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TOWN OF LITTLETON

DEDICATION AND RECOGNITION

The 2001 Annual Town Report is dedicated to all of the victims and heroes of September 11, 2001.

The Board of Selectmen also want to take this opportunity to recognize the time and service given to the Town of Littleton by the following individuals:

Dr. Edgar D. Bell, Jr.

Longtime Littleton resident, Dr. Edgar D. Bell, Jr., a co-founder of Acton Medical Associates and prominent leader in local conservation and anti-poverty efforts, died this past December at this home. He was the husband of Ellen (Cary) Bell. A Quaker and a conscientious objector, he served in civilian public service during World War II in New Hampshire and Boston. At Massachusetts General Hospital he volunteered as a human subject in a study about dehydration in sailors to support the war effort. A graduate of Harvard Medical School, in 1954 he joined physicians Donnell Boardman and Henry Harvey, who shared his interest in pioneering a pre-paid health care plan, in founding Acton Medical Associates. The group had grown to 18 doctors at the time of Dr. Bell's retirement in 1990.

He served for many years as a trustee of the Littleton Conservation Trust, working to save open areas and woodlands. In addition to work on the Shade Tree Committee, he experimented with ways to save the elms from Dutch Elm disease and the ash trees from ash blight. Among his efforts at hunger relief, he was a key member of the local food pantry program, Loaves and Fishes. He spearheaded drives for food and clothing for the needy, and started a project of donating books and reading aloud to first-graders in the Ayer public school while they ate breakfast. Realizing that many children no longer receive lunch after school lets out in June, he organized a summer arts and crafts enrichment program, which included free lunches and breakfasts.

Dr. Bell was a passionate backyard gardener, famed especially for his raspberries and sour cherries. He also enjoyed trains, sailing his iceboat and cutting firewood to heat his home. Besides his wife four sons, a daughter and ten grandchildren survive him.

Jack Hunt

The Town of Littleton was deeply saddened by the death of Jack Hunt in January 2001 from cancer. Jack served the Littleton Electric Light Department with distinction for 47 years – the longest period of service in LELD's history. Over his career, he worked as an apprentice lineman, a first class lineman and as meter foreman before retiring in 1998. Prior to his service here, he worked for the Highway Department, as a volunteer firefighter and served in the U S Army.

"Jack exemplified a public power employee." Commented General Manager Savas Danos. "He was always available to help out, had a fine temperament and was universally admired by his coworkers. He is sorely missed."

A lifelong resident of Littleton, Jack leaves his wife, Phyllis and their five children, John, Steven, Linda, Susan and Robert.

Richard (Dick) Slattery

As a member of the Light and Water Commission for seventeen years, and by serving as its Chairman six times during that tenure, Dick Slattery maintained a steadfast commitment to the ratepayers he served, constantly seeking innovative solutions to the challenges that presented themselves to the Littleton Electric Light and Water Department.

A visionary leader, Dick Slattery served as a member of the Ad Hoc Water Resources Planning Committee that resulted in the Town's Groundwater Protection Plan and model bylaws that have been emulated across the country. He was instrumental in the design and construction of the first ozone membrane plant in this part of the country for the removal of iron and manganese from the water supply. Throughout Dick's tenure, Littleton consistently had one of the lowest electric rates for similar communities in the New England region

Dick also served on the Mass. Municipal Wholesale Electric Corporation (MMWEC) Board of nine years, including stints as chairman and President. His work on the regional board also ultimately served Littleton's ratepayers millions of dollars over the lifetime of these procurements.

Even at the end of his service, Dick Slattery challenged the LELD to aggressively pursue additional revenues through such initiatives as the contract with Devens.

Dick set a high standard of service and achievement that his colleagues will try to emulate for years to come.

TOWN REPORT COVER

The Board would like to thank Jennifer Pederson at Littleton Electric Light and Water for her assistance in putting together the cover for this year's Town Report and Roland Bernier, Building Commissioner, for his assistance in the photography.

TOWN OF LITTLETON

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 |
| Fire & Ambulance | | |
| Emergencies | Fire Department | 9 1 1 |
| 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 | Information Systems Manager | 952-2777 |
| Library | Reuben Hoar Library | 486-4046 |
| Nurse (Town) | Board of Health | 952-2313 |
| Police & Ambulance | | |
| Emergencies | Police Department | 9 1 1 |
| 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 |
| | Jr./Sr. High School | 486-3938 |
| | Superintendent | 486-8951 |
| Nashoba Valley Technical High School | Main Office | 692-4711 |
| Selectmen | Town Administrator | 952-2311 |
| Tax Collections | Tax Collector | 952-2349 |
| Transfer Station Stickers | Board of Selectmen | 952-2311 |
| Treasurer | Town Treasurer | 952-2306 |
| Veterans Services | Veterans Agent | 952-2325 |
| Water | Light and Water Department | 486-3104 |
| Welfare Questions | Welfare Board | 263-6610 |
| Wiring Permits | Wiring Inspector | 952-2308 |
| Zoning | Building Commissioner | 952-2308 |

TOWN OFFICES – HOURS AND LOCATION

| | |
|--|--|
| Assessors 952-2309 | Monday - Friday 8:30 a.m. - 3:00 p.m. |
| Board of Health 952-2313 | Monday - Friday 9:00 a.m. - 3:00 p.m. |
| Building Commissioner 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. |
| Conservation Commission 486-9537 | Monday, Wednesday, Friday 9:00 a.m. - Noon |
| Council on Aging 952-2362 | Monday - Friday, 9 a.m. - 4 p.m. Shattuck Street Building, 2nd floor |
| Outreach Office 486-0183 | Tuesday 9 a.m. - Noon; Friday 9 a.m. - 3 p.m. Shattuck Street Building, 2nd floor |
| Meal Site 952-2757 | Monday - Friday, 9 a.m. - 1 p.m. Shattuck Street Building, 1st floor |
| Facilities Manager 486-0514 | Monday – Friday 7:30 a.m. – 3:30 p.m. Shattuck Street Building, 2 nd Floor |
| Fire Department 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

| | |
|---|--|
| Information Technology Administrator 952-2777 | Monday, Tuesday, Thursday, Friday 8:00 a.m. – 4:00 p.m. |
| Park and Recreation 486-3120 | Monday - Friday 9 a.m. - 4 p.m. Shattuck Street Building, 1st floor |
| Planning Board 486-9733 | Monday, Tuesday, Thursday, Friday 9:00 a.m. - 2:00 p.m. |
| Police Department 952-2300 | Sunday - Saturday (24 hours a day) General Calls |

9 1 1

Police Emergency Calls

| | |
|--|---|
| Reuben Hoar Library 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 |
| School Department 486-8951 | Monday - Friday Shattuck Street Building, 3rd floor |
| Tax Collector 952-2349 | Monday - Friday 9:00 a.m. - 3:00 p.m. Thursday Evening 6:00 p.m. - 9:00 p.m. |
| Town Accountant 952-2307 | Monday - Friday 8:30 a.m. - 4:00 p.m. |
| Town Administrator 952-2311 | Monday - Friday 8:00 a.m. - 4:00 p.m. |
| Town Clerk 952-2314 | Monday - Friday 9:00 a.m. - 3:00 p.m. Thursday Evening 6:00 p.m. - 9:00 p.m. |
| Town Treasurer 952-2306 | Monday - Friday 9:00 a.m. - 3:00 p.m. |
| Transfer Station 486-0122 | Tuesday & Thursday 12 Noon - 7 p.m. Saturday 8:00 a.m. - 5:00 p.m. |
| Veterans Agent 952-2325 | Thursday 6:00 p.m. – 8:00 p.m., Room 202, Shattuck St. Building |

TOWN OF LITTLETON

STATE AND FEDERAL ELECTED OFFICIALS

President of the United States

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

Governor of the Commonwealth

Jane Swift
(617) 727-7200
State House
Boston, MA 02133

Senators in Congress

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

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

Representative in Congress

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

State Senator

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

Representative in General Court

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

GENERAL INFORMATION

| | |
|-----------------------------|------------------------------------|
| Annual Election | 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 | 8,640 |
| Number of Registered Voters | 5,268 |
| Dog Licenses | Due January 1 |
| Size of Town | 16 square miles |

Residential Taxes per \$1000 valuation:

| | | | |
|---------------|---------|---------------|---------|
| Tax Rate 1991 | \$11.55 | Tax Rate 1997 | \$15.58 |
| 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 |

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

TRANSFER STATION STICKERS

Residents may purchase stickers to use the Transfer Station at the Transfer Station during hours of operation, Tuesday and Thursday Noon to 7 p.m. and Saturday 8 a.m. to 5 p.m. Stickers are also available at the Office of the Board of Selectmen, 3rd Floor, Town Offices, Shattuck Street, Monday through Wednesday 8 a.m. - 3 p.m., Thursday, 8 a.m. to 6:00 p.m. and Friday, 8 a.m. to 1 p.m. Stickers are sold on an annual basis beginning September 1 at a rate of \$125 and \$25 for Senior Citizens over the age of 60. A six-month sticker is available at a cost of \$75. When purchasing a Transfer Station Sticker, residents must bring their vehicle registration as well as proof of residency. Information regarding what may be taken to the Transfer Station is available at the Transfer Station or Board of Selectmen's Office.

Transfer Station Sticker Fees are as follows for the year October 1, 2001 - September 30, 2002:

TRANSFER STATION FEE SCHEDULE

| | |
|---|--------------|
| Annual Sticker | \$ 125.00 |
| Second Sticker (One Year) | \$ 50.00 |
| Six Month Sticker | \$ 75.00 |
| Senior Citizen One Year Sticker | \$ 25.00 |
| (Second Stickers sold to Senior Citizens are not discounted.) | |
| Recycling Only Sticker (One year) | \$ - 0 - |
| Miscellaneous Items: | |
| Appliances: Without Freon - dishwashers, stoves, Water heaters, etc. | \$10.00 each |
| Appliances With Freon: Refrigerators, freezers, Air conditioners, etc. | \$20.00 each |
| Microwave Ovens | \$10.00 each |
| CRTS, TV's | \$16.00 each |
| Propane Tanks | \$12.00 each |
| Tires | \$4.00 each |
| Bulky Furniture, couches, stuffed chairs, mattresses, etc. | \$4.00 each |
| Pickup Truck or Trailer Load of the following: | |
| Brush | \$20.00/load |
| Wood/building debris | \$50.00/load |

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. Stickers and fees can also be paid for at the Board of Selectmen's Office, Room 303, Shattuck Street Building.
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 or is to be discarded.

ELECTED AND APPOINTED TOWN OFFICIALS

ELECTED TOWN OFFICERS - YEAR ENDING MAY 4, 2002

| | TERM EXPIRES |
|---------------------------------------|--------------|
| MODERATOR | |
| Charles F. Kaye | 2002 |
| TOWN CLERK | |
| Mary Crory | 2004 |
| TAX COLLECTOR | |
| Rebecca Quinn | 2002 |
| TOWN TREASURER | |
| Margaret Dennehy | 2003 |
| BOARD OF ASSESSORS | |
| James S. Winroth | 2004 |
| Pamela Cambell | 2004 |
| Frederick J. Freund | 2002 |
| James Sommers | 2003 |
| Brian Wright | 2003 |
| BOARD OF SELECTMEN | |
| Joseph Cataldo | 2004 |
| Walter Bartkus | 2004 |
| Ronald J. Caruso | 2002 |
| Karen Duggan McNamara | 2002 |
| Paul J. Glavey | 2003 |
| BOARD OF ELECTRIC LIGHT COMMISSIONERS | |
| Joseph McCumber | 2004 |
| Joseph Cataldo | 2004 |
| George Beebe | 2002 |
| Craig Gruskowski | 2003 |
| Bruce Trumbull | 2003 |
| BOARD OF WATER COMMISSIONERS | |
| Joseph McCumber | 2004 |
| Joseph Cataldo | 2004 |
| George Beebe | 2002 |
| Craig Gruskowski | 2003 |
| Bruce Trumbull | 2003 |
| CEMETERY COMMISSIONERS | |
| Susan Fougstedt | 2003 |
| David Badger | 2004 |
| Deborah Williams | 2002 |

TOWN OF LITTLETON

TERM EXPIRES

LITTLETON SCHOOL COMMITTEE

| | |
|---------------------|------|
| Kathleen Zimmerman | 2004 |
| Susan MacDowell | 2002 |
| Joseph Gaffney | 2002 |
| Elaine Braun-Keller | 2003 |
| Roland Gibson | 2003 |

PLANNING BOARD

| | |
|----------------|------|
| Janet LaVigne | 2006 |
| Mark Montanari | 2002 |
| Mark Johanson | 2003 |
| David Campbell | 2004 |
| Steven Wheaton | 2005 |

TRUSTEES OF THE REUBEN HOAR LIBRARY

| | |
|---------------------|------|
| Marcia Marcantonio | 2004 |
| Barbara Chapin | 2004 |
| Marlene Reinschmidt | 2002 |
| Julian Stam | 2002 |
| Cheryl Hardy-Faraci | 2003 |
| Dorothy Sussman | 2003 |

PARK AND RECREATION COMMISSION

| | |
|------------------|------|
| Greg Champney | 2004 |
| Anita Harding | 2004 |
| Ivan Pagacik | 2002 |
| Al Gregory | 2003 |
| Frederick Freund | 2003 |

BOARD OF HEALTH

| | |
|--------------------|------|
| Robert Zimmerman | 2004 |
| Thomas Grady | 2004 |
| Peter M. Cassinari | 2002 |
| John Poikonen | 2002 |
| Steve Foss | 2003 |

BOARD OF COMMISSIONERS OF TRUST FUNDS

| | |
|-------------------------|------|
| Raymond M. Cornish, Jr. | 2004 |
| Rick Hoole | 2002 |
| Thomas Todd | 2003 |

HOUSING AUTHORITY

| | |
|----------------------|------|
| John Comeau | 2005 |
| Linda Stoffel Graves | 2002 |
| Mildred McGovern | 2003 |
| Marie Griffin | 2006 |

COMMONWEALTH APPOINTEE

Alan McRae

OFFICERS CHOSEN BY NOMINATION

| | |
|--|------|
| POUNDKEEPER | 2002 |
| FIELD DRIVERS | |
| Gregory Webber, Michael O'Malley, Raymond C. O'Neil | 2002 |
| FENCE VIEWERS | |
| William Farnsworth, Timothy H. Whitcomb, Joseph Knox | 2002 |
| SURVEYOR OF TIMBER AND MEASURER OF WOOD BARK | |
| Henry Parlee | 2002 |
| MEASURERS OF GRAIN, WEIGHERS OF GRAIN, HAY, COAL, LIVESTOCK ETC. | |
| Marvin Bernstein, Daniel Tarves, John Tarves | 2002 |

OFFICERS APPOINTED

FINANCE COMMITTEE - 3 YEAR TERM

| | | |
|-------------------------------|-------------------|------|
| Moderator Appointee | Richard Montminy | 2004 |
| Water and Light Appointee | Fred Faulkner | 2004 |
| Board of Assessors Appointee | Kathleen Bussiere | 2002 |
| Board of Selectmen Appointees | Kenneth Adam | 2002 |
| | Will Ingham | 2003 |
| School Committee Appointees | Steven Venuti | 2003 |
| | Ann Essman | 2002 |

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 |
|----------------------|--------------------|

BOARD OF HEALTH APPOINTEES

| | |
|----------------------------|----------------|
| Animal Inspector | Frank Matheson |
| Burial Agent | David Badger |
| Mosquito Control Committee | |

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.

TOWN OF LITTLETON

POLICE DEPARTMENT

CHIEF OF POLICE

John M. Kelly

LIEUTENANT

John J. Hagan

POLICE OFFICERS

Matthew King, Sergeant
Glen McKiel, Sergeant
Robert Romilly, Sergeant
David Leslie, Sergeant
Greg Irvine, Detective Supervisor
Steven Ziegler, Detective
Thomas DeLegge, Patrolman

Michelle Henderson, Patrolman
Lisa Bonney, Patrolman
John Janakos, Patrolman
James Frohock, Patrolman
Brian Stickney, Patrolman
Robert Raffaelo, Patrolman
Michael Liddell, Patrolman

COMMUNICATIONS OFFICERS

Timothy Bemis
Sam Welch
Kathleen Webbert
John Murphy
David R. Lanteigne

ON-CALL COMMUNICATIONS OFFICERS

Jeffrey Patterson
Rob Bielecki
Douglas J. Cook
Laurie Miller
Thomas Hurley

RESERVE POLICE OFFICERS

Douglas J. Cook
Robert Sabourin
Deborah Richardson
John Corbett
Michael Sallase
John Murphy
Jeffrey Patterson
Robert Bielecki
Keith Fryatt

SPECIAL POLICE OFFICERS

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

MATRONS

Deborah Richardson
Linda Graves
Rosemary Quinn

SPECIAL POLICE OFFICERS - OTHER TOWNS

ACTON

Frank Widmayer, Chief

AYER

Richard J. Rizzo, Chief
All Officers

BOXBOROUGH

Richard G. Vance, Jr., Chief
All Officers

GROTON

Robert Mulhern, Chief
All Officers

HARVARD

William Chase, Chief
All Officers

WESTFORD

Robert Welch, Chief
All Officers

FIRE DEPARTMENT

FIRE CHIEF

Alexander S. McCurdy

ADMINISTRATIVE ASSISTANT

Eileen Monat

CAREER FF/EMT

William Harland, Jr.
Keith Dunn
Ryan Monat
Steele McCurdy

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/EMT Brenda Dunn
FF William Harland, Sr.
FF Mark Hickox
FF/EMT Richard Kent
FF Paul Leger
FF John McNamara
FF Patrice O'Malley
FF Colin Osgood
FF Jeff Pichel
FF Barry Real
FF Jeff Stanford
FF Jeff Surprenant
FF/EMT Edward Williams

FF Tom Clancy
FF/EMT Michele Dunn
FF David Harrington
FF/EMT Tom Hurley
FF/EMT Richard Landers
FF John Malloy
FF Michael O'Donnell
FF Charles Ogilvie
FF/EMT Jeffrey Patterson
FF/EMT Anthony Polk
FF/EMT Feargal Spain
FF/EMT Mike Steigerwald
FF/EMT Timothy Wargo
FF Mark Witherell

EMT'S:

EMT Erica Andrews
EMT Paula Coke
EMT Nancy Gower
EMT Suzanne Klein
EMT Barbara McKelvie
EMT David Polsey

EMT Penny Cadogan
EMT Dick Golembeski
EMT Keith Hevenor
EMT David Lefebvre
EMT Denise Moniz
EMT M. Thomas Quail

COMPANY 4 Reservists:

Cyrus Blake
Nancy Gower
Gerald Hamm
Teresa McLaughlin
Phil Swenson

Tom DeGeorge
Timothy Grant
David Lefebvre
Ron Sawyer

TOWN OF LITTLETON

TOWN ENGINEER.

Eric K. Durling

INFORMATION SYSTEMS MANAGER

Theresa Campbell

FACILITY MANAGER

Sarah Lawrence

INSPECTOR OF BUILDINGS

Roland J. Bernier

INSPECTOR OF WIRES

Booth Jackson

PLUMBING INSPECTOR

Steven Cormier

GAS INSPECTOR

Steve Cormier

SEALER OF WEIGHTS & MEASURES

Douglas J. Cook

COUNCIL ON AGING**3 YEAR TERM**

| | |
|--------------------|------|
| Norman Berry | 2003 |
| Bernard Araujo | 2003 |
| Mary Catalanotto | 2003 |
| Barbara Brine | 2003 |
| Barbara Kamb | 2002 |
| Mary Kaye | 2002 |
| Greta Bennett | 2002 |
| John Blake | 2002 |
| Natalie Hallowell | 2004 |
| Curtis J. Lanciani | 2004 |
| Howard Russell | 2004 |

GRAVES REGISTRATION OFFICER

David Badger

PERSONNEL COMMITTEE

Kenneth Adam, Finance Comm. Representative
Walter Bartkus, Selectmen Representative
Margaret Dennehy, Treasurer, Dept. Head Rep.
Susan Ziegler, Employee Representative
Joseph Gaffney, Citizen-at-large
Denise Pagacik, Citizen-at-large
Timothy Goddard, Town Administrator

TOWN ACCOUNTANT

Meredith Mayo

MRTA ADVISORY BOARD

Timothy D. Goddard

DOG OFFICER

Provided through Town of Westford

ASSISTANT BUILDING INSPECTOR

Gabriel Vellante

ASSISTANT WIRING INSPECTOR

Vincent Chant

DEPUTY PLUMBING INSPECTOR

Joseph Cormier

DEPUTY GAS INSPECTOR

Joseph Cormier

NASHOBA VALLEY TECH. HIGH SCHOOL

Augustine Kish 2002

VACANT - (Alternate)

COMMISSION ON DISABILITIES (9)

Christoph Hohenemser
Bartlett Harvey
Linda Taricano
Wendy Vinal
Board of Selectman Member

4 VACANCIES**VETERANS AGENT**

Charles C. Wright

MAGIC REPRESENTATIVE

Karen Duggan McNamara

MAPC REPRESENTATIVE

VACANT

REGISTRARS OF VOTERS

Mary Crory, Town Clerk
Sally Bowers
Betsy Bohling
Lois Smith

ELECTION WARDEN

Mildred McGovern

ANNUAL REPORT 2001

CULTURAL COUNCIL 2 Year Term

| | |
|-----------------|------|
| Andrea Curran | 2003 |
| Deb Augliere | 2003 |
| Andrews Bowers | 2003 |
| Susan Harvey | 2002 |
| Henri Holkamp | 2003 |
| Michael Kearney | 2003 |
| Eileen Monat | 2002 |

SCHOOL PLANNING COMMITTEE 3 YEAR TERM

| | |
|-----------------|-------------|
| Vacancy | 2003 |
| David Campbell | 2003 |
| Joe Gaffney | 2003 |
| Reed Augliere | 2002 |
| Vacancy | 2002 |
| Theresa Roberts | 2002 |
| Vacancy | 2001 |
| Vacancy | 2001 |
| Vacancy | 2001 |

BOARD OF APPEALS 3 YEAR TERM

| | |
|--------------------------|------|
| Julia Adam | 2004 |
| Sherrill Gould | 2004 |
| Raymond Cornish | 2003 |
| Brad Miller | 2002 |
| Joseph Knox, Alt. | 2004 |
| John Cantino, Alt. | 2002 |
| William Farnsworth, Alt. | 2004 |
| Ray Galloni, Alt. | 2002 |
| Ronald Hudgens, Alt. | 2002 |

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 Supt.)
Vacancy

CONSERVATION COMMISSION 3 YEAR TERM

| | |
|----------------|------|
| Ian Gunn | 2004 |
| Frank Matheson | 2004 |
| Sarah Seward | 2002 |
| Peter Tierney | 2002 |
| Carl Melberg | 2003 |
| James Pickard | 2003 |
| Dan Lord | 2003 |

PERMANENT MUNICIPAL BUILDING COMMITTEE (5 year)

| | |
|--------------------|------|
| Richard Montminy | 2006 |
| William Farnsworth | 2005 |
| Kathleen Zimmerman | 2004 |
| Ron Caruso | 2003 |
| Sam Slarskey | 2002 |
| Warren Terrell | 2005 |
| Carol Frisoli | 2004 |

MBTA ADVISORY COMMITTEE

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

HISTORICAL COMISSION

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

TOWN FOREST COMMITTEE

Wayne Nadow
Kathy Stevens

TOWN OF LITTLETON

OPEN SPACE IMPLEMENTATION COMMITTEE (15)

Rita Biagioni

Debra Bray

Sarah Foss

(6 vacancies)

Art Lazarus

Don MacIver

Linda Stein

Richard Dennis

Rick Fritz

Gino Frattalone

LAKES AND PONDS COMMITTEE

Jonathon Folsom, Long Lake Association

Steve Wheaton, Planning Board

Jack Casey, Matawanake Assoc.

Dan Lord, Conservation Commission

Steve Foss, Board of Health

Paul Glavey, Board of Selectmen

SPECIAL WEIGHERS - MIDDLESEX MATERIALS

Lonnie Brown

Richard Matterson

John Gintner

Mark Landry

Drex Long

SPECIAL WEIGHERS - FLAME

Marvin Bernstein

Daniel Tarves

John Tarves

VERYFINE SCALE OPERATORS

William Beagen

Calvin Brown

Santuccio Carchidi

Ronald Farnsworth

Thomas Hess

Lawrence Hetu

Steven Martin

James Nicosia

Stephen Rousseau

Nicholas Signoretti

Richard Washington

SPECIAL WEAVER - W. J. GRAVES CONSTRUCTION

Theodore Pitktewioz, Jr.

LITTLETON EMERGENCY MANAGEMENT AGENCY

OFFICERS

Douglas J. Cook, Director

Vacant, Deputy Director

Paul Tiernan, Intelligence Officer

Paul J. Glavey, Welfare Director

David Badger, Mortuary Officer

SKI MOBILE RESCUE

Dwayne Banks

Earl Banks

Ellen Banks

Booth Jackson

Michael O'Malley

Patrice O'Malley

Mary Jo Saunders

Henry J. Cormier, Jr.

Virginia Cormier

SHELTER OFFICERS

Everett Reed

Norman Sheldon

RADIO COMMUNICATIONS

Douglas J. Cook

Philip Swenson

NURSES

Joan Fellows

Ann Goddard

Ellen Harland

Julie Sullivan

Dean Kotsaftis

EMERGENCY MEDICAL TECHS

C. Gruskowski

Gerald Hamm

Richard Kent

BOARD OF SELECTMEN

YEAR ENDING DECEMBER 31, 2001

This past year the Board experienced some changes with the decisions of Mike Knupp and Tom O'Dea not to seek re-election after serving the community for so many years. Although it was a loss, the townspeople elected two equally respected and qualified individuals last May in Walter Bartkus and Joe Cataldo.

We embarked on a theme of town wide teamwork and for the most part, it has been successful. Quarterly meetings with all the Boards and Committees were revived to share information on a regular basis and provide that information to the general public. All committees under the direction of the Selectmen came in for updates and accomplishments on their respective projects.

Of course, the events of September 11th changed our lives forever. Security and readiness became the focal point. Besides town-initiated meetings with all department heads and boards, we have attended statewide conferences and will continue to do so to be sure adequate measures are in place to protect our town. The cooperation of the Fire, Police, and Highway Departments, Board of Health, Director of Emergency Services, School Department and Selectmen has been rewarding.

We have experienced our share of disappointments with the notification that a new Post Office is not expected soon, nor the Cisco project as previously reported. Like all of the communities in the Commonwealth the completion of the new High School is overdue, but it should make it before the seniors graduate. The patience of the students and teaching staff should be applauded along with the hard work the Building Committee has done trying to achieve this objective. The new train station that was considered a "no brainer" has somehow gotten off track. However, we continue to move on these projects to find solutions and lobby on behalf of the Town.

With the Board's permission, a letter was sent to the Governor asking for her help on several matters and as a result we received an invitation. Mr. Goddard, Ms. McNamara and I traveled to the State House and met with Governor's Deputy Chief of Staff Patrick Guerriero. It proved to be a trip worth taking as direct dialogue was established and help from Mass Highway was forthcoming. The Governor has expressed interest in attending the High School opening and visiting our town in the near future.

Trips to state agencies continue. Meetings with Mass Highway officials in Worcester and here in town are ongoing. Conferences dealing with traffic issues, growth, and living with the 495 belt seem to be never ending but Karen McNamara has done an outstanding job representing all of us. A word of thanks should also go to Senator Pam Resor and Representative Geoff Hall for accompanying us at these meetings and sending letters on our behalf.

A recession has taken its toll on the Town finances. The next few years will be a challenge for the leaders of the community to be creative while acting fiscally responsible. Hard choices will have to be made by the community to survive without compromising safety and our quality of life. The Selectmen are up to the task and look forward to working closely with the Finance Committee.

TOWN OF LITTLETON

Board of Selectmen (Continued)

We continue to look at new projects, such as a Police Station, Jr. High School and a Community Center. Plans to achieve these objectives are being addressed. Work groups have been established for each endeavor and we will keep the public informed of their progress. The Town has always managed to be successful due to the inspiration and direction of its people and the future will be no less rewarding.

Respectfully submitted,

Ronald J. Caruso, Chairman
Paul J. Glavey, Vice-Chairman

Joseph A. Cataldo, Clerk

Walter E. Bartkus
Karen Duggan McNamara

TOWN OF LITTLETON

TOWN OF LITTLETON ANNUAL TOWN ELECTION May 5, 2001

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 | 848 |
| Precinct #2 | <u>948</u> |
| Total votes cast | 1,796 |

MODERATOR – One Year Term

Vote for One

| | |
|-----------------|-------|
| Charles F. Kaye | 1,526 |
| Blanks | 270 |

TOWN CLERK – Three Year Term

Vote for One

| | |
|------------|-------|
| Mary Crory | 1,618 |
| Blanks | 178 |

SELECTMEN – Three Year Term

Vote for Two

| | |
|------------------------|-------|
| Walter E. Bartkus | 840 |
| Peter M. Cassinari | 341 |
| Joseph A. Cataldo, Jr. | 1,292 |
| Gino P. Frattallone | 312 |
| Edward D. Fultz | 388 |
| Karen Burden Hannifin | 139 |
| Blanks | 280 |

ASSESSORS – Three Year Term

Vote for Two

| | |
|-----------------------|-------|
| Pamela D. Campbell | 1,317 |
| James Stephen Winroth | 1,270 |
| Blanks | 1,005 |

CEMETERY COMMISSIONER – Three Year Term

Vote for One

| | |
|-----------------|-------|
| David W. Badger | 1,524 |
| Blanks | 272 |

ELECTRIC LIGHT COMMISSIONER – Three Year Term

Vote for Two

| | |
|------------------------|-------|
| Joseph A. Cataldo, Jr. | 1,449 |
| Joseph T. McCumber | 1,376 |
| Blanks | 767 |

WATER COMMISSIONER – Three Year Term

Vote for Two

| | |
|------------------------|-------|
| Joseph A. Cataldo, Jr. | 1,417 |
| Joseph T. McCumber | 1,356 |
| Blanks | 819 |

ANNUAL REPORT 2001

| | | |
|------------------------------------|-----|--------------|
| SCHOOL COMMITTEE – Three Year Term | | Vote for One |
| Kathleen D. Zimmerman | 944 | |
| Jeffrey Sherwood Burnett | 785 | |
| Blanks | 67 | |

| | | |
|---|-------|--------------|
| COMMISSIONER OF TRUST FUNDS – Three Year Term | | Vote for One |
| Raymond M. Cornish | 1,386 | |
| Blanks | 410 | |

| | | |
|---|-------|--------------|
| PARK & RECREATION COMMISSIONER – Three Years Term | | Vote for Two |
| Gregg S. Champney | 1,367 | |
| Anita M. Harding | 1,392 | |
| Blanks | 833 | |

| | | |
|---------------------------------|-----|--------------|
| BOARD OF HEALTH – One Year Term | | Vote for One |
| Kelli Y. Harte | 689 | |
| John C. Poikonen | 949 | |
| Blanks | 158 | |

| | | |
|-----------------------------------|-------|--------------|
| BOARD OF HEALTH – Three Year Term | | Vote for Two |
| Donald MacIver | 746 | |
| Thomas F. Grady | 799 | |
| Brian J. Tarbox | 620 | |
| Robert Lane Zimmerman | 1,010 | |
| Blanks | 417 | |

| | | |
|-----------------------------------|-------|--------------|
| LIBRARY TRUSTEE – Three Year Term | | Vote for Two |
| Barbara H. Chapin | 1,423 | |
| Marcia Marcantonio | 1,295 | |
| Blanks | 874 | |

| | | |
|---------------------------------|-------|--------------|
| PLANNING BOARD – Five Year Term | | Vote for One |
| Janet E. LaVigne | 1,409 | |
| Blanks | 387 | |

| | | |
|------------------------------------|-------|--------------|
| HOUSING AUTHORITY – Five Year Term | | Vote for One |
| Marie E. Griffin | 1,434 | |
| Blanks | 362 | |

SPECIAL TOWN MEETING MONDAY, MAY 7, 2001

ARTICLE 1:

WITHDRAWN

TOWN OF LITTLETON

ARTICLE 2:

Moved and seconded by the Board of Selectmen that the Town vote to authorize the following transfers and adjustments in the Fiscal Year 2001 operating budget approved in accordance with the vote taken under Article 4 of the 2000 Annual Town Meeting:

1. To transfer the surplus amounts of \$3,000.00 from Line Item 5, "Long Term Disability", and \$5,000.00 from Line Item 80, "Insurance" to Line Item 4, "Selectmen – Expenses" to cover a projected shortfall in that line item.
2. To transfer the surplus amount of \$1,800.00 from Line Item 80, "Insurance" to Line Item 20, "Conservation Commission – Clerk" to cover a projected shortfall in that line item.
3. To transfer the surplus amount of \$15,000.00 from Line Item 80, "Insurance" to Line Item 40, "Fire Department – Salaries and Wages", to cover a projected shortfall in that line item.
4. To transfer the surplus amount of \$3,000.00 from Line Item 80, "Insurance", to Line Item 42, "Control Center – Salaries and Wages", to cover a projected shortfall in that line item.
5. To transfer the surplus amount of \$700.00 from Line Item 80, "Insurance" to Line Item 53, "Board of Appeals – Clerk", to cover a projected shortfall in that line item.
6. To transfer the surplus amount of \$1,300.00 from Line Item 80, "Insurance" to Line Item 68, "Veterans Benefits and Services", to cover a projected shortfall in that line item.
7. To transfer the surplus amount of \$1,000.00 from Line Item 80, "Insurance, to Line Item 73, "Council on Aging – Salaries and Wages", to cover a projected shortfall in that line item.

ARTICLE 3:

Moved and seconded by the Board of Selectmen that the Town vote to transfer the sum of \$892.40 from Account 138-60294, "FY'99 Unemployment" to Account 122-60313, "Town Codes" to cover a projected shortfall in that account.

ARTICLE 4:

Moved and seconded by the Board of Selectmen that the Town vote that the sum of \$307,500.00 is hereby appropriated for the payment of architectural fees and all related expenses, including design and site planning, for a new Police Station, and that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow the sum of \$300,000.00 under and pursuant to Chapter 44, Section 7(21), of the Massachusetts General Laws, or any other enabling authority, and to issue bonds or notes of the Town therefore, and that the sum of \$7,500.00 is transferred from Free Cash for this purpose; and further, that the Permanent Municipal Building Committee is hereby authorized and directed to prepare any related bid documents and to enter into a contract or contracts to further the purpose of this vote, and to report on their doings at a future Town Meeting in connection with a request for construction funds.

ARTICLE 5:

Moved and seconded by the Board of Selectmen that the Town vote to transfer the sum of \$6,500.00 from Account 138-60319, "FY 00 Unemployment", to provide for a Household Hazardous Waste Clean-up event.

ARTICLE 6:

Moved and seconded by the Board of Selectmen that the Town vote to transfer from the following accounts the sum of \$25,000.00 to be used by the Park and Recreation Commission for the replacement of obsolete and unsafe playground equipment:

| | |
|---|--------------------|
| Account 138-60319 "FY 00 Unemployment | \$15,000.00 |
| Account 512-60292 "Air Quality Testing" | <u>\$10,000.00</u> |
| | \$25,000.00 |

ARTICLE 7:

Moved and seconded by the Board of Selectmen that the Town vote to transfer from Account 138-60316, "Treasurer – Septic Betterments (Interest)", the sum of \$10,000.00 to be used by the Park and Recreation Commission to provide for Emergency Call Boxes at Town recreational facilities.

ARTICLE 8:

Moved and seconded by the Water Commissioners that the Town vote to transfer from Water Surplus, the sum of \$115,000.00 to be used for the reconstruction and refurbishing of Well #3 and Well #1, Whitcomb Avenue.

ARTICLE 9:

Moved and seconded by the Water Commissioners that the sum of \$1,620,000.00 be hereby appropriated for the purpose of engineering designing and constructing a 1.8MG pre-cast, pre-stressed concrete water storage tank on Oak Hill, and for all 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 \$1,600,000.00 under and pursuant to Chapter 44, Section 8(4), of the Massachusetts General Laws, as amended, or any other enabling authority, and to issue bonds or notes of the Town, therefore, that the further sum of \$20,000.00 is transferred from Water Surplus 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 Water Commissioners to enter into a contract or contracts for said purpose.

ARTICLE 10:

Moved and seconded by the Board of Selectmen that the Town vote to transfer from the following available funds the sum of \$325,102.86 to add to the Stabilization Fund, in accordance with Chapter 40, Section 5B, as amended, of the Massachusetts General Laws:

| <u>ACCOUNT NO.</u> | <u>FUND</u> | <u>AVAILABLE</u> |
|--------------------|-------------------------|------------------|
| 220-60225 | Fire – Major Capital | \$ 288.01 |
| 138-60251 | Interest – Fire Station | |
| | Renovation | 588.89 |
| 220-60256 | Fire – New Equipment | 641.86 |

TOWN OF LITTLETON

| | | |
|-----------|---------------------------|-------------------|
| 220-60265 | Fire Dept. – Pickup Truck | 650.46 |
| 620-60282 | Beach House Renovation | 1,265.00 |
| 512-60292 | Air Quality Testing | 60,000.00 |
| 100-22104 | FY'94 Overlay Account | 1,434.61 |
| 100-22105 | FY'95 Overlay Account | 6,849.73 |
| 100-22106 | FY'96 Overlay Account | 2,985.51 |
| 100-22109 | FY'99 Overlay Account | 85,006.85 |
| 100-22110 | FY'00 Overlay Account | <u>165,391.94</u> |
| | | \$ 325,102.86 |

The meeting was dissolved to the Annual Town Meeting.

Attest
A TRUE COPY
MARY CRORY,

ANNUAL TOWN MEETING MONDAY, MAY 7, 2001

The meeting was called to order by Moderator Charles F. Kaye at 7:03 PM.

ARTICLE 1: Appointed Officers

Voted unanimously to appoint the following Officers to their positions:

Poundkeeper: Chris Upperman

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:

Marvin Bernstein, Daniel Tarves, John Tarves

ARTICLE 2: Reports of Town Officers and Committees:

Moderator Charles Kaye recognized Mary Crory for her twenty-five years of service to the Town as Town Clerk.

State Senator Pam Resor read a joint proclamation by the State Senate and House of Representatives honoring Dr. Ellen Bell. Board of Health Chairman Peter Cassinari also presented a plaque to Samuel Bell in honor of Dr. Ellen Bell.

Selectmen – Karen McNamara recognized Michael Knupp and Tom O'Dea for their many years of service to the town.

Finance Committee – Ken Adam gave a slide presentation on the annual budget process and projected impact figures of future projects.

Commission on Disabilities – Chris Hohenemser and Bartlett Harvey shared the results of a survey and presented their commissions ideas for handicapped accessibility improvements needed in Littleton.

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 financial year beginning July 1, 2001, in accordance with the provision 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.

ARTICLE 4: Annual Town Budget

Voted unanimously to raise and appropriate, or transfer from available funds in the Treasury, sums of money to defray the expenses of the various departments, and to fix the salary and compensation of all elected officials, as follows:

LINE ITEM

GENERAL GOVERNMENT

| | |
|-------------------------|--------------|
| 1. Moderator | \$100.00 |
| Selectmen | |
| 2. Salaries | \$2,000.00 |
| 3. Clerk | \$31,140.00 |
| 4. Expenses | \$18,000.00 |
| 5. Long Term Disability | \$19,285.00 |
| 6. Legal Expense | \$50,000.00 |
| Town Administrator | |
| 7. Salary | \$64,896.00 |
| 8. Expenses | \$2,300.00 |
| Town Accountant | |
| 9. Salary and Wages | \$63,430.00 |
| 10. Expenses | \$4,263.00 |
| 11. Audit Expense | \$14,500.00 |
| Information Systems | |
| 12. Salary | \$50,053.00 |
| 13. Expenses | \$122,512.00 |
| 14. Merrimack Valley | \$21,339.00 |
| Library Consortium | |
| Facilities Management | |

TOWN OF LITTLETON

LINE ITEM

| | |
|--|---------------------|
| 15. Salaries and Wages | \$65,449.00 |
| 16. Expenses | \$152,700.00 |
| Transfer from Shattuck Street Rental Account | (\$1,800.00) |
| Elections and Registrations | |
| 17. Salaries | \$4,700.00 |
| 18. Expenses | \$6,600.00 |
| Conservation Commission | |
| 19. Clerk | \$18,910.00 |
| 20. Expenses | \$4,300.00 |
| Treasurer | |
| 21. Salary | \$42,315.00 |
| 22. Assistant Town Treasurer | \$32,000.00 |
| 23. Expenses | \$9,050.00 |
| 24. Short Term Interest | \$1,300,552.00 |
| 25. Tax Title Expenses | \$11,000.00 |
| Tax Collector | |
| 26. Salary | \$35,035.00 |
| 27. Assistant Tax Collector | \$13,102.00 |
| 28. Expenses | \$10,100.00 |
| Board of Assessors | |
| 29. Salaries | \$107,422.00 |
| 30. Expenses | \$7,100.00 |
| Town Clerk | |
| 31. Salaries | \$39,454.00 |
| 32. Expenses | \$650.00 |
| Planning Board | |
| 33. Clerk | \$24,068.00 |
| 34. Expenses | \$3,800.00 |
| Finance Committee | |
| 35. Expenses | \$5,000.00 |
| 36. Reserve Fund | <u>\$150,000.00</u> |
| TOTAL GENERAL | \$2,507,125.00 |
| GOVERNMENT | |

ANNUAL REPORT 2001

LINE ITEM

PROTECTION OF PERSONS AND PROPERTY

Police Department

| | |
|----------------------------|--------------|
| 37. Salaries and Wages | \$923,260.00 |
| 38. Expenses | \$82,470.00 |
| 39. Parking Clerk Expenses | \$400.00 |

Fire Department

| | |
|----------------------------------|---------------|
| 40. Salaries and Wages | \$500,152.00 |
| 41. Expenses | \$91,155.00 |
| Transfer from Ambulance Receipts | (\$22,900.00) |

Control Center

| | |
|------------------------|--------------|
| 42. Salaries and Wages | \$218,461.00 |
| 43. Expenses | \$20,400.00 |

Animal Control

| | |
|--|---------------|
| 44. Salary | \$14,430.00 |
| 45. Expenses | \$3,100.00 |
| Transfer from B. Sampson Relief of Animals Fund | (\$500.00) |
| <i>Transfer from Dog License fees</i> | (\$2,600.00) |
| | \$1,400.00 |
| 46. Emergency Management Agency | |
| Transfer from Emergency Management Reimbursement | (\$1,400.00) |

| | |
|-------------------------|------------|
| 47. Dutch Elm Disease | \$1,000.00 |
| 48. Shade Tree Planting | \$2,000.00 |

Sealer of Weights and Measures

| | |
|--------------|------------|
| 49. Salary | \$2,000.00 |
| 50. Expenses | \$200.00 |

Building Commissioner

| | |
|------------------------|-------------|
| 51. Salaries and Wages | \$67,386.00 |
| 52. Expenses | \$3,850.00 |

Board of Appeals

| | |
|--------------|-------------------|
| 53. Clerk | \$3,090.00 |
| 54. Expenses | <u>\$1,400.00</u> |

TOTAL PROTECTION OF PROPERTY

\$1,936,154.00

HEALTH AND SANITATION

TOWN OF LITTLETON

LINE ITEM

Board of Health

| | | |
|-----|-------------------------|-------------------|
| 55. | Clerk | \$23,762.00 |
| 56. | Expenses | \$2,625.00 |
| 57. | Animal Inspector | \$1,300.00 |
| 58. | Town Nursing Salary | \$7,638.00 |
| 59. | Eliot Clinic | \$3,780.00 |
| 60. | Concord Family Services | <u>\$3,000.00</u> |

TOTAL HEALTH & SANITATION **\$42,105.00**

HIGHWAYS

General Highways

| | | |
|-----|-------------------------------|--------------|
| 61. | Salaries | \$594,600.00 |
| 62. | Expenses | \$364,600.00 |
| 63. | Snow & Ice Removal – Expense | \$40,000.00 |
| 64. | Snow & Ice Removal - Overtime | \$40,000.00 |

salaries

Transfer from Transfer Station Stickers **(\$185,000.00)**

TOTAL HIGHWAYS **\$1,039,200.00**

Cemetery Department

| | | |
|-----|---|----------------------|
| 65. | Salaries and Wages | \$72,253.00 |
| 66. | Expenses | \$25,305.00 |
| | <i>Transfer from Sale of Lots</i> | <i>(\$8,000.00)</i> |
| | <i>Transfer from Grave Openings</i> | <i>(\$22,000.00)</i> |
| | Transfer from Interest on Perpetual Care | (\$67,558.00) |

TOTAL CEMETERIES **\$97,558.00**

Veteran's Services

| | | |
|-----|------------------------|-----------------|
| 67. | Benefits and Services | \$1,000.00 |
| 68. | Veteran's Agent Salary | \$3,000.00 |
| 69. | Expenses | <u>\$750.00</u> |

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

Reuben Hoar Library

| | | |
|-----|--|----------------------|
| 70. | Salaries and Wages | \$293,723.00 |
| 71. | Expenses | \$70,700.00 |
| | Transfer from Library Trust funds | (\$28,600.00) |

TOTAL LIBRARY **\$364,423.00**

Council on Aging

| | | |
|-----|----------|--------------------|
| 72. | Salary | \$72,215.00 |
| 73. | Expenses | <u>\$20,389.00</u> |

ANNUAL REPORT 2001

LINE ITEM

TOTAL COUNCIL ON AGING **\$92,604.00**

Park and Recreation Department

74. Salaries and Wages \$73,805.00

75. Expenses \$4,640.00

TOTAL RECREATION **\$78,445.00**
DEPARTMENT

Pensions and Benefits

76. County Retirement \$415,000.00

77. Group Insurance \$1,083,000.00

TOTAL PENSIONS & BENEFITS **\$1,498,000.00**

Unclassified

78. Gasoline \$50,000.00

79. Insurance \$250,000.00

80. Memorial Day \$1,000.00

81. Patriots' Day \$50.00

82. Historical Commission \$3,000.00

83. Disability Commission \$750.00

84. Telephone – Town Offices \$40,000.00

85. Town Reports \$7,000.00

Transfer from Insurance Reimbursement \$5,000.00)

TOTAL UNCLASSIFIED **\$351,800.00**

Salaries

86. Administration \$1,049,507.00

87. Instructional \$6,038,948.00

88. Support Personnel \$482,057.00

Sub-Total Salaries **\$7,570,512.00**

Expenses

89. Operation of Educational \$604,211.00
Programs

90. Transportation \$392,235.00

91. Utilities \$320,100.00

92. Maintenance \$412,550.00

93. Special Needs \$1,385,074.00

94. Other \$79,563.00

Sub-Total Expenses **\$3,193,733.00**

TOWN OF LITTLETON

LINE ITEM

| | |
|-----------------------------------|----------------|
| Transfer from L.H. Zappey Fund | (\$200.00) |
| Transfer from Hildreth Fund | (\$1,500.00) |
| Transfer from Goldsmith Fund | (\$100.00) |
| Transfer from Johnson School Fund | (\$200.00) |
| Transfer from Free Cash | (\$296,249.00) |

TOTAL SCHOOL DEPARTMENT \$10,764,245.00

LINE ITEMS NOT REQUIRING A VOTE

Assessments

| | |
|------------------------------------|-------------------|
| 95.Nashoba Valley Technical School | \$29,241.00 |
| 96.Nashoba Board of Health | \$20,415.00 |
| 97.B&M Crossing Maintenance | <u>\$2,806.00</u> |

TOTAL ASSESSMENTS \$52,462.00

| | |
|---|------------------|
| 98. Debt and Interest | \$1,331,563.00 |
| Transfer from Stabilization Fund | (\$1,046,799.00) |
| Transfer from Electric Light Operating Cash Account | \$263,299.00) |
| Transfer from Sale of Real Estate | (\$45,000.00) |
| Transfer from Self Help Reimbursement | (\$18,000.00) |
| Transfer from Morrison Property Gift Fund | (\$1,000.00) |

TOTAL NOT REQUIRING A VOTE **\$1,384,025.00**

TOTAL MUNICIPAL BUDGET **\$20,160,434.00**

WATER DEPARTMENT (ENTERPRISE FUND)

| | |
|--------------------|---------------------|
| Salaries and Wages | \$470,000.00 |
| Expenses | <u>\$726,005.00</u> |

TOTAL WATER DEPARTMENT **\$1,196,005.00**

TOTAL ARTICLE 4 **\$21,356,439.00**

ARTICLE 5: Street Lighting

Voted unanimously to raise and appropriate the sum of \$46,978.00, for electricity to be used for street lighting, and that the sum and income from the sale of electricity to private consumer and/or the electricity supplied to municipal buildings and from sales of appliances and jobbings during the current fiscal year, be appropriated for the Municipal Light Plant, the whole to be expended by the Manager of the Municipal Light Plant under the direction and control of the Electric Light Board for expenses of the plant for the fiscal year, as defined in Chapter 164, Section 57, of the General Laws, including out-of-state travel, and if said sum and said income shall exceed as the Electric Light Board may determine, it shall be transferred to the Construction Fund or other so designated account of said plant and appropriated for such additions thereto as may be authorized by the Electric Light Board and the balance of said excess shall be returned to the Town Treasurer, or take any other action relative thereto.

ARTICLE 6: Transfer from Water Surplus

Voted unanimously to transfer from Water Surplus, the sum of \$338,893.13 to meet the annual bonded indebtedness of the Water Department.

ARTICLE 7: Wage and Salary Reserve Account

Voted unanimously to raise and appropriate \$120,000.00 in order to provide for a wage and salary reserve, which would be administered by the Board of Selectmen in awarding merit increases and market adjustments in accordance with the recommendations of the Personnel Committee and consistent with the Town's Classification/Compensation plan.

ARTICLE 8: Fire Department Rescue Truck

Voted unanimously that the sum of \$171,000.00 be hereby appropriated for the purpose of purchasing a new rescue truck, safety equipment, and for hoses and portable radios, 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 \$166,000.00 under and pursuant to Chapter 44, Section 7(9), of the Massachusetts 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 is 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.

ARTICLE 9: Police Department Major Equipment and Repair Account

Voted unanimously 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, and to raise and appropriate the sum of \$70,000.00 for said purpose.

ARTICLE 10: Architectural Fees for Middle School

Voted by necessary 2/3rds vote that the sum of \$700,000.00 is hereby appropriated for the payment of architectural fees and all related expenses, including design and site planning, and \$12.8 Million is hereby appropriated for the construction of a new Middle School, and that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow the sum of \$13.5 Million under and pursuant to Chapter 44, Section 7(21), of the Massachusetts General Laws, or any other enabling authority, and to issue bonds or notes of the town therefore, and that the sum

TOWN OF LITTLETON

of \$41,500.00 is raised and appropriated for this purpose; and further, that the Permanent Municipal Building Committee is hereby authorized and directed to prepare any related bid documents and to enter into a contract or contracts to further the purpose of this vote, and to report on their doings at a future Town Meeting.

The voting was by ballot and check list. 145 Votes cast 134 Yes 11 No

ARTICLE 11: Highway Department Major Equipment Account

Voted unanimously to add to the Highway Department Major Equipment and Repair Account for the purchase of new equipment, or for major repairs to existing equipment, and to raise and appropriate the sum of \$10,000.00 for said purpose.

ARTICLE 12: Highway Department New Equipment Account

Voted unanimously that the sum of \$85,000.00 be hereby appropriated for the purpose of purchasing new equipment for the Highway Department 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 \$80,000.00 under and pursuant to Chapter 44, Section 7(9), of the Massachusetts 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 is 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.

ARTICLE 13: Monies for Computer Hardware, Software and Tech Support

Voted unanimously to raise and appropriate, the sum of \$64,000.00 in order to provide for the purchase of new computer hardware, software and technical services by the Information Systems Department.

ARTICLE 14: Monies for New Financial Accounting System

Voted unanimously that the sum of \$145,000.00 be hereby appropriated for the purpose of purchasing a new financial accounting system, including computer hardware, software, technical services, 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 \$140,000.00 under and pursuant to Chapter 44, Section 7(9), of the Massachusetts 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 is 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.

ARTICLE 15: Inventory of Infrastructure Assets

Moved and seconded by the Board of Selectmen that the Town vote to raise and appropriate the sum of \$60,000.00 for the purpose of conducting an inventory of infrastructure assets to include the location and condition of road pavement, sidewalks, drainage facilities, signs, guardrails and other street appurtenances in a Geographic Information System (GIS) format, consistent with the Light and Water

Departments GIS base maps, and to authorize the Board of Selectmen to enter into a contract or contracts for said purpose.

ARTICLE 16: Monies for Updates and Copies of Town Code Books

Voted unanimously to raise and appropriate the sum of \$5,000.00 for the purpose of purchasing updates to, and new copies of the Code of the Town of Littleton.

ARTICLE 17: Town Web Site

WITHDRAWN

ARTICLE 18: Acceptance of David Way

Voted unanimously to accept as a Town way, the laying out by the Board of Selectmen of the private way known as David Way, forty feet (40,) in width, from the southwesterly side of Hartwell Avenue, a distance of 1,010 feet, more or less, all as shown on a plan entitled "Definitive Plan of David Way Subdivision in Littleton, Mass, owned by R. D. Kanniard Homes, Inc." dated October 20, 1995, recorded at the Middlesex South Registry of Deeds in Book 26978 Page 249, and to authorize the Board of Selectmen to acquire by gift, the land, easements, and rights therein.

ARTICLE 19: Engineering on Lake Shore Drive

Voted unanimously to raise and appropriate the sum of \$17,000.00 for the purpose of funding additional engineering for two sections of the private way known as Lake Shore Drive, from the easterly sideline of Birch Road, a distance of 200 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 720 feet, more or less, in an easterly direction, to the westerly sideline of Emerson Drive, and to authorize the Board of Selectmen to enter into a contract or contracts for said purpose.

ARTICLE 20: By-Law Amendment

Voted unanimously to amend the current Town of Littleton Zoning Bylaws as set out in this section:

Amend the following definition in Section 173-2 to read:

"STRUCTURE – A combination of materials assembled at a fixed location to give support or shelter, such as a building, retaining wall which retains four (4) or more feet of unbalanced fill, fences over six (6) feet high, swimming pools that contain water over twenty-four (24) inches in depth and two hundred and fifty (250) square feet of surface area or the like. The word "Structure" shall be construed, where the context requires, as though followed by the words "or parts thereof." "

ARTICLE 21: Public Land Acquisition Fund

Voted unanimously to raise and appropriate the sum of \$100,000.00 to add to the Public Land Acquisition Fund for the purpose of purchasing land for conservation, recreation or other municipal purposes.

TOWN OF LITTLETON

ARTICLE 22: MAGIC Funds

Voted unanimously to raise and appropriate the sum of \$1,556.00 to fund Littleton's active participation in the Minuteman Advisory Group on Interlocal Coordination (MAGIC).

ARTICLE 23: Amendment to Code – Chapter 181 Littleton Transfer Station

Voted to amend the Code of the Town of Littleton by adding Chapter 181 entitled "Littleton Transfer Station":

"Chapter 181. Littleton Transfer Station

Section 181-1. Authority

The Board of Selectmen shall have the power and duty to establish rules, regulations and fees necessary for the operation of the Littleton Transfer Station.

Section 181-2. Public Hearing, Input from Town Boards and Departments

The Board of Selectmen, prior to the establishment or amendment of these rules, regulations and fees, shall hold a public hearing to receive comment from the general public and will solicit and incorporate into these rules, regulations and fees, where appropriate, the input of the Littleton Board of Health, pursuant to their statutory authority under MGL Chapter 111, S. 150 A and B, and that of the Highway Superintendent, relative to his/her authority as the official responsible for the operation of the Transfer Station."

ARTICLE 24: Revolving Funds

Voted unanimously to reauthorize the following revolving funds in Fiscal Year 2002 pursuant to M. G. L. Chapter 44, §53E½, for the purpose of receiving monies and making disbursements in connection with the administration of these offices and programs:

| <u>Department</u> | <u>Purpose</u> | <u>Receipts</u> | <u>Expenditure Limit</u> |
|------------------------------|--|--------------------------------------|---------------------------------|
| Building Commissioner | Compensate Wiring, Plumbing Inspectors | Wiring, Plumbing Fees | \$75,000.00 |
| Town Clerk | Enforcement of Dog Bylaw (Ch. 84) | Dog License fees, Fines | \$10,000.00 |
| Cemetery Comm. | Administrative Costs | Sales of lots, grave openings | \$10,000.00 |
| Council on Aging | To cover Senior Day Care program expenses | Social Daycare fees | \$10,000.00 |
| Fire Department | To cover Ambulance Service Costs | Ambulance Fees | \$18,000.00 |

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| | | | |
|------------------------|--|------------------------|--------------------|
| Fire Department | To cover Alarm Box Repair Costs | Alarm Box Fees | \$10,000.00 |
| Fire Department | To cover CPR Course Costs | CPR Course Fees | \$5,000.00 |

ARTICLE 25: Park and Recreation Revolving Fund

Voted unanimously to reauthorize a Park and Recreation revolving fund in Fiscal Year 2002 pursuant to Mass. General Laws, Chapter 44, Section 53D, 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 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.

ARTICLE 26: Compensating Balancing Agreements

Voted unanimously to authorize the Town Treasurer to enter in compensating balancing agreements during Fiscal Year 2002, as permitted by Chapter 44, Section 53F of the General Laws.

ARTICLE 27: Acceptance of Chapter 126 of the Acts of 1988

Voted unanimously 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 more than 100% additional property tax exemption for Fiscal Year 2002, for those who qualify under Massachusetts General Laws, Chapter 59, Section 5.

ARTICLE 28: Unemployment Account

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

ARTICLE 29: Stabilization Fund

WITHDRAWN

Moderator Charles F. Kaye dissolved the meeting at 9:00 PM.

Attest:

A TRUE COPY

_____,
MARY CRORY, TOWN CLERK

TOWN OF LITTLETON

SPECIAL TOWN MEETING SEPTEMBER 24, 2001

Town Moderator, Charles F. Kaye, called the meeting to order at 7 PM. The meeting was opened with the singing of God Bless America. A moment of silence was observed in the memory of Mary Page Brown.

ARTICLE 1: PRIOR YEARS BILLS

Voted unanimously that the sum of \$118.08 be raised and appropriated for the purpose of paying the following unpaid bill from a prior fiscal year.

| <u>Bill</u> | <u>Amount</u> |
|------------------|---------------|
| Verizon Wireless | \$118.08 |

ARTICLE 2: FY 2002 BUDGET APPROPRIATIONS

Voted unanimously that the Town vote to raise and appropriate the sum of \$90,000.00 to the following FY2002 budgetary line items:

| <u>Line Item</u> | <u>Additional Monies</u> |
|--|--------------------------|
| 10. Accountant – Expenses | \$ 20,000.00 |
| 18. Elections & Registrations – Expenses | 7,000.00 |
| 61. Highway – Salaries/Wages | 55,200.00 |
| 62. Highway – Expenses | 2,000.00 |
| 64. Snow & Ice – Overtime | 3,100.00 |
| 71. Library – Expenses | <u>2,700.00</u> |
| TOTAL | \$ 90,000.00 |

ARTICLE 3: FY2002 Budget Transfers

Voted unanimously that the Town vote to authorize the following transfers and adjustments in the Fiscal Year 2002 Budget line items approved in accordance with Article 4 of the May 7, 2001 Annual Town Meeting:

To transfer the surplus amount of \$7,000.00 from Line Item 79, “Insurance” to Line Item 15, “Facilities Management – Expenses” to cover a projected shortfall in that line item.

To transfer the surplus amount of \$7,000.00 from Line Item 79 “Insurance”, to Line Item 62, “Highway Department – Expenses” to cover a projected shortfall in that line item.

ARTICLE 4: WATER DEPARTMENT

Voted unanimously that the Town vote to transfer from Water Surplus to the Electricity Account (#50) the sum of \$27,000.00, to complete the Fiscal Year 2000/2001.

ARTICLE 5: CLEAN LAKES FUNDING

Voted unanimously that the Town vote to appropriate the sum of \$55,000.00 for the purpose of the continued engineering and restoration efforts for Mill Pond and Long Lake, 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 \$50,000 under and pursuant to Chapter 44, Section 7(27), of the Massachusetts 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 is 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. The Voting was by Ballot and Checklist and was unanimous

ARTICLE 6: SIDEWALK CAPITAL PLAN

Voted unanimously that the Town vote to appropriate the sum of \$157,500.00; that \$150,000.00 of such sum shall be for the purpose of funding the first phase of a multi-year capital plan for sidewalks, and for costs incidental and related thereto: that to raise funds necessary for this appropriation, the Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow the sum of \$150,000.00 under and pursuant to Chapter 44, Section 7(6), of the Massachusetts General Laws, as amended, or any other enabling authority, and to issue bonds or notes of the Town, therefore, that the further sum of \$7,500.00 is 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.

The voting was by ballot and checklist and was unanimous

ARTICLE 7: COVANTA SOLID WASTE CONTRACT - **Withdrawn**

ARTICLE 8: LAND ACQUISITION FOR NEW POLICE STATION - **Withdrawn**

ARTICLE 9: LAKESHORE DRIVE - **Withdrawn**

ARTICLE 10: PERSONAL PROPERTY TAX EXEMPTION

Voted unanimously that the Town vote to accept the provisions of Chapter 59, Section 5, clause 54, of the Massachusetts General Laws added by Chapter 159, Section 114 of the Acts of 2000.

ARTICLE 11: TRANSFER TO THE STABILIZATION FUND

Voted unanimously that the Town vote to raise and appropriate the sum of \$6,500.00 to be added to the Stabilization Fund, pursuant to M.G.L. Chapter 40, Section 5B.

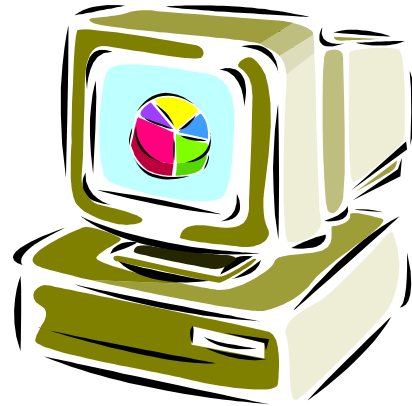
The meeting was dissolved at 7:44 pm after the playing of Proud To Be An American.

ATTEST:

TOWN OF LITTLETON

A true copy
Mary Crory, Town Clerk

TAX COLLECTOR



REPORT OF THE TAX COLLECTOR – 2001

Below is a list of tax balances as of January 1, 2001 and ending December 31, 2001, reported by year.

1992-1996

Uncollected as of 1/1/2001

Motor Excise

Rescind of Abatement \$141.14

Collected Excise Taxes \$141.14

1997

Uncollected as of 1/1/2001

Motor Excise \$809.18

Rescind of Abatement 32.50 \$841.68

Collected as of 12/31/2001

Motor Excise \$555.00

Abated 187.93 \$742.93

Uncollected as of 12/31/2001

Motor Excise \$98.75 \$841.68

1998

Uncollected as of 1/1/2001

Motor Excise \$3156.78

Rescind of Abatement 51.04 \$3,207.82

Collected as of 12/31/2001

Motor Excise \$854.06

Abated 1,826.77 \$2,680.83

Uncollected as of 12/31/2001

\$526.99 \$526.99 \$3,207.82

TOWN OF LITTLETON

1999

Uncollected as of 1/1/2001

| | | | |
|----------------------|-------------|--|--------------------|
| Motor Excise | \$13,681.73 | | |
| Refunds | 245.07 | | |
| Rescind of Abatement | 123.96 | | <u>\$14,050.76</u> |

Collected as of 12/31/2001

| | | | |
|--------------|------------|-------------|--|
| Motor Excise | \$9,334.99 | | |
| Abated | 3,969.41 | \$13,304.40 | |

Uncollected as of 12/31/2001

| | | |
|----------|----------|--------------------|
| \$746.36 | \$746.36 | <u>\$14,050.76</u> |
|----------|----------|--------------------|

2000

Uncollected as of 1/1/2001

| | | | |
|-------------------|-----------|--|--------------------|
| Real Estate | \$845.40 | | |
| Personal Property | 2,906.15 | | |
| Motor Excise | 64,357.42 | | |
| Refunds | 921.78 | | <u>\$69,030.75</u> |

Collected as of 12/31/2001

| | | | |
|-------------------|-----------|-------------|--|
| Personal Property | \$416.77 | | |
| Motor Excise | 54,762.39 | \$55,179.16 | |

Abated as of 12/31/2001

| | | | |
|-------------------|----------|------------|--|
| Personal Property | \$57.46 | | |
| Motor Excise | 1,355.12 | \$1,412.58 | |

Tax Title

| | | | |
|-------------|----------|----------|--|
| Real Estate | \$845.40 | \$845.40 | |
|-------------|----------|----------|--|

Uncollected as of 12/31/2001

| | | | |
|-------------------|------------|-------------|--------------------|
| Personal Property | \$2,431.92 | | |
| Motor Excise | 9,161.69 | \$11,593.61 | <u>\$69,030.75</u> |

2001

Uncollected as of 1/1/2001

| | | | |
|-----------------------------|-----------------|--|--|
| Real Estate | \$11,127,696.13 | | |
| Street Betterments | 2,385.11 | | |
| Street Betterment Interest | 1,076.13 | | |
| Water Betterment | 31,679.42 | | |
| Water Betterment Interest | 16,691.02 | | |
| Septic Betterment | 7,676.15 | | |
| Septic Betterment Interest | 6,171.78 | | |
| Electric Lien | 4,199.10 | | |
| Lien Charges | 125.00 | | |
| Personal Property | 513,075.59 | | |
| Motor Vehicle | 1,053,995.13 | | |
| Reverse Payment | 292.77 | | |
| Refunds | 61,151.05 | | |
| Municipal Lien Certificates | 17,750.00 | | |

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| | | |
|-----------------------------|--------------|------------------------|
| Interest | 37,601.27 | |
| Registry Marking | 3,470.00 | |
| Tax Collector Fees | 9,603.00 | |
| Motor Coach Fees | 11,232.00 | |
| Roll Back 61A | 207,646.33 | |
| Roll Back 61B | 3,777.29 | |
| Tax Title Advertising | 600.00 | |
| Advance Street Betterment | 3,174.14 | |
| Adv. Street Bett Interest | 115.77 | |
| Advance Water Betterment | 20,463.10 | |
| Advance Water Bett Interest | 512.22 | |
| Advance Septic Betterment | 21,740.00 | |
| Betterment Release Cert | <u>36.00</u> | <u>\$13,163,935.50</u> |

Collected as of 12/31/2001

| | | |
|---------------------------------|-----------------|------------------------|
| Real Estate | \$11,105,463.62 | |
| Street Betterments | 2,176.63 | |
| Street Betterment Interest | 884.86 | |
| Water Betterment | 31,495.42 | |
| Water Betterment Interest | 16,516.22 | |
| Septic Betterment | 7,676.15 | |
| Septic Betterment Interest | 6,171.78 | |
| Electric Lien | 3,840.59 | |
| Lien Charges | 100.00 | |
| Personal Property | 500,701.78 | |
| Motor Vehicle | 1,011,033.18 | |
| Municipal Lien Certificates | 17,750.00 | |
| Interest | 37,601.27 | |
| Registry Marking | 3,470.00 | |
| Tax Collector Fees | 9,603.00 | |
| Motor Coach Fees | 11,232.00 | |
| Roll Back 61A | 207,646.33 | |
| Roll Back 61B | 3,777.29 | |
| Tax Title Advertising | 600.00 | |
| Advance Street Betterment | 3,174.14 | |
| Adv Street Bett Interest | 115.77 | |
| Advance Water Betterment | 20,463.10 | |
| Adv Water Bett Interest | 512.22 | |
| Advance Septic Betterment | 21,740.00 | |
| Betterment Release Certificates | <u>36.00</u> | <u>\$13,023,781.35</u> |

Abated as of 12/31/2001

| | | |
|-------------------|------------------|--------------------|
| Real Estate | \$25,718.73 | |
| Personal Property | 1,255.59 | |
| Motor Vehicle | <u>23,227.02</u> | <u>\$50,201.34</u> |

Tax Title

| | | |
|----------------------------|-------------|--|
| Real Estate | \$44,460.60 | |
| Street Betterment | 208.48 | |
| Street Betterment Interest | 191.27 | |

TOWN OF LITTLETON

| | | |
|---------------------------|--------------|-------------|
| Water Betterment | 184.00 | |
| Water Betterment Interest | 174.80 | |
| Electric Lien | 358.51 | |
| Lien Charge | <u>25.00</u> | \$45,602.66 |

Uncollected as of 12/31/2001

| | | | |
|-------------------|-------------|-------------|------------------------|
| Personal Property | \$11,242.14 | | |
| Motor Vehicle | 33,108.01 | \$44,350.15 | <u>\$13,163,935.50</u> |

2002 Uncollected as of 1/01/2002

| | | | |
|----------------------------|-------------------|--|------------------------|
| Real Estate | \$13,104,424.25 | | |
| Street Betterment | 2,745.18 | | |
| Street Betterment Interest | 1,164.02 | | |
| Water Betterment | 33,863.63 | | |
| Water Betterment Interest | 15,777.73 | | |
| Septic Betterment | 11,001.15 | | |
| Septic Betterment Interest | 8,369.26 | | |
| Electric Lien | 1,352.96 | | |
| Lien Charge | 75.00 | | |
| Personal Property | <u>609,803.50</u> | | <u>\$13,788,576.68</u> |

Collected as of 12/31/2001

| | | | |
|----------------------------|-------------------|----------------|--|
| Real Estate | \$2,105,158.43 | | |
| Street Betterment | 993.95 | | |
| Street Betterment Interest | 304.35 | | |
| Water Betterment | 8,646.47 | | |
| Water Betterment Interest | 3,684.06 | | |
| Septic Betterment | 2,086.25 | | |
| Septic Betterment Interest | 1,033.82 | | |
| Personal Property | <u>197,108.60</u> | \$2,319,015.93 | |

Abated as of 12/31/2002

| | | | |
|----------------------|-------------|-------------|--|
| Real Estate | \$32,068.68 | \$32,068.68 | |
| Deferred Real Estate | \$2,755.08 | \$2,755.08 | |

Uncollected as of 12/31/2002

| | | | |
|----------------------------|-------------------|-----------------|------------------------|
| Real Estate | 10,964,442.06 | | |
| Septic Betterment | 1,751.23 | | |
| Septic Betterment Interest | 859.67 | | |
| Water Betterment | 25,217.16 | | |
| Water Betterment Interest | 12,093.67 | | |
| Septic Betterment | 8,914.90 | | |
| Septic Betterment Interest | 7,335.44 | | |
| Electric Lien | 1,352.96 | | |
| Lien Charge | 75.00 | | |
| Personal Property | <u>412,694.90</u> | \$11,434,736.99 | <u>\$13,788,576.68</u> |

Respectfully submitted by:
Rebecca Jean Quinn, Tax Collector

Outstanding Taxes as of 12/31/2001

| Personal Property | | | |
|---------------------------------|--------|-------------------------------|---------|
| Allied Plywood Corp. | 415.31 | Assured Digital, Inc. | 5625.10 |
| Marjorie Baitet | 14.95 | David Bridgewater | 27.19 |
| Changing Healthcare, Inc. | 13.26 | Gerre Clements | 607.92 |
| Cyber Storage Systems, Inc. | 367.84 | Stephen DeMont | 171.64 |
| EJM, Inc. | 820.40 | Mark G Haroules | 38.94 |
| Horizon Landscape, Inc. | 60.62 | Angella Infrerra | 29.47 |
| C. J. Kenney General Contractor | 71.08 | Erika Kernan | 16.52 |
| Kline and Company | 36.63 | Mark Lalonde | 2415.95 |
| Brian Laws | 235.10 | Marble Rock Cinema Corp | 277.69 |
| Samuel E. Marcellino, Jr. | 294.38 | Northeast Equestrian Products | 60.89 |
| Leslie Peik | 160.26 | Personal Best Counseling | 31.05 |
| Glenn A. Pierce | 15.37 | Quality Woodworking | 49.72 |
| Gerald Redmond, III | 15.83 | John Sajatjian | 66.29 |
| Lou Santora | 424.47 | Jared Storalazzi | 272.60 |
| Denny Walker | 25.88 | David G. Weliver | 53.26 |
| James Wilson | 44.92 | Wing Consulting | 83.26 |

Uncollected Excise Taxes

| | | | |
|-------------------------|--------|--------------------------|---------|
| Juliana Adams | 23.75 | | |
| Kelly a Alcantara | 26.25 | Rocco J Algeri | 85.42 |
| Andrea M Alvarado | 45.00 | Jamie Alvarado | 28.33 |
| Randy M Amba | 91.25 | Mark L Amidon | 50.00 |
| Tamar E Amidon | 95.00 | Daniel J Anderson | 68.75 |
| Kenneth C Aquino | 182.50 | John Q Armstrong | 341.67 |
| Patricia M Armstrong | 118.13 | Associates Leasing, Inc. | 2138.75 |
| Curtiss M Averett | 72.50 | Scott Baker | 8.13 |
| Christopher Barlow | 38.75 | Peter J Beagan | 52.50 |
| Sherry A Begley | 114.06 | Randall A Benoit | 32.50 |
| Melanie L Benton | 12.50 | Richard F Bera | 12.50 |
| Jailon Bittencourt | 26.35 | Samuel Bittencourt | 73.75 |
| Cyrus J Blake | 17.50 | Jeanmaire A Blake | 49.17 |
| BLC Corp | 135.00 | Amy E Bomgardner | 83.75 |
| Deann Bongiorno | 137.50 | Michelle D Borden | 341.25 |
| J Eric Bottenhorn | 176.67 | Mark W Brand | 30.00 |
| Robert A Briganti | 59.38 | Thomas B Briney | 243.75 |
| Christopher J Brink | 193.55 | Samuel Lee Burton | 28.75 |
| Conan M Buzby | 45.00 | Carol A Caligiuri | 562.50 |
| Nicole M Casey | 33.75 | Madhusudhana R Chinnapo | 23.33 |
| Michele Ann Chirichiell | 36.25 | Nathan L Chisley | 35.00 |
| Steven Chung | 27.50 | Bernadette D Cocks | 42.50 |
| Concord Furniture Co | 97.08 | Pasquale A Conversano | 52.50 |
| Doanl W Corbett | 138.75 | Stephen D Cox | 110.83 |
| Bryan M Cozzens | 54.58 | Ralph H Crowley, Jr. | 28.75 |
| Jennifer L Currier | 29.06 | Curry Auto Leasing, Inc. | 428.75 |
| Lynn J D'Ambrose | 350.00 | Louis P Dangelo | 76.25 |
| Geovana DaSilva | 292.50 | Daniel E Davis | 23.75 |
| Terrence W Deacon | 27.50 | John B Dean | 46.25 |

TOWN OF LITTLETON

| | | | |
|---------------------------------|--------|-----------------------------|---------|
| David J Decelles | 28.75 | Sidriano Chaves Defreit | 15.00 |
| Deanna L DeMello | 305.00 | Sean Denmark | 30.00 |
| Hendrik DeVogel, Jr. | 137.50 | Richard J DiMare | 181.67 |
| Kristi N Dion | 36.25 | Dimitri Dobrescu | 539.58 |
| Olga Dobson | 212.50 | Thomas H Dodd | 47.50 |
| Sorrel Dolan | 30.00 | Shannon M Dunn | 160.63 |
| East Coast Beverage Corp | 238.75 | Christine M Edison | 80.21 |
| Scott T Edison | 46.25 | Patricia B Fayemiwo | 32.50 |
| John J Field | 161.25 | Field Realty Trust | 131.25 |
| David E Finan, Jr. | 53.75 | Robert L Firmin | 77.50 |
| First Vermont Band and Company | 165.00 | Sabrina F Fogal | 610.42 |
| William Henry Ford | 37.50 | Cynthia E Francisco | 308.75 |
| Jennifer L Frankel | 140.01 | Leslie J French-Nelson | 42.50 |
| Robert J Fultz | 22.50 | Linda A Gelormini | 145.00 |
| Gold Star Trucking | 5.00 | Thomas D Gorham | 17.50 |
| Thomas D Gorham, II | 31.25 | Robin A Grant | 32.81 |
| Jessica C Grady | 132.50 | Travis G Green | 29.06 |
| Duane R Griffin | 26.25 | George Anne Grimshaw | 68.75 |
| D Mark Haines | 67.50 | Jeremy C Hand | 87.08 |
| Kathryn R Haroules | 87.50 | Peter J Hartwell | 33.75 |
| Stacey A Hartwell | 46.25 | Eleanor M Hawkins | 32.50 |
| Lee J Heilner | 51.25 | Oya Douglas Hentz | 28.75 |
| Curtiss R Herrmann | 34.69 | Christopher D Hooley | 28.75 |
| Horizon Landscape, Inc. | 131.25 | Clifford R Hunting | 76.46 |
| Cheryl A Hurley | 133.75 | Paula A Hurley | 21.56 |
| Michael Joanis | 41.15 | Amy E Johnson | 32.50 |
| Lisa M Johnson | 28.75 | George E Jones, III | 7.19 |
| Ashley Johnson | 37.50 | Dean Jones Food Brokerage | 87.50 |
| Linda L Julio | 101.25 | Rebecca L Julio | 44.69 |
| Toni L Julio | 25.00 | Rajeevan Kannothevalapp | 285.10 |
| Kathy Karlsson | 50.00 | Robert D Kilpatrick | 53.75 |
| Kevin King | 25.00 | James E Kirste | 303.75 |
| Matthew Kline | 89.58 | Koch Industries | 1445.00 |
| Eric B Lamont | 5.00 | Holly A Lane | 110.00 |
| Thelma J Lankowski | 36.25 | Timothy P Lauzon | 39.58 |
| Brian H Laws | 72.50 | Nancy W Laws | 41.25 |
| Michael C Liddell | 48.75 | Kelly A Lindgren | 333.75 |
| Erik a Linstad | 16.25 | Donald Little | 718.33 |
| Katherine C Little | 35.00 | Kimberly M Little | 15.00 |
| Littleton Limo & Transportation | 91.66 | David A Lizotte | 40.31 |
| R Craig Lombardi | 31.25 | Nathan R Long | 35.00 |
| Robert Allen Mair | 70.00 | John W Malloy, Jr. | 55.00 |
| Mary B Malloy | 52.81 | Rachel E Markels-Webber | 5.00 |
| Peggy Mayfield | 115.00 | William R Mayfield | 48.75 |
| Marvin W McCullough | 138.75 | Wendy S McFarland | 75.00 |
| Thomas W McNiff | 67.50 | Laura J Mericle | 26.25 |
| Carmin F Merullo | 28.75 | Middlesex Corporation | 100.00 |
| Middlesex Materials, LLC | 188.44 | George Robert Millar | 5.00 |
| Robert W Minney | 206.67 | Minuteman Engine Rebuilding | 28.75 |
| Dante Mirabella | 6.25 | William T Monahan, Jr. | 9.38 |

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| | | | |
|----------------------------|--------|----------------------|---------|
| Mark J Montminy | 98.75 | James F. Morrison | 31.67 |
| Michelle L Morrison | 73.13 | Philip L Morrison | 208.85 |
| Elizabeth A Murdock | 117.50 | Douglas a Napoleone | 31.25 |
| New England Police Vehicle | 243.75 | Joseph L Ninteau | 1978.75 |
| Josmar M Oliveira | 94.38 | Hilary E O'Malley | 87.29 |
| David J O'Reilly | 28.75 | James D O'Rourke | 36.25 |
| William L Ouellette | 98.33 | Brenda K Pacy | 32.81 |
| Anastastia M Page | 46.25 | Keith R Palmer | 30.00 |
| Louis Panaggio | 32.50 | Karen Panek | 18.33 |
| Jeffrey M Patterson | 550.63 | Susan J Patterson | 42.50 |
| Richard J Payne | 40.00 | Luke D Penney | 113.75 |
| John E. Perry | 121.56 | Steven E Peterson | 41.25 |
| Glenn A Pierce | 51.25 | Pamela A Pierce | 20.00 |
| Bradford W Plummer | 85.00 | Richard T Polk | 5.00 |
| Francis L Priest | 18.75 | Maurice Ramage | 31.25 |
| Justin D Rampino | 41.25 | Traci A Reardon | 41.25 |
| James F Regan, Jr. | 21.25 | Roberto G Ribeiro | 28.65 |
| Linda E Riley | 23.44 | Daniel C Robinson | 151.46 |
| Patricia M Robinson | 28.65 | Rogers Sweeping | 128.65 |
| Jorge R Rojas-LaSanta | 152.50 | Carmen M Rolon | 28.75 |
| John D Rosamond | 87.50 | Deborah J Ruby | 5.00 |
| Wendie A Sammarco-Perry | 115.31 | Betty Lou Santora | 113.75 |
| Deivid Dantas Santos | 33.75 | Mary Jo Saunders | 27.50 |
| Anna M Sawyer | 25.21 | Aaron Jay Seltzer | 390.00 |
| Dennis L Shay | 32.50 | John F Sheehan | 5.00 |
| Larry P Shenshew | 27.08 | Elizabeth L Sherman | 199.48 |
| Kathy Sherman | 36.67 | Michael A Silva | 91.67 |
| Robert E Slabysz | 682.60 | Douglas S Small | 33.75 |
| Starr Hill Construction | 182.29 | Joshua T St.Denis | 36.25 |
| Brian T St.Denis | 30.00 | Emily C Stier | 266.88 |
| Amelia J Struthers | 25.00 | Ryanne M Sullivan | 27.08 |
| Christy M Taylor | 66.56 | Nancy T Terrazzano | 281.25 |
| Robert U Terrazzano | 47.50 | Stacey A Tuttle | 35.00 |
| U S Wood Products, Inc. | 43.75 | Joanna L Vaughan | 35.00 |
| Raul M Vazquez | 37.50 | Ann Marie Waterhouse | 37.50 |
| Cecilia Ann White | 108.75 | Jennifer L White | 273.85 |
| Stephen L White | 25.00 | Robert I Whitehead | 51.25 |
| David N Wilensky | 28.75 | Mitchell D Wilson | 26.25 |
| Kimberly A Wiswell | 67.71 | Stephen C Yapp | 112.50 |
| Lakshmi NP Yarlagadda | 316.25 | Armen S Young | 25.00 |
| Susan E Young | 142.50 | | |

TOWN OF LITTLETON

TREASURER

Prepared by: Margaret M. Dennehy

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

Total Funds July 1, 2000 \$35,443,381.42

Total receipts for the year \$72,518,290.54

Total disbursements for the year \$74,065,835.48

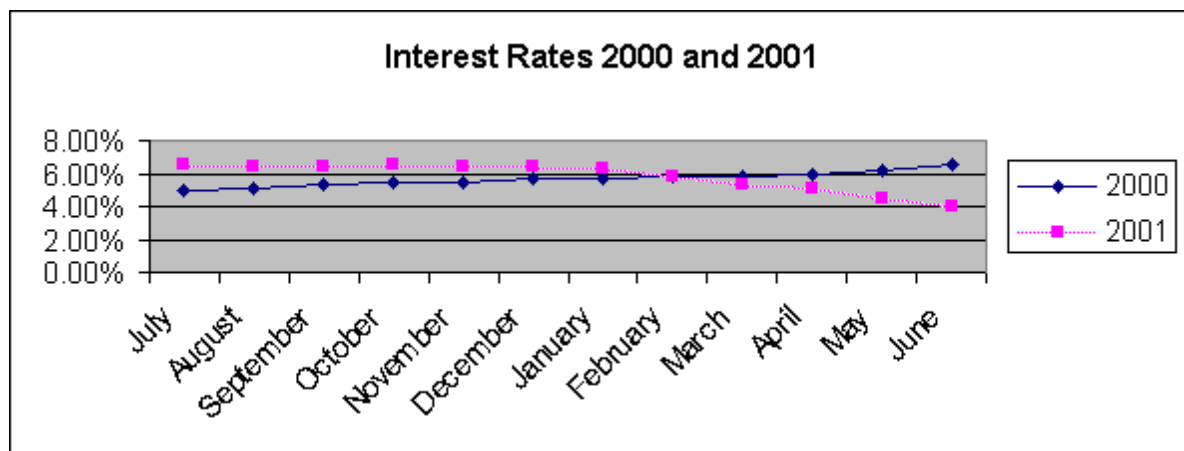
Total Funds June 30, 2001 \$33,895,836.48

Funds under care of Town Treasurer:

| | | |
|---|-----------------------|-------------------------------|
| General Fund | \$16,773,979.16 | |
| Chapter 32B Trust Fund | \$1,996,659.44 | |
| Law Enforcement Trust Fund | \$2,598.63 | |
| D.A.R.E. | \$5,139.35 | |
| Arts Lottery | \$1,183.11 | |
| Conservation | \$38,235.58 | |
| Stabilization | \$5,892,413.97 | |
| | \$205,788.18 | |
| Electric Depreciation Fund | \$1,509,037.72 | |
| Electric Rate Stabilization Fund | \$1,214,218.34 | |
| Electric Retirement Trust Fund | \$1,536,759.24 | |
| Miscellaneous Performance Bonds | \$765,370.57 | |
| Trust Funds managed by the Trust Fund Commissioners | <u>\$3,954,453.19</u> | <u>\$33,895,836.48</u> |

Interest income on all funds for the year \$1,395,392.56

Interest income on General Fund \$655,496.08



ANNUAL REPORT 2001



TEN-YEAR DEBT SERVICE SCHEDULE



| Fiscal Year | <u>TOWN</u> | <u>WATER</u> | <u>ELECTRIC</u> | <u>GRANTS/REIM-BURSEMENTS *</u> | <u>TOTAL</u> |
|-------------|----------------|--------------|-----------------|---------------------------------|--------------|
| 2002 | \$1,068,264.15 | \$338,893.13 | \$263,298.75 | \$462,398.00 | \$944,759.28 |
| 2003 | \$1,024,522.86 | \$327,590.00 | \$253,848.75 | \$462,398.00 | \$889,714.86 |
| 2004 | \$912,922.86 | \$316,060.62 | \$246,423.75 | \$462,398.00 | \$766,585.48 |
| 2005 | \$788,890.35 | \$304,336.26 | \$239,268.75 | \$462,398.00 | \$630,828.61 |
| 2006 | \$755,025.35 | \$293,921.88 | \$232,350.00 | \$462,398.00 | \$586,549.23 |
| 2007 | \$614,935.36 | \$267,317.50 | \$220,870.00 | \$462,398.00 | \$419,854.86 |
| 2008 | \$597,037.87 | \$254,382.50 | \$214,500.00 | \$462,398.00 | \$389,022.37 |
| 2009 | \$578,774.12 | \$241,510.00 | \$208,000.00 | \$462,398.00 | \$357,886.12 |
| 2010 | \$525,870.36 | \$228,691.25 | \$201,370.00 | \$462,398.00 | \$292,163.61 |
| 2011 | \$503,455.36 | \$220,793.75 | \$194,610.00 | \$462,398.00 | \$261,851.11 |

*** Grants/Reimbursements:**

| | |
|--------------------------|--------------|
| Water Ultrafiltration | \$183,000.00 |
| Shaker Lane 61% | \$261,398.00 |
| Self-Help/Frost Whitcomb | \$18,000.00 |

TOWN DEBT ONLY

| Fiscal Year | | Debt Outside Prop. 2 1/2 | Debt Within Prop. 2 1/2 |
|-------------|----------------|-----------------------------|----------------------------|
| 2001 | \$1,120,891.58 | \$68,695.00 | \$1,052,196.58 |
| 2002 | \$1,068,264.15 | \$66,735.00 | \$1,001,529.15 |
| 2003 | \$1,024,522.86 | \$65,075.00 | \$959,447.86 |
| 2004 | \$912,922.86 | \$63,375.00 | \$849,547.86 |
| 2005 | \$788,890.35 | \$61,635.00 | \$727,255.35 |
| 2006 | \$755,025.35 | \$54,968.00 | \$700,057.35 |
| 2007 | \$614,935.36 | \$53,375.00 | \$561,560.36 |
| 2008 | \$597,037.87 | \$51,748.00 | \$545,289.87 |
| 2009 | \$578,774.12 | \$50,085.00 | \$528,689.12 |
| 2010 | \$525,870.36 | \$48,388.00 | \$477,482.36 |
| 2011 | \$503,455.36 | \$46,655.00 | \$456,800.36 |
| 2012 | \$485,982.86 | \$46,655.00 | \$439,327.86 |
| 2013 | \$468,367.90 | \$44,905.00 | \$423,462.90 |
| 2014 | \$450,450.40 | \$43,155.00 | \$407,295.40 |
| 2015 | \$427,445.40 | \$41,388.00 | \$386,057.40 |
| 2016 | \$409,245.40 | \$39,585.00 | \$369,660.40 |
| 2017 | \$361,667.90 | \$37,756.00 | \$323,911.90 |
| 2018 | \$294,685.00 | \$35,919.00 | \$258,766.00 |
| 2019 | \$279,715.00 | | \$279,715.00 |

| | |
|---|-----------------|
| Total outstanding permanent debt including Town, Water and Electric as of 6/30/01 | \$12,655,106.00 |
| Outstanding temporary borrowing in anticipation of issuing bonds (High School) | \$23,865,000.00 |
| Outstanding temporary borrowing in anticipation of issuing bonds Jr. H.S. Design | \$300,000.00 |
| Outstanding temporary borrowing in anticipation of issuing bonds Morrison Land | \$2,655,000.00 |
| Outstanding temporary borrowing in anticipation of issuing bonds for equipment | \$230,000.00 |
| Authorized and unissued debt | \$15,936,000.00 |

TOWN OF LITTLETON

TOWN ACCOUNTANT

YEAR ENDING DECEMBER 31, 2001

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 and a special thank you to Joan Pare, the Assistant Town Accountant for her dedication and professionalism.

Attached is the unaudited General Fund Balance Sheet, Revenues and Expenditures for the fiscal year ending June 30, 2001 and also the audited financials for the fiscal year ending June 30, 2001.

Meredith Mayo
Town Accountant

| TOWN OF LITTLETON | | | |
|--------------------|---------------------|------------------------------------|---------------------|
| General Fund | | June 30, 2001 | |
| <u>Departments</u> | <u>Expenditures</u> | <u>Departments</u> | <u>Expenditures</u> |
| Legal Svcs. | | Weights & Measures | |
| Expenditures | 52,664.58 | Personal Svcs. | 2,000.00 |
| Moderator | | Expenditures | 159.95 |
| Expenditures | 50.00 | Emergency Management | |
| Articles | | Expenditures | 1,271.80 |
| Expenditures | | Dog Officer | |
| Selectmen | | Personal Svcs. | 10,822.88 |
| Personal Svcs. | 52,722.92 | Expenditures | 3,227.74 |
| Expenditures | 43,585.77 | Dutch Elm | |
| | 96,308.69 | Expenditures | 1,000.00 |
| Town Administrator | | Shade Tree | |
| Personal Svcs. | 64,895.88 | Expenditures | 3,500.00 |
| Expenditures | 1,927.91 | Public Schools | |
| Finance Committee | | Personal Svcs. | 6,354,771.17 |
| Expenditures | 135.00 | Expenditures | 3,014,610.97 |
| Finance Committee | | | 9,369,382.14 |
| Reserve Fund | 100,452.49 | Nashoba Regional Technical | |
| Town Accountant | | Expenditures | 9,476.00 |
| Personal Svcs. | 59,825.25 | Highway & Streets (Includes Parks) | |
| Expenditures | 26,733.63 | Personal Svcs. | 460,699.52 |
| | 86,558.88 | Expenditures | 107,372.95 |
| Annual Audit | | | 568,072.47 |
| Expenditures | 14,000.00 | Construction & Maintenance | |
| Assessors | | Expenditures | 50,298.23 |
| Personal Svcs. | 107,409.61 | Snow & Ice | |
| Expenditures | 6,061.50 | Personal Svcs. | 96,277.28 |
| | 113,471.11 | Expenditures | 137,710.72 |
| Treasurer | | | 233,988.00 |
| Personal Svcs. | 79,225.91 | Transfer Station | |

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| <u>Departments</u> | <u>Expenditures</u> | | <u>Departments</u> | <u>Expenditures</u> | |
|--------------------------------|---------------------|--------------|------------------------------|---------------------|------------|
| Expenditures | 6,424.95 | 85,650.86 | Personal Svcs. | 38,637.26 | |
| Tax Collector | | | Expenditures | 201,574.67 | 240,211.93 |
| Personal Svcs. | 48,177.00 | | B&M Railroad | | |
| Expenditures | 10,083.07 | 58,260.07 | Expenditures | | 2,805.62 |
| Information Systems | | | Cemetery | | |
| Personal Svcs. | 44,452.22 | | Personal Svcs. | 63,870.99 | |
| Expenditures | 92,293.96 | 136,746.18 | Expenditures | 21,724.47 | 85,595.46 |
| Tax Title | | | Board Of Health | | |
| Expenditures | | 5,092.53 | Personal Svcs. | 23,499.39 | |
| Town Clerk | | | Expenditures | 1,654.08 | 25,153.47 |
| Personal Svcs. | 39,336.00 | | N.A.B.H. | | |
| Expenditures | 595.95 | 39,391.95 | Expenditures | | 27,503.00 |
| Elections & Registrations | | | Animal Inspector | | |
| Personal Svcs. | 4,526.00 | | Expenditures | | 1,300.00 |
| Expenditures | 8,411.89 | 12,937.89 | Nursing Svcs. | | |
| Conservation Commission | | | Expenditures | | 0.00 |
| Personal Svcs. | 18,910.80 | | Eliot Clinic | | |
| Expenditures | 3,316.16 | 22,226.96 | Expenditures | | 3,780.00 |
| Planning Board | | | Concord Family Service | | |
| Personal Svcs. | 23,681.76 | | Expenditures | | 3,000.00 |
| Expenditures | 9,315.14 | 32,996.90 | | | |
| Appeals Board | | | Council On Aging | | |
| Personal Svcs. | 3,521.78 | | Personal Svcs. | 69,917.79 | |
| Expenditures | 1,173.55 | 4,695.33 | Expenditures | 17,495.34 | 87,413.13 |
| Shattuck Street Building | | | Veterans Agent | | |
| Personal Svcs. | 62,607.84 | | Personal Svcs. | 2,837.25 | |
| Expenditures | 116,200.00 | 178,807.84 | Expenditures | 1,052.82 | |
| Town House | | | Benefits & Svcs. | 11,326.74 | 15,216.81 |
| Expenditures | | 27,700.00 | Library | | |
| Property & Liability Insurance | | | Personal Svcs. | 293,132.39 | |
| Expenditures | | 148,641.82 | Expenditures | 70,479.22 | 363,611.61 |
| Employee Benefits | | | Merrimack Library Consortium | | |
| Expenditures | | 1,046,638.06 | Expenditures | | 22,865.00 |
| Gasoline | | | Recreation | | |
| Expenditures | | 59,000 | Personal Svcs. | 70,029.86 | |
| Town Reports | | | Expenditures | 7,565.58 | 77,595.44 |
| Expenditures | | 6,925.40 | | | |
| Parking Clerk | | | Historical Committee | | |
| Expenditures | | 236.81 | Expenditures | | 1,961.16 |
| Telecontrol | | | Memorial Day | | |
| Expenditures | | 52,398.99 | Expenditures | | 1,000.00 |

TOWN OF LITTLETON

| <u>Departments</u> | <u>Expenditures</u> | <u>Departments</u> | <u>Expenditures</u> |
|---------------------|---------------------|---------------------------------|---------------------|
| County Retirement | | Patriots Day | |
| Expenditures | 392,083.43 | Expenditures | 36.75 |
| Police | | Disability Commission | |
| Personal Svcs. | 847,852.37 | Expenditures | 0.00 |
| Expenditures | 79,515.46 | Principal Debt Service | |
| Fire | | Expenditures | 701,100.36 |
| Personal Svcs. | 401,664.40 | Interest Debt Service | |
| Expenditures | 94,337.26 | Expenditures | 419,791.20 |
| Control Center | | Treasurer Interest - Short Term | |
| Personal Svcs. | 245,873.44 | Expenditures | 763,460.70 |
| Expenditures | 20,659.71 | State & County Assessments | 344,557.00 |
| Building Department | | Other Financing Uses | |
| Personal Svcs. | 67,385.67 | Transfers To | |
| Expenditures | 3,288.49 | Special Revenue | |
| | 70,674.16 | Transfers To | 40,000.00 |
| | | Capital Projects | |
| | | Transfers To | 5000.00 |
| | | Trust Funds | |
| | | Transfers To | 1,032,123.86 |
| | | Stabilization Fund | <u>1,077,123.86</u> |
| | | | 22,729,185.42 |

REVENUES

| | |
|---------------------------|------------|
| PROPERTY TAXES | 13,105,728 |
| ISE TAXES | 1,054,073 |
| PENALTIES & INTEREST | 61,825 |
| PAYMENTS IN LIEU OF TAXES | 158,853 |
| CHARGES FOR SERVICE | 21,054 |
| FEES & OTHER REVENUE | 272,735 |
| INTERGOVERNMENTAL | 2,779,328 |
| LICENSES & PERMITS | 171,576 |
| INVESTMENT INCOME | 675,695 |
| SPECIAL ASSESSMENTS | 69,554 |
| FINES & FORFEITS | 84,313 |
| MISCELLANEOUS | 60,905 |
| INTERFUND TRANSFERS | 826,554 |
| TOTAL REVENUES | 19,342,194 |

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ANNUAL REPORT 2001

Town of Littleton, Massachusetts
General Fund Balance Sheet
June 30, 2001

| | <u>General</u> |
|---|---------------------------|
| <u>Assets</u> | |
| Cash/Investments | \$2,537,036 |
| Petty Cash | 2,550 |
| Receivables: | |
| Property Taxes | 145,285 |
| Allowance for Abatements and Exemptions | (192,922) |
| Deferred Property Taxes | 26,295 |
| Tax Liens | 22,377 |
| Excises | 112,290 |
| Special Assessments | 377 |
| Deferred Special Assessments | 280,836 |
| Tax Foreclosures | 93,878 |
| State Aid due From Commonwealth | 566,385 |
| Total Assets | <u>\$3,594,386</u> |
| <u>Liabilities:</u> | |
| Accrued Wages Payable | \$56,940 |
| Warrants Payable | 232 |
| Withholdings Payable | 108,898 |
| Guarantee Deposits | 788,279 |
| Refunds Due | 579 |
| Unclaimed Checks | 9,357 |
| Bond Anticipation Notes Payable | 2,885,000 |
| Deferred Revenue: | |
| Property Taxes | (47,637) |
| Deferred Property Taxes | 26,295 |
| Tax Liens | 22,377 |
| Excises | 112,290 |
| Special Assessments | 281,212 |
| Tax Foreclosures | 93,878 |
| Total Liabilities | <u>4,337,700</u> |
| Fund Equity: | |
| Fund Balances: | |
| Reserved for Encumbrances | 1,283,447 |
| Reserved for Petty Cash | 2,550 |
| Year's Expenditure | 296,249 |
| Unreserved: | |
| Undesignated | 733,428 |
| Designated to be Bonded | (2,885,000) |
| Designated | (173,988) |
| Total Fund Equity | <u>(743,314)</u> |

TOWN OF LITTLETON

BOARD OF ASSESSORS

YEAR ENDING DECEMBER 31, 2001

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.

2001 was a significant year for the Board of Assessor's. For the second consecutive year, two experienced members of the Board stepped down from their positions. Dan Heney resigned in May to relocate to another community. Ken Eldridge, a prominent local businessman, did not stand for re-election in order to devote more time to professional and private pursuits. They have been ably replaced by Pam Campbell and Jim Winroth.

The Board of Assessors provided the Board of Selectmen with information regarding three pieces of legislation that would affect the taxpayers of Littleton.

The Small Personal Property exemption would allow small businesses with Personal Property accounts below a de minimus value to be exempt from the personal property tax. The Small Commercial Exemption provides for owners of properties with small business tenants to receive an exemption from the real property tax. The Supplemental Tax on New Construction 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
James Sommer
Brian Wright
Pamela Campbell
James Stephen Winroth

ELECTRIC LIGHT DEPARTMENT

YEAR ENDING DECEMBER 31, 2001

The Board of Electric Light Commissioners is pleased to present the annual report of the Electric Light Department for the calendar year 2001.

Through sound business practice and strategic initiative, the Department continues to earn its reputation as a progressive public power utility committed to quality, value and service. In a year marked by spiking fuel costs that pummeled private utility customers, LELD kept rates stable – all on the heels of a ten percent rate REDUCTION the previous year. This accomplishment is testament to a business plan that accounts for economic factors and accommodates market volatility. And, unlike a private utility dedicated solely to profits, LELD has a far different focus – low rates, high reliability, community service. Our efforts have been confirmed by an independent public opinion survey, in which the Department was rated first in overall satisfaction among all service providers, with a positive rating of 97.5%.

As we review the year, it is appropriate to start with the completion of our new administration and operations facilities. These offices, long overdue, satisfy the complimentary objectives of providing an appropriate work environment for our employees while offering our ratepayers a more accessible service center. And as a fitting tribute, we dedicated our administration building in memory of Jack Hunt, in honor of his 47 years of outstanding service to the town, the longest period in department history.

On the operations front, our contract at Devens continues to be a profitable endeavor. Similarly, our streetlight maintenance agreement with Acton remains a successful enterprise. These opportunities significantly enhance our economic position without compromising our ability to fulfill operations and maintenance responsibilities for our own distribution system.

In Boxboro, we completed our meter modernization program, replacing all residential meters 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. Because a few of our Littleton customers expressed concern about potential ill health effects, we authorized a study that confirmed the meter's safety, concluding that its power density falls far below all state, federal and international exposure standards. Accordingly, we have reaffirmed our commitment to proceed with the program, and look forward to achieving greater accuracy, efficiency and productivity. Further, for those customers still concerned about safety, we have offered a chance to opt out of the program. This respect for customer choice in this matter is unprecedented among utilities – public and private – across the country.

As part of our ongoing commitment to service, we introduced Power Sentry, a comprehensive power protection program that allows customers to purchase top-of-the-line surge suppression equipment directly from us. While we do our utmost to prevent surges, these products can protect sensitive equipment during events beyond our control.

TOWN OF LITTLETON

Light Department (Continued)

In conjunction with Public Utility Week this fall, we hosted several hundred residents at an Open House. We appreciate the overwhelming support for our efforts and believe it speaks well of the longstanding partnership we have nurtured with the community through the years. This Open House was particularly special, as employees gathered at its conclusion for a surprise party for Dick Taylor, who retired after 13 years of service to the Department, the last two as Clerk of the Works for our new building and garage.

As your local, public utility, we strive diligently to remain the region's low cost provider for residential 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. For a typical 750 kWh bill, our customers pay 30-60 percent less than neighboring towns served by private utilities. In addition, we continue to offer financial and in-kind contributions of nearly \$600,000 to the town through in-lieu-of-tax payments, direct payments and interest on the free cash account.

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 development of a fiber optic network, which will provide interconnectivity among the schools, Town Hall, Fire, Police and LELD.

Our record of performance, we believe, underscores the value of public power and the virtue of a progressive business posture. In the coming year, we will continue to make every effort to build on our strong tradition of improving the quality of life within the community.

Respectfully submitted,

Board of Electric Light Commissioners

Bruce Trumbull, Chair

George Beebe, Vice-Chair

Joseph McCumber, Secretary/Clerk

Craig Gruskowski, Member

Joseph Cataldo, Jr., Member

ANNUAL REPORT 2001

**Town of Littleton
Municipal Light Department
Balance Sheet
As of December 31, 2001**

Preliminary / Unaudited

ASSETS

| | |
|--|-------------------------|
| <u>Utility Plant</u> | |
| Total Electric Steam Production | \$0.00 |
| Total Electric Transmission Plant | 14,706.95 |
| Total Electric Distribution Plant | 16,147,159.17 |
| Total Electric General Plant | 9,985,435.84 |
| TOTAL UTILITY PLANT | \$26,147,301.96 |
| <u>Fund Accounts</u> | |
| Accumulative Depreciation Steam Plant | 0.00 |
| Accumulative Depreciation Transmission Plan | (8,992.86) |
| Accumulative Depreciation Distribution Plant | (6,070,852.72) |
| Accumulative Depreciation General Plant | (2,722,157.55) |
| TOTAL DEPRECIATION | (\$8,802,003.13) |
| NET ELECTRIC PLANT | \$17,345,298.83 |
| <u>CONSTRUCTION IN PROGRESS</u> | |
| | \$0.00 |
| <u>Fund Accounts</u> | |
| Depreciation | 1,533,061.73 |
| Construction | 2,055,604.81 |
| Rate Stabilization | 1,233,548.79 |
| Building Fund | 0.00 |
| Operating Cash | 0.00 |
| Computer Fund | 2,858.26 |
| Operations Fund | 1,000.00 |
| TOTAL FUND ACCOUNTS | \$4,826,073.59 |
| <u>CURRENT AND ACCRUED ASSETS</u> | |
| Accounts Receivable Rates | 1,547,800.30 |
| Accounts Receivable Jobbings | 2,036.14 |
| Accounts Receivable Liens | 358.51 |
| Accounts Receivable Other | 0.00 |
| Inventories | 569,071.05 |
| Prepayments | 1,900,725.70 |
| L'Energia Buyout | 3,508,490.35 |
| Pilgrim Buyout | 585,192.74 |
| Capital Lease Prepayment | 3,060.18 |
| Deferred Expenses | 20,278.46 |
| TOTAL CURRENT & ACCRUED ASSETS | \$8,137,013.43 |
| TOTAL ASSETS | \$30,308,385.85 |

LIABILITIES AND SURPLUS

| | |
|--|------------------------|
| <u>Surplus</u> | |
| Unappropriated Surplus | (26,804,452.44) |
| Direct Charge to Surplus | 155,901.78 |
| TOTAL SURPLUS | (26,648,550.66) |
| <u>LONG TERM LIABILITIES</u> | |
| Bonds Payable | (2,230,000.00) |
| Capital Lease Payable Noncurrent | (15,400.00) |
| TOTAL LONG TERM LIABILITIES | (2,245,400.00) |
| <u>CURRENT AND ACCRUED LIABILITIES</u> | |
| Accounts Payable | (961,640.15) |
| Capital Lease Current | (7,392.00) |
| Miscellaneous Accrued Liabilities | (338,705.43) |
| TOTAL CURRENT & ACCRUED LIABILITIES | (1,307,737.58) |
| <u>DEFERRED CREDIT & RESERVE</u> | |
| Reserve for Uncollectible Accounts | (22,414.42) |
| Contribution Aid of Construction | (84,283.19) |
| TOTAL LIABILITIES | (3,659,835.19) |
| TOTAL LIABILITIES/SURPLUS | (30,308,385.85) |

TOWN OF LITTLETON

WATER DEPARTMENT

YEAR ENDING DECEMBER 31, 2001

The Board of Water Commissioners is pleased to present the annual report of the Water Department for the fiscal year 2001.

Major capital improvements to the town's distribution system occupied the Department's agenda for much of the year. With residential development continuing to drive water demand, we set about to make the necessary renovations and improvements to our production and distribution systems to meet the consumptive requirements of the community. On Oak Hill, we neared completion of a new, 1.8 million gallon steel tank, which will replace the existing 300,000 gallon concrete tank. Siting the new tank on an adjacent parcel allowed us to save approximately fifty percent on the cost of the project. After completion of the new standpipe, the old one will be dismantled and the area converted to a picnic area for hikers. We extend our appreciation to the Conservation Commission, which was instrumental in the project's success, for agreeing to transfer the parcel of land under its control in exchange for an equivalent parcel.

Other capital projects included the upgrade of our Whitcomb Avenue pumping wells and the installation of a new transmission main in the Newtown Hill area, significantly enhancing the Department's ability to balance the distribution system. In an effort to enhance system capacity, we also began exploration activities in the hope of siting an additional bedrock well. While all these projects should help us stay ahead of demand, please remember that water is not an unlimited resource.

We cannot stress strongly enough the importance of practicing conservation measures. While we managed to get through the year without implementing any restrictions on water use, drought conditions continue to plague the region. 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. The Committee was awarded a second grant in the amount of \$300,000 for out-of-lake restoration measures at Long Lake. The CLC also secured funding from the Army Corps of Engineers for the first phase of restoration efforts at Mill Pond.

In the fall, a lingering, low-level, background bacteria problem in the Shaker Lane/Long lake neighborhood demanded the Department's full attention. A limited flushing and chlorination program in and around the neighborhood was ultimately successful in ridding our distribution system of these persistent bacteria. While these bacteria never confirmed as fecal or E coli, as a precaution the school was placed on a bottled water regimen until all samples tested negative for several weeks. The Department extends its appreciation to the students and staff, all of whom exhibited patience and understanding as we worked to solve the water quality issue at the school.

Water Department (Continued)

As part of our commitment to quality and service, we introduced a revamped web site that, we hope, will serve as a convenient, helpful and informative resource for Department news. We encourage all to visit www.lclwd.com and send us your comments.

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
Bruce Trumbull, Chair
George Beebe, Vice-Chair
Joseph McCumber, Secretary/Clerk
Craig Gruskowski, Member
Joseph Cataldo, Jr., Member

TOWN OF LITTLETON

TOWN OF LITTLETON, MASSACHUSETTS
MUNICIPAL WATER DEPARTMENT
BALANCE SHEETS
AS OF JUNE 30, 2001 AND 2000

| <u>ASSETS</u> | | | <u>LIABILITIES AND SURPLUS</u> | | |
|---|-------------|-------------|--|-------------|-------------|
| | 2001 | 2000 | | 2001 | 2000 |
| <u>Current and Accrued Assets</u> | | | <u>Current and Accrued Liabilities</u> | | |
| Cash | \$564,768 | \$566,966 | Accounts payable | \$8,142 | \$19,273 |
| Accounts receivable | 94,732 | 114,663 | Current portion long-term debt | 212,500 | 212,500 |
| Accrued unbilled revenues | 150,219 | 120,208 | Accrued vacation pay | 33,272 | 26,080 |
| Materials and supplies | 76,567 | 70,753 | Accrued Interest | 18,554 | 20,168 |
| <u>Total Current and Accrued Assets</u> | 886,286 | 872,590 | <u>Current and Accrued Liabilities</u> | 272,468 | 278,021 |
| <u>Restricted Assets</u> | | | <u>Long-term Debt</u> | | |
| Special funds | 287,959 | 260,852 | Bonds payable | 2,560,000 | 2,772,500 |
| <u>Plant</u> | | | <u>Contribution in Aid of Construction</u> | 131,290 | 131,290 |
| Total plant, at cost | 9,905,823 | 9,640,277 | <u>Surplus</u> | | |
| Less: Accumulated depreciation | 1,891,036 | 1,630,722 | Unappropriated surplus | 6,490,660 | 6,205,674 |
| <u>Net Plant in Service</u> | 8,014,787 | 8,009,555 | | | |
| <u>Construction in progress</u> | 39,966 | | | | |
| <u>Net Plant</u> | 8,054,753 | 8,009,555 | | | |
| <u>Deferred Debits</u> | | | | | |
| Unamortized bond issue costs | 11,937 | 12,757 | | | |
| Unamortized bond refunding costs | 213,483 | 228,731 | | | |
| <u>Total Deferred Debits</u> | 225,420 | 241,488 | | | |
| <u>Total Assets</u> | \$9,454,418 | \$9,384,485 | <u>Total Liabilities and Surplus</u> | \$9,454,418 | \$9,387,485 |

HIGHWAY DEPARTMENT

YEAR ENDING DECEMBER 31, 2001

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.

On July 1st, the Highway Department was reorganized. Two management positions were created and the functions of the Highway Superintendent and Foreman were redistributed. There were several reasons for this change; chief among them is the need to split the daily operational functions from the longer term planning and professional engineering aspects of the old Highway Superintendent's job. New job titles, "Town Engineer" and "Operations Manager", were selected to better describe the functions associated with the positions.

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, and Barry Nawoichik; 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, Brian Morrison, Andy Merriam, and Jared Merriam were seasonal help who assisted the Highway Department during summer months.

In April, Mike Allan resigned his position as Equipment Operator to take a position with the Littleton Electric Light Department and was replaced by Steven Dunn. Frank McGrath was hired in December as an Equipment Operator to fill a vacancy created by the reorganization of the department. In July, the new position of Highway Administrative Assistant was funded and subsequently filled by Jaimie Sherburne.

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 old 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.

TOWN OF LITTLETON

Highway Department (Continued)

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 Biagioni Landscaping & Irrigation, of Littleton for the mowing of 2.5 acres of park areas in various locations. The Highway Department also mowed areas on Conservation land to maintain open fields.

Last year 2,505 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 Ogden Martin is \$50.69/ton. Hauling was provided by Sorrentino Trucking Co. of Lowell, under contract to the Town for \$92 per load. Another 1,575 tons or 39% 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 May, P.J. Albert, Inc from Fitchburg completed their contract to reconstruct Mill Road between Foster and Warren Streets (2800 linear feet) by installing the top course of pavement and other incidental work.

During the months of May through August, Mass Paving, Inc from Chelmsford reconstructed Warren Street (1950 feet); Lincoln Drive (950 feet); Woodland Drive (1000 feet); Park Drive (1000 feet); Mohawk Trail (360 feet); Wannalancit Trail (1000 feet); and a portion of Mattawanakee Trail (900 feet). Reconstruction entailed drainage system upgrades, reclamation of existing pavements, grading, paving, installation of berms and other incidental work.

In conjunction with the Water Department, a contract was awarded to RM Pacella, Inc from Plainville, MA to upgrade the drainage system in Newtown Road between Tahattawan Road and Nagog Hill Road. (Pacella also installed a 12-inch water main in this section of the road for the Water Department). The drainage upgrade entailed replacing approximately 400 feet of deteriorated metal pipe with reinforced concrete pipe (RCP); installing five (5) additional drainage structures and 200 feet of new sub drain; and replacing a 50" x 30" metal cross culvert with a 4.5ft W x 2.5ft H concrete box culvert. Temporary patches were placed over all trench excavations to allow trenches to settle over the winter. Next year, subject to funding, Newtown Road will be repaved to complete the project and correct all the road surface defects.

The Highway Department began construction of Ipswich Drive in October by clearing and grubbing the roadway area, installing drainage and grading the gravel sub base. The installation of pavement and other incidental work will be completed next year.

Highway Department (Continued)

The Highway Department reconstructed the sidewalk and berm on Edsel Road (1800 feet) and one corner of Lochslea Road.

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. Mass. Highway has taken over a portion of the maintenance of crosswalks on the State roads, the State paints the outer lines and the Town paints the inner cross hatch lines. In conjunction with the Board of Selectmen and the Police Chief, the Town purchased and deployed 22 portable crosswalk signs for better identification of the crosswalks. We have received many favorable comments about these new signs. Look for additional markings and signs in the coming year.

CONSULTANT WORK:

Diversified Civil Engineering, Inc. was hired to provide a property survey and road layout for a portion of Lake Shore Drive between Emerson Drive and Aspen Road. A topographic plan was also prepared. These plans will be used to accept this portion of Lake Shore Drive as a public way and to prepare design plans for a reconstruction upgrade of the road. Facilities to improve water quality of the street runoff will be incorporated into the design.

Guertin Elkerton & Assoc, Inc. from Stoneham, MA was selected in 2000 to provide design services for the reconstruction of Goldsmith Street. During 2001, the topographic/property survey was completed; a design justification report (establishing the pavement width and other design standards) was prepared and submitted to the Massachusetts Highway Department (MHD) for approval, and "25% complete" construction plans were prepared and will be submitted to the MHD for review. After the Town, at its expense, provides design/construction documents, the MHD will reconstruct Goldsmith Street with federal and state funds.

A Request for Proposals (RFP) was prepared and advertised for an Infrastructure and Pavement Management System, which will inventory all the Town streets and rate them for condition. This information will then be set up in a computer database and linked to the Town's geographical information system (GIS) map. Various funding scenarios can be applied to the data to determine an optimal funding level to maintain the road system at an acceptable condition. Vanasse Hangen Brustlin, Inc (VHB) was selected and subsequently a contract/scope of services was negotiated and signed. VHB is currently setting up the database and will be conducting the condition inventory soon.

PRIVATE WAYS:

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

TOWN OF LITTLETON

Highway Department (Continued)

SNOW AND ICE:

The Town plows approximately 62 miles of roadways and all Town facility parking lots, including schools. The Town plowed 13 times and spread sand and de-icing material 46 times. We had a total of 89 inches of snow in the 2000/2001 season. We had a major storm from March 5th through March 7th in which we received 18" to 22" of snow. The Town was reimbursed for this storm, \$28,986.24 by the Federal Emergency Management Agency (FEMA). The Town was expecting to receive an additional \$9,290.46 from the Massachusetts Emergency Management Agency (MEMA).

EQUIPMENT REPLACEMENT:

A 13-foot, stainless steel sander for the "hook truck" was purchased and put into service in late December. A "park division," Kubota, 72" cut, commercial riding lawn mower with a bagger, and an 18 foot landscape trailer were purchased and put into service in October. A 14-foot, "snow pusher" was purchased in anticipation for plowing the new high school. A 2001 Chevrolet pick up was added to the fleet in August. The long awaited Jacobsen baseball infield groomer arrived just as the baseball season was winding down. The groomer should make for a much better playing surface this season. The groomer is also used for smoothing the Town Beach during the summer months.

MISCELLANEOUS PROJECTS:

The Highway Department installed a nine-car gravel parking area off Nagog Hill Road for access to the Sarah Doublet/Morrison Conservation area. Work entailed design and layout; filling and grading; installation of fencing and gate; and loam and seeding disturbed areas.

The Littleton Light and Water Department renovated the existing Operations Center. In their plan, the Highway Department moved to the opposite side of the Operations Center. The Light and Water Department completely renovated the office portion of the building and also created a modern vehicle maintenance facility for the Highway Department. We are pleased with our new facility and would like to thank the Light and Water Department for all their hard work.

ERIC K. DURLING, P. E.
Town Engineer

JIM CLYDE
Operations Manager

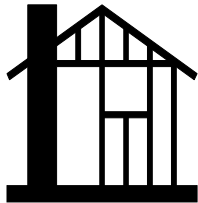
BUILDING DEPARTMENT

YEAR ENDING DECEMBER 31, 2001

The Building Department is please to report that during the calendar year 2001, the following fees were collected totaling \$132,852.00

| | |
|-------------------------------------|-----|
| New Commercial Construction | 3 |
| Commercial Additions / Renovations | 4 |
| New Residential Construction | 55 |
| Residential Renovations / Additions | 75 |
| Accessory Structures | 33 |
| Signs | 18 |
| Wood Stoves | 18 |
| Pools | 19 |
| Demolition | 6 |
| Miscellaneous | 152 |
| Certificates of Inspection | 20 |

New residential construction starts continue to remain strong reflecting the trend set in the early 1990's. Moderate commercial construction activity continued through 2001 highlighted by the new High School, which is nearing completion.



As a reminder, transfer station stickers are sold in the Building Department and the Selectmen's office during normal working hours, and on Thursday evenings until 6:00pm. All transfer station stickers are valid for a period of one year with a renewal date of September 30, and half-year sticker renewal date of March 31. Transfer Station Stickers are also available year round at the Transfer Station during normal operating hours. Additional information regarding stickers can be found elsewhere in the annual

town report.

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

BUILDING DEPARTMENT OFFICE HOURS

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

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

TOWN OF LITTLETON

Inspectors—Gas, Plumbing and Wiring

REPORT OF THE INSPECTOR OF WIRES YEAR ENDING DECEMBER 31, 2001

Please consider the following annual report of the Inspector of Wires for the year January 1, 2001 to December 31, 2001, collecting a total of \$61,699.71 in fees.

| | |
|---------------------------------|----|
| New Homes | 53 |
| Additions more than ten outlets | 81 |
| Additions less than ten outlets | 41 |
| Service Change | 32 |
| Swimming Pools | 13 |
| Temporary Meters | 26 |
| Appliance Installation | 45 |
| Violation / Re-inspection | 0 |
| Annual Maintenance | 0 |
| Off Peak Devices | 0 |
| New Industrial | 3 |
| Existing Industrial | 85 |
| Residential Security Systems | 39 |

I have enjoyed serving the Town of Littleton in the capacity of Inspector of Wires and wish to thank all those concerned for their cooperation in helping me to execute my duties, and to Ellen Banks for her secretarial services throughout the year. A special thanks to Mr. Vincent Chant who acts as the alternate inspector during my absence.

Respectfully submitted
Booth D. Jackson, Inspector of Wires

Telephone 978-486-8311

REPORT OF THE GAS AND PLUMBING INSPECTOR YEAR ENDING DECEMBER 31, 2001

As the Littleton Gas Inspector, I am pleased to report that 118 permits were issued collecting a total of \$3,664.00 in fees.

As the Littleton Plumbing Inspector, I am pleased to report that 176 permits were issued collecting a total of \$10,886.00 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.

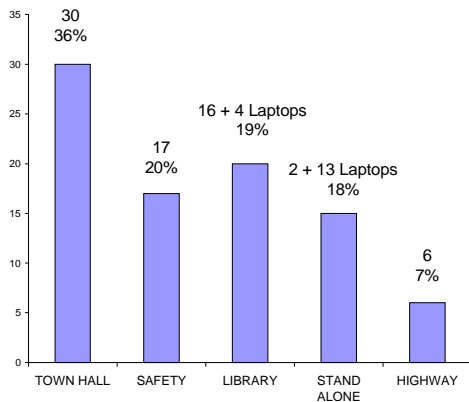
Respectfully submitted
STEVEN CORMIER, Plumbing and Gas Inspector

Telephone 978-486-8434

INFORMATION SYSTEMS

Resources

There are 18 Departments within the purview of the Information Systems Manager, exclusive of the Schools and the Electric Light and Water Department. The IS Department manages three networks and is responsible for an additional 15 stand-alone systems and six desktop systems at the Highway Department, networked with the LELWD. A total of 88 computers are used by these departments, distributed to locations shown in the chart:

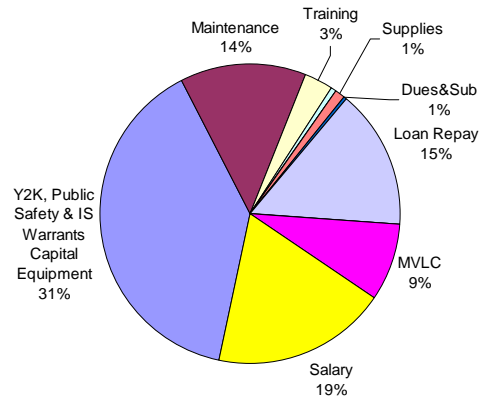


Challenges & Accomplishments

The year 2001 was marked by a number of significant events, including:
<http://littletonma.org> was inaugurated as the Town of Littleton official web site; a July lightning hit caused major disruption in service to the Public Safety Network; 20 users received training in Microsoft Outlook; the Financial Management Team embarked upon a search for an upgraded or new Financial Software System; policies for the Acceptable Use of Computers and E-Mail were written, approved and distributed to all computer users; backup procedures were standardized across all departments; memory was added to most Pentium III class workstations to extend their useful life; the IMC 4.3 system upgrade for the Police & Fire Departments was installed; upgrades to Win2K for some Department workstations were installed.

Expenditures & Budget Report

The Information Systems Annual Operating Budget is \$115,159 for Fiscal Year 2001. In addition, funds voted in warrant articles for capital expenditures total \$102,000 to be expended over three years.



For the coming year, I will focus on extending our capabilities using existing resources and continue to replace aging hardware in accordance with the developing Strategic Technology Plan.

Town Technology Committee

I continue to meet on a regular basis with Alan Brown of the LELWD and Charles Helling of the School Department to formulate a cohesive technology plan, leverage resources, and provide efficient information sharing between town departments. We also work to form strategic partnerships with local businesses, including C₂C and COMPAQ. We hope to expand this to other businesses as well.

Respectfully Submitted,

campbell@littletonma.org

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

TOWN OF LITTLETON

TOWN COUNSEL

YEAR ENDING FEBRUARY 20, 2002

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 2001-2002 judicial and administrative appeals.

1. QUELETTE v. BOARD OF SELECTMEN OF THE TOWN OF LITTLETON, Ayer District Court, C.A. #0048 CV 0160. This case was settled.
2. 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.
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. The Planning Board has filed a motion for summary judgment, which is scheduled to be heard on June 14, 2002.
4. RICHARD CARTER, et al. v. LITTLETON PLANNING BOARD, RYAN DEVELOPMENT, LLC, ANDERES CROSSING LLC. Superior Court C.a. #01-3251 (Lowell) *Transferred to Land Court 8/2/01* 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. The Planning Board has filed a Cross-Claim against Ryan Development and Andrews Crossing. The Land Court has scheduled a conference of the parties for February 27, 2002.
5. ANDREWS CROSSING, LLC v. TOWN OF LITTLETON, Land Court Misc. #273141. the case involves the 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.
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 special permit of denial issued by the Planning Board.
7. ROSS v. LITTLETON BOARD OF APPEALS, Land Court #277117. This case involves an appeal of the Board's denial of a request for a variance.

8. TOWN OF LITTLETON v. BOXBOROUGH PLANNING BOARD LAND COURT, C. A. #277236. The Town filed suit challenging the Boxborough Planning Board's decision to allow Cisco Development Partners, Inc. to add 500,000 square feet of office space to a development that already allowed 900,000 square feet of office space, and to direct 15 to 27% of the associated traffic to and from the development onto Whitcomb Avenue in Littleton.
9. MEF CONTRACTING, INC. v. LITTLETON PLANNING BOARD, Land Court, C.A. #26840. The Plaintiff's appealed the Planning Board's denial of an ANR Plan. Stipulation of Dismissal filed the Court.
10. 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.
11. JOSEPH A. DICARLO, et. al. v. LITTLETON PLANNING BOARD Land Court, #229270. The Plaintiffs appealed a decision of the Planning Board, ordering the modification of a thirty-five year old definitive subdivision plan. The matter is pending.

Pickett, Miyares and Harrington
Littleton Town Counsel

TOWN OF LITTLETON

POLICE DEPARTMENT

YEAR ENDING DECEMBER 31, 2001

As the community of Littleton continues to grow into the new millennium, the Littleton Police Department continues to focus upon the issues of primary concern to its citizens. Our efforts are dictated not only as a response to incidents, but as proactive initiatives aimed at addressing our communities wants, needs and desires in the area of public safety. The consistent challenge is to provide those needed services in a fiscally responsible manner.

The primary concern of the citizens of Littleton continues to be the enormous increase in the volume of motor vehicle traffic that inundates our streets on a daily basis. This growing conflict between motor vehicle and pedestrian traffic was more evident than ever in 2001, due to the untimely and tragic death of Mary Ellen Beagan, a valued citizen and friend in the Littleton Community. In addition to that incident, there were five additional pedestrian accidents within the town during 2001. This is much more than a statistic. It is a call to action for the entire community and an issue that will not be effectively addressed without the cooperation of the entire community.

The issue of traffic has been a consistent theme over the last several years and the Littleton Police Department made personnel adjustments in 2001 in our continued attempt to address the issue. The budget presentation for fiscal year 2002, which began on 1 July 2001, contained provisions for the addition of a patrol officer to the department's full time compliment. This was accomplished by refocusing funds from an overtime line item into a salary line item for the officer. Through this re-allocation the Littleton Police Department was able to gain an additional 2080 hours of patrol, through this new officer, which allowed for a more advantageous use of those funds. In addition, the increased patrol force allowed the Littleton Police Department to cut down its overtime budget by approximately \$57,000. In addition, one of the department's detective's was re-assigned to a primary patrol function in order to, again, assist the department in addressing the increasing traffic issues the town faces. We have also augmented the patrol force with scheduled patrol time filled by our Reserve Patrol Officers.

As a result of this year's tragic events, the Town of Littleton has joined forces with the Town of Stoneham in an effort to address the uniformed marking of crosswalks throughout the Commonwealth. That effort has resulted in the presentation of House Bill No. 4748, which calls for an investigation into crosswalks throughout the Commonwealth, to the state legislators. We are currently waiting for a date of testimony before the Massachusetts Senate Transportation Committee.

I would like to publicly thank Mr. John Hanright, the Stoneham Town Clerk and the brother of Mary Ellen Beagan, for his tenacious efforts in regards to this important issue. The Town of Littleton will be a safer place as a result of his vision beyond his personal tragedy.

The community of Littleton has taken the initial steps in the area of crosswalks through the placement of "Crosswalk Signs" throughout town. These signs have received an overall positive reaction and support from the community. In addition to these signs, additional "Crosswalk Designators" will be placed at approximately 20 crosswalks throughout Town in the spring of 2002. This effort is being coordinated by the Littleton Rotary Club and involves the sponsorship of crosswalks by town businesses. This serves as an outstanding example of community partnership.

Police Department Report (continued)

In viewing the attached statistics, you will note that the efforts that the Littleton Police Department has made, in the area of traffic enforcement, are measurable. We certainly need to do more, as a department and as a community, to more effectively address the issue.

The Littleton Police Department continued its new tradition of recognizing an "Officer of the Year". This recognition is given to a patrol or communications officer who exemplifies the professionalism of the department through a specific act of courage or bravery, the implementation of a Community Policing Program, or consistent meritorious service to the department and community. The "Officer of the Year" award for 2001 was presented to Officer Brian Stickney. This presentation was made as a result of Officer Stickney's effective enforcement of the Commonwealth's motor vehicle laws, which culminated in 54 arrests and 204 traffic citations issued. Officer Stickney was also recognized by Mothers Against Drunk Driving as "Officer of the Year", as he made 27 arrests for Operating Under the Influence of Alcohol in the year 2000. Officer Stickney continues to look out for the communities best interest and is an outstanding example of the caliber of officer that works for the community.

During 2001 there was a shift in the philosophy of responding to workplace and school based violence. As a result of this change every officer of the Littleton Police Department, both full and part-time, has received specialized training in responding to such incidents. We have also engaged in a partnership with the Littleton Fire Department and the Littleton School Department in the formulation of emergency response plans for a myriad of potential incidents. This planning process continues to evolve and progress and the training and acquisition of appropriate tools continues.

The Town continued in the process of a needs assessment study in regards to a new police facility. A preliminary design was presented at the 2001 Town Meeting and the Townspeople voted to move forward with a final design. As a result, a total of 10 potential sites were studied and a Request for Proposal was put out, to the general public, for qualified land. Three responses were received and the Board of Selectmen have moved to present the Townspeople with a warrant article to purchase "Stan's" Farm Stand on Great Road. The members of the Littleton Police Department acknowledge the magnitude of such a decision and the trust and confidence that the citizens have placed in us by moving forward with this project.

Business for the Littleton Police Department continues to grow, as does the need for the various services we offer. I have enclosed a sample of statistics for 2001, which is a continuation of last year's presentation. Our total incidents grew by 17.26% for 2000, and that trend continues with an increase of 22.15% for 2002. You will note that there were decreases in certain violent crimes and Breaking and Entering. I would attribute this to the additional patrol officers that have been deployed and their visibility throughout town. In addition we had a decrease in alarm responses, which I would surmise is in direct relation to the passing of the Alarm By-Law, which levies fines for false alarms. The most disturbing areas of increased incidents are in the areas of Drug Law Violations and Motor Vehicle Accidents. We clearly, as a police department, and as a community, must continue to examine these separate issues and strive to more effectively address them. These issues, and their surrounding dynamics, are our primary goals and objectives for the year.

TOWN OF LITTLETON

Police Department Report (continued)

The Littleton Police Department Continues to strive towards excellence. It is our mission 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.

Respectfully Submitted,
John M. Kelly, Chief of Police

Littleton Police Department Statistical Sampling - 2001

| Incident Type <i>(Partial List)</i> | 1998 | 1999 | 2000 | 2001 | % Change (From previous Year) |
|---|-------------|--------------|--------------|--------------|---|
| Rape | 1 | 1 | 6 | 4 | -33.33% |
| Assault and Battery | 5 | 4 | 32 | 31 | -3.13% |
| Break and Entry | 31 | 31 | 47 | 18 | -61.70% |
| Larceny | 58 | 61 | 81 | 75 | -7.41% |
| Motor Vehicle Theft | 8 | 2 | 6 | 14 | 133.33% |
| Vandalism | 36 | 43 | 47 | 65 | 38.30% |
| Weapons Violations | 0 | 1 | 21 | 1 | -95.24% |
| Drug laws | 2 | 5 | 7 | 31 | 342.86% |
| Family Offenses | 31 | 33 | 49 | 38 | -22.45% |
| Arrests | 89 | 182 | 152 | 175 | 15.13% |
| Vehicle Tows | 147 | 244 | 290 | 410 | 41.38% |
| Disturbances (General) | 31 | 30 | 27 | 91 | 237.04% |
| Family Disturbances | 10 | 21 | 34 | 39 | 14.71% |
| Noise Complaint | 61 | 61 | 64 | 54 | -15.63% |
| Suspicious Activity | 226 | 334 | 398 | 613 | 54.02% |
| Internet Crimes | 0 | 4 | 3 | 5 | 66.67% |
| Building Checks | 73 | 409 | 1077 | 1336 | 24.05% |
| Medical Emergencies | 401 | 419 | 439 | 515 | 17.31% |
| Burglar Alarms | 466 | 456 | 579 | 475 | -17.96% |
| MVA Personal Injury | 45 | 52 | 52 | 93 | 78.85% |
| MVA Property Damage | 156 | 132 | 124 | 191 | 54.03% |
| Total Calls For Service (All incidents) | 7033 | 7962 | 9336 | 11404 | 22.15% |
| Total 911 Calls Recvd. | | 2187 | 1904 | | -100.00% |
| Total Traffic Citations | | 1395 | 1817 | 2335 | 28.51% |
| Total Citation Fines | | \$ 67,370.00 | \$121,331.00 | \$134,010.00 | 10.45% |

FIRE DEPARTMENT

YEAR ENDING DECEMBER 31, 2001

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

Emergency Services

Firefighters and EMT's started out last year thinking we were being kept busier than ever, and this indeed turned out to be true as we responded to a total of 1270 calls in calendar year 2001. This was 11% over the year 2000. Little did we know that horrific tragedy would be unleashed on our nation. None of us will ever forget September 11th as a day of senseless tragedy and profound sorrow. Public safety from the largest cities to the smallest towns would be thrown into making fast-paced adjustments to new demands, increased preparedness and a heightened sense of responsibility. As we deeply felt the tragedy we also prepared to provide assistance to New York or wherever needed. We soon felt the impact directly when, due to FAA air space closure, we could not get a medevac helicopter for a seriously injured victim of a motor vehicle accident. Shortly thereafter we began to respond to anthrax scares. Our procedures were quickly modified to direct resources to a vastly different challenge never before faced. Since then, in one manner or another, the business of the department has been affected by events related to September 11th. There were many significant events of 2001 but they seem to have been swallowed up by the events related to 9-11. I would like to thank all the members of the department for their dedication during these times. Never was there a hesitation in volunteering to go to ground zero or to handle a suspected anthrax laced letter. I would like to thank all those who have helped the department over the last year. This department's success had been achieved through community spirit, interdepartmental teamwork and a general sense of cooperation. The list of names of those who have helped over the past year would be too long to publish, but please accept our gratitude for your support.

Emergency Response Statistics

Fire/Explosion

Reported structure fires 30

Brush fires 22

Chimney fires 1

Vehicle fires 28

Overpressure/rupture 5

Emergency medical and rescue

Medical emergency 617

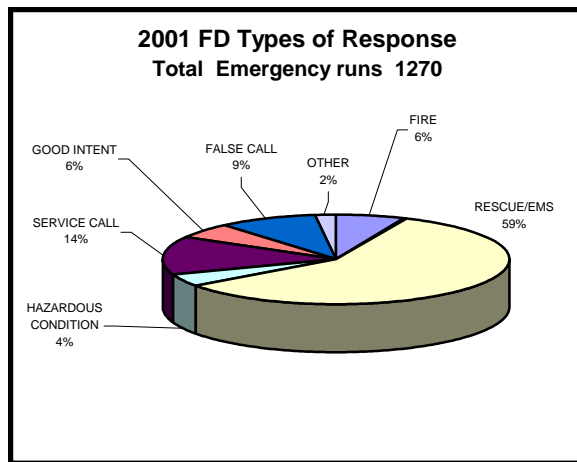
MVA with injury 122

Hazardous condition

Anthrax scares 7

Electrical 31

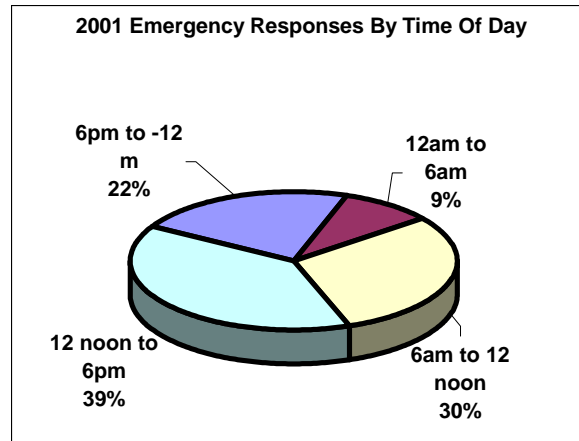
Other 18



TOWN OF LITTLETON

Service Calls

| | |
|---------------------------|-----|
| Emergency water condition | 64 |
| Lockout | 12 |
| Other services | 57 |
| Good intent call | 70 |
| False call, false alarm | 160 |
| Other calls | 26 |



Unit/Apparatus Deployment.

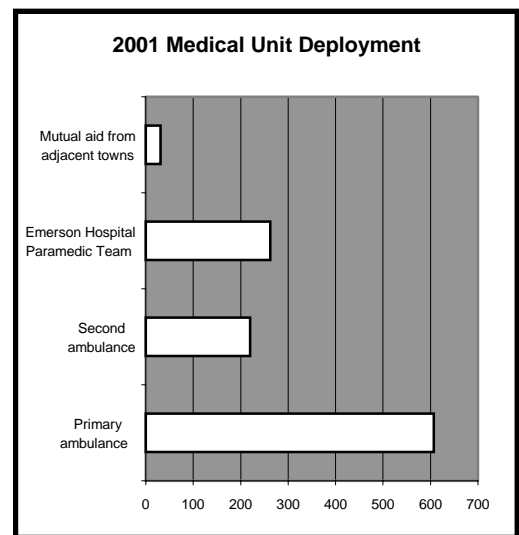
Ambulances respond to a variety of incidents beyond medical emergencies. These include structure fires, motor vehicle accidents, rescues, biohazard scares and non emergency transports. Responses are as follows:

| | |
|---------------------------------|-----|
| Primary ambulance | 607 |
| Second ambulance | 220 |
| Emerson Hospital Paramedic Team | 262 |
| Mutual aid from adjacent towns | 31 |

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

| | |
|----------------------------------|-----|
| Engine/Pumper | 784 |
| Engine/Rescue/Pumper | 162 |
| Ladder | 98 |
| All other department apparatus | 485 |
| Mutual aid into Littleton - Fire | 11 |

The department responded to 344 calls while units were already involved at other incidents. 25 calls occurred when two calls were already in progress.



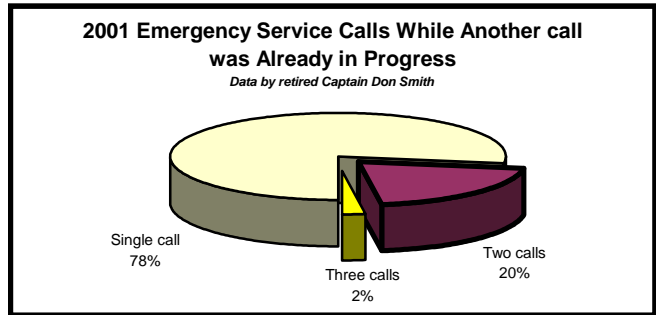
Fire Safety, Inspectional and Public Education Services

The department had another busy year with fire safety inspections, code enforcement, and pre-incident survey/plans, conducting 409 total inspections and 33 fire drills

The department also made dozens of site visits for the purposes of assisting businesses and schools in the development of crisis response and preparedness planning.

Public CPR programs were provided to other departments or businesses 6 times

Permits and Fee Schedule:



Home smoke detector and oil burner inspections are performed on Tuesday and Thursday of each week and can usually be scheduled within 48 hours of calling the station at 978 952-2302. Each time a home is refinanced or sold, smoke detector inspections are required before the closing can occur. Please remember to plan ahead for an inspection. Oil burner technicians are required to have a permit to replace burners, oil tanks or do other major oil heating system work. Persons considering this type of work should insist that the repairs are conducted with permits in place.

In 2001 453 open air burning permits were issued. Burning season is January 15th through May 1st of each year. Brush permits are available at the station beginning the first of January. Burning hours are between 10AM and 4PM.

Fire Department Permits are required for: *(Permits are \$10 unless otherwise noted)*

| | |
|--|---------|
| Smoke Detector Inspection | |
| Oil Burner Inspection | |
| Brush Permits | \$5.00 |
| Propane storage | |
| Blasting | |
| Bonfires and the burning of Christmas trees | |
| Cutting and welding | |
| Fire protection systems – <i>installation and repair</i> | |
| Fireworks | |
| Flammable and combustible liquids – <i>storage</i> | |
| Fuel transfer operations | |
| Tank vehicles and transportation of combustible liquids | |
| Salamanders – <i>used as temporary heating</i> | |
| Underground storage tank removal | \$30.00 |

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

TOWN OF LITTLETON

How to contact us

Non emergency business line: (978) 952-2302

- Administrative office hours: 9am to 5pm Monday - Friday
- Fire Prevention, Code Enforcement, Inspectional and non-emergency services: 7am to 6pm Monday - Friday
- Burning permits: 7am to 6pm Monday – Friday and 8am to 4 pm Saturday and Sunday

Web site with e-mail access: www.littletonfire.org

9-1-1 is the number to report an emergency 24 hours a day

Firefighters conducting a Bio hazard preparedness exercise. September 2001

Photo supplied by the Littleton Independent



LITTLETON EMERGENCY MANAGEMENT AGENCY

YEAR ENDING DECEMBER 31, 2001

It has been a turbulent year for the United States and I am proud to say Littleton Public Safety personnel have risen to the challenge.

To begin, last April, with the assistance of the Police, Fire, Highway and Board of Health, the Littleton Emergency Management Agency submitted a grant for Federal Funding for anti-terrorism equipment and training. The grant is sponsored by the U.S. Department of Justice. As of 12/31 our grant is still in process.

LEMA, along with the Littleton Police, Fire, and the Northern Middlesex Emergency Planning Committee had a Hazardous Materials Table Top Drill planned for September 12th. Due to the terrorist attacks on September 11th the drill was postponed to February 13, 2002.

It is in light of the terrorist attacks on home soil that LEMA has been focusing on Homeland Security with additional attention to;

- increased domestic anti-terrorism training for police, fire, and emergency management personnel,
- increased civilian awareness including informative, periodic press releases and,
- concentrated effort on increasing community awareness.

Throughout the year, Chief McCurdy and I have continued our association with the Northern Middlesex Area Emergency Planning Committee. The mission of this committee is as follows:

“ The Northern Middlesex Emergency Planning Committee is committed to creating and maintaining a regional hazardous materials plan. Our priority is to minimize the risk to public safety, health and property damage. Our objective is to build a regional Hazardous Materials plan and a database of resources, equipment and personnel that we can draw from in an emergency, to provide assistance in coordinating the response to, the control of, and the mitigation of Haz-Mat incidents involving any member town. We will seek the continuous improvement of our hazardous materials response plans through the sharing of information on vulnerable populations such as schools, hospitals, etc., key at-risk facilities such as water, sewer, etc., and transportation routes. These combined efforts are directed at ensuring a structured timely response to any hazardous materials incident within the region.”

This mission statement fulfills in spirit, the requirements placed on local communities through the local Emergency Planning communities by the 1986 SARA Act, Title3. It is intended to compliment and enhance current planning initiatives without undermining local incident management command and control.

We welcome any citizen who may be interested on volunteering for this agency. Our work includes both planning for and dealing with major emergencies. LEMA plays an important role in the reduction of risk to life and property during major weather emergencies, significant hazardous materials incidents and disasters of all types including homeland security while working side by side with police, fire, and other emergency services agencies. Current volunteer positions include;

- Transportation Officers to aid in the safe evacuation of residents, and transportation of the elderly and in-firm to shelters in conjunction with the town Comprehensive Emergency Management plan,

TOWN OF LITTLETON

- Shelter Officers to assist at evacuation centers,
- Radiological Officers to monitor radiation equipment, and
- CEM plan database administrators.

We are still recruiting radio operators for our Radio Amateur Civil Emergency Services (RACES) program that will benefit communication during times of emergency in the Littleton area.

The Littleton Emergency Management Agency's telephone number is 978-952-2315. It is answered at the Emergency Management Office in the Fire Station during normal business hours. At all other times please call 978-952-2300. **In the event of an emergency, call 911.**

I would like to thank all the town departments, town house personnel, and the Control Center for their support. I would like to especially thank Eileen Monat, Fire Department Administrative Assistant, for all her help with our clerical tasks.

Douglas J. Cook
LEMA Director

CONSERVATION COMMISSION

YEAR ENDING DECEMBER 31, 2001

This report is dedicated to our Land Stewards, especially the senior Steward, Art Lazarus, for their time and devotion to the management of Littleton's Conservation areas.

The Littleton Conservation Commissioners have had a busy year, preceded by many other busy years. Building in Littleton is booming but land is getting scarce. Therefore, the commission receives more and more filings to comply with the Massachusetts Wetland Protection Act. During the past calendar year the Commission has received, reviewed, revised, accepted or rejected over 37 wetland Notices of Intent. In addition there were 10 Requests for Determination of Applicability, which are for less complex projects. Small projects require an initial meeting, a site visit and the issuance of the permit. Larger projects can take many meetings, consultant work and waiting periods for other permits to be signed (i.e. Board of Health).

Some of the large projects will be familiar to you:

Mary Shepherd Rd. is a 17 house subdivision off Great Road. Most of these house have already been constructed. The commission is involved in the construction of new wetlands to replace the areas that have been filled to make room for a new road. We will follow this project until all the houses are built, the road is accepted by the Town and the remaining land is transferred to the Town as new Open Space

Apple D'Or is a subdivision with over 50 houses. The Commission will review only a few of these lots because there is only one area of wetlands. The new construction will require very steep slopes in the backyard in order to make room for house and septic system. The commission will protect the wetlands by monitoring the new slopes and keeping them from eroding into the wetlands.

Legatt McCall is a company that developed a plan for the Nordbloom property off Foster St. After many months of review, site visits and revised plans the applicant withdrew his filing. Our work did not result in a Order of Conditions and this property may at a future date come before the commission for with a different design.

Ashley Development requested the Commission determine how much wetlands there is on property between Hartwell Ave and Beaver Brook. The Commission found there is a LOT of wetlands in that area. In fact, they found there are rare/endangered amphibians in several vernal pools along the brook's bordering vegetated wetlands. At present, no construction plans are before the commission.

Gutierrez Company is requesting approval of a plan to build several, multi-storied commercial buildings at Liberty Square area. The Commission has made a determination concerning the presence of wetlands and has engaged a vernal pool consultant to identify any species of special concern.

The Commission has issued three Enforcement Orders to landowners who were working near wetlands without a wetland 'permit.' In our office, it is *harder* to get forgiveness that it is to get permission.

TOWN OF LITTLETON

Conservation Commission (Continued)

There have been two projects (one large and one small), which the Commission did not approve. The applicant has applied to the Central Regional Office of DEP and they will issue decisions.

The Commission has enjoyed working with various town boards. We have guided the Fire Department in improving fire roads and access points at Oak Hill Conservation Land. The Water Department has nearly finished a new water tower at Oak Hill. The Commission worked closely with the water department manager during the state permitting process and the town will benefit twice: once for a new tower, and second for a new parcel of land appropriate for a new well. The Clean Lakes Committee has been active and the Commission is following their work and giving advice as necessary.

The Morrison Orchard has become part of our resources. The orchard is thriving under the management of Mr. Auger. A parking lot with a sign was built as part of the requirements of the Self-help Grant. An Orchard Committee has been formed and functions in an advisory capacity.

The Open Space Implementation Committee is renewing the Recreation and Open Space Plan and the Conservation Commission is giving support and information to these hard working volunteers.

Upon request of several residents, the Commission has granted permission for the creation of a Community Garden at Newtown Hill. This past year a site was chosen, land was opened and fencing erected. This spring will be the first plantings by the new 'owners' of a plot of land at Newtown Hill. The Commission also renewed the license for Daniel Pickard to maintain the Newtown Hill as a hayfield and to harvest hay for the parcel.

This year Mr. Art Lazarus has submitted a report of his activities during the past year. We were amazed! We hope you will be too: (the following is from Art)

The Conservation Commission administers approximately 620 acres of town-owned conservation land and holds conservation restrictions on about 3 acres. The land is distributed in 14 parcels ranging from 1 to 220 acres each. Five of these areas are large and commonly used by residents and visitors from other towns. A Land Stewardship Team consisting of volunteers Arthur Lazarus, Ray Grande and Charles Tirone maintains these five diligently. Also, assigned Stewards to each of the properties patrol the areas. They are: Ray and Judy Grande (Oak Hill), Frank Vigna (Bumblebee Park), Tim Whitcomb (Newtown Hill), Robert and Charlotte Rafferty (Mill Hill), and Art Lazarus and Charles Tirone (Long Lake Park). For many years Lance Bibbins cared for Bumblebee Park but is now unable to do the heavy work. His contribution to the beauty of the Park is appreciated. Jim Clyde, representing the Highway Dept., has also provided assistance with equipment and personnel in several major projects and tasks.

Tasks and projects completed in 2001 by the personnel listed above are as follows:

Mill Hill periodic clean up of trash
 trail maintenance

Newtown Hill periodic clean up of trash
 trail maintenance
 removal of large broken branches of ancient beech tree

Conservation Commission (Continued)

Bumblebee Park periodic clean up of trash
 trail maintenance
 poison ivy control
 mowing of fields
 clearing roadside brush and invasive juniper bushes
 repaired stone walls

Long Lake Park widened and maintained trails
 regular patrols to reduce and minimize vandalism
 periodic trash clean up
 installed signs
 poison ivy control
 widening fields to restore old grasslands and
 burned brush piles
 mowed grasslands once
 cleared deadfalls from brook
 emergency access route from ATT tower done
 removed old rusted farm equipment
 participated in or led two public tours

Oak Hill periodic trash cleanup
 trail maintenance
 led one public tour

6 Orchard Lane Quarry Conservation Restriction
 inspected old limestone quarry site

Black Pond Outlet inspected isolated Con Com property

Farm Pond inspected isolated Con Com property

REPORT SUBMITTED BY

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TOWN OF LITTLETON

PLANNING BOARD

YEAR ENDING DECEMBER 31, 2001

The year 2001 was an eventful year for the Planning Board. We have been active reviewing proposed commercial site plans and special permits and residential subdivisions, as well as continuing the process of developing a Comprehensive Master Plan for the Town. Andrews Crossing, the Board, following extensive review and deliberation, denied a proposed retail development on Great Road. Several smaller commercial proposals were approved. Residential development utilizing the Town's Open Space Development Bylaw has been at the forefront of much of the construction activity this year. Cisco modified its proposal to develop the site at the intersection of Route 119 and 495, and the Board approved these modifications early in the year, although construction of this proposed office development has been postponed due to the weak economy. Mid-year was almost entirely delegated to finalizing the review of and deliberations regarding the Andrews Crossing retail development proposal. That proposal would have more than doubled the retail space in Littleton with, in the Board's opinion, unacceptable adverse impacts to traffic, wetlands, water quality and aesthetics – those things that most affect our quality of life. Late in the year, Planning Board members began meeting with members of the Conservation Commission to discuss the development of a wetlands bylaw for the Town. The Planning Board held a total of 37 Planning Board meetings and 2 Wetlands Bylaw meetings during 2001.

Listed below are the plans 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

Preliminary Plans Approved

Meadow View Estates – Harwood Ave, near Foster Street – 6 new lots

Definitive Plans Approved

West View Estates – Foster Street – 5 new lots

OPEN SPACE SPECIAL PERMITS

Cobb Development – Nashoba Road and Old Pickard Lane

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

A total of 23 ANR Plans on residential properties were approved by the Planning Board, resulting in 24 new residential lots.

COMMERCIAL OR INDUSTRIAL DEVELOPMENTS

APPROVED SITE PLANS

20 Harvard Road – VeryFine additional parking

9 Beaver Brook Road – Programmed Test Sources – 16,000 sf office building

Route 119 at 495 – Cisco – 640,000 sf of office space

145 Taylor Street – L L & C – 2 industrial buildings

AMENDED SITE PLANS

153 Taylor Street – Compaq
525 Great Road – Dover Saddlery
59 Porter Road – Cingular Wireless
410 Great Road – MIR Associates
678 Great Road – Sprint Spectrum

APPROVED SPECIAL PERMITS

Cellular Facilities

451 Newtown Road – microwave dish on existing tower – Verizon
59 Porter Road – co-locate antennas on existing tower – Cingular Wireless
678 Great Road – co-locate antennas on approved tower – Sprint Spectrum

Shared Residential Driveways

Crory Lane – Cobb Open Space Development
Cobb Lane – Cobb Open Space Development

Aquifer and Water Resource Districts

20 Harvard Road – VeryFine – additional parking
9 Beaver Brook Road – PTS – new building
153 Taylor Street – Compaq – fuel oil storage
Route 119 at 495 – Cisco – 640,000 sq. ft office development
9 Beaver Brook Road – PTS – fuel oil storage
145 Taylor Street – L L & C – new industrial building
525 Great Road – Dover Saddlery – new parking layout

Scenic Roadways

203 Foster Street – single house
Jillian Way off Foster Street – new subdivision road

Major Commercial or Industrial Use/Master Planned

Route 119 at 495 – Cisco – 640,000 sf office development
525 Great Road – Dover Saddlery – redevelop existing site

DENIED SPECIAL PERMITS

Major Commercial or Industrial Use/Master Planned

Andrews Crossing – Ryan Development

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 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

OPEN SPACE AND IMPLEMENTATION COMMITTEE

YEAR ENDING DECEMBER 31, 2001

The Open Space and Recreation Plan Implementation Committee (OSRPIC) has been very active this year. We continued our public outreach program by offering several public tours of conservation lands, and sending out a survey with the September electric bills, in order to gauge the priorities of Littleton's residents in regards to open space. The results of the survey were published in the *Independent*. These results, along with other initiatives the Committee pursued will be funneled into the revised open space plan that will be completed in 2002.

The OSRPIC has implemented a successful 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. The OSRPIC, with the help of Littleton Police Department, has been successful in discouraging the abuse of several conservation properties. Thank you to the Police for their help.

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. Remnants of farm machinery have been removed from Long Lake Park, and brush has been burned. A parking lot was also installed at Newtown Hill. Thank you to the Highway Department for its continued support.

The Committee compiled a booklet called *Conservation Options for Landowners*, which was mailed to many of the large landowners in Littleton. It is hoped that the booklet will provide landowners with information regarding conservation options when, and if, they decide to sell property.

The OSRPIC has ties to other committees, including the Clean Lakes Committee, which is striving to clean and improve Littleton's lakes and ponds, and the Land Acquisition Committee, which is coordinating land preservation efforts in Littleton. Additionally, the committee is involved with Boxborough and Harvard residents in planning a "tri-town conservation area" that would link trails in all three towns. A thank you goes to the Littleton Light & Water Department for their assistance in mapping the areas.

The OSRPIC is in the process of having the Town's Open Space and Recreation Plan updated, which must be done every five years. The committee, with recommendations from other Town boards, is selecting a consulting firm that will assist in the update. The OSRPIC will work closely with that firm, and other boards, to make the new Plan a working document that reflects the wants and needs of Littleton residents.

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 three gentlemen do an exceptional job behind the scenes performing valuable land management duties that we all benefit from – thanks to them all. 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

TOWN OF LITTLETON

BOARD OF APPEALS

YEAR ENDING DECEMBER 31, 2001

The Board of Appeals held twelve meetings during 2000 to hear a total of twenty-five petitions. The petitions presented at these hearings were distributed according to the following classifications:

Fifteen (15) petitions for variances

Ten (10) petitions for special permits

Of the fifteen (15) petitions for variances, eleven were granted, two were denied, one was withdrawn, one was determined not needed. (One was an extension of an existing variance.)

Of the ten (10) petitions for special permits, ten were granted.

The organization of the Board during 2001 was:

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

LITTLETON BOARD OF APPEALS

JULIA ADAM, Clerk

COMMISSIONERS OF TRUST FUNDS

YEAR ENDING DECEMBER 31, 2001

The commissioners are pleased to report a reasonably satisfactory year considering what has happened to the general economy during the first year of the new century. The total market value of the invested funds decreased from a high of \$4,400,860 to \$3,962,984, a drop of 9.95%. The income from the invested funds did better than what might be expected under the circumstances. The year-end total earnings amount was \$72,276.55, a decrease of 4.43% from last year's total. The drop in earned income is largely due to the several drops in the interest rate, as set by the Federal Reserve Board, during the course of the year. The impact of the lower interest rates was partially offset by an increase of 3.1% in stock dividends during the year.

The commissioners, as administrators of the Frank M. Kimball, Second Fund, were pleased to award scholarships to the following high school graduates: Elizabeth Finch, Arlene Lyons, Benjamin Swartz, Adam Terella, and William Pickard, who received an award for the second time. The commissioners wish to thank the awards committee: Julia Adam, Brad Miller, and Larry Wenz, who are responsible for the selection task for this fund.

As administrators of the Mary H. Kimball Fund, the commissioners were pleased to make available to the new school superintendent and the school department, the three-year's accumulated earnings of this fund, which, through the wisdom of Vincent Franco who saw the potential need of such assistance, were accumulated to be used upon the completion of the new high school. The terms of the M. H. Kimball Fund provide the earnings for projects that benefit the student body that would not be available through the normal budget process.

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

Ray Cornish
Rick Hoole
Tom Todd

TOWN OF LITTLETON

TRUST FUND INVESTMENTS

| NUMBER OF SHARES | | MARKET VALUE 12/31/01 | Dividends & Interest 1/1/01 - 12/31/01 |
|---|--|--------------------------|---|
| 3200 | Abbott Laboratories | \$178,400.00 | \$2,624.00 |
| 4000 | AFLAC | \$98,240.00 | \$770.00 |
| 1500 | American International Group | \$119,100.00 | \$237.00 |
| 4000 | Automatic Data Processing | \$235,600.00 | \$1,640.00 |
| 2000 | Avery Dennison Corp | \$113,060.00 | \$2,460.00 |
| 3600 | Cintas Corporation | \$172,800.00 | \$792.00 |
| 500 | Colgate-Palmolive | \$28,875.00 | \$90.00 |
| 2000 | Emerson Electric | \$114,200.00 | \$3,070.00 |
| 1000 | Fastenal Co | \$66,430.00 | \$90.00 |
| 2362 | Fifth Third Bancorp | \$144,861.46 | \$1,842.36 |
| 1800 | Freddie Mac | \$117,720.00 | \$1,440.00 |
| 1000 | Gannett Co Inc | \$67,230.00 | \$890.00 |
| 4800 | General Electric Company | \$192,384.00 | \$3,072.00 |
| 2800 | Johnson & Johnson | \$165,480.00 | \$1,960.00 |
| 1000 | Medtronic Inc | \$51,210.00 | \$215.00 |
| 2800 | Merck & Company, Inc. | \$164,640.00 | \$3,836.00 |
| | Motorola | | \$240.00 |
| 3800 | Schering Plough Corporation | \$136,078.00 | \$2,356.00 |
| 6000 | State Street Boston Corp. | \$313,500.00 | \$2,340.00 |
| 10000 | Sysco Corporation | \$262,200.00 | \$2,800.00 |
| 4000 | Total Systems Services | \$84,720.00 | \$230.00 |
| 3000 | Valspar Corporation | \$118,800.00 | \$1,620.00 |
| 2000 | Wal-Mart | \$115,100.00 | \$540.00 |
| 6000 | Walgreen Company | \$201,960.00 | \$847.50 |
| Total Stocks | | \$3,262,588.46 | \$36,001.86 |
| BONDS | | | |
| PAR | NAME | | |
| 50000 | U.S. Treasury Note 5.25%, 01/31/01 | | \$1,312.50 |
| 100000 | U.S. Treasury Note 5.625%, 02/28/01 | | \$2,812.50 |
| 30000 | U.S. Treasury Note 7.50%, 05/15/02 | \$30,637.50 | \$2,250.00 |
| 100000 | U.S. Treasury Note 5.875%, 09/30/02 | \$102,968.80 | \$5,875.00 |
| 100000 | U.S. Treasury Note 5.50%, 5/31/03 | \$104,218.80 | \$5,500.00 |
| 20000 | Continental Bank 6.60%, 8/5/02 | \$20,394.40 | \$1,320.00 |
| Total Bonds | | \$258,219.50 | \$19,070.00 |
| Total Stocks and Bonds | | \$3,520,807.96 | \$55,071.86 |
| MONEY MARKET ACCOUNTS | | | |
| | Charles Schwab | \$23,208.03 | \$645.55 |
| | MMDT | \$418,968.09 | \$16,559.14 |
| TOTAL TRUST FUNDS | | \$3,962,984.08 | \$72,276.55 |
| Includes undistributed income of \$137,087.80 | | | |

ANNUAL REPORT 2001

COMMISSIONERS OF TRUST FUNDS

STATEMENT OF FUND BALANCES

| FUND | MARKET VALUE 12/31/01 | MARKET VALUE 12/31/00 | PERCENT CHANGE | ADDITIONS 2001 | WITH- DRAWALS 2001 | INTEREST/ DIV. 2001 |
|--|-----------------------------|-----------------------------|-------------------|-------------------|--------------------------|---------------------------|
| Cemetery Perpetual Care | \$1,089,735.02 | \$1,277,794.01 | 14.72% | \$51,292.00 | \$57,377.03 | \$20,392.97 |
| Johnson High School | \$18,662.87 | \$21,302.26 | 12.39% | | | \$353.88 |
| Goldsmith School | \$10,987.10 | \$12,539.27 | 12.38% | | | \$208.33 |
| Tuttle Lyceum | \$98,313.66 | \$112,215.10 | 12.39% | | | \$1,864.24 |
| Bradford Sampson: Relief of Animals | \$68,329.14 | \$77,992.21 | 12.39% | | | \$1,295.69 |
| Library Fund | \$62,508.63 | \$71,347.43 | 12.39% | | | \$1,185.31 |
| Education Fund | \$429,713.59 | \$490,478.37 | 12.39% | | | \$8,148.30 |
| F. M. Kimball | \$200,600.17 | \$228,965.07 | 12.39% | | | \$3,803.82 |
| M. H. Kimball | \$402,698.24 | \$459,642.11 | 12.39% | | | \$7,636.03 |
| M. H. Kimball (retained earnings) | \$12,986.83 | \$14,824.87 | 12.40% | | | \$246.27 |
| Hildreth School | \$142,334.31 | \$162,459.25 | 12.39% | | | \$2,698.97 |
| L. H. Zappy | \$17,556.55 | \$20,037.97 | 12.38% | | | \$332.91 |
| Reuben Hoar Library Fund | \$688,784.93 | \$786,184.70 | 12.39% | | | \$13,060.87 |
| F. M. Kimball Second Fund | \$304,388.38 | \$347,429.35 | 12.39% | | | \$5,771.86 |
| Russell and Doris Warren Memorial Scholarship Fund | \$278,296.86 | \$317,647.80 | 12.39% | | | \$5,277.10 |
| | \$3,825,896.28 | \$4,400,859.77 | | | | \$72,276.55 |

TOWN OF LITTLETON

COUNCIL ON AGING

YEAR ENDING DECEMBER 31, 2001

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 \$5660 that supplemented our Outreach Worker's salary.

Blood pressure clinics are given the 1st Thursday of the month, 2nd Thursday of the month and the 4th 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, 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. 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 had a special treat sponsored by our own Littleton Police Department. Littleton's best cooked and served a delicious BBQ to our Seniors at Faye Park over this past summer and an ice cream social at the meal site was refreshing during a hot spell.

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. 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.

Council on Aging (Continued)

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.

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 Lanciani, Treasurer

Natalie Hallowell, Secretary

Carolyn Sloboda, Director

Barbara Brine Tina Maeder, Outreach Coordinator, LSW

Mary Catalanotto Marie Griffin, Meal Site Manager

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

Greta Bennett

John Blake

Norman Berry

Barbara Kamb

Mary Kaye

TOWN OF LITTLETON

CULTURAL COUNCIL

YEAR ENDING DECEMBER 31, 2001

The Littleton Cultural Council (LCC) is a State-funded organization responsible for the disbursement of monies allotted for monies allotted for local projects in the arts and humanities. Members of the Council meet annually to grant funds for a diverse array of applications, such as a violent toy trade-in at the elementary schools, storytelling at the library or 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 2000 and granting decisions being made by the end of November of that year. The selection process is never an easy one with requests adding up to over three times the amount of our State allocation. Some of the funded projects for the 2001 cycle included special projects at the Hands-On Art Museum, the Lyceum's Shakespeare and Co. program and co-funding of the Indian Hill concert series.

And of course, the LCC sponsored its eighth annual 4th of July Town Picnic. 2001 featured the Fabulous 50s show provided by Nick Waynelovich and company as well as a nifty interactive display from the Hands-On Art Museum where picnickers could have their photos taken sticking their heads through reproductions of Copley's portrait of Paul Revere and Grant Wood's "American Gothic". Also the Fire Dept. was on hand again to provide a cooling sprinkler for kids and adults overheated from playing the games provided by Geralyn and George Miller. Special thanks to Nancy Laws for leading us in our National Anthem and to Phil Russell for providing a our sound system and to the Unitarian and Congregational Churches for allowing us to add pealing their bells to the day's festivities. Also, thanks to the Unitarian Church for providing a backup venue for the concert in case of rain and to Veryfine juices for providing beverages for the vent. And especially to all the people who helped set and take down the picnic.

The year 2001 saw some major changes in membership of the LCC. By State law, any member who has been on the Council for six years must take a year's absence before resuming their duties. In 2001, Gioia Clyde, Jonathan Liebowitz and Geralyn Miller had all reached this term limit. Great thanks to all of them for their unstinting service, and it is hoped that they will be returning to the LCC after their hiatus. In their stead, the LCC was fortunate to have Deb Augliere and Michael Kearney join our ranks.

One interesting note, is that the LCC will be looking to put a line-item in the Town budget for 2003 for approval at Town Meeting. Any amount raised by a local Cultural Council will be matched by the State, so a Town appropriation will actually result in double that amount for the LCC. This, in turn, will provide more funding for local projects in the arts and humanities, such as in the schools or at the library, as well as regional events, such as those at Fruitlands or the DeCordova.

Anyone interested in obtaining information about the LCC or in securing a grant application form, should see Andrea Curran, current Chair, at the Reuben Hoar Library. We are already into our 2002 funding cycle, but applications, which are available yearlong, for consideration for the 2003 funding cycle are due in by October 15.

Cultural Council Report (Continued)

Before that date, however, is the ninth annual 4th of July Town Picnic. It will be on the 4th at Fay Park by the Fire Station. The picnic starts at 11:30 a.m. and runs until 2:30 p.m. and this year will feature a concert by John Smialek's brass ensemble. This is old-fashioned, homegrown fun, so come and enjoy a real community event this summer.

Respectfully submitted,

ANDREA CURRAN, Chair

DEB AUGLIERE

ANDREW BOWERS

SUSAN HARVEY

HENRI HOLKAMP

MICHAEL KEARNEY

EILEEN MONAT

TOWN OF LITTLETON

LITTLETON HISTORICAL COMMISSION

YEAR ENDING DECEMBER 31, 2001

This past year the Littleton Historical Commission started phase one of replacing the historical markers throughout the town. These markers were originally done as part of the bicentennial celebration and have become extremely weathered through the years. The markers that have been replaced are:

| | |
|--|-----------------------------------|
| Conant Houghton Building (Old Mill Building) | Benjamin Shattuck Place |
| Whitney Hoar house | Tory house |
| Baptist Church | Ken's American Café |
| DMD Gruskowski's house (336 King Street) | Quarantine Marker on Harwood Ave. |
| East School house | West School house |
| North School house | South School house |
| Garrison house | Nathan Hartwell house |
| Street sign at the corner of Hartwell Ave. and Lawrence Street | |
| Street sign at the corner of Newtown Road and Harwood Ave. | |

The LHC continued its tradition of presenting Preservation awards to persons and entities in Littleton who have significantly contributed to preserving Littleton's past. The Annual Preservation Awards for 2001 were given to three town entities:

David Whitcomb for his dedicated support and bugle playing at the annual Patriot celebration.

MIR Associates for the Old Mill building for preserving Littleton's past through effective renovation and reuse of an historic property.

Frank and Eunice Matheson, Matheson Family Trust, 2 Bruce Street, for preserving Littleton's past through effective renovation and reuse of an historic property.

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 continued its annual gravestone workshop, where deteriorating and damaged gravestones at the old cemetery on the Common are repaired and righted. This year nine gravestones were cleaned and righted during the workshop.

For the Historical Commissioners,
Charles Howe, Chairman
John Bowers
Pamela Campbell
Walter Crowell
Ronald Goddard
Walter Higgins
Donna White

REPORT OF THE REUBEN HOAR LIBRARY

YEAR ENDING DECEMBER 31, 2001

“The work of the librarian is essentially the same from year to year; and unless marked changes in administration are undertaken, or unusual gains or losses in patronage or equipment occur, thereby calling for special comment, the “annual report” must necessarily be of a somewhat monotonous character. So many books added to the library, so many new applicants for admission to its privileges, so many books of this or that class put in circulation, and so on through the list, must be the standard but ever useful story.”

S. F. White, Librarian
Librarian’s Report 1901

One hundred years ago librarian, Sarah F. White, wrote the above introduction to her annual report. Taking a cue from Miss White, this report, a full century later, will cover the “monotonous” and the “unusual”.

At the end of June 2001 this same library owned 69,591 items, a net increase of more than 9% over 2000. Nearly 30% of those items are in the Curran Children’s Room. The following types of materials, many of which Miss White would find strange, are included: books on cassette and CD, VHS videos, DVDs, music compact discs, kits with books and puppets, the *Littleton Independent* and the *New York Times* on microfilm, books and LP records. Miss White would, however, find our subscriptions to *Atlantic*, *Harpers*, and *Library Journal* familiar. Those titles were among the 19 magazines available in the 1901 library. Today Littleton patrons can choose from 199 magazine and newspaper subscriptions.

The number of registered borrowers increased by 22% to 6,685 during the fiscal year. In the year 1901, 57 people out of a total population of 1,179 (4.3%) registered for borrowing privileges. In 2001 1,215 new borrowers, out of a total population of 8,640 people (14%), registered. Twenty-three percent of the total registered borrowers are from neighboring towns. The Commonwealth of Massachusetts provides incentive funds to libraries for serving residents of other Massachusetts towns. Reuben Hoar Library received \$2,683 in Nonresident Circulation Offset funds in fiscal 2001.

In 1901 the library was open 102 days and circulated 6,198 volumes. In 2001 the library was open 319 days for 2,611 hours and circulated 117,111 items, about 367 per day. However, Miss White’s report gives a hint that borrowing was restricted. She mentions that the library had adopted “the two book per card idea”. The families who currently borrow 25 or more books per day would feel considerably restrained under the 1901 rules. The 1901 library was open two evenings a week compared with four evenings today.

Among the things that Miss White would not recognize is the use of the library’s Internet connections which increased from 1,961 users in 2000 to 2,854 in 2001, an increase of 45.5%. The library has four workstations dedicated to Internet access and four dedicated to access to the Merrimack Valley Library Consortium world-wide-web catalog that includes materials at the Reuben Hoar Library. Computers and printers for those workstations, as well as for staff workstations, are acquired through the town’s information technology budget. The library has a combination of new and “hand-me-down” equipment all of which serves us well.

TOWN OF LITTLETON

Reuben Hoar Library Report (Continued)

During the fiscal year ending in June 2001, thanks to an article passed at Town Meeting, the main floor of the library was re-carpeted. The chairs in the Houghton Historical Room were replaced using a combination of gift funds from the Friends of The Reuben Hoar Library and income from the library endowment. The 1901 report gives no indication of expenses for the building or furnishings.

In 1901 the library investments, which constituted the endowment, totaled \$7,514. At the end of June 2001 the library endowment was \$755,581, an increase of 1% over the June 2000 total of \$747,846. Library trust fund income and donations provided \$28,644 for books, videos and books on tape and \$580 for supplies during the year.

During the fiscal year covering July 1, 2000 to June 30, 2001 many people gave their time and money to help the library provide service to the community. We are most grateful to the donors and volunteers listed below.

Donors: Sherrill Gould; Paul E. Smith, Jr.; Brett B. and Katharine R. Bonner; Mary C. Dugan, Central Massachusetts United Soccer Club; Bernard Farrell, SCBWI Children's Writers' Critique Group; and Margaret E. Dickey. Donations totaled \$488. Many, many other people donated to the Friends of the Reuben Hoar Library 25th Anniversary Fund which raised more than \$44,000 for the benefit of the library. Donors to the Friends' Anniversary Fund are recognized on a painting of the Couper Farmhouse by local artist Margaret Geanisis hung in the Couper Meeting Room.

Volunteers: Judith Caless, Nathan Campbell, Jimmy Clyde, Patricia Coole, Pat Crory, Phyllis Curcuru, Fernando DeLuca, Mary Lee Donovan, Shannon Fadden, Phyllis Foley, Margaret Geanisis, Susan Grabousky, Judy and Ray Grande, Claire Griffin, Cheryl Hardy-Faraci, Steve Lamb, Scott Lanning, Robert Lemieux, Raina Martinec, William Miller, Rebecca O'Donnell, Howard Rieter, and Wendy Schober. The value of the 480 hours volunteers worked would total approximately \$2,880 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.

In 1901 one of the trustees left the Board of Trustees. In May of 2001 long-time trustee and chair of the board, Frederick McAuley, retired. During his tenure he was instrumental in raising money for the Second Century Fund and the Friends' 25th Anniversary Fund. He worked with the Finance Committee to provide an automated library circulation system and catalog, promoted membership in the Merrimack Valley Library Consortium, ensured that the building was maintained and landscaped, and was a strong advocate for adequate salaries for library staff. His energy and ideas are missed at monthly board meetings. Marcia Marcantonio was elected to fill the vacancy.

We continue to be grateful for the weekly flower arrangement or plant we receive from members of the Littleton Country Gardeners for our main desk and for their annual holiday decorations.

Staff during Fiscal Year 2001

Library Director: Marnie Oakes

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

Senior Library Technicians: Andrea Curran, Eileen McWilliams

Reuben Hoar Library Report (Continued)

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

Pages: Rachel Hatch, James Melone, Krista Dolak

Administrative Assistant: Kathy Coughlin

Sunday Staff: Linda Schreiber, Martha Seneta, Virginia Moore

Trustees

| | TERM EXPIRES | | TERM EXPIRES |
|------------------------|--------------|---------------------------|--------------|
| Marlene Reinschmidt | 2002 | Julian Stam, Treasurer | 2002 |
| Dorothy Sussman, Chair | 2003 | Cheryl Hardy-Faraci | 2003 |
| Marcia Marcantonio | 2004 | Barbara Chapin, Secretary | 2004 |

Hours

| | | | |
|-------|-----------|-------------------|---|
| Open: | Monday | 10 a.m. to 9 p.m. | |
| | Tuesday | Noon to 9 p.m. | |
| | Wednesday | 10 a.m. to 9 p.m. | |
| | Thursday | Noon to 9 p.m. | |
| | Friday | 10 a.m. to 4 p.m. | Closed Fridays during July and August |
| | Saturday | 10 a.m. to 4 p.m. | |
| | Sunday | Noon to 4 p.m. | Open from mid-October through mid-April |

Telephone: 978-486-4046

Fax: 978-952-232

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Address: 41 Shattuck St., Littleton, MA 01460

TRUST FUNDS OF THE REUBEN HOAR LIBRARY

Name of Trust Fund and Year Established

Restricted to Books

Houghton Foundation, 1886
Augustus K. Fletcher Fund, 1888
Laws Fund, 1902
George Cheneye Shattuck Fund, 1907
Nahum Harwood Fund, 1907
John Murray Sprague Fund, 1908
Victory Fund, 1918
Bradford Sampson Fund, 1927
Reuben S. and Mary Ann Hoar Memorial, 1947
Reita I. Bean Fund, 1987
John Hilton Starr Memorial, 1990
Edward Potter Sanderson Memorial, 1990

Restricted to Children's Books

George W. Sanderson Fund, 1935
Celia M. Houghton Fund, 1967
Natalie R. Curran Fund, 1987

Unrestricted

Subscription Fund, 1889
Liberty Fund
Joel Emery Fletcher Fund, 1921
Sprague Fund, 1926
Elizabeth G. Houghton Fund, 1934
Annie C. Smith Fund, 1957
Anna H. Brown Bequest, 1957
Edna L. Young Fund, 1966
Dorothy Hemingway Memorial, 1968
Theodore Fletcher Cobb Memorial, 1970
George and Rose Wood Legacy, 1988
Second Century Fund, 1990
Librarians' Fund
David F. Rowse Memorial
David Gluyas Williams Memorial
Marion Brown Ahern Memorial
and general contributions

PERMANENT MUNICIPAL BUILDING COMMITTEE

Year Ending December 31, 2001

The Permanent Municipal Building Committee has been busy during the past year with construction of the new high school. Although we are behind schedule, we believe that sacrificing quality for time was not an option. This building should last the town for many years to come just as the Shattuck Street Building has. Hopefully the building will be one that the town is pleased with and proud of for years to come. As of March 15, 2002, the building is nearing completion. All major construction is done, punch list items are being taken care of, cleaning is taking place, and furniture is being moved in. It is the intent of the committee to hold an open house for the Town in April.

Besides the new high school, the committee has been working on two other projects. Bill Farnsworth, project chairman, along with the committee and Police Chief John Kelly went to town meeting this past May and requested design money for a new police station. The architectural firm of Carrell Associates has been selected to do the design work and prepare bid documents for the project. A site has been selected and the Selectmen will present an article at town meeting for the purchase of the site.

Warren Terrell, project chairman, and the committee have also been working on the new middle school project. The committee presented town meeting with the proposal to build a new middle school rather than renovate the present high school building. Town Meeting voted funds to design and build a new school. By voting the project at this past May's town meeting, we were able to get on the state reimbursement list at our old rate of 61% reimbursement rather than under our new rate of 53 percent. This action will save the town a considerable amount of money. This is the same procedure that we followed for the new high school. Before any construction starts, the Building Committee will report back to town meeting with bids in hand to show the exact cost of the project.

The Building Committee would like to thank the town for all the support and encouragement that has been given to us. We would also like to express our thanks and best wishes to Kathy Zimmerman for the time and work that she put in as a member of our committee. Upon Kathy's resignation from the school committee, Elaine Braun-Keller replaced her on the committee.

Respectfully submitted

Dick Montminy, Chairman

Carol Frisoli

Ron Caruso

Sam Slarskey

Warren Terrell

Bill Farnsworth

Elaine Braun-Keller

SCHOOL DEPARTMENT

SCHOOL COMMITTEE REPORT

YEAR ENDING DECEMBER 31, 2001

The year 2001 was truly an exciting one for the Littleton School Committee. Highlights included the ongoing construction of the new high school, the retirement of Superintendent James Franco, and the selection of Dr. Paul A. Livingston as the new superintendent.

During the first quarter of 2001, a Superintendent Search Committee, comprised of representatives from the School Committee, faculty, administration and community, worked with the New England School Development Council (NESDEC) to find a replacement for retiring Superintendent Franco. The School Committee wishes to thank the Superintendent Search Committee for their well organized and thorough investigation of candidates which presented a field of three finalists to the School Committee. After completing lengthy personal interviews and site visits, the School Committee selected Dr. Paul A. Livingston as the next Superintendent of the Littleton Public Schools.

In early August, the School Committee said goodbye to Superintendent James Franco. The School Committee recognized Mr. Franco's dedication and devotion to the school system and to the education of our children. We wish him all the best in his retirement.

The School Committee then welcomed Dr. Paul A. Livingston as its new Superintendent. Dr. Livingston came to Littleton from the Walpole Public Schools where he had served as Superintendent of Schools. The School Committee is looking forward to working with Dr. Livingston as we prepare to move forward on issues of policy, long term planning, budget and space needs for the Littleton Public Schools.

Several other projects required the attention of the School Committee this year, including an ongoing revision of the School Committee Policy Manual, the preparation of a district wide strategic plan, and a study of Middle School athletics.

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

Susan MacDowell, Chairman
Elaine Braun-Keller
Roland Gibson
Joseph Gaffney
Kathleen Zimmerman

TOWN OF LITTLETON

LITTLETON PUBLIC SCHOOLS REPORT

YEAR ENDING DECEMBER 31, 2001

The year 2001 saw a year of transition for the Littleton Public Schools. Mr. James Franco retired as Superintendent of Schools after serving with distinction for many years in different roles working on behalf of our children. His many years in education included serving his most recent years in Littleton and previously in Chelsea, MA, and out of state in Connecticut and New Hampshire. We wish Mr. Franco and his family great joy in his retirement.

A superintendent search, conducted by the New England School Development Council, resulted in the hiring of Dr. Paul A. Livingston during the month of May. His work began in Littleton during the month of August after having served for twenty three years in the field of education, previously as Superintendent for the Walpole, MA Public Schools, Assistant Superintendent for the Nashoba Regional School District in Bolton, MA, Superintendent for the Lancaster, MA Public Schools, Director of Administrative Services for the Franklin, MA Public Schools, and as a teacher for the Wayland, MA and Abington, MA Public Schools.

The work on the new high school continued throughout the year. Unfortunately, it was not able to open for the start of school or even by the end of the year. The project remains as an approvable plan for reimbursement of 61% of the costs through the School Building Assistant Bureau through the Massachusetts Department of Education. Plans are underway, using the architectural firm of Dore and Whittier, Inc. of South Burlington, Vermont, to proceed with the design and building of a new middle school on the existing Junior/Senior High School site. The existing building will be torn down upon completion.

During the past year, the issues of budget and space were of great concern. The FY02 budget required a \$817,000 cut in the Fall to meet an anticipated budget shortfall due to budget oversights in the spring preparation of the FY02 budget. This issue became magnified with the fact that the FY01 budget ended on June 30, 2001 with a budget overage of approximately \$170,000 causing transfers from revolving funds and ultimately a reserve fund transfer from the town for approximately \$55,000. Since all monies as revenue offsets were now depleted, the \$817,000 were difficult to achieve in the existing budget. These cuts were made in the areas of: supplies and materials, elimination of the Director of Technology and Public Relations person, postponement of the hiring of the Curriculum Director and a Middle School Nurse, and the establishment of Athletic and Activity Fees. The sixth grade Middle School students anxiously awaited the move from Russell Street School to the Middle School but it was not possible by the end of the year. The grade 7 – 12 students squeezed their way to the end of the year in crowded conditions hoping for the new high school to open for grades 9 – 12.

Littleton is spending below the state's average per pupil cost of \$7,149 at a level of \$6,354 for each of our 1,425 students, according to FY00 Department of Education per pupil costs. Grant funds are continually sought to assist our technology, special education, and professional development programs.

The strength of the public schools is our staff of administrators, teachers, and support personnel. They each provide our students with opportunities too numerous to mention. Many groups and organizations within the community work countless hours in support of our students. The support of the high school project by the town is a tremendous step forward for our educational program. The community is to be commended for their vital support through volunteerism and their ongoing encouragement to create the best possible schools for our students in Littleton.

LITTLETON HIGH SCHOOL

Alone We Achieve, Together We Succeed.

Mission Statement

The closely-knit community of Littleton High School is dedicated to maximizing the intellectual, social, physical, and emotional growth of all its students. In our pursuit of educational excellence, we maintain a safe environment where all students feel valued, respect themselves, develop a caring and compassionate attitude, use their minds effectively in learning and decision-making, and understand and appreciate the diversity and interdependence of all people. We believe that, provided the opportunity, every student, with effort, can and will meet high standards of achievement. To that end, students, teachers, administrators, support personnel, parents, and the community work in partnership to help students to become life-long learners and self-reliant, responsible, productive citizens in a constantly changing world.

Expectations for Student Learning

Littleton High School graduate will:

I. Life-long Learning

- A. Read and listen for understanding and enjoyment
- B. Demonstrate the ability to formulate questions to achieve understanding
- C. Make a commitment to creating quality work and striving for excellence

II. Communication Skills

- A. Read, write, listen and speak and utilize the arts as effective means of communication
- B. Read, write and converse in at least one non-English language

III. Thinking and Reasoning

- A. Apply logical reasoning to problem solving
- B. Conduct research using a variety of information resources

IV. Interpersonal Skills

- A. Work effectively with others to set and achieve goals
- B. Learn to resolve conflict peacefully

V. Personal and Social Responsibility

- A. Take responsibility for personal actions and act ethically (e.g., demonstrate honesty, fairness and integrity)
- B. Demonstrate an awareness of practices and resources that contribute to sound physical and emotional health
- C. Learn to appreciate difference and the interdependence of all people
- D. Demonstrate an understanding of global issues.

TOWN OF LITTLETON

HIGH SCHOOL PRINCIPAL REPORT

YEAR ENDING DECEMBER 31, 2001

Littleton High School was involved in several major initiatives during the past year. 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, teachers taking jobs outside of the district and an increasing Special Education population. The following individuals were hired prior to the opening of school in September: John Buckey (Assistant Principal), Kerry Lynch (Social Studies Department Head), Rachelle Dermer (New Media), Susan Richards-Hallstein (Art), Sandra Haupt (Science), Michael Lynn (Physical Education), Brendan O'Connell (History), Pamela Panish (Special Education), Zach Hirtle (Special Education) and Dorothy Mulone (Secretary to the Assistant Principal). In addition, Mary Lou Lordan was named as the Mathematics Department Head. The new personnel have made remarkable contributions to our students and to our professional community. I am planning to recruit and hire several teachers for next year due to retirement and increase in population (we will be graduating 75 seniors and welcoming 120 freshmen).

The faculty and staff are completing a lengthy "self-study" document, as required for reaccreditation by the New England Association of Schools and Colleges (NEASC). The self-study process includes research and report writing by nine standards committees (Curriculum, Assessment, Instruction, etc.). All committee reports are to be completed, approved by the faculty and delivered to the NEASC by the end of the 2001-02 school year. This school-wide self-study is a significant first step in establishing an on-going self-evaluation process for the continuous improvement of our school. We have dedicated much of our professional development time to developing school-wide self-assessment instruments.

Assessment has been a major theme for our professional development this year. Our faculty is working with Dr. Christine Lyons, an educational consultant, on developing rubrics or scoring guides to be used as part of our self-study. The development of these scoring guides was driven by the requirement to assess school-wide achievement for each of our thirteen expectations for student learning. Our faculty has adapted their knowledge of designing rubrics for school-wide assessment by designing rubrics for their own students' assessments. In addition, a faculty book group is regularly meeting to discuss the topic of assessment.

Another yearlong project involves preparing for the move 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 encompasses 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, student orientation activities and community open house festivities has been a collaborative effort involving many constituents from our school community.

The high school has conducted 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 mission is to have all students earn scores at or above the "Proficient" level on all MCAS tests. To this end, we also offer MCAS preparation courses for freshmen and sophomores in mathematics as part of our program of study. In addition, we offer MCAS academic support sessions over the summer vacation.

High School Principal Report (Continued)

Our School Council is responsible to advise the principal in 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 workshop led by Ann Delahant entitled “Using Data to Make Decisions”. The workshop focused on assisting the council to develop data driven School Improvement Plans that are aligned to the mission and vision of our school and district.

The Parent, Teacher and Student Association (PTSA) has been most helpful in promoting communication by producing and disseminating the PTSA Newsletter, and by sponsoring several parent forums throughout the year.

Robert Desaulniers, Principal

MIDDLE SCHOOL PRINCIPAL REPORT

YEAR ENDING DECEMBER 31, 2001

During the 2001 –2002 academic year Littleton Middle School established itself as a school separate and apart from the high school. This was accomplished in spite of the fact that both schools existed under the same roof for much of the year. Both schools ran two separate schedules without bells. The schedule was designed to allow grade level teams comprised of core academic (math, English, science, social studies) teachers to have common planning time. This is the hallmark of effective middle level education. Team members discussed student progress, planned special events, and had numerous mid-day meetings with parents who were concerned about the progress of their children. All grade level teams benefited from this time spent together. This was especially true for the fifteen new teachers who joined the Middle School faculty and staff during its inaugural year. The sixth grade team functioned in a similar fashion at their Russell Street Elementary School location. Unified Arts Teachers (art, music, computer, modular technology, physical education, library, reading /study skills, community ed.) also had common planning time when they could discuss topics germane to their role in the school.

The New England League of Middle Schools continued to provide support and guidance to the staff as a whole. Consultant/Teacher-in-Residence Cathie Thibodeau led inservices during half-days throughout the year. Topics ranged from effective teaming strategies to differentiated instruction. A leadership team comprised of representatives from each of the grade levels and unified arts along with the Dean of Students and the Principal visited the Topsfield, MA headquarters of NELMS for the second year of a two- year consortium with other schools from New England. Four daylong meetings were scheduled during the year. Dr. Robert Spear, Director of NELMS, led discussions on schedules, student handbooks, community relations, middle school sports and other topics of interest. Members of the team included: Kristen Smith- grade 6, Beth Stephenson – grade 7, Beth Morgan – grade 8, Rebecca Masse – Unified Arts, Pam Farrill –Dean Of Students, and Robert Moore – Principal. Participation in the consortium benefited the school as team members learned of the experiences of other schools that were also in the early stages of middle school formation.

TOWN OF LITTLETON

Middle School Principal Report (Continued)

This year of beginnings was marked by many new and exciting developments. The Middle School Art Club entered an art contest sponsored by the Cape Cod Potato Chip Company and the Boston Museum of Science. Team members had to construct a dinosaur with a body entirely covered with Cape Cod potato chips. While our Chiposaurus, Norbert, did not win a prize the judges said it was “creative and detailed”. The First Annual Middle School Talent Show played in late January to a packed Jr.-Sr. High School auditorium. Seventeen excellent student acts were followed by a rousing finale by the Eighth Grade teachers who sang “Summer Love” from *Grease*. This event is sure to become a tradition in the Middle School. Other happenings included, but were not limited to, the establishment of new Middle School interscholastic sports teams, new and varied field trips at all grade levels, the founding of a student run school newspaper, and new extracurricular clubs like the chess and cooking clubs.

The Littleton Middle School enjoyed many successes in its first year. Yet, the sense is that the best is yet to come. Having all three grade levels in one building from the beginning of the year will help further establish our sense of school identity and pride. We look forward to the challenges ahead and are committed to providing the best middle level education possible.

Robert Moore,
Middle School Principal

RUSSELL STREET SCHOOL PRINCIPAL REPORT

YEAR ENDING DECEMBER 31, 2001

Russell Street School educates students in grade levels three through five for the town of Littleton, Massachusetts. We currently have six classrooms at each grade level. Our current enrollment is 382 students. We presently have a staff of 50 members, which include professional, support and service personnel. Our class sizes range from 18 to 22 students, with small group support in and outside the classroom.

Russell Street is 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.

The work ethic and tireless efforts of the Russell Street Staff exhibit a strong commitment in bringing to students the best in educational experiences. Expectations are high and staff members are devoted to meeting the needs of each child. They are to be commended for what that they do for their students.

The focus to continuously improve is a constant goal at Russell Street School. 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 the do in the classroom.

Russell Street School Principal Report (Continued)

Our performance on MCAS scores continues to be positive. Through test analysis and review we have focused on areas of weakness and have worked to strengthen content areas that have given children the greatest difficulty. I applaud the efforts of our students and the great job they have done. Students in grade four will again be given MCAS this spring. Students in grades three will be tested in Reading, grade five students will be tested in Social Studies, Science and Technology. The MCAS assessment is only one measure of student's abilities students. These tests combined with other assessments give us a true picture of what our students are able to do and how well they have learned.

Our efforts in Language Arts and Math continue to be a focus for improvement. Our students had first-hand experiences in meeting professional writers and illustrators during a week long event in which these professionals shared with the children the elements of good writing and story development. The week ended with a school gathering where students read original stories and poems they had written.

We have also expanded our students' appreciation for the Arts by providing many opportunities to grow in understanding of different cultures. Students have attended performances on the "Art of Black Dance" as well as activities celebrating Chinese folklore and "Chinese New Year" festivities. Students have also learned about the environmental impact of wildlife and birds of prey. Through a generous community member donation, children were able to experience the majestic beauty of falcons and other birds of prey, up close.

We place great effort in enriching student-learning experiences by supporting our curriculum through a variety of activities including field trips. Our trips add greater dimension to studies and have included such places as; The Concord Museum, One Room Schoolhouse, Historical Society, Classical Music demonstrations, Art Projects, Bay Colony Historical presentations, 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.

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. Some of our classrooms have also been wired for the internet and we hope to continue this trend so that our teachers and students have the most up-to date access to information that will allow them to expand their knowledge and understanding of the world around them.

Teachers have also been supported in their efforts to bring the best education to Littleton children by writing and being awarded many grants through LEF. We have also been active in providing after-school activities in chess, crafts, and international cultures. We are hoping that with more volunteers we can provide additional after school activities for our students. Our first year with Spanish has been very successful and children have really done an outstanding job in learning this language. Their motivation and enthusiasm have been very positive.

TOWN OF LITTLETON

Russell Street School Principal Report (Continued)

I would like to thank the Russell Street Staff for their support and the genuine excitement and dedication they display in working with their students. Our parents have been exceptional in the support they give in helping us make children successful. The support of the PTSA has been outstanding and 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.

Gerard A. Dery, Principal

SHAKER LANE SCHOOL PRINCIPAL REPORT

YEAR ENDING DECEMBER 31, 2001

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 503 students.

New faculty at the school this year are: Amber Keesee, Kindergarten Teacher; Dawn Taylor, Special Education Teacher; Rebecca Mawn, Teacher, Grade Two; Jeanne Hikcox, School Nurse; Christine Uevello, Occupational Therapy Assistant; Lori Lauzon, Occupational Therapy Assistant; Donna Cooper, Kindergarten Teaching Assistant; Pat Dolak, Special Needs Assistant; Mary Smith, Special Needs Assistant; and Amy Sullivan, Special Needs Assistant.

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 2001-2002 are: co-chairpersons, Richard Faherty, Principal and Cathy Arena, Parent Representative; Ed Fultz, Parent Representative; Karen Gallo, Parent Representative; Emily Popolizio, Teacher Representative; Marlee Roberts, Teacher Representative; and Catherine Zwolinski, Teacher Representative. This year the Council's goals are:

1. To provide a challenging, child centered learning environment in which students' learning styles and individual abilities continue to be supported.
2. To enhance the learning environment by creating more diverse learning opportunities
3. To provide a positive, safe school climate and build community school pride.

One of the objectives of the School Council's Improvement plan this year is to review and revise report cards. Through the work of a committee of faculty members, a new report card is being piloted this school year. Two parent informational meetings were held this past fall and a survey soliciting parental and staff feedback, will be conducted by the School Council this spring.

Shaker Lane School Principal Report (Continued)

The Shaker Lane School philosophy states in part "in addition to encouraging optimum academic achievement, this supportive atmosphere also advocates human values that develop social awareness and mutual respect in our global society." In accordance with this belief, another School Council objective this year was to redefine our core values at Shaker Lane School. Again, a committee of faculty members designed and introduced what has become known throughout the school as the HEART Program. The program emphasizes the importance of being Honest in one's actions and words, giving your best Effort in your work and play, Acceptance of the likeness' and differences in everyone in our community, showing Respect for oneself, for others and for property, and Taking Responsibility for your actions.

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. These events and performances have helped to extend our students' appreciation for the arts and increased their awareness of different cultures and traditions.

The generosity of the citizens of Littleton allowed for the construction of our new playground, Shakey's Pride, which was opened in the spring of 2001. We are grateful to the townspeople for their support in helping to make our hope for a new playground a reality and for their ongoing support in giving us the resources we need to continue to provide your children with the best possible education.

Respectfully submitted,

Richard M. Faherty, Principal

TOWN OF LITTLETON

LITTLETON ENROLLMENT BY GRADES

October 1, 2001

| GRADE | BOYS | GIRLS | TOTAL |
|--------|------|-------|-------|
| Pre-K | 22 | 20 | 42 |
| K | 74 | 71 | 145 |
| T | 10 | 07 | 17 |
| 1 | 54 | 70 | 124 |
| 2 | 72 | 83 | 155 |
| 3 | 59 | 67 | 126 |
| 4 | 66 | 64 | 130 |
| 5 | 59 | 64 | 123 |
| 6 | 65 | 48 | 113 |
| 7 | 44 | 62 | 106 |
| 8 | 60 | 59 | 119 |
| 9 | 43 | 40 | 83 |
| 10 | 40 | 36 | 76 |
| 11 | 44 | 46 | 90 |
| 12 | 29 | 48 | 77 |
| TOTALS | 741 | 785 | 1526 |

TEN-YEAR HISTORY – LITTLETON PUBLIC SCHOOLS ENROLLMENT

| <u>YEAR</u> | <u>TOTAL PUPIL ENROLLMENT OCTOBER 1</u> | <u>NUMBER INCREASE/ DECREASE</u> | <u>PERCENT INCREASE/ DECREASE</u> |
|-------------|---|--|---|
| 1991 | 997 | -13 | -1.3 |
| 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 |

Number of School Choice (non-resident) students attending Littleton Public Schools during 2001-2002 school year: 35

Number of Littleton Students at Nashoba Valley Technical School: 18

Students from Littleton Attending Special Classes in Out-of-District Schools: 46

TOWN OF LITTLETON

NASHOBA VALLEY TECHNICAL HIGH SCHOOL

Administration

Judith L. Klimkiewicz
Victor Kiloski
Joseph Costa
Charla Boles
Carol Hiedenrich
Robert Campbell
Kent Forty
George Kalarites

Superintendent
Assistant Superintendent/Principal
Business Manager
Director of Pupil Personnel
Director of Technology
Director of Community Outreach
Dean of Students
Facilities Manager

School Committee

Peter Bagni
Sharon Shanahan
Samuel Poulten – Secretary
TBD
Augustine Kish
Hajo Koester
Barbara Sherritt
Irene Machemer

| Chelmsford | Alternates | |
|------------|--------------------|-----------|
| Chelmsford | | |
| Chelmsford | TBD | Littleton |
| Groton | Joy Dalrymple | Pepperell |
| Littleton | Irene Machemer | Townsend |
| Westford | Heidi Shultz | Shirley |
| Townsend | Deborah D'Agostino | Groton |
| Townsend | Frank Heslin | Westford |

Joan O'Brien
Garry Ricard – Chairman

Westford
Pepperell
*** Div VIII Liaison: S. Poulten**

Jerrilyn Bozicas
Al Buckley
Steve Wood
Mark McNulty

Pepperell
Pepperell
Shirley
Shirley

SCHOOL DATA

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

| | | |
|-------------------------|-----------------------|------------|
| Student Enrollment: | As of October 1, 2000 | |
| Chelmsford | | 108 |
| Groton | | 52 |
| Littleton | | 12 |
| Pepperell | | 120 |
| Shirley | | 34 |
| Townsend | | 96 |
| Westford | | 58 |
| Ayer | | 27 |
| School Choice | | 57 |
| Total Enrollment | | 565 |

Accreditation : New England Association of Schools and Colleges.

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

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

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**.

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 opportunities in many areas such as Electrical Technology, Medical Occupations, Culinary Arts, Office Technologies, and World Language (Spanish). 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 Allstars 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

PUBLIC SHADE TREE COMMITTEE

YEAR ENDING DECEMBER 31, 2001

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. In the year 2001, 30 bare root shade trees (Catalpa, Katsura, and Tulip Tree) were planted for homeowners at their request. Planting was done by the Highway Department under the supervision of Jim Clyde.

Every year the Committee gives trees to Littleton school children. This year the third-graders received Larch seedlings (*Larix xeurolepsis*), a deciduous conifer, as part of the annual Arbor Day tree giveaway. The Littleton Country Gardeners once again donated their time and energy to visit the school and hand out the seedlings. The Light and Water Department generously underwrote the project. We are deeply grateful to both for their continuing commitment.

The remainder of the budget was used to plant 2" caliper shade trees at selected sites throughout town, or as replacements for dead trees.

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

The commemorative and memorial tree program started by the Committee several years ago provides a means of honoring individuals or organizations. A plaque in the Reuben Hoar Library identifies recipients and tree locations. Trees generally cost \$125-\$175 to a donor and are planted by the town. This year a family honored their deceased son by planting a Dawn Redwood near the old bridge on Porter Road.

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 in need of street trees, the Shade Tree Committee encourages neighborhood projects and will eagerly work with small groups. Contact any member to share ideas or ask questions.

Respectfully submitted,

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

PARK AND RECREATION COMMISSION

YEAR ENDING DECEMBER 31, 2001

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 past year has seen some developments within the department, as well as on the playing fields. We have expanded our staff with a new addition of college aged summer help, a larger camp staff and more lifeguards to meet the growing needs of the community. In the past year we have completed the skate park at 300 King Street and installed a new playground at Long Lake. At the 300 King Street area, we plan on renovating the tennis courts and constructing a new parking area and green at the facility.

Our goals for the year ahead include more focused work on a community center, and continued work at Long Lake. 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 we do without your help.

Respectfully submitted,

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

TOWN OF LITTLETON

VETERAN'S AGENT REPORT

YEAR ENDING DECEMBER 31, 2001

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.

| | | | |
|--------------------|------------------|--------------|-----------|
| John Leonard Duffy | January 16, 2001 | World War II | Army |
| John S. Hunt | January 24, 2001 | Korea | Army |
| John R. Murphy | April 13, 2001 | World War II | Army |
| Richard E. Graham | May 13, 2001 | Korea | Air Force |

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**

CEMETERY COMMISSION

YEAR ENDING DECEMBER 31, 2001

There have been many updates and additions to the general landscape of Westlawn Cemetery and the Old Burying Grounds. A new section to the left rear of the Administration building was laid out. Trees and shrubs have been planted in the new section. New roads, named Hartwell Road and Davis Loop, are marked with granite posts. Roads are being named after past Cemetery Commissioners of long-standing first, then former cemetery employees and prominent citizens of Littleton.

A tree nursery has been established with over fifty tree seedlings planted for future use throughout the cemetery. The nursery will be expanded over time.

A secure fenced in area was built behind the building during the fall to contain propane tanks required for winter burials.

Many old monuments were repaired, restored or straightened in the oldest part of both cemeteries. Prisoners from the county correctional facility spent a few weeks working on the grounds of Westlawn Cemetery. Flat monuments were lifted and raised to be flush with the sod. Their efforts represent tremendous man-hours of labor and accomplished in a brief time what would otherwise have taken months to do.

The Old Burying Ground is now in excellent condition upon completion of the restoration project and will be maintained as such. In October, the Old Burying Grounds received designation on the National Historic Register. The cemetery will be marked with a plaque erected in the spring of 2002. This designation and effort would not have occurred without the dedication of Administrator, Walter Higgins, who initiated and implemented the entire plan. Hats off to Walter! It is hoped to restore the Lucy Kimball Meade tomb at the Old Burying Grounds sometime during the summer of 2002.

The library and Historical Society have bound copies of cemetery maps and burial inventories for anyone's review. A map and inventory have been given to the Town Information Systems Manager to be included in the Cemetery section of the Town web page. The completed inventory of all interments at Westlawn Cemetery will be available to the public sometime during the spring of 2002. The Westlawn data input is almost complete, with just a small part of the oldest section of the cemetery requiring input.

A Memorial program of trees, plants and monuments has been initiated and is about to be published. This program will allow people to donate trees, plantings and monuments in memory of a loved one.

The old "Green Shed" was demolished during the fall and the area reclaimed and now expands Section 8 with additional graves. Further expansion of this area is under consideration.

The Cemetery Commissioners are always appreciative of the hard work and efforts of the employees of the Cemetery Department.

Respectfully submitted,

David Badger, Chairman

Susan Fougstedt, Treasurer

Deborah Williams, Secretary

TOWN OF LITTLETON

BOARD OF HEALTH

YEAR ENDING DECEMBER 31, 2001

The Littleton Board of Health wishes to open its annual report with an expression of gratitude to Board member Dr. Ellen Bell who resigned from the Board after 27 years of service. Dr. Bell's service and contribution were obvious through her exceptional record attendance at meetings and her quiet but thoughtful manner throughout periods of considerable controversy. Less visible but equally important was her long term interest in the health of local residents, where her extensive professional knowledge and interest in both maternal child health issues and the needs of the elderly were contributions both to the actions of the Littleton Board and the Nashoba Nursing Service. It is likely that it will be many years before her record of service will be matched!

The Littleton Board of Health continues to protect the public health both in traditional areas such as disease surveillance and immunization, food protection and water resource protection. In addition, the Board met the challenges of new public health concerns such as West Nile Virus and bioterrorism. In a pro-active effort to keep informed on the latest issues, Board members augmented their knowledge and skills through participation in a number of educational conferences. The Chair also attended meetings such as the West Nile Virus Conference at Holy Cross (April) sponsored by the Massachusetts Health Officers Association; the Massachusetts Chiefs of Police Association and Massachusetts Emergency Management Agency's (MEMA) Bioterrorism Conference (November); and a meeting on Board of Health issues presented by the Massachusetts Town Counsel and City Solicitors Association (December). The Board Chairman also participated again in the annual Board of Health Certification Meeting held by the Massachusetts Association of Health Boards (December).

After the tragic events of September 11, 2001, the Board Chair participated in a series of meetings designed to improve Littleton's response to the bioterrorism threat. These included local meetings as well as those sponsored by the Massachusetts Department of Public Health (DPH). The Board receives the latest information through Nashoba's connection to the Center for Disease Control's (CDC) Health Alert Network and cooperates with Littleton's first responders who are part of the area's Northern Middlesex Local Emergency Planning Committee. The principal goal at this time is the enhancement of communication among those responding to incidents in Littleton.

In response to the threat of West Nile Virus the Board and its agent have received reports of dead birds, collected appropriate specimens, prepared and submitted them to DPH for testing and have followed up on the one positive bird test result found in 2001. The Board was supportive of DPH's recommendation to reduce mosquitoes through licensed treatment of catch basins in more heavily developed areas. During the past summer the Central Massachusetts Mosquito Control District applied larvicide to 255 catch basins to suppress mosquito numbers in populated areas. There were no human cases of West Nile Virus reported in Littleton.

During the past year, the Board held a total of 40 public meetings. A total of 134 septic system permits were issued. The Board's public health mandate creates the need for additional local protection and assistance. Included in the past year were screening for potential disease and protection from infectious disease through immunizations (580 patients); protection from the spread of disease through communicable disease investigations (patient confidentiality mandated); prevention of threat to dental health through school program (602 children participating); care for 507 homebound sick (4,830 home visits); and licensing and inspections of food establishments to protect the public health (104 licenses and inspections). (See Nashoba Associated Report for total statistics.)

Board of Health (Continued)

The Board voted for the adoption of Body Art Regulations to exercise oversight of tattoo establishments that may be proposed following a relaxation in state law. The Board also initiated a reviewed of its tobacco regulations. Introduced by individual members for consideration were revisions to local septic system regulations pertaining to retaining walls, noise impacts, and a proposal for future water resource planning.

The Board also wishes to express its gratitude to former member Donald MacIver for his many hours given to the Town and his dedication to public service.

Our office hours are Monday through Friday, 8:30 a.m. to 2:30 p.m. Our agent from Nashoba Associated Boards of Health is available in the office on Tuesdays and Thursdays from 9:30 a.m. to 10:30 a.m. Agendas, notices and approved meeting minutes are posted on the Littleton Web Site.

Respectfully Submitted,
Peter M. Cassinari, Chairman
Stephen Foss, Vice-Chairman
Thomas Grady
John Poikonen, Pharm.D., Clerk
Robert Zimmerman

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 2001 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 immediately following the 9/11/01 attack by answering inquiries from other local departments, through coordination with the Massachusetts Department of Public Health(MDPH) in submitting suspect samples to the DPH lab, and through follow-up when lab results were learned. Updated Nashoba internet web site to respond to need for information. (**See *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 (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.

TOWN OF LITTLETON

Nashoba Board of Health (continued)

We look forward to continuing our work with **Littleton's Board of Health**. Included in the day to day work of Nashoba in 2001 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 Minuteman Home Care concerning elders at risk and other safety issues.
- Responded to and assessed mental health concerns through crisis intervention and teamwork with other community resources including Eliot Mental Health Clinic
- Continued participation in pilot project for home health nursing staff to more effectively and efficiently maintain patient records through use of palm-held computers. Use daily downloaded data for scheduling, chart maintenance, and records access. Database refreshed daily by uploading at day's end.
- Reviewed **96** Title 5 state mandated private Septic System Inspections (**924** since 3/95) for **Littleton** Board of Health. Received, reviewed, and filed these state mandated (but unfunded) Title 5 inspections. Corresponded with inspectors regarding deficiencies; referred deficient inspections to **Littleton** Board of Health for enforcement action.
- 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 at a reasonable cost!

TOWN OF LITTLETON

Environmental Health Department

Environmental Information Responses

Littleton Office (days) 83

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

Food Service Licenses & Inspections 104

Beach/Camp/School Inspections 25

Housing & Nuisance Investigations 3

Septic System Test Applications 116

Septic System Lot Tests 623

Septic System Plan Applications (new lots) 70

Septic System Plan Applications (upgrades) 69

Septic System Plan Reviews 301

Septic System Permit Applications (new lots) 66

Nashoba Board of Health (Continued)

| | |
|--|-----|
| Septic System Permit Applications (upgrades) | 68 |
| Septic System Construction Inspections | 359 |
| Septic System Consultations | 207 |
| Well Permits | 5 |
| Water Quality/Well Consultations | 13 |
| Rabies Clinics - Animals Immunized | 20 |

Nashoba Nursing Service

| | |
|---|------|
| Nursing Visits | 2563 |
| Hospice | 120 |
| Rehabilitative Therapy Visits | 857 |
| Medical Social Service Visits | 16 |
| Home Health Aide Visits | 1238 |
| Local Well Adult, Support Groups, & Other Clinic Visits | 619 |
| 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 | 359 |
|-------------------|-----|

Students Participating 221

| | |
|---------------------|----|
| Referred to Dentist | 13 |
|---------------------|----|

Instruction - Grades K, 1 & 5

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

| | |
|------------------------|-----|
| Number of Programs | 19 |
| Students Participating | 381 |

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

Nashoba's Certified Hygienists secure the dental materials for this program through a grant application to the Massachusetts Department of Public Health.

| | |
|------------------------|-----|
| Students Participating | 268 |
|------------------------|-----|

REGIONAL REPORTS

YEAR ENDING DECEMBER 31, 2001

Instead of reporting on just MAPC and MAGIC, this year the Board of Selectmen are reporting on activities with various regional groups. Littleton has made a major effort to understand growth. We continue to work toward policies that help maintain and enhance the small town atmosphere that our citizens value. From the purchase of open space to the Master Plan process, our boards and town meetings continue to look for ways to adapt to change without giving up on idea of giving to our children the kind of town we received from so many generations that went before. But not all threats to a balanced and sustainable growth come from within Littleton.

Many such issues go beyond our borders and are shared by neighboring towns. As small towns, we work with our neighbors to solve problems of water resources, the breath and scope of development, and traffic. Of these, the most immediate problems faced by Littleton are traffic. We are in the midst of assessing just how much traffic our town sees in a day, but some early indicators are impressive (and somewhat depressing). In a typical day, on just the west side of I495, we see 19,000 trips on Route 110/2A and over 21,000 on Route 119. Given the growth in towns west of here, these numbers are likely to grow.

Beyond MAGIC and the MAPC, we have joined other towns in two additional groups that are trying to address these issues. Below is a brief outline of each.

MAGIC: The Minuteman Advisory Group on Interlocal Coordination

MAPC: Metropolitan Area Planning Council

The Board of Selectmen has been an active participant in the Minuteman Advisory Group on Interlocal Coordination (MAGIC) for many years. This is a sub region of the Metropolitan Area Planning Council (MAPC). The MAPC plays a key role in helping member communities work through many growth issues. This past year, through a grant, it has been sharing “build out” GIS maps with communities to better help them manage growth.

The 495 Initiative:

In this past few years a spin-off group, the I495 Initiative has concentrated on three issues for communities from Littleton south to Franklin. Three task forces have concentrated on development and permitting, traffic, and water resources.

Fitchburg Line Group

Traffic issues, especially the lack of satisfactory train service, has brought about another spin-off group, the Fitchburg Line group. This is made up of representatives from MAGIC, Devens, and the regional group out of Fitchburg, Montachusett Planning Organization.

Regional Reports (Continued)

MBTA Advisory Board

Littleton is also an active participant in the MBTA Advisory Board. This organization has review power over the MBTA budget and certain policies. Along with the Boxboro representative and the Fitchburg line group, we have advocated for improved service times, dual tracks to Littleton, and reverse commuting. It appears that we have lost our battle to locate a regional train station at a location that would be satisfactory to both Littleton and Mass Highway. The town and the MBTA are now looking at alternatives for a local station.

Many of the above efforts have had the help and support Littleton's MBTA Advisory Committee. Any citizen interested in helping with traffic or train issues is encouraged to let the Board of Selectmen and the Town Administrator know.

Respectfully submitted,
Karen Duggan M^cNamara
2001-2002 Representative
MAGIC, The MBTA Advisory Board, I-495 Initiative, & The Fitchburg Line Group

TOWN OF LITTLETON

FINANCE COMMITTEE

YEAR ENDING DECEMBER 31, 2001

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 but with a robust economy and through judicial cost containment in the operating budget, balance has been achieved. However, this year, choices will need to be made between funding level services, possibly reducing services, and/or voting a Proposition 2 ½ override.

We are very fortunate to have just finished a ten-year period of relative prosperity and the improvements in many areas and functions of the Town are significant. However, in this uncertain time where many variables are unknown, the FinCom has adopted a conservative budget position for FY 03.

The budget recommendations contained in Article 4 reflect minimal increases to sustain the current staff and meet contractual obligations and only those expenditures in either additional staff or resources, which demonstrate significant improved efficiency or long-term cost savings, were supported. Expense levels are recommended to be level funded to FY 02 levels, requiring departments to cut back in these areas or find how to achieve more value for their dollar.

After careful consideration and discussion, the recommended budget represents a 40% increase over FY02, the bulk represented in the school budget increase of 9.3 %.

To provide some near term relief to sustain adequate operating funds and to minimize future large tax increases, the FinCom believes that the capital projects currently funded inside the levy limit need to be subject to a debt exclusion override.

The FinCom has once again recommended to the selectmen that beginning immediately, funds be raised through taxes with a debt exclusion override for the Littleton High School. In addition, debt payments for the Littleton Middle School should be raised outside Proposition 2 ½ prior to any money being expended on this project. Finally, the land for the Littleton Police Station should also be raised outside Proposition 2 ½ and voters should be aware of this requirement when they vote to support this project. The Fincom has recommended to the Selectmen these debt exclusions be put in place in FY 03 to provide a gradual increase in the tax to a citizen, rather than a larger one-time increase at a later date. The funds remaining in the Stabilization account could then be allocated for non-borrowing capital needs, which will assist in managing our increasing debt ratios.

However, it is anticipated that at the current growth levels, even this relief will not be enough in the long 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 such as before us this year.

Finance Committee Report (Continued)

The Finance Committee will only recommend an operational override 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 that offers stability. We do not recommend building operating budgets that hinge on the passage of an operational override every year.

We would like to thank all of the Town's Boards, Committees and Departments for their support and cooperation during this process. 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 master plan.

Respectfully submitted

Ann Essman, Chairman
Kenneth J. Adam
Kathleen Bussiere
Fred Faulkner
Will Ingham
Richard Montminy
Steven Venuti

TOWN OF LITTLETON

ANNUAL TOWN MEETING WARRANT

MONDAY, MAY 6, 2002

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 Junior/Senior High School on Russell Street in said Littleton, on Saturday, the fourth day of May, 2002 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 fourth day of May, 2002, then and there to act on the following articles, viz:

ARTICLE 1:

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

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 GYMNASIUM OF THE JUNIOR/SENIOR HIGH SCHOOL ON RUSSELL STREET IN SAID LITTLETON ON MONDAY, THE SIXTH DAY OF MAY, 2002 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 financial year beginning July 1, 2002, in accordance with the provision 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.

TOWN TREASURER

ARTICLE 4:

To see if the Town will vote to raise and appropriate, 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, or to take any other action relative thereto.

| LINE ITEM | ACTUAL | APPROPRIATION RECOMMENDED | |
|--|---------------|----------------------------------|--------------|
| | FY 01 | FY 02 | FY 03 |
| GENERAL GOVERNMENT | | | |
| 1. Moderator | \$50.00 | \$100.00 | \$100.00 |
| Selectmen | | | |
| 2. Salaries | \$1,000.00 | \$2,000.00 | \$2,000.00 |
| 3. Clerk | \$29,307.00 | \$34,525.00 | \$34,525.00 |
| 4. Expenses | \$16,000.00 | \$18,000.00 | \$16,000.00 |
| 5. Long Term Disability | \$39,776.00 | \$19,285.00 | \$6,000.00 |
| 6. Legal Expense | \$70,625.00 | \$50,000.00 | \$50,000.00 |
| Town Administrator | | | |
| 7. Salary | \$50,000.00 | \$67,168.00 | \$67,168.00 |
| 8. Expenses | \$2,000.00 | \$2,300.00 | \$1,300.00 |
| Town Accountant | | | |
| 9. Salary and Wages | \$71,642.00 | \$65,647.00 | \$65,647.00 |
| 10. Expenses | \$2,558.00 | \$4,263.00 | \$4,263.00 |
| 11. Audit Expense | \$14,000.00 | \$14,500.00 | \$14,500.00 |
| Information Systems | | | |
| 12. Salary | \$35,000.00 | \$51,805.00 | \$51,805.00 |
| 13. Expenses | \$86,300.00 | \$122,512.00 | \$142,067.00 |
| 14. Merrimack Valley Library Consortium | \$20,017.00 | \$21,339.00 | \$26,011.00 |
| Facilities Management | | | |
| 15. Salaries and Wages | \$61,904.00 | \$92,449.00 | \$126,045.00 |
| 16. Expenses | \$141,455.00 | \$152,700.00 | \$150,700.00 |
| Elections and Registrations | | | |
| 17. Salaries | \$5,185.00 | \$4,862.00 | \$4,862.00 |
| 18. Expenses | \$6,121.00 | \$13,600.00 | \$6,600.00 |

TOWN OF LITTLETON

| <i>LINE ITEM</i> | <i>ACTUAL FY 01</i> | <i>APPROPRIATION FY 02</i> | <i>RECOMMENDED FY 03</i> |
|--------------------------------|-------------------------|--------------------------------|------------------------------|
| Conservation Commission | | | |
| 19. Clerk | \$13,643.00 | \$23,023.00 | \$23,023.00 |
| 20. Expenses | \$2,989.00 | \$4,300.00 | \$3,400.00 |
| Treasurer | | | |
| 21. Salary | \$40,000.00 | \$43,797.00 | \$43,797.00 |
| 22. Assistant Town Treasurer | \$30,500.00 | \$33,119.00 | \$33,119.00 |
| 23. Expenses | \$9,339.00 | \$9,050.00 | \$8,550.00 |
| 24. Short Term Interest | \$218,959.00 | \$1,300,552.00 | \$855,770.00 |
| 25. Tax Title Expenses | \$0.00 | \$11,000.00 | \$11,000.00 |
| Tax Collector | | | |
| 26. Salary | \$33,913.00 | \$36,262.00 | \$36,262.00 |
| 27. Assistant Tax Collector | \$13,320.00 | \$13,562.00 | \$13,562.00 |
| 28. Expenses | \$8,929.31 | \$10,100.00 | \$10,100.00 |
| Board of Assessors | | | |
| 29. Salaries | \$95,074.00 | \$115,149.00 | \$115,149.00 |
| 30. Expenses | \$5,050.00 | \$7,100.00 | \$7,100.00 |
| Town Clerk | | | |
| 31. Salaries | \$37,766.00 | \$40,950.00 | \$40,950.00 |
| 32. Expenses | \$599.00 | \$650.00 | \$650.00 |
| Planning Board | | | |
| 33. Clerk | \$21,979.00 | \$26,689.00 | \$26,689.00 |
| 34. Expenses | \$4,692.00 | \$3,800.00 | \$3,600.00 |

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| LINE ITEM | ACTUAL | APPROPRIATION RECOMMENDED | |
|--|-----------------------|----------------------------------|-----------------------|
| | FY 01 | FY 02 | FY 03 |
| Finance Committee | | | |
| 35. Expenses | \$135.00 | \$5,000.00 | \$5,000.00 |
| 36. Reserve Fund | \$100,000.00 | \$150,000.00 | \$125,000.00 |
| | ----- | ----- | ----- |
| TOTAL GENERAL GOVERNMENT | \$1,289,827.31 | \$2,573,362.00 | \$2,132,314.00 |
| PROTECTION OF PERSONS AND PROPERTY | | | |
| Police Department | | | |
| 37. Salaries and Wages | \$868,358.00 | \$923,260.00 | \$983,513.00 |
| 38. Expenses | \$72,904.00 | \$82,470.00 | \$82,470.00 |
| 39. Parking Clerk Expenses | \$400.00 | \$400.00 | \$400.00 |
| Fire Department | | | |
| 40. Salaries and Wages | \$346,896.00 | \$509,554.00 | \$529,486.00 |
| 41. Expenses | \$80,171.00 | \$91,155.00 | \$90,155.00 |
| <i>Transfer from Ambulance Receipts</i> | | | (\$150,000.00) |
| Control Center | | | |
| 42. Salaries and Wages | \$208,679.00 | \$223,286.00 | \$219,651.00 |
| 43. Expenses | \$16,531.00 | \$20,400.00 | \$20,400.00 |
| Animal Control | | | |
| 44. Salary | \$11,082.00 | \$14,430.00 | \$0.00 |
| 45. Expenses | \$3,920.71 | \$3,100.00 | \$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) |

TOWN OF LITTLETON

| <i>LINE ITEM</i> | <i>ACTUAL</i> | <i>APPROPRIATION RECOMMENDED</i> | |
|---------------------------------------|-----------------------|----------------------------------|-----------------------|
| | <i>FY 01</i> | <i>FY 02</i> | <i>FY 03</i> |
| 46. Emergency Management Agency | \$1,393.00 | \$1,400.00 | \$1,400.00 |
| 47. Dutch Elm Disease | \$1,000.00 | \$1,000.00 | \$0.00 |
| 48. Shade Tree Planting | \$2,000.00 | \$2,000.00 | \$3,000.00 |
| Sealer of Weights and Measures | | | |
| 49. Salary | \$2,000.00 | \$2,000.00 | \$0.00 |
| 50. Expenses | \$200.00 | \$200.00 | \$200.00 |
| Building Commissioner | | | |
| 51. Salaries and Wages | \$63,636.00 | \$73,372.00 | \$73,372.00 |
| 52. Expenses | \$3,810.00 | \$3,850.00 | \$3,850.00 |
| Board of Appeals | | | |
| 53. Clerk | \$2,998.00 | \$3,198.00 | \$3,198.00 |
| 54. Expenses | \$1,287.00 | \$1,400.00 | \$1,400.00 |
| TOTAL PROTECTION OF PROPERTY | | | |
| | \$1,687,265.71 | \$1,956,475.00 | \$2,038,495.00 |
| HEALTH AND SANITATION | | | |
| Board of Health | | | |
| 55. Clerk | \$21,119.00 | \$24,593.00 | \$24,593.00 |
| 56. Expenses | \$1,730.00 | \$2,625.00 | \$2,625.00 |
| 57. Animal Inspector | \$900.00 | \$1,300.00 | \$1,300.00 |
| 58. Town Nursing Salary | \$1,000.00 | \$7,638.00 | \$7,944.00 |
| 59. Eliot Clinic | \$2,835.00 | \$3,780.00 | \$3,780.00 |
| 60. Concord Family Services | \$3,000.00 | \$3,000.00 | \$3,000.00 |
| TOTAL HEALTH AND SANITATION | | | |
| | \$30,584.00 | \$42,936.00 | \$43,242.00 |

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| <i>LINE ITEM</i> | <i>ACTUAL FY 01</i> | <i>APPROPRIATION FY 02</i> | <i>RECOMMENDED FY 03</i> |
|---|-------------------------|--------------------------------|------------------------------|
| HIGHWAYS | | | |
| General Highways | | | |
| 61. Salaries | \$485,395.00 | \$601,600.00 | \$651,607.00 |
| 62. Expenses | \$348,919.00 | \$373,600.00 | \$409,750.00 |
| 63. Snow and Ice Removal | | | |
| - Expense | \$56,830.00 | \$40,000.00 | \$40,000.00 |
| 64. Snow and Ice Removal | | | |
| - Overtime salaries | \$47,772.00 | \$43,100.00 | \$43,100.00 |
| <i>Transfer from Transfer Station Stickers</i> | | | (\$200,000.00) |
| TOTAL HIGHWAYS | \$938,916.00 | \$1,058,300.00 | \$1,144,457.00 |
| Cemetery Department | | | |
| 65. Salaries and Wages | \$57,925.00 | \$72,253.00 | \$95,740.00 |
| 66. Expenses | \$24,786.00 | \$25,305.00 | \$27,135.00 |
| <i>Transfer from Sale of Lots</i> | | | (\$9,000.00) |
| <i>Transfer from Grave Openings</i> | | | (\$25,000.00) |
| <i>Transfer from Interest on Perpetual Care</i> | | | (\$22,000.00) |
| <i>Transfer from Perpetual Care Trust</i> | | | (\$66,875.00) |
| TOTAL CEMETERIES | \$82,711.00 | \$97,558.00 | \$122,875.00 |
| Veteran's Services | | | |
| 67. Benefits and Services | \$5,513.00 | \$1,000.00 | \$1,000.00 |
| 68. Veteran's Agent Salary | \$2,810.00 | \$3,000.00 | \$3,000.00 |
| 69. Expenses | \$500.00 | \$750.00 | \$750.00 |
| TOTAL VETERAN'S SERVICES | \$8,823.00 | \$4,750.00 | \$4,750.00 |
| Reuben Hoar Library | | | |
| 70. Salaries and Wages | \$265,940.00 | \$306,648.00 | \$306,648.00 |
| 71. Expenses | \$71,413.00 | \$70,700.00 | \$58,101.00 |
| <i>Transfer from Library Trust funds</i> | | | (\$26,100.00) |
| TOTAL LIBRARY | \$337,353.00 | \$377,348.00 | \$364,749.00 |

TOWN OF LITTLETON

| <i>LINE ITEM</i> | <i>ACTUAL FY 01</i> | <i>APPROPRIATION FY 02</i> | <i>RECOMMENDED FY 03</i> |
|---|-------------------------|--------------------------------|------------------------------|
| Council on Aging | | | |
| 72. Salary | \$62,136.00 | \$74,745.00 | \$74,745.00 |
| 73. Expenses | \$14,075.00 | \$20,389.00 | \$18,776.00 |
| | ----- | ----- | ----- |
| TOTAL COUNCIL ON AGING | \$76,211.00 | \$95,134.00 | \$93,521.00 |
| Park and Recreation Department | | | |
| 74. Salaries and Wages | \$65,740.00 | \$80,177.00 | \$100,177.00 |
| 75. Expenses | \$10,598.00 | \$4,640.00 | \$4,640.00 |
| | ----- | ----- | ----- |
| TOTAL RECREATION DEPARTMENT | \$76,338.00 | \$84,817.00 | \$104,817.00 |
| 76. County Retirement | \$385,030.00 | \$415,000.00 | \$473,565.00 |
| 77. Group Insurance | \$1,062,042.00 | \$1,083,000.00 | \$1,108,000.00 |
| | ----- | ----- | ----- |
| TOTAL PENSIONS AND BENEFITS | \$1,447,072.00 | \$1,498,000.00 | \$1,581,565.00 |
| Unclassified | | | |
| 78. Gasoline | \$51,252.00 | \$50,000.00 | \$50,000.00 |
| 79. Insurance | \$124,563.00 | \$250,000.00 | \$200,000.00 |
| 80. Memorial Day | \$655.00 | \$1,000.00 | \$1,000.00 |
| 81. Patriots' Day | \$0.00 | \$50.00 | \$50.00 |
| 82. Historical Commission | \$742.00 | \$3,000.00 | \$3,700.00 |
| 83. Disability Commission | \$0.00 | \$750.00 | \$0.00 |
| 84. Telephone - Town Offices | \$53,742.00 | \$40,000.00 | \$40,000.00 |
| 85. Town Reports | \$7,000.00 | \$7,000.00 | \$7,000.00 |
| | ----- | ----- | ----- |
| TOTAL UNCLASSIFIED | \$237,954.00 | \$351,800.00 | \$301,750.00 |

ANNUAL REPORT 2001

| <i>LINE ITEM</i> | <i>ACTUAL FY 01</i> | <i>APPROPRIATION FY 02</i> | <i>RECOMMENDED FY 03</i> |
|---|-------------------------|--------------------------------|------------------------------|
| School Department | | | |
| 86. Salaries and Expenses | \$9,954,981.00 | \$10,764,245.00 | \$11,768,404.00 |
| Transfer from L.H. Zappey Fund | | | (\$200.00) |
| Transfer from Hildreth Fund | | | (\$1,500.00) |
| Transfer from Goldsmith Fund | | | (\$100.00) |
| Transfer from Johnson School Fund | | | (\$200.00) |
| Transfer from Free Cash | | | (\$380,000.00) |
| TOTAL SCHOOL DEPARTMENT | \$9,954,981.00 | \$10,764,245.00 | \$11,768,404.00 |
| LINE ITEMS NOT REQUIRING A VOTE | | | |
| Assessments | | | |
| 87. Nashoba Valley Technical School | \$10,653.00 | \$29,241.00 | \$92,083.00 |
| 88. Nashoba Board of Health | \$27,503.04 | \$20,415.00 | \$20,415.00 |
| 89. B&M Crossing Maintenance | \$2,805.62 | \$2,806.00 | \$2,806.00 |
| TOTAL ASSESSMENTS | \$40,961.66 | \$52,462.00 | \$115,304.00 |
| 90. Debt and Interest | \$667,036.00 | \$1,331,563.00 | \$1,278,372.00 |
| Transfer from Stabilization Fund | | | (\$719,138.00) |
| Transfer from Electric Light Operating Cash Account | | | (\$253,849.00) |
| Transfer from Self Help Reimbursement | | | (\$18,000.00) |
| Transfer from Septic Betterment Program Interest | | | (\$9,060.00) |
| TOTAL NOT REQUIRING A VOTE | \$707,997.66 | \$1,384,025.00 | \$1,393,676.00 |
| TOTAL MUNICIPAL BUDGET | \$16,876,033.68 | \$20,288,750.00 | \$21,094,615.00 |
| WATER DEPARTMENT (ENTERPRISE FUND) | | | |
| Salaries and Wages | \$442,880.00 | \$470,000.00 | \$500,000.00 |
| Expenses | \$551,500.00 | \$726,005.00 | \$778,940.00 |
| TOTAL WATER DEPT. | \$994,380.00 | \$1,196,005.00 | \$1,278,940.00 |
| TOTAL ARTICLE 4 | \$17,870,413.68 | \$21,484,755.00 | \$22,373,555.00 |

TOWN OF LITTLETON

ARTICLE 5:

To see if the Town will vote to raise and appropriate, transfer from available funds and/or borrow a sum or sums of money for the purpose of supplementing the funds appropriated in the Town's Fiscal Year 2003 budget for the School Department operating expenses, such that the total appropriation for the School Department operating expenses is \$12,683,519.00, and provided, however, that this vote shall not take effect until the Town votes to exempt from the limitation on total taxes imposed by M.G.L. Chapter 59 (Proposition 2 ½ so-called) amounts required to fund said allocation, or to act in any manner relating thereto.

CITIZEN'S PETITION

FINANCE COMMITTEE: Not Recommended

ARTICLE 6:

To see if the Town will vote to raise and appropriate transfer from available funds, and/or borrow a sum or sums of money to conduct a preliminary study of the feasibility of converting the Congregational Church at King Street into a Senior/Community Center, or to take any other action relative thereto.

Requested: \$5,000.00

BOARD OF SELECTMEN

FINANCE COMMITTEE: Recommend Raise and Appropriate

ARTICLE 7:

To see if the Town will vote to raise and appropriate, and/or transfer from available funds, a sum or sums of money, for electricity to be used for street lighting, and that the sum and income from the sale of electricity to private consumers and/or the electricity supplied to municipal buildings and from sales of appliances and jobbings during the current fiscal year, be appropriated for the Municipal Light Plant, the whole to be expended by the Manager of the Municipal Light Plant under the direction and control of the Electric Light Board for expenses of the plant for the fiscal year, as defined in Chapter 164, Section 57, of the General Laws, including out-of-state travel, and if said sum and said income shall exceed 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: \$48,737.00

BOARD OF ELECTRIC LIGHT COMMISSIONERS

FINANCE COMMITTEE: Recommend Raise and Appropriate

ARTICLE 8:

To see if the Town will vote to transfer from Water Surplus and/or anticipated revenues, a sum of money to meet the annual bonded indebtedness of the Water Department, or take any action relative thereto.

Requested: \$355,838.00

BOARD OF WATER COMMISSIONERS

FINANCE COMMITTEE: Recommend Transfer

ARTICLE 9:

To see if the Town will vote to acquire in fee by purchase, gift or eminent domain two parcels of land located on the northwesterly side of Nashoba Road, in the Town of Littleton, Middlesex County, totaling approximately 4.93 (Lot 10-A) and 2.84 (Parcel C) acres; that the sum of \$350,000.00 be hereby transferred, raised and appropriated for the purpose of purchasing these parcels, and for costs incidental and related thereto; that the sum of \$0000 be transferred for such purposes; said Lot 10-A to be used for water supply and distribution pursuant to G.L.c.40, §39B, and to be managed and controlled by the Littleton Water Commissioners; said Parcel C to be used for conservation purposes pursuant to G.L. c.40, §8C, and to be managed and controlled by the Littleton Conservation Commission.

Lot 10-A and Parcel C are 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'", containing six (6) sheets, dated April, 2001 and July, 2001, plan number L-2964, prepared by David E. Ross Associates, Inc., certified by David Edwards Ross on July 31, 2001, recorded at the Middlesex South Registry of Deeds as Plan Number 1180 of 2001; and are shown as Lot 10-A and Parcel C on a plan entitled "Plan of Land in Littleton, Mass: prepared for Littleton Water Department", dated March 2002 by David E. Ross Associates, Inc., to be recorded herewith.

The parcels of land are bounded and described as follows:

Parcel C:

BEGINNING at a point at the southwesterly corner of Parcel "C" at the westerly corner of Lot 10-A and land held by Conservation Entity:

THENCE N19° 13' - 58"W by land held by Conservation Entity sixty two and 8/100 (62.86') feet to a point:

THENCE N41° 50' - 37"W by Conservation Entity eighteen and 24/100 (18.24') feet more or less to a point at Cobb's Pond:

THENCE northerly, northeasterly, easterly, southeasterly and southerly nine hundred sixty and 00/100 (960.00') feet more or less to a point at Lot 10-A:

THENCE S56° - 01' - 57"W by Lot 10-A two hundred sixty and 95/100' (260.95') feet more or less to a point:

THENCE S45° - 53' - 40"W by Lot 10 - A two hundred sixty two and 79/100 (262.79') feet to the point of beginning:

TOWN OF LITTLETON

CONTAINING 2.84 acres more or less

Lot 10A:

BEGINNING at a point on the northwesterly side of Nashoba Road and the southwesterly corner of Lot 10-A and land held by Conservation Entity.

THENCE N47^f - 41' - 17"W by Land held by Conservation Entity, four hundred seventy-three and 90/100(473.90') feet to a point:

THENCE N62^f - 27 - 35"W by land of said Entity two hundred sixty-eight and 62/100 (268.62') feet to a point:

THENCE N44^f - 41 - 28"W by land of said Entity three hundred ninety-nine and 70/100 (399.70') feet to the point:

THENCE N35^f - 00'25"W by land of said Entity seventy-one and 09/100 (71.09') feet to a point at Parcel "C":

THENCE N45^f - 53'40"W by Parcel "C" two hundred sixty-two and 79/100 (262.79') feet to a point:
THENCE N56^f - 01'47"E by Parcel "C: two hundred sixty and 95/100 (260.95') feet more or less to Cobb's Pond:

THENCE southerly and southeasterly by Cobb's Pond two hundred thirty-three (233') feet more or less to a point at Lot 13:

THENCE S30^f - 41 - 56"W by Lot 13 four hundred forty-two and 15/100 (442.15') feet to a point:

THENCE S47^f - 41 - 17"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 S55^f - 34' - 08"W by Nashoba Road seventy-one and 92/100 (71.92') feet to the point of beginning.

CONTAINING 4.93 acres more or less

Lot 10-A is subject to and with the benefit of a common driveway and utility easement shown on a plan entitled "Open Space Development Plan of Land in Littleton, Mass. Prepared for Emily B. Cobb Trust B" by David E. Ross Associates, Inc., dated July 2001 Plan No. L-2964, and Lot 10-A and Parcel C are subject to and with the benefit of the easements and conservation restrictions.

Or take any other action thereof.

BOARD OF WATER COMMISSIONERS

FINANCE COMMITTEE: Defer Recommendation until Town Meeting

ARTICLE 10:

To see if the Town will vote to require the Littleton Electric Light and Water Department to cease installing meters that contain a microwave transmitter and to remove the transmitters from such meters already installed.

Or to take any other action relative thereto.

CITIZENS PETITION

ARTICLE 11:

To see if the Town will vote to allow customers of the Littleton Electric Light and Water Department to refuse installation of an electric meter that contains a microwave transmitter. Customers shall not be required to pay any additional fee as a result of such refusal. Littleton Electric Light and Water Department shall notify customers in writing, within sixty days, that customers can refuse installation of an electric meter that contains a microwave transmitter.

Or to take any other action relative thereto.

CITIZENS PETITION

ARTICLE 12:

To see if the Town will vote to amend the current Town of Littleton wireless zoning bylaw, Article XXI (Wireless Telecommunications Towers and Facilities), as follows:

173-2

Replace the definition of “WIRELESS TELECOMMUNICATIONS TOWER AND FACILITIES” with: “WIRELESS TELECOMMUNICATIONS TOWER AND FACILITIES — Commercial mobile services, unlicensed wireless services, and common carrier wireless exchange services, as defined in 47 USC § 332(7)(C). These services include (but are not limited to) cellular services, personal communication services (PCS), specialized mobile radio services and paging services.”

173-128

173-128 (B). Delete the last sentence: “Granting of a Special Permit will be required prior to the submission of a site plan.”

173-128 (C). Add a subsection (2): “Wireless telecommunications facilities constructed by the Town of Littleton for municipal public safety communications purposes.”

173-129

173-129 (A). Delete the words after “General” and insert “Laws and the provisions of this Article XXI relative to the Special Permit. If a special permit is granted, the Planning Board shall impose any such additional conditions and safeguards as public safety, welfare and convenience may require. The Planning Board may establish a schedule of fees for wireless telecommunications facilities permitting and renewal, any monitoring of emissions and inspection of structures, and any other fees.”

173-129 (B). Add to the end: “The Planning Board may specify a shorter term.”

TOWN OF LITTLETON

173-129 (C)(1)(a). After “Describe the tower” add “and any accessory structure(s)”.

173-129 (C)(1)(d). Replace with: “A map of the Town of Littleton, including all towns to a distance of five miles from Littleton boundaries, showing the locations of all existing wireless telecommunications facilities and all proposed wireless telecommunications facilities the applicant expects to install and reasonably knows will be installed by other providers within the next twenty-four months following the submittal of the application.”

173-129 (C)(1). Add a new subsection (e): “A map showing the location and average height of existing tree cover within 500 feet of the proposed facility, specifying heights and dominant species, and topography contour lines at two-foot intervals to a distance beyond the proposed facility to be determined by the Planning Board, but not to exceed 1,000 feet, with reference contours to mean sea level datum.”

173-129 (C)(1)(e). Renumber as (C)(1)(f).

173-129 (C). Add a new subsection (2):

“Written documentation of:

“(a) all existing wireless telecommunications facility sites, in the Town of Littleton and in all abutting towns, in which the applicant has a legal or equitable interest, whether by ownership, leasehold or otherwise. Said documentation shall demonstrate that these facility sites are not already providing, and do not have the potential to provide, by adjusting the site, adequate coverage;

“(b) all existing wireless telecommunications facility sites, in the Town of Littleton and in all abutting towns, in which the applicant has no legal or equitable interest. Said documentation shall demonstrate that these facilities do not have the potential to provide adequate coverage;

Such documentation shall not in itself constitute a demonstration of need. The determination of need shall be made by the Planning Board subject to the provisions of § 173-131 (B)(8).”

173-129 (C). Add a new subsection (3): “The name and address of the applicant and all agents of the applicant and of all legal and beneficial owners of the site or sites proposed for a wireless communication facility, copies of all instruments, options, contracts or encumbrances affecting ownership of the site or sites, together with the opinion of an attorney concerning the state of the title thereto, and an instrument executed by all persons or entities owning property at the site or sites agreeing that the applicant is authorized by them to make the application and agreeing to comply with provisions of this Article XXI;”

173-129 (C). Add a new subsection (4): “A statement signed by the applicant, on oath and under penalties of perjury, that all information included in the submittal is materially accurate, true, complete and verifiable. Inaccurate, misleading or false information shall be grounds for disapproval of the application or revocation of approval with reapplication prohibited for two years from the date of the disapproval or revocation;”

173-129 (C). Add a new subsection (5): “A complete specification certified by a radio frequency engineer licensed by the Commonwealth of Massachusetts of:

“(a) The energy outputs and power densities at ground level and at six feet and sixteen feet above ground level, produced at two hundred feet, five hundred feet and one thousand feet and at the location where

maximum power density is expected, for each antenna sector, from the operation of each and every proposed new wireless telecommunications facility to be added;

“(b) The cumulative energy outputs and cumulative power densities at ground level and at six feet and sixteen feet above ground level, produced at two hundred feet, five hundred feet and one thousand feet and at the location where maximum power density is expected, for each antenna sector, from the operation of all wireless telecommunications facilities, including any proposed new wireless telecommunications facility. With respect to such cumulative energy outputs and power densities, the data contained in such specification shall be from actual field measurements made within thirty days before the applicant submits the special permit/site plan review and approval application;

“(c) The beam widths at ground level for the energy outputs from each antenna sector and the degree of down-tilt of each antenna;

“(d) A complete description, including, but not limited to, data, drawings, catalogs, brochures, manufacturers' specifications, photographs and all other pertinent information relevant to the proposal, describing antennas, equipment mounts, and all other equipment and structures proposed for the site or related to the proposal;

“(e) Data as to noise, certified by an acoustical engineer, specifying in decibels Ldn (logarithmic scale) both existing or ambient noise at each proposed site and the maximum noise to occur, comprising the aggregate of that existing and that resulting from the proposed wireless telecommunications facility;

“(f) An environmental assessment meeting the environmental assessment requirements of the FCC, together with evidence that the same has been submitted to and approved by the FCC.”

173-129 (C)(2). Renumber as subsection (6). Delete “and”.

173-129 (C). Add a subsection (7): “Where applicable, a true copy of written, legally valid and binding authorization(s) for the use of each facility site from utility companies whose facilities are used and from the Board of Selectmen with respect to public ways and Town-owned facilities;”

173-129 (C)(3). Renumber as subsection (8). Delete “§§ 173-128 through 173-133, inclusive” and insert “this Article XXI”.

173-129. Add:

“D. Compliance and Violations.

“(1) The applicant shall be bound in the special permit and site plan approval processes and thereafter by the energy outputs and power densities at the locations as set forth in the special permit and site plan review and approval application and also with respect to the information contained in the application to the Radiation Control Program of the Massachusetts Department of Public Health.

“(2) If a wireless telecommunications facility is determined to be in violation of any of the provisions of the special permit and/or site plan approval or any other applicable law or regulation, the Building Commissioner shall cause to be served on the operator of the facility and on the owner of the land on or from which the violation is caused notice of such violation.

“E. Modifications.

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“Any changes or modifications to an already approved wireless telecommunications facility shall be made through the special permit/site plan review and approval process. Such changes or modifications shall include:

“(1) Any change of wireless telecommunications services as defined in the Federal Telecommunications Act of 1996, other than allowed under an existing special permit;

“(2) Any change in the physical appearance, physical characteristics or dimensions of the wireless telecommunications facility;

“(3) Any change of tenant by co-location, regardless of the type of service;

“(4) Any change in equipment that, by nature of the change, increases the level of radio frequency emissions.”

171-131

173-131 (B)(1). Add to the end: “The Planning Board may permit a telecommunications facility to be installed entirely inside any existing building provided the proposed facility meets the following criteria, in addition to all other applicable provisions of this Article XXI:

“(a) The proposed facility must be designed and constructed in accordance with the State of Massachusetts building code, and any other applicable federal, state or local building codes. The designer of record of the facility must be a registered professional engineer in the Commonwealth of Massachusetts. The Planning Board may, at their discretion, hire a professional engineer to check the adequacy of the design, the cost of such check to be borne by the applicant;

“(b) The proposed facility must not alter the external appearance of the building, as viewed from the street or any adjacent building. The Planning Board may require a photographic analysis of the proposed facility, or other demonstration of the anticipated appearance of the building, as a condition before granting a permit.”

173-131 (B)(2). Add to the end: “New towers shall be of the stealth monopole type only; no lattice or guy-wire towers and no teleports shall be permitted, and the Planning Board may allow and/or limit the use and size of parabolic antennas and of repeaters.”

173-131 (B)(3). Delete “, or within an existing church steeple”.

173-131 (B)(4). Replace with: “Any new wireless telecommunications antenna shall not be installed on, mounted on, or attached to a tower or existing structure within fifteen hundred feet of a lot line defining a parcel on which exists a dwelling; a school; a child-care facility; a nursing home or assisted or independent living facility; a Massachusetts or federally regulated, vegetated wetland or vernal pool; the habitat of any Massachusetts-listed rare or endangered wildlife or rare plant species; or a Historic District or building listed or eligible to be listed on the state or federal Register of Historic Places. A wireless telecommunications tower shall not be erected nearer to any property line than a distance equal to one and one-half times the vertical height of the wireless telecommunications tower, measured at the mean finished grade of the tower base.”

173-131 (B)(5). Replace with: “If there is an existing or proposed significant tree canopy elevation, the highest point of any antenna support structure or of any antenna or any component thereof or attachment thereto shall not exceed ten feet above the lesser of the existing significant tree canopy elevation or the

proposed postconstruction significant tree canopy elevation. If there is no significant tree canopy elevation, the maximum height of any antenna support structure or any antenna or any component thereof or attachment thereto shall not exceed eighty feet above finished grade of ground elevation. Finished grades shall not be distorted above the preexisting natural grades as a way to achieve additional height.”

173-131 (B)(6). Replace with: “Fencing to a height of six feet shall be provided to control access to the base of the tower. Such fencing shall be compatible with the scenic character of the Town, as determined by the Planning Board, and shall not be of barbed wire or razor wire.”

173-131 (B)(7). Add to the end: “Traffic associated with the wireless telecommunications facility shall not adversely affect abutting ways.”

173-131 (B)(8). Add to the beginning: “A permit shall be granted only upon a determination by the Planning Board of the applicant’s need for the facility.”

Existing text becomes subsection (a). Add to the end: “Before granting the Special Permit, the Planning Board shall determine that the applicant is not already providing adequate coverage, that the use of existing wireless facilities or the adjustment of same cannot result in adequate coverage, and that the applicant has selected the method most preferable to the Planning Board for addressing coverage needs.

“(b) If the primary coverage area for the proposed facility (greater than fifty percent) is outside the Town of Littleton, the permit shall be denied unless the applicant can show that it is unable to locate within the town that is primarily receiving service from the proposed facility.

“(c) Empirical evidence of adequate coverage presented to the Planning Board shall be sufficient to demonstrate absence of need. Such empirical evidence may consist of a tape recording of conversations using the applicant’s cellular service from five peripheral locations in Littleton (Great Road near the Acton town line, Great Road near the Groton town line, Ayer Road near the Ayer town line, Whitcomb Avenue near the Harvard town line, Newtown Road near the Boxborough town line) and a location near the center of town.

“(d) Occasional gaps in coverage shall not be considered evidence of need.”

173-131 (B)(11). After “environment” add “, historic resources, scenic views and residential property values”. Delete the words after “including” and add the following: “, but not limited to, painting, lighting standards, screening, and noise abatement. Existing on-site vegetation shall be preserved to the maximum extent practicable. Unless required by the Federal Aviation Administration, no exterior night lighting of towers or the wireless telecommunications facility is permitted except for manually operated emergency lights for use when operating personnel are on site. Noise generated by any wireless telecommunications facility, including auxiliary generators, shall not exceed fifty db at ground level at the property line at any public way on which it is located.”

173-132

Add to end of heading: “and Liability Insurance”

Add below heading: “Any wireless telecommunications services provider that operates a wireless telecommunications facility in the Town of Littleton shall provide, for each such wireless telecommunications facility, the following:”

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173-132 (A). Replace with: “An initial cash bond in a reasonable amount determined by the Planning Board, to cover removal of the facility when it is discontinued or obsolete.”

173-132 (B): Delete “shall be posted”

173-132. Add a subsection (C): “A certificate of insurance against damage to persons or property, with coverage limits of not less than five million dollars. Such certificate of insurance shall be provided to the Building Inspector on an annual basis. For good cause, the Planning Board may, from time to time, require an increase in the limits of such coverage. In the event that a wireless telecommunications facility is located on Town-owned land, the Town shall be a named insured.”

173-133

173-133. Add a new subsection (C): “Eight photographs taken from the proposed location, facing outward toward each of the eight cardinal points of the compass. Such photographs shall be taken when no leaves are on the trees.”

173-133 (C). Renumber as subsection (D).

173-133 (D). Renumber as subsection (E).

Add:

“173-134. Monitoring and Inspections.

“A. Prior to beginning operation of the wireless telecommunications facility, background levels of electromagnetic frequency radiation shall be monitored for each antenna sector at ground level and at six feet and sixteen feet above ground level for points that are at two hundred feet, five hundred feet and one thousand feet from the facility and at the locations where maximum power density is predicted, as listed in the application.

“B. After operation of the facility has commenced, random monitoring of radio frequency and acoustic emissions shall be required at least every six months. Electromagnetic frequency radiation shall be monitored for each antenna sector at ground level and at six feet and sixteen feet above ground level for points that are at two hundred feet, five hundred feet and one thousand feet from the facility, at the locations where maximum power density was predicted, as listed in the application, and at the locations where maximum power density occurs. The facility shall not cause interference, by intermodulation or otherwise, with any Town facility or amateur facility.

“C. Inspection of the structural integrity and safety of all towers and equipment attached thereto shall be required. Monopoles shall be inspected every five years. Any modification of an existing facility that includes changes to tower dimensions or antenna numbers or type shall require a new structural inspection.

“D. All required monitoring and inspections shall be performed by appropriate independent consultants selected by the Planning Board and paid for by the applicant/owner. Said consultants shall use monitoring and inspection protocols as outlined in applicable wireless communication facilities regulations or, in the absence of such regulations, as specified by the Planning Board. Reports of all monitoring and inspection results shall be prepared by the consultants and submitted to the Planning Board, the Building Commissioner and the Board of Health.”

Add:

“173-135. Definitions.

“As used in this Article XXI, the following terms shall have the meanings indicated:

“Adequate coverage. Coverage is considered to be “adequate” within that area surrounding a base station where the predicted or measured median field strength of the transmitted signal is greater than minus ninety-five (–95) dBm. It is acceptable to have holes within the area of adequate coverage where the signal is less than –95 dBm, as long as the signal regains its strength to greater than –95 dBm further away from the base station. The outer boundary of the area of adequate coverage, however, is that location past which the signal does not regain its strength to greater than –95 dBm.

“Channel. The segment of the radio frequency (RF) radiation from an antenna that carries one signal. An antenna may radiate on many channels simultaneously.

“Co-location. Multiple towers located on a single site in ways that maximize sharing of access roads, utilities needed for tower operation (e.g., power) and any other resources required for tower operation.

“dBm: Unit of measure of the power level of an electromagnetic signal expressed in decibels referenced to one milliwatt.

“Significant tree canopy elevation. The arithmetic average of the elevations of the tops of all trees at least six inches in diameter at least four feet and over twenty feet tall in a stand of trees, all of which are located within a one-hundred-fifty-foot radius of the base of the proposed antenna support structure, provided that at least ten such trees are in said stand. Elevations shall be measured with respect to mean sea level datum.

“Stealth monopole. A monopole tower designed to be visually unobtrusive. Examples are monopole towers disguised as trees and as flagpoles.

“Teleport. A facility utilizing satellite dishes of greater than two meters in diameter designed to uplink to communications satellites.

“Tower. A freestanding lattice structure, framework, or monopole, that is fixed to the ground and is designed to support wireless telecommunications communication transmissions, receiving and/or relaying antennas and/or equipment. The term “tower” as used in Article XXI shall also be construed to mean antennas installed in or on an existing or new structure.”

Or to take any other action relative thereto.

CITIZENS PETITION

ARTICLE 13:

To see if the Town will vote to raise and appropriate, transfer from available funds and/or borrow a sum or sums of money to purchase a new ambulance and other items of capital equipment for the Fire Department and to authorize the Board of Selectmen to enter into a contract or contracts for such purpose, or take any other action relative thereto.

Requested: \$120,000.00
FINANCE COMMITTEE: Recommend Borrowing

BOARD OF SELECTMEN

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ARTICLE 14:

To see if the Town will vote 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, and to raise and appropriate, transfer from available funds, and/or borrow a sum or sums of money for said purpose, or to take any other action relative thereto.

REQUESTED: \$48,100.00

BOARD OF SELECTMEN

FINANCE COMMITTEE: Recommend Raise and Appropriate

ARTICLE 15:

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow a sum or sums of money for the purpose of purchasing the new capital equipment for the Highway Department, or to take any other action relative thereto.

REQUESTED: \$259,000.00

BOARD OF SELECTMEN

FINANCE COMMITTEE: Recommend Borrowing

ARTICLE 16:

To see if the Town will vote to raise and appropriate, transfer from available funds and/or borrow a sum or sums of money for the purpose of acquiring approximately 6.4 acres of land at 500 Great Road, Littleton, as the site of a new Police Station, or to take any other action relative thereto.

REQUESTED: \$525,000.00

BOARD OF SELECTMEN

FINANCE COMMITTEE: Recommend Borrowing

ARTICLE 17:

To see if the Town will vote to sell a whole or partial interest, including the sale of development rights and/or a conservation restriction or easement in a parcel of Town-owned property described by the Board of Assessors as Parcels #7 and #10 on Map R-2, comprised of 18.5 acres including 1,931 feet of frontage, more or less, on Nagog Pond, and to authorize the Board of Selectmen to enter into negotiations with the Town of Concord for that purpose, or to take any other action relative thereto.

BOARD OF SELECTMEN

ARTICLE 18:

To see if the Town will vote to amend Chapter 33, Littleton Town Code, Article 1 – Vacations to allow for additional vacation accrual for employees with twenty or more years of service to the Town, or to take any other action relative thereto.

BOARD OF SELECTMEN

ARTICLE 19:

To see if the Town will vote to establish the following new fees for sealing, weighing and measuring devices as allowed under Chapter 98, Section 56 and Chapter 295 of the Acts of 1998:

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| | | |
|--------------------------------------|----------------|-----------------|
| <u>Scales and Balances</u> | <u>Present</u> | <u>Proposed</u> |
| 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 |
| <u>Weights</u> | | |
| Avoirdupois | .20 | 1.00 |
| Metric | .20 | 1.00 |
| Apothecary | .20 | 1.00 |
| Troy | .20 | 1.00 |
| <u>Capacity</u> | | |
| 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 |
| <u>Liquid Measuring Meters</u> | | |
| 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 |
| <u>Pump</u> | | |
| Each stop on pump | 4.00 | 10.00 |
| <u>Other Devices</u> | | |
| 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 |
| <u>Linear Measures</u> | | |
| Yard sticks | .20 | 1.00 |
| Metal rules | .20 | 1.00 |
| Tapes | .20 | 1.00 |

TOWN OF LITTLETON

| | | |
|-----------------------|-------|-------|
| Milk jars (per gross) | 2.00 | 4.00 |
| Adjusting Per Scale | - | 10.00 |
| Miscellaneous items | 10.00 | 10.00 |

Or take any other action relative thereto.

BOARD OF SELECTMEN

ARTICLE 20:

To see if the Town will vote that all elected and appointed committees which hold public meetings shall be required to send announcements of those meetings and send minutes of the meetings to the maintainer of the Littleton town web site so that they may be added to the web in a timely manner. Meeting announcements shall be sent at least one day prior to the meeting and minutes shall be sent no later than 30 days after the meeting.

These requirements shall also apply to any sub-committees appointed by committees if these sub-committees hold public meetings or control a budget.

Or take any other action relative thereto.

CITIZEN'S PETITION

ARTICLE 21:

To see if the Town will vote to raise and appropriate and/or borrow a sum or sums of money to institute a roadway improvement program which will be used by the Highway Department for major repairs and reconstruction of public ways, or to take any other action relative thereto.

Requested: \$80,000.00

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 and/or borrow a sum or sums of money 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, or to take any other action relative thereto.

BOARD OF SELECTMEN

REQUESTED: \$60,000.00

FINANCE COMMITTEE: Recommend Raise and Appropriate

ARTICLE 23:

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow a sum or sums of money to add to the Public Land Acquisition Fund for the purpose of purchasing land for conservation, recreation or other municipal purposes, or to take any other action relative thereto.

BOARD OF SELECTMEN

REQUESTED: \$25,000.00

FINANCE COMMITTEE: Not Recommended

ARTICLE 24:

Moved and seconded by the Board of Selectmen that the Town vote 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° 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° 17'28" W five and 00/100 (5.00') feet by Russell Street to an angle point;

THENCE S 44° 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° 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;

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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° 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° 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 fee 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 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 name said street "Delaney Drive", or to take any other action relative thereto.

BOARD OF SELECTMEN

ARTICLE 25:

Moved and seconded by the Board of Selectmen that the Town vote 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, County Middlesex, Commonwealth of Massachusetts bounded and described as follows:

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 "Partridge Lane" located 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 44-1 and 441-2 of 1999 in Middlesex South District Registry of Deeds. 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;

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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.

And to take fee 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 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 name said street "Partridge Lane", or to take any other action relative thereto.

BOARD OF SELECTMEN

ARTICLE 26:

Moved and seconded by the Board of Selectmen 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 "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.

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;

TOWN OF LITTLETON

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;

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 fee 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 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 name said street "Jane's Drive", or to take any other action relative thereto.

BOARD OF SELECTMEN

ARTICLE 27:

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow a sum or sums 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: \$1,556.00

BOARD OF SELECTMEN

FINANCE COMMITTEE: Recommend Raise and Appropriate

ARTICLE 28:

To see if the Town will vote to reauthorize a Park and Recreation revolving fund in Fiscal Year 2003 pursuant to Mass. General Laws, Chapter 44, Section 53D, 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 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 29:

To see if the Town will vote 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 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 30:

To see if the Town will vote to authorize the Town Treasurer to enter in compensating balancing agreements during Fiscal Year 2003, as permitted by Chapter 44, Section 53F of the General Laws, or to take any other action relative thereto.

TOWN TREASURER

TOWN OF LITTLETON

ARTICLE 31:

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 more than 100% additional property tax exemption for Fiscal Year 2003, for those who qualify under General Laws, Chapter 59, Section 5, or to take any other action relative thereto.

BOARD OF ASSESSORS

ARTICLE 32:

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow a sum or sums of money to add to the Unemployment Account, or to take any other action relative thereto.

REQUESTED: \$10,000.00

BOARD OF SELECTMEN

FINANCE COMMITTEE: Recommend Raise and Appropriate

ARTICLE 33:

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow a sum or sums 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 eleventh day of March in the year of our Lord, two thousand and two.

LITTLETON BOARD OF SELECTMEN

Ronald J. Caruso, Chairman,

Paul J. Glavey, Vice Chairman

Joseph A. Cataldo, Clerk

Karen Duggan McNamara, Member

Walter E. Bartkus, Member

SPECIAL TOWN MEETING WARRANT

MONDAY, MAY 6, 2002

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 Gymnasium of the Junior/Senior High School on Russell Street in said Littleton, on Monday, the sixth day of May, 2002 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 sixth day of May 2002, 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 or sums of money to pay for unpaid bills from previous fiscal years, or to take any other action relative thereto.

BOARD OF SELECTMEN

FINANCE COMMITTEE: Recommends

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, an amount 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 2002 budget of other departments, or to take any other action relative thereto.

BOARD OF SELECTMEN

FINANCE COMMITTEE: Recommends

ARTICLE 3:

To see if the Town will vote to transfer from available funds, a sum or sums of money needed by various departmental budgets and appropriations to complete the Fiscal Year ending June 30, 2002, or to take any other action relative thereto.

BOARD OF SELECTMEN

FINANCE COMMITTEE: Recommends

TOWN OF LITTLETON

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:

\$47,000 into insurance premiums (Budget #150) to account for additional costs

\$35,000 into payroll (Budget #200) to reimburse account for workman's compensation payments

Or take any other action relative thereto.

Requested: \$82,000.00

WATER COMMISSIONERS

ARTICLE 5:

To determine if the Town will authorize the Board of Water Commissioners to acquire a conservation restriction on the following parcels of land here and after described, for the protection of existing water supply under the Commonwealth of Massachusetts' Department of Environmental Protection Aquifer Land Acquisition Grant Program, 815 CMR 2.00 and Section 160 of Chapter 111 of the General Laws and Section 36 of Chapter 15 of the Acts of 1996, and appropriate a sum of money for the purpose and determine how the appropriation shall be met, or take any action with respect thereto.

The conservation restriction is to be applied to portions of Parcels 30 and 33, R-12, owned by George, Pamela and David Sanderson, and containing 16.67 ± acres of land, with frontage on Oak Hill Road, as shown on a plan by LandVest, Project #3417, and dated January 14, 2001.

WATER COMMISSIONERS

ARTICLE 6:

To determine if the Board of Water Commissioners will lease for a minimum of 10 years, to the winner of a competitive bid, selected pursuant to Mass. General laws, Chapter 30B, for the purpose of constructing, maintaining and operating a wireless telecommunication facility thereon subject to special permit granting from the Planning Board, as a third co-locator on the Oak Hill Telecommunication monopole; and in exchange for a lease, the Town shall as a minimum, receive payment of \$1,500.00 a 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 Land Account to be used for acquisition and maintenance of the Conservation Commission land.

WATER COMMISSIONERS

ARTICLE 7:

To see if the Town will vote to transfer from available funds the sum of \$7,000.00 in order to provide for a Household Hazardous Waste Day collection event, or to take any other actions relative thereto.

BOARD OF SELECTMEN

FINANCE COMMITTEE: Recommends

ARTICLE 8:

To see if the Town will vote to transfer from available funds a sum or sums of money to be used for hiring an engineering firm to develop a 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 there.

\$25,000.00

BOARD OF SELECTMEN

FINANCE COMMITTEE: Recommends

ARTICLE 9:

To see if the Town will vote to transfer from available funds the sum of \$21,885.00 for new capital equipment for the Information Systems Department, or to take any other action relative thereto.

BOARD OF SELECTMEN

FINANCE COMMITTEE: Recommends

ARTICLE 10:

To see if the Town will vote to transfer a sum or sums of money from available funds in order to add to the Highway Department Major Equipment Repair Account to be used for the purchase of new equipment and/or major repairs to existing equipment, or to take any other action relative thereto.

Requested: \$10,000.00

BOARD OF SELECTMEN

FINANCE COMMITTEE: Recommends

ARTICLE 11:

To see if the Town will vote to transfer a sum or sums of money from available funds in order 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, or to take any other action relative thereto.

Requested: \$10,000.00

BOARD OF SELECTMEN

FINANCE COMMITTEE: Recommends

ARTICLE 12:

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 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 March 2, 2001 to be recorded and to authorize the Board of Selectmen to acquire by gift, purchase or eminent domain, the land, easement and rights therein, or to take any other action relative thereto.

BOARD OF SELECTMEN

TOWN OF LITTLETON

ARTICLE 13:

To see if the Town will 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 _____, and to further authorize the Board of Selectmen to proceed with the reconstruction of said way, and to raise and appropriate, transfer from available funds, and/or borrow the sum of \$20,000 to fund the total cost of said engineering, construction, and other expenses incidental thereto, or to take any other action relative thereto.

REQUESTED: \$20,000.00

BOARD OF SELECTMEN

FINANCE COMMITTEE: Recommends

ARTICLE 14:

To see if the Town will vote to transfer from available funds a sum or sums of money to be used for the reconstruction of Newtown Road, or to take any other action relative thereto.

REQUESTED: \$70,000.00

BOARD OF SELECTMEN

FINANCE COMMITTEE: Recommends

ARTICLE 15:

To see if the Town will vote to accept the provisions of Massachusetts General Law pertaining to early retirement, or to take any other action relative thereto.

BOARD OF SELECTMEN

ARTICLE 16:

To see if the Town will vote to transfer from available funds a sum or sums of money to add to the Stabilization Fund, or to take any other action relative thereto.

Requested: \$375,000.00

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 eleventh day of March in the year of our Lord, two thousand and two.

LITTLETON BOARD OF SELECTMEN

Ronald J. Caruso, Chairman

Paul J. Glavey, Vice Chairman

Joseph A. Cataldo, Clerk

Karen Duggan McNamara, Member

Walter E. Bartkus, Member

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TOWN OF LITTLETON

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:

TELEPHONE:

(Work)

(Home)

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

OTHER:

RETURN TO:

**BOARD OF SELECTMEN
37 SHATTUCK STREET
P O BOX 1305
LITTLETON, MA 01460**