Water Department Transfer**

Voted unanimously to transfer from Water Department retained earnings the sum of \$355,838.00 to meet the annual bonded indebtedness of the Water Department.

**ARTICLE 9: Purchase of Nashoba Road Land**

Voted unanimously to acquire in fee by eminent domain the following described parcel of land located on the northwesterly side of Nashoba Road, in the Town of Littleton, Middlesex County, totaling approximately 7.8 acres, to be used for conservation purposes pursuant to MGL, Chapter 40, Section 8C, and to be managed and controlled by the Littleton Conservation Commission. Said parcel of land is conveyed subject to and with the benefit of a water supply easement shown on the plan to be recorded herewith entitled 'Plan of Easements in Littleton, Mass. Prepared for Littleton Water Department' dated April 2002, plan number L2964-E, prepared by David E. Ross Associates, Inc. Said easement is for water supply purposes, to be used for water supply and distribution pursuant to MGL, Chapter 40, Section 39B, and to be managed and controlled by the Littleton Water Commissioners;

The parcel of land is shown as Lots 10 and 11 on a plan of land entitled, "Open Space Development Plan of Land in Littleton, Mass., Prepared for Emily B. Cobb Trust B, Scale: 1" = 80",

# TOWN OF LITTLETON

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containing six (6) sheets, dated April 2001 and July, 2001, plan number L-2964, prepared by David E. Ross Associates, Inc., recorded at the Middlesex South Registry of Deeds as Plan Number 1180 of 2001; and is subject to and with the benefit of a common driveway and utility easement shown on said plans, and is subject to and with the benefit of the easements and conservation restrictions.

The parcel of land is bounded and described as follows:

BEGINNING at a point at the northwesterly side of Nashoba Road at the southerly corner of Lot 10-A and parcel "D":

THENCE N47 degrees - 41 minutes-17 seconds W by Parcel "D" four hundred seventy three and 90/100 (473.90') feet to a point:

THENCE N62 degrees - 27 minutes-35 seconds W by Parcel "D" two hundred sixty eight & 62/100 (268.62") feet to a point:

THENCE N44 degrees – 41 minutes –28 seconds W by parcel "D" three hundred ninety nine and 70/100 (399.70') feet to a point:

THENCE N35 degrees – 00 minutes – 25 seconds W by parcel "D" seventy one and 09/100 (71.09') feet to a point:

THENCE N19 degrees – 13 minutes – 58 seconds W by parcel "D" sixty two and 86/100 (62.86') feet to a point:

THENCE N41 degrees – 50 minutes – 37 seconds W by Parcel "D" eighteen feet more or less (18' +/-) to a point at Cobb's Pond:

THENCE northeasterly, easterly, southeasterly, southerly, southeasterly and easterly by Cobb's Pond one thousand fifty three feet more or less (1053' +/-) to a point at Lot 13:

THENCE S30 degrees – 41 minutes – 56 seconds W by Lot 13 four hundred forty two feet more or less (442' +/-) to a point:

THENCE S 47 degrees – 41 minutes – 17 seconds E by Lot 13 eight hundred Ninety eight and 49/100 (898.49') feet to a point on the northwesterly side of Nashoba Road:

THENCE S 55 degrees – 34 minutes – 08 seconds W by Nashoba Road seventy one and 92/100 (71.92') feet to the point of beginning.

CONTAINING 7.8 Acres, more or less.

BEING SHOWN as Lot 10-A on a plan entitled "Plan of Easements in Littleton, Mass. prepared for Littleton Water Department" dated April 2002 by David E. Ross Associates, Inc. to be recorded at the Middlesex South District Registry of Deeds.

CONTAINING 7.8 acres more or less, and including all tree vegetation thereon.

And, that the sum of \$355,000.00 be hereby appropriated for this purchase and for costs incidental and related thereto; that to raise this appropriation, the Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow the sum of \$350,000.00 under and pursuant to Chapter 44, Section 7 (3) of the Massachusetts General Laws, as amended, or any other enabling authority, and to issue bonds and notes of the Town, therefore, that the further sum of \$5,000.00 is transferred from Water Department free cash for the purpose of preparing, issuing and marketing the bonds or notes issued hereunder and for paying interest on the bonds and/or temporary notes issued in anticipation thereof; or to take any other action relateive thereto.

## ARTICLE 10: Citizens Petition

Postponed Indefinitely

## ARTICLE 11: Citizens Petition

Withdrawn

## ARTICLE 12: Citizens Petition

Withdrawn

## ARTICLE 13: Ambulance and Capital Equipment for the Fire Department

Voted unanimously to raise and appropriate the sum of \$133,000.00 for the purpose of purchasing a new ambulance and other items of capital equipment for the Fire Department, and for costs incidental and related thereto; that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, be authorized to borrow the sum of \$128,000.00 pursuant to Chapter 44, Section 7 (9), of the General Laws, or any other enabling authority, and to issue bonds or notes of the Town, therefore; that the further sum of \$5,000.00 be raised and appropriated for the purpose of preparing, issuing and marketing the bonds or notes issued hereunder and for paying interest on the bonds and on temporary notes issued in anticipation thereof; and to authorized the Board of Selectmen to enter into a contract or contracts for said purposes.

## ARTICLE 14: Police Department Major Equipment

Voted to raise and appropriate the sum of \$48,100.00 for said purposes to add to the Police Department Major Equipment and Repair Account for the purchase and/or lease of new vehicles and equipment.

## ARTICLE 15: Highway Department Capital Equipment

Voted by necessary 2/3rds vote to raise and appropriate the sum of \$264,000.00 for the purpose of purchasing new capital equipment for the Highway Department, and for costs incidental and related thereto; that to meet this appropriation, the Treasurer with the approval of the Board of Selectmen, is hereby authorized to borrow the sum of \$259,000.00 under and pursuant to Chapter 44, Section 7 (9), of the General Laws, as amended, or any other enabling authority, and to issue bonds or notes of the Town, therefore; that the further sum of \$5,000.00 be raised and appropriated for the purpose of preparing, issuing and marketing the bonds or notes issued hereunder and for paying interest on the bonds and on temporary notes issued in anticipation thereof; and to authorize the Board of Selectmen to enter into a contract or contracts for said purpose.

# **TOWN OF LITTLETON**

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The vote was by ballot and checklist. Yes 172 No 14

## **ARTICLE 16: Purchasing of 500 Great Road**

Voted by necessary 2/3rds to authorize the Board of Selectmen to acquire by purchase, gift, eminent domain, or otherwise, the following described parcel of land, totaling approximately 6.4 acres, for general municipal purposes:

The land with the buildings thereon on 500 Great Road in Littleton, Massachusetts, and further described in a deed dated March 14, 2000 and recorded in the Middlesex South District Registry of Deeds in Book 31243, Page 180 and as shown on a Plan entitled "Plan of Land in Littleton, MA. No. 500 Great Road as prepared for John S. & Carolyn J. Paskiewicz Scale: 1" = 50' December 29, 1998, Bradford Engineering Co., 3 Washington Sq., Haverhill, MA 01831", which plan is recorded at the Middlesex South District Registry of Deeds in Book 29609, Page 393. Said lot contains 6.3868 acres according to said Plan.

and, that the sum of \$530,000.00 be raised and appropriated for this purchase and for costs incidental and related thereto; that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, be hereby authorized to borrow the sum of \$525,000.00 pursuant to Chapter 44, Section 7 (3) of the General laws, or any other enabling authority, and to issue bonds and notes of the Town, therefore; that the further sum of \$5,000.00 be raised and appropriated for the purpose of preparing, issuing and marketing the bonds or notes issued hereunder and for paying interest on the bonds and/or temporary notes issued in anticipation thereof; and to authorize the Board of Selectmen to enter into a contract or contracts for said purposes.

The vote was by ballot and checklist. Yes 181 No 14

## **ARTICLE 17: Sale of Land on Nagog Pond to the Town of Concord**

Withdrawn

## **ARTICLE 18: Vacation By-Law**

Moved and seconded by the Board of Selectmen that the Town vote to amend Chapter 33, Littleton Town Code, Article 1 – Vacations as follows:

§33-1. Accrual.

Add the following new sentence as the fourth sentence in this paragraph.

"After the twentieth year of employment, employees will accrue vacation days at a rate of two and eighty-three thousandths (2.083) days per month, or twenty-five (25) days per year."

## **ARTICLE 19: New Fee Schedule for Sealer of Weights and Measures**

Voted unanimously to establish the following new fees for sealing, weighing and measuring devices as allowed under General Laws Chapter 98, Section 56 and Chapter 295 of the Acts of 1998:

Scales and Balances

Present

Proposed

# ANNUAL REPORT 2002

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Over 10,000 pounds	25.00	50.00
5,000 to 10,000 pounds	15.00	30.00
1,000 to 5,000 pounds	10.00	20.00
100 to 1,000 pounds	5.00	15.00
10 to 100 pounds	3.00	10.00
Under 10 pounds	2.00	5.00

### Weights

Avoirdupois	.20	1.00
Metric	.20	1.00
Apothecary	.20	1.00
Troy	.20	1.00

### Capacity

Vehicle Tanks	10.00	20.00
Each Indicator	5.00	10.00
Each 100 gallons or fraction thereof	1.00	4.00
Liquid	1.00	3.00
1 gallon or less	1.00	1.00
More than 1 gallon	.50	1.00

### Liquid Measuring Meters

Inlet ½ inch or less	2.00	3.00
Oil or grease	1.00	3.00
Inlet more than ½ to 1 inch	4.00	8.00
Gasoline or diesel fuel	4.00	10.00
Inlet more than 1 inch	8.00	15.00
Vehicle tank pump	8.00	15.00
Vehicle tank gravity	10.00	20.00
Bulk Storage	20.00	40.00
Company Supplies Prover	10.00	20.00

### Pump

Each stop on pump	4.00	10.00
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### Other Devices

Taxi meters	4.00	10.00
Odometer – Hubodometer	2.00	4.00
Leather measuring (Semi-annual)	10.00	20.00
Fabric measuring	2.00	10.00
Wire – Rope – Cordage	-	10.00
Container Redemption Machines	-	10.00

### Linear Measures

Yard sticks	.20	1.00
Metal rules	.20	1.00
Tapes	.20	1.00
Milk jars (per gross)	2.00	4.00

# **TOWN OF LITTLETON**

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Adjusting Per Scale	-	10.00
Miscellaneous items	10.00	10.00

## **ARTICLE 20: Citizens Petition**

Withdrawn

## **ARTICLE 21: Roadway Improvement Program**

Voted to raise and appropriate the sum of \$80,000.00 to institute a roadway improvement program which will be used by the Highway Department for major repairs and reconstruction of public ways.

## **ARTICLE 22: Wage and Salary Increases Fund**

Voted to raise and appropriate the sum of \$60,000.00 in order to provide for wage and salary increases for non-union employees; said funds to be administered by the Board of Selectmen consistent with the recommendations of the Personnel Committee and the Town's Compensation Plan.

## **ARTICLE 23: Public Land Acquisition Fund**

Voted to transfer the sum of \$25,000.00 from the following accounts and available funds to add to the Public Land Acquisition Fund for the purpose of purchasing land for conservation, recreation or other municipal purposes:

<u>Account No.</u>	<u>Dept./Item</u>	<u>Amount</u>
122-51211	Selectmen/Long Term Disability	\$ 965.72
199-57070	Treasurer/Middlesex Retirement	\$ 2,830.80
138-60348	Treasurer/Unemployment Account	\$ 6,199.30
292-52240	Animal Control/Expenses	\$ 2,789.63
543-52990	Veteran's Agent/Benefits	\$ 1,000.00
22111	Assessors/FY '01 Overlay Reserve	\$ 11,124.55

## **ARTICLE 24: Acceptance of Delaney Drive**

Voted to accept, as a Town way, the laying out by the Board of Selectmen of the private way known as "Delaney Drive" located in the Town of Littleton, Middlesex County, Commonwealth of Massachusetts, being shown as Delaney Drive on a plan entitled "Beaver Trot Meadows" - Definitive Subdivision of Land in Littleton, Mass., prepared for Dino Realty Trust," dated March, 1999 and being Plan No. 1-5444 by David E. Ross Associates, Inc. , - Endorsed by the Littleton Planning Board July 8, 1999 - recorded as Plan 920 of 1999 in Middlesex South District Registry of Deeds. Said roadway is bounded and described as follows:

BEGINNING at a concrete bound set at the northeasterly intersection of Delaney Drive with the northwesterly sideline of Russell Street (1965 Town layout) at land now or formerly of Feargal and Angela Spain;

THENCE S  $44^{\circ} 39' 53''$  W fourteen and 66/100 (14.66') feet by the sideline of Russell Street (1965 Town layout) to an angle point at the beginning of Russell Street (1960 Town layout);

THENCE N  $45^{\circ} 17' 28''$  W five and 00/100 (5.00') feet by Russell Street to an angle point;

THENCE S  $44^{\circ} 42' 32''$  W fifty one and 52/100 (51.52') feet by Russell Street to a point of curvature;

THENCE southerly by Russell Street along a curve to the left of radius four hundred fifty eight and 18/100 (458.18') feet an arc length of thirty two and 73/100 (32.73') feet to a concrete bound set at the southeasterly intersection of Delaney Drive and Parcel 'B';

THENCE northwesterly by the side line of Delaney Drive and by Parcel 'B' along a curve to the left of radius thirty and 00/100 (30.00') feet an arc length of forty five and 00/100 (45.00') feet to a concrete bound set at a point of tangency;

THENCE N  $45^{\circ} 20' 07''$  W one hundred and 41/100 (100.41') feet to a concrete bound set at a point of curvature;

THENCE northwesterly, westerly and southwesterly along a curve to the left of radius two hundred forty four and 00/100 (244.00') feet an arc length of three hundred eighty seven and 90/100 (387.90') feet to a concrete bound set at a point of compound curvature;

THENCE southerly along a curve to the left of radius thirty and 00/100 (30.00') feet an arc length of thirty nine and 73/100 (39.73') feet to a concrete bound set at a point of reverse curvature;

THENCE southerly, westerly, northerly and northeasterly along a curve to the right of radius eighty five and 00/100 (85.00') feet an arc length of four hundred fifty four and 55/100 (454.55') feet to a concrete bound set at a point of reverse curvature;

THENCE northeasterly along a curve to the left of radius thirty and 00/100 (30.00') feet an arc length of twenty eight and 62/100 (28.62') feet to a concrete bound set at a point of reverse curvature;

THENCE northeasterly, easterly and southeasterly along a curve to the right of radius two hundred eighty six and 00/100 (286.00') feet an arc length of four hundred seventy five and 28/100 (475.28') feet to a concrete bound set at a point of tangency;

THENCE S  $45^{\circ} 20' 07''$  E one hundred five and 23/100 (105.23') feet to a concrete bound set at an angle point in said road;

THENCE N  $89^{\circ} 39'53''$  E forty one and 01/100 (41.01') feet to the point of beginning;

AREA *Delaney Drive* containing 47,769 square feet.

And to take a fee interest or easement in said street by eminent domain or otherwise, including easements for drainage, utilities, right of way, temporary construction and other purposes all as shown on the above referenced "Beaver Trot Meadows Definitive Subdivision Plan", said street having been constructed in accordance with subdivision regulations of the Town of Littleton to the satisfaction of the Planning Board; and to name said street "Delaney Drive."

ARTICLE 25: Acceptance Partridge Lane

# **TOWN OF LITTLETON**

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Voted to accept as a Town way, the laying out by the Board of Selectmen, of the private way known as "Partridge Lane" in the Town of Littleton, Middlesex County, Commonwealth of Massachusetts, being shown as Partridge Lane on a plan entitled Definitive Subdivision Plan, Partridge Farm Estates, Littleton, Massachusetts, prepared for Steven G. Breitmaier," dated April 16, 1998, last revised Dec. 16, 1998, and recorded as Plan 447-1 and 441-2 of 1999 in Middlesex South District Registry of Deeds: and to take a fee interest or easement in said street by eminent domain or otherwise, including easements for drainage, utilities, right of way, temporary construction, bus stop and other purposes all as shown on the above referenced Definitive Subdivision Plan, Partridge Farm Estates, Littleton, Massachusetts, prepared for Steven G. Breitmaier," dated April 16, 1998, last revised Dec. 16, 1998 said street having been constructed in accordance with subdivision regulations of the Town of Littleton to the satisfaction of the Planning board, and to name said street 'Partridge lane. Said roadway, drainage easements and bus stop easement are bounded and described as follows:

## **ROADWAY**

Beginning at a point that is located on the southerly side of King Street, which is located on a curve having a radius of 970.00', 28.56' from the Westford Town Line thence;

Along a curve to the left, having a radius of 30.00', a distance of 52.90' thence;

S 22-52'-34" E a distance of 178.46' thence;

Along a curve to the left having a radius of 2000.00' a distance of 147.66' thence;

S 27-06'-23" E a distance of 57.11' thence;

Along a curve to the left having a radius of 30.00' a distance of 51.05' thence;

Along a curve to the right having a radius of 85.00' a distance of 411.67' thence

N 27-06'-23" W a distance of 171.13' thence;

Along a curve to the right having a radius of 2040.00' a distance of 150.62' thence;

N 22-52'-34" W a distance of 192.45' thence;

Along a curve to the left having a radius of 30.00' a distance of 44.57' to a point located on the southerly side of King Street thence;

Along said King Street, along a curve to the right having a radius of 970.00', a distance of 104.25', to the place of beginning.

Containing 42,943 square feet, more or less.

## **DRAINAGE EASEMENT A**

Beginning at a point located on the easterly sideline of Partridge Lane at the intersection of King Street and Partridge Lane thence;

Along Partridge Lane on a radius of 30.00' a distance of 49.65' thence;

S 22-52'-34" E a distance of 85.00 thence;

N 67-07'-26" E a distance of 77.01' thence;

N 37-45'-10" W a distance of 36.03' thence;

N 46-37'-47" W a distance of 87.48' to the place of beginning.

Containing 6,346 square feet, more or less.

## DRAINAGE EASEMENT B

Beginning at a point on the Westford Town Line, 440.00' from the southerly sideline of King Street thence;

S 68-23'-44" W a distance of 55.00' thence;

S 14-31'-20" W a distance of 25.00' to the easterly sideline of Partridge Lane thence;

Along said Partridge Lane on a curve to the right having a radius of 85.00' a distance of 158.80' thence;

N 87-52'12" E a distance of 50.00' thence;

N 51-33'-32" E a distance of 55.00' thence;

Along the Westford Town Line, N 39-07'-16" W a distance of 48.00' thence;

Along the Westford Town Line, N 37-45'-10" W a distance of 115.40' to the place of beginning.

Containing 10,704 square feet, more or less.

## BUS STOP EASEMENT

Beginning at a point located on the westerly sideline of Partridge Lane, at the intersection of King Street and Partridge Lane thence;

S 18-19'-29" E a distance of 10.00' thence;

S 71-40'-31" W a distance of 10.00' thence;

N 18-19'-29" W a distance of 10.00', to the southerly sideline of King Street thence;

Along said King Street, S 18-19'-29" E a distance of 10.00' to the place of beginning.

Containing 100 square feet.

## ARTICLE 26: Acceptance of Jane's Drive

Voted to accept, as a Town way, the laying out by the Board of Selectmen of the private way

# TOWN OF LITTLETON

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known as "Jane's Drive" located in the town of Littleton, Middlesex County, Commonwealth of Massachusetts, as shown on a plan prepared by Diversified Civil Engineering, entitled Definitive Subdivision Plan, Ernie's Estates, Littleton, Massachusetts, dated June 5, 1998, said plan being recorded as plan 1221 of 1998, Book 29342 Page 486 in the Middlesex South Registry of Deeds. Said roadway is bounded and described as follows:

Beginning at a point on the Easterly sideline of Great Road, State Highway 119, said point being distant along a curve to the right having a radius of 587.16 feet, two arc lengths of 78.63' feet and 12.13' feet in a Southeasterly direction from a stone bound found as shown on said plan.

THENCE: along a curve to the left having a radius of 20.00 feet, an arc length of 30.05 feet along the sideline of the proposed street to a point;

THENCE: N 57-40-36 E a distance of 134.18 feet to a point;

THENCE: Along a curve to the left having a radius of 80.00 feet, an arc length of 69.12 feet to a point;

THENCE: Along a curve to the left having a radius of 20.00 feet, an arc length of 30.75 feet to a point at the beginning of a reverse curve;

THENCE: Along said reverse curve to the right having a radius of 85.00 feet an arc length of 465.55 feet to a point at the beginning of a reverse curve;

THENCE: Along said curve to the left having a radius of 20.00 feet, an arc length of 20.24 feet to a point at the beginning of a reverse curve;

THENCE: Along said curve to the right having a radius of 120.00 feet, an arc length of 129.39 feet to a point;

THENCE: S 57-40-36 W a distance of 133.98 feet to a point;

THENCE: Along a curve to the left having a radius of 20.00 feet, an arc length of 30.14 feet to a point on the most easterly sideline of said Great Road;

THENCE: In a Northwesterly direction along a curve to the left having a radius of 587.16 feet along said sideline to the point of beginning.

Said parcel contains 33,645 square feet and is shown as the parcel labeled Jane's Drive on the aforementioned-recorded plan.

20 feet wide drainage easement along lots 18A, lot 4 and lot 3

Beginning at a point on the Westerly sideline of Ernie's Drive at the most Easterly corner of Lot 18A;

THENCE: Partly along the lot line of Lot 18A and partly along land of Lot 3 a course of S53-00-00 W a distance of 437.37 feet to a point;

THENCE: S 06-15-33 E a distance of 37.33 feet to a point on the Northerly sideline of Jane's Drive;

THENCE: Along a curve to the left having a radius of 85.00 feet an art length of 20.44 feet to a point;

THENCE: N 06-15-33 W a distance of 44.75 feet to a point at land of Lot 4;

THENCE: N 53-00-00 E along Lot 4 and partly along Lot 18A a distance of 466.85 feet to a point on the Westerly sideline of Ernie's Drive, as shown on said plan;

THENCE: Along a curve to the left having a radius of 225.00 feet, an arc length of 26.99 feet to the point of beginning.

#### Drainage Easement Lot 1

Beginning at the most Southwesterly corner of Lot 1 at the Easterly sideline of Great Road and land of Boston and Maine Railroad;

THENCE: N 18-59-48 W, along said sideline of Great Road, a distance of 72.48 feet to a point;

THENCE: Along a curve to the left having a radius of 587.16 feet, an arc length of 99.13 feet to a point;

THENCE: Along a curve to the right having a radius of 20.00 feet, an arc length of 30.14 feet to a point;

THENCE: N 57-40-36 E a distance of 84.20 feet to a point at the corner of Lot 2;

THENCE: Along said lot line S 46-22-04 E a distance of 157.45 feet to a corner of said Lot 2;

THENCE: S 18-58-22 W a distance of 113.95 feet to a point on land of Boston and Maine Railroad;

THENCE: Along said land of Boston and Maine Railroad S 80-58-15 W, a distance of 92.19 feet to the place of beginning.

#### Drainage Easement Lot 2

Beginning at a point which is the most Southwesterly corner of lot, at the sideline of Jane's Drive,

THENCE: N 57-40-35 E a distance of 49.78 feet along said sideline to a point;

THENCE: Along a curve to the left having a radius of 120.00 feet, an arc length of 67.44 feet to a point;

THENCE: S 31-53-13 E a distance of 133.83 feet to a point;

THENCE: S 77-39-47 W a distance of 104.38 feet at the sideline of a drainage easement on Lot 1;

THENCE: Along said lot line N 46-22-04 W a distance of 58.36 feet to the point of beginning.

#### 20-Foot Wide Utility Easement Lot 3

Beginning at a point at the most Southwesterly corner of Lot 3, at the sideline of Jane's Drive;

THENCE: Along a curve to the left having a radius of 85.00 feet, an arc length of 25.88 feet to a point;

THENCE: S 83-56-29 E a distance of 139.94 feet to a point;

# **TOWN OF LITTLETON**

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THENCE: S 38-56-29 E a distance of 28.28 feet to a point on the sideline of Lot 1;

THENCE: Along said lot line and partly along Lot 2, N83-56-29 W a distance of 249.42 feet to the point of beginning.

And to take a fee interest or easement in said street by eminent domain or otherwise, including easements for drainage, utilities, right of way, temporary construction and other purposes all as shown on the above referenced " Definitive Subdivision Plan, Ernie's Estates, Littleton, Massachusetts, dated June 5, 1998", said street having been constructed in accordance with subdivision regulations of the Town of Littleton to the satisfaction of the Planning Board; and to name said street "Jane's Drive.

## **ARTICLE 27: MAGIC**

Voted to raise and appropriate the sum of \$1,566.00 to fund Littleton's participation in the Minuteman Advisory Group on Interlocal Coordination (MAGIC).

## **ARTICLE 28: Park and Recreation Revolving Fund**

Voted to reauthorize a Park and Recreation revolving fund in Fiscal Year 2003 pursuant to Mass. General Laws, Chapter 44, Section 53D, into which shall be deposited Park and Recreation receipts and fees, provided that such funds shall be used only for the purpose of operating Park and Recreation programs and not to pay the wages or salaries of any full-time Park and Recreation employees and provided further that the unreserved fund balance shall not exceed \$10,000.00 at the close of the Fiscal Year and that any such amount in excess of \$10,000.00 shall revert to the General Fund.

## **ARTICLE 29: Revolving Fund Accounts**

Voted to reauthorize the following revolving funds in Fiscal Year 2003 pursuant to Chapter 44, Section 53E ½ of the General Laws, for the purpose of receiving monies and making disbursements in connection with the administration of these departments and programs:

<u>Department</u>	<u>Programs</u>	<u>Receipts</u>	<u>Expenditure Limits</u>
Building	Compensate Wiring,	Wiring,	\$75,000.00
Commissioner	Plumbing Inspectors	Plumbing Fees	
Town Clerk	Enforcement of Dog Bylaw (Ch. 84)	Dog License fees, Fines	\$10,000.00
Cemetery Comm.	Administrative Costs	Sales of lots, Grave openings	\$10,000.00
Council on Aging	Senior Day Care Program expenses	Social Daycare fees	\$10,000.00
Fire Department	Ambulance Service Costs	Ambulance Fees	\$18,000.00
Fire Department	Alarm Box Repair Costs	Alarm Box Fees	\$10,000.00
Fire Department	CPR Course Costs	CPR Course Fees	\$5,000.00
Sealer of Weights And Measures	Compensate Sealer	Sealer's Fees	\$5,000.00

## **ARTICLE 30: Compensating Balance Agreements**

# ANNUAL REPORT 2002

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Voted to authorize the Town Treasurer to enter into compensating balancing agreements during Fiscal Year 2003, as permitted by Chapter 44, Section 53F of the General Laws.

## ARTICLE 31: Acceptance of Chapter 126 of the Acts of 1986

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 for Fiscal Year 2003 an additional 20% property tax exemption, for which the property value qualifies under General Laws, Chapter 59, Section 5.

## ARTICLE 32: Unemployment Account

Voted to raise and appropriate the sum of \$10,000.00 to add to the Unemployment Account.

## ARTICLE 33: Stabilization Fund

Withdrawn

The meeting dissolved to the Special Town meeting at 10:15 p.m.

ATTEST:

A true copy,  
Mary Crory, Town Clerk

## TOWN OF LITTLETON SPECIAL TOWN MEETING MONDAY, MAY 6, 2002

The meeting was called to order by Moderator Charles F. Kaye at 7:40 p.m.

## ARTICLE 1: Prior Year Bills

Voted unanimously to transfer the sum of \$600.00 from Account No. 193-57500, "Insurance", to pay the following bill from a prior fiscal year:

<u>Vendor</u>	<u>Amount</u>
Brody, Hardoon, Perkins & Kestner	\$600.00

This meeting adjourned back to the Annual Town Meeting at 7:46 p.m. The meeting reconvened on May 7, 2002 at 10:15 p.m.

## ARTICLE 2: Budgetary Line Item Transfers

Voted to authorize the following transfers and adjustments in the Fiscal Year 2002 Operating budget by Article 4 of the 2001 Annual Town Meeting:

1. To transfer the surplus amount of \$2,000.00 from Line Item 65, "Cemetery Department – Salaries and Wages", to Line item 66, "Cemetery Department – Expenses", to cover a projected shortfall in that line item.
2. To transfer the surplus amount of \$20,000.00 from Line Item 79, "Insurance" to Line Item 10, "Town Accountant – Expenses" to cover a projected shortfall in that line item.

# **TOWN OF LITTLETON**

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3. To transfer the surplus amount of \$37,000.00 from Line Item 79, "Insurance" to Line item 37, "Police Department – Salaries and Wages", to cover a projected shortfall in that line item.
4. To transfer the surplus amount of \$20,000.00 from Line item 79, "Insurance" to Line Item 42, "Control Center – Salaries and Wages" to cover a projected shortfall in that line item.
5. To transfer the surplus amounts of \$12,000.00 from Line Item 44, "Animal Control – Salaries" and \$2,000.00 from Line Item 49, "Sealer of Weights and Measures – Salary" to Line Item 84, "Telephone – Town Offices", in order to cover a projected shortfall in that line item.
6. To transfer the surplus amount of \$1,000.00 from Line Item 5, "Long Term Disability" to Line Item 4, "Selectmen – Expenses" in order to fund membership in the SuAsCo Watershed Community Council.

## **ARTICLE 3: Transfers of Available Funds**

Voted to authorize the following transfers of available funds needed by the departmental budgets referenced below to complete the Fiscal Year ending June 30, 2002:

1. To transfer the sum of \$28,000.00 from Account No. 100-122-60371, "Wages and Salary Reserve" to Line Item 15, "Facilities Management – Salaries and Wages" to cover a projected shortfall in that line item.
2. To transfer the sum of \$12,000.00 from Account No. 100-172-60340, "Planning Board – Master Plan" to Line Item 4, "Selectmen – Expenses" to fund the Open Space and Recreation Plan Update.

## **ARTICLE 4: Water Department Transfer**

Voted to transfer the sum of \$82,000.00 from Water Department retained earnings for the following purposes:

Transfer the sum of \$47,000 into Budget Account #150, "Insurance Premiums" to account for additional costs; and the sum of \$35,000 into Budget Account #200, "Payroll" to reimburse that account for workman's compensation payments.

## **ARTICLE 5: Withdrawn**

## **ARTICLE 6: Leasing of Oak Hill Telecommunication monopole**

Voted to authorize the Board of Water Commissioners to lease for a minimum of 10 years, to the winner of a competitive bid, selected pursuant to General laws, Chapter 30B, for the purpose of constructing, maintaining and operating a wireless telecommunication facility thereon subject to the granting of a special permit from the Planning Board, as a third co-locator on the Oak Hill Telecommunication monopole; and in exchange for such lease, the Town shall at a minimum, receive payment of \$1,500.00 per month during the lease period with a 4.5% annual rent escalation, and additional in-kind services to be provided to the Water Department. All rental proceeds shall be deposited with the Treasurer into the Conservation Commission Fund to be used for acquisition and maintenance of the Conservation land.

## **ARTICLE 7: Hazardous Waste Day Collection Event**

Voted to transfer the sum of \$7,000.00 from Account No. 22111, "FY'01 Overlay Reserve" to provide for a Household Hazardous Waste Day collection event.

## ARTICLE 8: Phase II Stormwater Management Plan

Voted to transfer from Account No. 22111, "FY'01 Overlay Reserve" the sum of \$25,000.00 to be used to retain an engineering firm to develop a Phase II Stormwater Management Plan, and to authorize the Selectmen to enter into a contract for said purpose.

## ARTICLE 9: Transfer to Capital Equipment for the Information Systems Department

Voted to transfer from Account No. 22111, "FY'01 Overlay Reserve" the sum of \$21,885.00 for new capital equipment for the Information Systems Department.

## ARTICLE 10: Highway Department Major Equipment Repair Account

Voted to transfer from Account No. 22111, "FY'01 Overlay Reserve" the sum of \$10,000.00 to add to the Highway Department Major Equipment Repair Account for the purchase of new equipment and/or major repairs to existing equipment.

## ARTICLE 11: Fire Department Major Equipment Repair Account

Voted to transfer from Account No. 22111, "FY'01 Overlay Reserve" the sum of \$10,000.00 to add to the Fire Department Major Equipment Repair Account to be used for the purchase of new equipment and/or major repairs to existing equipment.

## ARTICLE 12: Acceptance of Lake Shore Drive

Voted unanimously to accept as a town way, the laying out by the Board of Selectmen of the private way known as Lake Shore Drive, forty (40') in width, from the easterly sideline of Birch Road, a distance of 201 feet, more or less, in an easterly direction, to the westerly sideline of Cedar Road, and from the easterly sideline of Dogwood Road, a distance of 700 feet, more or less, in an easterly direction, to the westerly sideline of Emerson Drive, these being two separate portions of the entire road, all as shown on a plan to be recorded with the Middlesex South District Registry of Deeds in Plan Book 365 as plan number 46, and further shown on a plan entitled "Street Acceptance Plan, Lakeshore Drive, Littleton, Massachusetts" by Diversified Civil Engineering dated April 5, 2002 to be recorded and to authorize the Board of Selectmen to acquire by gift, purchase or eminent domain, the land, easement and rights therein.

## ARTICLE 13: Acceptance of Lake Shore Drive

Moved and seconded by the Board of Selectmen that Town vote to alter the layout by the Board of Selectmen of the Public Way known as Lake Shore Drive from the easterly sideline of Birch Road, a distance of 201 feet, more or less, in an easterly direction, to the westerly sideline of Cedar Road and from the easterly sideline of Dogwood road, a distance of 700 feet, more or less, in an easterly direction, to the westerly sideline of Emerson Drive, these being two separate portions of the entire road, all as shown on a plan to be recorded entitled "Alteration of Street Layout Plan, Lakeshore Drive, Littleton, Massachusetts" by Diversified Civil Engineering and dated April 5, 2002, and to further authorize the Board of Selectmen to proceed with the reconstruction of said way, and to transfer from Account No. 2111, "FY'01 Overlay Reserve" the sum of \$20,000 to fund the total cost of said engineering, construction, and other expenses incidental thereto.

# **TOWN OF LITTLETON**

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## **ARTICLE 14: Reconstruction of Newtown Rod**

Voted to transfer from the following available funds the sum of \$70,000.00 to be used for the reconstruction of Newtown road, and to further authorize the Board of Selectmen to enter into a contract or contracts for said purpose:

<u>Account No.</u>	<u>Department</u>	<u>Item</u>	<u>Amount</u>
270-2083	Selectmen	EOCD Block Grant	\$ 170.08
281-2116	Selectmen	EOCD Block Grant	1,134.07
300-3001	Selectmen	Shattuck Street Renovation	510.60
300-3005	Selectmen	Landfill Cap	3,502.93
300-3009	Selectmen	Shattuck Street Renovation	1,103.50
300-3023	Treasurer	Matawanakee Betterment	48,588.37
22111	Assessors	FY '01 Overlay Reserve	<u>14,990.45</u>
Total			\$70,000.00

## **ARTICLE 15: Early Retirement**

Voted to accept the provisions of Massachusetts General Law pertaining to early retirement.

## **ARTICLE 16: Stabilization Fund**

Withdrawn

The meeting dissolved at 10:45 p.m.

ATTEST:

A true copy,

MARY CRORY, TOWN CLERK

## **TOWN OF LITTLETON**

### **SPECIAL ELECTION**

#### **JUNE 25, 2002**

Pursuant to the warrant and the Constable's return thereon, the polls were opened at 8:00 AM 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 PM.

#### **“OVERRIDE REFERENDUM”**

“Shall the Town of Littleton be allowed to assess an additional \$775,062.00 in real estate and property taxes for the purposes of funding the Littleton Public Schools for the fiscal year beginning July 1, 2002?”

Total Votes Cast:	2160
Yes	798
No	1347
Blanks	15

Attest: A true copy

# ANNUAL REPORT 2002

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Mary Crory, Town Clerk

**TOWN OF LITTLETON  
SPECIAL TOWN MEETING  
June 29, 2002**

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

Article 1: Reduction of Article 4, Line item 86, 2002 ATM

Voted by necessary majority to amend Article 4, line item 86, of the 2002 Annual Town Meeting by reducing the amount appropriated in the Fiscal year 2003 operating budget for the Littleton Public Schools by \$775,062.00 to \$11,768,404.00.

The vote was by ballot and checklist: 724 ballots cast, Yes 412 No 312

Attest: A TRUE COPY  
MARY CRORY, Town Clerk

**TOWN OF LITTLETON  
STATE PRIMARY  
SEPTEMBER 17, 2002**

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	513
Precinct 2	452
Precinct 3	459
Total Votes Cast	<b>1424</b>

**Precinct #1 - DEMOCRATS**

**SENATOR IN CONGRESS:**

John F. Kerry	284
Blanks	51

**GOVERNOR:**

Thomas F. Birmingham	47
Steven Grossman	0
Shannon P. O'Brien	100
Robert B. Reich	92
Warren E. Tolman	92
Blanks	4

**LIEUTENANT GOVERNOR:**

Christopher Gabrieli	119
Lois G. Pines	103
John P. Slattery	75
Blanks	38

**ATTORNEY GENERAL:**

# TOWN OF LITTLETON

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Thomas F. Reilly	251
Blanks	84
SECRETARY OF STATE:	
William F. Galvin	254
Blanks	81
TREASURER:	
Michael P. Cahill	43
Timothy P. Cahill	129
Stephen J. Murphy	21
James W. Segel	87
Blanks	55
AUDITOR:	
A. Joseph DeNucci	235
Blanks	100
REPRESENTATIVE IN CONGRESS – 5 <sup>TH</sup> DISTRICT:	
Martin T. Meehan	268
Blanks	67
COUNCILOR – 3 <sup>RD</sup> DISTRICT:	
M. M. Petitto Devaney	223
Blanks	112
SENATOR IN GENERAL COURT – MIDDLESEX & WORCESTER:	
Pamela P. Resor	262
Blanks	73
REPRESENTATIVE IN GENERAL COURT – 2 <sup>ND</sup> MIDDLESEX:	
Geoffrey D. Hall	256
Blanks	79
DISTRICT ATTORNEY – NORTHERN:	
Martha Coakley	243
Blanks	92
REGISTER OF PROBATE – MIDDLESEX:	
John R. Buonomo	74
Diane Poulos Harpell	135
Ed McMahon	60
Blanks	66
<b>Precinct #1 – REPUBLICANS</b>	
SENATOR IN CONGRESS:	
Blanks	175
GOVERNOR:	
Mitt Romney	160
Blanks	15
LIEUTENANT GOVERNOR:	
Kerry Murphy Healey	113
Jim Rappaport	61
Blanks	1
ATTORNEY GENERAL	
Blanks	175
SECRETARY OF STATE:	
Jack E. Robinson	100
Blanks	75
TREASURER:	

# ANNUAL REPORT 2002

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Daniel A. Grabauskas	71
Bruce A. Herzfelder	75
Blanks	29
AUDITOR:	
Blanks	175
REPRESENTATIVE IN CONGRESS – 5 <sup>TH</sup> DISTRICT:	
Charles McCarthy	100
Thomas P. Tierney	54
Blanks	21
COUNCILOR – 3 <sup>RD</sup> DISTRICT:	
Blanks	175
SENATOR IN GENERAL COURT – MIDDLESEX & WORCESTER:	
Mary Jane Hillery	115
Blanks	60
REPRESENTATIVE IN GENERAL COURT – 2 <sup>ND</sup> MIDDLESEX:	
Blanks	175
DISTRICT ATTORNEY – NORTHERN:	
Blanks	175
REGISTER OF PROBATE – MIDDLESEX:	
John W. Lambert	114
Blanks	61
<b>Precinct #1 – LIBERTARIANS:</b>	
SENATOR IN CONGRESS:	
Michael E. Cloud	2
Blanks	0
GOVERNOR:	
Carla A. Howell	2
Blanks	0
LIEUTENANT GOVERNOR:	
Richard P. Aucoin	2
Blanks	0
ATTORNEY GENERAL:	
Blanks	2
SECRETARY OF STATE:	
Blanks	2
TREASURER:	
Blanks	2
AUDITOR:	
Kamal Jain	2
Blanks	0
REPRESENTATIVE IN CONGRESS:	
Ilana Freedman	2
Blanks	0
COUNCILLOR:	
Blanks	2
SENATOR IN GENERAL COURT:	
Blanks	2
REPRESENTATIVE IN GENERAL COURT:	
Blanks	2
DISTRICT ATTORNEY:	

# TOWN OF LITTLETON

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Blanks	2
<b>REGISTER OF PROBATE:</b>	
Blanks	2
<b>Precinct #1 – GREEN PARTY</b>	
<b>SENATOR IN CONGRESS:</b>	
Blanks	1
<b>GOVERNOR:</b>	
Jill E. Stein	1
Blanks	0
<b>LIEUTENANT GOVERNOR:</b>	
Anthony F. Lorenzen	1
Blanks	0
<b>ATTORNEY GENERAL:</b>	
Blanks	1
<b>SECRETARY OF STATE:</b>	
Blanks	1
<b>TREASURER:</b>	
James O'Keefe	1
Blanks	0
<b>AUDITOR:</b>	
Blanks	1
<b>REPRESENTATIVE IN CONGRESS:</b>	
Blanks	1
<b>COUNCILLOR:</b>	
Blanks	1
<b>SENATOR IN GENERAL COURT:</b>	
Blanks	1
<b>REPRESENTATIVE IN GENERAL COURT:</b>	
Blanks	1
<b>DISTRICT ATTORNEY:</b>	
Blanks	1
<b>REGISTER OF PROBATE:</b>	
Blanks	1
<b>Precinct #2- DEMOCRATS</b>	
<b>SENATOR IN CONGRESS:</b>	
John F. Kerry	252
Blanks	42
<b>GOVERNOR:</b>	
Thomas F. Birmingham	45
Steven Grossman	3
Shannon P. O'Brien	91
Robert B. Reich	92
Warren E. Tolman	62
Blanks	1
<b>LIEUTENANT GOVERNOR:</b>	
Christopher Gabrieli	102
Lois G. Pines	109
John P. Slattery	56
Blanks	27
<b>ATTORNEY GENERAL:</b>	

# ANNUAL REPORT 2002

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Thomas F. Reilly	236
Blanks	58
<b>SECRETARY OF STATE:</b>	
William F. Galvin	228
Blanks	66
<b>TREASURER:</b>	
Michael P. Cahill	52
Timothy P. Cahill	99
Stephen J. Murphy	25
James W. Segel	62
Blanks	56
<b>AUDITOR:</b>	
A. Joseph DeNucci	210
Blanks	84
<b>REPRESENTATIVE IN CONGRESS – 5<sup>TH</sup> DISTRICT:</b>	
Martin T. Meehan	238
Blanks	56
<b>COUNCILOR – 3<sup>RD</sup> DISTRICT:</b>	
M. M. Petitto Devaney	198
Blanks	96
<b>SENATOR IN GENERAL COURT – MIDDLESEX &amp; WORCESTER:</b>	
Pamela P. Resor	232
Blanks	62
<b>REPRESENTATIVE IN GENERAL COURT – 2<sup>ND</sup> MIDDLESEX:</b>	
Geoffrey D. Hall	221
Blanks	73
<b>DISTRICT ATTORNEY – NORTHERN:</b>	
Martha Coakley	229
Blanks	65
<b>REGISTER OF PROBATE – MIDDLESEX:</b>	
John R. Buonomo	65
Diane Poulos Harpell	118
Ed McMahon	48
Blanks	63
<b>Precinct #2 – REPUBLICANS</b>	
<b>SENATOR IN CONGRESS:</b>	
Blanks	154
<b>GOVERNOR:</b>	
Mitt Romney	141
Blanks	13
<b>LIEUTENANT GOVERNOR:</b>	
Kerry Murphy Healey	95
Jim Rappaport	56
Blanks	3
<b>ATTORNEY GENERAL:</b>	
Blanks	154
<b>SECRETARY OF STATE:</b>	
Jack E. Robinson	87
Blanks	67
<b>TREASURER:</b>	

# TOWN OF LITTLETON

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Daniel A. Grabauskas	68
Bruce A. Herzfelder	61
Blanks	25
AUDITOR:	
Blanks	154
REPRESENTATIVE IN CONGRESS – 5 <sup>TH</sup> DISTRICT:	
Charles McCarthy	79
Thomas P. Tierney	50
Blanks	25
COUNCILOR – 3 <sup>RD</sup> DISTRICT:	
Blanks	154
SENATOR IN GENERAL COURT – MIDDLESEX & WORCESTER:	
Mary Jane Hillery	99
Blanks	55
REPRESENTATIVE IN GENERAL COURT – 2 <sup>ND</sup> MIDDLESEX:	
Blanks	154
DISTRICT ATTORNEY – NORTHERN:	
Blanks	154
REGISTER OF PROBATE – MIDDLESEX:	
John W. Lambert	94
Blanks	60
<b>Precinct #2 – LIBERTARIANS:</b>	
SENATOR IN CONGRESS:	
Michael E. Cloud	3
Blanks	0
GOVERNOR:	
Carla A. Howell	3
Blanks	0
LIEUTENANT GOVERNOR:	
Richard P. Aucoin	3
Blanks	0
ATTORNEY GENERAL:	
Blanks	3
SECRETARY OF STATE:	
Blanks	3
TREASURER:	
Blanks	3
AUDITOR:	
Kamal Jain	3
Blanks	0
REPRESENTATIVE IN CONGRESS:	
Ilana Freedman	3
Blanks	0
COUNCILLOR:	
Blanks	3
SENATOR IN GENERAL COURT:	
Blanks	3
REPRESENTATIVE IN GENERAL COURT:	
Blanks	3
DISTRICT ATTORNEY:	

# ANNUAL REPORT 2002

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Blanks	3
<b>REGISTER OF PROBATE:</b>	
Blanks	3
<b>Precinct #2 – GREEN PARTY</b>	
<b>SENATOR IN CONGRESS:</b>	
Blanks	1
<b>GOVERNOR:</b>	
Jill E. Stein	1
Blanks	0
<b>LIEUTENANT GOVERNOR:</b>	
Anthony F. Lorenzen	1
Blanks	0
<b>ATTORNEY GENERAL:</b>	
Blanks	1
<b>SECRETARY OF STATE:</b>	
Blanks	1
<b>TREASURER:</b>	
James O'Keefe	1
Blanks	0
<b>AUDITOR:</b>	
Blanks	1
<b>REPRESENTATIVE IN CONGRESS:</b>	
Blanks	1
<b>COUNCILLOR:</b>	
Blanks	1
<b>SENATOR IN GENERAL COURT:</b>	
Blanks	1
<b>REPRESENTATIVE IN GENERAL COURT:</b>	
Blanks	1
<b>DISTRICT ATTORNEY:</b>	
Blanks	1
<b>REGISTER OF PROBATE:</b>	
Blanks	1
<b>Precinct #3 - DEMOCRATS</b>	
<b>SENATOR IN CONGRESS:</b>	
John F. Kerry	249
Blanks	42
<b>GOVERNOR:</b>	
Thomas F. Birmingham	33
Steven Grossman	0
Shannon P. O'Brien	97
Robert B. Reich	101
Warren E. Tolman	55
Blanks	5
<b>LIEUTENANT GOVERNOR:</b>	
Christopher Gabrieli	79
Lois G. Pines	110
John P. Slattery	51
Blanks	51
<b>ATTORNEY GENERAL:</b>	

# TOWN OF LITTLETON

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Thomas F. Reilly	208
Blanks	83
SECRETARY OF STATE:	
William F. Galvin	207
Blanks	84
TREASURER:	
Michael P. Cahill	29
Timothy P. Cahill	87
Stephen J. Murphy	18
James W. Segel	79
Blanks	78
AUDITOR:	
A. Joseph DeNucci	186
Blanks	105
REPRESENTATIVE IN CONGRESS – 5 <sup>TH</sup> DISTRICT:	
Martin T. Meehan	240
Blanks	51
COUNCILOR – 3 <sup>RD</sup> DISTRICT:	
M. M. Petitto Devaney	172
Blanks	119
SENATOR IN GENERAL COURT – MIDDLESEX & WORCESTER:	
Pamela P. Resor	230
Blanks	61
REPRESENTATIVE IN GENERAL COURT – 2 <sup>ND</sup> MIDDLESEX:	
Geoffrey D. Hall	224
Blanks	67
DISTRICT ATTORNEY – NORTHERN:	
Martha Coakley	209
Blanks	82
REGISTER OF PROBATE – MIDDLESEX:	
John R. Buonomo	44
Diane Poulos Harpell	126
Ed McMahon	35
Blanks	86
<b>Precinct #3 – REPUBLICANS</b>	
SENATOR IN CONGRESS:	
Blanks	167
GOVERNOR:	
Mitt Romney	154
Blanks	13
LIEUTENANT GOVERNOR:	
Kerry Murphy Healey	107
Jim Rappaport	58
Blanks	2
ATTORNEY GENERAL:	
Blanks	167
SECRETARY OF STATE:	
Jack E. Robinson	86
Blanks	81
TREASURER:	

# ANNUAL REPORT 2002

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Daniel A. Grabauskas	63
Bruce A. Herzfelder	66
Blanks	38
AUDITOR:	
Blanks	167
REPRESENTATIVE IN CONGRESS – 5 <sup>TH</sup> DISTRICT:	
Charles McCarthy	89
Thomas P. Tierney	51
Blanks	27
COUNCILOR – 3 <sup>RD</sup> DISTRICT:	
Blanks	167
SENATOR IN GENERAL COURT – MIDDLESEX & WORCESTER:	
Mary Jane Hillery	108
Blanks	59
REPRESENTATIVE IN GENERAL COURT – 2 <sup>ND</sup> MIDDLESEX:	
Blanks	167
DISTRICT ATTORNEY – NORTHERN:	
Blanks	167
REGISTER OF PROBATE – MIDDLESEX:	
John W. Lambert	110
Blanks	57
Precinct #3 – LIBERTARIANS:	
SENATOR IN CONGRESS:	
Michael E. Cloud	0
Blanks	0
GOVERNOR:	
Carla A. Howell	0
Blanks	0
LIEUTENANT GOVERNOR:	
Richard P. Aucoin	0
Blanks	0
ATTORNEY GENERAL:	
Blanks	0
SECRETARY OF STATE:	
Blanks	0
TREASURER:	
Blanks	0
AUDITOR:	
Blanks	0
REPRESENTATIVE IN CONGRESS:	
Ilana Freedman	0
Blanks	0
COUNCILLOR:	
Blanks	0
SENATOR IN GENERAL COURT:	
Blanks	0
REPRESENTATIVE IN GENERAL COURT:	
Blanks	0
DISTRICT ATTORNEY:	
Blanks	0

# **TOWN OF LITTLETON**

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## **REGISTER OF PROBATE:**

Blanks	0
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## **Precinct #3- GREEN PARTY**

### **SENATOR IN CONGRESS:**

Blanks	1
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### **GOVERNOR:**

Jill E. Stein	1
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Blanks	0
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### **LIEUTENANT GOVERNOR:**

Anthony F. Lorenzen	1
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Blanks	0
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### **ATTORNEY GENERAL:**

Blanks	1
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### **SECRETARY OF STATE:**

Blanks	1
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### **TREASURER:**

James O'Keefe	1
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Blanks	0
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### **AUDITOR:**

Blanks	1
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### **REPRESENTATIVE IN CONGRESS:**

Blanks	1
--------	---

### **COUNCILLOR:**

Blanks	1
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### **SENATOR IN GENERAL COURT:**

Blanks	1
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### **REPRESENTATIVE IN GENERAL COURT:**

Blanks	1
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### **DISTRICT ATTORNEY:**

Blanks	1
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### **REGISTER OF PROBATE:**

Blanks	1
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ATTEST: A true copy

MARY CRORY, Town Clerk

## **TOWN OF LITTLETON STATE ELECTION NOVEMBER 5, 2002**

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

Precinct 1 votes cast:	1297
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Precinct 2 votes cast:	1257
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Precinct 3 votes cast:	1164
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Total votes cast:	3718
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### **SENATOR IN CONGRESS:**

# ANNUAL REPORT 2002

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John F. Kerry	2584
Michael E. Cloud	764
Forsberg	36
Blanks	334
<b>GOVERNOR AND LIEUTENANT GOVERNOR:</b>	
Howell & Aucoin	72
O'Brien & Gabrieli	1353
Romney & Healey	2091
Stein & Lorenzen	158
Johnson & Schebel	12
Blanks	32
<b>ATTORNEY GENERAL:</b>	
Thomas F. Reilly	2673
Blanks	1045
<b>SECRETARY OF STATE:</b>	
William Francis Galvin	2361
Jack E. Robinson, III	994
Blanks	363
<b>TREASURER:</b>	
Timothy P. Cahill	1519
Daniel A. Grabauskas	1645
James O'Keefe	288
Blanks	266
<b>AUDITOR:</b>	
A. Joseph DeNucci	2139
Kamal Jain	734
John James Xenakis	353
Blanks	492
<b>REPRESENTATIVE IN CONGRESS:</b>	
Martin T. Meehan	2135
Ilana Freedman	187
Charles McCarthy	1243
Blanks	153
<b>COUNCILLOR:</b>	
Marilyn M. Petitto Devaney	2299
Blanks	1419
<b>SENATOR IN GENERAL COURT:</b>	
Pamela P. Resor	2208
Mary Jane Hillery	1221
Blanks	289
<b>REPRESENTATIVE IN GENERAL COURT:</b>	
Geoffrey D. Hall	2650
Blanks	1068
<b>DISTRICT ATTORNEY:</b>	
Martha Coakley	2611
Blanks	1107
<b>REGISTER OF PROBATE:</b>	
John R. Buonomo	1654
John W. Lambert	1485
Blanks	579

# **TOWN OF LITTLETON**

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## Question # 1

Yes	1557
No	1939
Blanks	222

## Question #2

Yes	2381
No	995
Blanks	342

## Question #3

Yes	971
No	2361
Blanks	386

Attest: A TRUE COPY

MARY CRORY, TOWN CLERK

## **SPECIAL TOWN MEETING TUESDAY, NOVEMBER 12, 2002**

The meeting was called to order by Moderator Charles F. Kaye at 7:30 p.m.. A moment of silence was observed for EMT/Firefighter Timothy Wargo. Mary Crory was honored for her 27 years as Town Clerk.

### ARTICLE 1: Unpaid Bills previous fiscal year

Voted unanimously to transfer the sum of \$44.50 from Account No. 100-122-1-52990, “Selectmen – Expenses”, to pay for the following bill from a previous fiscal year:

<u>Vendor</u>	<u>Amount</u>
Belmont Springs	\$44.50

### ARTICLE 2: FY2003 Budget Adjustment

No affirmative action was taken on this article.

### ARTICLE 3: FY 2003 Transfers of Available Funds

Voted unanimously to authorize the following transfers of available funds needed by the departmental budgets referenced below to complete the fiscal year ending June 30, 2003:

1. To transfer the sum of \$3,500.00 from Account No. 200-2068, “Building Department Revolving Fund” to Account No. 100-251-51130, “Building Department – Staff Salaries” to cover a projected shortfall in that line item.
2. To transfer the sum of \$4,600.00 from Account No. 200-2022, “Ambulance Receipts” to Account No. 100-220-51360, “Fire Department – On Call Salaries/Wages” in order to cover a projected shortfall in that line item.

# ANNUAL REPORT 2002

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## **ARTICLE 4: New Police Station Construction Funding**

William Farnsworth from the Permanent Municipal Building Committee gave an update of the schedule. No affirmative action was taken on this article.

## **ARTICLE 5: Purchase of Hartwell Avenue Land**

Voted by necessary 2/3rds vote to authorize the Board of Selectmen to acquire by purchase, gift, eminent domain, or otherwise, the following described parcel of land, totaling approximately 87.2 acres, to be managed and controlled by the Littleton Conservation Commission, pursuant to G.L. c. 40, §8C:

The land with the buildings thereon shown as Parcel A on a plan of land entitled: "Approval Not Required Plan for C.T. Hartwell Property, in Littleton, MA (Middlesex County)." dated September 20, 2002 revised and stamped October 31, 2002 prepared by Waterman Design Associates, 31 East Main Street, Westborough, Massachusetts 01581.

and, that the sum of \$1,100,000.00 be appropriated for this purchase; that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, be hereby authorized to borrow the sum of \$1,100,000.00 pursuant to Chapter 44, Section 7 (3) of the General Laws, or any other enabling authority, and to issue bonds or notes of the Town, therefor; that the further sum of \$30,000.00 be transferred from the Newtown Hill Telecomm Tower Lease Fund into the Conservation Fund for transfer to the Hartwell Property Purchase account for the purpose of preparing, issuing and marketing the bonds or notes authorized hereunder and for paying interest on the bonds and/or temporary notes issued in anticipation thereof and for other costs incidental and related to said purchase; to authorize the Board of Selectmen to enter into a contract or contracts for said purposes; and to instruct the Board of Selectmen to use its best efforts in negotiating such contract to reduce the amount paid per acre to be incurred by the Town. Furthermore, the Town expresses its support to pay the annual debt incurred by any bonds or notes issued under this article with annual transfers from the Newtown Hill and Oak Hill Cell Tower Lease Fund accounts.

The voting was by ballot and checklist. Yes 167 No 10 Passed by necessary 2/3rds

## **ARTICLE 6: Russell Street School Roof Repair**

No affirmative action was taken on this article

## **ARTICLE 7: Amendment to Town Code**

Voted unanimously to amend Article V of the Town of Littleton Code by striking it in its entirety and substituting therefore the following:

### **ARTICLE V**

Permanent Municipal Building Committee

§13-16. General Provision; Membership.

The Town shall have a Permanent Municipal Building Committee consisting of seven (7) residents responsible, when authorized by Town Meeting vote, for investigating and advising the Town

# **TOWN OF LITTLETON**

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regarding the design, construction, reconstruction, alteration or enlargement of all buildings owned by the Town or constructed on land owned, leased or operated by the Town.

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

## **§13-17. Appointing Authority.**

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

## **§13-18. Town Meeting Appointment of Separate Building or Project Committees.**

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

Any different and separate building or project committee authorized by Town Meeting shall include one or more Committee members designated by the Committee. Committee members serving on any such building or project committee shall serve as full voting members for the duration of said building or project committee. In the event that the Town Meeting does not authorize the appointment of a building or project committee with respect to a particular project, the Committee shall assume the responsibility with respect to said project in accordance with section 13-21 of this bylaw.

## **§13-19. Term.**

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

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

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

## **§13-20. General Duties.**

When authorized by the Town, the Committee shall be responsible for:

- (1) Financial estimates;
- (2) The design of every project; and
- (3) The construction of those projects for which funds are appropriated to the Committee.

The Committee shall work to achieve the project goals of the proposed board or

committee for which a project is being planned or constructed. The Committee shall advise the Board of Selectmen and the board or committee for which such project is being constructed when the goals have been substantially completed, at which time, or at any other time as determined by the Board of Selectmen, the Committee's continuing responsibility for the project shall be terminated.

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

#### §13-21. Appropriations.

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

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

#### §13-22. Records.

The Committee shall retain record drawings and specifications. These copies shall be kept on file in the Facility Manager's office and other offices as appropriate.

The committee is encouraged to make the minutes of their public meetings available to the town web site in a timely manner.

#### §13-23. Policies and Procedure.

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

#### §13-24. Litigation.

All litigation matters pertaining to the design, construction, reconstruction, alteration or enlargement of all buildings owned by the Town or constructed on land owned, leased or operated by the Town, shall be governed by Article III of the Town of Littleton Code.

### ARTICLE 8: Extension of Town Water to Scott Road

No affirmative action was taken on this article.

### ARTICLE 9: Engineering for Spectacle Pond Cleanup

Voted unanimously to authorize the transfer of \$2,500.00 from Account #200-2229, "Spectacle Pond Telecomm Tower Lease fund" to the Water Department professional services account, for permitting and preliminary engineering for weed control at Spectacle Pond.

### ARTICLE 10: Transfer of Care of Municipal Property to Conservation Commission

# **TOWN OF LITTLETON**

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Voted unanimously to authorize the Littleton Board of Selectmen, pursuant to G.L. c.40, s 15A, to transfer the care, custody and control of general municipal property located on Lake Shore Drive, Parcel 14 and 15 on Assessor's Map, U-17, to the Littleton Conservation Commission for use as a wetlands water quality park; and that the Littleton Highway Department shall maintain the wetlands water control structures including the flow splitter, catch basins, drainage pipes, stop logs and vegetation located in the vicinity of Lake Shore, Lake and Beach Drives; and further, that the sum of \$ 95,000.00 shall be hereby appropriated for the purpose of constructing the water quality park, and for costs incidental and related thereto; that to raise this appropriation, the Treasurer, with the approval of the Selectmen, is hereby authorized to borrow the sum of \$90,000.00 under and pursuant to Chapter 44, Section 7 (1) of the Massachusetts General Laws, as amended, or by any other enabling authority, and to issue bonds and notes of the Town, therefore, that the further sum of \$5,000.00 is hereby also borrowed for the purpose of preparing, issuing, and marketing the notes issued hereunder and for paying interest on the bonds and notes issued in anticipation thereof; and to authorize the Board of Water Commissioners to enter into a contract or contracts for said purpose. Furthermore, the Town expresses its support to pay the annual debt incurred by any bonds or notes issued under this motion with annual transfers from Account #200-2229, "Spectacle Pond Telecomm Tower Lease Fund".

The vote was by ballot and checklist with one ballot cast.

## **ARTICLE 11: Use of Subdivision Bonds to complete unfinished work**

Voted unanimously to accept the provisions of G.L., Chapter 41, §81U, paragraph 12, authorizing the Town, through its Planning Board, to apply the proceeds of any subdivision security to meet the cost and expenses in completing the work as specified in the subdivision approval. Proceeds in excess of one hundred thousand dollars require town meeting appropriation. No appropriation is necessary for proceeds that do not exceed one hundred thousand dollars, provided such expenditure is approved by the Board of Selectmen.

## **ARTICLE 12: Apple D'Or Subdivision Security**

Voted unanimously to apply the proceeds of the security held by the Town on Phase 1 and Phase 2 of the Apple D'Or subdivision, in the amount of \$214,500.00, for the completion of such remaining work specified in the approved plan and to enter into a contract or contracts for such work.

## **ARTICLE 13: Nancy's Way Easement Acceptance**

Voted unanimously to: (A) release those certain easement referred to as "2. Trail Easement" in a document entitled "Grant of Easements" dated July 26, 2001 and recorded with the Middlesex South District Registry of Deeds ("Registry") in Book 33676, Page 474, which easement areas are shown as "10' Wide Trail Easement" on Lot 3 Nancy's Way and "10' Wide Trail & Utility Easement" on Lot 4 Nancy's Way, on a plan entitled, "Plan of Land, Wilson Estates, Littleton, Massachusetts, February 10, 2000 last revised October 25, 2000, Prepared by: Diversified Civil Engineer, 359 Littleton Road, Westford, MA, Applicant: Sweeney & Sons, Inc., 78 Rockland Avenue, Maynard, MA, Owner: Guerra Wilson, 155 Whitcomb Avenue, Littleton, MA", which plan was recorded with the Registry on September 20, 2001 as Plan No. 940 of 2001; and (B) accept in its place, a Grant of Easement presented and affecting that portion of Lot 2 shown as "Parking & Trail Easement" and that portion of Lot 3 shown as "10' Wide Trail Easement" (together "Easement Areas"), which Easement Areas are shown on a plan entitled Easement Plan Lot 2 – Lot 3 Nancy's Way, Wilson Estates, Littleton, Massachusetts, October 2, 2002, Diversified Civil Engineer, 359 Littleton road, Westford, MA, P O Box 880, Methuen, MA, applicant: Sweeney & Sons Inc., 78 Rockland Avenue, Maynard, MA, Owner: Sweeney & Sons, Inc., 78 Rockland Avenue, Maynard, MA, Scale: 1" – 40" (hereinafter the "Easement Plan"), which Easement

# ANNUAL REPORT 2002

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Plan is to be recorded with the Registry; granting to the Town the perpetual right and easement to pass and repass, on foot only, within, over, on, and through the Easement Areas for the purpose of obtaining access from Nancy's Way to the historic marker inscribed, "Jonathan Whitcomb 1717 – 1790 Killed a Black Bear in This Valley 1740" as shown on said Plan, together with the right to park cars, on a temporary basis and only in conjunction with the exercise of such access rights and only on that 20' x 20' portion of the "Parking & Trail Easement" located on Lot 2 which abuts Nancy's Way, as shown on said Easement Plan; and (C) authorize the Board of Selectmen to sign any and all documents necessary to effectuate such release or acceptance of such interests.

## ARTICLE 14: Acceptance of Laury Lane

No affirmative action was taken on this article

## ARTICLE 15: Unemployment fund

Voted unanimously to transfer from Account No. 100-193-1-57500, "Insurance" the sum of \$20,000.00 to add to the Fiscal Year 2003 Unemployment Fund.

## ARTICLE 16: Stabilization Fund

No affirmative action was taken on this article

The meeting dissolved at 9:50 p.m.

Attest: A TRUE COPY  
MARY CRORY, TOWN CLERK

# TOWN OF LITTLETON

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## TAX COLLECTOR



### REPORT OF THE TAX COLLECTOR – 2002

Below is a list of tax balances as of January 1, 2002 and ending December 31, 2002, reported by year.

#### 1997

Uncollected as of 1/1/2002

Motor Excise	\$98.75
Rescind of Abatement	<u>341.15</u>
	<u>\$439.90</u>

Collected as of 12/31/2002

Motor Excise	\$346.15
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Uncollected as of 12/31/2002

Motor Excise	<u>93.75</u>
	<u>\$439.90</u>

#### 1998

Uncollected as of 1/1/2002

Motor Excise	\$526.99
Rescind of Abatement	<u>462.92</u>
	<u>\$989.91</u>

Collected as of 12/31/2002

Motor Excise	\$478.86
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Uncollected as of 12/31/2002

Motor Excise	\$511.05	\$989.91
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#### 1999

Uncollected as of 1/1/2002

Personal Property	0.00
Personal Property Rescind of Abatement	\$20.24

Motor Excise	746.36
--------------	--------

Motor Excise Rescind of Abatement	128.44
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Refunds	<u>48.34</u>
	<u>\$943.38</u>

Collected as of 12/31/2002

Personal Property	\$20.24
Motor Excise	<u>361.16</u>
	\$381.40

# ANNUAL REPORT 2002

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Uncollected as of 12/31/2002

Motor Excise	\$561.98	\$561.98	\$943.38
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**2000**

Uncollected as of 1/1/2002

Personal Property	\$2,431.92		
Motor Excise	9,161.69		
New commitment	560.42		
		<u>\$12,154.03</u>	

Collected as of 12/31/2002

Personal Property	\$77.99		
Motor Excise	2,887.51	\$2,965.50	

Abated as of 12/31/2002

Personal Property	\$53.26		
Motor Excise	178.76	\$232.02	

Uncollected as of 12/31/2002

Personal Property	\$2,300.67		
Motor Excise	6,655.84	\$8,956.51	<u>\$12,154.03</u>

**2001**

Personal Property	\$11,242.14		
Motor Excise	33,108.01		
New commitment	57,301.01		
Refunds	2,583.43		<u>\$104,234.59</u>

Collected

Personal Property	\$78.59		
Motor Excise	76,927.92	\$77,006.51	

Abatements

Personal Property	\$6,846.39		
Motor Excise	2,149.70	\$8,996.09	

Uncollected as of 12/31/2002

Personal Property	\$4,317.16		
Motor Excise	13,914.83	\$18,231.99	<u>\$104,234.59</u>

**2002**

Uncollected as of 1/1/2002

Real Estate	\$6,686,811.64		
Street Betterments	231.77		
Street Betterment Interest	220.50		
Water Betterment	814.07		
Water Betterment Interest	687.83		
Personal Property	289,880.28		
Motor Vehicle	1,098,714.78		
Refunds	60,287.07		

# TOWN OF LITTLETON

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Municipal Lien Certificates	23,000.00
Registry Marking	4,700.00
Tax Collector Fees	10,245.00
Motor Coach Fees	11,232.00
Interest	30,917.18
Roll Back 61B	957.62
Tax Title Advertising	268.80
Advance Street Betterment	1,002.28
Adv. Street Bett Interest	13.12
Advance Water Betterment	12,546.70
Advance Water Bett Interest	305.74
Betterment Release Cert	<u>24.00</u>
	<u>\$8,232,860.38</u>

Collected as of 12/31/2002

Real Estate	\$6,656,975.01
Street Betterments	100.10
Street Betterment Interest	97.79
Water Betterment	630.07
Water Betterment Interest	522.23
Payment adjustment	43.40
Personal Property	278,697.35
Motor Vehicle	1,060,820.71
Municipal Lien Certificates	23,000.00
Registry Marking	4,700.00
Tax Collector Fees	10,245.00
Motor Coach Fees	11,232.00
Interest	30,917.18
Roll Back 61B	957.62
Tax Title Advertising	268.80
Advance Street Betterment	1,002.28
Adv Street Bett Interest	13.12
Advance Water Betterment	12,546.70
Adv Water Bett Interest	305.74
Betterment Release Certificates	<u>24.00</u>
	\$8,093,099.10

Abated as of 12/31/2002

Real Estate	\$21,368.24
Personal Property	9,448.31
Motor Vehicle	<u>29,750.29</u>
	\$60,566.84

Tax Title

Real Estate	\$50,737.61
Street Betterment	131.67
Street Betterment Interest	122.71
Water Betterment	184.00
Water Betterment Interest	<u>165.60</u>
	\$51,341.59

Uncollected as of 12/31/2002

Personal Property	\$2,657.66
Motor Vehicle	<u>25,195.19</u>
	\$27,852.85
	<u>\$8,232,860.38</u>

# ANNUAL REPORT 2002

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2003

Uncollected as of 1/01/2002

Real Estate	\$13,867,513.13
Street Betterment	2,396.04
Street Betterment Interest	1,005.76
Water Betterment	33,030.17
Water Betterment Interest	13,131.16
Septic Betterment	14,570.14
Septic Betterment Interest	11,211.90
Electric Lien	2,179.10
Lien Charge	75.00
Personal Property	729,297.19
Reverse Payment	1,563.23
Refunds	<u>9,872.51</u>
	<u>\$14,685,845.33</u>

Collected as of 12/31/2002

Real Estate	\$6,751,876.04
Street Betterment	2,131.05
Street Betterment Interest	804.64
Water Betterment	31,980.33
Water Betterment Interest	12,559.36
Septic Betterment	14,570.14
Septic Betterment Interest	11,211.90
Electric Lien	2,179.10
Lien Charges	75.00
Personal Property	<u>362,230.09</u>
	\$7,189,617.65

Abated as of 12/31/2002

Real Estate	\$45,362.41	\$45,362.41
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Deferred

Real Estate	\$2,997.98	\$2,997.98
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Tax Title

Street Betterment	\$18.90
Street Bett Interest	<u>17.01</u>

\$35.91

Uncollected as of 12/31/2002

Real Estate	\$7,078,712.44
Septic Betterment	246.09
Septic Betterment Interest	184.11
Water Betterment	1,049.84
Water Betterment Interest	571.80
Personal Property	<u>367,067.10</u>
	\$7,447,831.38
	<u>\$14,685,845.33</u>

Respectfully submitted by:

Rebecca Jean Quinn, Tax Collector

# TOWN OF LITTLETON

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Outstanding Taxes as of 12/31/2002

## Personal Property

Allied Plywood Corp	415.31	Margery Bailet	14.95
Changing Healthcare, Inc.	13.26	Gerre Clements	607.92
Cyber Storage Systems, Inc.	367.84	Stephen DeMont	171.64
Mark G. Haroules	38.94	Horizon Landscape, Inc.	60.62
Angela M Inferrera	29.47	Jake's Auto Body	432.00
C. J. Kenney Gen Cont	41.47	Kline & Company	36.63
Mark LaLonde	2,415.95	Brian Laws	235.10
Marble Rock Cinema	277.69	Northeast Equestrian Products	60.89
Leslie Peik	160.26	Personal Best Counseling	31.05
Glen A Pierce	15.37	Gerald Redmond, III	15.83
John Sajatjian	66.29	Lou Santora	424.47
Jared Storalazzi	272.60	Traxit Technology, Inc.	1,969.15
U S Wood Products, Inc.	675.35	David Allen Whitcomb, Jr.	256.51
James Wilson	44.92	Eric J Zeogas	124.01

## Uncollected Excise Taxes

Susan K Alex	53.75	Mark A Alexander	235.94
Brian K Allard	36.25	Juliana Adams	23.75
Amanda M Allen	37.50	Jaime Alvarado	18.33
Randy M Amba	91.25	Daniel J Anderson	68.75
John Q Armstrong	346.67	Carol J Arnold	36.25
Curtis M Averett	145.00	BLC Corp	135.00
John A Babers	51.56	Scott Baker	8.13
Christopher Barlow	38.75	Andrew J Barsoum	35.00
Howard H Barter, IV	95.84	Sherry A Begley	185.31
Richard F Bera	12.50	Brian Thompson Berhow	263.33
Joseph M Bernier	301.88	Jeffrey D Berube	23.96
Jailon Bittencourt	26.35	Samuel Bittencourt	48.75
Cyrus J Blake	17.50	Amy E Bomgardner	117.50
Deann Bongiorno	137.50	Michelle D Borden	341.25
Eduardo S Braganca	311.67	Mark W Brand	30.00
Thomas B Briney	243.75	Christopher Brink	193.55
Tanya Bukruian	12.92	Derek C Burrill	18.75
Samuel Lee Burton	28.75	Conan M Buzby	45.00
Jared Buzby	145.83	Thomas J Byrne, Jr	22.50
Carol A Caligiuri	562.50	Keith S Carroll	338.02
Nicolle M Casey	33.75	David G Chick	208.85
Madhusudhana R Chinnapo	23.33	Nathan L Chisley	35.00
Steven Chung	27.50	Bernadette D Cocks	42.50
Jarred M Cohen	58.75	Denis J Collins	172.50
Concord Furniture Ind	97.08	Mala M Contini	131.25
Jillian Cone	34.38	Pasquale A Conversano	105.00
Stephen D Cox	110.83	John P Culhane	109.69
Jennifer L Currier	67.81	Curry Auto Leasing, Inc.	428.75
Norbert J Cushion	81.67	Randy L Cyr	55.21
D & S Floor Contractors	27.71	Lynn J Dambrose	582.50

# ANNUAL REPORT 2002

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Louis P D'Angelo	76.25	M Danielle Dauphine	45.00
Daniel E Davis	23.75	Terrance W Deacon	27.50
John B Dean	46.25	David J DeCelles	28.75
Sidriano Chaves Defreit	15.00	Matthew R Demko	126.98
Deanne DeMello	8.75	Stephen R Demont	193.75
Sean Denmark	30.00	Jose Desouza	50.00
Hendrik DeVogel, Jr	137.50	Daryl Dimare	5.00
Palma M Dimare	31.25	Richard J Dimare	9.38
Kristi N Dion	36.25	Thomas H Dodd	77.50
Sorrel Dolan	30.00	Matthew S Downs	16.25
Kimberly A Doyle	70.73	Laura J Drinkwater	111.88
Christine M Edison	87.29	Matthew G Ellis	20.63
David R Erickson	5.00	Patricia B Fayemiwo	97.81
Reginald Fennell	121.88	Thomas J Fidler	25.63
Khristine Field	58.75	John F Field	15.83
Kim K Fillmore	62.50	David E Finan	456.25
David E Finan, Jr.	348.54	Mary Lou Finan	456.25
Nathan G Finan	30.00	Robert L Firmin	77.50
Sam S Fischer	875.00	John J Flynn	37.09
David J Fontaine	222.92	Michael Fontanella	165.10
William Henry Ford	37.50	Peter M Forgione	14.58
Kevan P Fors	180.10	Robert Wells Foss	15.63
Joseph R Fragola	421.25	Jennifer L Frankel	177.51
Bruce E Fraser	373.75	Robert J Fultz	22.50
Matthew P Gallo	6.67	Peter C Garvey	204.69
Michael A Gearin	20.00	Linda A Gelormini	145.00
Matthew D George	12.50	Gold Star Trucking	10.00
Thomas D Gorham, II	48.75	James E Gossen	95.83
Joseph F Grady	24.48	Duane R Griffin	26.25
George Anne Grimshaw	68.75	Amanda E Hall	143.23
Steven A Houde	65.31	Halpin Towing, Inc.	715.46
Jeremy C Hand	113.44	Maureen E Harmon	193.02
Kathryn R Haroules	87.50	Mark G Haroules	50.73
Billy Joe Hartsfield	24.06	Peter J Hartwell	33.75
Stacy A Hartwell	33.75	Eleanor M Hawkins	32.50
Bradley C Heath	5.00	Oya Douglas Hentz	28.75
Joseph P Hoenshell	13.75	Torrey W Holmes	191.67
Christopher D Hooley	28.75	Horizon Landscape, Inc.	131.25
Michael Hubbard	10.42	Peter B Hunt	488.75
Cheryl A Hurley	83.75	Paula A Hurley	21.56
Michael D Hutchins	76.15	Jeffrey Alan Jackson	31.25
Adrianna J Jackson-Adam	38.75	Balaji Janakiraman	253.75
Gary R Jean	392.71	Ashley Johnson	37.50
Lisa M Johnson	28.75	Ruth E Johnson	14.90
Erik E Julio	18.75	Linda L Julio	101.25
Rajeevan Kannothevalapp	285.10	Kathy Karlsson	50.00
Susan M Keenan	70.00	Timothy F Kelley	27.08
Nicholas J Kiernan	16.77	Kevin King	25.00
James E Kirste	573.75	Jonathan P Knox	61.98
Koch Industries, Inc.	1080.00	Koch Microelectronic Serv	365.00

# TOWN OF LITTLETON

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Eric B Lamont	5.00	Cynthia L Lancaster	561.25
Duncan Scott Lancaster	53.44	Thomas Landrigan	10.42
Thelma J Lankowski	72.50	Timothy P Lauzon	39.58
Brian H Laws	19.38	David H Lawson	17.50
David H Leedberg	255.00	Lionel T Levine	17.50
Lifelearn, Inc.	43.75	Erik L Lindgren	902.50
Donald Little	718.33	Katherine C Little	35.00
Kimberly M Little	15.00	Paul J. Lizotte	23.75
Sean R. Lohnes	83.34	R Craig Lombardi	31.25
Nathan R Long	35.00	Claudino B Luna	13.13
Loretta A MacDonald	287.50	Antoinette S Magnussen	483.75
Robert Allen Mair	70.00	John W Malloy, Jr	93.23
Mary B Malloy	23.96	Ryan J Marcouillier	159.27
Rachel E Markels-Webber	42.50	James C Mascetta, II	33.75
Peggy Mayfield	115.00	William R Mayfield	48.75
John J McCormack	181.25	John J McCormack, III	33.33
Marvin W McCullough	138.75	Richard H McCutcheon	14.58
Robert McDonald	42.50	Thomas W McNiff	67.50
Ilcarlo Regina Mendes	74.69	Laura J Mericle	26.25
Carmine F Merullo	86.25	Paul W Merullo	25.00
Frederick P Messinger	5.00	Middlesex Materials, Inc	188.44
Debbie Susan Miles	640.00	Heather M Miller	451.67
Robert W Minney	206.67	Minuteman Engine Rebuilding	28.75
Dante Mirabella	6.25	Mark R Mizzoni	90.31
Nancy P Mizzoni	40.00	Dorothy A Montville	13.85
Thomas O Moriarty	50.00	Samantha G Morris	35.00
Michelle L Morrison	78.13	Philip L Morrison	226.98
Robert W Moynihan	16.04	Luiz Amilque Muniz	202.50
Elizabeth A Murdock	73.75	Pamela Lynn Murphy	27.50
James D Murray	12.50	Melissa E Murray	46.25
Robert P Murray	31.25	Douglas A Napoleone	31.25
New England Police Vehicle	653.75	Steven C Newcombe	5.00
Joseph L Ninteau	1978.75	Paul M Norris	92.19
Northeast Floor Covering	26.67	Peter D O'Clair	10.94
Angelina M Oldenquist	216.15	Angela Oliveira	19.38
Josmar M Oliveira	223.45	William N Oliveira	18.13
Kristen M Olson	225.00	Hilary E O'Malley	87.29
Anthony E Orlicky	126.25	Brenda K Pacy	32.81
Anastastia M Page	46.25	Warren L Palmer	5.00
Louis Panaggio	32.50	Shruti Pandey	210.00
Karen E Panek	74.58	James Paragona	28.75
Laurann Paragona	50.63	Sean S Partridge	588.75
Jeffrey M Patterson	346.88	Susan J Patterson	42.50
Karen R Patton	31.25	Richard J. Payne	40.00
Bridget E Pearce	26.25	Chad A Pierce	151.25
Glenn A Pierce	51.25	Pamela A Pierce	20.00
PJL Landscape Co	37.50	Bradford W Plummer	85.00
Anthony C Polk, III	21.88	Richard T Polk	5.00
Joshua E Poor	9.38	Francis L Priest	18.75
Justin D Rampino	41.25	Mark C Raymond	6.56

# ANNUAL REPORT 2002

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Traci A Reardon	41.25	Bruce R Reynolds	324.38
Bernadette E Riley	5.00	Linda E Riley	60.94
Steven T Riggs	45.00	Daniel C Robinson	187.71
Patricia M Robinson	28.65	Jorge R Rohas-LaSanta	152.50
Carmen M Rolon	28.75	Richard A Roth	15.00
S N Construction	29.06	Lisa Sacchetti	132.30
Digna L Salgado	17.50	Wendie A Sammarco-Perry	148.64
Deivid Dantas Santos	33.75	Anna M Sawyer	63.96
James C Sawyer, Jr	37.50	Erica N Scappaticci	9.38
Christina H Sefranek	45.00	Aaron Jay Seltzer	390.00
Dennis L Shay	32.50	Larry P Shenshew, Jr	258.02
Elizabeth L Sherman	143.44	Kathy Sherman	36.67
Michael Silva	112.92	Douglas S Small	67.50
Bradford L Smart, Jr	28.33	Starr Hill Construction	508.75
Brian T St. Denis	60.00	Joshua T St. Denis	36.25
Starr Hill Construction	182.29	Gary Stephens	21.25
Wayne E Stockwell	5.00	Amelia J Struthers	50.00
Charles R Sullivan	216.67	Ryanne M Sullivan	22.92
Superior Industries, Inc.	236.98	Bethanie S Taylor	9.90
Mildred W Temple	15.00	Test Rep Assoc, Inc	287.50
Elizabeth R Thomas	21.88	Stacey A Tuttle	35.00
U S Wood Products, Inc.	43.75	Brian K Visco	182.92
Vivendi Water Transport	5.00	Paul A Waite	12.50
Wakefield Materials Corp.	506.25	Janet E Walsh	28.75
Edward S Warchol, Jr.	80.94	Annmarie Waterhouse	37.50
Christopher T Webb	102.80	Christine I Whitcomb	42.71
David A Whitcomb, Jr	156.25	Timothy H Whitcomb	81.67
Jennifer L White	273.85	Kevin P White	252.60
Robert I Whitehead	51.25	Bruce E Wilkins	41.25
Ruth Wilkins	25.00	Richard A Williams	18.75
Sheila Mary Wulsin	171.67	Lakshmi NP Yarlagadda	526.25
Armen S Young	285.42	Susan E Young	271.25
Michael J Zolla	53.75		

# **TOWN OF LITTLETON**

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## **TREASURER**



## TREASURER'S REPORT



Prepared by:

Margaret M. Dennehy

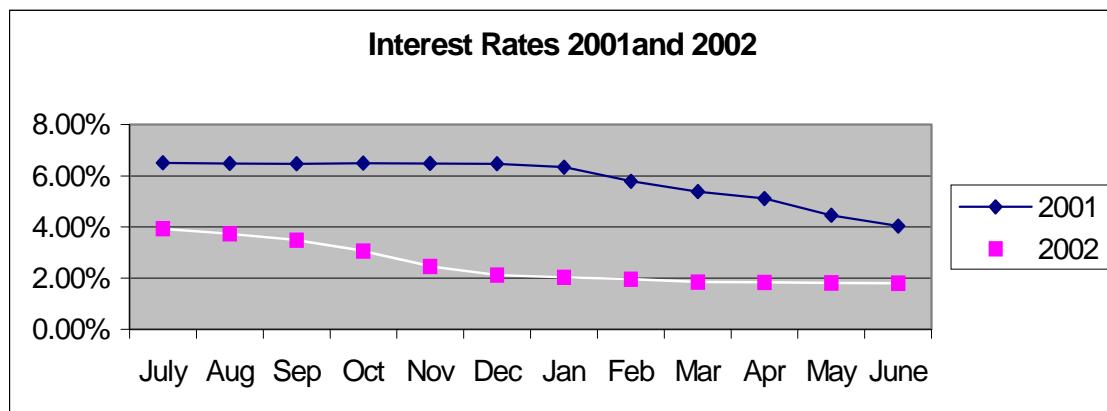
Herewith is presented my fifteenth annual report as Treasurer of the Town of Littleton:

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><u>\$27,172,504.98</u></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



# TOWN OF LITTLETON

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## TREASURER'S REPORT(cont.)



### TEN-YEAR DEBT SERVICE SCHEDULE

Fiscal Year	<u>TOWN</u>	<u>WATER</u>	<u>ELECTRIC</u>	<u>GRANTS/REIMBURSEMENTS *</u>	<u>TOTAL</u>
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 \$991,192.52 Remaining term

### TOWN DEBT ONLY

Debt Outside  
Proposition 2 1/2      Debt Within  
Proposition 2 1/2

2002	\$1,068,264.15	\$66,735.00	\$1,001,529.15
2003	\$1,035,049.18	\$65,075.00	\$969,974.18
2004	\$3,769,339.18	\$247,642.50	\$3,521,696.68
2005	\$3,589,204.17	\$240,472.50	\$3,348,731.67
2006	\$3,428,839.17	\$228,555.00	\$3,200,284.17
2007	\$3,132,424.18	\$222,237.50	\$2,910,186.68
2008	\$2,987,026.69	\$215,885.50	\$2,771,141.19
2009	\$2,825,562.94	\$211,072.50	\$2,614,490.44
2010	\$2,729,109.18	\$205,962.50	\$2,523,146.68
2011	\$2,659,794.18	\$200,555.00	\$2,459,239.18
2012	\$2,575,321.68	\$195,305.00	\$2,380,016.68
2013	\$2,489,106.72	\$189,355.00	\$2,299,751.72
2014	\$2,413,189.22	\$183,405.00	\$2,229,784.22
2015	\$2,324,184.22	\$174,585.00	\$2,149,599.22
2016	\$2,239,984.22	\$167,506.25	\$2,072,477.97
2017	\$2,121,406.72	\$155,418.75	\$1,965,987.97
2018	\$1,988,673.82	\$114,500.00	\$1,874,173.82
2019	\$1,914,528.82	\$110,000.00	\$1,804,528.82
2020	\$1,569,063.82	\$105,000.00	\$1,464,063.82
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 ACCOUNTANT

**YEAR ENDING DECEMBER 31, 2002**

The Accounting Office would like to take this opportunity to say thank you to the employees of the Town for their continued support and cooperation. We have implemented many software modules this past year, starting with the introduction of the Purchase Order Module, the Budget Module, a new Real Estate and Personal Property Module and a Fixed Asset Module. The Assistant Town Accountant, Joan Pare deserves a special "thank you" for her commitment to excellence and proficiency; especially due to the increase workload the accounting office has experienced this past year, with the addition of the many new modules.

Attached are the General Fund Balance Sheet, Revenues and Expenditures for the fiscal year ending June 30, 2002.

Meredith Mayo  
Town Accountant

### **TOWN OF LITTLETON**

<b>GENERAL FUND</b>		<b>Total Expenditures</b>
Account Description		
TOWN COUNSEL		
Legal Expenses		114,335.42
TOWN MEETING MODERATOR		
Expenses		100
SELECTMEN		
Total Personal Services	53,848.14	
Total Expenses	22,468.19	76,316.33
TOWN ADMINISTRATOR		
Total Personal Services	67,167.57	
Total Expenses	2,300.00	69,467.57
FINANCE COMMITTEE		
Expenses		2,744.82
FINANCE COMMITTEE-RESERVE FUND		
RESERVE FUND		88,625.95
ACCOUNTANT		
Personal Services	65,646.99	
Expenses	25,020.50	90,667.49
ANNUAL AUDIT		
Expenses		14,500.00

# TOWN OF LITTLETON

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ASSESSORS			
Personal Services	115,148.80		
Expenses	7,565.81	122,714.61	
 TREASURER			
Personal Services	76,915.80		
Expenses	7,533.41	84,449.21	
 COLLECTOR			
Personal Services	49,823.80		
Expenses	9,877.97	59,701.77	
 INFORMATION SYSTEMS			
Personal Services	51,805.00		
Expenses	126,138.92	177,943.92	
 TAX TITLE FORECLOSURE			
Tax Title Costs	3,219.90		
Expenses	4,290.87	7,510.77	
 TOWN CLERK			
Personal Services	40,949.60		
Expenses	640.32	41,589.92	
 ELECTIONS AND REGISTRATIONS			
Personal Services	4,862.00		
Expenses	13,757.67	18,619.67	
 CONSERVATION COMMISSION			
Personal Services	21,874.96		
Expenses	3,408.87	25,283.83	
 PLANNING BOARD			
Personal Services	26,666.05		
Expenses	4,815.45	31,481.50	
 APPEALS BOARD			
Personal Services	3,149.31		
Expenses	1,589.25	4,738.56	
 SHATTUCK ST BUILDING			
Personal Services	95,922.39		
Expenses	130,651.00	226,573.39	
 TOWN HOUSE			
Expenses		28,500.00	
 PROPERTY & LIABILITY INSURANCE			
Expenses		152,821.80	

# ANNUAL REPORT 2002

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EMPLOYEE BENEFITS		
Expenses		1,226,973.15
GASOLINE		
Expenses		50,000.00
TOWN REPORTS		
Expenses		7,000.00
PARKING CLERK		
Expenses		176.15
TELECONTROL		
Expenses		61,992.85
COUNTY RETIREMENT BENEFITS		
CONTRIBUTORY RETIREMENT		412,169.20
POLICE		
Personal Services	969,784.80	
Expenses	97,450.16	1,067,234.96
FIRE		
Personal Services	508,529.60	
Expenses	90,364.13	598,893.73
CONTROL CTR DISPATCH		
Personal Services	228,452.73	
Expenses	20,400.00	248,852.73
BUILDING		
Personal Services	73,063.51	
Expenses	4,133.43	77,196.94
WEIGHTS & MEASURES		
Personal Services		
Expenses	200	200
EMERGENCY MANAGEMENT		
Expenses		1,393.55
DOG OFFICER		
Personal Services	2,242.86	
Expenses	220.37	2,463.23
DUTCH ELM		
Expenses		984.62
SHADE TREE		
Expenses		1,981.50

# TOWN OF LITTLETON

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LITTLETON EDUCATION			
Personal Services	7,340,724.12		
Expenses	3,775,732.38		11,116,456.50
 NASHOBA REGIONAL TECHNICAL			
Expenses		29,241.00	
 HIGHWAY AND STREETS			
Personal Services	576,826.24		
Expenses	112,594.56		689,420.80
 CONSTRUCTION & MAINTENANCE			
Expenses		45,972.32	
 SNOW AND ICE			
Personal Services	52,943.36		
Expenses	90,539.10		143,482.46
 TRANSFER STATION			
Personal Services	44,059.38		
Expenses	211,067.52		255,126.90
 B & M RAILROAD CROSSING			
Expenses		2,805.62	
 CEMETERY			
Personal Services	71,062.94		
Expenses	27,258.60		98,321.54
 BOARD OF HEALTH			
Personal Services	24,593.40		
Expenses	1,267.14		25,860.54
 N.A.B.H.			
Expenses		20,415.00	
 ANIMAL INSPECTOR			
Expenses		1,300.00	
 NURSING SERVICES			
Expenses		7,638.00	
 ELIOT CLINIC			
Expenses		2,835.00	
 COUNCIL ON AGING			
Personal Services	74,735.95		
Expenses	20,299.58		95,035.53
 0543 VETRANS' SERVICES			
Personal Services	3,000.00		

# ANNUAL REPORT 2002

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Expenses	750.00	3,750.00
0610 LIBRARY		
Personal Services	306,647.09	
Expenses	72,224.55	378,871.64
0611 MERRIMACK LIBRARY CONSORTIUM		
Expenses		21,339.00
0620 RECREATION		
Personal Services	80,177.40	
Expenses	4,640.00	84,817.40
0650 HISTORICAL COMMISSION		
Expenses		3,000.00
0661 MEMORIAL DAY		
Expenses		785.74
0662 PATRIOTS DAY		
Expenses		49.00
PRINCIPAL DEBT SERVICE		
Expense		701,100.00
INTEREST DEBT SERVICE		
Expense		367,162.45
TREASURER INTEREST SHORT-TERM		
Expense		901,092.87
0810 STATE AND COUNTY ASSESSMENTS		436,569.00
OTHER FINANCING USES		
Transferred to Stabilization Fund		6,500.00
		<u>20,635,147.45</u>

## Revenues

<b>Motor Vehicle Excise</b>	1,095,081.36
<b>Other Excise</b>	11,232.00
<b>Interest &amp; Penalties</b>	52,317.85
<b>In Lieu of Taxes</b>	409,124.41
<b>Other Charges for Services</b>	103,746.24
<b>Fees</b>	96,694.11
<b>Rentals(Lease)</b>	7,500.00
<b>Departmental Revenue- Schools</b>	0.00
<b>Departmental Revenue- Library</b>	2,578.94

# TOWN OF LITTLETON

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<b>Departmental Revenue- Other</b>	22,839.09
<b>Licenses &amp; Permits</b>	169,946.95
<b>Special Assessments</b>	46,585.28
<b>Fines &amp; Forfeits</b>	90,134.08
<b>Investment Income</b>	277,758.29
<b>Other Income - Recurring</b>	8,231.31
<b>Other Income - Non-recurring</b>	165,981.00
<b>Interfund Transfers</b>	2,020,899.34
<b>Total Revenue</b>	<u>4,580,650.25</u>

## General

### Assets

Cash/Investments	\$3,307,285
Petty Cash	2,550
Receivables:	
Property Taxes	167,701
Allowance for Abatements & Exemptions	(139,304)
Deferred Property Taxes	29,050
Tax Liens	79,673
Excises	84,163
User Charges (Net of Allowance for Uncollectible)	
Special Assessments	961
Due from Other Governments	0
Deferred Special Assessments	204,772
Accrued Interest Receivable	
Tax Foreclosures	94,101
Materials and Supplies	
Prepaid Expenses	
Unamortized Bond Issue Costs	
Restricted Assets:	
Investments in Deferred Compensation Plan	
Construction Work in Progress	
Property, Plant and Equipment (net of Accumulated Depreciation)	
Amount to be Provided for Payment of Long Term Liabilities	
proof +3830952+139304=3,970,256.30	
Total Assets	<u>\$3,830,952</u>

### Liabilities:

Accrued Wages Payable	\$53,532
Warrants Payable	(31)
Withholdings Payable	66,072

# ANNUAL REPORT 2002

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Due to Individuals	
Due to Other Governments	
Performance Bonds	968,577
Refunds Due	0
Unclaimed Checks	9,383
Other	
Bond Anticipation Notes Payable	
Bonds Payable	
Deferred Revenue:	
Property Taxes	28,397
Deferred Property Taxes	29,050
Tax Liens	79,673
Excises	84,163
Intergovernmental	
Special Assessments	205,734
Tax Foreclosures	94,101
Deferred Compensation Payable	
 Total Liabilities	 <u>1,618,651</u>
Fund Equity:	
Retained Earnings:	
Reserved for Encumbrances	
Reserved for Subsequent	
Year's Expenditure	
Reserved for Retirement	
Unreserved	
Fund Balances:	
Reserved for Encumbrances	1,607,170
Reserved for Special Purposes	
Reserved for Petty Cash	2,550
Reserved for Endowments	
Reserved for Subsequent	
Year's Expenditure	357,435
Unreserved:	
Undesignated	449,559
Designated	<u>(204,413)</u>
 Total Fund Equity	 <u>2,212,301</u>
 Total Liabilities and Fund Equity	 <u>\$3,830,952</u>

# **TOWN OF LITTLETON**

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## **BOARD OF ASSESSORS**

**YEAR ENDING DECEMBER 31, 2002**

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.

Jim Sommer, an experienced and respected member of the Board resigned mid-term to pursue a spot on the Financial Committee. A number of members of the community stepped forward to volunteer to fill Jim's seat. After interviews with the Board as well as the Board of Selectmen, William Nickerson was appointed to fill the remainder of Jim's term that expires in May, 2003. Bill is a real estate professional with over 10 years in the mortgage field and brings a wealth of experience and expertise to the Board.

This coming year will see the Board of Assessors performing a revaluation of property, required every three years. This is a significant event as housing prices have increased tremendously in the past several years. In preparation for this revaluation interim adjustments were made to property values last year to preclude property owners from realizing significant increases in their property values all in one year.

The Board of Assessors provided the Board of Selectmen with information regarding the Supplemental Tax on New Construction. This law provides municipalities with the ability to have new construction enter the tax cycle upon completion of construction, rather than at the start of the next fiscal year.

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

### YEAR ENDING DECEMBER 31, 2002

The Board of Electric Light Commissioners is pleased to present the annual report of the Electric Light Department for the calendar year 2002.

Marking our 90<sup>th</sup> anniversary of service, it is appropriate to reflect on our founding spirit and celebrate our enduring value. True to our inaugural maxim as public utilities “owned by the people we serve,” we recognize and respect our role as leading municipal citizens committed to assisting with projects and programs that enrich and enhance the quality of community life.

Through sound business practice and strategic initiative, we believe we continue to earn our reputation as a progressive public utility committed to quality, value and service. Unlike a private utility dedicated solely to profits, we have a far different focus – low rates, high reliability, community service. Over the years, we have built an impressive electric distribution system, expanding our service territory in a careful, responsible manner as dictated by fiscal reality and customer demand.

As your local, public utility, we strive diligently to remain the region’s low cost provider for residential electric customers, while offering superior customer service and considerable value to the community. Our residential rates are consistently among the lowest in the state, substantially below those of investor-owned systems. In addition, we continue to provide annual financial and in-kind contributions of nearly \$600,000 to the town.

In a year of economic uncertainty, we were able to lower our Power Cost Adjustment (PCA) charge for residential and commercial customers. This charge is designed to recover the cost of fuel. The reduction translates to a monthly savings of \$3 for our average residential customer. While modest, it stands in stark contrast to rates charged by private utilities.

Two veteran employees elected to take early retirement last year. Utility specialist Bill Stewart and lead lineman Jack Shimmel retired after long (Bill, 29 years; Jack, 31), distinguished careers. Their contributions are greatly missed. On a personal note, the LELED family was deeply saddened by the death of Dick Taylor in July. Dick retired in October 2001, after 13 years of outstanding service, the last two as clerk of the works for our new facilities.

On the operations front, we completed our meter modernization program, replacing all residential meters in Littleton and Boxborough with new, solid-state watt-hour meters that are read by a radio in our utility trucks. By eliminating the need for visual readings, we will realize a cost savings – money that we apply to our rate stabilization fund to help keep our rates low. And, as part of our ongoing commitment to customers, we introduced a home appliance rebate program that offers a \$50 credit for purchasing energy-efficient appliances.

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 and the senior citizen luncheon. Of particular note this year is our completion of a fiber optic network, which provides interconnectivity among the schools, Town Hall, Fire, Police and LELED.

## **TOWN OF LITTLETON**

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Our record of performance, we believe, underscores the value of public power and the virtue of a progressive business posture. Going forward, we are confident of our ability to further that tradition.

Respectfully submitted,

**Board of Electric Light Commissioners**

Joseph A. Cataldo, Jr., Chair

Craig Gruskowski, Vice-Chair

Thomas Rauker, Secretary/Clerk

Joseph McCumber, Member

Bruce Trumbull, Member

# ANNUAL REPORT 2002

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## Town of Littleton Municipal Light Department Balance Sheet As of December 31, 2002

Preliminary / Unaudited			
ASSETS		LIABILITIES AND SURPLUS	
Utility Plant			Surplus
			Unappropriated Surplus
Total Electric Steam Production	0.00		28,643,421.69
Total Electric Transmission Plant	14,706.95	Direct Charge to Surplus	0.00
Total Electric Distribution Plant	16,806,056.82		
Total Electric General Plant	10,213,940.02		
<b>TOTAL UTILITY PLANT</b>	<b>27,034,703.79</b>	<b>TOTAL SURPLUS</b>	<b>28,643,421.69</b>
Accum. Depreciation Steam Plant			LONG TERM LIABILITIES
Accum. Depreciation Transmission Plant	0.00		Bonds Payable
Accum. Depreciation Distribution Plant	-9,340.86		Capital Lease Payable Noncurrent
Accum. Depreciation General Plant	-6,430,072.72		8,008.00
	-2,979,034.65		
<b>TOTAL DEPRECIATION</b>	<b>-9,418,448.23</b>	<b>TOTAL LONG TERM LIABILITIES</b>	<b>2,238,008.00</b>
NET ELECTRIC PLANT			CURRENT AND ACCRUED LIABILITIES
	17,616,255.56		
Fund Accounts			Accounts Payable
Depreciation	1,560,320.69		1,007,847.07
Construction	2,055,604.81		Capital Lease Current
Rate Stabilization	2,408,600.43		7,392.00
PGET Escrow Fund	800,795.61		Miscellaneous Accrued Liabilities
Operating Cash	0.00		79,071.99
Computer Fund	2,858.26		
Operations Fund	1,000.00		
<b>TOTAL FUND ACCOUNTS</b>	<b>6,829,179.80</b>	<b>TOTAL CURRENT &amp; ACCRUED LIABILITIES</b>	<b>1,094,311.06</b>
CURRENT AND ACCRUED ASSETS			Reserve for Uncollectible Accounts
Accounts Receivable Rates	1,905,584.80		25,566.86
Accounts Receivable Jobbings	268,220.20		
Accounts Receivable Liens	0.00		
Accounts Receivable Other	-4,872.26		
Inventories	590,135.53		
Prepayments	2,005,408.05		
Deferred Expenses	20,278.46		
L'Energia Buyout	3,189,017.35		
Pilgrim Buyout	464,118.74		
Capital Lease Interest	3,060.18		
<b>TOTAL CURRENT &amp; ACCRUED ASSETS</b>	<b>8,440,951.05</b>	<b>TOTAL LIABILITIES/SURPLUS</b>	<b>\$32,085,590.80</b>
<b>TOTAL ASSETS</b>	<b>\$32,886,386.41</b>		

# **TOWN OF LITTLETON**

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## **WATER DEPARTMENT**

**YEAR ENDING DECEMBER 31, 2002**

The Board of Water Commissioners is pleased to present the annual report of the Water Department for the fiscal year 2002.

With residential development continuing to drive water demand, we made several necessary renovations and improvements to our production and distribution systems to meet the consumptive requirements of the community. On Oak Hill, we completed construction of a new, 1.84 million-gallon concrete tank to replace the existing 300,000 gallon steel tank. The department also oversaw the installation of new water main on Edsel Rd. to replace the old lines, which could no longer be reasonably repaired.

Other capital projects included the upgrade of our Whitcomb Avenue pumping wells and the installation of a new transmission main in the Newtown Road area, significantly enhancing the department's ability to balance the distribution system. And, in an effort to enhance system capacity, we are making plans to develop an additional bedrock well.

While all of these projects should help us to stay ahead of demand, we cannot stress strongly enough the importance of practicing conservation measures. We managed to get through most of the year without implementing any restrictions on water use, but drought conditions continue to plague the region. Many surrounding communities have adopted seasonal restrictions, a policy under serious consideration by the department. In recent years, new home construction and the growing popularity of in-ground sprinkler systems have combined to create an inordinately high demand. The single greatest contributing factor to high water usage is excessive lawn watering. As these trends continue, we must all do our part to promote more naturally wooded lots, smaller lawns and drought-resistant landscaping. Remember that one inch of water per week is all that is necessary for proper lawn maintenance.

Over the course of the year, the Department continued its commitment to assist the town on issues of environmental protection and restoration, most notably the clean up of lakes and ponds. The Clean Lakes Committee (CLC), established jointly by the Board of Water Commissioners and Board of Selectmen, continues to lead these efforts. Out-of-lake restoration measures are being put in place at Long Lake and the Army Corps of Engineers continues to guide the Mill Pond project.

In September, for the first time in department history, we had a confirmed sample of E. coli in our distribution system. We immediately isolated the Cedar Rd. water tank, as test results strongly indicated it was the source of contamination, and began chlorination of the entire distribution system. On the same day, we distributed 800 notices to the affected area, the upper Goldsmith St./Long Lake neighborhood s. Although we were confident that the contamination was isolated, we instituted a town-wide boil order.

Samples taken over the next several days indicted the bacteria had been eliminated and the boil order was lifted. The source of contamination was confirmed as the remains of a bird and a squirrel inside the tank. Following disinfection and the repair of the breach, the tank was returned to service.

Traces of E. coli were detected several weeks later and the process was repeated – minus the boil order – which was not necessary since the contamination never entered the distribution system. Residual sediment dislodged during flushing was the likely cause. It is important to note that, despite these incidences, the

# ANNUAL REPORT 2002

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water is safe to drink. As a rule, we go well beyond state requirements in terms of the frequency and location of water quality sampling.

As always, we were especially pleased to release our annual Water Quality Report, which affirms that our water is of the highest quality; meeting and exceeding all primary drinking water standards established by the federal Environmental Protection Agency (EPA) and the state DEP. As the stewards of an exemplary water quality program, we proudly present this report, which validates our outstanding water quality, describes the latest technologies in use at the water treatment plant and underscores our exemplary groundwater protection plan.

Respectfully submitted,

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

# TOWN OF LITTLETON

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Town of Littleton, Massachusetts  
 Municipal Water Department  
 Balance Sheets  
 As of June 30, 2002 and 2001

<b>ASSETS</b>		<b>LIABILITIES AND SURPLUS</b>			
	<b>2002</b>	<b>2001</b>			
<u>Current and Accrued Assets</u>			<u>Current and Accrued Liabilities</u>		
Cash	\$ 635,802	\$ 564,768	Accounts payable	\$ 63,705	\$ 8,142
Accounts receivable	87,378	94,732	Current portion long-term debt	212,500	212,500
Accrued unbilled revenues	112,406	150,219	Bond Anticipation Notes	1,600,000	
Materials and supplies	50,964	76,567	Accrued vacation pay	20,453	33,272
			Accrued Interest	26,449	18,554
<u>Total Current and Accrued Assets</u>	<u>886,550</u>	<u>886,286</u>	<u>Current and Accrued Liabilities</u>	<u>1,923,107</u>	<u>272,468</u>
<u>Restricted Assets</u>			<u>Long-term Debt</u>		
Special funds	354,153	287,959	Bonds payable	2,347,500	2,560,000
<u>Plant</u>			<u>Contribution in Aid of Construction</u>	<u>131,290</u>	<u>131,290</u>
Total plant, at cost	11,690,917	9,905,823			
Less: Accumulated depreciation	2,166,861	1,891,036	<u>Total Liabilities</u>	<u>4,401,897</u>	<u>2,963,758</u>
<u>Net Plant in Service</u>	<u>9,524,056</u>	<u>8,014,787</u>	<u>Net Assets</u>		
<u>Construction in progress</u>		39,966	Invested in capital assets, net of related debt	5,364,056	5,282,253
			Unrestricted net assets	1,208,158	1,208,407
<u>Net Plant</u>	<u>9,524,056</u>	<u>8,054,753</u>	Total Net Assets	6,572,214	6,490,660
<u>Deferred Debits</u>					
Unamortized bond issue costs	11,118	11,937			
Unamortized bond refunding costs	198,234	213,483			
<u>Total Deferred Debits</u>	<u>209,352</u>	<u>225,420</u>			
<u>Total Assets</u>	<u>\$10,974,111</u>	<u>\$9,454,418</u>	<u>Total Liabilities and Surplus</u>	<u>\$ 10,974,111</u>	<u>\$ 9,454,418</u>

# ANNUAL REPORT 2002

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## HIGHWAY DEPARTMENT

**YEAR ENDING DECEMBER 31, 2002**

The Highway Department provides maintenance and improvements to the 62 miles of Town roads; operates the Transfer Station, administers contracts for the disposal of solid wastes, maintains the 46 acres of municipal recreational facilities and public grounds; performs public shade tree removals, trimming and planting (Operations Manager also serves as Tree Warden); and maintains the Department's equipment to accomplish the assigned tasks.

The Highway Department consists of the following employees: Eric K. Durling, P. E. Town Engineer; James Clyde, Operations Manager; Daniel Tebbetts, Foreman, James DeVogel and Dane Ball, Working Foremen; Stanley Walker, John Malloy, Mike Hayes, Barry Nawoichik, Steve Dunn and Frank McGrath, Equipment Operators/Laborers/Truck Drivers; William MacFadgen, Mechanic; and Patrick Goddard, Park Working Foreman; Christopher Upperman, Transfer Station Operator and Phyllis Cormier, Assistant Transfer Station Operator. Brendan Bennett and Peter Magner were seasonal help who assisted the Highway Department during summer months.

In September, Jaimie Sherburne resigned her position as Administrative Assistant to move back to Vermont. Patricia Pearce was hired to fill this position.

Annual Maintenance of the Town's streets includes: street and sidewalk sweeping; catch basin cleaning; drainage structures repair; installation of numerous berms, patches, swales and driveway aprons to address pavement and drainage problems; roadside brush removal; tree and stump removal; tree trimming; repair and replacement of existing street and traffic signs and installation of new signs; and finally the usual sanding and salting of roadways and snow plowing and removal as needed. These tasks were completed as scheduled or as needed.

In addition to the routine highway functions, park and grounds keeping maintenance was also undertaken. This consists of renovating (weeding and leveling) baseball infields; lay out and line painting of athletic fields as needed; mowing grass and picking up leaves/debris on all municipal fields, parks and grounds; watering athletic fields on an as needed basis; set up and take down of Town beach docks and floats; Town beach maintenance; trash removal from parks; and general landscaping duties such as shrub pruning, weeding gardens (particularly at the Common) and placing wood chip mulch at various locations around Town. This year the Highway Department entered into a contract with Prescott Landscaping for the mowing of 10.45 acres of park areas in various locations. The Highway Department also mowed areas on Conservation land to maintain open fields.

Last year 2,580 tons of refuse were hauled to the Covanta (formerly Ogden Martin) mass burn facility in Haverhill for disposal. The Town's present cost to "tip" the refuse at Covanta is \$51.68/ton. Hauling was provided by Sorrentino Trucking Co. of Lowell, under

## **TOWN OF LITTLETON**

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contract to the Town for \$115 per load. Another 1,017 tons or 28% of the total refuse brought to the Transfer Station was recycled. An important point to remember is that it is still cheaper to recycle than to throw away refuse. We therefore strongly urge residents to participate in Littleton's Recycling Program.

The following projects were undertaken or continued during the year:

### **ROAD RECONSTRUCTION:**

In June, Mass Paving Inc. from Chelmsford placed the final top course of pavement on Park Drive to complete their contract with the town. Park Drive was left over the winter to allow for possible settlement of a trench from the installation of a water main the previous summer.

As anticipated in last year's annual report, a major portion of Newtown Road was repaved this year. In May/June the Highway Department spent considerable time and effort repairing the trench from the water main installation during the previous summer. This trench had settled significantly over the winter due to poor compaction by the contractor, R.M. Parcella.

In July the Town awarded the contract to cold plane (remove top 2 inches of existing pavement) and repave 6600 linear feet of Newtown Road to Sunshine Paving Corporation from North Chelmsford. The Highway Department then lowered all drainage structures, gas gates and water gates, prior to Sunshine cold planing and installing the "leveler" course of pavement in mid July. All gas/water gates and drainage structures were adjusted (brought to grade) and 6500 feet of bituminous concrete berm were installed by the Highway Department. Sunshine paving then installed the final pavement in August, followed by the Highway Department repairing all driveway approaches and reloaming and seeding disturbed areas on the road shoulders.

In September another contract was awarded to Aggregate Industries from Saugus to reconstruct and pave a couple of streets. In October approximately half (4350 feet) of Spectacle Pond Road was overlaid with 1 ½ inch course of bituminous concrete pavement. In late September through November, Berrybush Road (840 feet) and a section (1500 feet) of Whitcomb Avenue just beyond the Route 2 bridge were reconstructed. Reconstruction entailed minor drainage improvements, reclamation (grind up) of existing pavement, re-grading, and installation of bituminous concrete in two courses. The Highway Department was to have reloamed and seeded disturbed areas on the road shoulders but weather precluded completing this work, this year.

E.H. Perkins Construction Inc. "won the bid" to install concrete sidewalks and granite curbing along King Street and Foster Street. Starting in August and into November, Brighton Construction Co., subcontractor to Perkins Construction, installed approximately 1700 feet of granite curbing and 1950 square yards of concrete sidewalk (roughly 3460 linear feet of five foot wide sidewalk). The sidewalk extended along King Street from the Post Office at Jennifer

# ANNUAL REPORT 2002

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Street to Rogers Street and along Rogers Street and Foster Street to the First Church Unitarian. A section of Foster Street remains to be done next year.

## **ROAD MAINTENANCE:**

Markings, Inc. of Pembroke, MA provided street line painting services to the Town throughout this year. Crosswalks were painted twice and centerlines were painted once. Various parking lots and other new pavement centerlines were painted during the year as needed.

## **CONSULTANT WORK:**

The layout plan for Lake Shore Drive between Birch Road and Emerson Drive was completed and monuments were set to delineate the layout in the field by Diversified Civil Engineering. This layout was then accepted at Town Meeting and Lake Shore Drive became a public way. Working with the abutters, design plans for upgrading this section of Lake Shore Drive were then prepared by the Highway Department. In the coming year it is expected that permits will be obtained and this construction work undertaken.

25% completed design plans for Goldsmith Street were submitted to the various state agencies for review. Comments were received and responded to by the Town's consultant, Guertin Elkerton & Associates Inc. from Stoneham. Test borings and soil analysis for pavement structure design were also completed.

Vanasse Hangen Brustlin Inc.(VHB) conducted an inventory of all public ways in the town. Items inventoried were pavement conditions, lengths, widths, signs, pavement markings, sidewalks and visible drainage structures. This data was entered into a database with links to a geographical information system (GIS) map. The purpose of this work was to create an Infrastructure and Pavement Management System to track the assets for accounting purposes and to be able to develop computer generated scenarios for repair and maintenance of the roadways and associated appurtenances. With this capability in September VHB presented the Board of Selectmen with five scenarios using various funding levels. It was found that to maintain the condition of the road system at the same level of service as today \$325,000 per year would have to be spent on reconstruction and maintenance. Less spent would lead to a general deterioration of the road system, more spent would improve the road system (note: we are currently spending approximately \$250,000 per year most of which comes from "chap 90" state aid).

In April the Highway Department prepared and advertised a Request for Proposals to prepare a National Pollution Discharge Elimination System (NPDES) Phase II Stormwater Management Plan. After reviewing proposals and interviewing consultants VHB was again selected (different group within the company) to prepare the plan and submit the permit application in March 2003 to the EPA/MDEP. The purpose of this plan is to identify all drainage discharges to "waters of the United States" and insure that they do not contain contamination. Public education, environmental regulations and "good housekeeping" are part

# **TOWN OF LITTLETON**

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of the program that needs to be documented and possibly improved. At this point VHB has inventoried the Town's stormwater management procedures and has prepared recommendations for inclusion in the 5-year plan.

## **PRIVATE WAYS:**

Under the Town's snowplowing policy, approximately 33 petitions were received, evaluated, and approved for snowplowing.

This year the Town Meeting voted to accept as public ways, Delaney Drive, Partridge Lane and Jane's Drive. These roads were approved under the subdivision control law and constructed by the developers to Town standards.

## **SNOW AND ICE:**

The Town plows approximately 62 miles of roadways and all Town facility parking lots, including schools. The Town plowed 8 times and spread sand and de-icing material 22 times. Unofficially, Littleton had a total of 33 inches of snow in the 2001/2002 season.

## **EQUIPMENT REPLACEMENT:**

The Highway Department wrote specifications and received bids for several pieces of equipment. The Town evaluated the bids and purchased a 12" "Brush Bandit 250XP" brush chipper to be delivered at the beginning of February, the old brush chipper is being sent to the town apple orchard on Nagog Hill Road for their use. The Park Division will be receiving delivery of a new "JCL" ball field paint liner in mid January. A Ford F450 one-ton Dump was purchased and outfitted with a 9' power angle plow, this truck replaces a 1994 Ford F-350 that is also being sent to the apple orchard for use in the orchard. A 13-foot dump body for our "hook swap truck" was purchased and delivery is expected sometime in late February. The Highway Department did considerable evaluations on sidewalk plowing machines, and it was decided that the best type for the Town would be a "trackless" brand machine. The Town had owned two types of "sidewalk machines" prior to this purchase; one 1973 Bombardier with tracks and one 1988 Holder with tires, which was traded in for this purchase. The new "trackless" machine can be used year round unlike the track type machines. The Trackless Municipal Tractor can accommodate many different types of equipment attachments, such as snow blowers, lawn mowers, sidewalk sweepers, cold planers, and many others. The machine has performed very well so far this busy winter season. The Highway also purchased a 2002 Chevrolet tool body truck, in September of 2002; this replaces a 1995 tool truck. An 18-foot park landscape trailer was purchased to replace a 1985 park landscape trailer. We also replaced a 1996 roadside 14-foot flail mower with a Bomford 16-foot rear boom flail mower.

Eric Durling, Town Engineer

James Clyde, Operations Manager

# **ANNUAL REPORT 2002**

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## **FACILITY MANAGER**

**Year Ending December 31, 2002**

Since its creation in by the Board of Selectmen in December 2001, the primary function of the Facilities Department has been to provide an environment for working staff, students and visitors that is safe, clean and well maintained through the identification of repair, maintenance, and environmental issues for each town-owned building and school.

In January 2002, I began an intensive review of each town-owned building and school, its associated facilities and mechanical systems. This was key to creating an inventory (a profile, of sorts) of existing conditions at these buildings. This inventory of public facilities lent itself perfectly to the creation of what is called a Capital Improvement Plan (CIP). In the Facilities CIP, I listed potential projects that could (at some future time and schedule) be considered “capital projects.”

In addition, this inventory of public facilities also lent itself perfectly to the coordination through cooperation with the Assessors’ Office, the Information Technology Department and the Accounting Office in the compilation of asset information for the mandate, GASB 34.

Throughout the year, progress reports were produced listing current accomplishments, updated goals and objectives, comparisons and recommendations, and cost savings. Additionally, each and every invoice and contract was reviewed for accuracy, completion, comparison to previous fiscal years, and appropriate recommendations made in an attempt to reduce operating and utility costs while increasing efficiency.

It is with great respect for the Town’s people of Littleton that I present this information. It has been my pleasure to serve you.

Respectfully submitted,  
Sarah Lawrence, Facility Manager  
37 Shattuck Street, P.O. Box 1305  
Littleton, MA 01460  
(978) 486-0514

# **TOWN OF LITTLETON**

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## **BUILDING DEPARTMENT**

**YEAR ENDING DECEMBER 31, 2002**

The Building Department is pleased to report that during the calendar year 2002, the following fees were collected totaling \$119,103.00.

New Commercial Construction	1
Commercial Additions / Renovations	2
New Residential Construction	54
Residential Renovations / Additions	92
Accessory Structures	42
Signs	18
Wood Stoves	22
Pools	14
Demolition	4
Miscellaneous	128
Certificates of Inspection	18

New residential construction starts remained strong for most of 2002 with the trend dropping off in December. New commercial construction remains sluggish reflecting a trend of the past few years.



Soft side swimming pools made their debut in Littleton in 2002 offering an affordable, quick and manageable alternative to traditional above ground pools. However, soft side pools present an immediate safety danger to young children. The soft climbable sides lack the necessary barrier protection required by law to prevent unauthorized access into the pool. We have all seen the unattended swimming pools with barrier-free ladders, an irresistible temptation to young children.

For many years infant drowning has been among the leading killers of children between the ages of birth and 5 years. Sadly, for every child that drowned, several more children were "near drowning" cases destined to be disabled for the remainder of their lives. In almost 70% of the cases, the parents were at home supervising the child when the accident occurred. Frequently they recall that they had seen the child just moments before the accident. Most often the parent or caregiver was very close to the child but rarely report hearing a splash or a cry for help. The Building Department is asking for your help and cooperation in keeping our community safe. For further information about swimming pool barriers, contact the Building Department.

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

## **ANNUAL REPORT 2002**

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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.

The Building Department and Townhouse staff bid a fond farewell and best wishes to Mrs. Ellen Banks who provided administrative assistant services for the past sixteen years. During her employment many have come to appreciate the pleasant and dedicated manner, which helped create the department as it functions today.

**BUILDING DEPARTMENT OFFICE HOURS**  
**BERNIER**

Monday, Tuesday, Wednesday	7:30 a.m. - 3:30 p.m.
Commissioner	
Thursday	7:30 a.m. - 6:30 p.m.
Friday	7:30 a.m. - 12:30 p.m.
2308	

**ROLAND J.**

Building
Zoning Officer
Telephone 978-952-

Respectfully submitted,  
Roland J. Bernier, Building Commissioner

# **TOWN OF LITTLETON**

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## **REPORTS OF WIRING AND PLUMBING INSPECTORS**

### **Report of the Wiring Inspector**

#### **YEAR ENDING DECEMBER 31, 2002**

Please consider the following annual report of the Inspector of Wires for the year January 1, 2002 to December 31, 2002, collecting a total of \$21730.00 in fees.

New Homes	76	Violation / Re-inspection	4
Additions more than ten outlets	81	Annual Maintenance	1
Additions less than ten outlets	48	Off Peak Devices	2
Service Change	27	New Industrial	10
Swimming Pools	22	Existing Industrial	86
Temporary Meters	20	Residential Security Systems	40
Appliance Installation	46		

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 PLUMBING AND GAS INSPECTOR**

#### **YEAR ENDING DECEMBER 31, 2002**

As the Littleton Gas Inspector, I am pleased to report that 117 permits were issued collecting a total of \$3323.00 in fees. As the Littleton Plumbing Inspector, I am pleased to report that 168 permits were issued collecting a total of \$10,104.00 in 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.

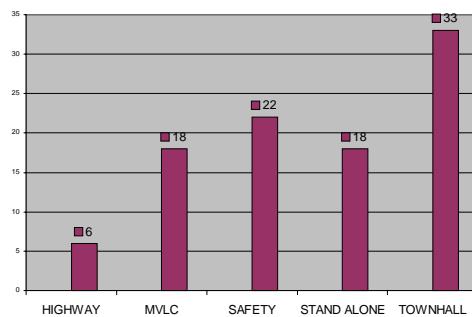
Respectfully submitted  
STEVEN CORMIER, Plumbing and Gas Inspector

Telephone 978-486-8434

## INFORMATION SYSTEMS

### Resources

There are 18 Departments within the purview of the Information Systems Department, exclusive of the Schools and the Electric Light and Water Department. The IS Department manages three networks and is responsible for an additional 18 stand-alone systems and six desktop systems at the highway department, networked with the LELWD. A total of 97 workstations are used by these departments, distributed to locations shown in the chart:



### Challenges & Accomplishments

The school department, LELWD and Town are exploiting the new fiber Wide Area Network, which became fully functional in late August. We will continue to find ways to share information to further utilize the technology and assist the various departments in adding functionality to their day-to-day operations.

The year 2002 was marked by a number of events, including the continued search for an upgraded or new Financial Software System. The resulting decision brought about the upgrade of Real Estate and Personal Property modules, as well as the purchase of a module to handle Tax Title takings. This work continues in FY03, along with an upgrade to the payroll system.

Nancy Glencross joined us as a technical services contractor in Spring of 2002, and I could not be more pleased with her performance. Her technical skills and pleasant demeanor have made it possible to provide a higher level of service than I was able to do alone.

### LITCom

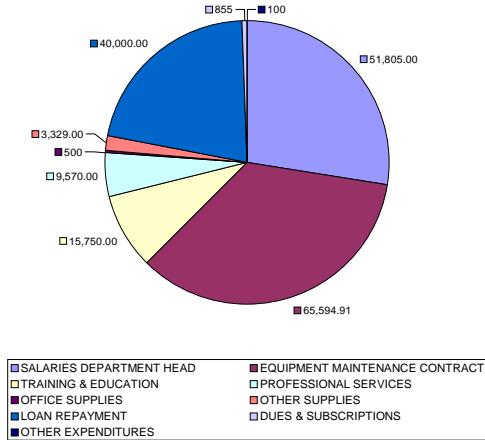
In 2002 a number of concerned citizens came forward to volunteer their time and talent regarding technology, and this resulted in the creation of the **Littleton Information Technology Committee**. The appointed committee members are: Rick Stevens, Keith White, Brian Tarbox, and James Murray and. Marty Borden, Ivan Pagacik and Jonathan Earp were also involved at different times with the group, and I wish to thank them and recognize their participation, and encourage their future involvement. Raana Tivnan, Director of Networks for the School Department, and Alan Brown, Systems Manager form the rest of the committee. It is a pleasure to work with all of these committed individuals.

### Expenditures & Budget Report

The Information Systems Annual Operating Expense was \$177,944 for fiscal year 2002. The breakdown of expenditures is shown in the chart at the top of the next column.

# TOWN OF LITTLETON

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In addition, funds voted in warrant articles for capital expenditures total \$103,000 to be expended over three years. Of these, \$33,893 were expended in 2002, leaving a balance for capital expenditures of \$69,000.

## New Beginnings

Early in calendar year 2003, the Selectmen and Board of Light Commissioners arranged for the entire Information Management Systems Department to be consolidated with a similar department at LELD. For the foreseeable future, I will work directly for the Littleton Light and Water Department as a Systems Analyst reporting to Mr. Alan Brown, Systems Manager, while continuing to function as the Town Information Systems Manager. By combining forces we may be able to provide higher quality service. It is my sincere hope that the departments currently served do not suffer any degradation of service.

Respectfully Submitted,

[theresa@littletonma.org](mailto:theresa@littletonma.org)

Phone: 978-952-2777 Cell: 508-633-2777

# ANNUAL REPORT 2002

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## TOWN COUNSEL

### YEAR ENDING FEBRUARY 20, 2003

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 2002-2003 judicial and administrative appeals.

1. TOWN OF LITTLETON v. BOXBOROUGH PLANNING BOARD, Land Court, C.A. # 277236. This case has settled.
2. TOWN OF LITTLETON v. CISCO DEVELOPMENT PARTNERS, Superior Court C.A. No 02-1047. This case has settled.
3. 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; a decision is pending.
4. 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.
5. 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.
6. 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 of a Special Permit issued by the Planning Board. An Answer has been filed.

## **TOWN OF LITTLETON**

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7. ANDREWS CORSSING, 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. A Stipulation of Dismissal was filed jointly by the parties.
8. CASSINARI v. ERNISSE, Superior Court C.A. #01-1429. This case involves the enforcement of an order issued by the Board of Health to upgrade a subsurface sewage disposal system. A complaint for contempt was also filed by the Board seeking enforcement of the Court's order in the initial action. The Board subsequently moved for, and was granted, voluntary dismissal of the complaint for contempt.
9. 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. An Answer was filed by the Board.
10. 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.
11. 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.
12. 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.
13. ANDREWS CROSSING, LLC v. LITTLETON CONSERVATION COMMISSION, DEP File No. 204-16. An adjudicatory hearing is scheduled for the week of June 7, 2003.
14. 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.

## ANNUAL REPORT 2002

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15. 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.
16. 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.

Pickett, Miyares and Harrington  
Littleton Town Counsel

# **TOWN OF LITTLETON**

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## **POLICE DEPARTMENT**

**YEAR ENDING DECEMBER 31, 2002**

*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 2002 saw a great many changes within the Littleton Police Department, specifically in the area of personnel. Notable among that turnover was the retirements of Lt. Jake Hagan, who served the Littleton Police Department for 27 years. Detective Steve Ziegler also retired after 14 years, as did Patrolman Tom Delegge. These three veteran officers, with a total of just under 100 years of public safety service, brought many talents to the Littleton Police Department and assisted, throughout the years, in raising the bar of our professionalism. In total the department saw a turnover of 8 officers within a period of 9 months. With any amount of change, especially to that magnitude, any organization can expect a certain period of adjustment.

I am pleased to inform the Community of Littleton that the Littleton Police Department has benefited enormously through the changes of 2002. Yes, we have lost a number of talented individuals, however we have capitalized on this opportunity and formed an outstanding team of officers in order to improve upon our excellent service. The Littleton Police Department is now made up of diverse individuals, recruited and trained, who have formed into a cohesive unit of public service professionals. It is my sincere belief that we have one of, if not the, premier law enforcement teams in the area. The Littleton Police Department is an anomaly among smaller law enforcement agencies, due to its level of service provided to the community and the professionalism in which it conducts itself. This is a status that the department continuously strives to attain. Reflection upon the manner in which the February 4, 2003, Littleton High School Lock-Down was addressed bears witness to these statements.

One of the more significant changes within the department, in regards to managerial staff, was the promotion of Sgt. Matthew King to the position of Lieutenant. Lt. King stepped into the shoes of retiring Lt. Jake Hagan, as large as they were, and continued to walk without losing stride. As second in command, Lt. King serves as the coordinator of the day-to-day operations of the department. Lt. King is a skilled coordinator of manpower and specializes in the area of incident command. The community has already been the benefactor of his managerial skills and expertise.

I would like to offer a special thanks to a new addition to the department, Administrative Assistant Vicki Dombrowski, who came on board last January. Vicki came to

# ANNUAL REPORT 2002

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LPD with a degree in marketing, with past administrative experience, and has brought the administrative end of our operation to a new level of professionalism.

The Littleton Police Department continues to address the concerns of the citizens of Littleton, using all of its resources and talents, while still being fiscally responsible. Business and service demands upon the department continue to grow, as they have over the last number of years. I have included a sample of statistics for 2002, which is a continuation of last year's presentation.

Finally, the men and women of the Littleton Police Department would like to thank all Town Departments for the partnerships that we enjoy, which assist us to better serve the citizens of Littleton. We would also like to acknowledge the citizens of Littleton for their overwhelming support and appreciation for our efforts.

Respectfully Submitted,  
John M. Kelly, Chief of Police

Incident Type	1999	2000	2001	2002	% Change
<i>(Partial List)</i>					(From previous Year)
Rape	1	6	4	4	0.00%
Assault and Battery	4	32	31	37	19.35%
Break and Entry	31	47	18	27	50.00%
Larceny	61	81	75	84	12.00%
Motor Vehicle Theft	2	6	14	7	-50.00%
Vandalism	43	47	65	67	3.08%
Weapons Violations	1	21	1	2	100.00%
Drug laws	5	7	31	24	-22.58%
Family Offenses	33	49	25	14	-44.00%
Arrests	182	152	175	185	5.71%
Vehicle Tows	244	290	410	414	0.98%
Disturbances (General)	30	27	91	99	8.79%
Family Disturbances	21	34	39	53	35.90%
Noise Complaint	61	64	54	39	-27.78%
Suspicious Activity	334	398	613	643	4.89%
Internet Crimes	4	3	5	1	-80.00%
Building Checks	409	1077	1336	1433	7.26%
Medical Emergencies	419	439	515	579	12.43%
Burglar Alarms	456	579	475	530	11.58%
MVA Personal Injury	52	52	93	61	-34.41%
MVA Property Damage	132	124	191	210	9.95%
<b>Total Calls For Service (All incidents)</b>	<b>7962</b>	<b>9336</b>	<b>11404</b>	<b>12637</b>	10.81%
Total Traffic Citations	1395	1817	2335	2415	3.43%
Total Citation Fines	\$67,370.00	\$121,331.00	\$134,010.00	\$142,230.00	6.13%

## **TOWN OF LITTLETON**

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### **FIRE DEPARTMENT**

**YEAR ENDING DECEMBER 31, 2002**



**Remembering Timothy E. Wargo**

**8/17/60 – 11/1/02**

**Firefighter / EMT**

**Faithfully working to serve the public,  
helping others be become better EMT's,  
seeking to better himself. A colleague and  
friend who is deeply missed.**

On November 1<sup>st</sup> the Littleton Fire Department suffered the loss of one of its own, ironically as the result of a fire in his own home. Firefighters have always trained for the day they would be asked to perform a rescue in a fire situation, but none of us imagined we would apply that training at a blaze that would take the life of one of our own members. Tim Wargo served this department for seven years as a firefighter and EMT. Tim represented perseverance in overcoming difficulties and was tireless in his effort to make himself a better member. Even in his passing he had something to offer to us all, may we use his examples wisely.

The department responded to 1196 emergency service calls in 2002, down 4% from the 2001 mark. Despite this slight downturn, the department was kept busy as it responded to 12 fires in structures, four of which were multiple alarm incidents that required mutual aid assistance. Emergency medical calls increased by 4% to 739. 20% of the time calls were handled while another call was already underway. We provided mutual aid to surrounding communities fifty times and received it thirty five times. At times we struggled to provide services under such demands as the demand outpaced resources repeatedly. This year we took delivery of a mid sized rescue truck to replace our retired 1988 Special Operations Unit. The rescue features equipment to assist us in technical rescue situations such as motor vehicle and industrial accidents; it supports firefighting operations and contains multijurisdictional communications systems. It was designed to benefit both fire and certain police operations.

Continuing education this year included our biannual 20 hour EMT re-certification program. This includes cardiopulmonary resuscitation and defibrillator certification. EMT's additionally trained for 30 hours while firefighters received 40 hours of in-service training. The department sponsored three Massachusetts Fire Academy programs. One wildland firefighting program was sponsored through the Department of Environmental Management. Many members sought

## ANNUAL REPORT 2002

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outside training ranging from fire cause investigation to planning for incidents of terrorism. Full time members Keith Dunn and Ryan Monat completed the Mass. Fire Academy Recruit Program and are now certified firefighters level I/II. This year we completed a newly overhauled in-house on-call firefighter recruit program. This program was an entry level accelerated boot camp style program designed to meet NFPA Firefighter level I requirements. Eight new on-call and volunteer members completed the program.

Littleton as usual exemplified its proven ability for public safety agencies and town departments to work together. Dispatchers, police officers, Highway, Light & Water or town officials, it didn't matter. Whenever there was a need to work as a team it simply got done, mostly without fanfare. In particular, I would like to thank Police Chief John Kelly for his shared vision in maintaining a strong public safety partnership.

Despite the ever growing demands, crisis and tragedy in 2002 all the members of the department exemplified the very best in what the fire service has to offer. They continue to earn this chief's respect and admiration. The townspeople should feel proud of these fine men and women. In particular I would like to extend my personal appreciation to Scott and Claire Wodzinski, Chaplain Bill Belden, Firefighter Ed Williams, and Eileen Monat, whose counseling, comfort, compassion and limitless effort during our terrible tragedy went way beyond any call to duty.

Respectfully submitted  
Alexander S. McCurdy

## **TOWN OF LITTLETON**

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### **LITTLETON EMERGENCY MANAGEMENT AGENCY**

**YEAR ENDING DECEMBER 31, 2002**

I would like to take this opportunity to thank Mr. Douglas Cook for his many years of dedicated service to the Town of Littleton as it's Emergency Management Director.

In the post 9-11 world we have seen the creation of a Homeland Security Agency, with the resulting heightened security. The Office of Emergency Management finds itself playing a key role in the planning for any eventuality. Working closely with Fire, Police, and all other Town departments we help provide a coordinated response to any emergency.

We continue our participation in the Northern Middlesex Emergency Planning Committee, which enables us to coordinate with our neighboring towns. Our goal is to provide the best possible protection for our citizens in the event of a natural disaster or mass casualty event.

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 issues. Volunteers are needed to assist in staffing shelters, aiding in transportation of persons should evacuation be needed as well as radio operators for or Radio Amateur Civil Emergency Services.

Littleton Emergency Management can be reached by telephone by (978) 952-2300

Steven W. Zeigler, Director

Richard Landers, Deputy Director

# **ANNUAL REPORT 2002**

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## **CONSERVATION COMMISSION**

**YEAR ENDING DECEMBER 31, 2002**

The Commission has been working steadily for several months to write a Littleton Wetland By-law which will be presented to Town Meeting for approval. The document language follows the Mass. Wetland Protection Act in all but 3 items. Those requirements include that the applicant pay for the commission's consultants when necessary; that the plans submitted to the commission will be colored; and that an administrative fee be charged for each filing to the commission.

Under the leadership of Savas Danos the Clean Lakes Coalition has developed a plan to improve the water quality at Long Lake. A Long Lake Stormwater Management System for a 40.5 acre watershed will be constructed. The treatment system will consist of a sediment collection forebay and a new detention/infiltration wetland area. The commission approved the project (issued an Order of Conditions) and has offered to contribute funds for this project.

The project known as "Andrew's Crossing" has been in litigation for the past two years. Your town legal services have been used to seek a decision in this matter. Individual citizens and local merchants have continued to help this town effort.

A new trail easement has been given to the Town, through the Conservation Commission. It provides access from Nancy's Way (off Whitcomb Ave.) to the historical marker about Jonathon Whitcomb shooting a black bear in 1740. Trail markers will be placed along the path soon after the snow cover is gone.

For the first time ever, the Littleton Conservation Commission was asked to issue a permit to the Town of Ayer. One of our local 'citizens' was causing trouble to some Ayer citizens. Translation: the beavers had built a dam on Bennett's Brook and the water was threatening some septic systems in Ayer. The Commission was able to expedite the permit process and the problem was taken care of.

The Commission has held over 40 public hearings and 15 public meetings. Many of these projects required several meetings with the commission. We try to make our decisions in a timely manner so the applicants may continue their construction schedules.

## **TOWN OF LITTLETON**

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A 'Community Garden' was created at Newtown Hill with the leadership of Barbara Chapin and Andrew Bowers. Approximately 15 Littleton gardeners have taken advantage of this new opportunity to have fresh, organic vegetables. Take a look at the garden this spring; it is just off the driveway to Newtown water tower.

With the cooperation of the Fire Department, fire gates were made by the Highway Department and installed at Oak Hill. We thank all those who gave us a hand with this safety project.

Our faithful stewards and helpers have been busy this year. Art Lazarus, Ray Grande and Charles Tirone have been leaders in the land management activities. Many hours have been donated to the town to keep our Open Spaces clearly delineated, clear of trash and brush and safe for all. Work was done on Newtown Hill, Mill Hill, Bumblebee Park, Oak Hill, Mary Shepherd Open Space, Town Forest, Nagog Hill Orchard, and Long Lake Park. We encourage you to take advantage of these areas that have been bought, cared for and mapped for your continuing use and pleasure.

Report Submitted by

James Pickard

Hours: M-F 9-12

Ian Gunn

Telephone: 978-486-9537

Sarah Seaward

FAX: 952-2321

Peter Tierney

Address: PO Box 1031

Dan Lord

Web site: [www.littletonma.org](http://www.littletonma.org)

Frank Matheson

e-mail: [chapinb@littletonma.org](mailto:chapinb@littletonma.org)

Carl Melberg

# ANNUAL REPORT 2002

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## PLANNING BOARD

YEAR ENDING DECEMBER 31, 2002

The year 2002 was another interesting year for the Planning Board. The Planning Board held 24 meetings throughout the year, working on several applications and finalizing the Master Plan. In August, the Board adopted the Master Plan for the Town, although as a whole, we were disappointed that the consultant was not able to capture and present the things that make Littleton unique, and to provide more recent data in the final report. In response to the Master Plan, the Board did enact a Traffic and Pedestrian Mitigation Policy.

Litigation for the proposed Andrews Crossing retail development is ongoing. The Planning Board continues to feel that unacceptable adverse impacts to traffic, wetlands, water quality, and aesthetics have yet to be addressed by the developer.

Construction of infrastructure for several Subdivisions occurred in 2002, with Nancy's Way, Jillian Lane, Laury Lane, Bumblebee Lane, Highland Farms, Gray Farm, Whitetail Way, 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. The Planning Board was able to work with a potential developer of the Hartwell property on Hartwell Avenue to allow the Town to purchase land in the area for Open Space.

Commercial and Industrial Applications were few this past year, reflecting the slow economy. There are currently two sites under review for office developments, one proposed by the Nordblom Companies on Foster Street and one proposed by The Gutierrez Company on Taylor Street. Review of both these proposed developments will continue in 2003.

We would like to thank Planning Board Member Mark Johanson for his three years of service to the Town; it is with regret that he announced that he would not run for re-election to the Board.

Listed below are the applications that were voted on by the Board. 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. In most cases, negotiations between the applicants and the Board occur resulting in modifications that are in the best interest of the Town. 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

#### Definitive Plans Approved

Meadow View/Bumblebee Lane Open Space Development – 6 new lots

# **TOWN OF LITTLETON**

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## Extended Time Frame to Complete Subdivision Construction

Whitetail Way

Gray Farm

## OPEN SPACE SPECIAL PERMITS

Meadow View/Bumblebee Lane

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

The Planning Board approved a total of 5 ANR Plans on residential properties, resulting in 3 new residential lots. Included in these ANRs was a new parcel to be donated to the Town to be added to the Town Forest and a parcel to be purchased by the Town on Hartwell Avenue.

The Planning Board approved one ANR Plan on business/Industrial property, resulting in no new commercial parcels.

## **COMMERCIAL OR INDUSTRIAL DEVELOPMENTS**

### APPROVED SITE PLANS

145 Taylor Street – 6000 square foot warehouse and office building

50 Porter Road – 6000 square foot warehouse building

### AMENDED SITE PLANS

Oak Hill – Sprint – co-locate telecommunications equipment

145 Taylor Street – revised layout

50 Porter Road – revised layout

80 Ayer Road – add 8000 square foot warehouse to existing site

461 King Street – telecommunications equipment in church steeple

## **APPROVED SPECIAL PERMITS**

### Cellular Facilities

Oak Hill – Sprint – co-locate telecommunications equipment

461 King Street – VoiceStream – telecommunications equipment in church steeple

### Shared Residential Driveways

Bumblebee Lane

Brandy Hollow - Modification

### Aquifer and Water Resource Districts

145 Taylor Street – 6000 square foot warehouse and office building

50 Porter Road – 6000 square foot warehouse building

### Scenic Roadways

Bumblebee Lane

## **ANNUAL REPORT 2002**

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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  
Steve Wheaton, Clerk

David Campbell, Member  
Mark Johanson, Member

## **TOWN OF LITTLETON**

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

**YEAR ENDING DECEMBER 31, 2002**

The Open Space and Recreation Plan Implementation Committee (OSRPIC) has been very active in 2002. The majority of work this year was devoted to re-writing the *Open Space and Recreation Plan for Littleton Massachusetts*, which must be updated every five years. This document serves as a planning tool for acquisition, protection and management of conservation and recreation land in Littleton. Additionally, a current and well assembled *Plan* serves to help the Town acquire funds from various State agencies. A survey was compiled and passed out to attendees of the Annual Town Meeting in May. The response was limited, so the OSRPIC relied on data collected from the survey that was mailed to residents in the fall of '01.

The Committee submitted invitations for RFP's to four consulting firms that specialize in local planning issues. The OSRPIC then interviewed the two finalists, and chose Beals & Thomas, Inc. from Southborough, MA. to assist with the re-write. Several meetings with BTI were held, including a public forum in September. Comments and concerns of interested citizens and Board members were incorporated into the update. Several Committee members compiled and edited data, and the final draft of the *Plan* was submitted to State and local agencies for review in December 2002. The *Plan* is expected to be finalized and put into action by the end of February 2003. A tremendous thank you goes to the Littleton Light & Water Department (Savas Danos and Sue Ferrell) for their assistance in creating copious detailed maps for the updated *Plan*.

Committee members have continued to explore the possibilities of adding to Littleton's protected land. Two large parcels were researched this year, and ranked as to their importance for preservation. The Committee thanks the Selectmen for initiating the purchase of the Hartwell property in November '02. That property is of extreme value to the Town for water resources and wildlife habitat. Thank you to the citizens who agreed, and voted for the purchase!

One of the members (Melissa Spurr) attended the "Community Preservation Institute", which is sponsored by the State. She learned strategies for implementation of the Community Preservation Act, and other ways with which to preserve Town character, create affordable housing, and manage growth. Thank you to Melissa for taking the time to attend.

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 continues throughout the year. With the help of Littleton Police Department, there has been a noticeable decrease in the abuse of conservation properties. Thank you to the Police for their help. The Committee is addressing concerns raised by the Fire Department that necessitate access to public lands, should an emergency arise.

## **ANNUAL REPORT 2002**

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The Committee has also undertaken larger maintenance needs, with the assistance of the Littleton Highway Department. Mowing of the fields at the Morgan Property, Bumblebee and Long Lake Parks has been completed. Thank you to the members of the Highway Dept for their help and cooperation.

The Committee would like to extend a special thanks to our member Art Lazarus and our two affiliate Committee members, Ray Grande, and Charles Tirone. These fellows spend many hours maintaining and inspecting the Town lands, and do a wonderful job at keeping things accessible and in order.

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 Biagioni, Chair

Debbie Bray

Peter Church

Richard Dennis

Sarah Foss

Gino Frattalone

Rick Fritz

Art Lazarus

Melissa Spurr

Linda Stein

# **TOWN OF LITTLETON**

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## **CLEAN LAKES COMMITTEE**

Year Ending December 31, 2002

One feature that distinguishes Littleton from its neighboring towns is its water resources. The Littleton Clean Lakes Committee (CLC) was created to assess and coordinate improvements to assure the preservation of these facilities. The CLC is comprised of representatives from neighborhood associations on Lake Matawanakee, Long Lake, Mill Pond and Spectacle Pond in addition to interested citizens and concerned town board and committee representatives.

The past year has seen dramatic developments regarding Long Lake and Mill Pond. They remain the primary focus of CLC discussions; Long Lake because of the Town Beach and recreational activities, Mill Pond because of the urgency of action.

Execution of storm water mitigation plans proposed by GeoSyntec Consultants for Long Lake have led to the creation of a constructed wetland north of the town beach. The wetland park will help filter nutrients and impurities from storm water that, until now, has flowed directly into Long Lake. Completion is expected by Spring 2003. The project is the first in a multi-phase plan to improve Long Lake by limiting the flow of run off from the surrounding community. Funding was provided by a 319 grant from the Massachusetts Department of Environmental Protection with matching funds from the Town of Littleton.

The Long Lake Restoration Project will continue for the next 3 years with funding provided by a Department of Environmental Management Demonstration Grant that was secured this year.

2002 clean up efforts at Mill Pond have attracted the support of Marty Meehan, Pam Resor and John Kerry. The extensive scope of the Mill Pond project has drawn a commitment from the U.S. Army Corps of Engineers (ACE.). They are currently assembling a proposal for the comprehensive restoration of Mill Pond. Details of the ACE project are expected in early 2003.

At Spectacle Pond, a program to mitigate nuisance aquatic weed growth is being proposed for 2003. Concerns continue regarding nearby commercial development in Ayer. Risks of accidental spills and contaminated run off threaten not only Spectacle Pond but also the drinking water supply of both Littleton and Ayer.

The Littleton Clean Lakes Committee meets on the first Tuesday of every month. Meetings are held at 7 pm in the LELWD Building, 39 Ayer Road. All interested parties are encouraged to attend or petition for membership. Approved minutes are available by link on the LWD website.

Jonathan Folsom, Chairman CLC

Charlie Bush

Dan Lord

Sarah Foss

Steve Sussman

Steve Foss

Leon Weaver

Ruddy Ham

Savas Danos, Advisor

# **ANNUAL REPORT 2002**

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## **BOARD OF APPEALS**

### **YEAR ENDING DECEMBER 31, 2002**

The Board of Appeals held twelve meetings during 2002 to hear a total of twenty-five petitions. The petitions presented at these hearings were distributed according to the following classifications:

Thirteen (13) petitions for variances

Eleven (11) petitions for special permits

One (1) appeal of a decision by another Town Board or authority

Of the thirteen (13) petitions for variances, nine were granted, one was denied, two were withdrawn, and one was an amendment to an existing variance (which was granted).

Of the eleven (11) petitions for special permits, eleven were granted (one existing permit was extended).

The decision by another Town Board or authority was overturned

The organization of the Board during 2002 was:

RAYMOND CORNISH, Chairman  
SHERRILL GOULD, Vice-Chairman  
JULIA ADAM, Clerk  
JOHN CANTINO, Member  
BRADFORD MILLER, Member

WILLIAM FARNSWORTH, Alternate  
RAY GALLONI, Alternate  
RONALD HUDGENS, Alternate  
JOSEPH KNOX, Alternate

LITTLETON BOARD OF APPEALS  
JULIA ADAM, Clerk

## **TOWN OF LITTLETON**

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### **COMMISSIONERS OF TRUST FUNDS**

**YEAR ENDING DECEMBER 31, 2002**

The past year continued to bring the difficult combination of falling stock valuations and decreased interest rates, which inevitably has affected the performance of the Town's trust funds. The total market value of the invested funds decreased from \$3,962,984 to \$3,567,275, for a decline of 10%. Income from the invested funds was \$66,012.27, a decrease of 8.67% from the prior year. As a number of high yielding fixed investments matured during the year, with no equivalent yield bonds available to replace them, the Commissioners have shifted the available cash to higher yielding stocks to preserve income.

The Commissioners, as administrators of the Frank M. Kimball, Second Fund, were pleased to award scholarships to the following citizens: Kevin Briere, Mary Coughlin, and Susan Hadley-Bulger. We were particularly pleased that the awards went to one recent Littleton High graduate, a full time mother returning to school and a young man seeking additional career-related technical training. This diversity is in keeping with the wishes of the Fund's founder, the late Vincent Couper. The Commissioners wish to thank the awards committee: Julia Adam, Brad Miller and Larry Wenz, who screen the many applicants and provide the Commissioners with excellent recommended candidates.

As administrators of the Mary H. Kimball Fund, the Commissioners were pleased to make available to the superintendent and the school department funds for projects that benefit the student body that would not be available through the normal budget process. Proceeds from this fund offset a portion of the cost for the beautiful new grand piano dedicated this past February that graces our new High School auditorium.

These are just two examples from the many trust funds administered by the Commissioners that benefit our town in a variety of ways and provide permanent living memorials as directed by their founders. The Commissioners hope more citizens will consider this as a philanthropic option or when planning their estates.

We want to take this opportunity to thank Margaret Dennehy, Town Treasurer, for her participation and the use of her office for our meetings. She is also the source of information for applicants regarding the F. M. Kimball, Second Fund scholarships. We appreciate this assistance.

Ray Cornish  
Rick Hoole  
Tom Todd

# ANNUAL REPORT 2002

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## TRUST FUND INVESTMENTS

NUMBER OF SHARES	NAME	MARKET VALUE 12/31/02	Dividends & Interest	
			1/1/02	- 12/31/02
3200	Abbott Laboratories	\$128,000.00		\$3,388.00
4000	AFLAC	\$120,480.00		\$920.00
1500	American International Group	\$86,775.00		\$267.00
4000	Automatic Data Processing	\$157,000.00		\$1,380.00
3000	Avery Dennison Corp	\$183,240.00		\$3,720.00
2000	Avon Products	\$107,740.00		\$1,600.00
1000	Cardinal Health Inc	\$59,190.00		\$75.00
3600	Cintas Corporation	\$164,700.00		\$900.00
1000	Colgate-Palmolive	\$52,430.00		\$630.00
3800	Consolidated Edison Inc	\$162,716.00		\$1,387.50
2000	Emerson Electric	\$101,700.00		\$3,110.00
2362	Fifth Third Bancorp	\$138,295.10		\$2,243.90
1800	Freddie Mac	\$106,290.00		\$1,584.00
1000	Gannett Co Inc	\$71,800.00		\$930.00
4800	General Electric Company	\$116,880.00		\$3,456.00
3000	Genuine Parts Co	\$92,400.00		\$1,740.00
2800	Johnson & Johnson	\$150,388.00		\$2,226.00
1000	Medtronic Inc	\$45,600.00		\$240.00
2800	Merck & Company, Inc.	\$158,508.00		\$3,948.00
3800	Nstar	\$168,682.00		\$1,325.00
6000	State Street Boston Corp.	\$234,000.00		\$2,760.00
10000	Sysco Corporation	\$297,900.00		\$3,600.00
	Teco Energy	Sold		\$2,840.00
	Total Systems Services	Sold		\$260.00
3000	Valspar Corporation	\$132,540.00		\$1,680.00
2000	Wal-Mart	\$101,020.00		\$590.00
6000	Walgreen Company	\$175,140.00		\$877.50
	<b>Total Stocks</b>	<b>\$3,313,414.10</b>		<b>\$47,677.90</b>
<b>BONDS</b>				
<b>PAR</b>	<b>NAME</b>			
30000	U.S. Treasury Note			
	7.50%, 05/15/02	Matured		\$1,125.00
100000	U.S. Treasury Note			
	5.875%, 09/30/02	Matured		\$5,875.00
100000	U.S. Treasury Note			
	5.50%, 5/31/03		\$101,750.00	\$5,500.00
20000	Continental Bank			
	6.60%, 8/5/02	Matured		\$1,320.00
	<b>Total Bonds</b>	<b>\$101,750.00</b>		<b>\$13,820.00</b>
	<b>Total Stocks and Bonds</b>	<b>\$3,415,164.10</b>		<b>\$61,497.90</b>
<b>MONEY MARKET ACCOUNTS</b>				
	Charles Schwab	\$28,126.07		\$809.73
	MMDT	\$125,735.19		\$3,704.64
	<b>Total Trust Funds</b>	<b>\$3,569,025.36</b>		<b>\$66,012.27</b>

Includes undistributed income of \$168,914.29

# TOWN OF LITTLETON

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## COMMISSIONERS OF TRUST FUNDS STATEMENT OF FUND BALANCES

FUND	MARKET VALUE 12/31/02	MARKET VALUE 12/31/01	PERCENT CHANGE	ADDITIONS 2002	WITH- DRAWALS 2002	INTEREST/ DIV. 2002
Cemetery Perpetual Care	\$940,025.06	\$1,089,735.02	-15.93%	\$6,700.00	\$28,927.10	\$18,258.08
Johnson High School	\$16,493.53	\$18,662.87	-13.15%			\$321.72
Goldsmith School	\$9,709.98	\$10,987.10	-13.15%			\$189.39
Clancy Lyceum	\$6,771.66			\$8,020.00		\$108.62
Tuttle Lyceum	\$86,885.88	\$98,313.66	-13.15%			\$1,694.79
Bradford Sampson: Relief of Animals	\$60,386.70	\$68,329.14	-13.15%			\$1,177.90
Library Fund	\$55,242.76	\$62,508.63	-13.15%			\$1,077.55
Education Fund	\$379,764.56	\$429,713.59	-13.15%			\$7,407.60
F. M. Kimball	\$177,282.82	\$200,600.17	-13.15%			\$3,458.03
M. H. Kimball M H. Kimball (retained earnings)	\$355,889.42	\$402,698.24	-13.15%			\$6,941.91
	\$18,040.64	\$12,986.83	28.01%			\$329.16
Hildreth School	\$125,789.66	\$142,334.31	-13.15%			\$2,453.62
L. H. Zappy	\$15,515.82	\$17,556.55	-13.15%			\$302.65
Reuben Hoar Library Fund	\$637,357.50	\$688,784.93	-8.07%	\$16,040.00		\$12,246.62
F. M. Kimball Second Fund	\$269,006.89	\$304,388.38	-13.15%			\$5,247.18
Russell and Doris Warren	\$245,948.20	\$278,296.86	-13.15%			\$4,797.45
Memorial Scholarship Fund	\$3,400,111.08	\$3,825,896.28	-12.52%	\$30,760.00	\$28,927.10	\$66,012.27

# **ANNUAL REPORT 2002**

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## **COUNCIL ON AGING**

**YEAR ENDING DECEMBER 31, 2002**

The Littleton Council on Aging is located in the Shattuck Street Municipal Building, second floor, Room 231. Office hours are 9:00 a.m. – 4:00 p.m., Monday through Friday, except for legal holidays.

The Council on Aging continues to expand their programs and services geared towards the ever-changing needs of senior citizens. The Department of Elder Affairs awarded Littleton a Formula Grant of \$6290 that supplemented our Outreach Worker's salary.

Blood pressure clinics are given the 1<sup>st</sup> Thursday of the month, 2nd 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. Nashoba Nursing was able to administer over 350 flu shots to persons over 65 years of age and those with chronic illnesses, such as asthma or diabetes.

The Council on Aging also addresses the social and recreational needs of our seniors. 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 7:30 a.m. to 8:30 a.m. a men's full course breakfast is served. Come join us at the meal site for great company and conversation. Following the breakfast is a men's discussion group. 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 would also like to thank Mr. Foley in the high school music department and Mr. Fitzpatrick in charge of the chefs club for it's annual spring concert and dinner free to all our senior citizens. This year we were able to honor our Veteran's and their guest to a catered turkey dinner with the help of very generous donations from local town businesses.

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. Attorney Leslie Midge offers a free 15- minute consultation at our site, the third Wednesday of the month, starting at 1:00 p.m. Please call for an appointment for either of these services. The COA, in collaboration with the Littleton Police Department, has a Senior Check and an Alzheimer's Identification Program.

## **TOWN OF LITTLETON**

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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 20 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. These beat any Hallmark Card.

A meal site is provided on the lower level at 33 Shattuck Street and a hot lunch is served Monday through Friday. Marie Griffin is the meal site manager and Mary Andrews is her assistant. Together with their volunteers, they 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.

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 Sears's Town Mall in Leominster. 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. On Veterans Day, the Friends of the Council on Aging sponsored a catered dinner served to Veterans of all wars that served our country.

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.

## **ANNUAL REPORT 2002**

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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

Curtis Lanciana, Treasurer

Natalie Hallowell, Secretary

Greta Bennett

Norman Berry

Barbara Brine

Mary Catalanotto

Carolyn Sloboda, Director

Tina Maeder, Outreach Coordinator, LSW

Marie Griffin, Meal Site Manager

Barbara McRae, President, Friends  
of the Littleton Council on Aging

Mary Gosby

Barbara Kamb

Mary Kaye

# **TOWN OF LITTLETON**

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## **CULTURAL COUNCIL**

**YEAR ENDING DECEMBER 31,2002**

If you have any interest in the arts or humanities, then this is the committee for you! You might be creative and have an idea that needs a little cash to cover expenses. Or perhaps you'd like to oversee the funding of such projects. The Littleton Cultural Council, LCC, is a State-funded organization responsible for the disbursement of monies allocated for local and regional projects in the arts and humanities. Members of the Council meet annually to grant funds for a diverse array of applications, such as storytelling at the library, music for senior citizens and the annual arts and crafts show at the Fitchburg Art Museum.

The funding cycle for the LCC actually begins in the preceding year, with grant applications due in the fall of 2001 and granting decisions being made by the end of November of that year. This means we are already looking ahead to 2003 by the end of 2002. The selection process is never an easy one with requests adding up to over three times the amount of our State allocation. The difficulty is compounded by the severe cutbacks in State financing.

As in years past, the LCC sponsored its annual 4<sup>th</sup> of July Town Picnic. 2002 featured a fabulous concert by the New England Brass Quartet. There were fun children's games from all over the world as well as a more sedate game of croquet. Also the Fire Dept. was on hand again to provide a cooling sprinkler for kids and adults on what proved to be a very hot day. Special thanks to high schoolers Nancy Brule for leading us in our National Anthem and Dan LeClair for reading the powerful and appropriate poem "Ship of State" by Longfellow. Phil Russell again provided our sound system, many thanks to him. Great thanks to the Unitarian and Congregational Churches for allowing us to add pealing their bells to the day's festivities, and further thanks to the Unitarian Church for providing a backup venue for the concert in case of rain. Veryfine Products kindly provided beverages for the event, which could not take place without the assistance from all the townspeople who helped set and take down the picnic.

Looking forward into 2003, the LCC is pleased to announce the tenth annual 4<sup>th</sup> of July Town Picnic! The Council feels it is important to provide this event to the town. It is one of the few means for townspeople to come together and celebrate both their community and their country. With State cutbacks, the LCC may have to look to alternate financial assistance for this event in the coming years. In any case, the picnic will be on the 4<sup>th</sup> at Fay Park by the Fire Station. It will start at 11:30 AM and runs until 2:30 PM and this year will feature a concert, children's games and some good old-fashioned fun. Please consider attending the picnic this summer.

## **ANNUAL REPORT 2002**

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Finally, anyone interested in obtaining information about the LCC or in securing a grant application form for the 2004 cycle, should see Andrea Curran, current Chair, at the Reuben Hoar Library

Respectfully submitted,

Andrea Curran, Chair

Deb Augliere

Andrew Bowers

Susan Harvey

Henri Holkamp

Michael Kearney

Eileen Monat

# **TOWN OF LITTLETON**

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## **LITTLETON COMMUNITY GARDENS COMMITTEE**

**YEAR ENDING DECEMBER 31, 2002**

The Littleton Community Gardens became a reality in 2002 after a several years of planning, coordination and hard work. But planning led to planting, and planting to rich and varied crops harvested from mid-summer right through to frost.

Community gardens were an outgrowth of the victory gardens that were grown during WWII to provide fresh, local produce. They became quite popular in the 1970s with most of the towns surrounding Littleton establishing a spot for gardeners to gather. Some towns even created multiple sites. At a community garden, people without enough soil or sunlight can have a plot for growing anything from tulips to tomatoes.

In Littleton, Barbara Chapin was the motivating factor in establishing community gardening. Forming a committee to investigate the how-tos, much information was gathered and several sites were proposed. After a false start in 2001, the committee finally arrived at Newtown Hill conservation land and with much help and personal effort turned a small part of a hay field into a flourishing garden with 15 individual plots.

Many thanks are due to the people and organizations that made community gardening possible in Littleton. First, thanks to the Conservation Commission for providing a sunny and soil-rich venue. Then, many thanks to the Board of Selectmen for their encouragement and financial assistance. Great thanks to the Littleton Water Department for providing water service to the gardens. This service is actually kept locked when not in use, and gardeners are required to hand-water all plants, so not a drop was lost during the hot summer months. Thanks as well to Charlie Auger who donated his time and equipment to turn over the thick sod of the garden site and to Paul and Edith Smith for the donation of daylilies to decorate the area. Finally, the greatest thanks and congratulations to all the gardeners who put up fencing, gates and deer netting, and who rototilled and weeded and worried until tomatoes became red and pumpkins orange and gladiolas took on all colors.

Now established, the Littleton Community Gardens hopes to flourish and perhaps expand. If you are interested in community gardening, please contact Barbara Chapin at the Littleton Conservation Commission.

Respectfully submitted,  
Littleton Community Gardens Committee

# ANNUAL REPORT 2002

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## LITTLETON HISTORICAL COMMISSION

### YEAR ENDING DECEMBER 31, 2002

This past year the Littleton Historical Commission continued to replace historical markers through out the town. These markers where originally done as part of the bicentennial celebration and have become extremely weathered through the years. The markers that have been replaced this year are:

Rev. William Channing Brown, Foster St	Warren House, Warren St
Albert & Hattie Hopkins House, 2 Foster St	Nathan Tuttle House, 545 Newtown Rd
Oliver Whitcomb House, 31 Foster St	Jeremiah Tuttle House, 537 Newtown Rd
Widow Baker's House, 23 Foster St	Captain Edmund Tuttle House, 531 Great Rd
The Long Store, Great Rd	Reed- Wood House, Meetinghouse Lane
Nathan Hartwell Jr. House, Shattuck St	Old Burying Ground, King St
Meeting House (sign post), Common	

The commission issued its first demolition delay in an effort to save the building at 155 Whitcomb Ave. The commission held a public meeting in which residents of the town provided ideas and input to the board as well as the builder. The delay ended on September 24, with no solution found. However after the delay ended an outside contractor approached the builder about removing the house and is still continuing to work out the dismantling and removal of the building from the property. The commission received a second demolition request in the beginning of October for 500 Great Road known as the " Augustus Wright House" in which a public meeting will be held in early 2003.

The Commission continues its tradition of organizing the Patriot's Day observance (celebrated on April 19) in Liberty Square with the laying of wreaths and recognition of town descendants of Revolutionary War era residents.

With the support of the Cemetery Commissioners, the Commission also continues its annual gravestone workshop, where deteriorating and damaged gravestones at the old cemetery on the Common are repaired and righted. This year ten gravestones were cleaned and righted during the workshop.

For the Historical Commissioners,

Charles Howe, Chairman	Ronald Goddard
John Bowers	Walter Higgins
Pamela Campbell	Donna White
Walter Crowell	

# **TOWN OF LITTLETON**

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## **REPORT OF THE REUBEN HOAR LIBRARY**

**YEAR ENDING DECEMBER 31, 2002**

During fiscal year 2002 the Reuben Hoar Library completed its second five-year long range plan and developed its third plan of this type. Plans such as this provide a guide for the development and evaluation of library services and meet a requirement of the Massachusetts Board of Library Commissioners (MBLC) for grant funds. Here are the goals and objectives for the recently completed plan and the ways that we attempted to reach those goals.

### **Goal #1: To improve the Library's Collection**

Each year the library staff has looked at three areas of the library's collection to determine the overall coverage of the subject matter. New materials are added and those that are outdated, unused or worn are donated to the Friends of the Reuben Hoar Library (Friends) for their book sale. In fiscal 2002 we looked at travel, biography and business. We were able to add more than 10,000 items between July 1, 2001 and June 30, 2002. In the five-year period covered by the plan the net increase in number of items was 27%.

**Some of the library's collection is now in electronic format as well as print. We added access to the Local History and Genealogy database from HeritageQuest which contains 25,000 full-text books plus U.S. Census data for 1790, 1800, 1810, 1870, 1890 and 1910. Additional Internet workstations mean that 25% more people are able to use our connection simultaneously.**

### **Goal #2: To make the Library more effective**

One way to ensure that the library is effective is to have hours that meet the needs of residents. The library has been open on Sundays from mid-October to mid- April since 1998 as voted by Town Meeting. The town financial situation has prevented adding additional hours. However, the library web site, at [www.littletonlibrary.org](http://www.littletonlibrary.org), allows residents to link to Reference On Call, a twenty-four hour, seven-days-a-week service available by telephone or electronically.

Townspeople with an Internet connection can "chat" with a reference librarian or look up full-text articles in magazines and newspapers at any time of the day. We also encouraged the use of the Town House entrance to the library through the elevator.

Four areas of under use were targeted for improvement. We wanted to increase the use of materials for reference, for young adults and for genealogy and to increase use of the meeting rooms. Now a staff member is at our Reference Desk to assist patrons whenever the library is open, instead of 40% of the time in 1997. The Reference Librarian helps with assignments, answers questions, recommends books, and provides help with the Internet and the library catalog. The Reference area was rearranged for more effective use. All staff members have had introductory training in answering and referring reference questions. If a Reference Librarian is

## ANNUAL REPORT 2002

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busy, other staff members can begin answering the question. Reference questions increased from an average of 82 a week in 1997 to 94 a week in 2002, or nearly 15%.

A young adult reading discussion group, led by our Young Adult Librarian, Sue Ziegler, has met bi-weekly year-round since the spring of 2000. The dozen or so participants in this program act as an advisory group for the young adult collection. They promote the collection among themselves and their peers.

Use of the resources in the Houghton Historical Room has increased markedly from an average of eight researchers per month to nearly twenty per month during the 2002 fiscal year. The room was moved from the Library's lower level to the main floor during the course of this plan. Thanks to funding from the Friends, we have added genealogy CD-ROMs and a computer, located outside the Historical Room, on which to use them.

We looked at the feasibility of opening the Couper Meeting Room to students, but determined that the room would need to be supervised and that we did not have the staff required for supervision

People can't effectively use the library if they don't know about it. We hoped to have a monthly column in the local newspaper and have ended up with a weekly column. We didn't envision our e-mail list, Reubens\_Notes, when the long-range plan was drafted. However, we have 260 people who have requested notices of our activities via e-mail. We wanted to mount a Library home page and, after several delays, have done so. We held off on creating the page until we had a staff member trained to serve as webmaster and had a no-cost host, the Merrimack Valley Library Consortium (MVLC).

Improvements made by MVLC over the life of the plan allowed staff to check materials out more quickly. Patrons can place their own requests, renew items themselves, receive notices by e-mail and locate materials using a simpler catalog system.

We wanted to provide workshops and flyers to help people learn how to use the MVLC catalog and the many full-text databases that help locate magazine articles and information on health and business. We held 13 workshops in the spring of 2002 and produced flyers for each. Thanks to a volunteer, we were able to design and distribute flyers about library services to the students and teachers in Littleton schools at the beginning of the 2001-2002 school year.

Because programs bring people into the library and promote the cultural life of the community, we held three "Second Sunday" programs in January, February and March of 2002. The Friends held a cultural program at their annual meeting each year of the plan and sponsored a chamber music concert at their 25<sup>th</sup> Anniversary Celebration. In addition, we conducted Adult Summer Reading Programs with prizes donated by the Friends. In 1997 the library sponsored two programs for adults. Sixty programs were held in 2002. Children's program increased in number from 146 to 180 in the same period for a 23% increase.

## **TOWN OF LITTLETON**

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One measure of library effectiveness is the number of items checked out during the year. In 1997 patrons borrowed 112,094 items. In 2002 they borrowed 140,488 items for an increase of more than 25% over the life of the plan. Because the library is certified by the Massachusetts Board of Library Commissioners, Littleton residents may borrow from any library in the state in person or via daily delivery to the library. Residents took advantage of this service by borrowing more than 22,000 items in 2002.

Attendance is another measure of effectiveness. In 1997 we had 865 visits per week on average. By 2002 the weekly average was 912, or an increase of 5%. Clearly, each visit resulted in more items checked out in 2002.

Without our volunteers we would be much less effective. In 2002 Judith Caless, Jenna Cantino, Marie Cardoos, Lauren Coffey, Patrick Collins, Phyllis Curcuru, Fernando DeLuca, Andrew Derrig, Mary Lee Donovan, Samantha Eckel, Judy and Ray Grande, Cheryl Hardy-Faraci, Allen Hirtle, Dan Kroening, Sandra Macdonald, Rebecca O'Donnell, Shanene Patel, Marie Rausa, Jo Roy, Meg Shoemaker, Britney Steele, and Carol Walsh gave 475 hours, a \$3,200 value at minimum wage. Numerous other folks help out, but do so through the Friends of the Reuben Hoar Library or are too shy to sign our volunteer book so we regret we cannot list them here.

### **Goal #3: To maintain and improve the building.**

The Littleton Country Gardeners, the Library Trustees, the Friends and the Rotary Club have all contributed to improve and maintain the grounds surrounding the Shattuck Street Building. There is still more to be done, including establishing a program for continued upkeep of the landscaping—an unrealized goal since 1997.

New signs were purchased by the Friends and installed throughout the building during the plan period. Painting and re-carpeting of the entire facility were funded by Town Meeting. Several portraits, including one of Reuben Hoar, and the antique clock have been restored with income from trust funds. Storm windows were installed on the west side of the building, saving energy and keeping occupants warmer in winter and cooler in summer.

### **Goal #4: To maintain and expand the Library's financial base.**

**Contributions from both town appropriation and trust fund income increased during the plan period. Many towns rely only upon town appropriations for their operating budget and the Trustees had hoped Littleton could do the same. That has not happened during the 1997-2002 period. The Trustees did turn management of their Trust Funds over to the Littleton Commissioners of Trust. We benefited from the Friends' 25<sup>th</sup> Anniversary fund drive and applied for seven grants in the five years between 1997-2002.**

Donations from the famous Anonymous, Steven Zippin of ReMax, Ciulla, Smith and Dale, P.C., Littleton Toastmasters, Littleton Rotary Club, Littleton Special Education Parents Advisory Council and Friends, Massachusetts Ski Areas Association, Littleton Senior Citizens

# ANNUAL REPORT 2002

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Club, Sherrill R. Gould, Rev. Robert E. and Eleanor J. Stetson, Rosemary Duffy/Michael Donlin, Brett and Katharine Bonner, Stephen and Sarah Foss, Carolyn Webster, Fred and Noreen McAuley, Elsie and Alan Bennett, James and Carole Williams, Harry and Dorothy Schecter, Walter Hunziker and Norma Holmes, Alfred and Gerardine McConnell, Thomas and Robin Smith, John and Mabel Hathaway, Beth and Brian Armstrong, Richard Josephson, Thomas and Virginia Todd, John and Eunice Morrison Charitable Foundation, Donald and Carey Prouty, Hazel Read, Jim and Anna Rowse, Barbara Eliades, Barbara McPhee, Abigail Rice, Henry and Elizabeth Bjorkman, Nancy and Thomas Byrne, David and Joan Olson, Neville Holand, Sean and Therese Bradley, Nancy and Paul Connolly, Jack and Mary Mengel, Linda Lord, Paul Koski, William and Pat Crory, Susan Beane, and David Flagg provided nearly \$3,000 in additional funds to improve our collection and service.

## **Goal #5: To continue to improve cooperation with local schools**

During the plan period we worked with teachers to obtain assignments *before* the students arrived at the library. We cooperated with teachers to create summer reading lists with books that met school goals and that children would enjoy. We continue to purchase materials that supplement the collections in the Littleton school libraries. The Littleton High and Middle Schools are members of the Northeast Massachusetts Regional Library System, allowing students to access the same electronic databases at school that they can access in the library and at home. The Children's Librarian visits Shaker Lane and Russell Street Schools and the area preschools. Classes from Parker School and Oak Meadow Montessori school visited the library in 2002.

## **Goal #6: To provide the community with a well-trained, responsive staff.**

Three staff members are working on their state certification in basic library skills and others attend at least two workshops annually to maintain their skills. Focus of our training has been on service and on helping readers locate materials of interest during 2002. Thanks to community funding we have established better salaries to retain trained staff members. This effort needs to continue.

During the spring and summer of 2002 a committee of community members, trustees and library staff developed a new five-year plan. A copy of the new plan is available in the library.

Staff during Fiscal Year 2002:

Library Director: Marnie Oakes

Senior Librarians: Gioia Clyde, Natalie Marsh, Betty Smith, Susan Ziegler

Senior Library Technicians: Andrea Curran, Eileen McWilliams

Library Technicians: Julie Amichetti, Janice Lazarus, Anne Pemberton, Jeanne Sill, Donna White

Pages: Krista Dolak, Jared LaSante, Julie Rodgers, Doreen Morse, Margaret Geanisis

Administrative Assistant: Kathy Coughlin

Sunday Staff: Linda Schreiber, Martha Seneta

## **TOWN OF LITTLETON**

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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**

Open: 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

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

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

# ANNUAL REPORT 2002

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## SCHOOL DEPARTMENT

### SCHOOL COMMITTEE REPORT

Year Ending December 31, 2002

Every school committee chair, in every year, begins this report by writing something to the effect that “this year marked one of the most exciting and challenging years...” And so I must conclude that no one year is any more exciting or challenging than any other.

This year the School Committee revised its Strategic Plan. This document (which can be read in its entirety on our website: [www.littletonps.org](http://www.littletonps.org)) is a guide, a roadmap for what our schools will do. It informs our budget, and provides guidance to the Superintendent and to the individual School Improvement Plans to direct their efforts towards one common goal: improving student performance.

The School Committee began this process by adopting core values. We then adopted, after considerable discussion involving townspeople as well as employees, our Beliefs and Vision. These beliefs fully embrace the concepts declared in the Educational Reform act of 1993, that all children can and will achieve. Student achievement is not the result of family income or family educational history, but is primarily the result of what happens between the teacher and the student, in the classroom. Therefore, it is incumbent on the schools, teachers, and the town, to achieve the vision that “each student is prepared for the challenges of life in the 21<sup>st</sup> century.”

The vision will be achieved through the implementation of the five Goals established by the School Committee, and implemented by the Superintendent:

1. Create and implement a challenging and comprehensive PreK-12 curriculum that meets the needs of all students and is consistent across grade levels.
2. Recruit and retain effective school personnel who continually improve their practice through professional development which is aligned to district and individual needs, in an environment that supports best practice, collegiality and collaboration.
3. Develop a comprehensive, on-going, data-driven assessment program for curriculum, instruction, and programs, measured through multiple forms of student achievement outcomes.
4. Build support for the schools through effective communication and community participation that will develop trust and lead to a common understanding of the educational needs of the district.
5. Inspire energy and excitement in a respectful, responsive, and creative culture where everyone feels safe taking risks, within a diverse program, to challenge themselves in pursuit of teaching and learning goals.

## **TOWN OF LITTLETON**

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No Strategic Plan can succeed without adequate funding. Funding has proven to be the School Committee and the Town's greatest challenge in these difficult financial times. The School Department began the year with 11.5 fewer teaching positions than in 2002, and with class sizes some of the largest seen in recent years. The highly regarded elementary Spanish program was, sadly, eliminated, and athletic fees continued to fund the athletic program.

Increases in the School Department budget are driven by fixed costs: Union salaries and Special Education mandates, and utility costs make up the great bulk of the increase. The shortage is further fueled by loss of revolving funds due to the decrease in "choice in" students and the increase in the number of students who choose the Charter School option, the cost which is borne by the town budget.

It continues to be the hope of the School Committee to secure sufficient funding to at least maintain our current class sizes. As funding becomes available, the School Committee would like to:

- Restore cuts to supplies/materials and technology.
- Lower the class sizes to historical levels.
- Implement elements of the strategic plan that would assist the classroom teachers in implementing the challenging curriculum which is being developed.
- Reduce reliance on revolving funds and user fees to fund operations.

In addition to strategic planning and budgeting, the School Committee has been concerned with the physical condition of our school buildings. Together with the Permanent Municipal Building Committee, we are planning for a new roof for the Russell Street School and a major building project: a school to replace the Middle School, the former Jr/Sr High School and the waste water treatment plant that will serve the Middle School, the Russell Street School and the town Offices on Shattuck Street.

In the last four Town Reports, the School Committee Chair has reported that the School Committee is undertaking a comprehensive review of policy, and in each report hopes to complete the work within the year. Policy is the major work of a school committee because it is with policy that we govern the district. The policy book is something that the Committee must find time to complete. In 2003 this work remains unfinished, despite the ardent desire of this Chair.

Finally, during this year the School Committee, while facing very tough budget decisions, has striven to work collaboratively with other town boards, to open up the process to more public scrutiny and to complete our difficult task with grace and collaboration. Much more can be accomplished by a collaborative effort than by confrontation and distrust. I look forward to continuing our work in this positive spirit.

Elaine Braun-Keller, Chair

Roland Gibson

Susan Anne MacDowell

Neil Peterson

Sharon Chan

# **ANNUAL REPORT 2002**

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## **LITTLETON PUBLIC SCHOOLS REPORT**

**YEAR ENDING DECEMBER 31, 2002**

The year 2002 was a great year for education in Littleton. Curriculum work moved ahead under the direction of newly hired Curriculum Director, Nancy Gustafson, on April 1, 2002. This was the first time in many years that Littleton had the services of a Curriculum Director despite attempts in many previous budget years. We also welcomed Peter Roche as the new Business Manager replacing Frank Herlihy who retired after thirty-seven (37) years in education with the last three (3) being in Littleton. The new High School building opened for students in September 2002 after a rousing open house held on June 8, 2002.

Despite growing concerns for budgets and actual cuts to the FY03 school budget, the strength of the public schools continued with the dedicated services of our outstanding staff of administrators, teachers and support personnel. Countless hours of community and parent volunteerism aided the schools financially and in other ways through the organizations of; PTSA, Littleton Education Fund, Littleton Youth Sports, the Littleton Education Project, and the Special Education Parent Advisory Council. The community continues to push for the best possible education for their children.

The following initiatives highlight the work of the schools over the past year.

### **Littleton's Strategic Plan**

Littleton's District and School Improvement Plans build upon 35 years of research on best educational practices to articulate goals and strategies that will lead to a vibrant learning community that fosters a love of learning and is an exciting place to work and learn for both students and teachers. A strategic plan is a multi-year blueprint for where we want to go and how we will get there. The District Improvement Plan has 5 goals that address curriculum, assessment, the need for highly qualified personnel and professional development for better instruction, school climate, and communication with and support from the community. As we develop a challenging, consistent and comprehensive curriculum that will meet the needs of all students, we necessarily address the areas of assessment, instruction and professional development. This year we are working to define learning outcomes aligned with the state Curriculum Frameworks in all subject areas and developing multiple ways to assess student achievement of those outcomes. With a collaborative focus on assessing, tracking and analyzing data on student achievement of the learning outcomes we define as we develop our curriculum, all three key ingredients for school improvement are being addressed.

Twenty-seven (27) staff members are participating in a graduate course in student-involved classroom assessment that helps students achieve, taught collaboratively by the Administrative Team. Next year we will continue the process of developing and refining our assessments as well as providing professional development for teachers in how to differentiate instruction to maximize student learning. The district will also provide professional development in Writing Across the Curriculum since the ability to communicate thinking is a

# **TOWN OF LITTLETON**

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necessary life skill for students and improving their ability to write well and solve open-ended problems are the most effective ways to increase their success on criterion referenced tests such as the MCAS exam.

## **Curriculum Work**

During the Winter and Spring of 2002 a group of teachers met to define clear learning outcomes in Mathematics for each grade level and each High School course. Over forty teachers continued this work this summer and school year in all other subject areas. Two graduate courses in Developing Standards-Based Curriculum were taught by Nancy Gustafson and Maxine Minkoff to train teachers in standards-based curriculum, instruction and assessment and provide them with the opportunity to develop district curriculum in various subject areas.

The draft documents that have been developed this past school year and summer are now being discussed and refined by all of the teachers who will be responsible for implementing them. Since the state frameworks are so vast, teachers are defining the Essential Learning Outcomes for each grade level, those that will be focused upon for mastery. As grade level teams discuss how to implement the new standards they will develop more assessment tasks and learning activities throughout the year to ensure that their students can meet high standards. This will also ensure consistency among different classes at the same grade level- not a lock-step approach in which all classes and teachers do the same thing on the same day, but a consistency in having identical learning outcomes and a sharing of common assessment and instructional strategies to achieve them.

## **The Importance of Mentoring**

In order to ensure that our new staff members know the curriculum outcomes for their subject areas and are able to provide the same high quality of instruction that our more veteran teachers do, we have expanded and provided structure to our mentoring and new teacher induction program. All teachers who are new to the profession, new to Littleton, or new to a grade level or subject area are provided with a mentor with whom they meet weekly. A Site Coordinator at each building oversees the program, touching base periodically with mentors and their protégés and planning workshops on topics of interest and need for new staff members. The Site Coordinators for this important program are: Emily Popolizio at Shaker Lane, Joellyn Nevins at Russell Street, Lynn Pistorino at the Middle School, and Kerry Lynch at the High School. Thanks to these teachers and the mentors all of our new staff are welcomed, supported and provided with the resources to be outstanding teachers!

## **Other District-wide Professional Development Initiatives**

Improvement in mathematics achievement has been a focus of professional development K-12. Last summer 16 teachers in grades 1-5 attended workshops in Everyday Mathematics and improving math instruction. They then shared their learning with grade level colleagues on a Release Day in the fall. An on-going study group in using the Everyday Math

# **ANNUAL REPORT 2002**

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series is being facilitated by Matt Kusza, a first grade teacher at Shaker Lane who provides training state-wide for math teachers. All students at grade 8 now take Algebra I which enables them to reach higher levels of achievement and prepares them for AP Calculus in the high school. Revisions have been made to the High School mathematics curriculum and new staff hired to promote a higher levels of achievement as well. Release Days have provided time for teachers to work on curriculumK-12 to ensure that the scope and sequence of concepts and skills build to a high level of mathematical expertise.

Paul A. Livingston,  
Superintendent of Schools

## **HIGH SCHOOL PRINCIPAL REPORT**

**Year Ending December 31, 2002**

From January through June, 2002, the faculty and staff enjoyed their final semester in the Junior-Senior High School on Russell Street. For the past two school years, teachers and administrators from the high school and middle school shared the same building. Despite overcrowded conditions, different bell schedules, and different developmental approaches, the two staffs of educators coexisted together quite well. Although the high school staff looked forward to moving into the new facility on King Street, they also appreciated the special bond that existed.

In addition to our primary responsibility, which is “to maximize learning for all students in a safe environment,” the staff at the high school focused on preparing on two major initiatives: the transition to the new high school building and the reaccreditation visit by the visiting team from the New England Association of Schools and Colleges (NEASC). To prepare for the visit, members of the school community completed a lengthy “self-study” document. The self-study process included research and report writing by nine standards committees (Curriculum, Assessment, Instruction, etc.). All committee reports were completed, approved by the faculty, and delivered to the NEASC by the end of the 2001-02 school year in June. This school-wide self-study was a significant first step in establishing an on-going self-evaluation process for the continuous improvement of our school.

Our other major initiative was preparing for the transition to the new high school. This process included ordering furniture, fixtures and equipment for the building that support our educational mission and vision. It also encompassed such tasks as developing safety plans, setting up training for use of the new technology, planning bus routes and traffic designs, assigning lockers, developing a master bell schedule, assigning classrooms and programming the phone and intercom communication system. Planning for the move of books and supplies, as well as student orientation activities and community open house festivities were a collaborative effort that involved many constituents from our school community.

## TOWN OF LITTLETON

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During the winter months, the high school offered a Grade Eight Parent Orientation Night for the parents of students who would be entering freshman in September. Members the School Council, conducted monthly meetings to advise the principal on such matters as reviewing the high school budget, revising the student handbook, and developing the school improvement plan. Members of the School Council participated in a series of workshops led by Ann Delahant that focused on “Using Data to Make Decisions.” The workshop assisted the School Council to develop a data driven school improvement plan that is aligned to the mission and vision of our high school and Littleton school district. Members of our guidance department conducted workshops on the college admissions process for seniors and juniors.

The high school has offered MCAS academic support sessions after school throughout the school year. Both traditional individual and small group instruction supplemented by an on-line MCAS tutorial program developed by the Princeton Review have been employed. Littleton High School’s primary improvement goal is to have all students earn scores at or above the “proficient” level on all MCAS tests. To this end, we also offered MCAS preparation courses for freshmen and sophomores in mathematics as part of our program of study. In addition, we offered MCAS academic support sessions over the summer vacation.

Once again, the Parent, Teacher and Student Association (PTSA) were most helpful in promoting communication by producing and disseminating the PTSA Newsletter, and by sponsoring several parent forums throughout the year. The Littleton Youth Sports Association (LYSA) also continued their considerable service and contributions to the athletic programs at the high school. The Littleton Scholarship Trust raised \$100,750 for scholarships to graduates of Littleton High School.

On Friday, May 31, 2002, Littleton High School conducted its 114<sup>th</sup> graduation ceremony. The class of 2002 was the last class to graduate from the Russell Street Junior/Senior High School. On Saturday, June 8, 2002 a dedication ceremony was held at the new Littleton High School on King Street. An occupancy permit was issued on Tuesday, August 6, and the building was cleared for teachers to move in and set up on Monday, August 12.

Wednesday, September 4, 2002 marked the opening of the new high school on 56 King Street. Due to advance planning, flexibility of our staff, and the cooperation and understanding of our students, we enjoyed smooth transition. The state-of-the-art facility affords our students with a myriad of opportunities for learning. Highlights include the Library/Media Center, Computer Lab, Kiva, Auditorium, Cafeteria, Fitness Center, Faculty Work Room, Gym, TV Studio and classrooms each equipped with two computers. All computers are networked and connected to the internet. Members of the staff participated in training in the use of the new technology, from use of the phone system to submitting grades electronically. Students and staff members have their own computer accounts and passwords, and can save their material. To facilitate communication with parents, every staff member has e-mail and voice mail accounts. In addition, the high school has designed a web site with many features including links to a staff directory, calendar of school events, each academic department, updated guidance regarding college admissions information, the program of study and directions to out-of-town athletic contests. Teachers and students welcomed parents to the new school at a Back to School Night in September.

# **ANNUAL REPORT 2002**

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High priority was given to recruiting and hiring new members of our faculty and staff. The need for new personnel was created by teacher retirements, maternity leaves and teachers taking jobs outside of the district. The following individuals were hired prior to the opening of school in September: Sarah Berlinger (Science Teacher), Michael Deneault (Theater Manager), Marian Dyer (Social Studies Teacher), Chad Elliott (Computer Networking), Lisa Flannery (French Teacher), Kevin Herrick (Mathematics Teacher), Janet Manning (Mathematics Teacher), Richard Martin (School Adjustment Counselor), Killian McAnaney (Science Teacher). The new personnel have made significant contributions to our students and to our professional community.

Robert Desaulniers, Principal  
Littleton High School

## **MIDDLE SCHOOL PRINCIPAL REPORT**

### **YEAR ENDING DECEMBER 31, 2002**

In September 2002 the Middle School opened its door to sixth, seventh and eighth grade students in what was formerly the Littleton Junior-Senior High School. Students entered a building that had gotten a major face lift thanks to the efforts of seventy volunteers who worked during the last two weeks of August. Projects included: a new coat of paint in the school library, perennial and shrub plantings in the front of the school, painting projects in other parts of the building, framed art prints hung in the hallways, and the installation of new lettering on the front of the building by teacher Dave Cronholm. Littleton Middle School had finally opened for business.

The school was structured around the teaming model that is the hallmark of effective middle school instruction. The sixth grade was comprised of five teachers who taught language arts, mathematics, reading, science and social studies. The seventh grade team had four teachers who taught language arts, mathematics, science, and social studies. The eighth grade team was similar in structure. Unified arts teachers covered diverse subjects such as: art, community outreach, computers, library/research, modular technology, music/band chorus, physical education, and reading/study skills. A two person team taught French and Spanish and a three person team worked with students on Individual Education Plans. All team members had daily common planning time when they could discuss student issues, curriculum matters, and plan for special events. The teaming model was also well suited for visits by parents who wanted to meet with teachers about their children.

District wide initiatives in the area of curriculum occupied teachers during many half-days when the entire staff K-12 was able to work together to ensure alignment with the state frameworks, develop better assessments and grade level benchmarks, and to ensure that the district's students are presented robust and challenging course work. The Middle School developed a data-based school improvement plan that aligned with the plans of the other

## **TOWN OF LITTLETON**

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district's schools and the district as a whole. The plan focused on improved student achievement, improved school climate and increased parental involvement. Check point reports were submitted in February and June to gauge the school's progress toward its goals by years end. The school was improving in all areas.

Many new and exciting special programs were begun during our inaugural year. Students were given the opportunity to participate in mini-courses during half days. These courses stressed non standard learning activities. Students learned how to cook and bake, they wrote poetry and painted murals, they participated in cross country skiing and volleyball. Students and teachers alike enjoyed the chance to spend time together learning new "life" skills.

Other events of note were: The 1<sup>st</sup> Annual Turkey Trot – a food donation project for Loaves and fishes in Devens, a Career Fair for eighth graders, the 1<sup>st</sup> Annual Art Show at Northern Trust Bank, and the 2<sup>nd</sup> Annual Talent Show. Under the direction of Dean Pamela Farrill, three small businesses were established. The students applied for and were given seed money by Youth Ventures Inc., a United Way affiliated company that supports youth inspired community service ventures. The businesses were; LMS School Store, a group working to establish a school store in the middle school; Entertainment Connection, an outreach program for senior citizens and youth; and Painting For People, a group dedicated to school and community beautification projects.

It was an exciting first year for the Middle School faculty and staff. We enjoyed many successes and firsts and were excited to finally have our own space. Not content to rest on our laurels, we are dedicated to taking Littleton Middle School to a higher level, making it one of the premier middle schools in the greater Boston area.

Robert E. Moore, Principal  
Littleton Middle School

## **RUSSELL STREET SCHOOL PRINCIPAL REPORT**

### **YEAR ENDING DECEMBER 31, 2002**

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 410 students, we currently, we have seven third grade, six fourth grade and five fifth grade classrooms with class size ranges from 20 –24 students in third grade and fourth grade and 24 – 26 students in fifth grade. We presently have 51 staff members, which include professional, support and service personnel to meet the needs of our students.

## ANNUAL REPORT 2002

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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 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. 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 twice 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 have many talented parents and community members who have been resources and have shared their knowledge and experiences with our students.

## **TOWN OF LITTLETON**

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Russell Street has offered a wide variety of after-school enrichment activities this year in Theatre Arts, art, sports, mathematics, chess, crafts, and international cultures to name a few. We are fortunate to have the late bus option which allows many students to participate in our after school programs.

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. Students are incorporating use of computers in researching and supporting academic areas being taught. We have expanded our access to the Internet and student resources continue to grow. Most of our classrooms are now wired for the Internet.

As a new principal I have spent my first few months talking with staff, parents and community members learning about the culture of the school and district. 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, 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

### **SHAKER LANE SCHOOL PRINCIPAL REPORT**

#### **YEAR ENDING DECEMBER 31, 2002**

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 this year, including CASE students, is 476 students.

This year, Kristen Mamos joined our staff as a special education teacher in our Early Childhood Programs and we also welcomed Charlotte Bishop, CASE Teacher

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 2002-2003 are: co-chairpersons, Richard Faherty, Principal and Cathy Arena, Parent Representative; Ed Fultz, Parent Representative; Bill Sager, Parent Representative;

## ANNUAL REPORT 2002

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Emily Popolizio, Teacher Representative; Marlee Roberts, Teacher Representative; and Catherine Zwolinski, Teacher Representative. The School Council is presently focusing on two district goals:

1. Create and implement a challenging and comprehensive Pre-K—12 curriculum that meets the needs of all students and is consistent across grade levels.
2. 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

Our new report cards that were piloted last year have been put into place. Parents and staff were surveyed after the second trimester of last year, and many of their suggestions were incorporated into our new report cards. Annual and trimester benchmarks were established in both Mathematics and Language Arts, and benchmarks for each trimester are sent home with report cards.

In addition to encouraging optimum academic achievement, at Shaker Lane we continue to advocate human values that develop social awareness and mutual respect in our global society. We strive to provide each child the opportunity to interact positively with peers and adults, to respect and share ideas, and to develop a positive self-esteem. The interdependence of students, parents, teachers, and community is essential for the achievement of educational excellence in our child-centered school. The foundation of our values program is our HEART Program. Through direct teaching and modeling, along with constant visual and oral reminders throughout our community, it is our hope that these core values will become embedded in our culture. They are a clear representation of what we believe in as a school community and represent our standards for high expectations for learning and behavior for both students and faculty.

In June of this year Shaker Lane students, staff and families said good-bye to Judy Warner, who retired after twenty-five years of work in education. Mrs. Warner was instrumental in bringing the Reading Recovery Program to Shaker Lane. This is the tenth year Shaker Lane School has been affiliated with the Reading Recovery program. Reading Recovery is an early intervention program for first graders who are at risk of low achievement in reading. This is the seventh year Shaker Lane School has been a training site for area school districts.

The PTSA continues to support the students and the school. Through the efforts of the PTSA and the Cultural Enrichment Committee students have been exposed to opera, cultural activities, and musical presentations that have complimented the curriculum. Through the generosity of the PTSA, this past spring during “Author’s Week”, four authors visited Shaker Lane. They not only shared their work with our students, but students also had the opportunity to hear the process that the authors went through in creating their work. These events and performances have helped to extend our students’ appreciation for the arts and increased their awareness of different cultures and traditions.

Richard M. Faherty, Principal  
Shaker Lane School

## **TOWN OF LITTLETON**

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### **LITTLETON ENROLLMENT BY GRADES**

**October 1, 2002**

GRADE	BOYS	GIRLS	TOTAL
Pre-K	21	24	45
K	53	73	126
T	12	12	24
1	67	68	135
2	56	73	129
3	71	84	155
4	61	68	129
5	64	61	125
6	59	63	122
7	61	44	105
8	40	61	101
9	59	57	116
10	42	35	77
11	36	38	74
12	44	44	88
<b>TOTALS</b>	<b>746</b>	<b>805</b>	<b>1551</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	+4.0
1999	1,425	+44	+3.2
2000	1,471	+46	+3.2
2001	1,526	+55	+3.7
2002	1,551	+25	+1.6

Number of School Choice (non-resident) students attending Littleton Public Schools during 2002-2003 school year: 29

Number of Littleton Students at Nashoba Valley Technical School: 16

Students from Littleton Attending Special Classes in Out-of-District Schools: 29

# ANNUAL REPORT 2002

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## NASHOBA VALLEY TECHNICAL HIGH SCHOOL

### Administration

**Judith L. Klimkiewicz**  
**Victor Kiloski**  
**TBD**  
**Carol Hiedenrich**  
**Charry Burgess**  
**Nicholas DeSimone**  
**George Kalarites**

Superintendent  
Assistant Superintendent/Principal  
Director of Pupil Personnel  
Director of Technology  
Director of Curriculum  
Dean of Students  
Facilities Manager

### School Committee

<b>Peter Bagni</b>	Chelmsford	Alternates
<b>Robert Joyce</b>	Chelmsford	
<b>Samuel Poultten – Secretary</b>	Chelmsford	William Foster
<b>Deborah D'Agostino</b>	Groton	Joy Dalrymple
<b>Augustine Kish</b>	Littleton	Ralph Hulslander
<b>Hajo Koester</b>	Westford	
<b>Barbara Sherritt</b>	Townsend	
<b>Irene Machemer, Chairman</b>	Townsend	
<b>Joan O'Brien, Vice Chairman</b>	Westford	
<b>Garry Ricard</b>	Pepperell	
<b>Jerrilyn Bozicas</b>	Pepperell	
<b>Al Buckley</b>	Pepperell	
<b>Dolores Guercio</b>	Shirley	

**\* Div VIII Liaison – S Poultten**

### SCHOOL DATA

Type: Public, regional, four-year vocational technical high

Student Enrollment: As of October 1, 2002

<b>Chelmsford</b>	129
<b>Groton</b>	89
<b>Littleton</b>	45
<b>Pepperell</b>	21
<b>Shirley</b>	112
<b>Townsend</b>	96
<b>Westford</b>	96
<b>Ayer</b>	45
<b>School Choice</b>	54
<b>Total Enrollment</b>	<b>528</b>

Accreditation : New England Association of Schools and Colleges.

# **TOWN OF LITTLETON**

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College Board Code Number : 222-333

Faculty : 59 certified teachers Pupil Teacher Ratio : 10:1

Calendar - Three twelve-week trimesters. Eight 45-minute periods, five days per week.

The school schedule alternates one week of academic classes with a week in a vocational-technical program for grades ten through twelve.

## **Vocational-Technical Programs**

Auto Body Repair	Graphic Communications
Automotive Technology	Horticulture/Landscape Design
Banking, Marketing & Retail	Hotel/Restaurant Management
Construction/Cabinet Making	Machine Tool Technology
Culinary Arts	Medical Occupations
Dental Assistant	Office Technology/Telecommunications
Early Childcare Education	Painting & Decorating/Interior Design
Electrical Technology	Plumbing/Heating
Electronics/Robotics	Pre-Engineering

**SOON TO COME:** Theater Arts/TV Media Production and Environmental Engineering

## **MCAS INTENSIVE PROGRAMS**

Nashoba has had an **MCAS Summer Program** for the last three years for incoming students and current students free of charge. **MCAS Academies** in English and Math are provided for freshmen and sophomores during the school day. **Academic Success Center** is an after school for ninth through eleventh grade students focusing on individualized assistance in areas of weakness. **Individual Student Success Plan** assigns students with a mentor who will identify areas of weakness and work with Academy Teachers, Success Center Tutors, and the student's regular academic teachers to help the student improve on these targeted areas. **Eleventh Grade Academies** allows any student needing to retake the test the opportunity to attend English and Math Academy.

## **SPECIAL ACADEMIC PROGRAMS**

College preparatory courses are available in all core subjects

Foreign language is offered all four years for interested students.

Juniors who are eligible may elect to enter the Dual Enrollment Program and take their junior and senior year at a community or state college facility in Massachusetts or New Hampshire. Upon completion, they receive their high school diploma from Nashoba and one or two years of credit from the college.

## **STUDENT ACTIVITIES**

Nashoba sponsors an extensive program in intra-scholastic sports including varsity teams in ten sports with equal opportunities for male and female students. Other activities include Student Council, National Honor Society, Yearbook, Students Against Destructive Decisions, Skills USA, Student Leadership, peer mediation, and many special interest clubs. Nashoba sports programs have **no user fees**.

# **ANNUAL REPORT 2002**

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## **The Kids Career Exploration Program**

A free program for Four afternoons from 3-6 PM offering students in grades five, six, and seven an opportunity to explore career. Programs are subject to change from year to year.

## **Continuing & Community Education**

Approximately fifteen hundred adults attend this evenings run program a school year.

## **Summer Programs**

Nashoba Valleys Allst★rs Summer Program is offered to 5th, 6th, and 7th graders in the area. Students enjoy outdoor adventures, sports programs, computer applications & graphics, and academic enrichment.

## **TOWN OF LITTLETON**

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## **METROPOLITAN AREA PLANNING COUNCIL**

The Metropolitan Area Planning Council (MAPC) is the regional planning agency for the 101 cities and towns in the metropolitan Boston area. Created by an act of the Legislature in 1963, it serves as a forum for state and local officials, as well as a broad range of other public and private interest groups, to address issues of regional importance. Council membership consists of municipal government representatives, gubernatorial appointees, and city and state agencies.

As one of fourteen members of the Metropolitan Planning Organization (MPO), MAPC shares oversight responsibility for the region's federally funded transportation program. MAPC is also the federally designated economic development district for the region, responsible for creating an annual economic development plan.

The Council provides technical assistance and professional resources in land use, the environment, housing, transportation, water resources management, economic development, demographic and socioeconomic data, legislative policy, and inter-local partnerships that strengthen the efficient and effective operation of local governments. MAPC has a state-of-the-art Geographic Information Systems (GIS) Laboratory and a highly respected Metro Data Center.

Funding comes from municipal, state, federal, and private grants and contracts and a per capita assessment on member communities.

MAPC staffs and supports eight sub-regional councils whose members, appointed by chief elected officials and planning boards, work together to address issues of mutual concern. This community is a member of the Minuteman Advisory Group on Interlocal Coordination (MAGIC). This year MAGIC has sponsored major events on housing and economic development; launched efforts to improve service on the Fitchburg Commuter Rail Line; held two legislative breakfasts; provided input into transportation planning and funding documents; reviewed developments of regional impact; and, with MAPC staff expertise, provided intensive training to local staff and boards in how to use Geographic Information Systems (GIS).

In a variety of other ways, MAPC provides leadership and services that respond to regional challenges and demands. These include:

- Facilitating the MPO Working Group that is developing criteria to prioritize transportation projects funded through the Transportation Improvement Program (TIP). MAPC has met with communities in each sub-region to develop these criteria.

# ANNUAL REPORT 2002

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- Crafting, with allied organizations, recommendations to establish a statewide Community Roads Program, which would simplify the design process for particular types of roads to preserve community character. The program allows certain improvements to proceed without lengthy design waiver processes or adherence to AASHTO design criteria.
- Publishing *Decade of Change*, a report that uses new 2000 Census data and other sources to highlight growth trends in the region during the 1990s, and a companion volume of *Community Profiles* for each city and town;
- Providing build-out analyses to all 101 municipalities to enable them to understand impacts of potential growth and take steps to manage it;
- Reviewing and commenting on key state legislation and regulations that affect communities, such as amendments to Title 5, which regulates septic systems;
- Joining with other regional agencies to facilitate “Vision 2020,” a long-range planning process for Southeastern Massachusetts;
- Participating in the establishment and management of the I-495 Initiative, a public-private forum that is examining growth impacts along the I-495 corridor;
- Partnering with others in a US Department of Labor funded Welfare-to-Work project that focuses on transportation barriers faced by low-income communities;
- Establishing Regional Services Consortiums that help municipal managers to improve regional communication, information exchange, resource sharing, and collaborative action, including the collective purchasing of supplies and services;
- Facilitating the establishment of the Metropolitan Mayors’ Coalition, comprising Boston and nine surrounding cities, to work on common issues, including health care costs, emergency preparedness, group purchasing;
- Assisting communities in visioning and designing scopes for Executive Order 418 Community Development Plans;
- Informing communities about the new Pictometry Imagery Technology and acting as regional distributor for such imagery; and
- Conducting a multi-year regional visioning exercise that includes broad-based participation from all sectors of the region (see below).

### ***The Regional Visioning Project: Developing a Regional Growth Strategy for Metro Boston***

In one of the most exciting developments in the last year, MAPC launched a new civic process to create an updated Regional Growth Strategy for metropolitan Boston. MAPC is working with city and town governments and various other stakeholders to create a vision and strategy that puts the region on a sustainable path in terms of land use, economic, environmental, and social issues.

The initiative was launched at a Boston College Citizens Seminar in May 2002. More than 400 people from a wide range of local and regional groups attended, and many have remained involved through the Process Design Team. That team, with more than 150 stakeholders from various fields of expertise, has been meeting to develop a design for the regional vision and growth strategy.

## **TOWN OF LITTLETON**

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We will continue to look for leaders in our 101 city-and-town region who would like to get involved and/or lend their support for this regional effort. Please contact MAPC if you would like to become involved in this process.

### **MAPC welcomes Marc Draisen as the new MAPC Executive Director**

In October, MAPC was pleased to welcome Marc Draisen as its new Executive Director. Marc has a diverse background, including service as a State Representative and most recently as Executive Director of the Massachusetts Association of Community Development Corporations. He is an expert in housing issues, economic development, legislative process, and regional collaboration.

# ANNUAL REPORT 2002

## **PUBLIC SHADE TREE COMMITTEE**

**YEAR ENDING DECEMBER 31, 2002**

The Shade Tree Committee consists of the Tree Warden and four members appointed by the Selectmen. We work to further the planting and protection of shade trees, for beauty, clean air, and increased property values. 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 on Shattuck Street.

Every few years the committee offers free trees to homeowners. This year 20 bare root Elms (*Ulmus x Accolade*) were planted by request and elsewhere at the discretion of the Committee/Tree Warden.

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 Asiatic Dogwoods (*Cornus kousa*) as part of the annual Arbor Day celebration.

The remainder of the budget was used to plant 2" caliper shade trees at selected sites throughout town. (Anyone reading this who sees a newly planted town tree near their home or business, please consider giving it a good watering if the weather is at all dry. Thanks.)

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.

There is a Commemorative and memorial tree program designed to provide a means of honoring individuals or organizations. A plaque in the Reuben Hoar Library identifies recipients, donors and tree locations. This year an elm was planted in the cemetery to remember Ed Bell. We, of course, remember Ed as a friend and founding member of the Shade Tree Committee, who ministered to the ailing elm population in town with the same caring he afforded his many patients.

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. Contact any member to share ideas or ask questions.

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

# **TOWN OF LITTLETON**

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## **PARK AND RECREATION COMMISSION**

**YEAR ENDING DECEMBER 31, 2002**

The Park and Recreation Commission consists 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, mental and physical based and which are presented at well-maintained parks and facilities. They are concerned with meeting appropriate community based needs that are cost efficient and within the reach of the overall community resource base while providing the highest level of participant satisfaction. All individuals with special conditions are entitled to full participation in any Littleton Recreation program. The Park and Recreation meetings are held on the second Monday of each month, unless otherwise posted. The meetings are open to the public and are posted at Town Hall. Park and Recreation is located at the Shattuck Street Community Building and the office is open Monday through Friday  
9:00 a.m. – 4:00 p.m.

The year 2002 was a fabulous year for services in Park and Recreation. With the availability of the new high school, we have been able to increase our offerings to both the adult and youth population. Adults now have choices as varied as yoga and pilates to volleyball and indoor soccer. Children have numerous offerings including eight different summer camps from which to choose.

Our goals for the year ahead include a plan for feasibility and construction of a construction, or acquiring and renovating a space for a community center. In addition, we are looking forward to implementing the plan for landscaping and construction of the recreational area at 300 King Street. We will continue the past goals of increasing program offerings and maintenance of the website. We look forward to a progressive year filled with exciting new programs and increased enrollment from Littleton and the area communities.

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

Respectfully submitted,

Fredrick Freund, Chair  
Ivan Pagacik, Vice Chair  
Gregg Champney  
Albert Gregory,  
Anita Harding

# ANNUAL REPORT 2002

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## VETERAN'S AGENT REPORT

**YEAR ENDING DECEMBER 31, 2002**

The Veterans Service is established according to Chapter 115 of Massachusetts General Laws, and is administered under State guidelines to provide information, advise, and assistance regarding benefits to Veterans, Veteran's dependents, widows and children of deceased Veterans. All applications for Veterans benefits were processed or passed on to other authorities.

All Veterans graves, in the Towns two cemeteries, were visited and found to be suitably cared for. A flag was placed on each one for Memorial Day. There were 4 burials of U. S. Veterans, in the Littleton cemetery, listed below.

Ralph Leo Kilpatrick	March 22, 2002	Korea	Navy
James Edward Nolan, Jr.	April 3, 2002	World War II	Army
Donald Brown Prouty	April 14, 2002	World War II	Navy
Donald Paul Ellis	May 27, 2002	World War II	Navy
Richard Walter Taylor	July 12, 2002	Korea	Army
Gerald Joseph Boyle	July 14, 2002	World War II	Marines
John Saywood Bates	June 29, 2002	World War II	Coast Guard
Robert Ivan Fogarty	August 3, 2002	World War II	Navy
John Freeman Blake, Jr.	August 20, 2002	World War II	Navy

If you know of a Veteran whose grave has not been recognized or Veterans in need of assistance please contact the Town Hall at 952-2325.

CHARLES C. WRIGHT,  
Director of Veterans Services  
Veterans Agent  
Veterans Graves Officer  
Hours: **By Appointment Only**

# **TOWN OF LITTLETON**

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## **CEMETERY COMMISSION**

**YEAR ENDING DECEMBER 31, 2002**

The past year has been productive at both cemeteries. The Massachusetts Historical Society has issued all the permits necessary regarding the remains in the Lucy Kimball tomb. It is expected that as soon as the weather permits, the work will commence. The cemetery is in receipt of an additional \$5000.00 from the Couper Foundation, which will allow work to be done on the exterior walls of the tomb that faces White Street.

At Westlawn Cemetery, a new walkway was constructed in the old section. It has a sitting area as well.

The Tree Memory Program appears to be popular. Nineteen trees have been donated during 2002 in memory of loved ones and more people have indicated interest.

The newest section of the cemetery is in the process of further expansion, the outside areas of the Davis Loop drive. Lots will be ready for sale by Memorial Day. These are choice lots.

It has been a number of years since the last flag retirement service at Westlawn. Because of the coordinated efforts of our Fire Chief, Veterans Agent and Cemetery Administrator, a solemn service was held behind the Administration Building on November 11, 2002 at 11:00 AM. Well over 200 American Flags were ceremoniously retired by burning. Chairman of the Board of Selectmen, Paul Glavey spoke of war and remembrance. Though it was a very wet day, a few hearty souls attended the service. We are very appreciative of everyone's efforts.

As of February 5, 2002, by means of the tireless efforts of Walter Higgins, the Old Burying Grounds is now on the National Historic Register. It is the first Town owned property to have this distinction. During the fall a service was held at the Old Burying Grounds to unveil the plaque and pay tribute to Walter's successful efforts.

2003 will see the normal cemetery maintenance work continue. As with all Town departments, the Cemetery Department will be very conservative in how it spends funds this year.

As in past years, the Cemetery Commissioners continue to appreciate and value the work of the employees of the Cemetery Department and others who provide valuable assistance and services.

LITTLETON CEMETERY COMMISSIONERS

DAVID BADGER, Chairman

SUSAN FOUGSTEDT, Treasurer

DEBORAH WILLIAMS, Secretary

# ANNUAL REPORT 2002

# BOARD OF HEALTH

**YEAR ENDING DECEMBER 31, 2002**

During the year 2002, the five members of the Littleton Board of Health held thirty-eight public meetings in order to discuss Board policy and issue permits under appropriate restrictions to protect the public health and environment. Between meetings, the day-to-day field work consisting of inspections and home visits were carried out by the Board's agent, Nashoba Associated Boards of Health and the Nashoba Nursing Service. The Board Chairman, the Board Secretary and the Nashoba staff all respond to questions from Littleton residents on a daily basis. The local Littleton Board of Health also collected \$7,216.00 in fees to offset expenses. These fees went into the General Fund.

During the past year, the Littleton Board of Health issued eighty-four septic system construction permits; seven well permits were issued; fifty-one food license permits were issued and periodic inspections of food service establishments were conducted. We were also active during the past year in the enforcement of state housing code, particularly where safety issues for tenants and neighbors were of issue. The Board worked closely with its agent, Nashoba Associated Boards of Health and Town Counsel to cause safe wastewater facilities to be installed to correct long-standing deficiencies.

The Board was also involved in supporting the Massachusetts Department of Public Health (DPH) in the West Nile surveillance effort. Reports of dead birds were referred to DPH and dead bird samples were collected and transferred to DPH's laboratory in Jamaica Plain. The Board also oversaw weekly sampling of town beach for water quality during the summer months.

The Board has been kept informed of federal and state efforts as a result of the 9/11 attacks to support local bioterrorism response. Board members have kept informed of this information and have assisted the press in developing information for residents to protect themselves.

During 2002, all board members participated in certification meetings of the Massachusetts Association of Health Boards. Additionally, the Chairman was appointed to the Senior Housing Committee whose purpose is to oversee Chapter 40B housing development projects. Also, the Board continues to monitor and review the commercial proposal for Andrew's Crossing at the Common.

The Board wishes to thank John Poikonen for his service last year and welcomes new member Kelli Harte to the Board. The Board also wishes to thank the many citizens who communicate their concerns and all other Town Departments for the continued cooperation.

## **TOWN OF LITTLETON**

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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 2002 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:

- Response area wide to the bioterrorism threat following the 9/11/01 attack by answering inquiries from other local departments, through coordination with the Massachusetts Department of Public Health (MDPH) on their Citizens Advisory Committee in developing the scope of their \$13 million dollar Centers for Disease Control grant to better prepare the public health response to future events. Updated Nashoba internet web site to respond to need for information. (See [nashoba.org](http://nashoba.org))
- 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 2002 were the following:

- Through membership in the Association Littleton benefited from the services of Nashoba staff including: **Registered Sanitarians, Certified Health Officers, Registered Nurses, 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.
- Provided assistance to **Littleton** for tobacco control efforts through Department of Public Health grant award.
- Continued active professional relationship with Massachusetts Association of Health Boards (MAHB), the only statewide professional association representing **Littleton** and other local Nashoba Boards, as an elected member of the Executive Committee of MAHB. Participated in MAHB's Advanced Certification Program.

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!

## **TOWN OF LITTLETON**

### **Environmental Health Department**

#### **Environmental Information Responses**

**Littleton Office (days)..... 82**

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..... 87**

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..... 25**

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.

# **TOWN OF LITTLETON**

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Similarly, complaints from residents concerning unsanitary conditions or pollution events are investigated.

## **Septic System Test Applications..... 105**

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..... 165**

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 (new lots)..... 38**

## **Septic System Plan Applications (upgrades)..... 53**

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 ..... 167**

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)..... 29**

## **Septic System Permit Applications (upgrades)..... 55**

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

## **Septic System Construction Inspections..... 278**

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..... 581**

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

## **Well Permits..... 7**

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..... 39**

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..... 2131**

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..... 1161**

# ANNUAL REPORT 2002

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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.

## **Physical Therapy Visits..... 1080**

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..... 44**

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

## **Home Health Aide Visits..... 1270**

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

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

### **Visits..... 452**

Included are 62 health promotion home visits. Also well adult clinics, and hepatitis, pneumovax, tetanus clinics. Flu immunization clinics served 281 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".
- 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.

**Students Eligible..... 432**

**Students Participating..... 250**

**Referred to Dentist..... 21**

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

## **TOWN OF LITTLETON**

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

**Number of Programs..... 20**  
**Students Participating ..... 432**  
**Fluoride Rinse Grant Program (State Supplied Materials,**  
**Nashoba Administered, Local Volunteers)**  
**Students Participating.....227**

## ANNUAL TOWN MEETING WARRANT

MONDAY, MAY 5, 2003

*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 third day of May, 2003 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 third day of May, 2003, then and there to act on the following articles, viz:

### **ARTICLE 1:**

One Moderator for one year; one Treasurer for three years; one Town Clerk for one year; one Selectman for three years; one Cemetery Commissioner for three years; one Commissioner of Trust Funds for three years; two Park and Recreation Commissioners for three years; two Assessors for three years; one Board of Health Member for three years; two Electric Light Commissioners for three years; two Water Commissioners 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 \$300,000.00 in real estate and personal property taxes for the purpose of making repairs to or replacing the Fire Department's ladder truck for the fiscal year beginning July 1, 2003?

### **QUESTION 2:**

Shall the Town of Littleton be allowed to assess an additional \$500,000.00 in real estate and personal property taxes for the purpose of replacing the Russell Street School roof for the fiscal year beginning July 1, 2003?

### **QUESTION 3:**

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 wastewater treatment system for the new Littleton Middle School?

# **TOWN OF LITTLETON**

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## **QUESTION 4:**

Shall the Town of Littleton accept Section 2D of Chapter 59 of the General Laws, which provides for taxing certain improved real property based on its value at the time an occupancy permit is issued?

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 **HIGH SCHOOL AUDITORIUM**, 56 KING STREET IN SAID LITTLETON ON MONDAY, THE FIFTH DAY OF MAY, 2003 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.

## **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, 2003, 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

***TOWN TREASURER***

# ANNUAL REPORT 2002

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## **ARTICLE 4:**

To see if the Town will vote to raise and appropriate or transfer from available funds, sums of money to defray the expenses of the various departments, and to fix the salary and compensation of all elected officials, or to take any other action relative thereto.

<b>LINE ITEM</b>	<b>EXPENDED</b>	<b>APPROPRIATED</b>	<b>RECOMMENDED</b>
	<b>FY 02</b>	<b>FY 03</b>	<b>FY 04</b>
<b>GENERAL GOVERNMENT</b>			
<b>Moderator</b>			
1. Moderator	\$100.00	\$100.00	\$100.00
<b>Selectmen/Town Administrator</b>			
2. Salaries and Wages	\$121,016.00	\$112,098.00	\$100,018.00
3. Expenses	\$24,768.00	\$17,300.00	\$15,200.00
4. Legal Expense	\$114,335.00	\$50,000.00	\$50,000.00
<b>Town Accountant</b>			
5. Salaries and Wages	\$65,647.00	\$68,447.00	\$68,447.00
6. Expenses	\$4,263.00	\$4,263.00	\$3,805.00
7. Audit Expense	\$14,500.00	\$14,500.00	\$21,750.00
<b>Facilities Management</b>			
8. Salaries and Wages	\$95,922.00	\$128,045.00	\$34,810.00
9. Expenses	\$159,151.00	\$150,700.00	\$150,700.00
<b>Elections and Registrations</b>			
10. Salaries	\$4,862.00	\$5,008.00	\$4,862.00
11. Expenses	\$18,620.00	\$6,600.00	\$6,600.00
<b>Conservation Commission</b>			
12. Clerk	\$21,875.00	\$23,714.00	\$20,869.00
13. Expenses	\$3,409.00	\$3,400.00	\$1,800.00

# TOWN OF LITTLETON

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<b>LINE ITEM</b>	<b>ACTUAL</b>	<b>APPROPRIATED</b>	<b>RECOMMENDED</b>
	<b>FY 02</b>	<b>FY 03</b>	<b>FY 04</b>
<b>Treasurer</b>			
14. Salaries and Wages	\$76,916.00	\$79,222.00	\$79,223.00
15. Expenses	\$7,533.00	\$8,550.00	\$7,750.00
16. Short Term Interest	\$901,093.00	\$602,854.00	\$47,750.00
17. Tax Title Expenses	\$11,000.00	\$11,000.00	\$11,000.00
<b>Tax Collector</b>			
18. Salaries and Wages	\$49,824.00	\$51,319.00	\$41,362.00
19. Expenses	\$9,878.00	\$10,100.00	\$9,550.00
<b>Board of Assessors</b>			
20. Salaries and Wages	\$115,149.00	\$118,603.00	\$118,603.00
21. Expenses	\$7,566.00	\$7,100.00	\$5,300.00
<b>Town Clerk</b>			
22. Salaries and Wages	\$40,950.00	\$42,178.00	\$42,178.00
23. Expenses	\$640.00	\$650.00	\$650.00
<b>Planning Board</b>			
24. Salaries and Wages	\$26,666.00	\$27,490.00	\$27,490.00
25. Expenses	\$4,815.00	\$3,600.00	\$1,800.00
<b>Finance Committee</b>			
26. Expenses	\$2,745.00	\$5,000.00	\$3,000.00
27. Reserve Fund	\$88,626.00	\$125,000.00	\$125,000.00
 <b>TOTAL GENERAL GOVERNMENT</b>	 <b>\$1,991,869.00</b>	 <b>\$1,676,841.00</b>	 <b>\$999,617.00</b>

# ANNUAL REPORT 2002

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<b>LINE ITEM</b>	<b>ACTUAL FY 02</b>	<b>APPROPRIATED FY 03</b>	<b>RECOMMENDED FY 04</b>
<b><i>PROTECTION OF PERSONS AND PROPERTY</i></b>			
<b>Police Department</b>			
28. Salaries and Wages	\$969,785.00	\$989,829.00	\$984,932.00
29. Expenses	\$97,450.00	\$82,470.00	\$77,420.00
30. Parking Clerk Expenses	\$176.00	\$400.00	\$400.00
<b>Fire Department</b>			
31. Salaries and Wages	\$508,530.00	\$536,983.00	\$518,870.00
32. Expenses	\$90,364.00	\$90,452.00	\$84,155.00
<i>Transfer from Ambulance Receipts</i>			(\$160,000.00)
<b>Control Center</b>			
33. Salaries and Wages	\$228,453.00	\$219,651.00	\$226,160.00
34. Expenses	\$20,400.00	\$20,400.00	\$19,260.00
<b>Animal Control</b>			
35. Contract Expenses	\$220.00	\$26,000.00	\$26,000.00
<i>Transfer from B. Sampson Relief of Animals Fund</i>			(\$500.00)
<i>Transfer from Dog License Fees</i>			(\$2,600.00)
<b>Emergency Management</b>			
36. Emergency Management Agency	\$1,394.00	\$1,400.00	\$1,400.00
<b>Sealer of Weights and Measures</b>			
37. Expenses	\$200.00	\$200.00	\$200.00
<b>Building Commissioner</b>			
38. Salaries and Wages	\$73,064.00	\$79,073.00	\$79,074.00
39. Expenses	\$4,133.00	\$3,850.00	\$3,100.00

# TOWN OF LITTLETON

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<b>LINE ITEM</b>	<b>ACTUAL FY 02</b>	<b>APPROPRIATED FY 03</b>	<b>RECOMMENDED FY 04</b>
<b>Board of Appeals</b>			
40. Wages	\$3,149.00	\$3,198.00	\$3,198.00
41. Expenses	\$1,660.00	\$1,400.00	\$1,300.00
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<b>TOTAL PROTECTION OF PROPERTY</b>			
	<b>\$1,998,978.00</b>	<b>\$2,055,306.00</b>	<b>\$2,025,469.00</b>
<b>HEALTH AND SANITATION</b>			
<b>Board of Health</b>			
42. Wages	\$24,593.00	\$25,331.00	\$22,147.00
43. Expenses	\$1,267.00	\$2,625.00	\$2,515.00
44. Animal Inspector	\$1,300.00	\$1,300.00	\$1,300.00
45. Town Nursing Salary	\$7,638.00	\$7,944.00	\$7,944.00
46. Eliot Clinic	\$2,835.00	\$3,780.00	\$3,780.00
47. Concord Family Services	\$0.00	\$3,000.00	\$3,000.00
	-----	-----	-----
<b>TOTAL HEALTH AND SANITATION</b>			
	<b>\$37,633.00</b>	<b>\$43,980.00</b>	<b>\$40,686.00</b>
<b>HIGHWAYS</b>			
<b>General Highways</b>			
48. Salaries	\$620,885.00	\$655,963.00	\$667,163.00
49. Expenses	\$369,635.00	\$409,750.00	\$353,450.00
50. Snow and Ice Removal - Expense	\$90,539.00	\$40,000.00	\$40,000.00
51. Snow and Ice Removal - Overtime salaries	\$52,943.00	\$43,100.00	\$43,100.00
Transfer from Transfer Station Stickers			(\$200,000.00)
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<b>TOTAL HIGHWAYS</b>			
	<b>\$1,134,002.00</b>	<b>\$1,148,813.00</b>	<b>\$1,103,713.00</b>

# ANNUAL REPORT 2002

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<b>LINE ITEM</b>	<b>ACTUAL FY 02</b>	<b>APPROPRIATED FY 03</b>	<b>RECOMMENDED FY04</b>
<b>Cemetery Department</b>			
52. Salaries and Wages	\$71,063.00	\$95,740.00	\$95,740.00
53. Expenses	\$27,259.00	\$27,135.00	\$29,160.00
<i>Transfer from Sale of Lots</i>			(\$8,000.00)
<i>Transfer from Interest on</i>			
<i>Perpetual Care</i>			(\$22,000.00)
<i>Transfer from Perpetual Care</i>			
<i>Trust</i>			(\$94,900.00)
 <b>TOTAL CEMETERIES</b>	 <b>\$98,322.00</b>	 <b>\$122,875.00</b>	 <b>\$124,900.00</b>
 <b>Veteran's Services</b>			
54. Benefits and Services	\$1,000.00	\$1,000.00	\$1,000.00
55. Veteran's Agent Salary	\$3,000.00	\$3,000.00	\$3,000.00
56. Expenses	\$750.00	\$750.00	\$750.00
 <b>TOTAL VETERAN'S SERVICES</b>	 <b>\$4,750.00</b>	 <b>\$4,750.00</b>	 <b>\$4,750.00</b>
 <b>Reuben Hoar Library</b>			
57. Salaries and Wages	\$306,647.00	\$315,847.00	\$300,948.00
58. Expenses	\$72,225.00	\$59,276.00	\$75,476.00
<i>Transfer from Library Trust funds</i>			(\$23,050.00)
 <b>TOTAL LIBRARY</b>	 <b>\$378,872.00</b>	 <b>\$375,123.00</b>	 <b>\$376,424.00</b>
 <b>Council on Aging</b>			
59. Salaries and Wages	\$74,736.00	\$76,982.00	\$68,554.00
60. Expenses	\$20,299.00	\$20,389.00	\$18,389.00
 <b>TOTAL COUNCIL ON AGING</b>	 <b>\$95,035.00</b>	 <b>\$97,371.00</b>	 <b>\$86,943.00</b>

# TOWN OF LITTLETON

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<b>LINE ITEM</b>	<b>ACTUAL FY02</b>	<b>APPROPRIATED FY03</b>	<b>RECOMMENDED FY04</b>
<b>Park and Recreation Department</b>			
61. Salaries and Wages	\$80,177.00	\$104,900.00	\$76,906.00
62. Expenses	\$4,640.00	\$4,640.00	\$4,640.00
<hr/>			
<b>TOTAL RECREATION DEPARTMENT</b>	<b>\$84,817.00</b>	<b>\$109,540.00</b>	<b>\$81,546.00</b>
 <b>Pensions and Benefits</b>			
63. County Retirement	\$412,169.00	\$473,565.00	\$504,775.00
64. Group Insurance	\$1,226,973.00	\$1,108,000.00	\$1,513,000.00
<hr/>			
<b>TOTAL PENSIONS AND BENEFITS</b>	<b>\$1,639,142.00</b>	<b>\$1,581,565.00</b>	<b>\$2,017,775.00</b>
 <b>Unclassified</b>			
65. Gasoline	\$50,000.00	\$50,000.00	\$50,000.00
66. Insurance	\$158,400.00	\$200,000.00	\$200,000.00
67. Memorial Day	\$786.00	\$1,000.00	\$1,000.00
68. Patriots' Day	\$50.00	\$50.00	\$50.00
69. Historical Commission	\$3,000.00	\$3,700.00	\$3,700.00
70. Merrimack Valley Library Consortium	\$21,339.00	\$26,011.00	\$8,500.00
71. Telephone - Town Offices	\$61,993.00	\$40,000.00	\$40,000.00
72. Town Reports	\$7,000.00	\$7,000.00	\$7,000.00
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<b>TOTAL UNCLASSIFIED</b>	<b>\$302,568.00</b>	<b>\$327,761.00</b>	<b>\$310,250.00</b>

# ANNUAL REPORT 2002

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<b>LINE ITEM</b>	<b>ACTUAL</b>	<b>APPROPRIATED</b>	<b>RECOMMENDED</b>
	<b>FY02</b>	<b>FY03</b>	<b>FY04</b>
<b>School Department</b>			
73. Salaries and Expenses	\$11,116,456.00	\$11,768,404.00	\$12,087,970.00
<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>			(\$215,000.00)
 <b>TOTAL SCHOOL DEPARTMENT</b>	 <b>\$11,116,456.00</b>	 <b>\$11,768,404.00</b>	 <b>\$12,087,970.00</b>
 <b>LINE ITEMS NOT REQUIRING A VOTE</b>			
<b>Assessments</b>			
74. Nashoba Valley Technical School	\$29,241.00	\$106,224.00	\$275,379.00
75. Nashoba Board of Health	\$20,415.00	\$20,415.00	\$20,415.00
76. B&M Crossing Maintenance	\$2,806.00	\$2,806.00	\$2,806.00
 <b>TOTAL ASSESSMENTS</b>	 <b>\$52,462.00</b>	 <b>\$129,445.00</b>	 <b>\$298,600.00</b>
77. Debt and Interest	\$1,068,262.00	\$1,278,372.00	\$4,015,763.00
<i>Transfer from Stabilization Fund</i>			(\$1,119,141.00)
<i>Transfer from Electric Light Operating Cash Account</i>			(\$246,424.00)
<i>Transfer from Self Help Reimbursement</i>			(\$18,000.00)
<i>Transfer from Conservation Cell Tower funds</i>			(\$14,625.00)
<i>Transfer from Overlay Surplus</i>			(\$50,000.00)
<i>Transfer from Cable Access Fund</i>			(\$20,000.00)
<i>Transfer from Bond Premiums</i>			(\$104,649.00)
<i>Transfer from Accrued Interest</i>			(\$52,000.00)
 <b>TOTAL NOT REQUIRING A VOTE</b>	 <b>\$1,120,724.00</b>	 <b>\$1,407,817.00</b>	 <b>\$4,314,363.00</b>
 <b>TOTAL MUNICIPAL BUDGET</b>	 <b>\$20,003,168.00</b>	 <b>\$20,720,146.00</b>	 <b>\$23,574,406.00</b>

# **TOWN OF LITTLETON**

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<b>LINE ITEM</b>	<b>ACTUAL FY02</b>	<b>APPROPRIATED FY03</b>	<b>RECOMMENDED FY04</b>
<b>WATER DEPARTMENT (ENTERPRISE FUND)</b>			
Salaries and Wages	\$470,000.00	\$500,000.00	\$517,000.00
Expenses	\$726,005.00	\$778,940.00	\$692,185.00
Debt Service			\$446,593.00
Reserve Fund			\$100,000.00
<b>TOTAL WATER DEPARTMENT</b>	<b>\$1,196,005.00</b>	<b>\$1,278,940.00</b>	<b>\$1,755,778.00</b>
<b>TOTAL ARTICLE 4</b> or to take any other action relative thereto	<b>\$21,199,173.00</b>	<b>\$21,999,086.00</b>	<b>\$25,330,184.00</b>

## **BOARD OF SELECTMEN**

### **ARTICLE 5:**

To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money, 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, or take any other action relative thereto.

Requested: \$ \$48,508.00  
FINANCE COMMITTEE:

**BOARD OF ELECTRIC LIGHTCOMMISSIONERS**  
Recommend Raise and Appropriate

### **ARTICLE 6:**

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money to add to the Police Department Major Equipment and Repair Account 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: \$43,100.00  
FINANCE COMMITTEE:

**BOARD OF SELECTMEN**  
Recommend Raise and Appropriate

# ANNUAL REPORT 2002

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## ARTICLE 7:

To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sum of money for the purpose of making repairs to or replacing the Fire Department's ladder truck, or to take any other action relative thereto.

REQUESTED: \$300,000.00

**BOARD OF SELECTMEN**

FINANCE COMMITTEE: RECOMMENDED

## ARTICLE 8:

To see if the town will vote to raise and appropriate, transfer from available funds or borrow a sum of money for the purpose of replacing the Russell Street School roof, said appropriation to be contingent upon successful passage of a capital expenditure exclusion referendum on a Town election ballot, or to take any other action relative thereto.

REQUESTED: \$500,000.00

**BOARD OF SELECTMEN**

FINANCE COMMITTEE: RECOMMENDED

## ARTICLE 9:

To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sum of money to implement the Phase II Stormwater Management Plan, and to authorize the Selectmen to enter into a contract for said purpose, or to take any other action relative thereto.

Requested: \$5,000.00

**BOARD OF SELECTMEN**

FINANCE COMMITTEE: RECOMMENDED

## ARTICLE 10:

To see if the Town will vote to raise and appropriate, transfer from available funds 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: \$5,000.00

**BOARD OF SELECTMEN**

FINANCE COMMITTEE: RECOMMENDED

# **TOWN OF LITTLETON**

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## **ARTICLE 11:**

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

### ***§ ##-## WETLANDS PROTECTION***

#### **1. Purpose and Jurisdiction**

- 1.1 The purpose of this Bylaw is to protect the wetland and water resources of the Town of Littleton by regulating activity in or near wetland resource areas. Conditions shall be imposed by the Littleton Conservation Commission (the Commission) after a public hearing at which the Commission determines that the area on which the proposed work is to be done is significant to public or private water supply, to ground water supply, to flood control, to storm damage prevention, to prevention of pollution, to protection of land containing shellfish, to the protection of wildlife habitat or the protection of fisheries (collectively, the “Interests Protected by this Bylaw”).
- 1.2 Except as permitted by the Littleton Conservation Commission or as provided in this Bylaw, no person shall remove, fill, dredge, or alter any bank, fresh water wetland, marsh, meadow, bog, or swamp bordering any creek, river, stream, pond, or lake, or land under said waters or any land subject to flooding or Riverfront area (collectively, the “Areas Subject to Protection”).
- 1.3 Any activity proposed or undertaken within the “Buffer Zone” as defined in G.L.c. 131, Sec. 40 and 310 CMR 10.02(2)(b) or Areas Subject to Protection (collectively the “Resource Area”) which, in the judgment of the Commission, will remove, fill, dredge or alter an Area Subject to Protection under this Bylaw is subject to regulation under the Bylaw and requires the filing of a Request of Determination (“RFD”) or Notice of Intent (“NOI”).
- 1.4 Any activity proposed or undertaken outside the Areas Subject to Protection and outside the Buffer Zone is not subject to regulation under this Bylaw and does not require the filing of an NOI unless and until that activity actually alters an Area Subject to Protection under this Bylaw. In the event that such activity has in fact altered an Area Subject to Protection under this Bylaw, the Commission shall impose such conditions on the activity or any portion thereof as it deems necessary to contribute to the interests protected under this Bylaw.

#### **2. Applications**

- 2.1 Any person who proposes to do perform activities affecting the above referenced resource areas protected by this Bylaw shall submit a NOI to the Commission, which bears the signature of the applicant and the landowner for work on the subject property. Application under this Bylaw may be identical in form to the Notice of Intent filed pursuant to G.L.c. 131, §40, and shall be sent by certified mail or hand delivered to the Commission. The written application shall include such information and **color** plans as may be necessary to describe such proposed activity and its effect on the resource areas.

- 2.2 Any person who desires a determination as to whether this Bylaw applies to land or work that may affect Areas Subject to Protection may submit a RFD to the Commission.—The RFD application may be identical in form to a Request for Determination filed pursuant to G.L. C. 131, Sec. 40. If the person submitting the RFD is not the owner, the applicant shall send a copy of the RFD by certified mail, return receipt requested, to the owner, with a copy to the Commission. **The Commission requires submitted plans to be in color.**
- 2.3 Each NOI or RFD filed shall be assigned a unique identification number (hereinafter, File Number) to facilitate record keeping by the Commission. Said File Number may be identical to that assigned by the Massachusetts Department of Environmental Protection.
- 2.4 Any person filing a NOI or a RFD with the Commission shall give at the same time written notice thereof, by certified mail (return receipt requested) or hand delivery to the owner and all abutters at their mailing addresses shown on the most recent town assessor's records.

### 3. Fee/Charges:

- 3.1 At the time of the submission of the NOI application or RFD, or application for Certificate of Compliance, the applicant shall pay a filing fee as specified in this Bylaw. The fee is in addition to that required by the Wetlands Protection Act, G.L. c. 131, §40, and the Regulations, 310 CMR 10.00. This fee is assessed to compensate the town for its anticipated costs and expenses of processing the application.
- 3.2 

NOI Fee	\$ 15
RFD Fee	\$ 15
Certificate of Compliance Fee	\$ 15
- 3.3 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 and consulting services deemed necessary by the Commission in order to issue a decision on the application. The consultant services may include but are not limited to resource area survey and delineation, analysis of resource area values, including wildlife habitat evaluations, hydrogeology and drainage analysis.
- 3.4 The Commission may require services of a consultant and/or an engineer at any point in its deliberations prior to a final decision. The exercise of discretion by the Commission in making its determination to require the services of a consultant shall be based upon its reasonable finding that additional information acquirable only through outside engineering or consultant services would be necessary for the making of an objective decision.
- 3.5 The Commission shall hire and pay for said engineering and or consultant services and the applicant shall reimburse the Town such services and costs.
- 3.6 The reimbursement of costs and expenses necessary to render a decision shall constitute a municipal charge pursuant to G.L.c.40, §58.

# **TOWN OF LITTLETON**

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- 3.7 Said municipal charge (reimbursement) shall be paid by the applicant within thirty (30) calendar days of receipt of a written statement of charges from the Town of Littleton. Payment shall be made to the Town of Littleton and deposited in the general fund pursuant to G.L.c.44, §53. Failure to pay the charge shall constitute a lien against the property.
- 3.8 The Commission may waive the filing fee, consultant fee, and costs and expenses for a permit application or RFD filed by a department or officer of the Town of Littleton.

## **4. Hearings and Meetings**

- 4.1 For an RFD, the Commission shall hold a public meeting within twenty-one (21) calendar days of its receipt. Notice of the time and place of the meeting shall be given by the Commission at the expense of the applicant, not less than five (5) days prior to the meeting, by publication in a newspaper of general circulation (in Littleton) and by mailing a notice to the applicant and to the owner by certified mail (return receipt requested).
- 4.2 For an NOI, the Commission shall hold a public hearing within twenty-one (21) calendar days of its receipt. Notice of the time and place of the hearing shall be given by the Commission at the expense of the applicant, not less than five (5) days prior to the hearing, by publication in a newspaper of general circulation (in Littleton) and by mailing a notice to the [applicant and to the owner by certified mail (return receipt requested)].
- 4.3 A Public Hearing and Public Meetings may be continued as follows:
  - 4.3.1 without the consent of the applicant to a date announced at the hearing, within twenty-one (21) calendar days of receipt of the Notice of Intent;
  - 4.3.2 with the consent of the applicant, to an agreed-upon date, which shall be announced at the hearing; or
  - 4.3.3 with the consent of the applicant for a period not to exceed twenty-one (21) calendar days after the or the occurrence of a specified action.

## **5. Permits and Conditions**

- 5.1 For an RFD, the Commission shall issue a Determination of Applicability within twenty-one (21) calendar days of receipt of said application. If, after the public meeting, the Commission determines that the area is significant to the Interests Protected by this Bylaw, the Commission shall issue a positive determination and request that the applicant file an NOI. If the Commission determines that the area which is the subject of the application is NOT significant to the Interests Protected by this Bylaw, or that the proposed activity does not require the imposition of conditions, it shall issue a negative determination. When the person requesting a determination is other than the owner, notice of the determination shall be sent to the owner as well as to the requesting person by certified mail (return receipt requested).

- 5.2 For an NOI, the Commission shall issue an Order of Conditions within twenty-one (21) calendar days of the close of the Public Hearing for said application. The Commission shall impose such conditions as will contribute to the protection of the Interests Protected by this Bylaw and all work shall be done in accordance with those conditions. The Order shall prohibit any work or any portion thereof that cannot be conditioned to protect said interests. If the Commission finds that the information submitted is not sufficient to describe the site, the work or the effects of the work on the Interests Protected by this Bylaw, it may issue an Order prohibiting the work. The Order shall specify the information which is lacking and why it is necessary. If the Commission makes a determination that the proposed activity does not require the imposition of such conditions, the applicant shall be notified of the Commission's decision within twenty-one (21) days after said hearing. Such Order or Notice that the proposed activity does not require conditions shall be signed by the majority of the Commission and a copy thereof shall be sent forthwith to the applicant by certified mail (return receipt requested).
- 5.3 An Order of conditions shall be valid for three (3) years unless specifically stated otherwise. The Commission may renew an Order of Conditions for an additional period not to exceed three (3) years. If renewal of an Order of Conditions is requested, it must be received in writing by the Commission at least thirty (30) calendar days prior to the expiration date of the Order.
- 5.4 No work proposed in any application shall be undertaken until the Order of Conditions, with respect to such work issued by the Commission has been recorded in the Registry of Deeds or, if the land affected thereby be registered land, in the registry section of the Land Court for the district wherein the land lies, and until the holder of the Order of Conditions certifies in writing to the Commission that the Order has been so recorded.
- 5.5 Within twenty-one (21) days of the receipt of a written request, by the applicant or the owner of the property, for a Certificate of Compliance with an Order of Conditions, the Commission shall grant such request if the activity, or portions thereof, complies with the Order of Conditions. If the Certificate of Compliance is reasons for denial. The Certificate of Compliance shall state that the activity, or portions thereof, has been completed in accordance with such order.
- 5.6 No conditions shall be imposed, nor shall the Commission, in reference to this Bylaw, render any Determination unless the Commission meets with a quorum present.

## **6. Exemptions**

- 6.1 The provisions of this Bylaw shall not apply to work exempted under the provisions of the Wetlands Protection Act, G.L. c. 131, §40, and the Regulations, 310 CMR 10.00.

## **7. General Provisions, Presumptions, Performance Standards and Statute of Limitations**

- 7.1 The provisions set forth in G.L.c.131, §40, 310 CMR 10.03(1) through 10.03(6)(Presumptions), 310 CMR 10.04 (Definitions), and 310 CMR 10.51 through 10.60 (Performance Standards, shall be used for the interpretation and implementation of this Bylaw.

# **TOWN OF LITTLETON**

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7.2 The limitations on actions and prosecutions as set out in G.L.c.131, §§40 and 91 shall be applicable to this bylaw.

## **8. Enforcement**

8.1 The filing of a NOI or RFD shall constitute implied permission for the commission to enter upon the land for the purpose of performing the duties triggered by this Bylaw and G.L.c.131, §40.

8.2 The Commission shall have the authority and duty to enforce this Bylaw and Order of Conditions issued hereunder by Enforcement Orders, civil and criminal court actions.

8.3 When the Commission determines that violation of this Bylaw has occurred, it may request the Board of Selectmen and the Town Counsel to take legal action for enforcement under civil law. In addition, the Commission may request the Chief of Police or other authorities to take legal action for enforcement under criminal law.

8.4 Any person who violates any provision of this Bylaw may be punished by a fine of not more than three hundred dollars (\$300.00) per offense. Each day or portion thereof during which a violation continues shall constitute a separate offense, and each provision of the Bylaw, regulations, or Order of Conditions violated shall constitute a separate offense.

8.5 In the alternative to criminal prosecution, the Commission may elect to utilize the non-criminal disposition procedure set forth in Massachusetts General Laws Ch. 40, Sec. 21D, in which case the penalty shall be as follows:

8.5.1 First offense:	\$ 25.00
8.5.2 Second offense:	\$100.00
8.5.3 Third and subsequent offenses:	\$300.00

8.6 No person shall remove, fill, dredge, or alter any Area Subject to Protection under this Bylaw without the required authorization, or cause, suffer or allow such activity, or leave in place unauthorized fill, or otherwise fail to restore illegally altered land to its original condition, or fail to comply with an Enforcement Order issued pursuant to this Bylaw. Each day such violation continues constitutes a separate offense except that any person who fails to remove unauthorized fill or otherwise fails to restore illegally altered land to its original condition after giving written notification of said violation to the Commission shall not be subject to additional penalties unless said person thereafter fails to comply with an Enforcement Order or Order of Conditions.

## **9. Severability**

9.1 The invalidity of any provision or feature of this Bylaw shall not affect the validity of any other provision or feature not manifestly inseparable therefrom.

or take any other action relative thereto.

***CONSERVATION COMMISSION***

## **ARTICLE 12:**

To see if the Town will vote to accept the provisions of Chapter 40, §57 of the General Laws, and to amend the Town Code by adding the following

### **§ ##-## PERMITS AND LICENSES OF DELINQUENT TAXPAYERS**

1. The Town Treasurer shall annually furnish to each department, board or commission, hereinafter referred to as the licensing authority, that issues licenses or permits, including renewals and transfers, a list of any person, corporation, or business enterprise, hereinafter referred to as the party, that has neglected or refused to pay any local taxes, fees, assessments, betterments, or other municipal charges for not less than a twelve month period, and that such party has not filed in good faith a pending application for an abatement or such tax or a pending petition before the Appellate Tax Board.
2. The licensing authority may deny, revoke, or suspend any license or permit, including renewals and transfers, of any party whose name appears on said list furnished to the licensing authority from the Treasurer, provided, however, that written notice is given to the party and the Treasurer, as required by applicable provisions of law, and the party is given a hearing, to be held not earlier than fourteen days after said notice. Said list shall be *prima facie* evidence for denial, revocation, or suspension of said license or permit to any party.

The Treasurer shall have the right to intervene in any hearing conducted with respect to such license denial, revocation, or suspension. Any findings made by the licensing authority with respect to such license denial, revocation, or suspension shall be made only for the purposes of such proceeding and shall not be relevant to or introduced in any other proceeding at law, except for any appeal from such license denial, revocation, or suspension.

Any license or permit denied, suspended, or revoked under this Bylaw shall not be reissued or renewed until the licensing authority receives a certificate issued by the Treasurer that the party is in good standing with respect to any and all local taxes, fees, assessments, betterments, or other municipal charges, payable to the municipality as of the date of issuance of said certificate.

3. Any party shall be given an opportunity to enter into a payment agreement, thereby allowing the licensing authority to issue a certificate indicating said limitations to the license or permit and the validity of said license shall be conditioned upon the satisfactory compliance with said agreement. Failure to comply with said agreement shall be grounds for the suspension or revocation of said license or permit; provided, however, that the holder be given notice and a hearing as required by applicable provisions of law.
4. The Board of Selectmen may waive such denial, suspension, or revocation if it finds there is no direct or indirect business interest by the property owner, its officers or stockholders, if any, or members of his immediate family, as defined in Chapter 258A, section 1 of the General Laws, in the business or activity conducted in or on said property.
5. This by-law does not apply to the following licenses and permits: open burning (G.L. c. 48 § 13), bicycle permits (G.L. c. 85 §11A); sales of articles for charitable purposes (G.L. c. 101, §33); children work permits (G.L. c. 149 §69); clubs, associations dispensing food or beverage licenses (G.L. c. 140 §21E); dog license (G.L. c. 140 § 137); fishing, hunting,

# TOWN OF LITTLETON

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trapping license (G.L. c. 131 §12); marriage license (G.L. c. 207, §28); theatrical events, public exhibitions permits (G.L. c 140 § 181); and any other license or permit hereafter exempted by Massachusetts General Laws, Chapter 40 § 57.

or to take any other action relative thereto.

## ***PLANNING BOARD***

### **ARTICLE 13:**

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

#### ***§ ##-## RELIABLE PUBLIC SAFETY RADIO COMMUNICATIONS***

##### **1. Intent**

- 1.1 It is the intent of this Bylaw to identify occupancies, in the planning and development stage, that by the nature of construction or location may impair reliable public safety radio communications and thereby the safety of occupants. It is the intent of this Bylaw to assign the responsibility for abating radio communications impairments caused by proposed construction to the developer and/or building owner.
- 1.2 Reliable radio communications are critical for public safety operations. Lack of radio communications capabilities within a structure presents dangers to the occupants and public safety officers. It may contribute to the spread of fire, the seriousness of a medical emergency, the extent of a crime or any other emergency situation.

##### **2. Radio coverage requirement:**

- 2.1 Except as otherwise provided by applicable law, no person shall erect, construct or modify any industrial, commercial, multifamily or institutional building or structure or any part thereof in excess of 7,000 square ft. of floor space, or cause the same to be done unless such building or structure supports adequate radio coverage for the Town of Littleton emergency service workers, including but not limited to firefighters and police officers. A certificate of occupancy may not be issued for any building or structure that fails to comply with this requirement.

##### **3. Applicability:**

- 3.1 Any new or renovated commercial, industrial, multifamily or institutional structure that is substantially below grade or is constructed in a manner where adequate radio coverage, as defined in this Bylaw cannot be established, shall comply with this regulation.
- 3.2 This section shall not apply to residences of four units or fewer.
- 3.3 The requirements of this Bylaw may be waived in whole or in part by the Planning Board upon the approval of the Fire Chief and the Police Chief, and payment of a waiver fee determined by the Planning Board based on the increased cost to the Town of maintaining and upgrading public safety communications systems to provide public safety services to the building or structure.
- 3.4 For purposes of this Bylaw, adequate radio coverage shall include all of the following:

- 3.4.1 A minimum signal strength of one (1) micro volt shall be available in 90% of the area of each floor of the building or structure when transmitted from the Town of Littleton communications systems.
- 3.4.2 A minimum signal strength of (1) micro volt shall be available in 90 % of the area of each floor of the building or structure when transmitted from mobile or portable radios onboard public safety vehicles outside the building.
- 3.4.3 A minimum signal strength of one (1) micro volt shall be received at the Town of Littleton communications systems, when transmitted from 90% of the area of each floor of the building or structure.
- 3.4.4 Through design and maintenance, equipment shall maintain a 90% reliability factor, and shall not be out of service for a period of more than three hours without notification to the town 911 communications center.

3.5 Plans, specifications, or other evidence, sufficient to substantiate compliance with this Bylaw may be required to be submitted before a building permit is issued for any erection, construction or modify of a building or structure subject to the requirements of this Bylaw . Such plans shall be subject to the approval of the Fire chief and Police Chief.

**4. Acceptance Test Procedures:**

- 4.1 It is the owner's responsibility to have the radio system tested to ensure that two-way coverage on each floor of the building or structure is a minimum of 90%.
- 4.2 Acceptance testing for an in-building radio amplification system, remote receiver, repeater system or other approved equipment is required, upon completion of installation.
- 4.3 A certificate of occupancy may not be issued for any building or structure that fails to comply with this test.
- 4.3 A copy of acceptance test results shall be forwarded to the Fire Chief and Police Chief for approval prior to occupancy.

**5. Annual Tests:**

- 5.1 The owner of a building or structure with an installed radio system shall test all active components of the system including, but not limited to, the amplifier, power supplies, and back-up batteries, a minimum of once every twelve (12) months. Amplifiers shall be tested to ensure that the gain is the same as it was upon initial installation and acceptance. Back-up batteries and power supplies shall be tested under load for a period of one (1) hour to verify that they will operate during an actual power outage. All other active components shall be checked to determine that they are operating within the manufacturer's specifications for the intended purpose.

**6. Five-Year Test:**

- 6.1 The owner of a building or structure with an installed radio system shall perform a radio coverage test a minimum of once every five (5) years to ensure that the radio system continues to meet the requirements of the original acceptance. The procedure required by this Bylaw for Acceptance Tests shall apply to such five-year tests.

# **TOWN OF LITTLETON**

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## **7. Qualifications of Testing Personnel:**

7.1 All tests required by this Bylaw shall be conducted, documented, and signed by a person in possession of a current FCC GENERAL RADIOTELEPHONE OPERATOR LICENSE. All test records shall be retained at the inspected premises by the building owner and a copy submitted to the town.

## **8. Maintenance**

8.1 It shall be the responsibility of the owner of a building or structure with an installed radio system to maintain and upgrade the system to the degree that adequate radio is maintained for the life of the building or structure.

8.2 When any required communication enhancement system becomes inoperative, the Fire Chief or Police Chief may order immediate repairs or upgrades as necessary. Whenever repairs are not made in a timely manner, the Fire Chief may order the building or structure to be vacated immediately in accordance with the provisions of Chapter 148 of the General Laws.

8.3 The Police or Fire Department may, at any time, enter and disable any system required by this Bylaw that, by reason of malfunction, is causing interference or otherwise interrupts public safety communications.

## **9. Accepted Systems**

9.1 Signal Booster systems shall be one of or equivalent to the following:

9.1.1 Bi-directional radio amplification systems

9.1.2 Remote “satellite” radio receiver/comparator systems

9.1.3 Repeater systems

9.1.4 Alternative technology equal to and otherwise substantially in compliance with the intent of this regulation may be installed provided it has been approved by the head of the Fire Department and the head of the Police Department.

## **10. Primary Power**

10.1 Each system shall be powered by its own twenty (20) ampere circuit. Connection to primary power shall be by a cord set with twist lock plug and receptacle or with metallic conduit.

## **11. Emergency Power**

11.1 A suitable backup battery capable of maintaining full operation of the system for a period of two hours shall be installed, tested and maintained by the owner.

## **12. System Supervision and Monitoring**

- 12.1 Each system unit shall have a monitoring/supervision component that monitors amplifier operation and primary power. Upon failure, a Sonalert or equivalent audible warning device (90 dB minimum) shall activate. Silencing of this alarm is the responsibility of the equipment maintenance contractor.
- 12.2 Other monitoring notification devices are subject to the approval of the Fire Chief and Police Chief.
- 12.3 The Town of Littleton 911 communications center is to be notified of any failures that extend past three hours.

## **13. Cabinet & Markings**

- 13.1 A NEMA 4 painted steel cabinet or equivalent shall be provided. The color shall be RED, and the cabinet shall bear the lettering as follows: Emergency Service Radio System. The cabinet shall have a lock mechanism to keep the unit secure. Keys shall be provided to the Fire and Police Departments.

## **14. Compatibility**

- 14.1 Systems required under this Bylaw shall be compatible with equipment in use by the public safety services of the Town of Littleton and any other enhanced amplification systems connected to the public safety communications system.

Or take any other action relative thereto.

## ***PLANNING BOARD***

### **ARTICLE 14:**

To see if the Town will vote that the fees and charges of the Planning Board for the hiring of outside consultants and experts pursuant to the rules adopted under G.L. c. 44 §56G shall constitute municipal charges pursuant to G.L. c. 44, § 58; or take any other action relative thereto.

## ***PLANNING BOARD***

### **ARTICLE 15:**

To see if the Town will vote to accept the provisions of G.L. c.40, §22F, to fix reasonable fees and municipal charges (and to collect any unpaid fee or municipal charge pursuant to G.L. C.40, §58) or take any other action relative thereto.

## ***BOARD OF SELECTMEN***

### **ARTICLE 16:**

To see if the Town will vote to amend section 64-7 of the Town Code by repealing said section in its entirety and replacing it with the following;

#### **§ 64-7. Building Permit Fees.**

# TOWN OF LITTLETON

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## A. Permit Fee Method

For the purposes of determining the Building Permit Fees, the estimated construction value will be computed as follows;

The Permit Fee = [the actual estimated value of work x the Permit Fee Multiplier] **or** [the building gross area x Type Of Construction Factor x Gross Area Modifier\* x Permit Fee Multiplier], whichever is greater.

(1) Permit Fee Multiplier

- (a) Nine dollars (\$9.) per one thousand dollars (\$1000.) estimated construction cost.
- (b) Six dollars (\$6.) per one thousand dollars (\$1000.) estimated construction cost for residential remodeling and additions.

(2) \*Gross Area Modifier:

- (a) 75 (Refer to 2000 International Building Code Building Permit Fee Calculation Data)

(3) Elevator:

- (a) Twenty-seven thousand dollars (\$27,000.) base.
- (b) Three thousand dollars (\$3000.) per stop.

(4) R-3 Garage:

- (a) Type Of Construction Factor = .22

(5) Basement;

- (a) Unfinished Type Of Construction Factor = .20
- (b) Finished Type Of Construction Factor = .40

(6) Decks

- (a) Open - Type of Construction Factor = .13
- (b) Covered - Type of Construction Factor = .16

(7) Signs:

- (a) Commercial: thirty dollars (\$30.).
- (b) Residential: twenty dollars (\$20.).

(8) Wood Stoves: ten dollars (\$10.).

(9) Demolition: twenty dollars (\$20.).

(10) Moving of building: twenty dollars (\$20.).

(11) Change of use and occupancy: twenty-five dollars (\$25.).

(12) Building permit minimum fee: thirty dollars (\$30.).

(13) Construction started without permit: double fee.

(14) Review of Request for Determination MGL 40A §6 ¶4: two hundred and fifty dollars (\$250.).

## (15) Type Of Construction Factor Table

GROUP	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1	1.67	1.61	1.57	1.48	1.34	1.34	1.44	1.29	1.24
A-2	1.26	1.22	1.18	1.12	1.04	1.04	1.08	0.95	0.92
A-3	1.42	1.37	1.32	1.24	1.14	1.14	1.20	1.04	1.00
A-4	1.25	1.21	1.16	1.11	1.02	1.03	1.07	0.93	0.91
B	1.22	1.18	1.13	1.06	0.95	0.95	1.02	0.84	0.81
E	1.33	1.29	1.25	1.17	1.09	1.06	1.13	0.96	0.93
F-1	0.75	0.72	0.67	1.63	0.55	0.56	0.61	0.46	0.44
F-2	0.74	0.70	0.67	0.62	0.55	0.55	0.60	0.46	0.43
H-1	0.72	0.69	0.65	0.60	0.53	0.53	0.58	0.45	N.P.
H-2 Through H-4	0.72	0.69	0.65	0.60	0.53	0.53	0.58	0.45	0.41
H-5	1.22	1.18	1.13	1.06	0.95	0.95	1.02	0.84	0.81
I-1	1.20	1.16	1.13	1.06	0.98	0.98	1.05	0.89	0.86
I-2	2.06	2.02	1.98	1.90	1.79	N.P.	1.87	1.68	N.P.
I-3	1.40	1.36	1.32	1.24	1.15	1.13	1.20	1.04	0.98
I-4	1.20	1.16	1.13	1.06	0.98	0.98	1.05	0.89	0.86
M	0.95	0.92	0.87	0.82	0.74	0.74	0.78	0.64	0.63
R-1	1.31	1.26	1.23	1.17	1.08	1.08	1.16	1.00	0.96
R-2	1.10	1.05	1.02	0.96	0.88	0.87	0.95	0.79	0.75
R-3 & IRC	0.91	0.88	0.85	0.81	0.78	0.77	0.80	0.72	0.67
R-4	1.20	1.16	1.13	1.06	0.98	0.98	1.05	0.89	0.86
S-1	0.71	0.67	0.62	0.59	0.50	0.52	0.57	0.42	0.40
S-2	0.70	0.66	0.62	0.58	0.50	0.50	0.55	0.42	0.39
U	0.55	0.52	0.49	0.45	0.40	0.40	0.43	0.32	0.31

or to take any other action relative thereto.

**BOARD OF SELECTMEN**

# **TOWN OF LITTLETON**

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## **ARTICLE 17:**

To see if the Town will vote amend section 64-8 of the Town Code by repealing said section in its entirety and replacing it with the following;

### **§64-8. Plumbing and Gas Fees**

#### **A. Commercial Work (all building except dwelling units)**

(1) New Commercial Plumbing [new construction, new additions and existing construction over ten (10) fixtures]:

<b>TYPE</b>	<b>FEE</b>
Permit	\$250.00
Each Fixture	\$20.00
Reinspection	\$50.00

(2) Existing Commercial Plumbing [remodeling and replacement in existing buildings up to ten (10) fixtures]:

<b>TYPE</b>	<b>FEE</b>
Permit	\$50.00
Each Fixture	\$10.00
Reinspection	\$25.00

(3) New Commercial Gas [new construction, new additions and existing construction over ten (10) fixtures]:

<b>TYPE</b>	<b>FEE</b>
Permit	\$100.00
Each Fixture	\$10.00
Reinspection	\$25.00

(4) Existing Commercial Gas [remodeling and replacement in existing buildings up to ten (10) fixtures]:

<b>TYPE</b>	<b>FEE</b>
Permit	\$50.00
Each Fixture	\$10.00
Reinspection	\$25.00

#### **B. Residential Work [one (1) permit per each dwelling unit]**

(1) New and existing Plumbing:

<b>TYPE</b>	<b>FEE</b>
Permit	\$25.00
Each Fixture	\$50.00 first fixture plus \$5.00 each additional fixture
Reinspection	\$20.00

# ANNUAL REPORT 2002

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(2) New and existing Gas:

TYPE	FEE
Permit	\$25.00
Each Fixture	\$50.00 first fixture plus \$5.00 each additional fixture
Reinspection	\$20.00

C. Work done without a permit shall be charged double fee.

D. Inspector Compensation Formula;

(1) Gas fee formula

Commercial

<b>Inspector</b>	90% <i>TOTAL FEE</i>
<b>Town</b>	10% <i>TOTAL FEE</i>

All Residential

<b>Inspector</b>	90% <i>FEE FIXTURE COUNT</i>
<b>Town</b>	\$25. + 10% <i>FEE FIXTURE COUNT</i>

(2) Plumbing fee formula

New Commercial > 10 fixtures

<b>Inspector</b>	\$100. + 90% <i>FEE / FIXTURE COUNT</i>
<b>Town</b>	\$150. + 10% <i>FEE / FIXTURE COUNT</i>

All Residential

<b>Inspector</b>	90% <i>FEE / FIXTURE COUNT</i>
<b>Town</b>	\$25. + 10% <i>FEE / FIXTURE COUNT</i>

Remaining Fee Schedule

<b>Inspector</b>	90% <i>TOTAL FEE</i>
<b>Town</b>	10% <i>TOTAL FEE</i>

Or to take any other action relative thereto.

## BOARD OF SELECTMEN

### ARTICLE 18:

To see if the Town will vote to amend Section 65-4, Subsection G of Chapter 65 of the Town Code by deleting said Subsection in its entirety and replacing it with the following:

If, following the demolition plan review, the Historical Commission determines that the building or structure should preferably be preserved, then the Building Commissioner shall not issue a demolition permit for a period of twelve (12) months from the date of the filing of the Historical Commission's report unless the Historical Commission informs the Building Commissioner prior to the expiration of such twelve (12) month period that it is satisfied that the applicant for the demolition permit has made a bona fide, reasonable and unsuccessful effort to locate a purchaser for the building or structure who is willing to preserve, rehabilitate or restore the building or structure, or has agreed to accept a demolition permit on specified conditions approved by the Historical Commission. Even after the demolition delay period expires, a preferably preserved structure or site shall not be demolished until

# **TOWN OF LITTLETON**

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- (a) all plans for the use of the site after demolition have been found to comply with applicable laws, and
- (b) all permits and approvals for the development have been obtained.

Any Permit issued shall be deemed abandoned and invalid unless the work authorized by it shall have been commenced within six months after its issuance; however, for cause, and upon written request of the owner, one or more extensions of time, for a period not exceeding six months each, may be granted in writing.

or to take any other action relative thereto.

## ***HISTORICAL COMMISSION***

### **ARTICLE 19:**

To see if the Town will vote to amend Section 65-3, Subsection A(3) of Chapter 65 of the Town Code by adding to the end thereof the phrase “or one more than 50 years of age” or to take any other action relative thereto.

## ***HISTORICAL COMMISSION***

### **ARTICLE 20:**

To see if the Town will vote to accept, as a Town way, the laying out by the Board of Selectmen of the private way known as “Drover Lane” located in the Town of Littleton, Middlesex County, Commonwealth of Massachusetts, 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 length of 22.56 feet; Thence by a curved line with a radius of 85.00 feet and length of 407.70 feet; Thence N41-45-42E, 48.46 feet; Thence N48-14-18W, 7.61 feet +/-; Thence N41-45-42E, 50.00 feet; Thence N48-14-18W, 44.51 feet +/- to the point of beginning containing 19,884 square feet +/-; and a certain parcel of triangular shaped land located on the southerly side of Drover Lane in Littleton, Middlesex County, Massachusetts, shown as Parcel Z described as follows: Beginning at a point on the southerly side of Drover Lane at the northwesterly corner of said Parcel Z; Thence S48-14-18E, 52.12 feet; Thence S 41-45-42 W, 48.46 feet; Thence by a curved line with a radius of 85.00 feet and a length of 21.08 feet; Thence by a curved line with a radius of 85.00 feet and a length of 30.00 feet; Thence by a curved line having a radius of 20.00 feet and a length of 22.56 feet to the point of beginning containing 1206 square feet, on a plan entitled “Phase III Apple D’Or Farms’ Definitive Subdivision Plan of Land in Littleton, Massachusetts, prepared for E. J. DiCarlo Scale 1”= 40’ date: April 23, 1998 revised November 17, 1998 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 including Parcel Z; or to take any other action relative thereto.

## **BOARD OF SELECTMEN**

# ANNUAL REPORT 2002

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## **ARTICLE 21:**

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money to fund Littleton's active participation in the Minuteman Advisory Group on Interlocal Coordination (MAGIC), or to take any other action relative thereto.

REQUESTED: \$1,573.00

**BOARD OF SELECTMEN**

FINANCE COMMITTEE: Recommend Raise and Appropriate

## **ARTICLE 22:**

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum or sums of money for the purpose of extending Town water service to Scott Road and Scott Road extension; such improvements to be repaid with interest to the Town of Littleton through the Water Betterment Assessment process; or to take any other action relative thereto.

**CITIZEN'S PETITION/WATER COMMISSIONERS**

FINANCE COMMITTEE: RECOMMENDED

## **ARTICLE 23:**

To see if the Town will vote to rescind the remaining \$50,000.00 of the appropriation of \$250,000.00 authorized and appropriated by Article 29 of the 1996 Annual Town Meeting, for the construction of septic systems for the subsurface disposal of sanitary waste, and for loans to property owners for such purposes, or to take any other action relative thereto.

REQUESTED: \$50,000.00 TO BE RESCINDED

**TREASURER**

FINANCE COMMITTEE: RECOMMEND RECISSION

## **ARTICLE 24:**

To see if the Town will vote to decrease the number of members of the Littleton Commission on Disabilities from nine (9) to five (5) members, effective immediately, in accordance with the provisions of Chapter 40, Section 8J of the General Laws, or to take any other action relative thereto.

**BOARD OF SELECTMEN**

## **ARTICLE 25:**

To see if the Town will vote to accept Chapter 40, Section 8G of the General Laws, which provides as follows:

Section 8G. A city or town which accepts this section may enter into an agreement with another city or town, or other cities and towns, to provide mutual aid programs for police departments to increase the capability of such departments to protect the lives, safety, and property of the people in the area designated in the agreement. Said agreement may include the furnishing of personal services, supplies, materials, contractual services, and equipment when the resources normally available to any municipality in the agreement are not sufficient to cope with a situation which requires police action.

or to take any other action relative thereto.

**BOARD OF SELECTMEN**

# **TOWN OF LITTLETON**

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## **ARTICLE 26:**

To see if the Town will vote to reauthorize a Park and Recreation revolving fund in Fiscal Year 2004 pursuant to Chapter 44, Section 53D of the General Laws, from Park and Recreation receipts and fees, provided that such funds are used only for the purpose of operating Park and Recreation programs and not to pay the wages or salaries of any full-time Park and Recreation employees, and provided further that the unreserved fund balance shall not exceed \$10,000.00 at the close of the fiscal year and any such amount in excess of \$10,000.00 shall revert to the General Fund, or to take any other action relative thereto.

## ***PARK AND RECREATION COMMISSION***

## **ARTICLE 27:**

To see if the Town will vote to reauthorize the following revolving funds in Fiscal Year 2004 pursuant to Chapter 44, Section 53E of the General Laws, for the purpose of receiving monies and making disbursements in connection with the administration of these offices and programs:

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 28:**

To see if the Town will vote to authorize the Town Treasurer to enter into compensating balancing agreements during Fiscal Year 2004, as permitted by Chapter 44, Section 53F of the General Laws, or to take any other action relative thereto.

## ***TOWN TREASURER***

## **ARTICLE 29:**

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 2004, for those who qualify under Chapter 59, Section 5 of the Massachusetts General Laws, or to take any other action relative thereto.

## ***BOARD OF ASSESSORS***

# ANNUAL REPORT 2002

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## **ARTICLE 30:**

To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money to add to the Unemployment Account, or to take any other action relative thereto.

REQUESTED: \$30,000.00

**BOARD OF SELECTMEN**

FINANCE COMMITTEE: Recommend Raise and Appropriate

## **ARTICLE 31:**

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 Massachusetts General Laws, 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 seventeenth day of March in the year of our Lord, two thousand and three.

**LITTLETON BOARD OF SELECTMEN**

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Paul J Glavey, Chairman,

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Joseph A. Cataldo, Vice Chairman

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Walter E. Bartkus, Clerk

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Reed Augliere, Member

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Ronald J. Caruso, Member

A TRUE COPY ATTEST:

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John M. Kelly  
Constable  
Town of Littleton

# **TOWN OF LITTLETON**

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## **SPECIAL TOWN MEETING WARRANT**

MONDAY, MAY 5, 2003

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 High School Auditorium, Littleton High School, 56 King Street, in said Littleton, on Monday, the fifth day of May, 2003 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 fifth day of May 2003, 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: RECOMMENDED

### **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 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 2003 budget of other departments, or to take any other action relative thereto.

***BOARD OF SELECTMEN***

FINANCE COMMITTEE: RECOMMENDED

### **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, 2003, or to take any other action relative thereto.

***BOARD OF SELECTMEN***

FINANCE COMMITTEE: RECOMMENDED

# ANNUAL REPORT 2002

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## **ARTICLE 4:**

To see if the Town will vote to transfer from Water Surplus and/or retained earnings, a sum of money to be used for the following purposes:

\$25,000 into professional services (Budget #180) to account for additional costs;  
\$10,000 into payroll (Budget #200)

Or take any other action relative thereto.

Requested: \$35,000.00

**WATER COMMISSIONERS**

FINANCE COMMITTEE: RECOMMENDED

## **ARTICLE 5:**

To see if the Town will vote to raise and appropriate, borrow, or transfer from available funds a sum of money for the purpose of funding improvements to provide for the disposal of wastewater from the Middle School, Russell Street School and Town House, or to take any other action relative thereto.

Requested: \$1,760,000.00

**SCHOOL COMMITTEE**

FINANCE COMMITTEE:

## **ARTICLE 6:**

To see if the Town will vote to ratify, approve and confirm the vote taken under Article 5 of the Special Town meeting of November 12, 2002, which vote authorized, among other things, the acquisition of land with buildings thereon shown as Parcel A on a plan of land entitled "Approval Not Required Plan for C.T. Hartwell Property, in Littleton, MA (Middlesex County," dated September 20, 2002, revised and stamped October 31, 2002, prepared by Waterman Design Associates, 31 East Main Street, Westborough, Massachusetts 01581, and the borrowing of \$1.1 million to pay the costs of such acquisition; or to take any other action relative thereto.

**BOARD OF SELECTMEN**

## **ARTICLE 7:**

To see if the Town will vote to raise and appropriate, borrow, or transfer from available funds a sum of money for the purpose of reducing the amount of money to be borrowed under Article 6 of this Special Town Meeting and Article 5 of the Special Town meeting of November 12, 2002; or to take any other action relative thereto.

**BOARD OF SELECTMEN**

## **ARTICLE 8:**

To see if the Town will vote to raise and appropriate, borrow, or transfer from available funds a sum of money for the purpose of constructing a water quality park on land transferred to the Conservation Commission under Article 10 of the Special Town meeting of November 12, 2002; or to take any other action relative thereto.

**WATER COMMISSIONERS**

# **TOWN OF LITTLETON**

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## **ARTICLE 9:**

To see if the Town will vote to transfer the sum of \$43,209.00 from Free Cash and \$100,822.00 from the Ch. 32B Health Care Trust fund to Account No: FY02 194-57060, "Medical Claims – Insurance", to cover the shortfall that existed in this account during FY02, or to take any other action relative thereto.

### ***TREASURER***

FINANCE COMMITTEE: RECOMMENDED

## **ARTICLE 10:**

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.

Requested: \$ ***BOARD OF SELECTMEN***  
FINANCE COMMITTEE: Recommends

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 seventeenth day of March in the year of our Lord, two thousand and three.

### **LITTLETON BOARD OF SELECTMEN**

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Paul J. Glavey, Chairman

---

Joseph A. Cataldo, Vice Chairman

---

Walter E. Bartkus, Clerk

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Reed A. Augliere, Member

---

Ronald J. Caruso, Member

A TRUE COPY ATTEST:  
John M. Kelly, Constable  
Town of Littleton

## INDEX

ANNUAL TOWN MEETING WARRANT	167
BOARD OF APPEALS	123
BOARD OF ASSESSORS	90
BOARD OF HEALTH	161
BOARD OF SELECTMEN	18
BUILDING DEPARTMENT & INSPECTORS	102
CEMETERY COMMISSION	160
COMMISSIONERS OF TRUST FUNDS	124
CONSERVATION COMMISSION	115
COUNCIL ON AGING	127
CULTURAL COUNCIL	130
DEDICATION AND RECOGNITION	2
DEFINITIONS	7
ELECTED AND APPOINTED TOWN OFFICIALS	9
ELECTRIC LIGHT DEPARTMENT	91
FACILITY MANAGER	101
FINANCE COMMITTEE	201
FIRE DEPARTMENT	112
GENERAL INFORMATION	7
HIGHWAY DEPARTMENT	97
INFORMATION SYSTEMS	105
LITTLETON EMERGENCY MANAGEMENT AGENCY	114
LITTLETON HISTORICAL COMMISSION	133
NASHOBA ASSOCIATED BOARDS OF HEALTH	162
NASHOBA VALLEY TECHNICAL HIGH SCHOOL	151
OPEN SPACE AND IMPLEMENTAITON COMMITTEE	120
PARK AND RECREATION	158
PLANNING BOARD	117
POLICE DEPARTMENT	110
PUBLIC SHADE TREE COMMITTEE	157
REGIONAL REPORTS (MAPC and MAGIC)	154
REUBEN HOAR LIBRARY	134
SCHOOL DEPARTMENT	139
SERVE YOUR COMMUNITY FORM	200
SPECIAL TOWN MEETING WARRANT	196
STATE AND FEDERAL ELECTED OFFICIALS	6
TAX COLLECTOR	72
TOWN ACCOUNTANT	83
TOWN CLERK	21
TOWN COUNSEL	107
TOWN OFFICES – HOURS AND LOCATION	5
TREASURER	80
TRANSFER STATION INFORMATION	8
WATER DEPARTMENT	94
WHERE TO CALL FOR TOWN INFORMATION	4

# **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.

---

NAME:

ADDRESS:

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**

**FINANCE COMMITTEE**

**Town of Littleton  
Finance Committee Report**

**Fiscal Year 2004**



# TOWN OF LITTLETON

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## Contents

The Role of the Finance Committee	203
The Budget Process	203
Fiscal Year 2004 Budget Pressures	204
Debt Service	207
School Budget	208
The Plan for the Future	209
Finance Committee Recommendations	211
FY04 Operating Budget	212
Warrant Articles	212
Major Projects	213
Debt Exclusions	213
Revenue Sources - Where the Town raises the funds it needs to operate	214
Expenditures - Where the Town spends the money it raises	215
FY 04 Budget Items Requested and Not Funded	216
Proposition 2 ½	217
Property Taxes	218
Capital Exclusion Impacts	219
Debt Exclusion Impacts	220
Operational Overrides	220
Conclusion	221
Financial Guidelines	222
Enterprise Funds	221
Cemetery Department	224
Light Department	224
Water Department	224
Finance Committee Members	225
Glossary of Terms	226

To the residents of Littleton:

The Finance Committee is pleased to, once again, prepare this informational report containing our recommendations for the FY04 budget as well as recommended fiscal guidelines for the Town. It is our hope that this sharing of information prior to Town Meeting will enable voters to better understand the many issues facing the Town today and their impact on the budget recommendations made herein. The data presented here is based on information available as of early March 2003. 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 (herein referred to as the FinCom) is to review departmental budgets and submit a balanced budget 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

# **TOWN OF LITTLETON**

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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 in December for collation into an overall budget document which is then submitted to the FinCom.

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 2004 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 FY03 budget process, the current economic environment has shown no signs of turning around, making the FY04 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.

While we entered this budget cycle hoping to avoid cutting services we were quickly forced to accept the realities of the times upon us. We believe we have taken the necessary steps that will provide the Town of Littleton the best opportunity to weather this downturn with the least negative impact for today and the future.

Our primary goals for this budget cycle were to maintain the financial stability of the town and retain the current level of services provided to the citizens of Littleton. This, however, was not possible in all cases. News that would negatively impact the FY04 budget was received on a regular basis throughout the budget process. From increasing costs of health insurance for Town

employees to Governor Romney's proposed local aid reductions, the pressure to fund all Town departments at the desired FY03 levels became 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.

Budget pressures have been building for several years, however through judicial cost containment in the operating budget, balance was achieved. During those years, with a robust economy, the Town was able to build the Stabilization Fund in anticipation of funding the High School debt service. This has proven to be an extremely sound financial strategy given the fact that the Town is faced with the first payment on the bond issued to fund the High School construction in FY04. The payment, in excess of \$1.1 million, will be made from the Stabilization account without affecting the Town's operating budget or services provided to the Town. The Finance Committee has begun to take the steps necessary to attempt to absorb this debt payment within the Town's operating budget as the Stabilization Fund begins to decline over the next several years. This strategy will be discussed later in this document.

The primary budget conflict stems from several factors. Current regulations allow 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. To manage a long-term balance without a Proposition 2 ½ override the FinCom had estimated growth in the Town budget would need to be maintained at 5% or less in the coming years. The decrease in State Aid in FY03 and further reductions expected in FY04 have made it necessary to lower that estimated growth rate. Simply put, expenses cannot be allowed to outpace revenue growth any longer.

# TOWN OF LITTLETON

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## Changes in Revenues FY03 vs. FY04

*This chart details the revenue growth contained in the FY04 budget.*

*The revenue growth % decreases to 8.35% when adjusted for the State HS reimbursement funds*

<u>Item</u>	<u>Amount</u>
<i>Total Revenue FY03</i>	\$ 21,617,062.93
Add: additional revenue sources	
Allowed 2 1/2 % Levy Increase	\$ 362,970.25
New Growth	\$ 366,028.63
Increased Debt Exclusion	\$ 982,445.85
State Reimbursement for HS	\$ 1,120,797.00
Increase in Local Receipts	\$ 177,417.00
Increase in Other Funds	\$ 301,930.12
Less: Decrease in Free cash	\$ ( 117,525.00)
Less: Decrease in State Aid (Cherry Sheet)	\$ ( 267,354.00)
<i>Total Net Revenue Growth *</i>	<u>\$ 2,926,709.85</u>
Add: Debt service pymt from Stabilization	
Transfers from prior unused funds	\$ 1,119,140.50
<i>Total Revenue FY04</i>	<u>\$ 25,843,331.53</u>
<i>% Net Revenue Growth *</i>	<u>13.53%</u>

## Changes in Expenditures FY03 vs. FY04

*This chart details the growth in expenses contained in the FY04 budget.*

*A balanced budget with \$2,020.48 in excess revenues exists at this time.*

<u>Item</u>	<u>Amount</u>
<i>Total Expenditures FY03</i>	\$ 22,116,572.09
Add: additional expenses	
Increase in health ins & retirement costs	\$ 437,210.00
Increase in Nashoba Tech assessment	\$ 169,155.00
Increase in School Budget	\$ 319,566.00
Increase in debt service	\$ 2,982,287.75
Increase in Cherry Sheet charges	\$ 516,323.00
Less: expense reductions	
Decrease in Town Operating budget	\$ ( 444,963.45)
Decrease in warrant articles	\$ ( 44,456.88)
Decrease in other expenditures	\$ ( 210,382.46)
<i>Total Net Expenditure Growth</i>	<u>\$ 3,724,738.96</u>
<i>Total Expenditures FY04</i>	<u>\$ 25,841,311.05</u>
<i>% Expenditure Growth</i>	<u>16.84%</u>

The chart on the previous page shows once again that in reality the Town is spending in excess of revenues. Coverage for this deficit is being made with \$180,418.25 in transfers from several warrant articles from previous years where funds remain after the projects have been finished. Although these transfers are necessary to balance the FY04 budget they are essentially non-recurring revenues being used to cover recurring expenditures. The use of these funds in this manner certainly helps to balance the current year's budget, but masks and compounds the problem in future years as operational budgets increase. 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

In January of 2003 the Town issued the largest bond in its history. The \$28,656,000 bond included the \$23,795,000 cost for the new High School that will be paid over the next 20 years. This brought the total outstanding principal debt of the Town to \$39,993,378 with associated interest costs of \$17,481,566 for total debt service of \$57,474,944. These figures do not include future construction projects such as the Police Station, Middle School or the Waste Water Treatment System that will service the Russell Street School, the Middle School and the Town Offices.

Reimbursements from the State for both the High School and Shaker Lane construction projects offset \$24,201,406 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 \$8,447,416. This leaves a net of \$24,826,122 in total Town supported debt service. The Finance Committee 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 those mentioned above, 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 is feeling that impact in FY04. The debt service within the operating budget of the Town (total debt service *less* reimbursements *less* debt exclusion items) represents 9.60% of the adjusted revenues of the Town. This figure must be reduced over time to the 5% level suggested in the Finance Committee's guidelines. In order to accomplish this, future debt issuance must be kept to a minimum. Therefore, in the FY04 budget and for the first time in many years there are no borrowing articles appearing on the warrant affecting the operating budget of the Town.

The Finance Committee has recommended that two items, which normally have been borrowed, appear on the warrant as *capital exclusions*. 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 FY04 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.

# **TOWN OF LITTLETON**

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The two items, the replacement of the roof at the Russell Street School and the renovation of the ladder truck for the Fire Department, are estimated at \$800,000. Exact amounts will be known prior to Town Meeting as final bids are received. The Town saves an estimated \$200,000 in interest costs over the next 10 years on these two items by not borrowing. That is an average of \$100,000 per year in principal and interest payments that will now be available for the Town's operating budget. If this strategy is carried forward from year to year to pay for selected capital purchases, the compounded savings to the Town becomes significant.

During this budget cycle all Town departments were asked to update their projected capital needs for the next five years. The Town Administrator 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 Finance Committee has identified capital purchases and projects that are likely candidates for capital exclusions over the next few years. It is our hope that the Town and Town Meeting approve the use of capital exclusions as a strategy to help strengthen and ensure the financial well being of Littleton.

## **School Budget**

The School Budget has always been the major recipient of Town Meeting appropriation. There has never been a 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 advocate for an ever-improving system based on the educational needs of the children and desires of the community. It is the responsibility of the Finance Committee to recommend to Town Meeting an appropriation that it believes to be sufficient to meet those educational needs within the School budget as well as provide for the safety, protection and other services to the community within the limited resources available to the Town. In prosperous years, this dynamic has worked well together. In these past few years with tighter revenue streams, more demands for other services and ever increasing operational costs associated with every aspect of operating the Town these two viewpoints have been in direct opposition.

In the FY04 budget process the Finance Committee and the Board of Selectmen have attempted to provide the school system with as much financing as possible. The recommended school budget increases the funding for the school system by \$319,566 or 2.72%. Many other school districts across the State are being cut in both dollars and personnel at increasingly high levels. We have chosen to fund our school district with a small increase at the expense of all other Town departments.

The Finance Committee has attempted to act as fair as possible in assessing the school departments FY04 budget. The Finance Committee and School Committee have met several times and have developed a very good working relationship where each side clearly understands the needs and decisions faced by each other. It is unfortunately a reality of the times that there are simply too few dollars available to cover all that the Town needs to accomplish. The Finance Committee, School Committee and Board of Selectmen recommend to Town Meeting a \$12,087,970 appropriation for the school department.

## **The Plan for the Future**

While the Finance Committee had foreseen the inevitable battle between revenues and expenses coming to a head, the economy and the fiscal problems on Beacon Hill have pushed that battle line a year earlier than we had projected. In planning for this event both the Finance Committee and Board of Selectmen were committed to hold the line on additional spending. The needs of a growing community and the inevitable unexpected event would at times force us slightly off course. The following are some of the guidelines the Finance Committee intends to follow:

**Stabilization** - The Stabilization fund currently stands at \$4,862,860. Town meeting will be asked to cover the net debt service for the High School of \$1,119,140 from this account. The fund will be able to support future debt service payments until FY07. Beginning in FY08 the operating budget would have to be able to support the additional debt service payment of approximately \$926,000. The Town, therefore, has three years to prepare for this known major financial event. 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 this additional cost. A minimum of 10% of revenue growth must be set aside each year. If this savings cannot be accomplished over this time period, the Finance Committee will recommend a debt exclusion for the remaining debt service on the High School.

**Debt Management** – Additional borrowings must be held to a minimum. Over the next four years the annual debt service payments of the Town decrease by a total of \$815,000. This reduction in debt levels cannot be allowed to be added dollar for dollar to the operating budgets. A minimum of 50% of these dollars must be set-aside in free cash or stabilization while continuing to use capital exclusions and debt exclusions where necessary.

**Operating Budgets** – Spending by all departments must continue to be controlled. 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 benefit costs are increasing substantially in the FY04 budget due to additional costs of the benefit and more employees taking advantage of the Town's 70/30 split in cost between Town and employee. Town unions were asked this year to consider a change in this cost structure to a 60/40 split. The unions rejected this proposal. The change in the cost structure would have saved the Town an estimated \$186,000.

**Revenues** – As with most other communities the Town must find new sources of revenues wherever possible. Unfortunately in some cases this means increased fees for services provided which some may consider as an additional tax. The “Pay As You Throw” program, for example, being implemented this year will make the transfer station self-sufficient and spread the cost of the service equitably among those who use it. Other Town departments have been asked to look at the fee structure for services they also provide with most adjusting their fee schedules in order to increase the revenue stream to the Town.

New growth has fallen approximately \$235,000 from FY03 levels. Although residential new growth values have remained level, commercial and industrial property and personal property have fallen. The lack of new commercial development has certainly had an impact on the

## **TOWN OF LITTLETON**

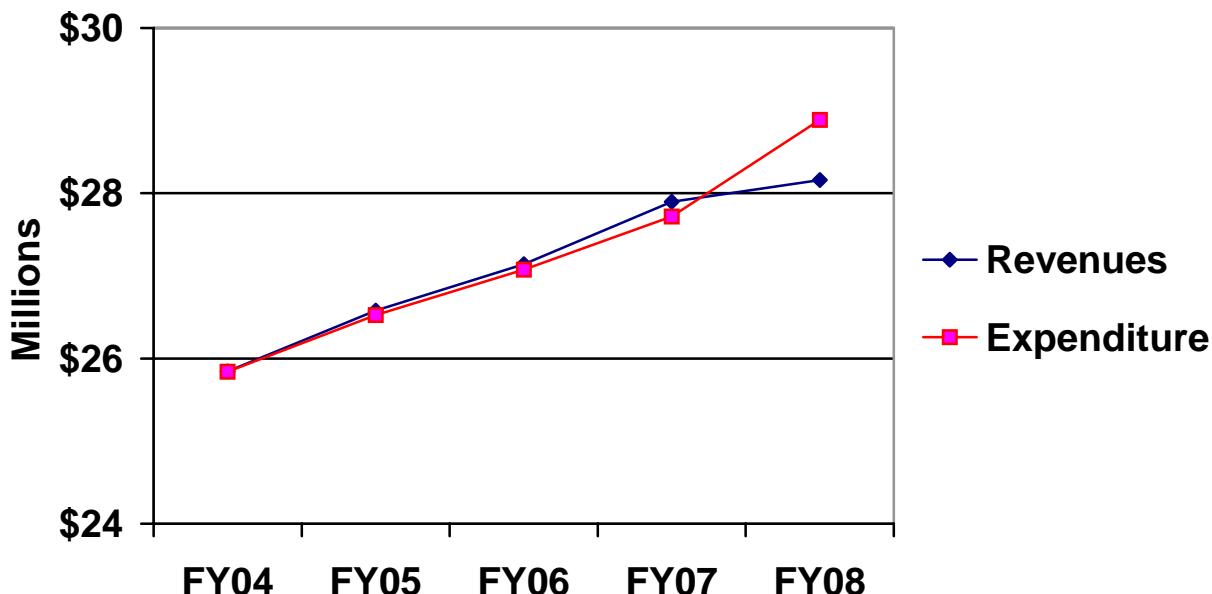
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revenue stream of the Town. The Cisco development, for example, would have added an estimated \$1 million to the tax levy starting in FY05 if that project had moved forward as originally scheduled. Much of the Town's issues for the coming years would have certainly been made easier had Cisco chosen Littleton over Boxborough. With Littleton's split tax rate a much heavier burden is placed on commercial property owners. An increase in taxes though additional overrides in conjunction with the split tax rate makes it more difficult for the Town to attract commercial development.

The chart on the next page shows the estimated revenues and expenditures for the Town over the next five years. These estimates exclude the debt service payments from the Stabilization account for the High School project until the funds are depleted in FY08. 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 reduced spending levels and minimal additional debt the expected revenues generated by the Town over this time period are in line with estimated expenditures.

## Revenues vs. Expenditures FY04 – FY08



The chart below shows the estimated budget overage or shortage for the Town through FY08. Estimated annual school and Town budget increases have been adjusted to levels that produce balanced budgets. School budget growth during this time period totals 20% over the four years. The town budget is factored at a 15.5% growth rate over that same period. The average increases for both budgets, however, are not evenly spread throughout the periods. Spending constraints must still be realized with expenses gradually allowed to increase. Spending increases in the earlier years over and above those projected cannot be supported within the estimated revenue stream.

	<u>FY05</u>	<u>FY06</u>	<u>FY07</u>	<u>FY08</u>
Budget Overage (Shortage)	\$53,354	\$65,012	\$177,545	\$198,784

## **Finance Committee Recommendations**

We are very fortunate to have just finished a ten-year period of relative prosperity. The improvements in many areas and functions of the Town have been significant. However, in this uncertain time with lower revenue from State aid, slowing new growth and less available free cash, the Finance Committee has been forced to recommend a budget to the Town which includes cuts in some services.

# **TOWN OF LITTLETON**

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## **FY04 Operating Budget**

The budget recommendations contained in Article 4 reflect decreased spending from FY03 levels by Town departments. At this time, the Town portion of the FY04 budget decreases by approximately \$370,000. All Town departments have been affected in varying degrees. We would like to thank the department heads that worked with us in resolving the operational deficit we were faced with. The cuts made were not easy choices. Protection of jobs was a priority, although some jobs were lost. Increases to meet contractual obligations were supported.

The School department's budget is being recommended at a 2.72% increase, primarily funding raises for union staff. Again, the primary focus of the Finance Committee was to protect as many jobs as possible. Staffing of additional teachers due to projected increased enrollment could not be supported. The School Committee does have the authority to spend the Town's appropriation as they see fit.

## **Warrant Articles**

Likewise, many warrant articles for capital improvement were deferred and only those essential for this fiscal year are recommended.

The FinCom supports all articles appearing on the warrant at this time.

The un-funded requests for FY04 are summarized later in this report.

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. Now with the State financial crisis and reduction of funds and the threat of delayed reimbursements to towns, we believe this scenario may present itself in the not to distant future unless a significant change in the revenue stream occurs.

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 or to consider an operational override. An operational override will only be recommended by the Finance Committee 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 recommend building operating budgets that hinge on the passage of an operational override every year.

It is hoped 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 financial plan.

## Major Projects

A Joint Committee on Building Construction was assembled in December 2002 comprised of members from the Board of Selectmen, School Committee, Building Committee and Finance Committee. The new construction projects facing the Town were evaluated. Timelines for construction were developed and recommendations were presented to the full committees in January 2003. The results were as follows:

1. Design and construction of the Waste Water Treatment System must begin immediately due to the condition of the current septic system in place at the Middle School. Design work has begun using the funds appropriated by Town Meeting as part of the Middle School construction. Construction bids will be obtained and presented at a future Special Town Meeting in the fall. This project will be recommended as a debt exclusion.
2. Design of the new Middle School must continue as part of the above project. The committee viewed this as a necessary component of the permitting process for the Waste Water Treatment System. This project will be recommended as a debt exclusion.
3. Construction of the new Middle School should be reviewed again during the fall by the committees and presented to Town Meeting at an appropriate time.
4. Construction of the new Police Station should be placed on hold temporarily and presented to Town Meeting at an appropriate time.

## Debt Exclusions

As previously mentioned, the Finance Committee, with the support of the Board of Selectmen, recommends that all of the above projects be funded using debt exclusions. The Special Town Meeting warrant includes an article for the design and construction of the Waste Water Treatment System. The estimated cost of the project is currently at \$1,760,000. Due to the uncertainty surrounding the State's School Building Assistance Fund this project must be presented at this time in order to qualify for reimbursement from the State in the future. The tax impact of this project will be discussed later in this report.

The design of the new Middle School must continue. At this time it is still uncertain whether the voters and Town meeting will be asked for a debt exclusion vote on this portion of the Middle School project. The Finance Committee and Board of Selectmen recommend that this project continue and be funded as a debt exclusion. The design portion of the project is set at \$850,000.

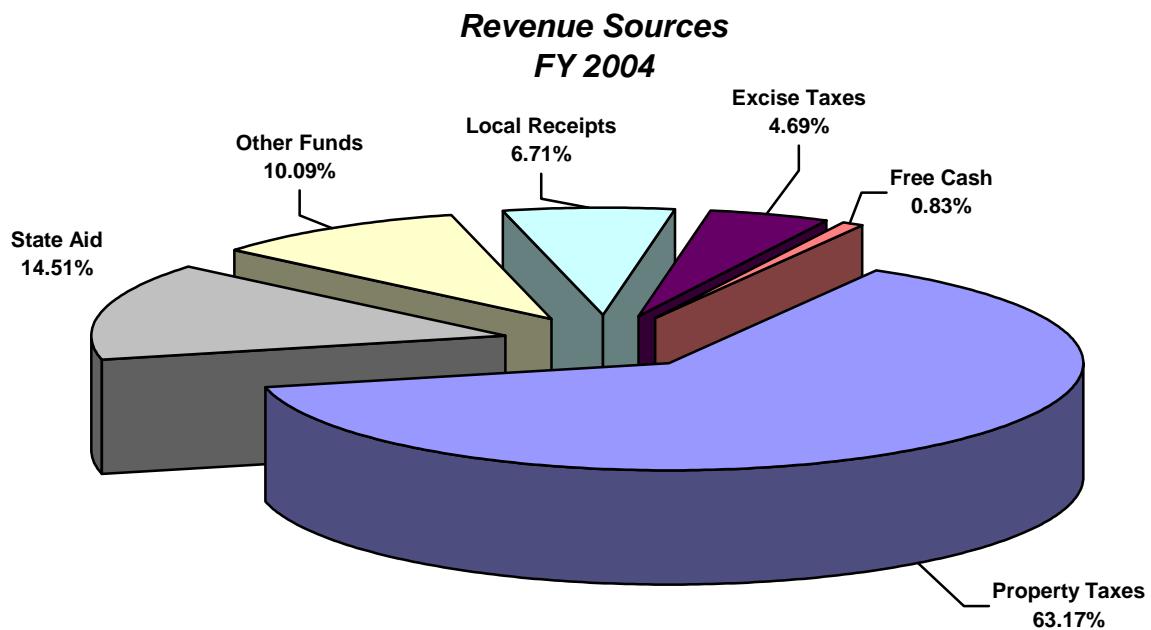
# TOWN OF LITTLETON

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## FY04 Budget Details

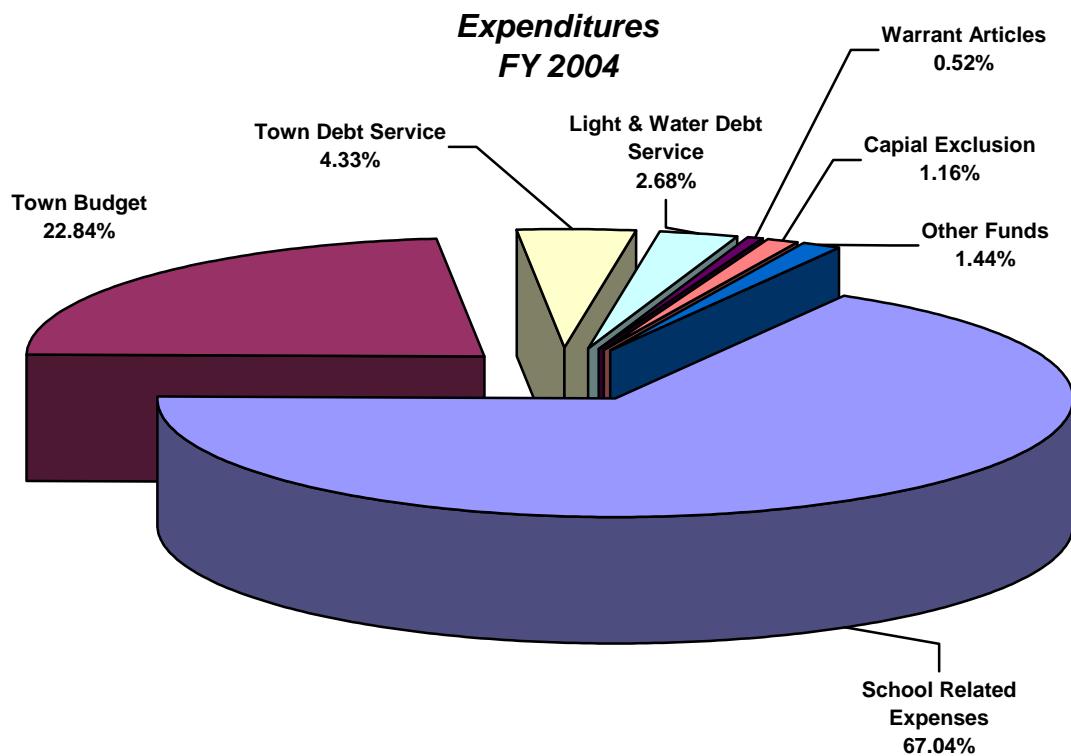
### Revenue Sources - Where the Town raises the funds it needs to operate

<u>Revenue Source</u>	<u>FY04 Amount</u>	<u>Comments</u>
Property Taxes	\$16,324,703	Increase of \$728,999 over FY03 or 4.99%
State Aid	\$3,749,746	Includes \$1,120,797 reimbursement from State for High School debt
Transfers from Other Funds	\$2,608,251	Includes \$1,119,140 transfer from Stabilization to cover High School debt service
Local Receipts	\$1,734,232	Other Town revenues & fees
Excise Taxes	\$1,211,400	Estimated receipt
Free Cash	\$215,000	Unused funds from FY02 budget
<b>Total Town Revenue</b>	<b>\$25,843,331</b>	



## Expenditures - Where the Town spends the money it raises

<u>Expenditure</u>	<u>FY04 Amount</u>	<u>Comments</u>
School Budget	\$12,087,970	Increase of \$319,566 or 2.72%
Debt Service - Schools	\$2,698,519	Shaker Lane & High School projects
Capital Exclusion Article	\$500,000	Russell St School roof
Charter/School Choice	\$515,000	Students attending charter schools
Nashoba Tech Assessment	\$275,379	Students attending Nashoba Tech HS
School Related Expenditures in Town Budget	\$1,246,358	Benefits & Other School Expenses
Total School Related Exp.	\$17,323,226	67.04% of Total Town Expenditures
Town Budget	\$5,901,186	Town Departments Only
Town Debt Service	\$1,118,570	
Light & Water Debt Service	\$693,017	
Warrant Articles	\$133,181	
Capital Exclusion Article	\$300,000	Ladder Truck Capital Exclusion
Other Funds	\$372,131	
<b>Total Town Expenditures</b>	<b>\$25,841,311</b>	



# TOWN OF LITTLETON

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## FY 04 Budget Items Requested and Not Funded

### Warrant Articles

<u>Article</u>	<u>Un-funded Request</u>	<u>Status</u>
Construction of New Police Station	\$4,700,000	Project delayed
Fire Department – Major Equipment Repair	\$5,000	Funding eliminated for FY04
Fire Department – Capital Equipment	\$144,000	Purchases delayed or grant funding being investigated
Park & Recreation - Pave 300 King Street	\$35,000	Project delayed
Repair Salt Shed – Highway Department	\$35,000	Project delayed
Highway – Capital Equipment	\$237,000	Purchases delayed
Highway – Hazardous Waste Collection	\$7,000	Use existing revenue fund account
Sidewalk Program	\$50,000	Use existing revenue fund account
“Pay as you throw” initial funding	\$24,000	Use transfer station receipts
Road Repair	\$75,000	Additional funding request eliminated
Information Systems – Capital Equipment	\$29,000	Additional funds available from previous years articles
Library Capital Improvements	\$3,000	Project delayed
Public Land Acquisition Fund	\$25,000	Funding eliminated for FY04
Fire Station elevator engineering	\$5,000	Project delayed
Russell St entry doors	\$5,000	Project delayed
School Dept – Copier	\$7,000	Article removed by School Committee
<b>Total Un-funded Articles</b>	<b>\$5,386,000</b>	
<b>Total Operating Budget Reduction</b>	<b>\$444,963</b>	
<b>Total Operating Budget &amp; Warrant Article Reductions</b>	<b>\$5,803,963</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 FY03 an estimated \$31,400,000 in new development will be added to the total property valuation from FY02. 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.

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.

# TOWN OF LITTLETON

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## Levy Ceiling Calculation

FY03 total real and personal property value *	\$1,256,478,100
Add: FY04 estimated new development	<u>30,469,900</u>
Total property value	\$1,286,948,000
	<u>x 2 1/2 %</u>
Levy Ceiling	\$32,173,700

\* Includes current year property revaluation

## Levy Limit Calculation

FY 03 Levy Limit	\$14,518,810
x 2 1/2 %	362,970
Add: New Growth	<u>366,029</u>
FY 04 Levy Limit	\$15,247,809
Add: Debt Exclusion	255,267
Capital Exclusion	800,000
Special Exclusion	<u>21,627</u>
Total Levy Limit with Debt Exclusion	\$16,324,703

In the above calculations the Town is allowed to assess taxes to the levy limit of \$16,324,703 since it remains below the \$32,173,700 levy ceiling.

The Town currently has debt exclusions for the following projects:

Project	<u>Original Balance</u>	<u>FY 04 Payments</u>
WWTS (to be voted May 04)		\$25,625
Frost/Whitcomb Land	\$700,000	\$63,375
Morrison Land	\$1,790,000	\$184,267
Less: Self Help Grant		<u>(\$18,000)</u>
Total Current Debt Exclusion		\$255,267

## **Property Taxes<sup>1</sup>**

Current property tax rates in Littleton for FY03 average \$13.01 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 \$11.15 / \$1,000 while commercial and personal property is taxed at a higher rate of \$19.36 / \$1,000.

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<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.

While the ultimate decision of setting the tax rate rests with the Board of Selectmen, the Finance Committee 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.

Our estimates include new growth and current property revaluations, which are done every three years by the Town Assessors Office. 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 Finance Committee we estimate the average tax bill for the Town for FY04 to be approximately \$12.68 with an estimated residential rate of \$10.54. When comparing rates it is important to remember that residential home values are estimated to increase by approximately 15.5% over FY03 values. The chart below factors in the property value increase as reflected in the first column and includes the impacts of all capital and debt exclusion items recommended by the Finance Committee.

#### Estimated Residential Tax Bills FY04

Residential Property Valuation	Annual Tax Bill FY03	Estimated Annual Tax Bill FY04	Increase FY04 Tax Bill
\$200,000 / \$231,000	\$2,230	\$2,435	\$205.00
\$250,000 / \$288,750	\$2,787	\$3,043	\$256.00
\$300,000 / \$346,500	\$3,345	\$3,652	\$307.00
\$400,000 / \$462,000	\$4,460	\$4,869	\$409.00

#### **Capital Exclusion Impacts**

The proposed articles for the Russell St School roof (\$500,000) and the necessary maintenance to the Fire Departments Ladder Truck (\$300,000) are currently based on estimated costs to complete each project. In the time before Town Meeting bids for the completion of each project will be finalized and exact costs will be known. The Finance Committee recommends both projects be completed and funded by capital exclusions.

As previously mentioned capital exclusions raise funds outside of Proposition 2 1/2 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.

# TOWN OF LITTLETON

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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 FY04.

## *Capital Exclusion Tax Impacts*

<u>Project</u>	<u>Cost</u>	<u>Residential Tax Rate Impact</u>
Russell St Roof	\$500,000	\$ 0.32 / \$1,000
Ladder Truck	\$300,000	\$ 0.20 / \$1,000

Using the values shown above the impacts for the capital exclusions are as follows:

Residential Property Valuation	Russell St Roof	Ladder Truck	Total Impact
\$200,000 / \$231,000	\$ 73.92	\$ 46.20	\$120.12
\$250,000 / \$288,750	\$ 92.40	\$ 57.75	\$150.15
\$300,000 / \$346,500	\$110.88	\$ 69.30	\$180.18
\$400,000 / \$462,000	\$147.84	\$ 92.40	\$240.24

## **Debt Exclusion Impacts**

The FY04 tax impact for the Waste Water Treatment System is minimal. Total debt service is estimated at only \$25,625. Future impacts as the project is completed are estimated to add between \$0.20 and \$0.30 per \$1,000 to the tax rate at the height of the debt service payment. The Building Committee will present the details of this project at Town Meeting.

## **Operational Overrides**

Due to the compounding effect of budget increases, an operational override in any single year results in required operational overrides in subsequent years unless certain spending controls are enforced. In other words, the addition of any override dollars to the School or Town budget has the potential to increase faster than the town is allowed to increase its levy on the funds.

An operational override will not solve the problem facing the Town. If spending is allowed to increase faster than revenues, numerous overrides may be necessary in the coming years. The continued growth in expenses would need to be eliminated through stringent spending controls. Revenues, other than the levy limit, would need to show significant increases to the extent that expenses were allowed to increase. Finally, to the extent that neither of the above solutions proves to be viable, overrides will be necessary.

## 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 will force the Town to make cuts in some levels of services provided previously. 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 Finance Committee believes its recommendations strike the best possible balance for all.

# **TOWN OF LITTLETON**

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## ***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, established policies can provide a base line for reference and consistency independent of political climates and personal agendas.

The Finance Committee recommends that policies be established for the management of Free Cash, the Stabilization Fund and Debt Management. These policies should be reviewed annually by the Finance Committee 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 Finance Committee 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 Finance Committee'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 cannot be earmarked and 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 be maintained in the Stabilization Fund.

### Debt Management

With the recent growth in our Town and the need for school expansions and other capital projects debt management is essential to the overall financial planning of any municipality, but especially critical in times of expansion such as we are in. Borrowing funds and repaying over a number of years allows the Town to finance projects we could not afford to pay from our operating budget. The objective of debt management is to borrow at the least cost over the term of the repayment debt. It requires careful planning and strategies to minimize the negative effect to the taxpayer and should be used only when the cost allocation is deemed equitable and the interest costs do not outweigh the advantages. It is critical to develop a policy or guidelines, determining the issuance, timing and tax impact of current and future debt.

### Recommended Guidelines for Tax-Supported Debt \*

1. Total annual budget allocation for capital needs should be in the range of 7%-8% of the total operating budget.
2. Approximately one third of the capital needs should be met from current resources and two-thirds may be borrowed.
3. Repayment of principal and interest together with issuance cost and short term financing costs should be capped at approximately 5% of the total budget to maintain and improve credit rating.
4. At no time should tax supported debt exceed 10% of the total budget.
5. Repayment schedules should be in accordance with published requirements and as aggressive as possible.

These guideline 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.

# **TOWN OF LITTLETON**

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\*Revenue-supported debt (water, sewer, and light) is subject to different guidelines that consider the length of the project and current interest rates.

## **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.

# ANNUAL REPORT 2002

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## Finance Committee Members

<u>Member</u>	<u>Appointed By</u>	<u>Term Expires</u>	<u>Years on FinCom</u>
Steven Venuti – Chair	School Committee	2003	8
Ken Adam – Vice Chair	Board of Selectmen	2005	16
Jeff Burnett	School Committee	2005	1
Fred Faulkner	Light & Water Dept	2004	18
Will Ingham	Board of Selectmen	2003	4
Allen McRae	Board of Assessors	2005	1
Richard Montminy	Moderator	2004	4

# 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.

**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 2% of the previous year's limit plus new growth

**Local Aid** - Revenue that the town receives from the state.

**Local Receipts** - Revenues the town generates other than real or personal property taxes. Examples include investment income, motor vehicle excise tax, fees, rentals, etc.

**Minimum Regional Local Contribution** - The minimum amount of money that the town must appropriate from property taxes and other revenues for the support of schools.

**Net School Spending** - Includes both school budget and town budget amounts attributable to education; excluding long-term school debt, busing, school lunches, and certain other specified school expenses.

**New Growth** - Taxing capacity added by new construction and other increases in the property tax base. New growth is calculated by multiplying the value of new construction by the previous year's tax rate.

**Offset Receipts** - Certain amounts on the Cherry Sheets for specified programs for which only the money can be spent.

**Operating budget** - The proposed plan for expenditures for personnel, supplies, and other expenses in the coming fiscal year.

**Overlay** - An account set-aside for property tax exemptions and abatements.

**Override** - A vote by a community at an election to permanently increase the levy limit. An override vote may increase the levy limit to no higher than the levy ceiling. The override question on the election ballot must state a purpose for the override and the dollar amount.

**Property Tax Levy** - The amount a community can raise through the property tax. The levy can be any amount up to the levy limit plus exclusions.

**Reserve Fund** - An amount of money set aside in the budget to provide funding for unexpected or extraordinary expenditures.

**Residential Factor** - The percentage of the tax levy to be paid by property owners. A residential factor of "1" will result in the taxation of all property at the same rate. Selectmen set the residential factor annually.

**Revaluation** - The town assessors are responsible for achieving a fair cash value of all taxable property in accordance with state law. Every three years the assessors must submit certified property values to the State Department of Revenue (DOR). These values must be maintained in the years between certification.

**Revolving Fund** - Revenues raised by the town for a specific service. The revenues are to be used only for that specific service and may be spent without appropriation.

**School Building Assistance Program** - This program provides state aid or grants for local and regional school construction projects.

**Special Exclusion** - The Town for limited capital purposes may assess taxes above the amount of its levy limit or levy ceiling without voter approval. There are presently only two special exclusions:

Water and sewer project debt service cost which reduce water and sewer rates by the same amount; and a program to assist homeowners to repair or replace faulty septic systems, removal of underground fuel storage tanks, or removal of dangerous levels of lead paint to meet public health and safety codes. Homeowners then repay the town similar to betterment.

**Stabilization Fund** - A fund in which money is set aside for any lawful purpose. Towns may appropriate into this fund in any year an amount not to exceed 10 percent of the prior year's tax levy. A Two-thirds vote of town meeting is needed to appropriate money from the account.

**Tax Rate** - The amount of tax stated in terms of a unit of the tax base; for example, \$13.50 per \$1,000 of the assessed property value.

**Under-ride** - A vote by the town to permanently decrease the tax levy limit.

**Unreserved Fund Balance** - This is also referred to as the "Surplus revenue account". It's the amount by which cash, accounts receivable, and other assets exceed liabilities and restricted reserves.

**Warrant** - The list of items to be acted upon by Town Meeting.

**Water Surplus** - Any revenues in excess of estimated water receipts or unspent water appropriations. Water surplus may be appropriated to fund water-related general and capital expenses or to reduce water rates.

## **TOWN OF LITTLETON**

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**NOTES:**

# ANNUAL REPORT 2002

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## NOTES:

## **TOWN OF LITTLETON**

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