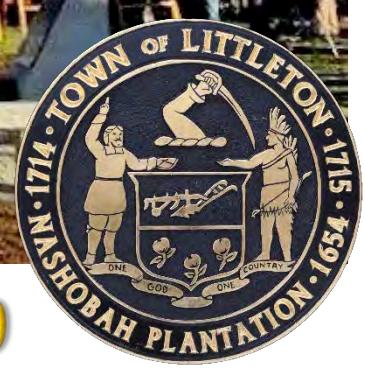


# Town of Littleton, MA



Annual Report 2019

## TOWN OF LITTLETON, MASSACHUSETTS



# 2019

## ANNUAL TOWN REPORT

*Including financial reports for the fiscal year ending June 30, 2019*

The Annual Town Report is compiled by the

Office of the Board of Selectmen/Town Administrator  
Town of Littleton  
Littleton Town Offices  
37 Shattuck Street  
Littleton, MA 01460

More information is available online at [www.littletonma.org](http://www.littletonma.org)

## **TOWN SEAL OF LITTLETON**

The history of Littleton is commemorated on the town seal. The supporters of the escutcheon are the Rev. John Eliot, on the left; apostle to the Indians in coat and short clothes, uncovered, his right hand reverently pointing upward, his left extending in a open Bible; and, on the right, an Indian in leggings and breech cloth with arrows in a quiver and bow in left hand, extending his right to receive the Bible. The escutcheon is emblematic of the principal industries of the town— agriculture and horticulture.

While the crest, being that of the State Seal, not only indicates that the town is in Massachusetts; but by its drawn sword it further commemorates the ready and patriotic response with which this town has met every call to arms.

## **COVER ART**

Thank you to Frank Thibeault for the front cover photo taken during the Veterans Corner re-dedication in November. Also, thank you to Kirby Dolak and Dianne Dickerson for front and rear cover designs and to Connor Reardon for the drone image used in the rear cover.

## **STUDENT ART**

Artwork throughout this report was submitted by many Littleton Students. Thank you to Shaker Lane's Ms. Brazinski's Unified Arts-Generalist Teachers' students from the Kindergarten, Transitional, 1st and 2nd grade classrooms. Thank you to Russell Street Art Teacher, Ms. Hemmis' art classes and High School Teacher, Ms. Hossfeld's art classes, grades 9-12.

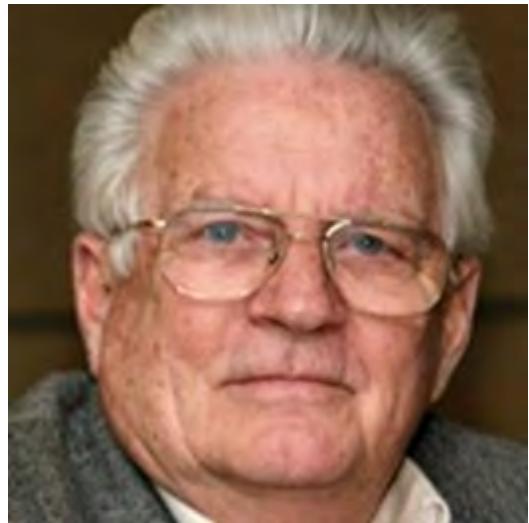
## **STUDENT ART AWARD**

Leah Dennehy is the recipient of this year's student art award. Leah is an illustrator. Currently a junior in high school, she plans to pursue animation in college. Leah is a self-taught artist, who works primarily with acrylics and digital art. She finds inspiration based around the outdoors, animals, and fantasy.

## **TOWN REPORT DEDICATION**

The 2019 Annual Town Report is dedicated to the memory of volunteer citizens whose ongoing service contributed to maintaining the Littleton Community. Their exemplary service has been critical in retaining our small town character and spirit. This year's report is dedicated to Walter Barkus, Alfred "Bud" Glavey, and John Whitcomb Hathaway, Sr.

## DEDICATION



Walter Barkus - December 14, 1934 - January 18, 2019

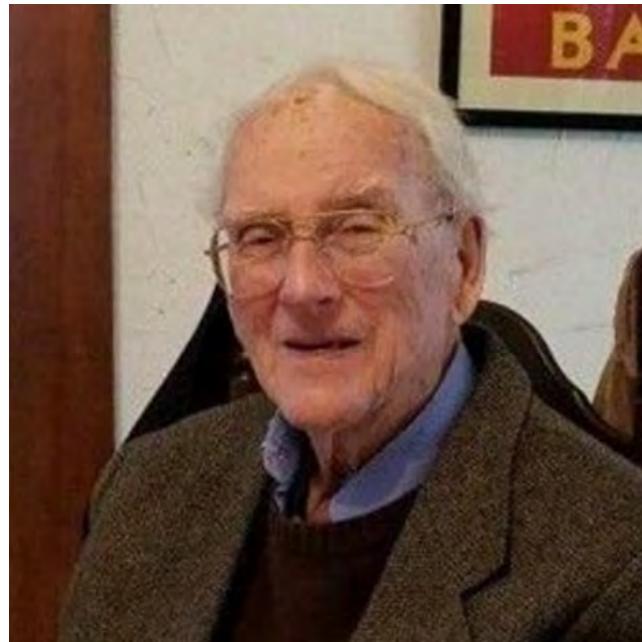
Walter Barkus, born December 14, 1934, left us at the young age of 84 on January 18, 2019, the husband of Lois and dad to Kim, Suzanne, and Brian, but better known as Papa to his 11 grandchildren and 5 great-grandchildren. Family was everything to Walter and he was everything to them.

When Walter wasn't spending time with his family, he was trying to do something to improve things for them and for the Town. His service to the Town started back in 1963 when he served as a Civil Defense Auxiliary Police Officer for the Town; he served for one year as needed. In 1967 he decided to take a different route and he looked at the Assessors for the Town, he took on the elected position, serving them well until 1974.

As if he wasn't busy enough as an Assessor, Walter decided to throw his hat into the ring for a three year stint on the FinCom from 1966 – 1969 to be sure that the finances of the Town were being well served. You would think that one might take a break for a bit, not Walter; bring on a totally different cup of tea in that he decided to look at the Historic Districts of the Town and joined for a three year term from 1969 – 1971 on the Historic Districts Study Committee, a great undertaking at the time for this committee and Walter.

Walter did take a break before taking on a last jump into the political realm by becoming a member of the Board of Selectmen from 2001 – 2003. Though Walter may not have held a position on any other board or committee, he did not let his opinion go to the wayside. He was not afraid to speak up at Town Meetings or Board Meetings. Walter was known by some as a "mover and a shaker" in his younger years. He now will be able to rest in peace, knowing he has left this Town a better place by everything he did. Walter will be missed by all.

## DEDICATION



Alfred "Bud" Glavey - October 8, 1926 - October 1, 2019

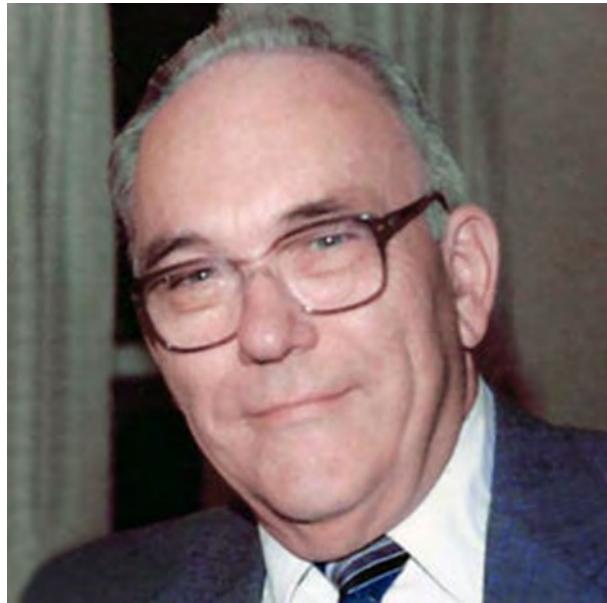
Who would have thought that at 92 Alfred "Bud" Glavey would pass quietly? Certainly not his any of five children, Mark, Matthew, Luke, Paul or Rebecca. Alfred, Bud, as he was known by all his close friends and relatives, passed on Tuesday, October 1, 2019, surrounded by his family. He was pre-deceased by the love of his life Estelle (Mague) in 2016.

A local civil attorney, he worked until the young age of 88. In his younger years, he was known to have managed what many will remember as the famous Cobb Incorporated, located here in Littleton.

Mr. Glavey first started his civic duty with the Town when he was appointed as the Tax Collector on September 7, 1954, after the passing of his mother. He then ran for the elected position from March 1955 and stayed in office until 1963. He served as Chairman on the Industrial Committee for a year in 1954. In 1957 he was appointed to the Shaker Lane School Committee and continued to 1960. This committee was responsible for the building of the new Shaker Lane School. In 1969 Mr. Glavey was appointed to the Zoning Board of Appeals and served with prestige from 1969 to 1993.

To say that Mr. Glavey was a busy man not only raising his family with Estelle, working as a lawyer, but giving of his time to this Town is an understatement. Thank you "Bud" you will truly be missed.

## DEDICATION



John Whitcomb Hathaway Sr. - October 10, 1926 - March 5, 2019

John Whitcomb Hathaway, Sr. born October 10, 1926, passed at the young age of 92 on March 5, 2019. He was a US Navy Veteran, having served from 1944 until his discharge in 1946. He and his wife, Mabel, raised two sons, John Jr., and Leslie Eugene. Mr. Hathaway built their family home on Baldwin Hill Road and they moved into it in 1957.

Mr. Hathaway worked for GenRad for 16 years before entering into the education field. He first taught in Tewksbury for a few years in electronics. The next step was as a Business Manager for the Town of Westford School Department where he stayed for a few years, until Littleton snagged him away. In 1971 he came to Littleton as the Assistant Superintendent until 1986 when he thought about retirement. That didn't last long, just a couple of months, when he decided to take the Business Administrator's position at Keefe Technical School until his "real retirement" in 1990.

Mr. Hathaway gave to this Town not just as an educator, but as a Deputy Building Inspector from 1968 – 1969, on the Building Code Revision Committee from 1969 – 1971, as a Civil Defense Communications Officers for several years and on the Littleton Historical Commission for six years.

Mr. Hathaway and Mr. Glavey were friends all through their lives having graduated together and they joked that they were but nine days apart in age; Mr. Hathaway the younger. Their lives paralleled as they both gave so much to this Town and cared about their Town, thus the reason for getting involved. Mr. Hathaway will be missed not only by his family, but by this Town as well.

STUDENT ART AWARD

LEAH DENNEHY



## TABLE OF CONTENTS



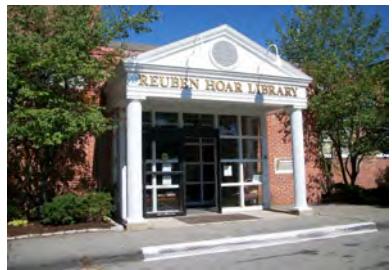
# TOWN OF LITTLETON

## ANNUAL REPORT 2019



<b>LITTLETON IS BEAUTIFUL</b>	1
<b>GENERAL GOVERNMENT</b>	
• Board of Selectmen	11
• TOWN ADMINISTRATOR MESSAGE	13
• Town Counsel	15
<b>FINANCE &amp; BUDGET</b>	
• Town Accountant	19
• Town Treasurer	29
• Commissioner of Trust Funds	51
• Assessor	55
• Tax Collector	57
<b>INSPECTIONAL SERVICES</b>	
• Buildings	59
• Inspection of Wires	60
• Gas, Plumbing, Sheet Metal Inspector	60
• Board of Health	61
<b>PUBLIC SAFETY</b>	
• Fire Department	65
• Police Department	71
<b>PUBLIC WORKS AND UTILITIES</b>	
• Highway Department	81
• Electric Light Department	83
• Water Department	87

## TABLE OF CONTENTS



### LEISURE SERVICES

- Elder & Human Services 88
- Littleton Community Television 95
- Parks, Recreation & Community Education 101
- Reuben Hoar Library 107
- Veteran Services 115



### OUR SCHOOLS

- Superintendent's Report 117
- High School 123
- Middle School 129
- Russell Street School 131
- Shaker Lane School 133



### COMMITTEES & COMMISSIONS

- Town Boards & Committees Listing 137
- Cemetery Commission 141
- Clean Lakes Committee 143
- Community Preservation Committee 145
- Conservation Commission 149
- Historical Commission 153
- Littleton Affordable Housing Trust 155
- Master Plan Implementation Committee 157
- Permanent Municipal Building Committee 159
- Planning Board 163
- School Committee 169
- Zoning Board of Appeals 171

### ELECTED FEDERAL, STATE & TOWN OFFICIALS

173

### APPOINTED TOWN OFFICIALS

176

### TOWN CLERK

- Statistics Voter Information, Town & State Elections 177
- Annual & Special Town Meeting Results 184



## LITTLETON RESIDENTS SHARE THE BEAUTY OF LITTLETON

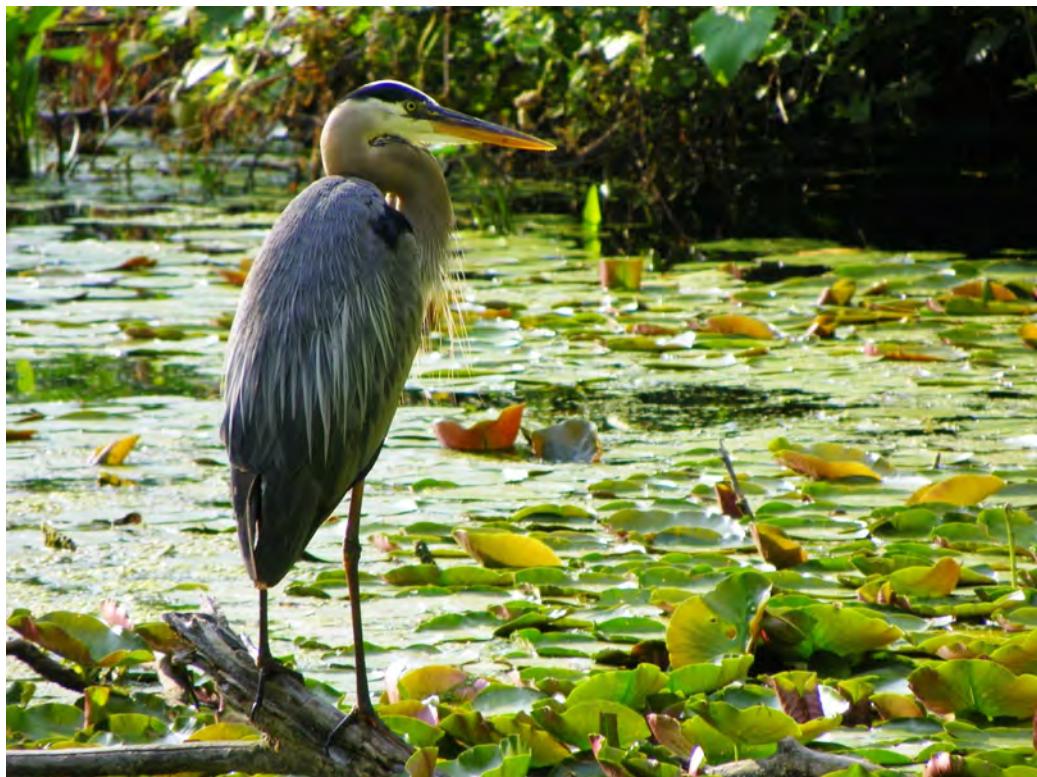


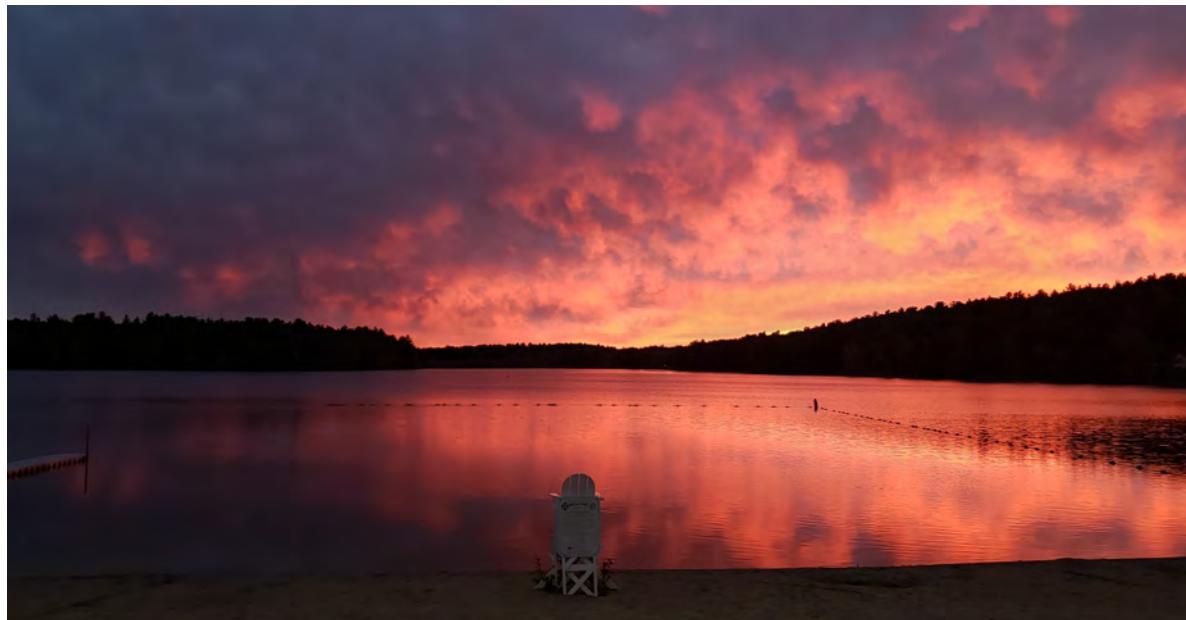
LITTLETON IS BEAUTIFUL - ALL YEAR LONG



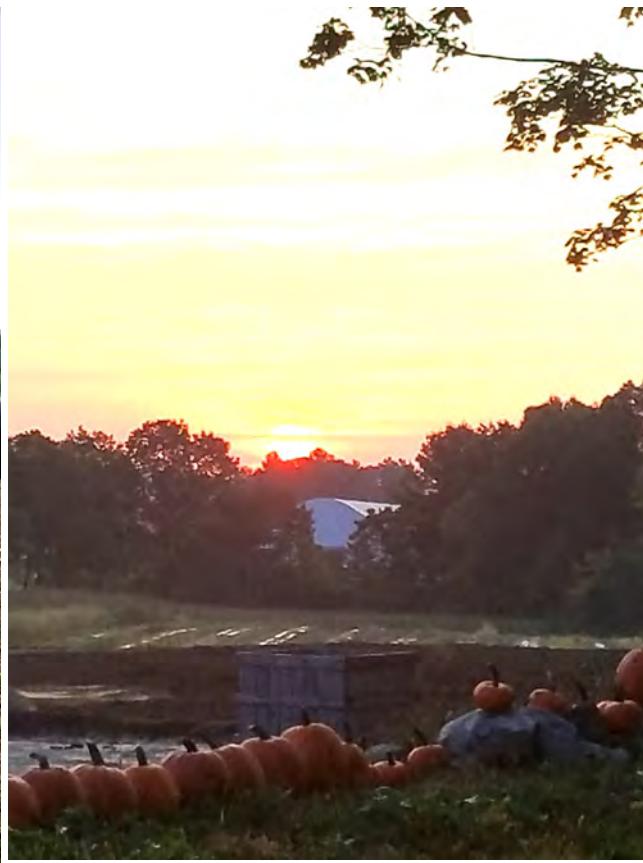


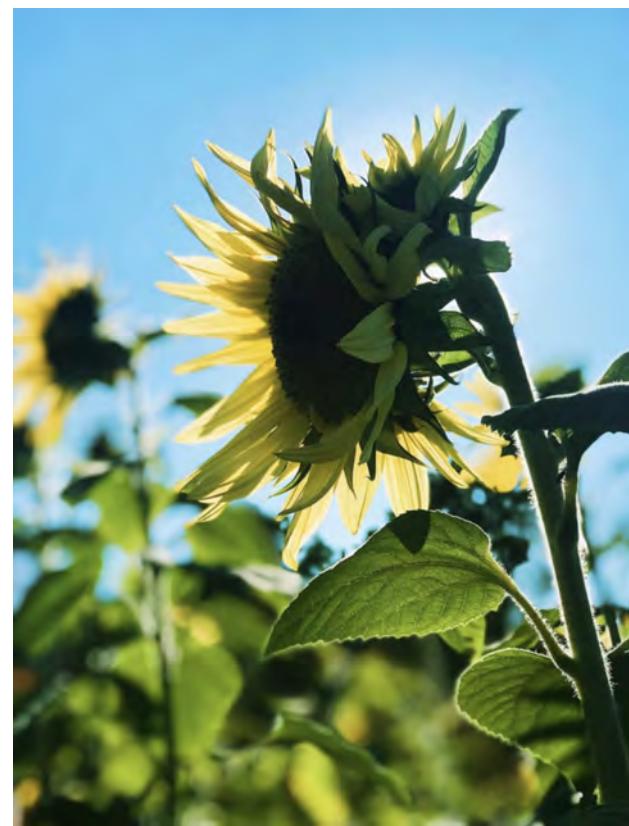




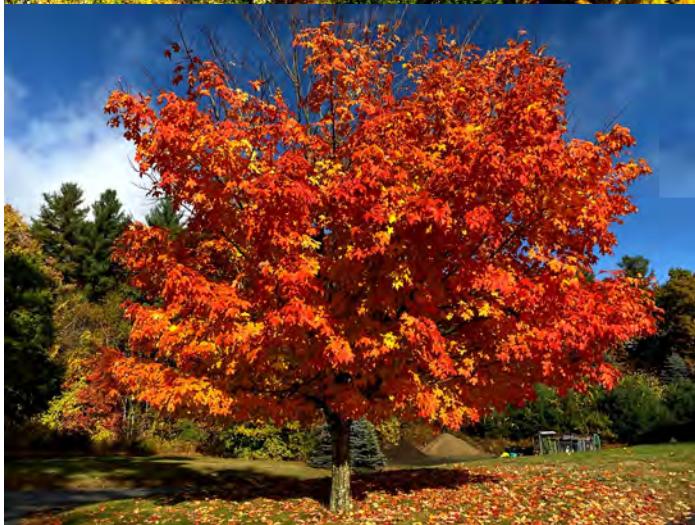


LITTLETON IS BEAUTIFUL



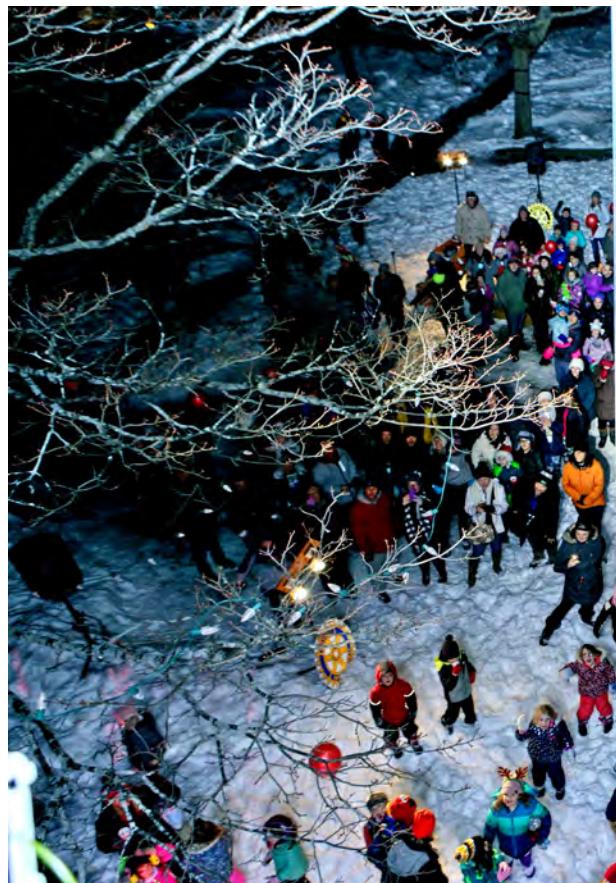


LITTLETON IS BEAUTIFUL





The Littleton Community Enjoys Getting Together





OFFICE OF THE  
BOARD OF SELECTMEN  
37 SHATTUCK STREET  
P.O. BOX 1305  
LITTLETON  
MASSACHUSETTS 01460  
(978) 540-2460

The year 2019 was an interesting time of transition and change for the Town of Littleton and the Board of Selectmen. With the cooperation of Littleton's Boards and Committees progress was made on a number of goals and projects. Littleton currently is a busy little community and our Board and our Town employees work to ensure we provide the services our residents deserve.

Following the retirement of former Town Administrator Keith Bergman, the board deeply appreciated the dedicated work of Anthony Ansaldi as Interim Town Administrator. His vision and knowledge enabled a smooth transition for our new TA Nina Nazarian. Nina topped the large pool of applicants and brings to the Town the experience as the Town Administrator in the Town of Princeton and as the Assistant TA in Tyngsboro. The Board looks forward to working with this capable, knowledgeable and experienced professional as she helps us lead Littleton into an exciting future. In addition, an extensive search was conducted for an Assistant Town Administrator. Joseph Laydon was selected in December and we welcomed him in January 2020.

The Board would like to congratulate our now former Building Commissioner, Roland Bernier, on his retirement. Roland served our Town in this capacity for 34 devoted years. Roland's knowledge, wisdom and fairness were exhibited every day he was employed by the Town. Mr. Bernier's talents will be sorely missed and we wish him the very best in retirement. After an extensive search, the Board welcomed Ed Mullen. Ed brings to the position his experience in the private sector as a Builder and in the public sector Mr. Mullen has served as Building Commissioner in other local municipalities.

The Board also welcomed Cheryl Herrick-Stella as our new Director of Finance and Budget/Town Accountant. Cheryl's experience is both from the private sector and the public side; and her talents have already had a positive impact on our financial team and its performance.

Regarding progress involving our goals and projects, first and foremost has been the Common Sewer Project. Town support has been shown at two Town Meetings this past year with the passage of three separate articles, one of which transfers the authority of the project from the Selectmen to the Water Commissioners who already possess the equipment, expertise and billing infrastructure for this endeavor.

The Space Needs Study continued during the year to attempt to address the distinct need for space for our Departments, Boards and Committees. The Vertex Company did a thorough examination of this project and a final report should be complete in 2020. The Town voted to dedicate \$3M towards funding a future senior citizen center.

Another area of ongoing attention is the location near the Littleton Train Station. An intensive study is underway of underused industrial property and residential zoned land. The Littleton Station Vision Plan is being developed to be presented to the Town that will exhibit different possibilities for commercial use as well as different types of housing for that area of town.

The Town Meeting also overwhelmingly approved a new Library to be constructed on the slope site near

Town Hall. This building will be a center piece for Littleton. Congratulations to the Trustees and the volunteers that made this happen. Their energy, desire and knowledge was very evident throughout this lengthy process.

The Edgar P. Romilly Veterans Corner was updated thanks to support from the Board of Selectmen, John Boroski, leaders of the VFW and American Legion Post 6556, as well as help from Paul Biagioni and the Littleton Highway Department. Transformed into a centerpiece on Littleton Common, the Veterans Corner proudly displays the names of over 800 Littleton service men and women who served our country during WWII, Vietnam, Korea, the Global War on Terror, and other modern-day conflicts and there are plans to include many more names in the years to come.

With an over-sized American Flag serving as the backdrop, hundreds of residents and special guests gathered for the rededication ceremony on November 10, 2019. The ceremony concluded with Michael Crory and Kenny Patrikis performing their original song titled "Hero" and the lyrics "*And I'll find my way home. Yes, I'll find my way home*" served as a solemn reminder of the many men and women who left their homes and families to defend our country and fight for our freedom with only the hope that one day they would return. Freedom is not free. Lest we Forget.

As always, the Board works to manage town finances in such a way as to respect the taxpayers of Littleton, while providing needed services and keeping an eye on the long term prospects for the town. We are pleased that our efforts have continued to result in a very healthy financial prospectus for the town; consistently excellent bond ratings, and a track record of doing so without resorting to operational tax overrides, and with only rare debt exclusions. Our ability to do this is a direct result of the collegial spirit of cooperation between town boards, especially with our colleagues on the Finance Committee, School Committee and Planning Board, and also with our superb contingent of town employees, who do the people of Littleton proud on a daily basis with their understated professionalism, accomplishment and high standards. But most of all, we are fortunate to be supported by the residents of Littleton who take pride in our town, and support it in so many ongoing and important ways.



Respectfully submitted,

Joseph S. Knox, Chairman

Cindy Napoli, Vice-chair

Chase Gerbig, Clerk

Chuck DeCoste

Paul J. Glavey

## TOWN ADMINISTRATOR

I am pleased to offer the following Annual Report to the Town of Littleton. I am grateful for the opportunity to serve the town in this capacity and thank the Board of Selectmen, employees, volunteer boards, residents and businesses for their support. Over the course of the last year, I have had the great pleasure of meeting many Littleton residents and business owners. I look forward to continuing on to build strong relationships and meet the many residents and business owners I have not had the fortune to encounter. My goal in writing this report is to provide a summary of the changes relative to the staffing of the organization and the various projects worked on by the office, and other significant projects.

### Organization

At the start of calendar year 2019, the position of Town Administrator was vacant, due to the retirement of former Town Administrator Keith Bergman, after twelve years of service to the Town of Littleton. During the time the position was vacant, former Assistant Town Administrator Anthony Ansaldi served as the Interim Town Administrator, and concurrently the vacant position of Town Administrator was advertised with applicants being screened and interviewed. I had the honor of being selected as the next Town Administrator and began contract negotiations. In March of 2019, the Board of Selectmen and I signed an employment agreement, with my start date as May 28, 2019.



One of my first actions was working with members of the Board of Selectmen and staff to assist with the search for the position of Director of Finance and Budget/Town Accountant, given the vacancy left by the resignation of Bonnie Mae Fleck. In June of 2019, interviews were conducted. Cheryl Herrick-Stella was selected as the next Director of Finance and Budget/Town Accountant and appointed in July. Cheryl started work for the Town of Littleton in August and came to the position with a bachelor of science in finance, experience as a town accountant, and over a decade of experience in the private sector. On behalf of the Board and me, I would like to sincerely extend our thanks to Town Treasurer Steven Venuti for serving as the Interim Finance Director and the entire finance department's work during the vacancy. We recognize that that it was not an easy period of time, particularly given Steve's discovery of misappropriations by the former Director of Finance and Budget. This discovery led the Board of Selectmen to begin an investigation, which ultimately resulted in funds being recuperated through an insurance claim.

During the period in which we were searching for the Director of Finance and Budget, Assistant Town Administrator Anthony Ansaldi announced his resignation in July to take the position of Town Administrator in the Town of Wenham. I personally would like to thank Anthony for his assistance in the transition. Following that, long time Building Commissioner/Zoning Enforcement Officer (ZEO) Roland Bernier announced his retirement effective in September of 2019. We wish both Anthony and Roland the most success in their future endeavors!

The Board of Selectmen and I went to work on reviewing and refining the job descriptions for both the Assistant Town Administrator and Building Commissioner/ZEO. With the significant help of the Building Department staff and contracted services, we provided inspectional services support to cover the four month period in which the Building Commissioner position was vacant. The job descriptions for both positions were posted and screening began in 2019. While the individuals selected to serve in those positions (Joseph Laydon as Assistant Town Administrator and Edward Mullen as Building Commissioner/ZBO) did not begin their official first day of work until January of the following year, we were delighted to wrap the process up and return to fully staffed levels. Joe joined the Littleton team with nearly 20 years' experience as a planner and also having served as a community development director. Ed, a former Littleton Planning Board member, joined the team with over 20 years' experience in construction of which 6 years are as a city/town building official.

## Projects

### Smart Sewer

One of the most notable projects for the Town is the Littleton Common smart sewer project. The project aims to address housing and economic development in the town center, and also provide energy and environmental benefits. In 2019, through approval from Littleton town meeting voters, the Board of Selectmen petitioned the state legislature for a special act to establish a special smart sewer district and to transfer the project to the Littleton Water Commissioners. The Littleton Electric Light and Water Department (LELWD) was identified naturally as a well-equipped and capable organization to plan, construct and administer the future sewer system, subject to further funding approval by town meeting.

### Reuben Hoar Library / Municipal Space Needs

On October 28, 2019, Littleton voters approved a \$13.1 million project for the design, construction, equipping, and furnishing of a new Reuben Hoar Library at the “sloped site” to the north of the current Shattuck Street Building. Of the \$13.1 million project, \$5.844 million is to be reimbursed over a period of time by the Massachusetts Board of Library Commissioners through a grant secured by the Board of Library Trustees. The Board of Library Trustees also committed to reducing the project cost by \$1 million by obtaining donations.

Concurrent with the Library’s pursuit of approval for a new Library facility, the Board of Selectmen contracted with the architectural firm of Lerner Ladds Bartels (LLB) and with the Vertex Companies as the Town’s Owners Project Manager, to perform a review of the Town’s space needs, exclusive of the Library. LLB reviewed information on file for space needs, including the report by Allen Lieb Architects & Associates, performed a detailed assessment of the Shattuck Street Building and reviewed the property at 255 Great Road. They prepared conceptual schematic design documents and attended working group meetings. As of the end of calendar year 2019, the work was ongoing, but it is expected that further steps will be taken in calendar year 2020, to produce actionable items for consideration at a town meeting in 2020. There is a great demand and interest for a space that meets the growing needs of Littleton seniors, which I anticipate will be the highest priority.

### Green Communities

The Town was once again awarded a Green Communities grant by the Massachusetts Department of Energy Resources for facility improvements to reduce energy consumption. In 2019, the Town and Schools partnered to complete energy reduction projects at Littleton High School, Littleton Middle School, Littleton Russell Street School and Shaker Lane Elementary School, which are projected to produce annual energy cost savings of \$53,243. Littleton was designated as a Green Community in 2015.

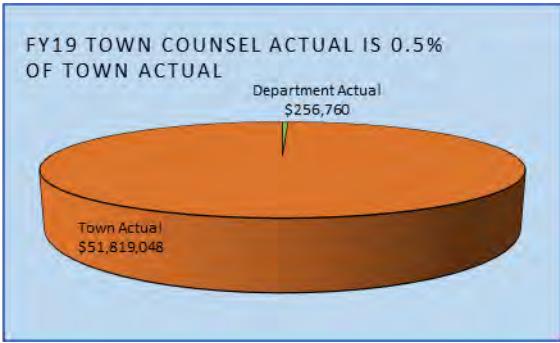
### Recreational, Adult Use Marijuana

Voters at the May 7, 2018 Annual Town Meeting approved a zoning by-law change for recreational, adult use marijuana in Littleton, allowing the Planning Board to issue up to two special permits for marijuana retailers for locations within the Adult Use Marijuana Establishment Overlay District. At the October 29, 2018 Special Town Meeting voters then approved a 3% local option excise tax on retail sales of marijuana. In 2019, the Board of Selectmen issued a Request for Interest and outlined a process to apply for retail marijuana and non-retail marijuana establishments. For retail marijuana, the Board received 4 applications, of which 2 were ultimately advanced by a vote to begin Host Community Agreement negotiations. The negotiations were ongoing at the start of 2020 and will be reported on in the following year.

### Veterans Corner

A significant effort was initiated a couple years ago by the Board of Selectmen, Veterans of Foreign Wars Post 6556, John Boroski, and many town departments to add to the names of those who served. The Edgar P. Romilly Veterans Corner now displays over 800 names on the honor roll. The rededication ceremony was held on November 8, 2019 and was very well attended.

Respectfully submitted,  
Nina Nazarian, Town Administrator



The role of Town Counsel is to provide 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 preparation of legal memoranda and the negotiation, drafting or review of protocols, memoranda of understanding or other types of agreements and contracts. In addition, Town Counsel answers questions on topics such as procurement, contracts, insurance, land use, environmental law, wetlands protection, municipal finance, construction law, employment, open meeting and public records requirements, and ethics.

The following is a list of the 2019-2020 judicial and administrative appeals:

ANDREWS CROSSING, LLC v. LITTLETON BOARD OF HEALTH, Land Court No. 02-MISC-281893. An action seeking a declaration that the three-year freeze on the Board of Health's new regulations is tolled during the pendency of litigation against the Town. This case has been inactive since 2003.

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

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

KENNETH and JODI MACDONALD v. KRISTEN KAZOKAS and LITTLETON CONSERVATION COMMISSION, Middlesex Superior Court No. 1781CV02814. The Conservation Commission granted permits, under the Littleton Wetlands Bylaw and Regulations and the Massachusetts Wetlands Protection Act, for a homeowner to install a new septic system and well, upgrade an existing driveway, and possibly expand an existing cottage (subject to further approval by the Commission). In this case, abutters to the property have appealed the Commission's decision under the local bylaw. This case remains pending.

IN THE MATTER OF KRISTEN KAZOKAS, Massachusetts Department of Environmental Protection Office of Appeals and Dispute Resolution No. WET-2017-022, and KENNETH and JODI MACDONALD v. MASSACHUSETTS DEPARTMENT OF ENVIRONMENTAL PROTECTION, LITTLETON CONSERVATION COMMISSION, and KRISTEN KAZOKAS, Middlesex Superior Court No. 1981CV03069. These successive proceedings concern the permit under the Massachusetts Wetlands Protection Act described above. Abutters requested a Superseding Order of Conditions from MassDEP; MassDEP issued an SOC affirming the Commission's decision. The abutters then filed an administrative appeal with MassDEP; the MassDEP Commissioner issued a Final Decision upholding the SOC (with slight modifications to the plans). The abutters then appealed that Final Decision to Superior Court. Although the Complaint did not include any claims against the Conservation Commission and the Commission has no role in defending a permit issued by MassDEP, the Complaint named the Commission as a defendant. The plaintiffs agreed to dismiss the Commission as a defendant; a notice of dismissal was filed with the Court and the Commission was dismissed. This matter is now concluded as it pertains to the Town.

CONCORD v. LITTLETON WATER DEPARTMENT: Land Court No. 18 MISC 000596 and SJC for Suffolk County No. SJ-2018-0572.

Under an 1884 statute, Littleton has a superior right to use water from Nagog Pond as a municipal water supply source, notwithstanding the Town of Concord's historic use of those same waters. Concord sued Littleton arguing that the 1884 statute has been superseded by the newer Water Management Act providing for State regulation of water withdrawals over 100,000 gallons. The Land Court ruled issued a decision in favor of Concord, which Littleton timely appealed. That appeal remains pending.

JUSTINE STEDMAN v. LITTLETON BOARD OF HEALTH: Middlesex Superior Court No. 18-3555

In November 2018, the Board of Health held a public meeting and subsequently approved a variance at a public hearing to allow fill within 10 feet of a property line, in connection with siting a septic system. In this case, an abutting property owner is seeking judicial review of that decision in an action against both the Board of Health and the variance applicant. The case remains pending in the Middlesex Superior Court.

KENNETH and JODI MACDONALD v. LITTLETON BOARD OF HEALTH: Middlesex Superior Court No. 1881CV03391

In September 2018, the Board of Health held a public meeting and subsequently approved a variance to allow fill within 10 feet of a property line, in connection with siting a septic system and retaining wall. An abutting property owner is seeking judicial review of that decision in an action against both the Board of Health and the variance applicant. The case remains pending in the Middlesex Superior Court. This involves the same private parties and property involved in the fourth matter described above.

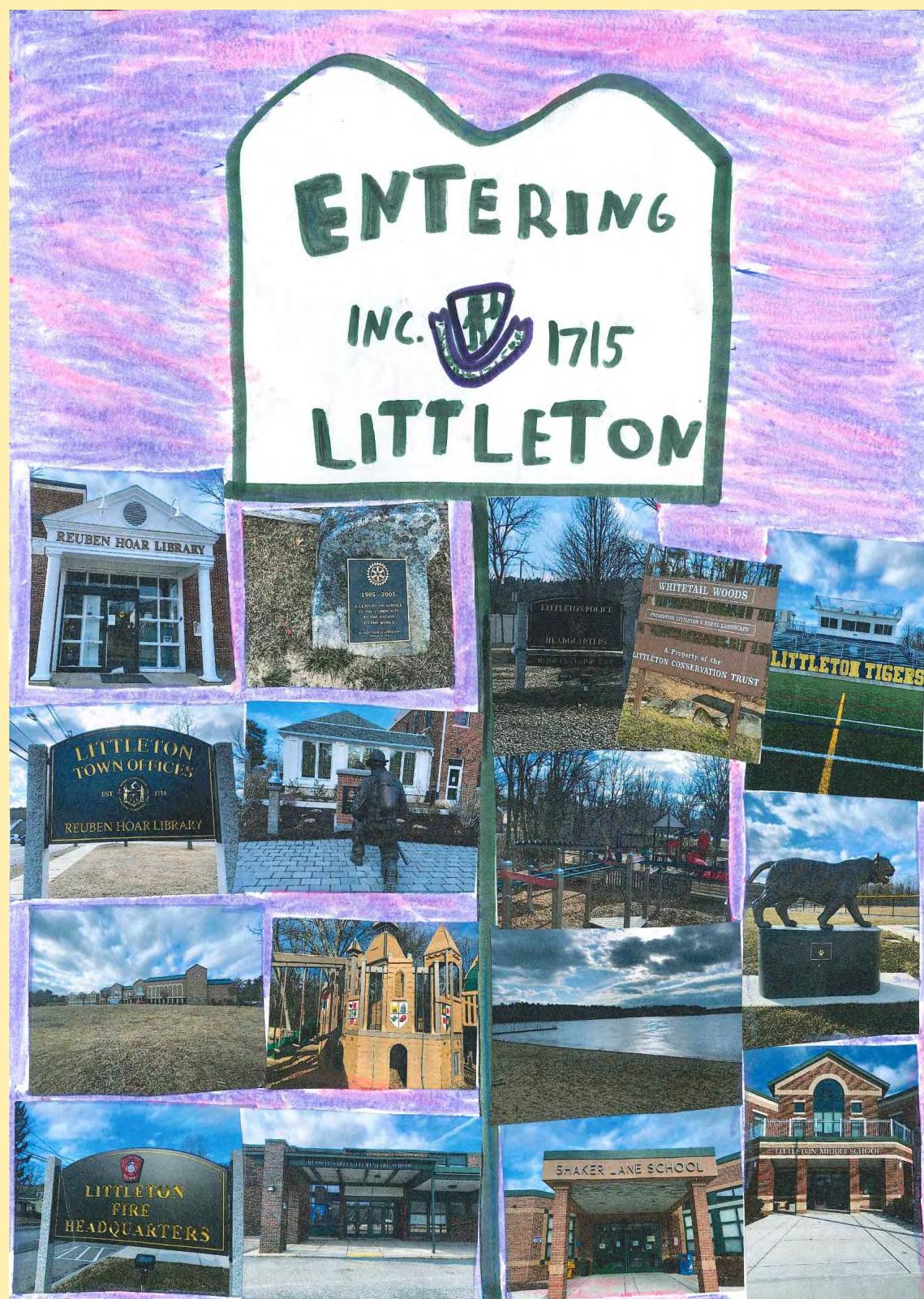
ROBERT OTTO v. LITTLETON PLANNING BOARD: Middlesex Superior Court No. 1981CV01141

On April 9, 2019, the Planning Board issued a special permit to the Water Department to construct a new water treatment facility on Whitcomb Avenue. On April 23, Robert Otto appealed the issuance of the permit, arguing that the Planning Board improperly issued the special permit and that the proposal to construct a water treatment plant on the property would violate Article 97 of the Massachusetts Constitution. On July 31, Mr. Otto expanded his complaint to add an additional count to restrain the Town from making illegal expenditures related to the construction of the plant. On October 28, Littleton Special Town Meeting approved Article 12, authorizing the Littleton Board of Selectmen to submit a Home Rule petition to the state Legislature to allow construction of the water treatment plant. On November 9, the parties agreed that the Town would cease all site preparation on the property until March 1, 2020, and the Court issued a temporary restraining order in that vein. In light of the Home Rule Petition and the temporary restraining order, on November 25, 2019, the Court granted the parties joint motion to stay the litigation until the Legislature acts on the Home Rule Petition, or until March 1, 2020, whichever is first. As of yet, the Legislature has yet to act on the Town's Home Rule Petition.

We believe that each matter that comes before Town Counsel deserves careful thought, and we strive to provide the Town with personal, direct and responsive legal counsel, diligent attention to the Town's needs, and good humor.

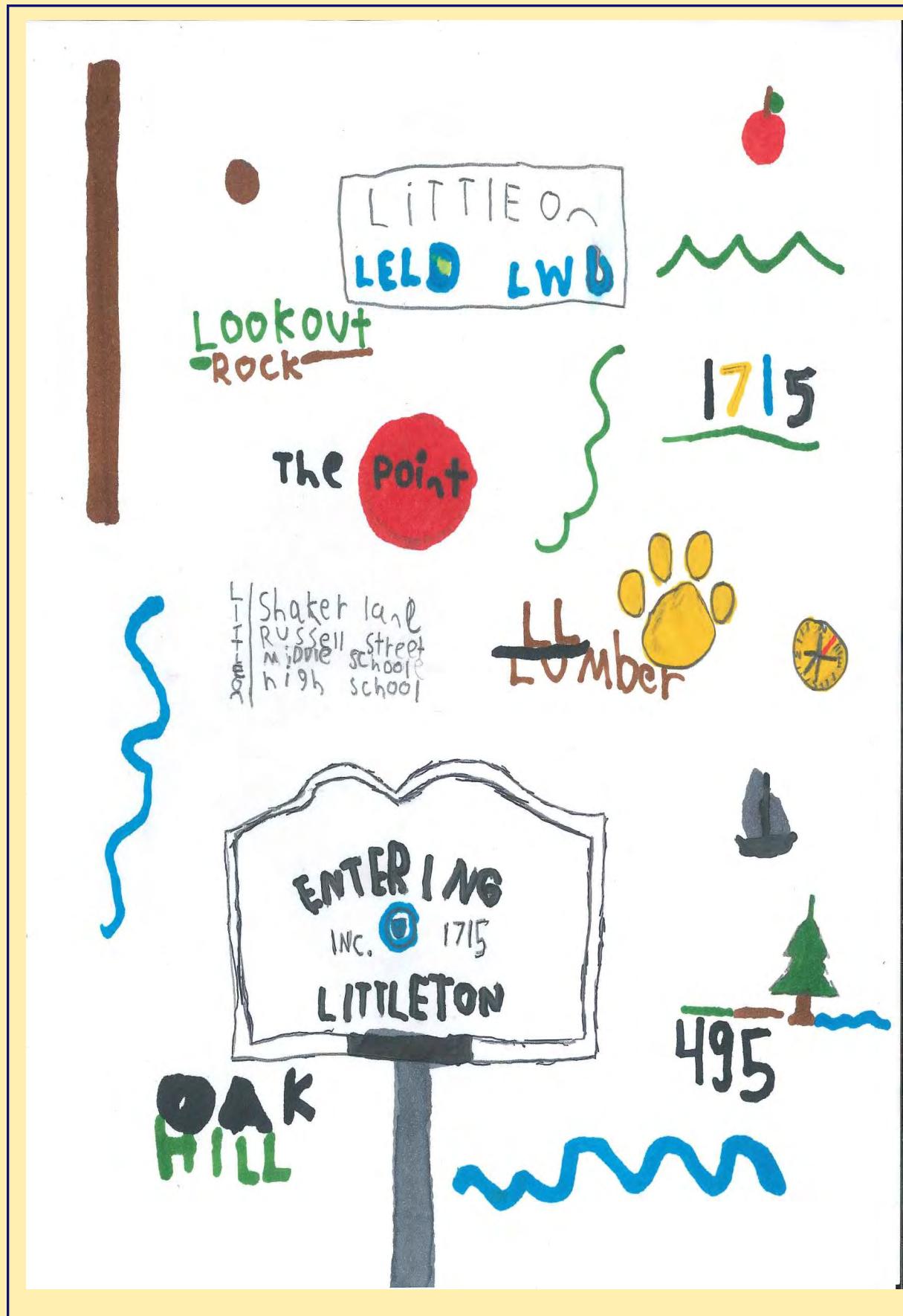
Thomas J. Harrington  
Miyares and Harrington LLP  
Littleton Town Counsel

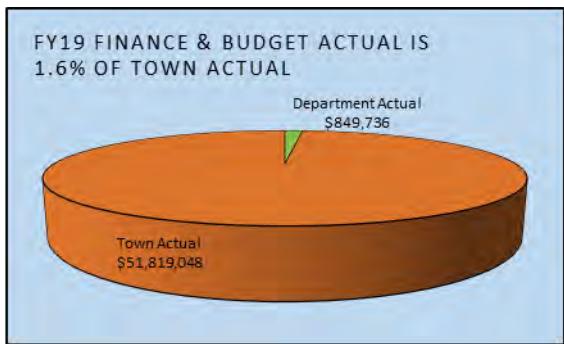
## ARTWORK CREATED BY RUSSELL STREET STUDENTS



ARTWORK FROM RUSSELL STREET 2019/2020

## ARTWORK CREATED BY RUSSELL STREET STUDENTS





### DEPARTMENT DESCRIPTION

The Department of Finance consists of the offices of Director of Finance, Accounting, Assessing, Treasurer and Collector. The Department is responsible for the overall financial management of the Town, including advising and updating the Town Manager, Board of Selectmen, Finance Committee, and other interested parties on the Town's financial condition. Services provided include, but are not limited to, preparation of the ten-year Capital Improvement Plan, financial status reports, cash management, debt management, property valuation assessments, citizen assistance programs, property tax and other billing, collection activities, risk management, audit review and internal financial controls. Additionally, the Department oversees Town compliance with the Uniform Procurement Act.

The Department is responsible for complying with a myriad of municipal finance laws and regulations as well as meeting the financial reporting requirements of the Federal and State government. These financial controls are essential in order to properly safeguard taxpayer dollars. Much of the activity of the Department of Finance involves the day to day management of the Town's finances including for 2019; \$46 million expended from the general fund budget, \$7.1 million in special revenue, \$41 million in enterprise funds (water and recreation), as well as trust and capital project funds. The Department also monitors and reviews the capital spending activity of all departments. The Department processes the payroll including all monthly, quarterly and annual reports for Town and School employees. On a weekly basis the Department processes hundreds of invoices for

payment to vendors, for services and supplies, procured by Town departments.

I would also like to thank Steve Venuti – Treasurer, Ann Essman – Assistant Treasurer/ HR Administrator, Michelle Reynolds – Assistant Accountant as well as all the staff throughout the Finance Department for adapting to the many challenges faced this past year.

### FY2019 HIGHLIGHTS

The Town continues to enjoy the benefits of maintaining Standard & Poor's highest bond rating.

2/27/2014- Standard and Poor's upgraded the Town of Littleton's bond rating from AA to AAA, its highest rating. S&P defines its AAA rating as "Extremely strong capacity to meet financial commitments. Highest Rating."

The Department completed the conversion to the new Financial Software and rolled out citizen transparency that allows residents to see any and all payments made by the Town.

### Departmental Changes

In FY19 a new Finance & Budget Director started in August and a new format to the budget book was rolled out to the Board of Selectmen and Finance Committee.

In FY21 we will have two key retirements in the Finance Department; Steve Venuti and Ann Essman our Treasurer and Assist. Treasurer. They have been invaluable members, the contributions they have made are numerous. Our focus will be over the upcoming months to work on a transition and hiring plan, so we are as prepared as possible for when they retire in FY21.

The success of the Munis implementation is a testament to the cooperation between the Town and School Administrative staff.

At this point the majority of the software has been rolled out, the next module that we will focus our attention on will be the Employee Self Service applications.

## Operating Budget

Town Operating budgets continue to feel pressure as a result of stagnant State Aid levels. In Fiscal 2019 the Town's net state increased by 11,727 - compared to FY2018 actual amounts received for both Town and School State Aid Accounts.

Consistent new growth revenues have helped mitigate some of the impact of relatively flat state aid revenues. The tax levy increase of 7.22% (2.5% plus new growth) for FY2019 was driven in large part to a large increase in new Residential Housing stock. The tax levy is the major source of funding for the Town Operations, representing 79% of the total available recurring revenue.

The Town's reserves were augmented by a transfer from the Undesignated Fund balance of \$2.7 million to Capital Stabilization for future facility or capital needs. The Town in FY19 transferred \$3.0 million from the capital stabilization fund, to a dedicated Senior Center Stabilization fund. The Town also continued to work towards funding its OPEB obligations, with a total of \$523K transferred to the Trust for Post Employment Benefits.

## Excluded Debt Service

By previous design, the Town has funded the Debt Exclusion (DE) Stabilization account in a manner for use as an offset to raising the full amount of revenue allowed – directly reducing the tax rate in order to effect savings to the residents. For FY19 our funding strategy reduced the debt down by using \$338K to pay-down the debt, saving the taxpayer, we also funded an additional \$243K to the excluded debt fund to continue with the strategy to fund through FY2025.

I just want to thank the residents, the Boards and Committees and all the employees for such a warm welcome. It has been an honor to work with such dedicated elected and professional staff over the past 6 months.

Cheryl Herrick-Stella

Director of Finance and Budget/Town Accountant

## TOWN ACCOUNTANT

Department	FY2019 Actual	FY2020 Budget
<b>114MODERATOR</b>		
Personal Services	0	0
Expenses	<u>0</u>	<u>100</u>
<b>Total 114</b>	<b>0</b>	<b>100</b>
<b>122SELECTMEN / TOWN ADMINISTRATOR</b>		
Personal Services	277,742	329,598
Expenses	30,725	23,870
MAGIC/MAPC Assessments & Grant Match	<u>0</u>	<u>32,000</u>
<b>Total 122</b>	<b>308,467</b>	<b>385,468</b>
<b>131FINANCE COMMITTEE</b>		
Personal Services	363	800
Expenses	<u>180</u>	<u>500</u>
<b>Total 131</b>	<b>543</b>	<b>1,300</b>
<b>132RESERVE FUND</b>		
Expenses	<u>26,349</u>	<u>150,000</u>
<b>Total 132</b>	<b>26,349</b>	<b>150,000</b>
<b>135FINANCE AND BUDGET</b>		
Personal Services	710,562	777,785
Expenses	99,748	128,636
Audit	<u>39,425</u>	<u>40,000</u>
<b>Total 135</b>	<b>849,736</b>	<b>946,421</b>
<b>151LEGAL</b>		
Expenses	<u>256,760</u>	<u>250,000</u>
<b>Total 151</b>	<b>256,760</b>	<b>250,000</b>
<b>155INFORMATION SYSTEMS</b>		
Personal Services	162,032	170,700
Expenses	<u>472,891</u>	<u>454,555</u>
<b>Total 155</b>	<b>634,923</b>	<b>625,255</b>
<b>161TOWN CLERK</b>		
Elected Salaries	80,038	84,323
Personal Services	23,340	46,485
Expenses	<u>4,664</u>	<u>3,800</u>
<b>Total 161</b>	<b>108,042</b>	<b>134,608</b>

Department	FY2019 Actual	FY2020 Budget
<b>162 ELECTIONS &amp; REGISTRATIONS</b>		
Personal Services	0	3,000
Expenses	<u>8,055</u>	<u>9,200</u>
<b>Total 162</b>	<b>8,055</b>	<b>12,200</b>
<b>171 CONSERVATION COMMISSION</b>		
Personal Services	35,801	44,605
Expenses	1,438	1,450
Transfer In - Wetland Fund	<u>(8,000)</u>	<u>(8,000)</u>
<b>Total 171</b>	<b>29,239</b>	<b>38,055</b>
<b>175 PLANNING BOARD</b>		
Personal Services	76,227	111,220
Expenses	<u>1,132</u>	<u>1,175</u>
<b>Total 175</b>	<b>77,359</b>	<b>112,395</b>
<b>176 APPEALS BOARD</b>		
Personal Services	5,365	4,920
Expenses	<u>523</u>	<u>1,000</u>
<b>Total 176</b>	<b>5,888</b>	<b>5,920</b>
<b>191 BUILDING MAINTENANCE</b>		
Personal Services	66,543	166,816
Expenses	<u>530,308</u>	<u>515,000</u>
<b>Total 191</b>	<b>596,851</b>	<b>681,816</b>
<b>193 GENERAL INSURANCE</b>		
Expenses	<u>289,775</u>	<u>376,000</u>
<b>Total 193</b>	<b>289,775</b>	<b>376,000</b>
<b>194 EMPLOYEE/RETIREE BENEFITS</b>		
Expenses	9,473,757	9,691,933
Transfer In - Cable Studio Benefits	<u>(60,488)</u>	<u>(60,488)</u>
<b>Total 194</b>	<b>9,413,269</b>	<b>9,631,445</b>
<b>196 TOWN REPORT / TOWN MEETING</b>		
Expenses	<u>19,370</u>	<u>14,000</u>
<b>Total 196</b>	<b>19,370</b>	<b>14,000</b>
<b>197 CABLE STUDIO</b>		
Personal Services	169,439	0
Expenses	25,579	0
Transfer In - Cable Revolving	<u>(60,000)</u>	<u>0</u>
Transfer In - Cable Access Fees	<u>(143,895)</u>	<u>0</u>
<b>Total 197</b>	<b>-8,877</b>	<b>0</b>

Department	FY2019 Actual	FY2020 Budget
<b>210 POLICE / DISPATCH</b>		
Personal Services	2,081,987	2,245,885
Expenses	<u>175,264</u>	<u>164,821</u>
<b>Total 210</b>	<b>2,257,251</b>	<b>2,410,706</b>
<b>220 FIRE / EMS DEPARTMENT</b>		
Personal Services	1,487,747	1,675,215
Expenses	181,165	203,705
Transfer In - Ambulance Fees	<u>(585,916)</u>	<u>(650,000)</u>
<b>Total 220</b>	<b>1,082,996</b>	<b>1,228,920</b>
<b>241 BUILDING DEPARTMENT</b>		
Personal Services	283,906	300,070
Expenses	3,250	6,060
Transfer In - Inspectional Revolving	<u>(125,000)</u>	<u>(125,000)</u>
<b>Total 241</b>	<b>162,156</b>	<b>181,130</b>
<b>300 SCHOOL DEPARTMENT</b>		
Budget	<u>19,790,270</u>	<u>21,117,881</u>
<b>Total 300</b>	<b>19,790,270</b>	<b>21,117,881</b>
<b>301 TECHNICAL SCHOOL EXPENDITURES</b>		
Expenses	<u>537,548</u>	<u>502,080</u>
<b>Total 301</b>	<b>537,548</b>	<b>502,080</b>
<b>420 HIGHWAY DEPARTMENT</b>		
Personal Services	832,239	905,690
Expenses	390,763	424,575
Streetlights	15,649	25,000
Wastewater/Stormwater	93,045	110,000
B&M Crossing	2,806	2,809
Gasoline	<u>130,094</u>	<u>135,000</u>
<b>Total 420</b>	<b>1,464,594</b>	<b>1,603,074</b>
<b>422 ROADWAY REPAIRS</b>		
Expenses	<u>1,221,409</u>	<u>730,000</u>
<b>Total 422</b>	<b>1,221,409</b>	<b>730,000</b>
<b>423 SNOW &amp; ICE</b>		
Personal Services	107,982	68,000
Expenses	<u>296,887</u>	<u>132,000</u>
<b>Total 423</b>	<b>404,869</b>	<b>200,000</b>

Department	FY2019 Actual	FY2020 Budget
<b>429 FIELD MAINTENANCE</b>		
Park Maintenance Personal Services	167,676	179,415
Park Maintenance Expense	34,473	37,000
Transfer In - PRCE Enterprise Field fees	<u>-24,000</u>	<u>(55,528)</u>
<b>Total 429</b>	<b>178,149</b>	<b>160,887</b>
<b>450 CLEAN LAKES</b>		
Expenses	46,000	46,000
Transfer In - Clean Lakes Account	<u>(46,000)</u>	<u>(46,000)</u>
<b>Total 450</b>	<b>0</b>	<b>0</b>
<b>491 CEMETERY DEPARTMENT</b>		
Personal Services	106,007	117,800
Expenses	12,776	17,800
Transfer In - Cemetery Trust	(13,000)	(13,000)
Transfer In - Sale of Cemetery Lots	(12,000)	(12,000)
Transfer In - Graves	<u>(18,897)</u>	<u>(18,897)</u>
<b>Total 491</b>	<b>74,886</b>	<b>91,703</b>
<b>510 HEALTH DEPARTMENT</b>		
Personal Services	22,579	22,120
Expenses	1,006	2,587
Assessment - Nashoba BOH	22,954	26,250
Assessment - Nashoba Nursing	10,475	9,975
Assessment - Eliot Clinic	3,780	4,000
Assessment - SANS Program	13,000	12,500
Animal Inspector	<u>0</u>	<u>2,450</u>
<b>Total 510</b>	<b>73,794</b>	<b>79,882</b>
<b>541 ELDER AND HUMAN SERVICES</b>		
Personal Services	176,944	205,305
Expenses	23,254	25,810
Transfer out to TREAD Tax Relief	<u>0</u>	<u>25,000</u>
<b>Total 541</b>	<b>200,199</b>	<b>256,115</b>
<b>543 VETERANS SERVICES</b>		
Personal Services	7,309	7,850
Expenses	11,344	11,560
Veteran Benefits	<u>133,494</u>	<u>185,000</u>
<b>Total 543</b>	<b>152,148</b>	<b>204,410</b>
<b>610 REUBEN HOAR LIBRARY</b>		
Personal Services	484,341	520,800
Expenses	112,449	128,125
Merrimack Valley Assessment	35,243	36,600
Transfer In - Library Trust Fund	<u>(13,000)</u>	<u>(15,000)</u>
<b>Total 610</b>	<b>619,033</b>	<b>670,525</b>

Department	FY2019 Actual	FY2020 Budget
<b>630 PARK AND RECREATION DEPARTMENT</b>		
Personal Services	0	0
Expenses	0	0
Recreation Enterprise Subsidy	<u>211,110</u>	<u>230,000</u>
<b>Total 630</b>	<b>211,110</b>	<b>230,000</b>
<b>690 OTHER CULTURE &amp; RECREATION</b>		
Historical	125	700
Memorial Day	709	750
Patriot's Day	0	50
Cultural Council	0	0
Shade Tree Committee	0	0
Disability Commission	0	0
<b>Total 690</b>	<b>834</b>	<b>1,500</b>
<b>700 DEBT</b>		
<b>710 LONG TERM DEBT</b>	<b>3,510,448</b>	<b>3,094,509</b>
<b>720 SHORT TERM DEBT</b>	<b>975,070</b>	<b>998,838</b>
Transfer In - Self Help Grant	0	0
Transfer In - Wastewater Settlement	(17,274)	(17,274)
Transfer In - Oak Hill Cell Tower	(31,269)	(30,238)
Transfer In - Newtown Hill Cell Tower	(36,248)	(35,010)
Transfer In - Bond Premium	(25,349)	(23,315)
Transfer In - Community Preservation	(90,556)	(88,988)
Transfer In - Light Department	(133,088)	0
<b>Total 700</b>	<b>4,151,734</b>	<b>3,898,522</b>


**LITTLETON** Massachusetts

 02/03/2020 14:47  
 4083costella

 Town of Littleton  
 CONSOLIDATED BALANCE SHEET FOR 2019 13

 1  
 |P  
 |gibalsht

OBJ	OBJ DESCRIPTION	NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS			
102075	PETTY CASH- LEILD	.00	500.00
102100	PETTY CASH- SCHOOLS	.00	400.00
102110	PETTY CASH - TIGERS DEN	.00	2,000.00
102500	PETTY CASH - CLERK	.00	92.00
102600	PETTY CASH - COLLECTOR	.00	140.00
104000	CASH & INVESTMENTS - TREASURER	.00	45,761.69
121013	Personal Prop Tax Rec 2013	.00	11,301.83
121014	Personal Prop Tax Rec 2014	.00	10,296.81
121016	Personal Prop Tax Rec 2016	.00	13,396.79
121017	Personal Prop Tax Rec 2017	.00	4,141.53
121018	Personal Prop Tax Rec 2018	.00	17,123.39
122019	Personal Prop Tax Rec 2019	.00	106.14
122016	Real Estate Tax Rec 2016	.00	-1,621.06
122017	Real Estate Tax Rec 2017	.00	586.214.12
122018	Real Estate Tax Rec 2018	.00	-531,157.50
122019	Real Estate Tax Rec 2019	.00	-465,790.76
123018	Allowance for Overlay 2018	.00	210,734.71
123019	Allowance for Overlay 2019	.00	18,158.89
124900	Tax Liens Rec	.00	5,277.52
125500	Deferred Property Tax Rec	.00	7.16
125318	CBA Taxes Rec 2018	475.66	7.16
125319	CBA Taxes Rec 2019		
126600	Motor Vehicle Excise Rec Prior	.00	772.71
126608	Motor Vehicle Excise Rec 2008	.00	2,531.69
126609	Motor Vehicle Excise Rec 2009	.00	2,356.15
126610	Motor Vehicle Excise Rec 2010	.00	2,734.70
126611	Motor Vehicle Excise Rec 2011	.00	2,943.23
126612	Motor Vehicle Excise Rec 2012	.00	4,950.94
126613	Motor Vehicle Excise Rec 2013	.00	7,645.52
126614	Motor Vehicle Excise Rec 2014	.00	6,275.03
126615	Motor Vehicle Excise Rec 2015	.00	6,004.64
126616	Motor Vehicle Excise Rec 2016	.00	15,395.89
126617	Motor Vehicle Excise Rec 2017	.00	157,633.55
126618	Motor Vehicle Excise Rec 2018	.00	89,681.91
126619	Motor Vehicle Excise Rec 2019	.00	12,383.88
131000	Ambulance Accounts Receivable		
134000	Electric Lien Added to Taxes		
135000	Departmental Receivables	-153.30	0.00
142119	Street Assessments 2019	.00	221.44
143119	Street Int Assessments 2019	.00	132.18
143219	Septic Int Assessments 2019	.00	829,563.08
144000	WATER BETTERMENT NYD	.00	19,475.69
144100	STREET BETTERMENT NYD	.00	150,590.97
144200	SEPTIC BETTERMENT NYD	.00	-1,669.03
145200	SEPTIC BET IN NYD	.00	378,771.84
172000	Due from Commonwealth	-397,288.00	0.00
188000	Tax Foreclosures		
199500	Amts to be Provided for Bonds	.00	4,678,000.00


**LITTLETON** Massachusetts

 02/03/2020 14:47  
 4083cstella

 Town of Littleton  
 CONSOLIDATED BALANCE SHEET FOR 2019 13

 1P  
 globalsh

OBJ	OBJ DESCRIPTION	NET CHANGE FOR PERIOD	ACCOUNT BALANCE
LIABILITIES			
201000	Accounts Payable	.00	-1,261,210.87
211000	Accrued Payroll	.00	-2,325,505.81
252000	Tailings & Unclaimed Items	.00	-7,302,09
252100	Tailings & Unclaimed Items - C	.00	-2,224.83
252200	Tailings & Unclaimed Items - M	.00	-2,675.50
255004	NURIKIDS BALANCE	.00	-14,482.98
255600	Performance Bonds	.00	-728,130.05
261100	Def Rev - Property Taxes	.00	-364,608.33
262200	Def Rev - Tax Title	.00	-21,734.71
262300	Def Rev - Foreclosures	.00	-37,771.84
262500	Def Rev - CPA	-482.82	-5,284.58
263000	Def Rev - Motor Vehicle Excise	.00	-210,851.33
265100	Def Rev - Ambulance	.00	-89,681.91
266000	Def Rev - Special Assessments	.00	-353.62
266600	DEF Rev - Septic	.00	-30,742.27
269000	Def Rev - DEF RE TAX	.00	-99,660.71
272000	Def Revenue Betterment NYD	.00	-3,889,000.00
279000	BAN'S Payable	.00	-4,678,000.00
	TOTAL LIABILITIES	396,805.18	=14,468,006.16
FUND BALANCE			
321100	Fund Bal Res - Encumbrances	1,763,513.39	-1,411,489.60
322100	Fund Bal Reserve - Expend FC	-152,795.37	-1,850,843.81
324100	FB OPEN SPACE RESERVE	-79,352.00	-32,468.60
324200	FB HTSMRIC RESOURCES RESERVE	.00	-158,856.33
324300	FB COMM HOUSING RESERVE	-37,502.00	-490,248.36
324400	FB RECREATION RESERVE	-56,670.00	-518,360.00
325000	Fund Bal Res - Petty Cash	.00	-2,632.00
329000	Fund Bal Res - Spec Purpose	-1,023,684.37	-1,023,684.37
329701	Fund Bal Res - Bond Premium RS	.00	-3,724.54
329703	Fund Bal Res - Bond Premium PO	.00	-73,220.48
329704	Fund Bal Res - Bond Premium FRO	.00	-17,873.05
355000	Unassigned Fund Balance	1,587,154.30	-18,000.00
359000	FB APPROPRIATION deficit	-31,848,759.41	
388500	BUDGETARY ESTIMATED Revenue	.00	204,869.28
388100	BUDGETARY Appropriations	-11,698,643.07	4,246,633.73
388800	Budgetary Fund Balance	-98,766,181.29	-15,754.74
391000	Revenue Control	-8,062,538.22	11,324,121.11
391000	Expenditure Control	10,850,395.49	.00
394000	ENCUMBRANCE CONTROL	-104,851,059.44	-1,411,489.60
394500	ENCUMBRANCE CONTROL PO	1,411,489.60	-4,569.92
	TOTAL FUND BALANCE	.00	-37,534,291.27
	TOTAL LIABILITIES + FUND BALANCE	396,805.18	=52,002,297.43

\*\* END OF REPORT - Generated by Cheryl Stella \*\*



***Outstanding Bond Debt  
as of June 30, 2019***

<u>Date of Issue</u>	<u>Issue</u>	<u>Original Amount</u>	<u>Current Balance</u>	<u>Maturity Date</u>
<b><u>Light Department</u></b>				
<i>No Outstanding Debt</i>				
<hr/>				
<b><i>Sub Total - Light Department Debt</i></b>				
<hr/>				
<b><u>Water Department</u></b>				
12/7/2012	Water Tank - refunding	652,000.00	230,000.00	1/15/2023
3/29/2018	Nashoba Rd - refunding	87,000.00	70,000.00	3/15/2023
8/1/2014	Capital Improvements Well #2	118,300.00	80,000.00	8/15/2026
2/1/2010	Water Capital Improvements	191,088.00	100,000.00	2/1/2029
8/1/2014	Cobbs Well	178,800.00	130,000.00	8/15/2031
8/1/2014	Well #2 Design	194,700.00	150,000.00	8/15/2033
8/1/2014	Water Capital Improvements	274,200.00	215,000.00	8/15/2034
8/1/2014	Well #2 Redevelopment	3,720,000.00	2,960,000.00	8/15/2034
5/18/2018	Water Betterment	803,900.00	760,000.00	5/15/2038
<hr/>				
<b><i>Sub Total - Water Department Debt</i></b>		<b>6,219,988.00</b>	<b>5,065,900.00</b>	
<hr/>				
<b><u>Town Debt - Inside Prop 2 1/2</u></b>				
11/15/2002	Septic Loan Program #2	189,473.68	22,775.66	8/1/2020
12/7/2012	Police Land - refunding	228,000.00	70,000.00	1/15/2022
12/7/2012	High School - refunding	3,833,000.00	885,000.00	1/15/2023
3/29/2018	Land Acquisition - Hartwell-refunding	145,000.00	120,000.00	3/15/2023
3/29/2018	Land Acquisition - Prouty-refunding	144,000.00	120,000.00	3/15/2024
2/1/2010	Land Acquisition - Lucy's Land	150,000.00	60,000.00	2/1/2029
2/1/2010	Building Renovation-Houghton Roof	195,000.00	100,000.00	2/1/2029
4/15/2011	Cobbs Land	323,955.00	180,000.00	4/15/2031

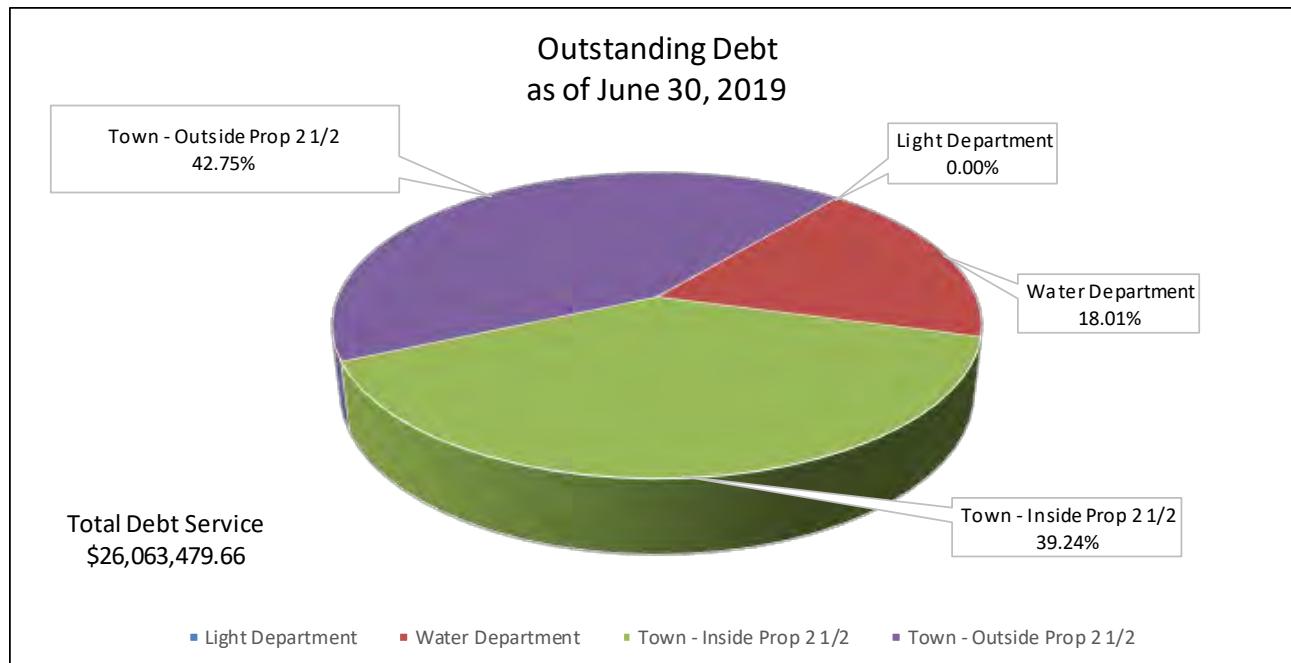
TREASURER

<u>Date of Issue</u>	<u>Issue</u>	<u>Original Amount</u>	<u>Current Balance</u>	<u>Maturity Date</u>
4/15/2011	Goldsmith Street	1,094,400.00	650,000.00	4/15/2031
4/13/2017	Septic Loan Program #3	282,674.00	259,557.00	1/15/2037
3/29/2018	Land Acquisition - Boxborough Rd	300,000.00	270,000.00	3/15/2028
3/29/2018	Alumni Field	2,355,000.00	2,125,000.00	3/15/2028
5/18/2018	Fire Station Construction	5,650,100.00	5,365,000.00	5/15/2038
<b><u>Sub Total - Town Debt - Inside Prop 2 1/2</u></b>		<b>14,890,602.68</b>	<b>10,227,332.66</b>	
<b><u>Town Debt - Outside Prop 2 1/2</u></b>				
12/7/2012	Land Acquisition - Morrison - refunding	724,000.00	90,000.00	1/15/2020
3/29/2018	Waste Water Treatment Fac-refunding	566,000.00	480,000.00	3/15/2025
3/29/2018	Middle School - refunding	3,235,000.00	2,855,000.00	3/15/2027
2/1/2010	Police Station Design	300,000.00	135,000.00	2/1/2028
1/23/2008	Middle School - Low Interest Loan	2,142,297.00	1,071,147.00	11/1/2028
2/1/2010	Police Station Construction	6,023,303.00	3,150,000.00	2/1/2029
4/15/2011	Russell St School - Design	232,800.00	120,000.00	4/15/2031
4/15/2011	Russell St School - Construction	5,428,845.00	3,240,000.00	4/15/2031
<b><u>Sub Total - Town Debt - Outside Prop 2 1/2</u></b>		<b>18,652,245.00</b>	<b>11,141,147.00</b>	
<b><u>Total - Town Debt</u></b>		<b>33,542,847.68</b>	<b>21,368,479.66</b>	
<b><u>Total - All Debt</u></b>		<b>39,762,835.68</b>		

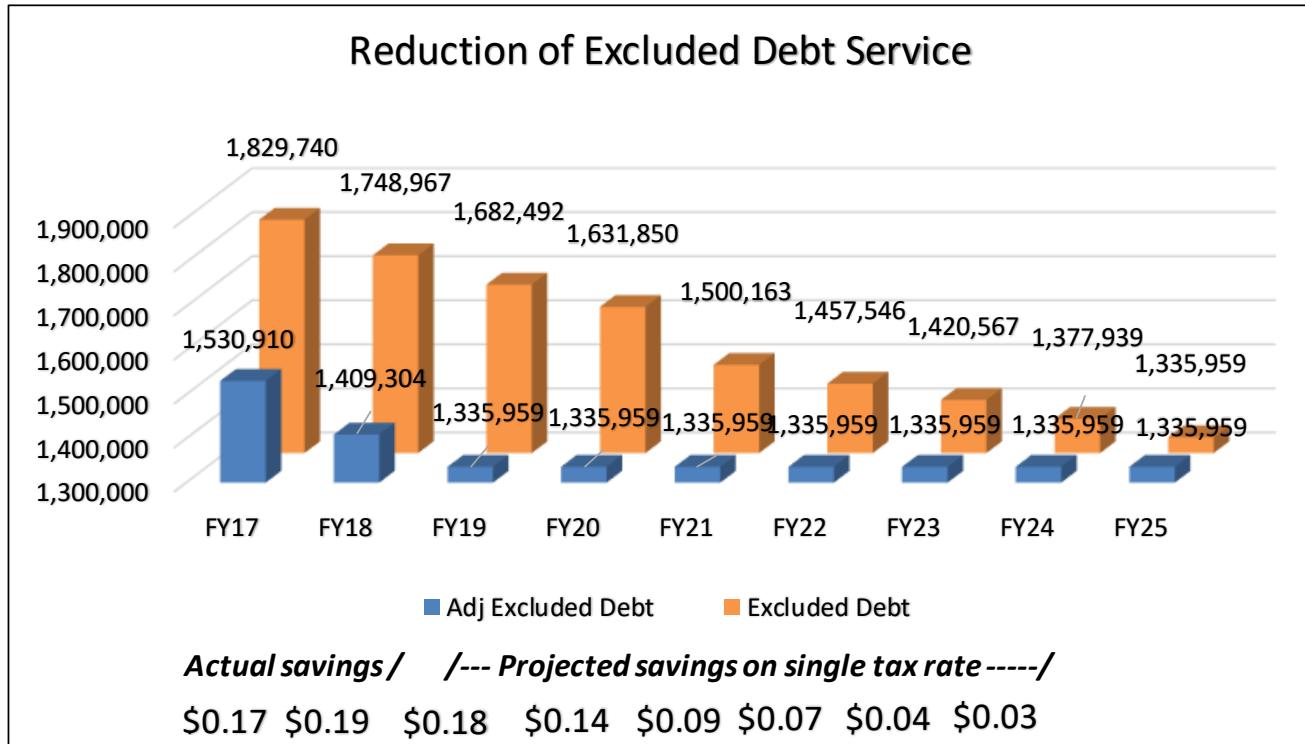
***Remaining Reimbursements on Town Debt (inside Prop 2 1/2)***

Source

<i>State</i>	Shaker Lane	207,863.00
<i>CPA Funds</i>	Houghton Roof	122,000.00
<i>CPA Funds</i>	Land Acquisition - Lucy's Land	71,600.00
<i>CPA Funds</i>	Cobbs Land	226,350.00
<i>CPA Funds</i>	Land Acquisition - Boxborough Rd	322,800.00
<i>Cell Tower Funds</i>	Land Acquisition - Hartwell	132,592.50
<i>Cell Tower Funds</i>	Land Acquisition - Prouty	140,806.25
<b>Total - Town Debt Reimbursements</b>		<b>1,224,011.75</b>
<b>Net Town Debt Remaining (Inside Prop 2 1/2)</b>		<b>9,003,320.91</b>



**Debt Exclusion Stabilization** - Town meeting has authorized the use of the Debt Exclusion Stabilization account to pay a portion of the debt service outside of Proposition 2 1/2 using funds from inside Proposition 2 1/2. This directly reduces the tax rate paid by residents and businesses. The reduction of excluded debt in FY19 from \$1,705,642 to \$1,335,959 saved Littleton taxpayers \$0.18 per \$1,000 of assessed value. The chart below shows the projected reductions in future years and the estimated tax savings through the current target year of FY24.



#### Funds under care of the Town Treasurer as of June 30, 2019

General Fund, Revolving Funds, Grants, Bonds & Other Funds	\$ 30,043,678.11
OPEB Trust Fund - Town, Light & Water Departments	14,547,175.61
Stabilization, Debt Exclusion Stabilization & Capital Stabilization	6,139,025.42
Water Enterprise Fund	1,108,361.30
Light Department Operating Funds	4,714,687.95
Light Department Depreciation Fund	2,652,245.75
Light Department Rate Stabilization Fund	6,451,625.61
Light Department Retirement Trust Fund	1,143,756.64
Trust Funds managed by the Trust Fund Commissioners	<u>5,615,193.86</u>
	<u>\$ 72,415,750.25</u>
 Cash Balance June 30, 2018	
Cash Receipts	\$ 65,168,587.54
Cash Disbursements	\$ 101,424,964.65
 Ending Cash June 30, 2019	<u>\$ (94,177,801.94)</u>
	<u>\$ 72,415,750.25</u>

The above report reflects the cash and bond balances of the Town as of June 30, 2019

Respectfully submitted,

Steven Venuti  
Treasurer

**Employee Total Earnings - January-December 2019**

Dept	Employee	Title	Pensionable Earnings	Non-Pensionable Earnings	2019 Earnings *
<b>ACCOUNTANT</b>					
	REYNOLDS, MICHELLE	ASSISTANT ACCOUNTANT	60,708.25	3,837.56	64,545.81
	HERRICK-STELLA, CHERYL	DIR FINANCE BUDGET	36,587.92	957.84	37,545.76
	FLECK, BONNIE-MAE	DIRECTOR OF FINANCE/BUDGET	32,136.00	4,925.91	37,061.91
	MANCHUSO, JANICE	FINANCE TECHNICIAN	-	14,713.07	14,713.07
<b>ACCOUNTANT DEPARTMENT TOTAL</b>			<b>129,432.17</b>	<b>24,434.38</b>	<b>153,866.55</b>
<b>ASSESSORS</b>					
	MILLER, KATHERINE	CHIEF ASSESSOR	90,236.00	-	90,236.00
	JORNET, CELIA	ASSISTANT ASSESSOR	53,890.46	-	53,890.46
	SULLIVAN, TERESA	ASSESSING CLERK/FIELD LISTER	46,438.45	(1,254.60)	45,183.85
<b>ASSESSORS DEPARTMENT TOTAL</b>			<b>190,564.91</b>	<b>-1,254.60</b>	<b>189,310.31</b>
<b>BUILDING</b>					
	BERNIER, ROLAND	BUILDING COMMISSIONER	76,058.90	6,431.64	82,490.54
	COBLEIGH, MICHELLE	ASSISTANT ZONING OFFICER	66,794.64	171.96	66,966.60
	MOREHOUSE, WILLIAM	INSPECTOR OF WIRES	54,964.17	-	54,964.17
	FAIRCHILD, JANET	ADMINISTRATIVE ASS'T - BUILDING	47,633.67	316.58	47,950.25
	SULLIVAN, EDWARD	PLUMBING AND GAS INSPECTOR	40,868.08	-	40,868.08
	CORMIER, JOSEPH	ALTERNATE PLUMBING AND GAS	-	2,210.90	2,210.90
	GERVAIS, JOSEPH	ALTERNATE INSPECTOR OF WIRES	-	1,408.26	1,408.26
	GAUGHAN, ANDREW	SEASONAL ENGINEERING TECH	-	1,092.48	1,092.48
<b>BUILDING DEPARTMENT TOTAL</b>			<b>286,319.46</b>	<b>11,631.82</b>	<b>297,951.28</b>
<b>CEMETERY</b>					
	BAILEY, THOMAS	CEMETERY SUPERINTENDENT	60,083.20	3,213.69	63,296.89
	TAYLOR, LAURIE	CEMETERY GROUNDSKEEPER	53,657.20	1,668.72	55,325.92
<b>CEMETERY DEPARTMENT TOTAL</b>			<b>113,740.40</b>	<b>4,882.41</b>	<b>118,622.81</b>
<b>COLLECTOR</b>					
	RICHARDS, DEBORAH	TAX COLLECTOR	75,883.24	-	75,883.24
	INTO, VALERIE	ADMINISTRATIVE CLERK	-	20,783.89	20,783.89
	LORD, LINDA	ADMIN ASST - COLLECTOR/CLERK	2,451.12	5,354.72	7,805.84
<b>COLLECTOR DEPARTMENT TOTAL</b>			<b>78,334.36</b>	<b>26,138.61</b>	<b>104,472.97</b>
<b>CONSERVATION COMMISSION</b>					
	GREEN, AMY	CONSERVATION COORDINATOR	39,084.00	823.44	39,907.44
<b>CONSERVATION COMMISSION DEPARTMENT TOTAL</b>			<b>39,084.00</b>	<b>823.44</b>	<b>39,907.44</b>
<b>CONTROL CTR / DISPATCH</b>					
	MURPHY, JOHN	COMMUNICATIONS OFFICER	60,530.94	37,725.65	98,256.59
	HARROLD, WILLIAM	COMMUNICATIONS SUPERVISOR	60,144.60	10,494.91	70,639.51
	CARROLL JR, JOSEPH	COMMUNICATIONS OFFICER	53,566.64	13,658.91	67,225.55
	BUCK, BRIAN	COMMUNICATIONS OFFICER	54,959.38	10,599.42	65,558.80
	MAHONEY, KYLA	COMMUNICATIONS OFFICER	55,111.28	7,213.26	62,324.54
	YOUNG, KELLY	COMMUNICATIONS OFFICER	52,454.14	8,245.02	60,699.16
	DEVLAMINCK, NICHOLE	COMMUNICATIONS OFFICER	52,428.63	7,871.28	60,299.91
	RAY, MICHAEL	PART TIME COMM OFFICER	-	25,953.69	25,953.69
	WALES, JONATHAN	PART TIME COMM OFFICER	-	13,167.64	13,167.64
	PRIEST, DANIELLE	COM OFFICER-PT	-	865.44	865.44
<b>CONTROL CTR / DISPATCH DEPARTMENT TOTAL</b>			<b>389,195.61</b>	<b>135,795.22</b>	<b>524,990.83</b>

Dept	Employee	Title	Pensionable Earnings	Non-Pensionable Earnings	2019 Earnings *
<b><u>ELDER AND HUMAN SERVICES</u></b>					
	TRETIAK, ELIZABETH	DIRECTOR OF ELDER AND HUMAN SERVICES	68,318.17	-	68,318.17
	LORENSON, NICOLE	ASSISTANT EHS DIRECTOR	63,080.00	-	63,080.00
	MAEDER, CONSTANTINA	OUTREACH COORDINATOR/ RESPITE CARE	20,686.72	1,758.81	22,445.53
	RAYMOND, SUSAN	COA ADMINISTRATIVE ASS'T	-	20,451.13	20,451.13
	DEMICHELE, AMY	EHS OUTREACH COORD	20,107.61	-	20,107.61
	MONAHAN, WILLIAM	ON-CALL EHS VAN DRIVER	-	16,197.44	16,197.44
	KENT, RICHARD	ON-CALL EHS VAN DRIVER	-	13,893.52	13,893.52
	DEE, LAURIE	COA VAN DRIVER	-	11,404.72	11,404.72
	STENSTROM, JOHN	COA VAN DRIVER	-	9,286.78	9,286.78
	CAMPBELL, NEIL	EHS VAN DRIVER	-	6,763.80	6,763.80
	PALMER III, SAMUEL	EHS VAN DRIVER	-	4,105.63	4,105.63
	JESENSKY, ANTHONY	SENIOR WORK PROGRAM	-	1,464.00	1,464.00
	FREDETTE, ANDRE	SENIOR WORK PROGRAM	-	1,152.00	1,152.00
	DELEGGE, THOMAS	SENIOR WORK PROGRAM	-	1,068.00	1,068.00
	SANDERS, GEORGE	SENIOR WORK PROGRAM	-	1,056.00	1,056.00
	FEDELE, RICHARD	SENIOR WORK PROGRAM	-	999.60	999.60
	JOWERS, DAVID	SENIOR WORK PROGRAM	-	812.40	812.40
	ARAUJO, ELLEN	SENIOR WORK PROGRAM	-	648.00	648.00
	ARTHUR, HAROLD	SENIOR WORK PROGRAM	-	648.00	648.00
	BAILEY, HELEN	SENIOR WORK PROGRAM	-	648.00	648.00
	BANKS, ELLEN	SENIOR WORK PROGRAM	-	648.00	648.00
	BERTOLINO, ANGELA	SENIOR WORK PROGRAM	-	648.00	648.00
	BOLDRIGHINI, GLADYS	SENIOR WORK PROGRAM	-	648.00	648.00
	BOWERS, SALLY	SENIOR WORK PROGRAM	-	648.00	648.00
	BRADLEY, SHIRLEY	SENIOR WORK PROGRAM	-	648.00	648.00
	BUCKLES, RICHARD	SENIOR WORK PROGRAM	-	648.00	648.00
	CASALE, SANDRA	SENIOR WORK PROGRAM	-	648.00	648.00
	CHI, HOWARD	SENIOR WORK PROGRAM	-	648.00	648.00
	CHILDS, MARTHA	SENIOR WORK PROGRAM	-	648.00	648.00
	CHRISFIELD, JANE	SENIOR WORK PROGRAM	-	648.00	648.00
	CHRISTLE, HENRY	SENIOR WORK PROGRAM	-	648.00	648.00
	CORBIN, SHARON	SENIOR WORK PROGRAM	-	648.00	648.00
	COSTIN, DIANE	SENIOR WORK PROGRAM	-	648.00	648.00
	CURTIN, MILDRED	SENIOR WORK PROGRAM	-	648.00	648.00
	CYR, BEVERLY	SENIOR WORK PROGRAM	-	648.00	648.00
	DENUCCE, THOMAS	SENIOR WORK PROGRAM	-	648.00	648.00
	DESTEFANO, BARBARA	SENIOR WORK PROGRAM	-	648.00	648.00
	DONNELLY, JAMES	SENIOR WORK PROGRAM	-	648.00	648.00
	DOUGLAS, DIANE	SENIOR WORK PROGRAM	-	648.00	648.00
	FISHER, LYNDA	SENIOR WORK PROGRAM	-	648.00	648.00
	FRATTALLONE, PAMELA	SENIOR WORK PROGRAM	-	648.00	648.00
	GIRARD, PAULETTE	SENIOR WORK PROGRAM	-	648.00	648.00
	GLEASON, RICHARD C	SENIOR WORK PROGRAM	-	648.00	648.00
	GODDARD, RONALD	SENIOR WORK PROGRAM	-	648.00	648.00
	GREENWOOD, MARY ANN	SENIOR WORK PROGRAM	-	648.00	648.00
	GREGORY, BERNICE	SENIOR WORK PROGRAM	-	648.00	648.00
	HALLORAN, JOYCE	SENIOR WORK PROGRAM	-	648.00	648.00
	HAMMAR, CHERYL	SENIOR WORK PROGRAM	-	648.00	648.00
	HARDING, DAVID	SENIOR WORK PROGRAM	-	648.00	648.00

Dept	Employee	Title	Pensionable Earnings	Non-Pensionable Earnings	2019 Earnings *
	HILSINGER, NANCY	SENIOR WORK PROGRAM	-	648.00	648.00
	HOFELDT, REINA	SENIOR WORK PROGRAM	-	648.00	648.00
	HOLIAN, MARK	SENIOR WORK PROGRAM	-	648.00	648.00
	INGHAM, JOAN	SENIOR WORK PROGRAM	-	648.00	648.00
	KAMB, BARBARA	SENIOR WORK PROGRAM	-	648.00	648.00
	LARRABEE, MARTHA	SENIOR WORK PROGRAM	-	648.00	648.00
	LARSEN, MARGARET	SENIOR WORK PROGRAM	-	648.00	648.00
	LORENSON, WILLIAM	SENIOR WORK PROGRAM	-	648.00	648.00
	LYNN, JUDITH	SENIOR WORK PROGRAM	-	648.00	648.00
	LYONS, JANE	SENIOR WORK PROGRAM	-	648.00	648.00
	MACIVER, DONALD	SENIOR WORK PROGRAM	-	648.00	648.00
	MAGNUSEN, ANTOINETTE	SENIOR WORK PROGRAM	-	648.00	648.00
	MARTINO, ARLEEN	SENIOR WORK PROGRAM	-	648.00	648.00
	MAY, DELORES	SENIOR WORK PROGRAM	-	648.00	648.00
	MCDONNELL, JOAN	SENIOR WORK PROGRAM	-	648.00	648.00
	MCGRATH, PHYLLIS	SENIOR WORK PROGRAM	-	648.00	648.00
	MCLAUGHLIN, MARGARET	SENIOR WORK PROGRAM	-	648.00	648.00
	MCPHERSON, MARY	SENIOR WORK PROGRAM	-	648.00	648.00
	MITRANO, GAIL	SENIOR WORK PROGRAM	-	648.00	648.00
	MONAHAN, CORRINE	SENIOR WORK PROGRAM	-	648.00	648.00
	NEWMAN, JOYCE	SENIOR WORK PROGRAM	-	648.00	648.00
	PROTASOWICKI, DELIA	SENIOR WORK PROGRAM	-	648.00	648.00
	QIAN, NAN-XIN	SENIOR WORK PROGRAM	-	648.00	648.00
	QUINN, REBECCA	SENIOR WORK PROGRAM	-	648.00	648.00
	RICE, ABIGAIL	SENIOR WORK PROGRAM	-	648.00	648.00
	RIGOLI, BEVERLY	SENIOR WORK PROGRAM	-	648.00	648.00
	RILEY, MARGARET	SENIOR WORK PROGRAM	-	648.00	648.00
	ROBINSON, PATRICIA	SENIOR WORK PROGRAM	-	648.00	648.00
	RUSSELL, MARSHA	SENIOR WORK PROGRAM	-	648.00	648.00
	SCHAUBERGER, PATRICIA	SENIOR WORK PROGRAM	-	648.00	648.00
	SMITH, BETTY	SENIOR WORK PROGRAM	-	648.00	648.00
	SOULE, LOIS	SENIOR WORK PROGRAM	-	648.00	648.00
	SPINOZZI, ROBERT	SENIOR WORK PROGRAM	-	648.00	648.00
	STETSON, ELEANOR	SENIOR WORK PROGRAM	-	648.00	648.00
	STEWART, JEAN	SENIOR WORK PROGRAM	-	648.00	648.00
	STREETER, RAYMOND	SENIOR WORK PROGRAM	-	648.00	648.00
	SUDAK, JANET	SENIOR WORK PROGRAM	-	648.00	648.00
	SUSSMAN, STEVEN	SENIOR WORK PROGRAM	-	648.00	648.00
	SWEATT, ANNE	SENIOR WORK PROGRAM	-	648.00	648.00
	TREPANIER, LOIS	SENIOR WORK PROGRAM	-	648.00	648.00
	UNKEL, BETSY	SENIOR WORK PROGRAM	-	648.00	648.00
	VALES, WILLIAM	SENIOR WORK PROGRAM	-	648.00	648.00
	WAITE, DONALD	SENIOR WORK PROGRAM	-	648.00	648.00
	WHITCOMB, DAVID	SENIOR WORK PROGRAM	-	648.00	648.00
	WHITE, DONNA	SENIOR WORK PROGRAM	-	648.00	648.00
	WIELINSKI, SUSAN	SENIOR WORK PROGRAM	-	648.00	648.00
	ZIMMERMAN, KATHLEEN	SENIOR WORK PROGRAM	-	648.00	648.00
	ZOTO, MARGARET	SENIOR WORK PROGRAM	-	648.00	648.00
	JOWERS, MARY	SENIOR WORK PROGRAM	-	646.80	646.80
	BOWLES, CATHERINE	SENIOR WORK PROGRAM	-	600.00	600.00
	ROMILLY, DONNA	SENIOR WORK PROGRAM	-	564.00	564.00
	FISHER, LAWRENCE	SENIOR WORK PROGRAM	-	540.00	540.00
	JOHNSON, RUTH	SENIOR WORK PROGRAM	-	498.00	498.00
	SAMMARCO, JEANINE	SENIOR WORK PROGRAM	-	498.00	498.00
	SULLIVAN, JANET	SENIOR WORK PROGRAM	-	498.00	498.00

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non-Pensionable Earnings</i>	<i>2019 Earnings *</i>
	SHETHAR, ALAN	SENIOR WORK PROGRAM	-	492.00	492.00
	MEIER, ROBERT	SENIOR WORK PROGRAM	-	465.00	465.00
	MCCUMBER, CHRISTINA	SENIOR WORK PROGRAM	-	438.00	438.00
	FILL, CHERYL	SENIOR WORK PROGRAM	-	432.00	432.00
	RUSSELL, BRUCE	SENIOR WORK PROGRAM	-	396.00	396.00
	POTTS, BOYD	SENIOR WORK PROGRAM\	-	384.00	384.00
	WENZ, LAURANCE	SENIOR WORK PROGRAM	-	351.00	351.00
	RUSSELL, LESLIE	SENIOR WORK PROGRAM	-	252.00	252.00
	HARLAND, ELLEN	SENIOR WORK PROGRAM	-	240.00	240.00
	MCCUMBER, JOSEPH	SENIOR WORK PROGRAM	-	210.00	210.00
	MENANO, AVELINO	SENIOR WORK PROGRAM	-	192.00	192.00
	MEIER, LOIS	SENIOR WORK PROGRAM	-	183.00	183.00
	HRONIK, MARY	SENIOR WORK PROGRAM	-	150.00	150.00
	GORSKI, IRENE	SENIOR WORK PROGRAM	-	96.00	96.00
	ROMILLY, ROBERT	SENIOR WORK PROGRAM	-	84.00	84.00
<i>ELDER AND HUMAN SERVICES DEPARTMENT TOTAL</i>			<b>172,192.50</b>	<b>150,463.63</b>	<b>322,656.13</b>

#### *FIRE*

WODZINSKI, SCOTT	FIRE CHIEF	123,382.40	2,250.80	125,633.20
COFFEY, SEAN	FIRE LIEUTENANT	75,493.11	44,754.19	120,247.30
GARDNER, TERENCE	FIRE LIEUTENANT	70,961.52	30,003.19	100,964.71
CLANCY, GEORGE	DEPUTY CHIEF	99,099.76	224.00	99,323.76
DAVID, TYSON	FIREFIGHTER/EMS COORDINATOR	67,452.33	15,904.18	83,356.51
WRIGHT, STEPHEN	FIREFIGHTER/EMT	65,019.65	16,958.22	81,977.87
MACIEL, MATTHEW	FIRE FIGHTER/EMT	60,499.00	21,436.25	81,935.25
WILLIAMS, BRADFORD	FIREFIGHTER/EMT-P	60,143.56	17,508.83	77,652.39
POWERS, TIMOTHY	FIRE LIEUTENANT	69,724.02	7,165.23	76,889.25
REKOS, PAUL	FIREFIGHTER/EMT-P	60,306.02	16,526.50	76,832.52
DUNN, KEITH	FIRE LIEUTENANT	70,230.77	3,725.46	73,956.23
DEBLASIO, MICHAEL	FF/EMT ADVANCED	67,380.44	5,334.72	72,715.16
PETRUCCI, RONALD	FIREFIGHTER/EMT-P	57,556.56	11,461.62	69,018.18
CARLIN, SHAWN	FIREFIGHTER/EMT-P	61,162.93	7,678.83	68,841.76
ST GELAIS, BRIAN	FIREFIGHTER/EMT	63,921.21	4,890.75	68,811.96
LEBLANC, STEVIE	FIREFIGHTER/EMT-P	56,073.09	10,341.13	66,414.22
REGER, JOSEPH	FIREFIGHTER/EMT-P	51,692.82	10,013.61	61,706.43
KOUVO, KIMBERLY	EXEC ASS'T PUBLIC SAFETY - FIRE	55,888.00	742.78	56,630.78
SAWICKI II, DANIEL	FIREFIGHTER/EMT-P	37,089.93	3,282.96	40,372.89
HOLT, SCOTT	FIRE LIEUTENANT	7,970.26	10,241.28	18,211.54
	ON CALL PROBATIONARY			
FOWLE, BRANDON	FIREFIGHTER	-	11,508.00	11,508.00
CAHILL, JAMES	ON CALL CAPTAIN	-	9,467.52	9,467.52
DUONG, RICHARD	ON CALL FF/PARAMEDIC	-	7,627.20	7,627.20
CHABOT, BRIAN	ON CALL FIREFIGHTER/EMT	-	7,609.58	7,609.58
DITULLIO, STEPHAN	ON CALL FIREFIGHTER	-	5,272.08	5,272.08
KNEELAND JR., THOMAS	ON CALL FIRE LIEUTENANT	-	4,472.24	4,472.24
PARLON, SEAN	ON CALL FIREFIGHTER	-	3,329.26	3,329.26
ROCK, JOSEPH	ON CALL CAPTAIN	-	2,965.70	2,965.70
JOHANSON, RYAN	ON CALL PROBATIONARY EMT	-	2,584.08	2,584.08
KANE, DANIEL	ON CALL FIREFIGHTER/PARAMEDIC	-	2,128.56	2,128.56
LARSEN, KEVIN	ON CALL EMT	-	1,955.88	1,955.88
MULONE, STEVEN	ON CALL FIREFIGHTER	-	1,611.17	1,611.17
BELTRAMI, DONALD	ON CALL FIREFIGHTER/EMT	-	1,296.69	1,296.69
ROCK, TERESA	ON CALL FF/EMT ADVANCED	-	1,283.64	1,283.64
DIRUBBO, DEREK	ON CALL FIREFIGHTER/EMT	-	1,035.98	1,035.98
GENTILE JR, ALAN	PER DIEM FF/PARAMEDIC	-	977.76	977.76
DENEHY JR, MICHAEL	ON CALL LIEUTENANT	-	891.18	891.18

Dept	Employee	Title	Pensionable Earnings	Non-Pensionable Earnings	2019 Earnings *
	MONIZ, DENISE	ON CALL EMT	-	814.47	814.47
	SIMMONS, BENJAMIN	PER DIEM FIRE FIGHTER/EMT-P	-	658.98	658.98
	BYRNE, LINDSAY	ON CALL FIRE FIGHTER/PARAMEDIC	-	579.78	579.78
	ALCOTT, BRENDA	ON CALL EMT	-	343.12	343.12
	KLEIN, SUZANNE	ON CALL EMT	-	65.00	65.00
	AUBERT, JUSTIN	ON CALL FIRE FIGHTER	-	32.78	32.78
	<b>FIRE DEPARTMENT TOTAL</b>		<b>1,281,047.38</b>	<b>308,955.18</b>	<b>1,590,002.56</b>
<b>HIGHWAY</b>					
	STODDARD, CHRISTOPHER	DIRECTOR PUBLIC WORKS	103,073.60	-	103,073.60
	DEVOGEL, JAMES	HIGHWAY GENERAL FOREMAN	75,159.31	17,923.99	93,083.30
	WHITTEN, STEVEN	HIGHWAY SUPERINTENDENT	85,496.83	685.32	86,182.15
	BERNARD, SHAWN	PARKS WORKING FOREMAN	71,052.95	14,430.67	85,483.62
	KELSON, DEREK	WORKING FOREMAN	67,139.78	18,325.97	85,465.75
	MACFADGEN, WILLIAM	HIGHWAY MECHANIC	65,283.48	11,266.57	76,550.05
	ROCHON, NICHOLAS	EQUIPMENT OPERATOR/LABORER II	55,135.46	11,834.54	66,970.00
	MCKELVIE, BRUCE	EQUIPMENT OPERATOR/LABORER III	56,128.34	9,976.07	66,104.41
	PELOQUIN, PHILIP	EQUIPMENT OPERATOR/LABORER II	53,022.73	12,707.06	65,729.79
	SAMMARCO, CHRISTOPHER	EQUIPMENT OPERATOR/LABORER III	55,673.50	8,850.78	64,524.28
	TOCCI, CATHERINE	BUSINESS ADMIN - HIGHWAY	55,878.69	5,539.29	61,417.98
	UPPERMAN, CHRISTOPHER	TRANSFER STATION OPERATOR	57,240.87	2,983.72	60,224.59
	ANDERSON, BENJAMIN	EQUIPMENT OPERATOR I	47,526.24	7,943.98	55,470.22
	ASHLEY, PHYLLIS	ASST. TRANSFER STATION OPERATOR	50,090.12	3,553.12	53,643.24
	ARNOTT, ANTHONY	LABORER	41,130.30	9,720.34	50,850.64
	SALADINI, CRAIG	EQUIPMENT OPERATOR/LABORER III	28,009.06	6,043.80	34,052.86
	TORNELL, LUKE	HIGHWAY SEASONAL LABORER	-	5,577.29	5,577.29
	<b>HIGHWAY DEPARTMENT TOTAL</b>		<b>967,041.26</b>	<b>147,362.51</b>	<b>1,114,403.77</b>
<b>LIBRARY</b>					
	ALVAREZ JR, SAMUEL	LIBRARY DIRECTOR	89,536.00	-	89,536.00
	OUELLETTE-HADUCH, DIANN	CHILDREN SERVICES/SENIOR LIBRARIAN	58,743.41	-	58,743.41
	GRAHAM, HELEN	ASSISTANT LIBRARY DIRECTOR	54,179.60	-	54,179.60
	SILL, JEANNE	SR. LIBRARY TECHNICIAN	50,438.22	265.94	50,704.16
	PALMER, SUSAN	LIBRARY OFFICE COORDINATOR	48,758.60	-	48,758.60
	CURRAN, ANDREA	HEAD OF CIRC / INTERLIBRARY LOAN / SENIOR LIBRARIAN	47,524.48	48.98	47,573.46
	CANTINO, JENNA	SR. LIBRARY TECHNICIAN	29,386.82	-	29,386.82
	FREDERICKSEN, JULIE	LIBRARY TECHNICIAN	22,847.21	168.45	23,015.66
	HARDY-FARACI, CHERYL	LIBRARY TECHNICIAN	-	20,691.91	20,691.91
	DELGADO, TRACY	LIBRARY ASSISTANT	-	17,049.72	17,049.72
	BERNARDI, JULIE	LIBRARY TECHNICIAN	-	14,962.78	14,962.78
	YAMASHITA, ATSUKO	LIBRARY PROCESSING CLERK	-	13,226.26	13,226.26
	HENRY, JEFFREY	LIBRARY ASSISTANT	-	10,680.10	10,680.10
	HAMILTON, JENNIFER	LIBRARY ASSISTANT	-	9,436.87	9,436.87
	GEANISIS, MARGARET	LIBRARY TECHNICIAN	-	8,509.88	8,509.88
	TOTTEN, AMY	LIBRARY ASSISTANT	-	1,642.96	1,642.96
	<b>LIBRARY DEPARTMENT TOTAL</b>		<b>401,414.34</b>	<b>96,683.85</b>	<b>498,098.19</b>
<b>LIGHT</b>					
	LAWLER, NICHOLAS	GENERAL MANAGER	182,697.66	26,808.65	209,506.31
	GIUMBAKIS, EVANGELOS	LEAD LINEMAN	116,743.40	35,332.80	152,076.20
	BURNHAM, TODD	LEAD LINEMAN	115,982.60	34,538.77	150,521.37
	LARSEN, SCOTT	GENERAL LINE FOREMAN	139,230.20	9,001.74	148,231.94

Dept	Employee	Title	Pensionable Earnings	Non-Pensionable Earnings	2019 Earnings *
	HUNT, ROBERT	LEAD LINEMAN	115,808.12	29,773.08	145,581.20
	LIZOTTE, DAVID	DISTRIBUTION SUPERVISOR	128,953.60	11,358.30	140,311.90
	SNYER, TREVER	LINEMAN 1ST CLASS	116,012.46	20,933.13	136,945.59
	ROOKS, ERICA	BUSINESS MANAGER	128,993.60	1,230.81	130,224.41
	MCFARLAND, MATTHEW	LEAD LINEMAN	112,615.17	16,644.19	129,259.36
	KETCHEN, DAVID	ELECTRICAL ENGINEER	126,544.00	1,875.12	128,419.12
		LELD SENIOR ENGINEERING			
	LANCIANI, JOHN	TECHNICIAN	123,060.80	3,170.31	126,231.11
		ENGINEERING & OPERATIONS			
	LAVERTY, PATRICK	MANAGER	115,003.08	-	115,003.08
	PATTERSON, DANIEL	MECHANIC-FLEET SUPERVISOR	72,357.90	36,232.45	108,590.35
	ROOKS JR, ROBERT	LINEMAN 2ND CLASS	85,659.36	17,750.58	103,409.94
	LIZOTTE, JACKSON	LINEMAN 3RD CLASS	75,173.38	9,891.01	85,064.39
	LYONNAIS, MELISSA	BUSINESS OFFICE SUPERVISOR	83,189.60	-	83,189.60
	CERULLO, MATTHEW	MAINTENANCE COORDINATOR	77,396.20	4,630.56	82,026.76
	WIRZBICKI, DAVID	PROCUREMENT COORDINATOR	71,949.60	1,228.49	73,178.09
	DUTCHER, MICHAEL	APPRENTICE LINEMAN	58,228.90	13,068.84	71,297.74
	LUTHER, ALEXANDER	FLEET MECHANIC SUPERVISOR	68,600.00	446.25	69,046.25
	BAILEY, EILEEN	BUSINESS SERVICES	66,028.00	2,714.60	68,742.60
	ADLEY, CHRISTOPHER	METER TECHNICIAN	64,873.47	2,461.15	67,334.62
	BOURASSA, RICHARD	METER TECHNICIAN STEP III	47,295.20	19,406.80	66,702.00
	REARDON, CONNOR	ENERGY EFFICIENCY ENGINEER	60,079.20	787.51	60,866.71
	FITZGERALD, SANDRA	BUSINESS SERVICES	58,302.00	442.47	58,744.47
	MACDONALD, JAMES	APPRENTICE LINEMAN	48,829.76	9,720.37	58,550.13
	EDWARDS, SCOTT	POWER SUPPLY ANALYST	-	57,601.44	57,601.44
	SCZYLVIAN, ELAINE	BUSINESS SERVICES	52,044.80	1,224.71	53,269.51
	WOODWARD, LAURA	STAFF ACCOUNTANT	44,851.28	431.94	45,283.22
	STEWART, WILLIAM	PART TIME UTILITY MAN	-	27,101.92	27,101.92
	MAMMONE, EVAN	LELD LINEMAN 2ND CLASS	13,280.40	2,628.62	15,909.02
	GUILLOT, THOMAS	LELD LINEMAN 2ND CLASS	11,804.80	1,992.07	13,796.87
	SIEKMAN, BRIAN	LINEMAN THIRD CLASS STEP II	12,465.98	-	12,465.98
	GOODY, MICHAEL	ENGINEERING SUPPORT TECHNICIAN	-	8,667.45	8,667.45
	HUNT, TYLER	INTERN	-	6,900.00	6,900.00
	LEDUC, JOSEPH	ELECTRICAL ENG INTERN	-	5,745.00	5,745.00
	DUFOUR, HALEIGH	LELD BUSINESS SERV	5,280.00	-	5,280.00
	MOSCARIELLO, GERALD	LIGHT DEPT MAINT.	-	3,108.00	3,108.00
	<b>LIGHT DEPARTMENT TOTAL</b>		<b>2,599,334.52</b>	<b>424,849.13</b>	<b>3,024,183.65</b>

#### PARKS AND RECREATION

DAY, ALICIA	DIRECTOR OF PRCE	74,035.20	-	74,035.20
MICHALSKI, TIMOTHY	ASSISTANT DIRECTOR - PRCE	66,094.40	-	66,094.40
KAZANJIAN, JON	RECREATION COORDINATOR	49,997.50	2,578.01	52,575.51
	COMMUNITY ED AND TEEN PROG			
CARBUCK, RACHELE	COORDINATOR	52,249.04	127.02	52,376.06
JUDGE, KAITLIN	TEEN PROGRAM LEADER	46,537.52	267.99	46,805.51
STRAFACE, MEGAN	ADMINISTRATIVE ASS'T PARKS & REC	31,872.00	-	31,872.00
NEWMAN, NATHANIEL	AQUATICS DIRECTOR	-	12,340.54	12,340.54
SIMPSON, RACHAEL	ASSISTANT CAMP DIRECTOR	-	9,184.15	9,184.15
RAY JR, JAMES	CAMP DIRECTOR	-	8,696.67	8,696.67
DESJARDINS, KATELYN	HEAD LIFEGUARD	-	6,904.95	6,904.95
CARTER, ROGER	CAMP LEAD I	-	6,737.33	6,737.33
ADLEY, BREANNE	CAMP LEAD I	-	6,656.57	6,656.57
ELLIS, JACKSON	PROGRAM AIDE I	-	6,418.36	6,418.36
MARRESE, ALYSSA	PROGRAM AIDE I	-	6,279.78	6,279.78
MASTORAKOS, OLIVIA	CAMP SPECIALIST	-	5,864.98	5,864.98
TAYLOR, CHRISTOPHER	CAMP SPECIALIST	-	5,796.19	5,796.19
RITCHIE, RYAN	CAMP SPECIALIST	-	5,718.33	5,718.33

Dept	Employee	Title	Pensionable Earnings	Non-Pensionable Earnings	2019 Earnings *
	FREUND, HALEY	CAMP LEAD I	-	5,547.31	5,547.31
	WARNOCK, JAKE	CAMP LEAD I	-	5,534.28	5,534.28
	ADEMA, COURTNEY	CAMP SPECIALIST	-	5,452.03	5,452.03
	ADEMA, MATTHEW	SAILING COORDINATOR	-	5,443.74	5,443.74
	BELL, MEGAN	CAMP SPECIALIST	-	5,294.34	5,294.34
	GODDARD, JOSEPH	AFTERCARE COORDINATOR	-	4,991.44	4,991.44
	THAYER, ANDREW	CAMP SENIOR COUNSELOR	-	4,871.44	4,871.44
	HOHMANN, CATHERINE	CAMP LEAD COUNSELOR I	-	4,738.78	4,738.78
	BONETA, BRIANNE	CAMP SENIOR COUNSELOR	-	4,574.18	4,574.18
	GIBBONS, SELINA	CAMP SENIOR COUNSELOR	-	4,473.42	4,473.42
	DRESSEL, AMBER	CAMP JUNIOR COUNSELOR	-	4,379.36	4,379.36
	CONNERS, ISABEL	LIFEGUARD I	-	4,320.32	4,320.32
	DUTTON, ADAM	CAMP LEAD I	-	4,238.55	4,238.55
	BENULLO, JASON	PROGRAM AIDE I	-	4,192.79	4,192.79
	TETO, KYLE	CAMP SENIOR COUNSELOR	-	4,170.00	4,170.00
	LEVASSEUR, BRIANNA	CAMP JUNIOR COUNSELOR	-	4,152.18	4,152.18
	MURPHY, BENJAMIN	CAMP SENIOR COUNSELOR	-	4,054.40	4,054.40
	SIMPSON, KATHRYN	CAMP JUNIOR COUNSELOR	-	4,026.83	4,026.83
	AUSTIN, STELLA	CAMP JUNIOR COUNSELOR	-	3,929.56	3,929.56
	DESIMO, SOPHIA	PROGRAM AIDE I	-	3,867.11	3,867.11
	HARTZEL, ABIGAIL	PRCE CAMP LEAD I	-	3,763.20	3,763.20
	KRITZER, ELI	CAMP SENIOR COUNSELOR	-	3,666.18	3,666.18
	PALIA, KATHERINE	CAMP SENIOR COUNSELOR	-	3,647.42	3,647.42
	FLAHERTY, ABIGAIL	CAMP SENIOR COUNSELOR	-	3,528.28	3,528.28
	ADONIU, ANTHONY	CAMP JUNIOR COUNSELOR	-	3,433.78	3,433.78
	PORTANTE, CECILIA	LIFEGUARD I	-	3,432.45	3,432.45
	GIBBONS, LEO	SAILING INSTRUCTOR	-	3,217.67	3,217.67
	SMITH, AUDREY	CAMP SENIOR COUNSELOR	-	3,097.74	3,097.74
	HOENSHELL, CATHRYN	CAMP JUNIOR COUNSELOR	-	3,018.47	3,018.47
	FRISOLI, JASON	LIFEGUARD I	-	2,960.55	2,960.55
	MERCIER, ZACHARY	SAILING INSTRUCTOR	-	2,938.70	2,938.70
	BROWNSON, ASHER	LIFEGUARD I	-	2,934.00	2,934.00
	BENTLEY, CHRISTOPHER	LIFEGUARD II/WSI	-	2,826.82	2,826.82
	ANDERSON, AXEL	SNACK SHACK ATTENDANT	-	2,806.10	2,806.10
	WATLINGTON, NATHAN	SAILING INSTRUCTOR	-	2,772.22	2,772.22
	BENTLEY, CHANDLER	LIFEGUARD I	-	2,747.04	2,747.04
	BROWNSON, GRETNA	LIFEGUARD I	-	2,632.43	2,632.43
	ANTES, SYDNEY	LIFEGUARD I	-	2,584.20	2,584.20
	OTERO, VICTOR	LIFEGUARD I	-	2,450.85	2,450.85
	ADLEY, HANNAH	CAMP LEAD I	-	2,323.30	2,323.30
	MITCHELL, WOLFE	LIFEGUARD I	-	2,319.45	2,319.45
	LANDRY, HANNAH	SAILING INSTRUCTOR	-	2,293.22	2,293.22
	MEUSEL, WILLIAM	LIFEGUARD 1	-	2,279.25	2,279.25
	MAYOR, HYATT	SAILING INSTRUCTOR	-	2,240.83	2,240.83
	TAYLOR, ZACHARY	SAILING INSTRUCTOR	-	2,039.65	2,039.65
	KEARNEY, THOMAS	LIFEGUARD 1	-	1,745.10	1,745.10
	NEWMAN, TIMOTHY	SNACK SHACK ATTENDEE	-	1,712.23	1,712.23
	FRENCH, ALLISON	LIFEGUARD I	-	1,657.35	1,657.35
	FARL, NATHANIEL	SNACK HUT ATTENDEE	-	1,602.65	1,602.65
	SULLIVAN, NATHAN	LIFEGUARD I	-	1,560.60	1,560.60
	TULE, EVELYN	RECREATION ATTENDANT	-	1,368.19	1,368.19
	MACDONALD, SARA	SNACK HUT ATTENDEE	-	1,280.74	1,280.74
	LYNN, BRADEN	LIFEGUARD I	-	1,203.60	1,203.60
	FRENCH, KAYLEE	SNACK HUT ATTENDEE	-	1,151.18	1,151.18
	BRIONES, TYLER	LIFEGUARD I	-	1,040.85	1,040.85

Dept	Employee	Title	Pensionable Earnings	Non-Pensionable Earnings	2019 Earnings *
	JAHNLE, CAELEN	SNACK HUT ATTENDEE	-	971.36	971.36
	JAHNLE, RILEY	RECREATION ATTENDANT	-	916.57	916.57
	LEFEBVRE, CONNOR	PROGRAM AIDE I	-	813.05	813.05
	COCHRAN, HANNAH	RECREATION ATTENDANT	-	574.93	574.93
	BANDA, JULIANNA	PROGRAM AIDE I	-	494.83	494.83
	PISAL, SAMVIT	PRCE LIFEGUARD II	-	401.40	401.40
	MASTORAKOS, MARIA	PROGRAM AIDE I	-	55.05	55.05
	LYNN, AUSTIN	LIFEGUARD I	-	53.70	53.70
<b>PARKS AND RECREATION TOTALS</b>			<b>320,785.66</b>	<b>266,380.11</b>	<b>587,165.77</b>
<b>PLANNING</b>					
	TOOHILL, MAREN	TOWN PLANNER	88,859.61	-	88,859.61
	RHEAUME-PACITTI, LUCIA	PLANNING DEPT CLERK	-	13,793.84	13,793.84
	<b>PLANNING DEPARTMENT TOTAL</b>		<b>88,859.61</b>	<b>13,793.84</b>	<b>102,653.45</b>
<b>POLICE DEPARTMENT</b>					
	PINARD, MATTHEW	POLICE CHIEF	143,122.82	4,137.50	147,260.32
	LANDRY, DOUGLAS	PATROL SERGEANT	81,436.48	50,272.77	131,709.25
	CASEY, BRIAN	POLICE OFFICER	67,986.46	53,943.65	121,930.11
	FERNANDEZ, PABLO	POLICE SERGEANT	93,436.08	24,239.31	117,675.39
	PATTERSON, JEFFREY	DEPUTY POLICE CHIEF	110,325.63	7,155.00	117,480.63
	BUSSIÈRE, EDMOND	PATROL SERGEANT	87,346.70	21,558.95	108,905.65
	KILEY, BRYAN	PROBATIONARY POLICE OFFICER	58,928.72	49,553.38	108,482.10
	RICHARD, JARED	POLICE OFFICER	63,179.20	39,804.90	102,984.10
	JANAKOS, JOHN	SCHOOL RESOURCE OFFICER	83,500.05	9,971.19	93,471.24
	JOHNSON, ALEX	POLICE OFFICER	62,015.20	31,403.61	93,418.81
	LESLIE, DAVID	POLICE SERGEANT	75,639.18	16,986.81	92,625.99
	SCOLA, MARC	POLICE SERGEANT	77,598.82	14,000.14	91,598.96
	WODZINSKI, MEGAN	POLICE OFFICER	60,470.16	31,017.49	91,487.65
	O'DONOGHUE, PATRICK	DETECTIVE	72,858.96	18,391.24	91,250.20
	BOWEN, JESSE	POLICE OFFICER	61,430.52	25,556.45	86,986.97
	JONES, BRIAN	POLICE OFFICER	61,939.04	19,207.51	81,146.55
	RICHARD, RYAN	POLICE OFFICER	61,199.96	17,086.11	78,286.07
	MICHEL, ERIC	POLICE OFFICER	64,086.50	14,187.39	78,273.89
	CAMELO, DERRICK	POLICE OFFICER	62,575.71	6,330.32	68,906.03
	MAGLIOZZI, NICOLE	EXEC ASS'T PUBLIC SAFETY - POLICE	55,888.00	197.40	56,085.40
	PINARD, ASHLEY	RESERVE POLICE OFFICER	-	45,173.55	45,173.55
	CORCORAN, PAUL	RESERVE OFFICER	-	36,667.66	36,667.66
	DRISTILARIS, JOHN	RESERVE POLICE OFFICER	-	13,554.00	13,554.00
	RHODES, HEATHER	RESERVE OFFICER	-	13,356.65	13,356.65
	LEFEBVRE, SHAWN	RESERVE POLICE OFFICER	-	3,928.80	3,928.80
	BUDKA, THOMAS	RESERVE POLICE OFFICER	-	1,511.76	1,511.76
	LANDERS, RICHARD	RESERVE OFFICER	-	761.08	761.08
	MORINE, JAMES	POLICE OFF RESERVE	-	102.88	102.88
	<b>POLICE DEPARTMENT TOTAL</b>		<b>1,504,964.19</b>	<b>570,057.50</b>	<b>2,075,021.69</b>

<b>SCHOOLS</b>					
	CLENCHY, KELLY	SUPERINTENDENT OF SCHOOLS	178,307.67	4,000.00	182,307.67
	BAZYDLO, SCOTT	PRINCIPAL	86,900.18	60,343.43	147,243.61
	HARRINGTON, JOHN	PRINCIPAL HIGH SCHOOL	138,428.11	661.47	139,089.58
	MUIR, JUSTINE	DIRECTOR OF PUPIL PERSONNEL	127,977.00	488.46	128,465.46
	STEELE, ELIZABETH	FOREIGN LANGAUGE TEACHER	122,336.35	-	122,336.35
	TEMPLE, CHERYL	PRINCIPAL MIDDLE SCHOOL	118,843.20	1,953.60	120,796.80
	KANE, MICHELLE	PRINCPAL SHAKER LANE	115,380.77	440.41	115,821.18
	MARK, STEVEN	BUSINESS MANAGER	111,504.10	1,425.60	112,929.70

Dept	Employee	Title	Pensionable Earnings	Non-Pensionable Earnings	2019 Earnings *
	EVERHART, JASON	ASSISTANT PRINCIPAL	100,531.38	4,640.30	105,171.68
	FINNERTY, VALERIE	SCIENCE TEACHER	104,073.18	1,032.50	105,105.68
	LYNN, MICHAEL	PE TEACHER/ATHLETIC DIRECTOR	102,755.22	-	102,755.22
	COMEAU, KEITH	HS ASSISTANT PRINCIPAL	102,051.35	487.35	102,538.70
	HIRTLE, ZACHARY	SPECIAL EDUCATION TEACHER	93,569.98	8,072.53	101,642.51
	ELMORE, JULIE	MATH TEACHER	99,531.78	165.00	99,696.78
	KELLEY, ELIZABETH	FOREIGN LANGUAGE TEACHER	98,990.68	165.00	99,155.68
	TURNER, TRACY	SPECIAL EDUCATION TEACHER	98,453.73	663.00	99,116.73
	HOGAN, DANIEL	SCIENCE TEACHER	98,096.68	-	98,096.68
	TRACANNA, DIANE	ELA GRADE 6	97,075.28	1,000.00	98,075.28
	SCLAR, DANYA	SCHOOL PSYCHOLOGIST	94,595.28	2,663.00	97,258.28
	PERRY, MEREDITH	PE TEACHER	96,096.82	1,000.00	97,096.82
	TETREAULT, AMY	SPANISH TEACHER	95,196.64	1,032.50	96,229.14
	DEACON, REBECCA	ASSISTANT PRINCIPAL	95,639.40	456.76	96,096.16
	DOKUS, JUDITH	GRADE 5 TEACHER	95,482.28	480.00	95,962.28
	DICKMAN, BARBARA	SPECIAL EDUCATION TEACHER	95,064.28	-	95,064.28
	MORGAN, ELIZABETH	SOCIAL STUDIES TEACHER	94,789.45	-	94,789.45
	KENNEY, PERRY	GRADE 1 TEACHER	94,697.28	-	94,697.28
	PETTENGILL, SUE	DISTRICT WIDE ELL TEACHER	93,975.72	350.00	94,325.72
	MATHURIN, JUSTINE	GUIDANCE COUNSELOR	94,208.28	-	94,208.28
	WEINBERG, RANDI	TEACHER-SPEECH	94,085.28	-	94,085.28
	MAWN, REBECCA	GRADE 2 TEACHER	93,973.28	-	93,973.28
	LOVE, HEATHER	GRADE 3 TEACHER	93,871.28	-	93,871.28
	TOMBENO, RICHARD	ENGLISH TEACHER	93,055.28	663.00	93,718.28
	BRIDGE, HILARY	MUSIC TEACHER	93,370.72	190.00	93,560.72
	STONE, BARBARA	GRADE 5 TEACHER	93,055.28	-	93,055.28
	BERLINGER, SARAH				
	PARROTT	SCIENCE TEACHER	92,142.48	586.50	92,728.98
	DONLON, KIMBERLY	GRADE 3 TEACHER	91,642.48	-	91,642.48
	BALLARD, HOLLY	SPEECH TEACHER	91,428.99	-	91,428.99
	PASCUCCI, DAVID	ENGLISH TEACHER	91,077.30	165.00	91,242.30
	BULLOCK, ALLYSON	GRADE 1 TEACHER	90,918.48	-	90,918.48
	SCHOFFEL, JESSICA	GRADE 3 TEACHER	90,785.48	-	90,785.48
	HICKS-DEJARDINS, TORI	GRADE 6 LATIN TEACHER	90,639.58	-	90,639.58
	DANIELLO, SARAH	GUIDANCE COUNSELOR	89,645.02	663.00	90,308.02
	HOSSFELD, EMILY	ART TEACHER	90,278.12	-	90,278.12
	ANDERSON, KAREN	GRADE 1 TEACHER	89,665.26	-	89,665.26
	CHRISTY, CHRISTOPHER	GUIDANCE COUNSELOR	86,973.00	2,218.89	89,191.89
	RAPOSA, LAURA	GRADE 5 TEACHER	87,758.00	423.15	88,181.15
	COCHIS, ROSARIA	SPECIAL EDUCATION TEACHER	88,129.64	-	88,129.64
	PACKER, MARJORIE	GRADE 2 TEACHER	87,891.00	-	87,891.00
	PRATT, CHERYL	GRADE 2 TEACHER	87,891.00	-	87,891.00
	BARRY, ELIZABETH	ENGLISH TEACHER	86,818.80	828.00	87,646.80
	HOGAN, SARA	SPECIAL EDUCATION TEACHER	87,099.64	-	87,099.64
	BURNDRETT, CHRISTINA	SPED GRADE 4 TEACHER	86,973.00	-	86,973.00
	HARRINGTON, CHERYL	SCIENCE TEACHER	86,973.00	-	86,973.00
	HURLEY, MICHELLE	KINDERGARTEN TEACHER	86,751.48	-	86,751.48
	ROUSSEAU, STEPHANIE	MATH INTERVENTIONIST	86,522.90	-	86,522.90
	SMITH, MICHELE	GRADE 3 TEACHER	86,476.80	-	86,476.80
	SHOEMAKER, TODD	TECHNOLOGY TEACHER	86,026.75	409.23	86,435.98
	ROMANO, ANDREA	ART TEACHER	85,858.16	70.00	85,928.16
	BARTH, MICHELLE	KINDERGARTEN TEACHER	85,553.74	-	85,553.74
	BUONACORE, TRICIA	HEALTH/PE TEACHER	84,786.39	663.00	85,449.39
	GILLEN, MARGARET	FOREIGN LANGUAGE TEACHER	84,416.80	819.50	85,236.30

Dept	Employee	Title	Pensionable Earnings	Non-Pensionable Earnings	2019 Earnings *
	LEIGHTON, RACHEL	GUIDANCE COUNSELOR	84,982.80	-	84,982.80
	BELL, BETH	KINDERGARTEN TEACHER	84,498.30	-	84,498.30
	ABATE, PAMELA	MATH TEACHER	84,230.72	-	84,230.72
	HUTCHINS, CRYSTAL	SPEECH THERAPIST	84,166.80	-	84,166.80
	KOOB, SARAH	READING TEACHER	84,166.80	-	84,166.80
	MACGREGOR, HEIDI	K-5 STEM INTEGRATION SPECIALIST	83,949.40	-	83,949.40
	KERN, LAURA	MATH TEACHER	83,551.24	-	83,551.24
	GILLETTE, GREGORY	PE TEACHER	83,392.52	-	83,392.52
	OGDEN, LILLIAN	GRADE 6 SOCIAL STUDIES TEACHER	83,246.32	-	83,246.32
	HOLM, VANESSA	GRADE 2 TEACHER	82,606.52	-	82,606.52
	MISKINIS, WILLIAM	SOCIAL STUDIES TEACHER	82,369.00	-	82,369.00
	BUMSTEAD, KIMBERLY	Kindergarten Transitional Teacher	81,569.72	-	81,569.72
	NOLAN, JANET	GUIDANCE COUNSELOR	79,439.52	2,062.11	81,501.63
	MCCOOK, KATHERINE	ENGLISH TEACHER	79,331.16	663.00	79,994.16
	HIRTH, MICHELE	SPED TEACHER	79,666.20	250.00	79,916.20
		TECHNOLOGY SYSTEMS			
	CROTEAU, NATALIE	COORDINATOR	78,050.23	1,500.00	79,550.23
		INSTRUCTIONAL TECHNOLOGY			
	LORD, JULIE	COORDINATOR	78,651.82	500.00	79,151.82
	BEARDEN, DANIELLE	MATH TEACHER	79,025.68	-	79,025.68
	HARVEY, SUSAN	SOCIAL STUDIES TEACHER	78,592.74	165.00	78,757.74
	GILLEN, MICHAEL	SCIENCE TEACHER	78,052.82	509.85	78,562.67
	MANHEIMER, AMY	8TH GRADE MATH TEACHER	77,182.32	-	77,182.32
	PATTERSON, NICOLE	GRADE 4 TEACHER	76,328.16	663.00	76,991.16
	BACKMAN, NELINA	ENGLISH TEACHER	76,886.16	-	76,886.16
	FERNANDEZ, FERNANDO	SCHOOL CUSTODIAN	53,280.06	23,571.78	76,851.84
	ALLISON, JENENE	FRENCH TEACHER	75,953.88	-	75,953.88
	ZWOLINSKI, CATHERINE	READING TEACHER	75,729.72	-	75,729.72
	JONES, JENNIFER	GRADE 4 TEACHER	75,618.64	-	75,618.64
	SANFORD, WENDY	CHEMISTRY/PHYSICS TEACHER	75,000.40	-	75,000.40
	MEAGHER JR., WILLIAM	SCHOOL MAINTENANCE	53,820.80	20,995.17	74,815.97
	MCMAHON, MAUREEN	SCHOOL PSYCHOLOGIST	73,033.68	888.12	73,921.80
	SAWOSIK, TERYL	GRADE 1 TEACHER	72,604.85	-	72,604.85
	CAFARELLI, NICOLE	ELA TEACHER	70,799.12	1,607.00	72,406.12
	TAYLOR, NANCY	BCBA	71,171.38	663.00	71,834.38
	HEALY, ROBIN	FINANCIAL ASSIST.- A/P MANAGER	70,001.74	1,181.43	71,183.17
	ABBOTT, JENNIFER	8TH GRADE ELA	71,000.80	-	71,000.80
		.8 READING INTERVENTIONIST			
	MCKINLEY, RITA	TEACHER	70,296.81	663.00	70,959.81
	WALSH, RYAN	SOCIAL STUDIES TEACHER	69,668.49	-	69,668.49
	MAMOS, KRISTEN	PRE-SCHOOL TEACHER	69,578.40	-	69,578.40
	REGO, ELIZABETH	MATH TEACHER	69,348.50	-	69,348.50
	SHIRE-SUSSER, SHERRI	.8 SPEECH/LANGUAGE TEACHER	65,255.78	3,638.10	68,893.88
	FOUSTOUKOS, MICHAEL	HISTORY/SOCIAL STUDIES TEACHER	68,621.45	165.00	68,786.45
	MCGRATH, AMY	GRADE 2 TEACHER	68,608.48	-	68,608.48
	JANOCH, JEANNE	.8 PRE-SCHOOL TEACHER	68,349.52	-	68,349.52
	SHEA, STEPHANIE	DW PHYSICAL THERAPIST	68,182.40	-	68,182.40
	HARTE, KELLI	KINDERGARTEN TEACHER	67,063.80	-	67,063.80
	COOK, YVONNE	SCIENCE TEACHER	67,003.00	-	67,003.00
	ALLEN, JONATHAN	HS GRAPHIC ARTS TEACHER	64,652.00	1,326.00	65,978.00
	MCCARTHY, KATHLEEN	NURSE	65,499.22	-	65,499.22
	HILL, SANDRA	GRADE 1 TEACHER	65,318.80	-	65,318.80
	SOARES, ANNMARIE	GRADE 3 TEACHER	65,157.27	-	65,157.27
	HULL, MARTHA	TD DIRECTOR	65,138.90	-	65,138.90
	KRISTIE, KERRY	GRADE 3 TEACHER	64,540.08	-	64,540.08

Dept	Employee	Title	Pensionable Earnings	Non-Pensionable Earnings	2019 Earnings *
	GILMORE, LIAM	SPECIAL EDUCATION TEACHER	63,407.59	1,000.00	64,407.59
	MITCHELL, SUSAN	.8 MATH INTERVENTIONIST	63,193.91	1,000.00	64,193.91
	AVERSO, TINA	ADMIN ASST TO SPED DIRECTOR	63,348.80	-	63,348.80
	GOULDRUP, CYNTHIA	PRE-K TEACHER	59,540.32	3,553.28	63,093.60
	GRESCO-CAULFIELD, ANGELA	SPED TEACHER	55,700.52	7,148.20	62,848.72
	OBERLE-HALL, EVAN	SCHOOL PSYCHOLOGIST	58,360.28	4,171.65	62,531.93
	ROPER, REBECCA	1st GRADE TEACHER	62,096.00	-	62,096.00
	HALL-HEINZ, SUSAN	LIBRARY /MEDIA SPECIALIST	61,901.00	-	61,901.00
		EXECUTIVE ADMINISTRATIVE			
	MULONE, DOROTHY	ASSISTANT	61,021.09	200.00	61,221.09
	ANDRADE, BELIA	KINDERGARTEN TEACHER	61,045.82	-	61,045.82
	DERY, JOANNE	MATH TEACHER	60,325.60	-	60,325.60
	DUARTE, RACHEL	KINDERGARTEN TEACHER	59,842.00	-	59,842.00
	RIETH, JENNIFER	OCCUPATIONAL THERAPIST	59,686.34	-	59,686.34
	GANSENBERG, TIMOTHY	MUSIC TEACHER	59,540.32	70.00	59,610.32
	SUNDBERG, JENNIFER	SPED TEACHER	59,540.32	-	59,540.32
	PAGINGTON, ANDREA	SPED TEACHER	59,520.18	-	59,520.18
	PORELL, CHRISTINE	NURSE	59,379.72	-	59,379.72
	JOHNSON, TRACEY	.7 TEACHER SPED	59,002.56	-	59,002.56
	METCALFE, AMY	4th GRADE TEACHER	58,032.53	-	58,032.53
	STANTON, JESSICA	READING SPECIALIST	57,609.63	-	57,609.63
	CARLSON, ALEXA	PHSYICAL EDUCATION TEACHER	57,150.24	-	57,150.24
	OVERCASH JR, JOHN	FOOD SERVICES DIRECTOR	56,028.46	1,000.00	57,028.46
	NELSON, SAMANTHA	PAYROLL COORDINATOR	54,683.59	1,016.27	55,699.86
	MAXNER, MELISSA	5TH GRADE TEACHER	54,429.28	663.00	55,092.28
	FEUDO, JENNIFER	SPECIAL EDUCATION TEACHER	54,697.12	180.00	54,877.12
	MOTT, NATALIE	ELL TEACHER	54,429.28	-	54,429.28
	STURTZ, RAINA	PRE-K TEACHER	54,429.18	-	54,429.18
	GOFF, JENNIFER	MATH TEACHER	53,524.88	663.00	54,187.88
	COLLINS, ERIN	GRADE 5 TEACHER	53,015.48	-	53,015.48
	RUSSO, KATHLEEN	OUT OF DIST. COORDINATOR	52,433.81	465.39	52,899.20
	TECCE, TRACY	4th GRADE TEACHER	52,592.48	-	52,592.48
	COTTER, RACHEL	BCBA ADMINISTRATOR	52,368.33	-	52,368.33
	DONATO, AMY	SPED TEACHER	51,873.52	210.00	52,083.52
	SHELDON, ASHLEY	MUSIC TEACHER	50,665.34	663.00	51,328.34
	DIONNE, DEBRA	ADMIN ASST TO PRINCIPAL	50,943.21	-	50,943.21
	DUVAL, CAROLYN	LIFE SKILLS TEACHER-SPED	48,962.36	1,722.62	50,684.98
	COTTER, KATHRYN	GRADE 5 TEACHER	49,317.84	663.00	49,980.84
		Therapeutic Mental Health			
	NARDI-WILLIAMS, SHANE	Counselor	49,876.96	-	49,876.96
	COOPRIDER, KRISTEN	GRADE 5 TEACHER	49,642.71	-	49,642.71
	MOORE, SARAH	HISTORY TEACHER	49,625.36	-	49,625.36
	SINGER, PATRICIA	GRADE 3 TEACHER	49,317.84	-	49,317.84
	GARLISI, SHAYNA	GRADE 2 TEACHER	49,293.86	-	49,293.86
		TECHNOLOGY & NETWORK SUPPORT			
	SULLIVAN, CHARLES	SPECIALIST	48,575.82	500.00	49,075.82
	FINN, CHRISTINE	SCIENCE TEACHER	49,068.10	-	49,068.10
	SHAW, KAREN	SPED TEACHER	48,962.36	-	48,962.36
	BRAUN, LAURA	SCHOOL PSYCHOLOGIST	47,220.20	406.94	47,627.14
	YORK, AMY	OCCUPATIONAL THERAPIST	47,370.44	-	47,370.44
	KEMPTON, JUNE	ADMIN. ASSIST. TO PRINCIPAL	43,436.16	3,200.80	46,636.96
	FUMIA, BRIANNA	SPED TEACHER	45,577.39	-	45,577.39
	RYAN, SHAWN	CUSTODIAN	34,593.18	10,624.10	45,217.28
	OUELLETTE, HOLLY	PE TEACHER	44,205.43	-	44,205.43

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non-Pensionable Earnings</i>	<i>2019 Earnings *</i>
	BARRY, NICOLE	SCHOOL NURSE	43,753.12	-	43,753.12
	WEILAND, RACHEL	GRADE 4 TEACHER	43,753.12	-	43,753.12
	HADLEY, TAMARA	CUSTODIAN	34,208.00	9,543.95	43,751.95
	WINTERS, NICOLE	ART TEACHER	42,450.20	843.55	43,293.75
	TAYLOR, CASEY	UNIFIED ARTS - KINDERGARTEN	43,041.48	-	43,041.48
	FARAGO, CONSTANCE	ADMIN ASST TO PRINCIPAL	42,842.16	-	42,842.16
	SAYLOR, ANNETTE	ADMIN ASST TO PRINCIPAL	42,646.08	-	42,646.08
	DALE, KATHARINE	4th GRADE TEACHER	42,092.22	-	42,092.22
	RECTOR, DALE	CUSTODIAN	33,936.03	7,880.51	41,816.54
	CABRAL, KEVIN	ABA ASSISTANT	38,793.39	3,000.00	41,793.39
	GARVEY, JOAN M	SCHOOL SECRETARY	41,447.01	110.30	41,557.31
		Administrative Assistant to the Curriculum Director	38,931.41	1,547.09	40,478.50
	CORROW, BETTINA	SUBSTITUTE	-	40,439.77	40,439.77
	SHERMAN, BEVERLY	NURSE	40,298.52	-	40,298.52
	HARTFORD, JANICE	GUIDANCE SECRETARY-HS	38,459.91	-	38,459.91
	BENULLO, NANCY	CUSTODIAN	4,224.22	3,694.52	37,918.74
	DOIRON, CHRISTOPHER	OCCUPATIONAL THERAPIST	36,615.22	-	36,615.22
	ETHIER, MARY	TD ASSITANT DIRECTOR	36,340.49	-	36,340.49
	MORRISSEY, HENRIETTA	TD/DW CUSTODIAN	32,984.74	2,660.08	35,644.82
	GUERTIN, ROGER	TA/ABA ASSISTANT	27,005.04	6,000.00	33,005.04
	ZIZZI, ANTHONY	SPED TA	14,124.41	18,738.32	32,862.73
	TURBIDE, LISELOT	SPED TEACHER ASSISTANT	32,353.45	-	32,353.45
	FRANCESCHI, MEREDITH	COTA	32,135.04	-	32,135.04
	UVELLO, CHRISTINE	SUBSTITUTE	-	32,095.13	32,095.13
	PANISH, PAMELA	READING TUTOR	31,961.03	-	31,961.03
	LEBLANC, LAURIE	CAFE MANAGER	28,044.29	3,866.35	31,910.64
	KELLY, MARYLOUISE	.5 MATH INTERVENTIONIST	31,048.00	-	31,048.00
	RICE, KARA	SUBSTITUTE	-	30,736.18	30,736.18
	KOEGLER, CYNTHIA	TD COORDINATOR	30,243.40	-	30,243.40
	MCGRATH, ANDREA	SPED TA	29,380.86	549.85	29,930.71
	BEHAN, MICHELE	SPED TA	29,178.00	350.10	29,528.10
	GERMAIN, ZOE	TEACHER ASSISTANT	28,866.06	-	28,866.06
	KRAMPF, JODI	TEACHER ASSISTANT	28,551.62	-	28,551.62
	OLDENQUIST, DONNA	TEACHER ASSISTANT	28,241.23	-	28,241.23
	PARE, JOAN	SCHOOL SECRETARY	26,996.36	1,000.00	27,996.36
	JEUDY, KORI	TD GROUP LEADER	27,977.86	-	27,977.86
	FLYNN, MATTHEW	NETWORK ADMINISTRATOR	27,513.81	-	27,513.81
	HALL, SACHIKO	SPED TA	27,261.86	70.02	27,331.88
	TUCKER, ALEXIS	SPED TA	27,059.64	-	27,059.64
	WODZINSKI, CLAIRE	TEACHER ASSISTANT	26,958.14	-	26,958.14
	BOWEN, ALEV	GROUP LEADER	-	26,944.68	26,944.68
	RILEY, DAVID	ENERGY EDUCATION MANAGER	26,436.97	-	26,436.97
	CHANDLER, TONI	SPED TEACHER ASSISTANT	26,323.04	-	26,323.04
	CORMIER, JESSICA	TEACHER FRENCH	26,300.09	-	26,300.09
	WOOD, SYDNEY	SPED TA	25,136.57	1,000.00	26,136.57
	AUSTIN, JANET	SPED TA	24,134.11	1,400.00	25,534.11
	NICHOLS, SUSAN	SPED TEAM CHAIR	25,443.68	-	25,443.68
	GILMAN, ALLISON	SCHOOL SECRETARY	25,373.36	-	25,373.36
	GILMORE, CHRISTINE	LIBRARY /MEDIA SPEC	24,651.36	-	24,651.36
	ORZECH, PAUL	SPED TEACHER ASSISTANT	24,008.60	-	24,008.60
	SCARINGELLA, JOANN	KINDERGARTEN COORDINATOR	23,874.64	-	23,874.64
	ANNESE, VICKI	SPED TEACHER ASSISTANT	22,824.63	1,000.00	23,824.63

Dept	Employee	Title	Pensionable Earnings	Non-Pensionable Earnings	2019 Earnings *
	CIARFELLA, KATHLEEN	SPED TA	22,530.01	1,000.00	23,530.01
	HEALY, GRACE	SPED TA	21,794.75	1,663.00	23,457.75
	DEE, PETER	SCHOOL CUSTODIAN	21,880.80	1,494.60	23,375.40
	FUMIA, LISA	SPED TA	23,276.67	-	23,276.67
	SCANZILLO, JOANNA	SPED TA	22,879.23	-	22,879.23
	LEDUC, CATHERINE	SPED TA	22,868.72	-	22,868.72
	BLOM, MATTHEW	TEACHER ASSISTANT	22,827.62	-	22,827.62
	DENEHY, STEPHANIE	SPED TA	21,797.32	1,000.00	22,797.32
	CEGALIS, SARAH	SPED TA	22,786.13	-	22,786.13
	WRIGHT, MERILEE	SPED TA	22,712.83	-	22,712.83
	DOLAK, PATRICIA	SPED TA	22,662.21	-	22,662.21
	COURT, CATHY	TEACHER ASSISTANT	22,641.17	-	22,641.17
	TURANO, GINNY	VAN MONITOR	-	22,627.88	22,627.88
	RAMIREZ, CONNIE	TEACHER ASSISTANT	22,602.46	-	22,602.46
		KINDERGARTEN TEACHERS'			
	SKODA, MARY	ASSISTANT	22,581.21	-	22,581.21
	LUCIANO, ABIGAIL	TEACHERS ASSISTANT	22,580.39	-	22,580.39
	MAYLOTT, CAROLINE	SPED TA	22,560.97	-	22,560.97
	GRAHAM, CHRISTINE	SPED TA	22,530.02	-	22,530.02
	RICHTER, KAREN	TEACHER ASSISTANT	22,530.01	-	22,530.01
	AUTIO, CATHY	SPED TA	22,447.61	-	22,447.61
	TULLEY-LEONE, MARTHA	SPED TA	22,438.48	-	22,438.48
	CARREIRO, ROSALINA	SPED TA	22,397.82	-	22,397.82
	SHIMMEL, ALICE	CAFE MANAGER	22,222.51	101.48	22,323.99
	MCINNIS, TRICIA	SPED TA	22,210.93	-	22,210.93
	LAPPAS, LAUREN	SUBSTITUTE	-	21,691.66	21,691.66
	LANDFORS, ALLISON	SPED TA	21,312.50	-	21,312.50
	LANDRY, KAYLA	SPED TA	21,187.46	-	21,187.46
	PHILPOT, MARY	SCHOOL NURSE	20,712.40	-	20,712.40
	BECKER, KELLEY	SPED TA	20,650.13	-	20,650.13
	PRICE SIMMONS, ANDREA	SPED TA	20,312.85	-	20,312.85
	ROBINSON, STEPHANIE	SPED TA	20,308.84	-	20,308.84
	GENTILE, KIMBERLY	SPED TA	18,931.22	1,000.00	19,931.22
	HAZEN, STARLA	LIBRARY TUTOR	19,829.74	-	19,829.74
	MCNAUGHT, ERICA	TEACHER ASSISTANT	19,779.65	-	19,779.65
	HEVENOR, KRISTINA	LIBRARY TUTOR	19,734.39	-	19,734.39
	HARRINGTON, SUSANNE	SUBSTITUTE	-	19,714.77	19,714.77
	CLARK, SANDRA	SPED TA	18,929.01	-	18,929.01
	SMITHLIN, ZACHARY	TEACHER PHYSICAL ED	18,738.32	-	18,738.32
	DOLAN, AIDAN	TEACHER GRADE 6 GEN	18,738.32	-	18,738.32
	O'SULLIVAN, CONNOR	TEACHER SCL STUDIES	18,738.32	-	18,738.32
	COTRAN, BRADLEY	NETWORK ADMINISTRATOR	17,006.84	728.56	17,735.40
	RIMBACH, WENDY	TEACHER ASSISTANT	17,636.93	-	17,636.93
	MANIACE, DANIEL	TECHNOLOGY SPECIALIST AIDE	16,887.75	-	16,887.75
	PARSONS, RICHARD	SPED TA	16,162.80	663.00	16,825.80
	DONARUMA, DARLENE	SPED TA	16,731.36	-	16,731.36
	BRAZINSKI, ANN	TEACHER KINDERGARTEN	16,624.00	-	16,624.00
	DENNIS, JOSEPH	TEACHER SCL STUDIES	16,184.96	398.64	16,583.60
	LEONARD, MATTHEW	TEACHER ART	16,583.60	-	16,583.60
	HEMMIS, KRISTEN	TEACHER ART	16,420.08	-	16,420.08
	NELSON, CELESTE	CAFE WORKER	15,874.56	168.13	16,042.69
	OLIVER, HANNAH	SPED TA	15,818.72	-	15,818.72
	LELIEVRE, KRISTEN	PRESCHOOL TEACHER ASSISTANT	15,302.22	-	15,302.22
	MAYNARD, CHERYL	TD GROUP LEADER	11,766.09	2,229.33	13,995.42

Dept	Employee	Title	Pensionable Earnings	Non-Pensionable Earnings	2019 Earnings *
		SPECIAL EDUCATION TEACHER			
	KELLY, RICHELLE	ASSISTANT	13,947.22	-	13,947.22
	TATRO, DANIELLE	SUBSTITUTE	3,706.70	9,967.10	13,673.80
	CAMERO, CHRISTOPHER	NETWORK ADMIN	13,407.00	192.50	13,599.50
	DUFFY, JACQUELYN	TEACHER SPANISH	13,394.48	-	13,394.48
	TUCKER, DAWN	CAFETERIA WORKER	13,015.42	92.30	13,107.72
	MODICA, ARLYN	CAFETERIA WORKER	11,621.20	1,044.22	12,665.42
	SHAUGHNESSY, LISA	GROUP LEADER	6,452.00	6,004.00	12,456.00
	DEVOGEL, MICHELLE	CAFETERIA WORKER	11,474.92	854.22	12,329.14
	SAUCIER, MARC	COACH	-	12,322.00	12,322.00
	COPP, ALLISON	SPED TA	12,264.87	-	12,264.87
	GRIFFIN, JEAN	CAFE MANAGER	12,147.86	-	12,147.86
	WERLING, DIANE	CAFETERIA WORKER	7,556.03	4,499.60	12,055.63
	CELLA, LESLIE	OUT OF DIST COORD	12,045.40	-	12,045.40
	PAINTER, THEODORE	SUBSTITUTE LONG TERM	-	11,948.72	11,948.72
	MCMILLEN, KELLEY	SUBSTITUTE LONG TERM	-	11,927.98	11,927.98
	DECOSTE, ADAM	SUBSTITUTE	-	11,599.00	11,599.00
	JOHNSON, DANETTE	SUBSTITTUE	7,403.04	4,143.31	11,546.35
	MAK, CHING	CAFETERIA WORKER	3,733.69	7,727.89	11,461.58
	MCGOVERN, MILDRED	CROSSING GUARD	-	11,400.33	11,400.33
	PINARD, LAURA	SUBSTITUTE LONG TERM	-	11,224.00	11,224.00
	ABLAZA, SHERI	SUBSTITUTE	-	10,760.82	10,760.82
	NAYLOR, WILLIAM	COACH	-	10,155.00	10,155.00
	DRINKWATER, SARAH	TD GROUP LEADER	-	9,996.64	9,996.64
	CAVALLO, DIANE L	SUBSTITUTE	-	9,946.58	9,946.58
	MARK, JENNILEE	SPED TA	9,857.23	-	9,857.23
	GONZALEZ, CAROLINA	.2 SPANISH TEACHER	-	9,844.99	9,844.99
	CANNON-BAHE, SHAWN	DRAMA PRODUCTION DIRECTOR	-	9,761.00	9,761.00
	WEBBER, KATHERINE	TD ASSISTANT	-	9,429.74	9,429.74
	BOWEN, KARYA	ASSISTANT	2,304.64	6,640.96	8,945.60
	RODENHIZER, JUDITH	SUBSTITUTE/TD SUB GROUP LEADER	-	8,783.61	8,783.61
	ORTUNO, ANDREW	SUBSTITUTE	-	8,741.09	8,741.09
	SHERIDAN, HANNAH	SUBSTITUTE	-	8,455.73	8,455.73
	BENTLEY, LISA	TEACHER ASST SPEC ED	7,991.59	-	7,991.59
	HORNBECK, PAYSON	TIGERS DEN HS ASSISTANT	-	7,886.82	7,886.82
	MORTON, KATHIANNE	CAFE WORKER	7,880.81	-	7,880.81
	BALBONI, JOSHUA	SUBSTITUTE	-	7,605.51	7,605.51
	CLARK, JAMES	SUBSTITUTE	-	7,583.70	7,583.70
	YSTUETA, MARY	SUBSTITUTE	-	6,893.28	6,893.28
	LYNCH, JESSICA	TEACHER ASST SPEC ED	6,659.90	-	6,659.90
	RAPOSA, DIANE	TIGERS DEN GROUP LEADER	-	6,652.59	6,652.59
	DAUPHINAIS, ETHAN	SUBSTITUTE	-	6,399.62	6,399.62
	HARVEY, BARTLETT	SUBSTITUTE	-	6,214.20	6,214.20
	BELTRAMI, LAURA	CAFETERIA MANAGER	5,703.75	-	5,703.75
	BEAULIEU, KATHLEEN	SPED TA	5,425.89	-	5,425.89
	HASTINGS, RICHARD	COACH	-	5,304.00	5,304.00
	LOMBARD, MICHAEL	COACH	-	5,304.00	5,304.00
	SCHNEIDER, HOWARD	COACH	-	5,304.00	5,304.00
	MARSH, ELLEN	TEACHER RETIRED/SUB DAY TO DAY	-	5,245.50	5,245.50
	RABINDRANATH, ANURADHA	TD SUBSTITUTE	-	5,194.06	5,194.06
	GIBBONS, SARA	SUBSTITUTE	-	5,172.28	5,172.28
	HIGGINS, VALERIE	SUBSTITUTE	-	5,158.88	5,158.88
	KAUFMAN, JESSA	TEACHER ASST SPEC ED	5,152.82	-	5,152.82
	BERA, AUDREY	CAFETERIA WORKER	-	5,107.49	5,107.49
	MORENO, LINDA	SUBSTITUTE	-	4,961.18	4,961.18

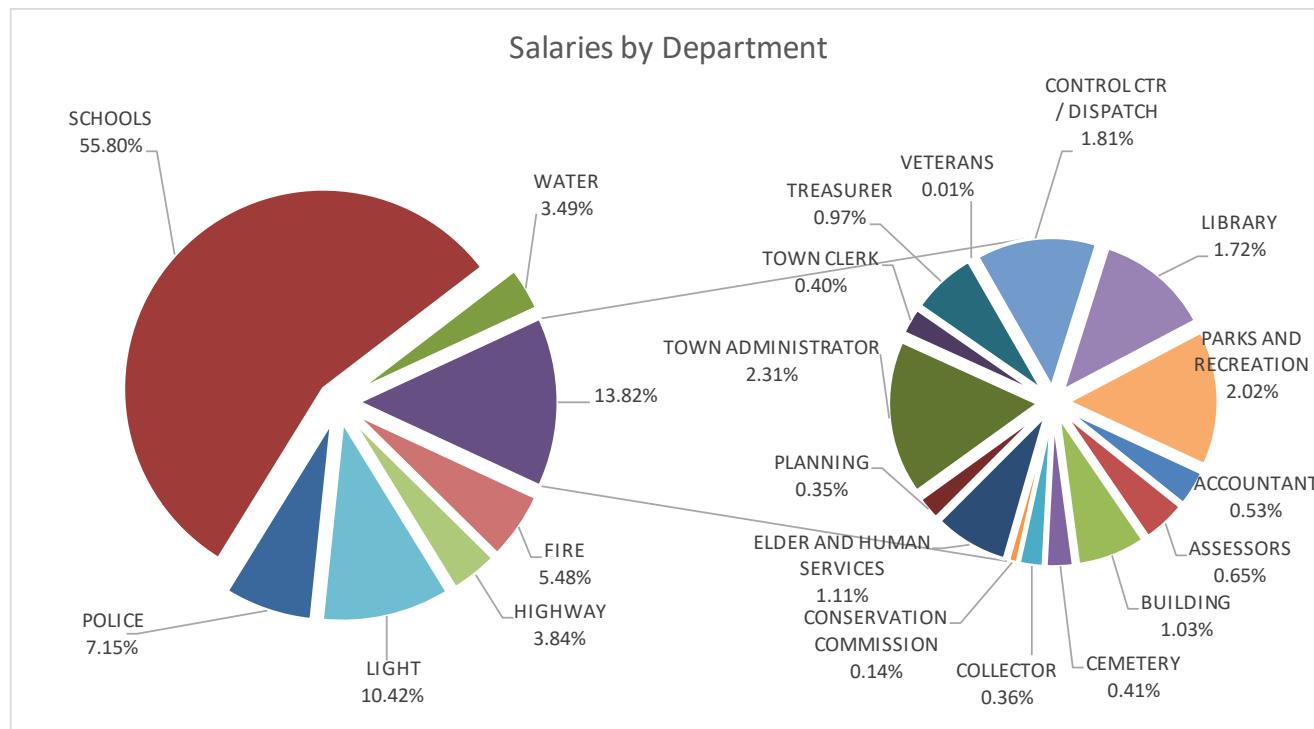
<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non-Pensionable Earnings</i>	<i>2019 Earnings *</i>
	SHOULTS, DANA	TD SUBSTITUTE GROUP LEADER	-	4,956.60	4,956.60
	KALDENBERG, CASEY	COACH	-	4,652.00	4,652.00
	KISH, ERIN	SUBSTITUTE	-	4,643.36	4,643.36
	PERKINS, REBECCA	TIGERS' DEN GROUP LEADER	-	4,592.64	4,592.64
	DECOSTE, TUCKER	HS STUDENT ATH. ASSISTANT	-	4,341.51	4,341.51
	TURCOTTE, TODD	SCORE KEEPER	-	4,162.00	4,162.00
	HEALY, RYAN	CUSTODIAN	3,179.12	980.34	4,159.46
	FERRANTE, CARLO	COACH	-	4,136.00	4,136.00
	WHITCOMB, TIMOTHY	COACH	-	4,136.00	4,136.00
	ABRUZZESE, JOHN	COACH	-	4,080.00	4,080.00
	BLANCHARD, MICHAEL	COACH	-	4,080.00	4,080.00
	CRORY, MICHAEL	COACH	-	4,080.00	4,080.00
	DIPETRO, MICHAEL	COACH	-	4,080.00	4,080.00
	KONTOFF, JANE	COACH	-	4,080.00	4,080.00
	LEWIS, MARCUS	COACH	-	4,080.00	4,080.00
	AJEMIAN, GERI LYN	CURRICULM DIRECTOR	2,284.91	1,599.43	3,884.34
	JOHNSTON, NANCY	SUBSTITUTE	-	3,868.41	3,868.41
	SUNDQUIST, LANETTE	COACH	-	3,849.00	3,849.00
	O'NEILL, TRACEY	MUSICAL DIRECTOR MS	-	3,821.50	3,821.50
	HORNBECK, PAIGE	HS ASSISTANT	-	3,774.91	3,774.91
	CALCAGNI, CYNTHIA	GROUP LEADER	-	3,726.38	3,726.38
	DINOIA, JENNIFER	SUBSTITUTE	-	3,679.08	3,679.08
	STANFORD, CHRISTINA	LONG TERM SUBSTITUTE	-	3,620.30	3,620.30
	NYSTROM, LAURIE	CAFETERIA WORKER	3,530.53	-	3,530.53
	ELLIS, ANNELEE	COACH	-	3,407.00	3,407.00
	VESEY, LYNN	SUBSTITUTE	-	3,370.00	3,370.00
	FEEHAN, PATRICK	COACH	-	3,341.00	3,341.00
	JAHNLE, STEPHANIE	COACH	-	3,341.00	3,341.00
	THURSTON, KELLY	COACH	-	3,341.00	3,341.00
	O'BRIEN, RHEA	SUBSTITUTE	-	3,239.17	3,239.17
	FRANCESCHI, LAUREN	T-2 COORDINATOR	-	3,233.12	3,233.12
	SCHUMAKER, AMANDA	SUMMER SCHOOL NO PENSION	-	3,150.00	3,150.00
	LAFFERRIERE, ALISEN	COACH	-	3,009.00	3,009.00
	WINKELMANN, ALEXANDER	COACH	-	3,009.00	3,009.00
	MARTINEC, SENA	SUBSTITUTE	-	2,906.04	2,906.04
	ANDERSON, BROOKE	SUBSTITUTE	-	2,705.95	2,705.95
	PARKINSON, MARK	COACH	-	2,667.00	2,667.00
	JOHNSON, CAROLINE	TD HS ASSISTANT	-	2,538.33	2,538.33
	LEBLANC, DEBRA	CAFETERIA WORKER	2,535.82	-	2,535.82
	RUEL, ISABELLA	TD HS ASSISTANT	-	2,535.00	2,535.00
	KAHN, JACOB	SUMMER SCHOOL PENSIONABLE	-	2,520.00	2,520.00
	BASSETT, CONNOR	COACH	-	2,481.60	2,481.60
	FRIDAY, NANCY	CAFE SUBSTITUTE	-	2,480.00	2,480.00
	RANK, KATIE	TD HS ASSISTANT	-	2,410.00	2,410.00
	CONNOR, LINDSAY	COACH	-	2,372.00	2,372.00
	STOCKWELL, KOREE	SUBSTITUTE LONG TERM	-	2,356.00	2,356.00
	DONOVAN, STEPHEN	SUBSTITUTE TEACHER	-	2,295.00	2,295.00
	SCHATIA, ELIZABETH	LPN NURSE SUBSTITUTE	-	2,182.65	2,182.65
	SMITH, EMILY	TD HS ASST	-	2,136.00	2,136.00
	VENDITTI, EMILY	CAFETERIA WORKER	-	2,101.52	2,101.52
	GREENOUGH, GRACE	TD HS ASSISTANT	-	2,073.00	2,073.00
	MONTEPELUSO, JUSTIN	HIGH SCHOOL ASS'T	-	1,986.00	1,986.00

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non-Pensionable Earnings</i>	<i>2019 Earnings *</i>
		SENIOR WORK PROGRAM/CAFE			
	MICGRATH, FRANCINE	SUBSTITUTE	-	1,902.00	1,902.00
	LITANT, WILLIAM	TD GROUP LEADER	-	1,792.96	1,792.96
	ABETZ, WENDY	CAFETERIA SUBSTITUTE	-	1,764.00	1,764.00
	REARDON, TRAVIS	TD HS ASSISTANT	-	1,752.00	1,752.00
	LUICHINGER, SUSAN	SUBSTITUTE	-	1,700.26	1,700.26
	COLLINS, STEPHEN	COACH	-	1,654.40	1,654.40
	COURCY, JOY	SUBSTITUTE	-	1,641.06	1,641.06
	VACCARO, PAMELA	SUBSTITUTE	-	1,634.23	1,634.23
	MULONE, ALYSSA	SUBSTITUTE	-	1,629.29	1,629.29
	OGILVIE, NATALIE	TICKET TAKER	-	1,593.00	1,593.00
	HUNT, JUDITH	OTHER SUPPORT PERSONNEL	-	1,573.06	1,573.06
	GROSKIN, DEBRA	SUBSTITUTE	-	1,452.67	1,452.67
	DONLON, MATTHEW	ASSISTANT GROUP LEADER	-	1,362.66	1,362.66
	PERIVOLOTIS, SOFIA	HIGH SCHOOL ASSISTANT	-	1,329.00	1,329.00
	SUNDQUIST, ZACHARY	ASST GROUP LEADER	-	1,270.75	1,270.75
	ETHIER, ALBERT	SCHOOL CUSTODIAN	1,069.44	162.92	1,232.36
	KEOHANE, ABIGAIL	TD ASSISTANT	-	1,203.28	1,203.28
	CLARK, EMILY	SUBSTITUTE	-	1,167.00	1,167.00
	MILLER, CHRISTOPHER	SUB ASST Group Leader	-	1,147.25	1,147.25
	SCHMIDT, ELIZABETH	SUBSTITUTE	-	1,127.16	1,127.16
	WOLF, DANIELLE	SUBSTITUTE TEACHER	-	1,092.12	1,092.12
	COTE, ALEXANDER	STUDENT ASSSITANT	-	1,080.00	1,080.00
	SUNDQUIST, EMMA	TD HS ASST.	-	1,065.00	1,065.00
	COHEN, NORREEN	SUBSTITUTE TEACH RET	-	1,020.00	1,020.00
	WARNER, LENA	HIGH SCHOOL ASST.	-	969.00	969.00
	HORNBECK, PAUL	CLOCK OPERATOR	-	875.04	875.04
	MORRISON, NANCY	GAME TICKET SALES	-	858.00	858.00
	HARVEY, ANN	SUBSTITUTE	-	832.15	832.15
	WACHASUNDER, ARCHISHA	SUBSTITUTE TCH ASST	-	720.00	720.00
	BROOKS, JOANN	SUBSTITUTE	-	708.04	708.04
	BUSSIERE, MACEY	SUBSTITUTE	-	698.62	698.62
	STALLINGS, LIANNA	STUDENT ASSSITANT	-	684.00	684.00
	STRICKLAND, SHERRILL	SUBSTITUTE TEACH RET	-	632.00	632.00
	CONNELLY, DAVID	TECH SPECIALIST AIDE	630.00	-	630.00
	PARE, SYDNEY	TD GROUP LEADER SUB	-	607.75	607.75
	POULTER, GAIL	SUBSTITUTE	-	510.08	510.08
	SEWELL, ROBIN	SUBSTITUTE	-	467.61	467.61
	DINOIA, JULIA	STUDENT ASSSITANT	-	432.00	432.00
	MOREHOUSE, TYLER	STUDENT ASSSITANT	-	432.00	432.00
	PELRINE, NICHOLAS	SUBSTITUTE ASST GROUP LEADER	-	429.00	429.00
	FLYNN, KIM	TD GROUP LEADER	-	395.20	395.20
	CRORY JR., MICHAEL	HS STUDENT ASSSITANT	-	342.00	342.00
	DISPENSA, KAREN	TD SUBSTITUTE GROUP LEADER	-	337.92	337.92
	STURTZ, SHANNON	SUBSTITUTE	-	214.50	214.50
	VAN HAREN, SIMON	TD GROUP LEADER SUB	-	208.00	208.00
	BOETTCHER-SMITH, LISA	SUBSTITUTE TEACHER	-	195.00	195.00
	BOYER, JENNIE	SUBSTITUTE TEACHER	-	156.00	156.00
	CANNING, CYNTHIA	SUBSTITUTE	-	156.00	156.00
	TETO, EMMA	SUBSTITUTE TEACHER	-	156.00	156.00
	BEGANSKI, MONIQUE	GAME TICKET SALES	-	140.00	140.00
	FRYER, DANIELLE	CAFETERIA SUBSTITUTE	-	108.00	108.00
	STEWART, JANET	TD SUBSTITUTE GROUP LEADER	-	91.52	91.52
	RZEZUSKI, SHANELLE	SUBSTITUTE	-	75.00	75.00

Dept	Employee	Title	Pensionable Earnings	Non-Pensionable Earnings	2019 Earnings *
	SCHAFFER, JENNIFER	SUBSTITUTE	-	72.00	72.00
	<b>SCHOOL DEPARTMENT TOTAL</b>		<b>15,218,989.82</b>	<b>978,579.22</b>	<b>16,197,569.04</b>
<b><u>TOWN ADMINISTRATOR</u></b>					
	GLENCROSS, NANCY	IT MANAGER	104,591.60	-	104,591.60
	CRORY, MARK	CABLE TV EXECUTIVE DIRECTOR	88,709.60	-	88,709.60
	ANSALDI JR, ANTHONY	ASSISTANT TOWN ADMINISTRATOR	79,229.60	6,519.67	85,749.27
	NAZARIAN, NINA	TOWN ADMINISTRATOR	78,412.60	5,584.75	83,997.35
	DOLAK, KIRBY	LCTV PROGRAM SUPERVISOR	65,413.70	1,609.78	67,023.48
	DUMAS, GEORGE	BUILDING MAINT. SUPERVISOR	60,083.20	6,200.98	66,284.18
	DICKERSON, DIANNE	EXECUTIVE ASSISTANT TO TA	60,347.22	1,471.63	61,818.85
	MCLAUGHLIN, THOMAS	IS SUPPORT TECH	61,588.83	-	61,588.83
	REID, JUDITH	LCTV VIDEO PROD COORD	876.40	19,771.90	20,648.30
	BERGMAN, KEITH	TA TEMP	14,682.72	5,894.27	20,576.99
	BOROSKI, JOHN	VETERANS AGENT	-	7,433.91	7,433.91
	FLANAGAN, THOMASINE	ON-CALL ADMIN	-	1,576.68	1,576.68
	FEDELE, MARILYN	ON CALL MEETING CLERK	-	1,530.23	1,530.23
	PETERSON, JESSICA	INTERN	-	324.00	324.00
	<b>TOWN ADMINISTRATOR DEPARTMENT TOTALS</b>		<b>613,935.47</b>	<b>57,917.80</b>	<b>671,853.27</b>
<b><u>TOWN CLERK</u></b>					
	CRORY, DIANE	TOWN CLERK	81,718.40	4,162.00	85,880.40
	CLYDE, SANDRA	ASSISTANT TOWN CLERK	27,267.01	1,687.46	28,954.47
	<b>TOWN CLERK DEPARTMENT TOTAL</b>		<b>108,985.41</b>	<b>5,849.46</b>	<b>114,834.87</b>
<b><u>TREASURER</u></b>					
	VENUTI, STEVEN	TREASURER	103,673.20	-	103,673.20
	ESSMAN, ANN	ASSISTANT TREASURER/PAYROLL	84,842.00	-	84,842.00
		FINANCE & PAYROLL			
	FILIPE, CYNTHIA	COORDINATOR	51,164.45	-	51,164.45
	HANLON, CAROL	ASSISTANT HR ADMINISTRATOR	43,083.64	-	43,083.64
	<b>TREASURER DEPARTMENT TOTAL</b>		<b>282,763.29</b>	<b>0.00</b>	<b>282,763.29</b>
<b><u>VETERANS</u></b>					
	HUNT, JAMES	VETERANS WORK PROGRAM	-	504.00	504.00
	MORRISON, BRUCE	VETERANS WORK PROGRAM	-	528.00	528.00
	PILLITTERI, DAVID	VETERANS WORK PROGRAM	-	845.16	845.16
	WILSON, GARY	VETERANS WORK PROGRAM	-	624.00	624.00
	<b>VETERANS DEPARTMENT TOTAL</b>		<b>0.00</b>	<b>2,501.16</b>	<b>2,501.16</b>
<b><u>WATER</u></b>					
	DENARO, PAUL	WATER PRODUCTION SUPERVISOR/			
	FRASER-ROMILLY,	ENGINEER	110,016.67	2,096.96	112,113.63
	MARGARET	OPERATIONS ASSISTANT	65,708.80	7,645.38	73,354.18
	GODFREY, COREY	ENVIRONMENTAL ANALYST	91,738.17	-	91,738.17
	GRUSKOWSKI, JILL	WATER RESOURCES INTERN	-	5,250.00	5,250.00
	HUNT, KEVIN	LWD SYSTEM MANAGER	126,535.76	3,796.61	130,332.37
	MCGLOUGHLIN, DAVID	UTILITY SPECIALIST STEP II	81,456.66	22,579.88	104,036.54
	MORSE, MICHAEL	UTILITY SPECIALIST III	78,854.60	13,457.44	92,312.04
	NELSON, STEVEN	PRODUCTION OPERATOR III	81,907.89	13,329.74	95,237.63
	PERRON, MARK	UTILITY SPECIALIST III	79,854.74	16,946.57	96,801.31
	RESNIK, DEVIN	SUMMER INTERN	-	555.00	555.00
	VANCOTT, JUSTIN	LWD PROD OPER	13,512.40	598.84	14,111.24
	VEASIE, JAY	WATER DEPT. FOREMAN	96,286.60	14,806.76	111,093.36

Dept	Employee	Title	Pensionable Earnings	Non-Pensionable Earnings	2019 Earnings *
	WOITOWICZ, ALLAN	EQUIPMENT OPERATOR III	70,448.74	16,570.71	87,019.45
	<b>WATER DEPARTMENT TOTAL</b>		<b>896,321.03</b>	<b>117,633.89</b>	<b>1,013,954.92</b>
	<b>Total Salaries - 2019</b>		<b>25,683,305.39</b>	<b>3,343,478.56</b>	<b>29,026,783.95</b>

\*\* Total Earnings include base salary, overtime, details and stipends and may include work in other departments not reflective of the title alone. In addition to the disaster relief payments noted above, non-pensionable earnings includes overtime, details and certain stipends paid.



## Commissioners of Trust Funds

### 2019 Annual Report

#### Market Overview

The S&P 500 Index finished the year at 3,230.78, a year over year increase of 28.9% for the 2019 calendar year. The S&P U.S. Aggregate Bond Index increased 7.40% on the year. Overall 2019 was a very strong year of growth in the market, rebounding from the decline in December 2018 and showing quarter over quarter growth throughout the year. During 2019 the Federal Reserve reversed course from 2018 after raising the Federal Fund target rate 4 times; the Federal Reserve lowered the target rate 3 times, landing on a target rate of 1.5% to 1.75% in October 2019.

#### Trust Fund Activity

The Littleton Trust Funds (The Fund) began the year with a balance of \$4,916,132 and finished the year with a balance of \$5,325,977. The Funds' investment income in 2019 was \$170,856. During 2019 there were capital contributions of \$41,426. Contributions were \$18,000 to the Cemetery Perpetual Care Fund and \$23,426 to the Reuben Hoar Library Fund. Disbursements from The Fund for budgetary and scholarships totaled \$172,637. Among the disbursement were scholarships from the Frank M. Kimball Second Fund (Kimball II) and the John C. & Eunice B. Morrison Charitable Foundation Scholarship Fund (Morrison Fund). The Trust Fund Commissioners are the administrators for these funds and we were pleased to award 7 scholarships totaling \$40,000 from the Morrison Fund and 6 scholarships totaling \$18,000 from the Kimball II Fund in 2019.

#### Commissioner Comments

In 2019 The Fund's portfolio performance reflects an increase of 17.01% coming in 2-3 percentage points below the three benchmark performance targets established for The Fund. The performance to benchmark is consistent with The Fund performance in the past. In addition to performance, the investment income produced by The Fund is an equally important aspect of the results on the year, since it is the primary source used for annual budgetary and scholarship disbursements. In 2019, the \$170,856 investment income was 39.8% lower than 2018. Although a disappointing result based upon past income levels, the decline is understood by the Commissioners. Historically, half of the Funds income is a result of Capital Gains earned within the mutual fund positions, and these capital gains are dependent upon the investment changes within the mutual fund. Fewer investment changes can result in less Capital Gains, or income for The Fund.

We wish to thank the Scholarship Awards Committee members Larry Wenz, Joe Gaffney, Fred Faulkner, Steven Gentile and Andrew Sammarco who screened the many applicants and provided the Commissioners with excellent recommended candidates.

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

Commissioners of Trust Funds

David Stevens, Andrew Sammarco and Tyler Gray

## TRUST FUND BALANCES

## TRUST FUND BALANCES

FUND	Principal Account Balance as of 12/31/19	Expendable Funds Account Balance as of 12/31/19 *	Total Trust Fund Balance 12/31/2019	2019 Income
Cemetery Perpetual Care	\$286,803.69	304,767.28	\$591,570.97	\$17,885.90
J. Goldsmith Common School	5,383.13	12,947.23	18,330.36	558.33
C. Hildreth	69,288.84	164,862.34	234,151.18	7,129.91
L. Johnson High School	9,203.01	21,681.94	30,884.95	941.19
F. M. Kimball	97,259.22	170,782.17	268,041.39	8,190.26
M. H. Kimball	192,870.10	343,415.78	536,285.88	16,314.79
B. Sampson Education	206,200.63	364,087.97	570,288.60	17,425.59
L. H. Zappy	8,599.94	20,365.74	28,965.68	885.67
B. Sampson Relief of Animals	32,577.16	88,996.46	121,573.62	3,700.10
A. Tuttle Lyceum	46,521.37	73,264.90	119,786.27	3,650.42
Reuben Hoar Library	485,779.64	913,431.30	1,399,210.94	42,148.30
F.M. Kimball II Fund	151,437.06	258,272.85	409,709.91	12,621.72
Doris Warren Education Fund	139,762.60	252,005.47	391,768.07	11,976.31
Clancy Lyceum	3,720.76	5,727.77	9,448.53	287.93
FB Morrison Charitable Fund	500,000.00	385,177.51	885,177.51	27,139.17
<b>Totals</b>	<b>\$2,235,407.15</b>	<b>\$3,379,786.71</b>	<b>\$5,615,193.86</b>	<b>\$170,855.59</b>

\* includes Realized & Unrealized Gains & Losses



2019 Littleton  
Trust Fund  
Scholarship

*Pictured (left to right) -  
Andrew Sammarco - Trust  
Fund Commissioner,  
Stephen Gentile - Selection  
Committee, Rachel Coupland,  
Cristina Monarrez, Julianna  
Banda, Morgan Mayo,  
Sarah Gordon, Fred Faulkner - Selection Committee,  
Elizabeth Estep, Joseph  
Gaffney - Selection Committee,  
Isabella Goddard, Radhika Mehta, Larry Wenz  
- Selection Committee,  
Jack Palaia, Derek Ng,  
David Stevens - Chairman  
Trust Fund Commissioners,  
Tyler Gray - Trust Fund  
Commissioner, Steven  
Venuti - Town Treasurer,  
Recipients not pictured -  
Jessica Baron, Katherine*

## TRUST FUND INVESTMENTS

TRUST FUND INVESTMENTS			
NUMBER OF SHARES	MARKET VALUE 12/31/2019	Dividend Per Share	Estimated Annual Income
<b>Preferred / Other Stocks</b>			
8,994.911 Destra Flaherty & Crumrine Preferred and Income Fund	\$166,855.60	0.79	\$7,073.60
<b>Total Preferred / Other Stocks</b>	<b>\$166,855.60</b>		<b>\$7,073.60</b>
<b>Exchange Traded Funds</b>			
6,210.467 Wisdomtree US Largecap	\$657,874.77	2.65	\$16,481.90
<b>Total Exchange Traded Funds</b>	<b>\$657,874.77</b>		<b>\$16,481.90</b>
<b>Mutual Funds</b>			
11,504.399 Alger Focus Equity Fund	\$462,821.97	0.13	\$1,477.16
21,490.270 American Century Mid Cap Value	\$367,268.71	0.28	\$6,058.11
22,910.906 American Century Small Cap Value	\$184,203.68	0.05	\$1,209.70
6,604.515 Eaton Vance Atlanta Capital Small/Mid Cap Fund	\$248,197.67	0.01	\$95.77
7,224.186 Meridian Small Cap Growth	\$115,659.22	0.00	\$0.00
<b>Total Mutual Funds</b>	<b>\$1,378,151.25</b>		<b>\$8,840.74</b>
<b>International / Global Equity Mutual Funds</b>			
9,763.993 Brown International Small Company	\$175,947.15	0.00	\$47.26
6,801.069 Causeway International Small Cap	\$77,600.20	0.44	\$2,985.48
24,114.432 Cullen Emerging Market High Dividend	\$260,918.15	0.45	\$10,858.73
67,609.379 Janus Henderson Global Equity Income	\$478,674.40	0.50	\$33,978.35
10,965.023 John Hancock International Growth	\$329,827.89	0.20	\$2,210.66
<b>Total International / Global Equity Mutual Funds</b>	<b>\$1,322,967.79</b>		<b>\$50,080.48</b>
<b>Alternatives</b>			
12,409.694 361 Global Long Short Equity Fund	\$139,112.67	0.03	\$403.32
22,536.711 Altergris Futures Evolution Strategy	\$208,915.31	0.15	\$3,405.30
8,976.914 Blackrock Event Driven Equity Fund	\$86,986.30	0.06	\$495.99
9,183.876 Shelton Tactical Credit	\$96,889.89	0.26	\$2,415.36
<b>Total Alternative Mutual Funds</b>	<b>\$531,904.17</b>		<b>\$6,719.97</b>
<b>Domestic Bond Mutual Funds</b>			
16,569.903 Artisan High Income	\$162,219.35	0.62	\$10,260.08
16,615.572 Guggenheim Total Return Bond Fund	\$450,614.31	0.70	\$11,666.95
11,027.958 Performance Trust Strategic Bond Fund	\$251,106.60	0.94	\$10,327.46
24,019.043 Voya Intermediate Bond Fund	\$248,837.29	0.35	\$8,490.97
<b>Total Domestic Bond Mutual Funds</b>	<b>\$1,112,777.55</b>		<b>\$40,745.46</b>
<b>International Bond Mutual Funds</b>			
9,737.865 Brandywine Global Alternative Credit	\$101,858.07	0.36	\$3,553.39
23,343.591 Janus Henderson Developed World	\$224,331.91	0.30	\$7,016.56
5,759.143 Lord Abbett Emerging Markets	\$89,497.08	0.06	\$334.45
<b>Total International Bond Mutual Funds</b>	<b>\$415,687.06</b>		<b>\$10,904.40</b>
<b>Money Market Mutual Funds</b>			
15,275.080 Fidelity Government Cash Reserves	\$15,275.08	0.00	\$0.00
13,700.590 Fidelity Govt Money Market Capital Reserves	\$13,700.59	0.00	\$0.00
<b>Total Money Market Mutual Funds</b>	<b>\$28,975.67</b>		<b>\$0.00</b>
<b>Total Accrued Interest</b>	<b>\$0.00</b>		
<b>Total Trust Funds</b>	<b>\$5,615,193.86</b>		<b>\$140,846.55</b>

## TRUST FUND INVESTMENTS

*Additions & Disbursements from Funds - Yr ending December 31, 2019*

<u>Fund</u>	<u>Additions</u>	<u>Disbursements</u>	<u>Reason for Disbursement</u>
Cemetery Perpetual Care	\$18,000.00	\$13,000.00	FY19 Cemetery Budget
J. Goldsmith Common School	-	300.00	Donation to Littleton Public Schools
C. Hildreth	-	2,500.00	Donation to Littleton Public Schools
L. Johnson High School	-	500.00	Donation to Littleton Public Schools
F. M. Kimball	-	11,000.00	Scholarship Awards
M. H. Kimball	-	9,000.00	Donation to Littleton Public Schools
B. Sampson Education	-	23,000.00	Scholarship Awards
L. H. Zappy	-	500.00	Donation to Littleton Public Schools
B. Sampson Relief of Animals	-	4,000.00	Elder & Human Services program
A. Tuttle Lyceum	-	6,242.98	Disbursement to Littleton Lyceum
Reuben Hoar Library	23,425.97	24,101.80	FY19 Library Budget
F.M. Kimball II Fund	-	27,000.00	Scholarship Awards
Doris Warren Education Fund	-	16,000.00	Scholarship Awards
Clancy Lyceum	-	492.43	Disbursement to Littleton Lyceum
FB Morrison Charitable Fund	-	35,000.00	Scholarship Awards
<b>Totals</b>	<b>\$41,425.97</b>	<b>\$172,637.21</b>	

*Note: Disbursements for FY20 Budget Offsets and Town Meeting appropriations to be made in January 2020*

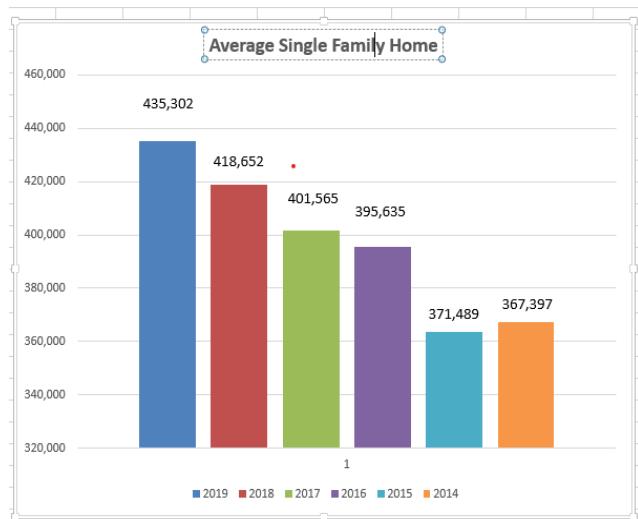
The Assessing Department is responsible for accurately determining the value of all Real and Personal Property located within the Town of Littleton.

Assessors are obliged to assess all property at its full and fair market value as of January 1st of the calendar year for the Fiscal Year which runs from July 1st to June 30th of the following year.

The Massachusetts Department of Revenue (DOR) mandates that every city/town fully update its property assessments each fiscal year to reflect the fair market value. The updated property assessments are submitted to the DOR each fiscal year for their review and approval before Littleton's tax rate can be set by the town's Board of Selectmen.

The Assessors are responsible for the maintenance of all Real and Personal property data records. Other functions of the Assessor's Office include:

- Abatements on Real Estate, Personal Property and Motor Vehicle Excise
- Chapter Land (applications, liens, maintenance)
- Personal exemptions
  - Veteran
  - Senior
  - Surviving spouse
  - Blind
  - Hardship
- Real Estate Tax Deferrals
- Personal Property Forms of List
- 3ABC/Charitable Organizations
- Income and Expense Forms
- Abutter's List and various reporting information for real and personal property



2019 was an interim year. The market remains strong, with the average home value increasing 3.98% over 2018.

### FY2019 New Growth

	Values	Levy Growth
Residential	36,182,000	659,960
Commercial	3,800,550	107,442
Industrial	360,900	10,203
Personal Property	12,710,390	359,323
		1,136,928



### Assessor's Office Hours:

Monday	8:00AM-6:00PM
Tuesday-Thursday	8:00AM-4:00PM
Fridays	8:00AM-Noon
Phone:	978.540.2410

Respectfully submitted,

Fred Freund, Chairman  
 Maureen Adema, Vice Chairman  
 Pamela Campbell, Clerk  
 Debra Brine  
 Peter Barbella

Parcel Count for Major Classes						
	Single	Single Family	Condo	Commer-	Com/Ind	
	Family	Values	Condo	Values	Industrial	Values
2019	3,005	1,308,082,800	149	51,797,300	183	344,973,400
2018	2,942	1,231,673,800	147	47,233,900	180	320,033,800
2017	2,919	1,172,168,700	146	39,056,700	181	303,880,100
2016	2,896	1,145,760,000	144	29,868,600	180	273,215,400

#### Abatements Granted 2019

Veteran Work off Program	9
Senior Work off Program	105

#### Exemptions 2019

Clause	Count
17(Surviving Spouse)	5
22(Veterans)	42
22E(Veteran/Spouse)	8
37A(Blind)	2
41C(Elderly 70+)	11
CPA	9

#### Historic Tax Rates

Fiscal Yr	Res	CIP
2019	18.24	28.27
2018	18.14	28.03
2017	18.15	28.37
2016	17.69	28.04
2015	18.10	29.89
2014	17.41	29.22
2013	16.98	27.23
2012	16.08	25.74
2011	15.33	24.40
2010	14.63	23.11
2009	13.85	22.76
2008	12.62	20.57

#### Chapter Land

2019	Parcel Count	Acreage
61 (Forestry)	10	146.72
61A (Agriculture)	40	877.61
61B (Recreation)	11	209.76
<b>2018</b>		
61 (Forestry)	10	155.64
61A (Agriculture)	35	870.09
61B (Recreation)	12	214.76

## SCHEDULE OF TAXES RECEIVABLE - Year Ended June 30, 2019

### REAL ESTATE

Fiscal Year	Outstanding July 1, 2018 & Committed FY19	Collected/Liened to Treasurer	Abated	Refunded	Balance
2019	\$37,676,990.57	\$37,172,587.79	\$302,850.29	\$123,793.90	\$325,346.39
2018	\$725,305.68	\$725,529.80	\$59,760.54	\$59,760.54	-\$224.12
<b>TOTAL</b>	<b>\$38,402,296.25</b>	<b>\$37,898,117.59</b>	<b>\$362,610.83</b>	<b>\$183,554.44</b>	<b>\$325,122.27</b>

### PERSONAL PROPERTY

Fiscal Year	Outstanding July 1, 2018 & Committed FY19	Collected/Liened to Treasurer	Abated	Refunded	Balance
2019	\$1,735,483.10	\$1,657,615.93	\$93,114.03	\$32,665.45	\$17,418.59
2018	\$13,498.47	\$8,756.65			\$4,741.82
2017	\$4,928.53	\$1,531.74		\$5.00	\$3,401.79
2016	\$10,296.81				\$10,296.81
2014	\$1,401.83	\$0.00			\$1,401.83
2013	\$11,230.68				\$11,230.68
<b>TOTAL</b>	<b>\$27,857.85</b>	<b>\$1,531.74</b>	<b>\$0.00</b>	<b>\$5.00</b>	<b>\$26,331.11</b>

### MOTOR VEHICLE EXCISE

Fiscal Year	Outstanding July 1, 2018 & Committed FY19	Collected/Liened to Treasurer	Abated	Refunded	Balance
2019	\$1,596,117.91	\$1,425,003.34	\$24,338.74	\$6,121.41	\$152,897.24
2018	\$323,626.74	\$305,301.12	\$20,922.16	\$17,592.55	\$14,996.01
2017	\$15,979.66	\$9,982.12	\$2,030.62	\$1,856.97	\$5,823.89
2016	\$7,729.23	\$1,396.07	\$3,036.02	\$2,976.77	\$6,273.91
2015	\$8,980.30	\$1,395.76			\$7,584.54
2014	\$5,181.36	\$230.42	\$223.00		\$4,727.94
2013	\$3,061.56	\$118.33			\$2,943.23
2012	\$1,734.70	\$147.50	\$172.50		\$1,414.70
2011	\$2,479.59				\$2,479.59
2010	\$2,356.05				\$2,356.05
2009	\$2,531.69				\$2,531.69
2008	\$772.71				\$772.71
<b>TOTAL</b>	<b>\$1,970,551.50</b>	<b>\$1,743,574.66</b>	<b>\$50,723.04</b>	<b>\$28,547.70</b>	<b>\$204,801.50</b>

### COMMUNITY PRESERVATION ACT SURCHARGE

Fiscal Year	Outstanding July 1, 2018 & Committed FY19	Collected/Liened to Treasurer	Abated	Refunded	Balance
2019	\$308,327.25	\$303,235.60	\$3,137.85	\$847.06	\$2,800.86
2018	-\$3,553.63	-\$3,553.63	\$597.60	\$597.60	\$0.00
<b>TOTAL</b>	<b>\$304,773.62</b>	<b>\$299,681.97</b>	<b>\$3,735.45</b>	<b>\$1,444.66</b>	<b>\$2,800.86</b>

**SEPTIC BETTERMENT ASSESSMENT (INCLUDES INTEREST)**

Fiscal Year	Outstanding July 1, 2018 & Committed FY19	Collected/Liened to Treasurer	Abated	Refunded	Balance
2019	\$20,855.15	\$20,855.15			\$0.00
2018					\$0.00
<b>TOTAL</b>	<b>\$20,855.15</b>	<b>\$20,855.15</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**STREET BETTERMENT ASSESSMENT (INCLUDES INTEREST)**

Fiscal Year	Outstanding July 1, 2018 & Committed FY19	Collected/Liened to Treasurer	Abated	Refunded	Balance
2019	\$2,722.87	\$2,368.57			\$354.30
2018					\$0.00
<b>TOTAL</b>	<b>\$2,722.87</b>	<b>\$2,368.57</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$354.30</b>

**WATER BETTERMENT ASSESSMENT (INCLUDES INTEREST)**

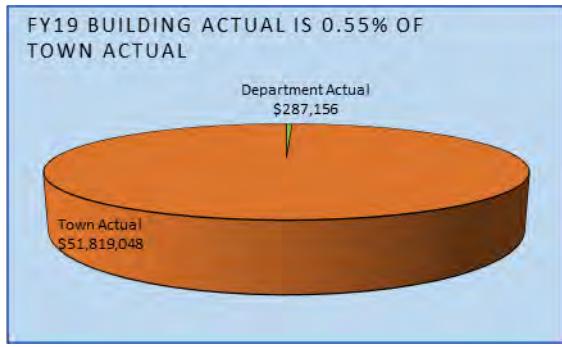
Fiscal Year	Outstanding July 1, 2018 & Committed FY19	Collected/Liened to Treasurer	Abated	Refunded	Balance
2019	\$46,878.31	\$46,878.31			\$0.00
2018	-\$101.20				-\$101.20
<b>TOTAL</b>	<b>\$46,777.11</b>	<b>\$46,878.31</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>-\$101.20</b>

**ELECTRIC LIEN (INCLUDES INTEREST)**

Fiscal Year	Outstanding July 1, 2017 & Committed FY18	Collected/Liened to Treasurer	Abated	Refunded	Balance
2019	\$18,418.08	\$16,710.60			\$1,707.48
2018	\$9,747.00	\$757.39			\$8,989.61
<b>TOTAL</b>	<b>\$28,165.08</b>	<b>\$17,467.99</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$10,697.09</b>

**WATER LIEN (INCLUDES INTEREST)**

Fiscal Year	Outstanding July 1, 2018 & Committed FY19	Collected/Liened to Treasurer	Abated	Refunded	Balance
2019					\$0.00
2018					\$0.00
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>



## Report of the Building Department

After 34 years Building Commissioner Roland Bernier retired this past September. He continued to assist the department through December. The Building Department would like to thank Roland for his dedication and service and for creating a professional department. Littleton is left better off because of his fair and equitable application of the building code and zoning bylaws. In Roland's 34 years of service it is estimated that he issued over 10,000 building permits, performed 352,610 site visits and inspections, and provided "therapy" free of charge for countless residents, contractors, town employees and Board members.

Commercial:	
2 New Construction	32 Addition/ Renovation
21 Signs	1 Municipal
Residential:	
43 New Construction	114 Addition/ Renovation
6 Accessory Structure	10 Heating Appliances
4 Swimming Pools	8 Demolition
25 Trenches	19 Decks
174 Misc (windows, doors, siding, roofs etc)	
27 Sheds	1 Small Lot Determination

The Building Department is pleased to report that during the calendar year 2019, fees were collected from **518 building permits issued totaling \$299096**. Fees were also collected from services such as annual inspections and small lot determinations.

**Zoning enforcement** remains active involving site assessment, monitoring, issuing orders, aiding all concerned parties through the local appeal process and pursuing legal avenues as necessary to resolve

## MISSION of BUILDING DEPARTMENT:

The mission of the Building Department is to provide minimum requirements to safeguard life or limb, health, and public welfare and the protection of property as it relates to these safeguards by regulating and controlling the design, construction, prefabrication, equipment or appliance installation, quality of materials, use, occupancy, location and repair of all structures; through uniform building laws granting full justice to all building materials on a fair basis of true merits of each material; and to development on a sound economic basis for the future growth of our community through unbiased and equitable dealing with building construction. The department reviews applications for zoning compliance and issues permits for construction, repair, and remodeling.

violations. Presently there is one active court case pending.

**Construction activity** for the calendar year 2019 remained strong for both residential and commercial construction.

Ongoing subdivisions Bennett Orchards, Couper Farm, Durkee Farm and Kaye Estates are in progress and will provide the bulk of new residential growth in Littleton. Two Senior Residential Housing projects, Jones Meadow and Webber Village, were approved by the Planning Board and are currently under construction. New commercial construction continues to be represented by "The Point", a multi-use, multi building complex. Phase three is in progress featuring a newly opened rock climbing facility and a wine bar opening soon, along with talks of a second hotel. Workers Credit Union began construction of the new headquarters at 119 Russell Street. FIBA continues to revitalize the Ayer Road San-Vel pre-stress building, expanding its operation into the once vacated sections of the structure which now features a new Hydrogen distribution station.

The warnings regarding non-vented fossil fuel heating appliances will forever be repeated. Said installation requires specific built-in safeguards, and are restricted to areas not used as bathrooms and bedrooms. As with any non-vented fossil fuel appliance, caution should be exercised in their use as they introduce carbon monoxide gas into the living area. If you are contemplating using such a product, please contact this office, the Gas Inspector or the Fire Department for more information.

As with all construction and alterations governed by 780CMR Massachusetts Building Code, permits are required to ensure proper application of the building codes. Lending institutions are increasingly investigating properties prior to offering financing to minimize their exposure regarding their investments. Failure to secure proper permits often affects the resale or refinancing of a home. It is in the best interest of the property owner to contact the Building Department to ensure the proper permits are secured prior to work being performed.

The Building Department will welcome new Building Commissioner/Zoning Enforcement Officer Ed Mullen in early 2020. Other department staff include Mr. Bill Morehouse, Inspector of Wires; Mr. Ed Sullivan the Gas, Plumbing, and Sheet Metal Inspector, Mrs. Michelle Cobleigh Assistant Zoning Officer/Permit Coordinator; Ms. Janet Fairchild, shared administrative assistant and Mr. Gabriel Vellante who acts as the alternate Building Commissioner.

Littleton Building Department  
Telephone 978-540-2420

### **Report of the Inspector of Wires - Year Ending December 31, 2019**

**412 Electrical permits were issued; collecting a total of \$41962 in electrical permit fees:**

Commercial /Municipal	68
Residential	344

Respectfully submitted,  
William Morehouse  
Inspector of Wires  
Telephone 978-486-0167

### **Report of the Gas, Plumbing , Sheet Metal Inspector - Year Ending December 31, 2019**

**181 gas permit were issued. Collecting a total of \$16986 in gas permit fees**

**207 Plumbing permits were issued; collecting a total of \$27302 in plumbing permit fees.**

**55 Sheet Metal permits were issued; collecting a total of \$10969 in permit fees.**

I have enjoyed serving the Town of Littleton in the capacity of Gas, Plumbing and Sheet Metal Inspector and wish to thank all those concerned for their cooperation in helping me to execute my duties. A special thanks to Mr. Joe Cormier who acts as the alternate inspector during my absence.

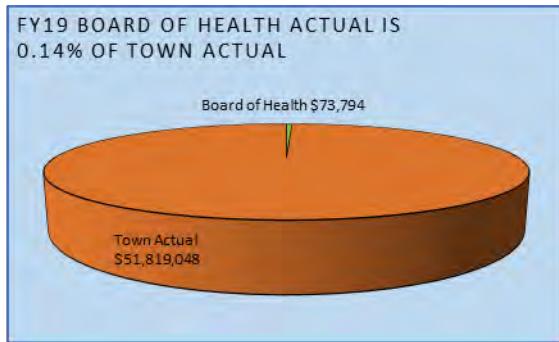
Respectfully submitted,  
Ed Sullivan  
Gas, Plumbing and Sheet Metal Inspector  
Telephone: 978-540-2423

Commercial	6
Commercial Renovation	12
Residential	47
Residential Renovation	142

Commercial	5
Commercial Renovation	5
Residential	60
Residential Renovation	111

#### **BUILDING DEPARTMENT OFFICE HOURS**

Monday-Thursday	7:00 a.m. - 3:30 p.m.
Friday	7:00 a.m.— 1 p.m.



- The Littleton BOARD OF HEALTH is responsible for the administration and enforcement of Title 5 of the State Environmental Code and public health regulations and laws.
- The Board plays a prominent role in monitoring and preventing disease, preventing tobacco sales to minors and preparation for emergency response.
- The Board hears variance requests and issues subsurface disposal permits for new construction, upgrades and single component repairs, annually reviews and issues tobacco permits and stable permits.

Board members include:

Chairman Louise Nichols  
 Vice-chair Lisa Flanagan  
 Clerk Kevin Baker  
 Mike Zeldin  
 Gino Frattallone

The Board meets the second and fourth Tuesday of the month. All Board members are available to the public for questions. Additional public health information and contact information is available on the website [www.littletonma.org](http://www.littletonma.org). The Board of Health office is open Monday thru Friday 8 a.m. to 3:30 p.m.

The Board of Health continues to be dedicated to serving the Town of Littleton and welcomes all comments that may assist us in improving our level of service.

Respectfully submitted by,  
 Louise Nichols, Chairman

## NASHOBA ASSOCIATED BOARDS OF HEALTH

The Board of Health is a member of the Nashoba Associated Boards of Health (NABH). Health agent James Garreffa, R.S. holds office hours in Littleton on Tuesdays from 12 – 1 p.m. and Thursdays from 9:30-10:30 a.m. or can be reached in the NABH office at 978-772-3335. Additional information is available on the NABH website [www.nashoba.org](http://www.nashoba.org).

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

- NABH assisted the Board with a school located seasonal flu clinic at Littleton Middle School.
- Response to health related impacts of beavers through coordination with the local Board of Health in the issuance of the necessary permits.
- Response to state mandated changes in regulations requiring more frequent beach sampling through sample collection, submittal for analysis, and follow-up when results were obtained.

We look forward to continuing our work with Littleton's Board of Health. Included in the day-to-day work of NABH in 2019 were the following:

- Through membership in the Association Littleton benefited from the services of NABH staff including: Registered Sanitarians, Certified Health Officers, Registered Nurses, Nutritionists, Registered Physical & Occupational Therapists, Licensed Social Workers, Certified Home Health Aides, and Registered Dental Hygienists.
- Collaborated with Minuteman Home Care around elders at risk and other safety issues.

Reviewed 102 Title 5 State mandated private Septic System Inspections for Littleton Board of Health. Received, reviewed, and filed these State mandated (but unfunded) Title 5 inspections. Corresponded with inspectors regarding deficiencies; referred deficient inspections to Littleton Board of Health for enforcement action

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

**Environmental Health Department**  
**Littleton Office (days).....88**

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

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

**Food Service Licenses & Inspections.....47**

Nashoba annually mails out and receives application from both restaurants and retail food businesses. Licenses are renewed for existing facilities. Plans are submitted and reviewed prior to initial licensing. Where deficiencies are found, a re-inspection is scheduled to insure compliance. When a complaint from the public is received an inspection is also conducted.

**Beach/Camp.....18**

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

**Housing & Nuisance Investigations.....10**

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

**Septic System Test Applications.....57**

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

**Septic System Lot Tests.....125**

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

**Septic System Plan Applications.....87**

Detailed plans created by engineers hired by residents proposing to build or upgrade a septic system

are received, filed, and routed to the Nashoba sanitarian for review.

**Septic System Plan Reviews .....82**

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

**Septic System Permit Applications (new lots).....56**

**Septic System Permit Applications (upgrades)....28**

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

**Septic System Construction Inspections.....134**

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

**Septic System Consultations .....40**

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

**Well Permits.....6**

**Well Consultations/Water Quality.....12**

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

**Rabies Clinics - Animals Immunized.....3**

Nashoba arranges for local clinics with cooperating veterinarians, arranging for dates and location, placing ads in local newspapers, and sending home flyers through local schools.

## **Nashoba Nursing Service & Hospice**

**Home Health Nursing Visits.....1491**

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

**Home Health Aide Visits .....120**

Nashoba's Certified Home Care Aides provide assistance with daily activities of daily living including

bathing dressing, exercises and meal preparation.

**Rehabilitative Therapy Visits.....527**

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

**Medical Social Service Visits.....7**

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

**Community Health Nursing**

Nashoba's Community Health Nursing program provides an essential public health service to its member communities guided by the American Nurses Association (ANA) 16 Standards of Public Nursing Practice.

Our staff serves as a resource to the community, addressing questions and concerns from the public on a variety of health and safety issues (immunizations, head lice, chronic disease management, safe drug/sharps disposal etc.) in a variety of ways.

We conduct regular well-being clinics for health assessment, screenings and education to all, especially the underserved and at-risk populations.

We report and investigate communicable diseases to formulate and implement control guidelines and strategies that protect the health of individual and the community at large (mandated by the Massachusetts Department of Public Health).

We make well-being visits to assess needs, coordinate appropriate care and services and provide case management as needed (health promotion).

We provide public health education.

We address psych-social issues that may impact general health and safety (i.e. hoarding).

We are available to collaborate with all municipal staff to address public health nursing questions, work closely with Councils on Aging to assist elders in the communities and are available for consultation with school nurses caring for children and families. The nursing staff also works with the Sanitarian for your community, as needed, to address issues of unhealthy living conditions.

Listed below is summary of the activities of the Community Health Nursing program.

Nashoba conducted 11 clinics and those clinics offered your citizens: blood pressures screening, flu shots and

an opportunity to consult with the nurse to address questions.

Our staff conducted 6 health promotion/well-being/social worker/volunteer visits in your communities.

We administered 396 flu shots through our annual clinics.

Nashoba reviewed, investigated and reported on the following cases of communicable diseases from your community. Though the daily reporting and investigating work is not always visible it is vital to protect the public from the spread of disease.

Number of Communicable Disease cases investigated.....131

Number of Communicable Disease cases confirmed...88

Communicable Disease - Number of Cases:

Anaplasmosis.....4

Babesiosis.....2

Campylobacter.....2

Group B Strep.....2

Hepatitis C.....2

Influenza.....73

Pertussis.....1

Salmonella.....1

Strep Pneumonia.....1

**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.....370

Students Participating.....218

Referred to Dentist.....14

**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.

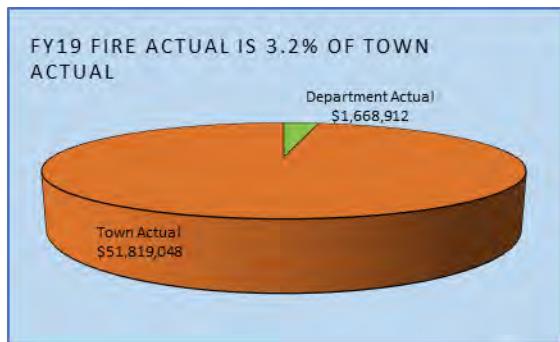
**Number of Programs.....13**

This report is respectfully submitted to the Littleton Board of Health on 2/7/20.

James Garreffa, Director, Nashoba Associated Boards of Health

Barn Book: 69 residents are known to own livestock.





## 2019 Review

We received the Coverdell EMS Leadership award for leadership in quality of stroke care



Littleton's new Tower ladder arrived to replace the 31 year-old ladder truck



Fire Department members participated in the rededication ceremony at the Veterans Corner on the Common while the new ladder flew the American flag in the background.



Littleton Fire Departments open house and display.



Training on the new Tower ladder.



#### SAFE and Senior SAFE

The SAFE program provided fire prevention education to grades Kindergarten through eighth . Additionally, we were able to provide CPR, AED, and other age specific trainings to grades 9 through 12.

#### Community Outreach



The department continued to provide home evaluations, including the installation of combination smoke and CO detectors, to the senior population as part of the Senior SAFE grant. Above is the annual public safety senior cookout at the fire station.



#### INCIDENTS

2019 was a busy year for motor vehicle accidents including those requiring extrication.

Our Paramedic program is in full swing in one of our busiest years to date.

#### GRANT

Littleton Fire obtained a housing choice grant that allowed for replacement of the department's Self – Contained Breathing Apparatus (SCBA).



#### TRAINING

Littleton Fire Department in conjunction with LEED (Littleton Electric Light) conducted an annual live drill for emergency preparedness.



In 2019, the Littleton Fire Department responded to 2095 emergency calls., a 4.2% increase from 2018.

## Statistical Summary

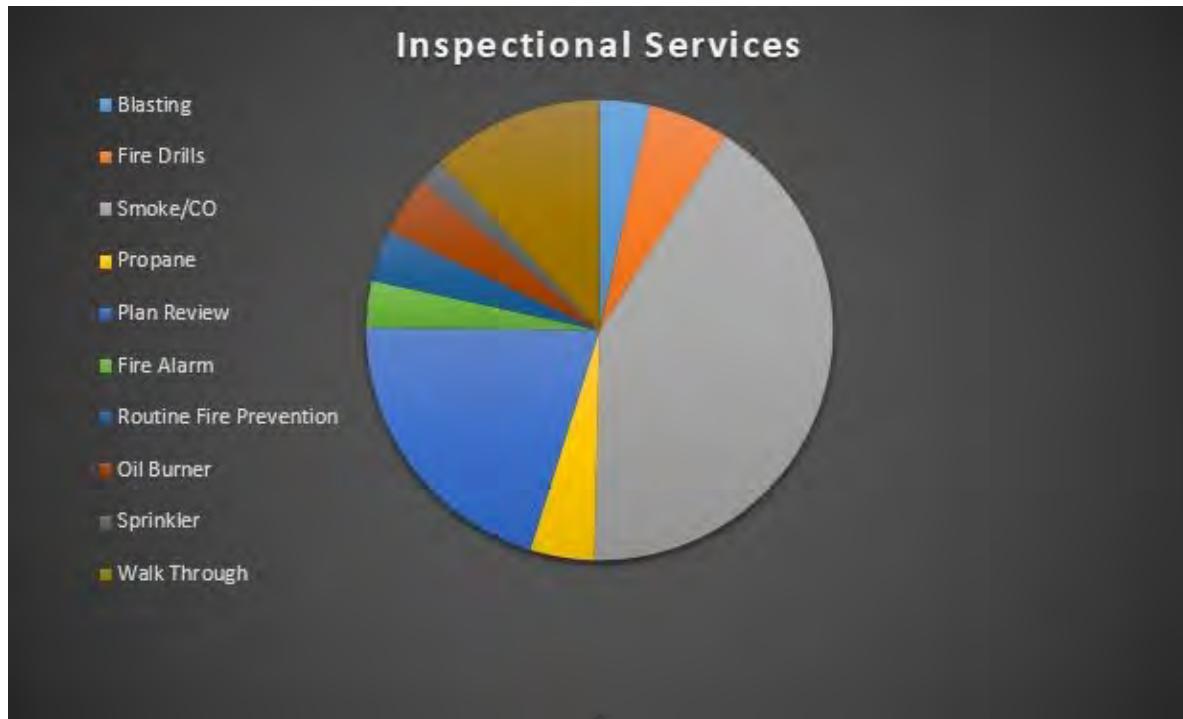
Littleton Fire Department Call Responses								
Incident Type	2012	2013	2014	2015	2016	2017	2018	2019
Medicals (Non-)	679	769	826	941	970	926	1067	1126
Other Fire Incidents	84	91	159	123	208	258	114	227
Fire Alarm Investigations	149	136	177	188	204	212	307	251
Motor Vehicle Accidents (MVA)	119	127	152	173	158	152	183	204
Service Calls	32	58	12	52	83	90	117	80
Carbon Monoxide Investigations	38	33	25	19	33	29	20	8
Flammable Gas Release	18	45	28	37	31	25	18	20
Lock Outs	35	28	40	37	33	21	16	26
Smoke Scares	23	27	20	24	26	15	39	22
Electrical Hazards	25	19	17	21	16	11	7	16
Car Fires	11	14	6	6	6	10	12	13
Cover Assignments	16	15	14	27	21	10	75	61
Structure Fires	11	9	7	11	13	9	17	10
Brush Fires	18	26	13	25	14	6	1	5
MVAs with Entrapment	3	3	0	3	5	3	5	2
Oil Burner Malfunctions	3	5	5	3	1	2	1	2
Flammable Liquid Spills	12	8	8	5	5	2	5	9
Illegal Burning	21	10	9	19	10	1	3	13
Chimney Fires	5	2	0	7	3	0	1	0
Citizen Complaints	5	2	2	2	2	0	2	0
<b>Total</b>	<b>1307</b>	<b>1427</b>	<b>1537</b>	<b>1723</b>	<b>1842</b>	<b>1782</b>	<b>2010</b>	<b>2095</b>

Our EMS call volume continues to increase as well as overall fire responses. This has been a steady increase over the past several years.

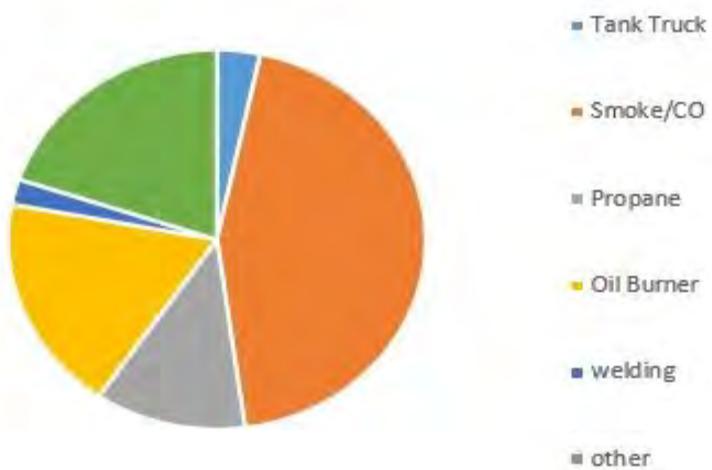
#### Fire Prevention

The Fire Prevention officer continued to be extremely busy in 2019, conducting over 500 inspections and issuing over 410 permits.

The commercial and residential growth in Littleton continues to have a major impact on the Fire Department due to the occupancy requirements and necessary permitting.



Permits



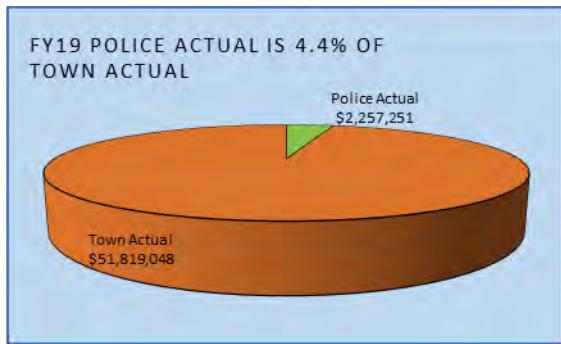
This year, the department moved to an online Burn Permit system. This helped to streamline the burn permit process and provide residents with a more convenient way of obtaining a permit. It is our hope to expand on this for the next burning season.

## Department Roster

<b>On Call Officers</b>	<b>Fire Chief</b> Scott Wodzinski	<b>Executive Assistant</b> Kim Kouvo
<b>Captain-Joe Rock</b>	<b>Deputy Chief/Fire Prevention</b> Thomas Clancy	
<b>Captain-Jim Cahill</b>		
<b>Lieutenant-David McGloughlin</b>	<b>On Call Staff</b>	<b>Career Staff</b>
<b>Lieutenant-Mike Denehy</b>	FF Stephan Ditullio	<b>Lieutenant-Keith Dunn</b>
<b>Lieutenant-Tom Kneeland</b>	FF/EMT Don Beltrami	FF/EMT Dan Sawicki
	FF/EMT Sean Parlon	FF/EMT Tyson David
	FF/EMT Steve Mulone	FF/EMT Mike Deblasio
	FF/EMT Brian Chabot	<b>Lieutenant- Sean Coffey</b>
	FF/EMT Derek Dirubbo	<b>Lieutenant- Terence Gardner</b>
	FF Brandon Fowle	FF/EMT Brian St. Gelais
	FF/Paramedic Richard Duong	<b>Lieutenant Tim Powers</b>
	FF/Paramedic Dan Kane	FF/EMT Matt Maciel
	FF/EMT Theresa Rock	FF/EMT Stephen Wright
	FF/Paramedic Ron Petrucci	FF/Paramedic Shawn Carlin
<b>Specialists</b>	FF/Paramedic Ben Simmons	FF/ Paramedic- Paul Rekos
Photographer John McNamara	EMT- Kevin Larsen	FF/Paramedic-Brad Williams
<b>Senior volunteer</b>	EMT-Brenda Alcott	FF/Paramedic-Stevie Leblanc
Toni Anderson	EMT-Denise Moniz	FF/Paramedic-Matt Ross
<b>Chaplin</b>	FF/EMT Ryan Johanson	FF/Paramedic-Joe Reger
Lee Atherton	FF/Paramedic Al Gentile	







## Littleton Police Department

### MISSION OF THE DEPARTMENT

The mission of the Littleton Police Department (LPD) is to work with all residents of the community to create a positive partnership emphasizing equality, fairness, integrity and professionalism. Our objective is to provide the most responsive and highest quality police services possible, by working in a collaborative, proactive manner with the community to identify and solve problems, prevent crime, and apprehend offenders in a manner consistent with established Federal, State, and local laws.

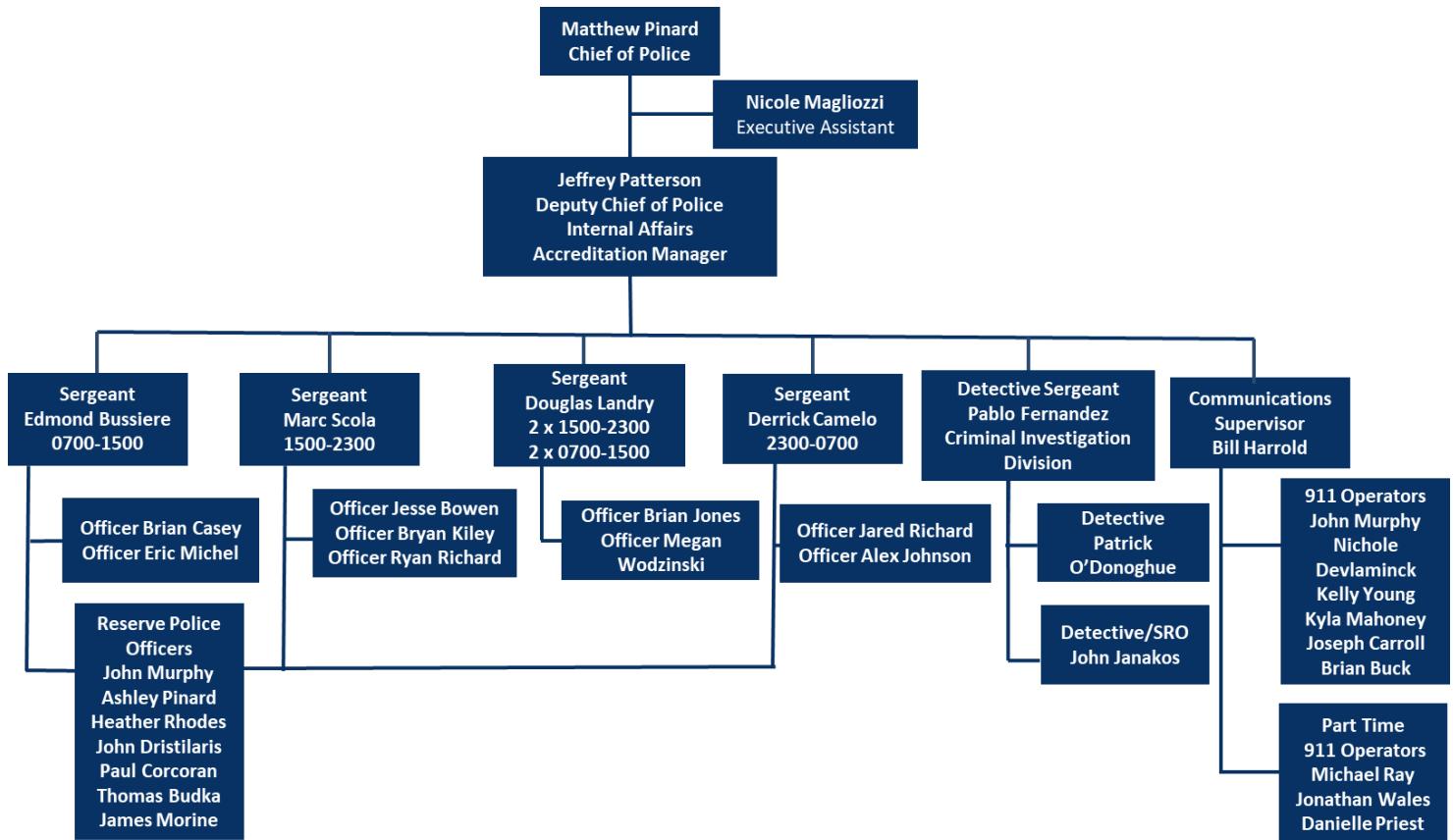


### DEPARTMENT OVERVIEW

The Littleton Police Department provides a complete and complex range of public safety and community-based services including community patrol, criminal investigations, motor vehicle law-enforcement, preventative patrol, emergency response, and many nontraditional law enforcement activities. The Department provides crime prevention programs, services for youth, School Resource Officer Program, Senior Citizen outreach, and the processing of permits including firearms, door-to-door solicitors, raffles, and public assembly.

The Communications Center is the only 24-hour point of contact available to the citizens of Littleton. The Control Center provides radio and 911-services for Police, Fire, Ambulance, Highway, and the Littleton Light and Water Department.

## **2019 Littleton Police Department**



## **MESSAGE FROM THE CHIEF**

It is my honor to present the Littleton Police Department's 2019 Annual Report. 2019 was the first full year that Littleton Police Department was under my command. In September of 2019, Sergeant David Leslie retired from his 34 year position within Littleton Police Department and we thank him for his dedicated service to the Town of Littleton and wish him the best in his retirement. With the departure of Sergeant Leslie, we had a Sergeant's position to fill and Officer Derrick Camelo, who has been with LPD for four years was promoted to Sergeant. We are in the process of hiring a new officer to fill his spot. As we look into 2020, the Department looks forward to adding two more full-time patrol officers to our roster to better serve the Littleton Community as it continues to grow.

Respectfully Submitted,

Matthew Pinard, Chief of Police



### ***Representative Jim Arcerio with Sergeant Dave Leslie***

As part of Littleton Police's initiative for a healthier workplace, we had a treadmill placed in our Control Center so the dispatchers can walk on their eight, or sometimes, sixteen hour shifts. Communications Supervisor Bill Harrold has lost 75 pounds walking during his shifts, in combination with a healthier diet.



*Communications Supervisor Bill Harrold*

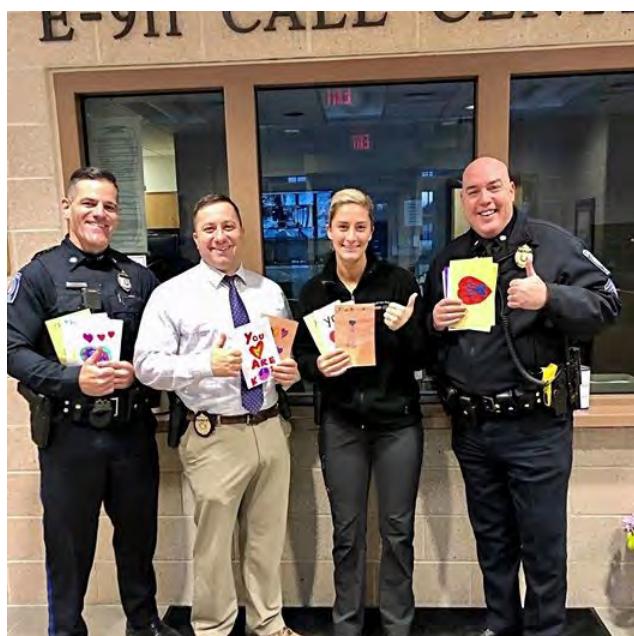
The Department has also been focusing on the importance of mental health. In 2019, the entire department was trained in Mental Health awareness., allowing all employees to recognize the signs and symptoms of mental health issues that may arise while performing our First Responder roles at tragic and unforeseen incidents, as well as observing the toll that working long hours, nights, holidays and weekends has. Peer-to-peer observation can be the most beneficial tool to assist those that may not know they are in need.



*911 Center*

Beginning in January, the Massachusetts 911 Department released 911 texting, allowing our emergency dispatch center to respond to texts for help. LPD responded to multiple 911 texts in 2019 and it has proven to be an excellent life-saving resource. Residents should still dial 911 if they can, and should text if that option is not available.

LPD is striving for a more environmentally-friendly workplace by making the transition to paperless where we can. Our Executive Assistant, Nicole Magliozzi, assisted in the search for police scheduling programs, and worked diligently customizing Police Officer Scheduling Solutions (POSS) to the needs of LPD. Nicole trained the entire department on the system so that we could go live in July for the start of our fiscal year. She will continue to train employees and troubleshoot problems as they arise. POSS allows LPD to remotely track the entire department's daily schedule, including time off, overtime, and details and has built-in detail invoicing and payroll functionality all in a single database. POSS increases the productivity of the administrative and scheduling functions at LPD, by automating processes that were formerly time-consuming and eliminating paperwork entirely. The system also allows employees to sign up for open shifts and details, or request time off or overtime from their smartphones, eliminating both potential staff shortages and excessive overtime.



*Officer Michel, Detective Sergeant Fernandez, Officer Wodzinski and Sergeant Bussiere*



**K9 Vojak**

fight and showed them just how much support they have from the entire community. This was one of the biggest fundraisers we have ever been involved in "Jail for Jane".

**LPD with Santoro Family**



2019 was a year that we were committed to the "community events". The Littleton Police Department assisted and took the lead on several fundraisers for non-profits and families in crisis. If there's one thing we all love about Littleton, it's that we rally behind our own and support them in their time of need. Sergeant Detective Pablo Fernandez, Detective Patrick O'Donoghue, myself with the assistance of resident, Liz Hoenshell came up with a great fun community event to do just that. Littleton's three-year-old

Jane Santoro, is battling Acute Lymphoblastic Leukemia. We joined her and her family in that

Myself, Officer Wodzinski, along with two members of the Board of Selectmen, Cindy Napoli and Chuck Decoste and a few others were placed under arrest and held in Littleton's cell block awaiting "BAIL" to be raised. All of our proceeds went to the family of Jane Santoro raising close to \$40,000!



*Jane Santoro*

**2019 Student Academy**

Littleton Police Department held its 8th annual Student Police Academy in July. Thanks to a community grant from Littleton Light and Water Department, we had one of the best years ever, with a record 28 7th & 8th grade students graduating from the academy in 2019. The students spent the week getting an idea of what the officer's experience in their police academy.. Day one starts off with a bit of confusion for the students but everything is done to help them understand what it takes to be a police officer.

**2019 Student Academy with MSP Helicopter**



*Detective O'Donoghue & SRO Janakos  
with Cadets Badal & Badal*



Detective/SRO Janakos runs the academy with the assistance of Officer Ashley Pinard, Drill instructors Detective Pat O'Donoghue and Officer Jesse Bowen, and many other members of the police department. We are already looking forward to the 9th annual academy this July and hope to keep this tradition going for many years to come.



**2019 Student Academy with NEMELC Motor Unit**

#### **Project Alert**

In the month of January the Littleton Police Department's Officer Megan Wodzinski, Officer Ashley Pinard, and Littleton Coalition Against Addiction's, Alexa Perivolotis are teaming up for the second year in a row to implement a program called

Project Alert in the 7th Grade Health classes at Littleton Middle School. Project ALERT is an age appropriate substance abuse prevention curriculum proven effective in reducing experimentation among teens, and in reducing usage among teens who experiment.

#### **Project Alert Working Group**



The Littleton Police Department, the Littleton Coalition Against Addiction, and the Middle School staff are committed to providing the most effective approaches to preventing the use of alcohol, tobacco and other drugs in our schools and communities. We know that prevention of drug use and abuse is most effective when it is a partnership between the community, the home and the school.

Project ALERT contains various lessons that focus on alcohol, tobacco, marijuana and those substances that are the first and most widely abused by young people today. Project ALERT's focus is on motivating non-use, learning to recognize pressures to use and on developing and practicing skills to resist these pressures.

According to a nationwide survey released by the Partnership for a Drug-Free America, youth who learn about the risks of drugs at home from their parents are much less likely to use drugs than those who do not. However, getting the message across is not easy. According to the Partnership's survey, virtually all parents (98%) reported talking to their kids at some point about drugs, but just 68% of the kids remembered the conversation, and only 27% reported learning a lot at home on the issue of drug use.

Here is where the structured home learning opportunities within Project ALERT can help to focus

discussion between parents and their children. This program implements several homework assignments that involve discussion, sharing, responses and listening between parents, trusted adults, and the students.

*Project Alert Group*



**Firearms/NEMLEC**

LPD continues its commitment to meet and exceed the required training standards set forth by the Massachusetts Police Training Council and best practices found in modern day policing. It is the aim of the Department to provide its officers with the finest training and resources available. All training is intended to provide each officer with the most potential for preparedness in duty and service to our community.

2019 Annual Firearms Qualification was completed during the month of September in order to document each individual officer's existent marksmanship proficiency and safe firearms handling skills. Successful firearms qualification is required of each

officer. At qualification officers prove their ability to complete required standards of set courses of fire with both their issued handguns and department patrol rifles.

In 2019 Annual Taser training was completed in March. Yearly taser training is required by policy to ensure LPD taser users are keeping up with set standards and any annual updates. LPD patrol officers & detectives have taser available to them as a use of force tool while working.

As a community member of NEMLEC (Northeastern Massachusetts Law Enforcement Council), LPD is fortunate to have Sergeant Douglas Landry assigned to the NEMLEC SWAT/RRT Unit. Sgt. Landry is a six year member of RRT (regional response team) with four years assigned to SWAT (special weapons and tactics). During 2019, Sgt. Landry & NEMLEC SWAT responded to over fifty calls for service by request of its community partners. These calls included response to special events (Boston Marathon, etc.), high risk search warrant service, armed barricaded subjects, hostage rescue, area search for missing and wanted persons, and more high risk calls for service of the like. NEMLEC SWAT is mandated to train 16 hours a month with a week of in service training annually.

LPD is fortunate that Sgt. Landry brings back the training and knowledge gained as a SWAT Operator



*2019 Student Academy with NEMLEC SWAT Team*



*Sgt. Landry on NEMLEC Callout*

to LPD as an instructor and tactical advisor for the department. NEMLEC SWAT/RRT resources are available to LPD and the Littleton community at all times.



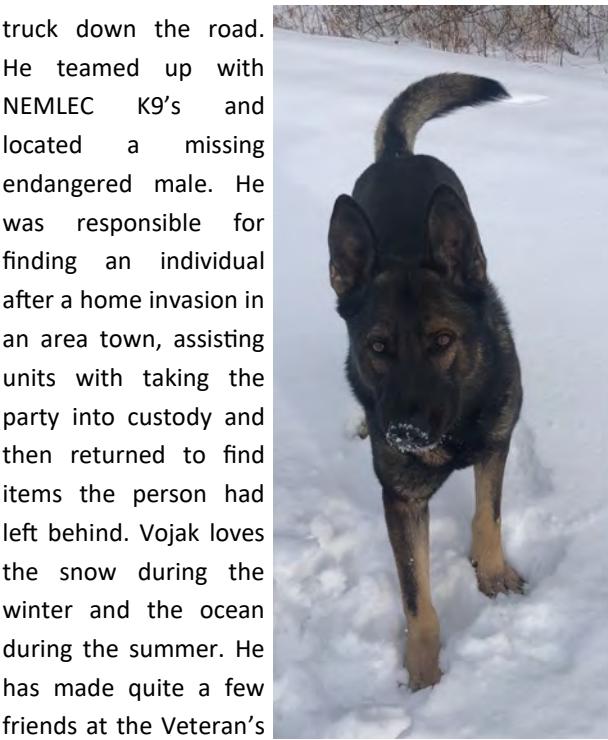
*K-9 Unit*

Vojak had quite a run in 2019, while one of his favorite things to do is hang out with the kiddos and showcase his skills, he's not going to turn down a challenge to

certify and compete against other K9 teams. He went to New York and competed against other K9's from across the country in the USPCA national narcotics certifications and made Littleton proud bringing home some medals. During the year Vojak was involved in numerous narcotics investigations leading to trafficking arrests in Littleton and beyond.

Vojak's nose was used to find quite a few people, after an assault, he located a woman hiding in a dump

truck down the road. He teamed up with NEMLEC K9's and located a missing endangered male. He was responsible for finding an individual after a home invasion in an area town, assisting units with taking the party into custody and then returned to find items the person had left behind. Vojak loves the snow during the winter and the ocean during the summer. He has made quite a few friends at the Veteran's breakfasts, the senior cookouts, both the Boy and Girl Scout meetings, the LPD Student Academy and beyond.



*Vojak visiting Student Academy & Veterans Breakfast*

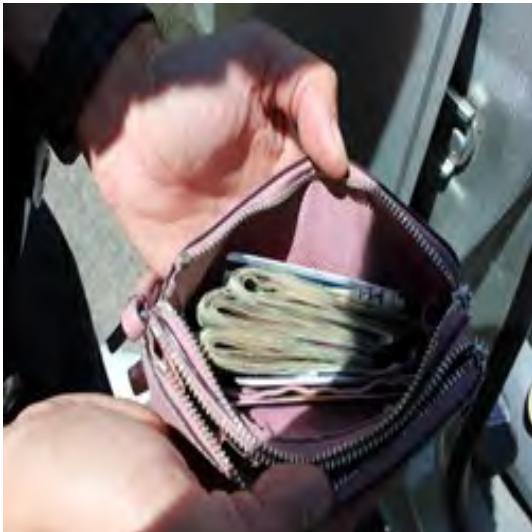


### **Criminal Investigations**

LPD's Investigation Division consists of 3 detectives, which includes a Sergeant & one serving a dual disciplinary roll as Littleton's School Resource Officer. Investigations require a great deal of time for interviewing, conducting surveillance, and pursuing leads developed during the course of the investigations. The in-depth reports for these types of investigation are often complex and, at times, require the submission of an application for arrest and search warrants. Detectives assigned to the detective bureau in Littleton have to be prepared to investigate a large variety of crimes and be familiar with many types of investigative techniques.



Detectives at LPD investigated several types of crimes in 2019 and facilitated the prosecution of a majority of the more serious cases. In 2019, Detectives investigated/ followed up on approximately 15 burglary related larcenies and even more numerous financial fraud related larcenies. Oftentimes, serious assaults and sexual assaults are investigated further by specialized investigators. Investigators for the Littleton Police investigated approximately 14 sexual assault related cases. In 2019, Investigators facilitated



the investigation and extradition of a serious felony assault previously committed by a felon, who was found in another state and brought back to Massachusetts by Littleton Investigators. Detectives followed up on several reports of suspicious



individuals or activity and in some of those cases, worked closely with federal agencies to share and ensure that these reports were followed up on. Detectives also conducted numerous death investigations in 2019.

In 2019, detectives continued to investigate the sale and distribution of narcotics in Littleton (and within surrounding communities). These investigations lead to several search warrants and arrests that resulted in the seizure of dangerous narcotics, cash associated with drug sales, and motor vehicles associated with these drug sales. Detectives continue to work closely with area detectives on investigations related to narcotics activity. Since crime is not restricted to city or town lines, we must work closely with surrounding communities, State and Federal agencies to share information about crime patterns, known offenders and to identify property. Many of the suspects that we investigate do not reside in the town and often cross over into other towns and states.



## 2019 Littleton Police Community



ARTWORK CREATED BY RUSSEL STREET ELEMENTARY STUDENTS





Administration consists of a DPW Director, Highway Superintendent, and a Business Administrator

The Highway Department consists of 6 full time staff members, a mechanic and 1 seasonal staff member.

### Capital Equipment:

The Highway Department was able to replace aging equipment as well as help the department become more efficient with the following equipment through the Town's capital plan:

2020 Mack 6-wheeler with a Plow and Spreader

2019 Ford F550 with Plow and Spreader

Toro—wide area mower

John Deere –zero turn mower



### Pavement Management:

The Highway Department received \$397,966 in Chapter 90 funds, and another \$720,000 in Town funds. This funding is used to maintain 62.2 miles of public roads in Littleton. In 2019 we were able to complete crack sealing, micro surfacing, mill and

overlay and full depth reclamation, and reconstruction on 9.76 miles of town roads.

Crack Sealing was conducted on: Town Road, Beach Parking Lot, Police Station Parking Lot

Micro Surfacing was conducted on: Emerson Drive, Aspen Road, Birch Road, Cedar Road, Dogwood Road, Edsel Road, Rita Lane, Brant Lane, Beach Drive, Pine Brook Lane, Houghton Lane, Kimloch Lane, Tajlea Street, Charles Street.

Mill and Overlay and Reclamation was conducted on: Gilson Road, Fort Pond Hill Road, Hartwell Avenue, New Town Road, Colonial Drive.

Reconstruction projects: Matawanakee Trail, Intersection at Foster Street and Tahattawan Road.

The Highway Department has also conducted countless repairs on the remaining roads in town, and placed over 75 tons of asphalt on various roads in town.

The Highway department conducts street and sidewalk sweeping, cleans and maintains over 1,200 catch basins, and conducts roadside mowing and brush clearing around town.

### Winter Operations:

The Highway Department plows and treats 62.2 miles of public roads, 14 miles of sidewalks, 7 miles of private roads and all the municipal and public safety buildings, schools, and parks. Fifteen pieces of town equipment and 19 contracted pieces were used. There were 19 weather events the highway department had to respond to in 2019. Town and Contract equipment traveled a total of approximately 45,000 miles to plow and treat the town in 2019. This equates to over 1,800 man hours.

### Parks Department:

The Parks Department consists of 3 full time staff members and 1 seasonal staff member that are responsible for maintaining 62.5 acres of municipally owned buildings, sports fields and various parks. Operations consist of irrigation and water use management, turf maintenance, mowing, weeding, field lining, town beach maintenance, tennis court and playground maintenance, and infrastructure repairs.

## Transfer Station:

The Transfer Station consists of 2 staff. In 2019, 1,775 residential vehicle sticker permits were issued.

In 2019 the Town received the Central Mass Municipal Recycling Council Recognition Award for reaching their 30% waste reduction goal. In 2019 the Town generated the following:

### Waste

- 773.01 Tons – Municipal Solid Waste
- 289.43 Tons – Construction and Demolition Materials

### Recyclables

- 87.57 Tons – Glass
- 109.39 Tons – Metal
- 43.83 Tons – Plastic
- 14.65 Tons – Tin
- 301.86 Tons - Paper/News

Calendar Year	Municipal Solid Waste (TONS)
2010	1,990.67
2011	1,193.16
2012	1,213.68
2013	1,184.99
2014	1,247.20
2015	1,146.84
2016	1,190.82
2017	1,148.72
2018	1,093.95
2019	1,062.44

These figures show a reduction in the Waste stream of 50% as compared to before Pay-As-You-Throw was implemented.

The Town of Littleton is a member of the Devens Regional Household Hazardous Collection Center. Being a member entitles you to dispose of unwanted hazardous products from both residents and businesses. The facility is open 10 months per year starting in March through December on the first Wednesday and Saturday of each month. The facility is located at 9 Cook Street Devens, MA 01434 and the phone number is (978) 501-3943 or [www.info@DevensHHW.com](mailto:www.info@DevensHHW.com).

Respectfully Submitted,

Chris Stoddard, P.E.

Director of Public Works, Town of Littleton



The Board of Electric Light Commissioners is pleased to present the annual report of the Electric Light Department for the calendar year 2019.

The department continues to advance its tradition as a progressive public utility committed to safety, reliability, sustainability, and quality service. As your local electric company, we consistently strive to provide our rate payers with some of the lowest rates in the region, while offering superior customer service and outstanding value to the community.

Littleton Electric Light Department has been recognized as a Smart Energy Provider by the American Public Power Association (APPA) — a trade group in Washington, D.C., that represents more than 2,000 not-for-profit, community-owned electric utilities, such as LELD. This recognition is based on energy efficiency and distributed energy resources, environmental and sustainability programs, communication/education, and smart energy information. LELD also continues to be recognized as a Reliable Public Power Provider, based on reliability, safety, workforce development, and system improvement.



In 2019, LELD planted 130 Maple trees for customers as part of the Free Shade Tree Program.

Mature trees can lower cooling cost in the summer and lower heating cost in the winter, all while consuming CO2 for cleaner air quality.

The Green Rewards Program has expanded and continues to save customers electricity and money. In 2019, the program saved 97,976 kWh and has become very popular in its fourth year, saving residents \$27,350 in energy conservation measures through rebates on new appliance, heating and cooling systems, and home improvements. Littleton residents are also taking advantage of free home energy assessments that help identify home energy-saving opportunities.

#### Did You Know...

- LELD has about 100 miles of overhead power lines!
- LELD has 603 solar panels on site.
- 33% of our energy comes from renewable sources.
- There are 4 public EV charging stations in town.

Green Rewards continues to benefit our customers by saving money and natural resources.

A review of residential rates charged by municipal and investor owned utility companies show that LELD's rates are consistently and significantly lower than our neighbors. In fact, LELD's electric rate was again one of the lowest in the state for 2019. For purposes of comparison, a Littleton customer using 750 kWh per month has a monthly bill of \$96.14. The same usage in Ayer, served by National Grid, would cost \$184.54; while in Concord, served by Concord Municipal Light, would cost \$117.89. LELD continues to keep these rates low, and at the same time reinvest into our local distribution system in order to improve overall system reliability.



LELD's net metering program has increased interconnecting customer owned photovoltaic generation to approximately 979 kW. LELD's net metering program gained 2 residential customers and 1 commercial customer in 2019. This makes the newly redesigned cap for residential customers go from 78% to 81% and the commercial cap from 39% to 49% subscribed.



#### LELWD Drives Electric

With the launch of LELWD Drives Electric, customers can take advantage of off-peak charging incentives, charging equipment rebates, education, and an EV specialist. Customers who install a smart level 2 charger can receive a \$300 rebate and get an \$8 per month bill credit for charging between the hours of 10pm—7am. At LELWD public charging stations, Littleton residents can still charge for free while non-residents pay \$0.12 cents/kWh with a \$2/hr parking fee after charging.

In April, LELD volunteered to an initiative that would bring power for the first time to houses in the Navajo Nation. By providing mutual aid alongside other public power utility workers, LELD crews were able to help bring electricity to a handful of homes in a community for the first time. The American Public

Power Association's Light Up Navajo mutual aid initiative was a pilot program that supported electrification efforts by the Navajo Tribal Utility Authority. With the success of the pilot, this initiative will likely continue to bring power to the rest of the Navajo Nation. LELD is proud to serve and benefit from mutual aid efforts coordinated through the American Public Power Association.

In 2019, LELD provided annual financial and in-kind contributions to the town and continued to support many programs and initiatives, including technology grants to the school, public safety grants, the Denise M. Pagacik Memorial Scholarship, the annual holiday tree lighting on the Common, and the senior citizen luncheon.

For more information, please visit our website, [www.lelwd.com](http://www.lelwd.com).

Respectfully submitted,

#### Board of Electric Light Commissioners

James Karr, Chairman  
Ivan Pagacik, Vice-Chairman  
Bruce Trumbull, Secretary/Clerk  
Tom Rauker, Member  
Dick Taylor, Member

## LIGHT DEPARTMENT



Littleton Electric Light Department      December 31, 2019

\*\*unaudited\*\*

<u>Assets</u>		<u>Liabilities and Surplus</u>	
			<u>Surplus</u>
			Unappropriated Surplus
Total Electric Distribution Plant	\$23,846,124		\$41,586,410
Total Electric General Plant	\$19,179,338		-\$792,409
<b>TOTAL UTILITY PLANT</b>	<b>\$43,025,462</b>		<b>\$2,586,697</b>
			Restricted for OPEB
			Current Surplus
Accum. Depreciation Distribution Plant	-\$11,508,103		\$2,029,334
Accum. Depreciation General Plant	-\$7,009,535		
<b>TOTAL DEPRECIATION</b>	<b>-\$18,517,638</b>		
<b>NET ELECTRIC PLANT</b>	<b>\$24,507,824</b>		<b>\$45,410,032</b>
Construction in Process	\$1,679,202		
			<u>Long Term Liabilities</u>
			Bonds Payable
<u>Fund Accounts</u>			\$0
Depreciation	\$2,744,281		
Construction	\$2,989,687		\$0
Rate Stabilization	\$5,414,038		
Operating Cash	\$1,876,061		
Pension Fund	\$1,205,414		
OPEB Fund	\$2,636,697		
<b>TOTAL FUND ACCOUNTS</b>	<b>\$16,866,178</b>		
			<u>Current and Accrued Liabilities</u>
			Accounts Payable
<u>Current and Accrued Assets</u>			\$99,097
Accounts Receivable Rates	\$2,646,443		
Accounts Receivable Jobbings	\$48,204		\$2,366,262
Grant Receivable	\$3,000		
Inventories	\$916,733		\$195,025
Prepayments	\$1,442,567		
<b>TOTAL CURRENT/ACCRUED ASSETS</b>	<b>\$5,056,947</b>		
<b>TOTAL ASSETS</b>	<b>\$48,110,151</b>		
			<b>TOTAL CURRENT/ACCRUED LIABILITIES</b>
			<b>\$2,660,384</b>
			<b>RESERVED FOR UNCOLLECTIBLE ACCOUNTS</b>
			<b>\$39,735</b>
			<b>TOTAL LIABILITIES</b>
			<b>\$2,700,119</b>
			<b>TOTAL LIABILITIES/SURPLUS</b>
			<b>\$48,110,151</b>



The Board of Water Commissioners is pleased to present the annual report of the Water Department for the calendar year 2019.

LWD is continuing the process of replacing all water meters throughout our entire service area. The new meters help to improve accuracy and help to detect leaks, saving customers money and most importantly conserving water! In 2019, LWD replaced 985 meters and connected them to our new AMI network which will link both Water and Electric meters to our customer portal to be unveiled in 2021.

With the continued growth of Littleton, LWD's primary focus at this time is developing new sources of water to continue to meet the ever growing demand. In 2019, our residential base grew 1% due to 35 new connections. The department also connected 2 new commercial customers. In order to meet customer demand in both the short and long term, LWD worked with MassDEP to increase our withdrawal permit at our Beaverbrook Water Treatment Plant, and began the process of installing new wells at Whitcomb Ave to replace the existing wells that are no longer able to produce our permitted volume at the Whitcomb Avenue Well Field. These wells will eventually be connected to the future Whitcomb Avenue Water Treatment Plant.

In August 2019, LWD tested for and found the presence of PFAS at our Spectacle Pond Well Site. In order to remove PFAS from our water sources, LWD, working with MassDEP, has begun a redesign of the proposed Whitcomb Avenue Water Treatment Plant, along with a transmission water main from our Spectacle Pond Well Site to the new treatment plant.



Whitcomb Ave Well Site, Highway Garage Removed. Nov. 2019

## Did You Know...

- LWD provides water to over 3,300 properties within our distribution system.
- LWD staff works 365 days a year to produce clean safe drinking water for our customers.
- LWD conducted over 700 Backflow Tests in 2019 at local businesses and municipal buildings to keep consumers protected.
- LWD replaced 985 water meters in 2019.

The new Whitcomb Ave Treatment Plant will remove iron, manganese and PFAS from our two largest sources. Once operational in 2023, the Spectacle Pond Treatment Plant will be retired. In the meantime, LWD will combine the Beaverbrook and Spectacle Pond Treatment Plants to lower the levels of PFAS to levels below the MassDEP standard. Design of a temporary transmission main to connect these two plants was completed in December 2019, and will be installed in early 2020.

In summer 2019, LWD coordinated with the Littleton Highway Department to replace approximately 600 feet of our original 1912 cast iron water main at the intersection of Foster Street and Tahattawan Road with new Ductile Iron water main. The new main will improve water quality in the area and provide additional gating to control the flow of water at the intersection.

LWD demolished and removed the vacant Littleton Highway Department Garage and paved surfaces at our Whitcomb Avenue Well Site in October 2019. In early 2020, LWD will complete the project by restoring the property to a field, helping to protect the water supply and endangered species in the area.

The department's accomplishments are chronicled in our annual Water Quality Report, which affirms our water is of the highest quality. As the stewards of an exemplary water quality program, we proudly present this report, which validates our efforts to provide clean, safe drinking water to our customers. For more information, please visit our website, [www.lelwd.com](http://www.lelwd.com).

Respectfully submitted,

**Board of Water Commissioners**

James Karr, Chairman

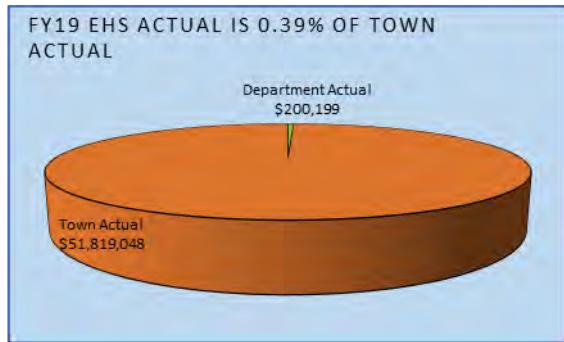
Ivan Pagacik, Vice-Chairman

Bruce Trumbull, Secretary/Clerk

Tom Rauker, Member

Dick Taylor, Member

Littleton Water Department	June 30, 2019	**audited**	
<b>Assets</b>		<b>Liabilities and Surplus</b>	
<u>Current and Accrued Assets</u>		<u>Current Liabilities</u>	
Cash and Cash Investments	\$2,441,326	Accounts Payable	\$29,695
Accounts Receivable	\$341,216	Accrued Interest Payable	\$47,045
Accrued Unbilled Revenues	\$244,742	Bond Anticipation Notes Payable	\$1,994,000
Merchandising and Jobbings	\$11,607	Compensated Absences Payable	\$40,288
Intergovernmental	\$37,539	Bonds Payable	\$374,742
Materials and Supplies	\$82,775	<u>Total Current Liabilities</u>	\$2,485,770
<u>Total Current and Accrued Assets</u>	\$3,159,205	<u>Noncurrent Liabilities</u>	
<u>Noncurrent Assets</u>		Compensated Absences Payable	\$60,433
Betterments Not Yet Due	\$826,500	Other Post Employment Benefits Payable	\$710,120
Capital Assets Not Being Depreciated	\$934,228	Net Pension Liability	\$1,406,700
Capital Assets Being Depreciated, Net	\$12,936,575	Bonds Payable	\$4,459,030
Net Plant in Service	\$13,870,803	<u>Total Noncurrent Liabilities</u>	\$6,636,283
Construction in Progress	\$0	<u>Total Liabilities</u>	\$9,122,053
<u>Total Noncurrent Assets</u>	\$14,697,303	Deferred Inflows of Resources	
<u>Total Assets</u>	\$17,856,508	Other Post Employment Benefits Payable	\$70,397
Deferred Outflows of Resources		Pensions	\$81,660
Other Post Employment Benefits Payable	\$116,075	<u>Net Assets</u>	
Pensions	\$328,223	Net Investment in Capital Assets	\$8,522,074
<u>Total Assets and Deferred Outflows</u>	<b>\$18,300,806</b>	Unrestricted Net Assets	\$504,622
		<u>Total Net Assets</u>	<b>\$9,026,696</b>
		Total Liabilities, Surplus and Deffered Inflows	<b>\$18,300,806</b>



## Elder and Human Services 2019

**Address:** 33 Shattuck St, Town Hall, Second Floor

**Hours:** 8:30a - 4:30p, Monday - Friday

**Telephone:** 978-540-2470

**Email:** etretiak@littletonma.org

Monthly newsletter, The Broadcaster, available at [www.littletonma.org/elder-and-human-services](http://www.littletonma.org/elder-and-human-services)

The Town of Littleton's Elder and Human Services

### Mission Statement:

The mission of the Department of Elder and Human Services and the Council on Aging is to identify and serve the social, recreational, health and educational needs of older adults (60+) in the community. We strive, to the greatest extent possible, to maintain dignity, independence and support for their role as community members. To this end we provide opportunities for seniors to build physical, emotional, intellectual and social wellbeing. In addition, we provide human services for all residents of the town, especially assisting low-income and distressed individuals with securing needed services.

department is charged with establishing priorities and offering opportunities for not only older residents, but residents of all ages. Programs and services are offered through the Senior Center, where we have a "no wrong door" policy for those looking for assistance. We support residents of all ages by promoting health and wellbeing. As a town committed to the concept of an Age-Friendly Community, we are here to encourage and promote optimizing opportunities for health, participation and security to all ages in order to enhance quality of life for all residents throughout the spectrum of their aging.

The Elder and Human Services Department offers programs, services, clinics, and meals five days a week where the professional staff has oversight. The Elder and Human Services staff consists of the Director, an Assistant Director, an Outreach Coordinator, a part-time Administrative Assistant, 6 Van Drivers, and over 100 active volunteers. We also help to place over 130 Senior Tax Work Off Program participants all of whom contribute



to the fulfillment of many of our town departments' missions and goals.

### Council on Aging Board:

The Council on Aging Board exists for the benefit of its seniors and operates under the "best practices" for councils on aging endorsed by the Massachusetts Executive Office of Elder Affairs. The Council on Aging Board acts in an advisory capacity; focuses on identifying the needs of the senior population; educates the community on the issues, advocates on their behalf and recruits active members of the COA. The COA does not direct the director, or appoint the director or staff. The COA Board members are:

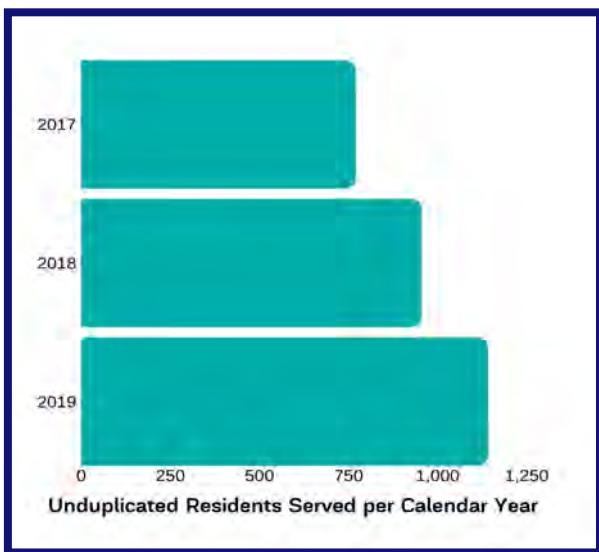
MARJORIE C PAYNE	CHAIR
MARY (PADDIE) HUNT	VICE CHAIR
ROBERT STETSON	SECRETARY
DAVID SILL	
ANNE LEE ELLIS	
MAUREEN DONNELLY	
MARY PICKARD	
SUSAN S MELANDER	
ANITA HARDING	

### The Senior Center:

The Senior Center is the focal point for aging services in our community and acts as a gateway for information and services that support and enable a multi-generational group to maintain health, independence, and the highest level of functioning in many aspects of life. Although the Senior Center is where the EHS Department is housed, the functions of the EHS/COA Department are not confined by walls. We fulfill our mission as a true community partner by delivering programs and services in a variety of places wherever needed throughout the town. The Senior Center saw 16,107 check-in's through the 2019 calendar year, an increase of 35% from the previous calendar year.

## Programs and Services:

In calendar year 2019, the EHS Department recorded at least 16,107 total visits, in outreach and in program check-in's, from at least 1,388 unique individuals.



Programs and services offered through Littleton's Elder and Human Service department included but were not limited to the following:

### Outreach Services:

Our Outreach Coordinators serve as an information resource for seniors, the disabled, and all other individuals and families in need of services regardless of their income or socioeconomic status. We provide help with obtaining heating subsidies, food stamps, mental health referrals, facilitating support groups, assisting with housing, and access to health insurance. We play an advocacy role for seniors and other town residents at the local, state, and federal level. We logged 4,193 outreach contacts in 2019.

### Nutrition Programs:

The Senior Diner, in partnership with Minuteman Senior Services, serves lunch every weekday and assembles and packages Meals on Wheels for daily deliveries. Residents were served congregate meals on site and also received home delivered meals in the community. In response to Senior requests for more "home style" meals, a weekly homemade soup-and-sandwich lunch, prepared by volunteers, is provided on Thursdays. Men's and Women's Breakfasts are offered once a month on site.

### Transportation:

Our EHS/COA vans provide transportation at no cost, or nominal cost, for medical, social, and recreational reasons. We provided 4,266 rides in calendar year 2019, even going to Boston and Burlington for medical reasons.

**ELDER & HUMAN SERVICES DEPT**

**LITTLETON EHS/COA SERVICES**

**OUTREACH ASSISTANCE**

**Over 4,270 total resident contacts**

We provide a wide range of social services for all residents of the town, assisting individuals with securing needed services, resources, and benefits.

**TRANSPORTATION PROGRAM**

**Over 4,266 rides provided**

We provide rides for elders & adults with disabilities. Running 2 vans every day, we drove to medical appointments, pharmacies, grocery stores, cafes, and treatment programs.

**NUTRITION PROGRAM**

**6,834 meals served to the community**

Over 2,125 congregate meals were served on site and over 4,409 Meals on Wheels were delivered in Fiscal Year '19, providing healthy nutrition and a daily check-in.

**SENIOR PROPERTY TAX WORK OFF PROGRAM**

**5,739 hours of work completed**

132 Senior Tax Workers supported multiple town Depts through the STWOP which provides property tax relief for seniors.

**FITNESS & HEALTH PROGRAMS**

**Over 6,096 fitness and health check-in's**

A variety of fitness classes, health programs, and clinics are offered regularly.

**IDENTIFYING & SERVING THE NEEDS OF THE COMMUNITY**

[WWW.LITTLETONMA.ORG/ELDER-AND-HUMAN-SERVICES](http://WWW.LITTLETONMA.ORG/ELDER-AND-HUMAN-SERVICES)

### Littleton Social Club:

LSC is a supervised social day program held at the Senior Center for people over 60 experiencing isolation or early stages of cognitive changes. In calendar year 2019 we had a total of 385 sign-in's. Our program continually has support from Northeastern University's Nursing program students for their public health rotation experience.

### Senior Property Tax Work-off Program:

The EHS Dept had 132 workers in town offices and departments through the Senior Tax Work-Off Program in FY 19.



Seniors performed needed services, with their earnings applied to a reduction in their real estate property tax. These workers contributed 5,739 hours and close to \$69,000 worth of service in FY2019.



### S.H.I.N.E.:

Our S.H.I.N.E. (Serving Health Insurance Needs of Everyone) Counselor, Kathy Meyers, assisted 113 Littleton seniors with questions on HMOs, Medicare, Medicare D and Medicaid in Fiscal Year 2019.

### AARP Tax Prep Assistance:

AARP-trained volunteers provided free tax assistance to over 60 elderly and low-income taxpayers in 2019.

**Community Education:** Included but not limited to an AARP Safe Driver Course, Downsizing Strategies, Medicare Education, Mobile Home Rights, Fraud and Scams, Legal Assistance, Home Safety Tips, Tiger Tech Computer Help program, RAD Self Defense class, 55+

Affordable Housing Forum, and Habitat for Humanity Critical Home Repair Info Sessions.

**Fitness and Exercise Activities:** Programs such as Stretch and Flex, Fit-4-Life, Tai Chi, Gentle Yoga, Prime Time Paddlers Kayaking, Brains and Balance, Mindful Movement, Ping Pong, Pickleball, and Line Dancing were held regularly.

### Health

#### Events:

Such as our Blood Pressure Screening clinics, bi-monthly Podiatry clinic, gait and falls assessments, bi-monthly Chair Massage, reiki, vision



and hearing screenings, Healthy Eating classes, Opiate Addiction Awareness, and a sleep strategies presentation. Between just our Blood Pressure Clinic and our Podiatry clinic we logged 747 clinic check-in's in 2019.

**Social and Recreational Activities:** In 2019 we hosted intergenerational programs, holiday parties, birthday parties, movie screenings, summer cookouts, craft classes, art classes, Loving Stitches Knitting Group, Meet and Greets, mahjongg, bingo, Coffee Coloring and Conversation, cupcake decorating, and socials.

### Friends of the Council on Aging:

We thank The Friends members for providing fund raising activities for the Littleton Council on Aging. They sponsor, staff, and host numerous social and recreational events. They also provide funding for equipment and supplies for our residents. In FY '18 requests for seniors in need was met with respect and consideration. The Friends provided financial support



for fuel assistance, food gift cards, and scholarships for the Littleton Social Club and fitness classes, as well as supplementing some exercise classes and other COA programs.



Ladies at the Summer Social

## Special Projects & New Programs:

### **Littleton Coalition Against Addiction:**

The Littleton Coalition Against Addiction (LCAA) was created in the Fall of 2017 to raise awareness and provide resources and support for anyone struggling with drug and/or alcohol dependency. LCAA also offers support and resources to friends and family members of anyone suffering from addiction.

LCAA includes residents of Littleton/volunteers as well as Littleton EHS, LPD, LFD and the Littleton Public Schools/Wellness Committee.

The LCAA holds support groups, participated in community panel discussions, provided one-on-one counseling and support, assisted with referrals to treatment programs, and held NARCAN training.

### **Littleton Rental Assistance Program:**

The Littleton Rental Assistance Program (LRAP) provides rental assistance to income-eligible households who are renting qualified housing units in the Town of Littleton. The goal of the program is to provide greater housing stability and housing opportunities to cost burdened renters in Littleton. The rental assistance available through the program will be provided for a period of one year in the amount of \$250/month to each participating household.

The objective of the LRAP is to assist households with incomes that are less than those of households aided by Chapter 40B affordable housing. The LRAP assistance offsets participants' rental costs and reduces the risk of homelessness. In a wider sense, it enables cost-burdened households to expend funds on other necessary items, such as medical costs, transportation, and education. This program is

intended to help households afford expenditures that will permanently improve their circumstances and will enable them to be self-sufficient. Ongoing contact with the EHS office is a requirement of the program.

The LRAP is funded by the Community Preservation Act (CPA). It is entirely consistent with the CPA's support of community housing. The CPA funding appropriated at the May 2019 Town Meeting will fund the LRAP, through the Littleton Affordable Housing Trust. Households are eligible for assistance if they are cost-burdened (the household spends more than 30% of gross income on rent). Participants are selected through a ranking system which is described in more detail below. Households receiving

any Federal or State housing assistance, such as Section 8, are not eligible to participate in the LRAP.



## 2019 Grant Awards:

The EHS Department was awarded several grants in 2019 for a variety of different projects. We received a CHNA15 Grant for \$1,000 for our new program, Mindful Movement, allowing us to run the program for a year. We also received a MassDOT Rural Transportation mini-grant for \$756 for marketing and educational materials for our transportation program.

In December 2019, we were awarded \$5,000 from the Emerson Hospital Community Benefit Award for our Dementia Care and Caregiver Stress Reduction Initiative.



**2019** was an exciting year in the EHS/COA Department and was a fantastic year of growth and expansion! We look forward to all the potential 2020 holds for us.

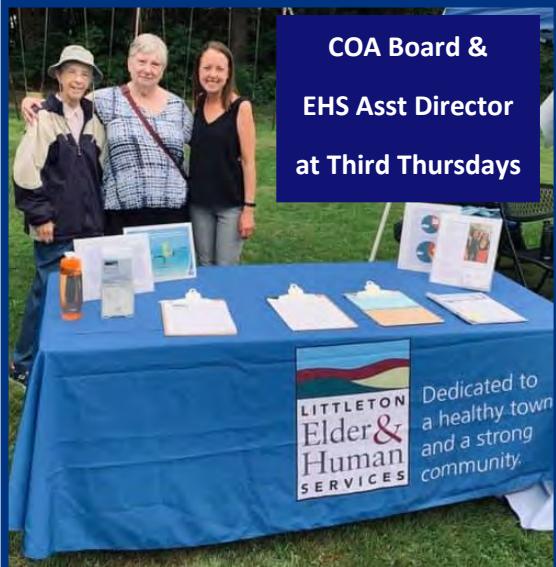
## ELDER AND HUMAN SERVICES



LELWD Helping at the Friend's Luncheon



EHS Drivers John Stenstrom & Rich Kent



COA Board &  
EHS Asst Director  
at Third Thursdays

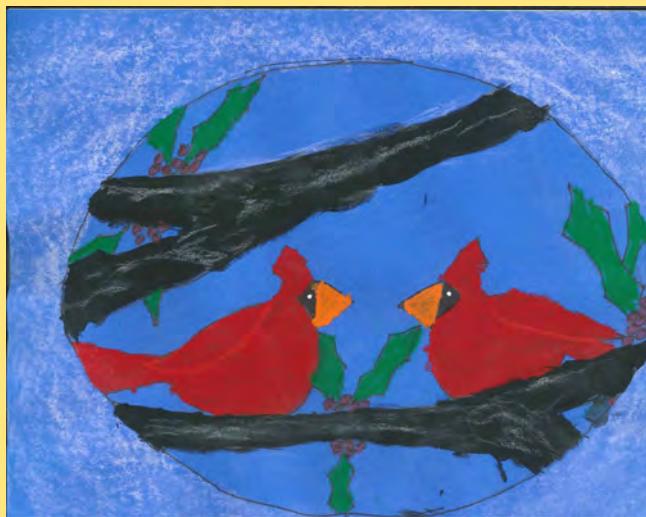


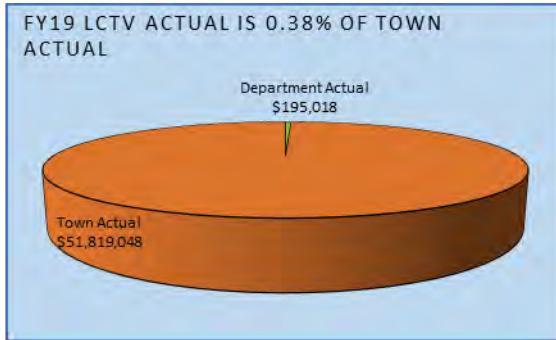
COA Board & Director at LHS Football Game



Ladies at cupcake decorating class

ARTWORK CREATED BY RUSSELL STREET ELEMENTARY STUDENTS





Littleton Community Television (LCTV), although a town department, is fully funded through the franchise agreements between the town's two cable providers, Comcast and Verizon. We operate three (3) cable channels, described by the FCC as PEG Channels. PEG is an acronym for Public, Education, and Government. If you are a Comcast subscriber your Public Channel is 8, Government Channel is 9, and Educational Channel is 99. For Verizon customers, Channel 38 is your Public Channel, Channel 37 is Government, and Channel 36 is the Education Channel.

## Continuing Boxborough Inter-Municipal Agreement

In continuing the Boxborough Inter-Municipal Agreement (IMA) under which LCTV provides all video services to Boxborough Community Television (BXB-TV) we are responsible for budgeting, managing, and maintaining the recording, playback of defined meetings and the broadcast equipment. The primary focus of live broadcasting has been on covering the Select Boards regularly scheduled Grange Hall meetings and the Annual and Special Town meetings held in the Blanchard Gymnasium.

### Fiscal Year 2020 Accomplishments

- Worked with successive Building Commissioners to develop and evolve the Grange Hall renovation building plans, drawings and technical specifications.
- Taping and post-production work of Planning Board meetings for delayed broadcast starting mid-budget cycle (January of 2019) squeezing existing budgeted funds.
- In 2019, assist residents with creation of updated versions of 'Why I go to Town Meeting' videos aired on the GOV channel, On-Demand and before Town Meeting.
- Provide special coverage for ABRSD new school building forums. Coordinate with ActonTV for coverage and sharing of covered events video.

- Provide training of ENG kits to Town Hall and Library staff.
- Worked with contractors to cover the 2019 Fifers Day event. Interviews of Golden Fifers recipients. Creation of content for BXB-TV.
- In 2019 completed installation of three permanently mounted robotic HD POE video cameras, their new controller; a ceiling mounted projector and motorized screen; a wall mounted PA system (for non-broadcast use of Grange Hall ceiling speakers); floor mounted converter for laptop connectivity to the ceiling projector.
- Worked with TA, ATA and Town Accountant to prepare 2021 BXB-TV budget and Department narrative and Goals.

## Government Channel Content

LCTV provides regular coverage of the Board of Selectmen, School Committee, Planning Board, Finance Committee, Zoning Board of Appeals, Board of Health, Conservation Commission, Library Trustees, Council on Aging, the Master Plan Implementation Committee, and the Park and Rec Commission.

LCTV also covered both the Annual and two Special Town Meetings. LCTV provides sound and video to all those in attendance; including an overflow area. The fall 2019 Special Town Meeting was the first time that we broadcast "live" over our cable channels and streaming site.



During election season, LCTV kept you informed by providing coverage of the Annual Candidate's Night event, as well as Candidate Public Service Announcement (PSA) Spots.

LCTV helped plan and cover the re-dedication of Veteran's Corner on the common. This show featured many state and local dignitaries giving honor to our military heroes.

Our department partners with Littleton Town Clerk, Diane Crory, to produce periodical programs called "From the Clerk's Office". This show is a way for the Town Clerk to disseminate important and timely information to the residents of Littleton.

LCTV began a new series of programs in conjunction with our Light and Water Department called "Watts & Drops". This program has been used to better educate Littleton residents about issues directly concerning water and water quality.



LCTV also provides sound systems for various events in town, such as the Veteran's Corner Rededication, the Friends of COA monthly gatherings and the Memorial Day Ceremony at Westlawn Cemetery.



As a town department, LCTV supports other departments in training, publicity, and outreach. We have filmed or taken photos for events such as the Littleton Police Departments Summer Student Police Academy, Friends of the Council on Aging lunches,



and Employee retirement gatherings. LCTV was there for Park & Rec Events like 3<sup>rd</sup> Thursday, Trunk or Treat, Octoberfest, and Fire and Ice. We captured photos for the new LEFD electric vehicle, the installation of the new dock at Long Lake, and Bar-B-Que's hosted by the LFD, LPD, and State Senator, Jamie Eldridge and State Representative, Jim Arciero. Many of the photos you see in this Annual Report were taken by LCTV staff.

## Education Channel Content

LCTV works closely with Littleton Public Schools to assist in promoting and publicizing information pertaining to the district. We do regular programs with the Interact Club of Littleton. This organization of high school age children, are in association with the Rotary Club of Littleton. LCTV has covered all home and away games for Littleton High School Varsity football. LCTV in coordination with student videographers has expanded coverage of LPS academic and extra-curricular, school-wide events.



This cooperative endeavor covered the yearly Spelling Bee, the Science Fair, LMS Geography Bee, town-wide concert, and the RSS Geography Bee. We have captured images and put together slide shows of LPS Kindness Week.



Also airing regularly on the Education Channel are LPS band concerts, Fun with Science, Your Back Yard, and productions from Russell Street School. LCTV covered the LHS graduation ceremony. Parents interesting in covering an upcoming student event should contact LCTV for training.

## Public Channel Content

LCTV has a wide variety of programming on our Public Access Channel. Shows that are produced "in-house" by Littleton residents include: Littleton Common, Your Back Yard, Fun with Science, Littleton Rocks, Tech Talk, Here and There, Small Town, Long Live the Republic, Remember When, Straight Talk with George Sanders, and Cooking with Hoppy.

We partner with Emerson Hospital in Concord to produce a monthly series of health tips called "Healthy Living with Emerson Hospital". Preventing Lyme disease, the importance of Flu shots, weight loss and winter safety tips are just some of the variety of health topics that have been discussed.

LCTV had a "live" weekly call-in show during the summer months hosted by Nicole Biagioni, our summer intern from UMASS Amherst. This show featured a look at many relevant topics relating to life in Littleton.

A "Pre-Talk with The Orchestra of Indian Hill" continued to be a popular show featuring Bruce Hangen, the Orchestra Music Director and Conductor, giving a pre-talk to each performance of the orchestra.

LCTV has worked with non-profit groups like Loaves and Fishes and See A New Sun to help them spread their message to a wider audience.

LCTV's YouTube Channel makes it easy to find and watch our great programming. Go to YouTube.com and search for Littleton Community Television and you will find our channel. Become a subscriber, and you'll receive a notification each time we upload a new show to our channel.

LCTV held several video production workshops to train residents how to produce a show of their own to air on our public channel. We offer training classes for free on a quarterly basis and encourage anyone who has an interest in becoming a producer, or just learning some new skills, to sign-up for our classes by calling the studio at 978-540-2488.



Respectfully Submitted,

**CABLE ADVISORY COMMITTEE**

Allen McRae, Chairman  
Barbara McRae  
David Sill  
Nancy Hilsinger  
Lesley Glorioso  
Mildred McGovern  
William Vales

Mark Crory, Executive Director LCTV  
Kirby Dolak, Video Production Supervisor, LCTV & BXB-TV  
Judy Reid, Program Coordinator

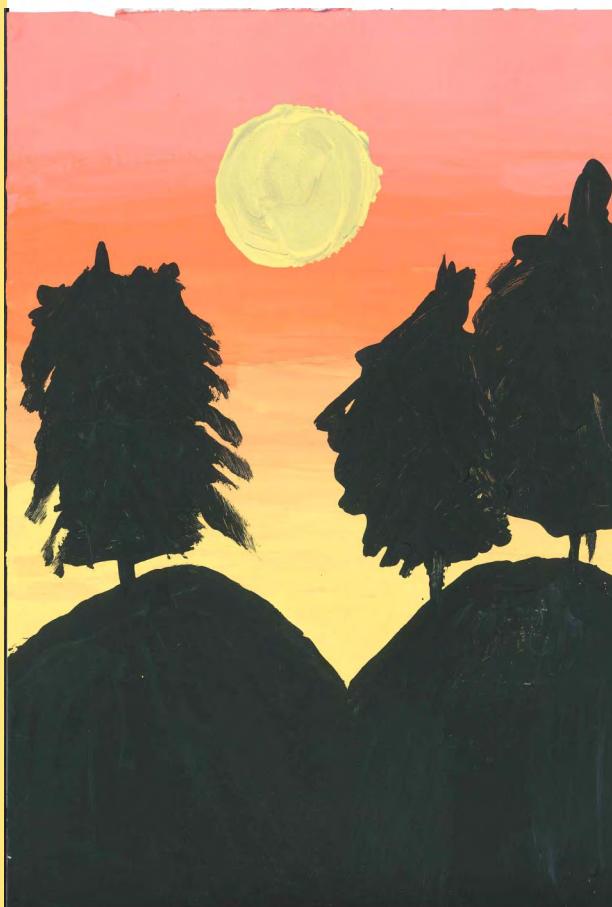


## LCTV Growth

LCTV along with Access AV of Manchester New Hampshire, built a new control room off of room 103 in town hall. This new room coincides with the upgrade of the robotic cameras in room 103 from standard definition to high definition. This upgrade allows a better quality picture of the meetings being broadcast from room 103. A secondary benefit of this upgrade was to free up the equipment and control space in our studio on the second floor so that we can now have studio productions scheduled at any time without having to worry about the control room equipment being tied up with a room 103 event.

We are always looking for new access producers. If you or someone you know wants to get involved with LCTV, please go to [www.littletonma.org](http://www.littletonma.org) and click on the LCTV tab for more information or stop by the studio at Town Hall, Monday through Friday from 10:00 am-6:00 pm.

ARTWORK CREATED BY RUSSELL STREET ELEMENTARY STUDENTS





PARKS, RECREATION, & COMMUNITY EDUCATION



### **Parks & Recreation Commission:**

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

The Commission focuses on meeting appropriate community-based needs that are cost efficient and within the reach of the overall community resource base while providing the highest level of participant satisfaction. All individuals with special conditions are entitled to participation and all efforts are made to make reasonable accommodations when needed. Commission meetings are open to the public and posted at Town Hall and on the Department's website—[www.littletonrec.com](http://www.littletonrec.com). Meetings are generally held on the second Tuesday of every month in the Community Room in the Littleton Police Department at 7:00pm. During 2019 the commission has taken a step forward towards their goal of better

Communication with the public by recording and airing their meetings through LCTV.

Park and Recreation Commission members for 2019 concluded as: Mike Proulx, Chairman; Mike Levasseur, Member; Kevin Mitrano, member; Sean Sullivan, member; and Fred Freund, member.

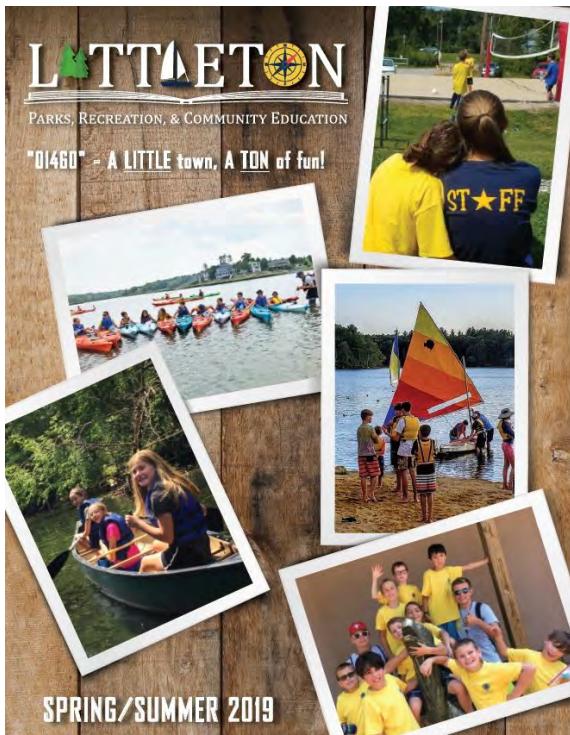
### **Parks, Recreation, and Community Education (PRCE) Mission:**

The Littleton Parks, Recreation & Community Education department provides year-round high quality indoor and outdoor recreation and enrichment activities for children and adults in Littleton and the surrounding communities. Our goal is to provide cultural, social, and athletic programs in well maintained parks and facilities.

### **Major Departmental Operations:**

In 2019 PRCE's organizational chart included: the PRCE Director, Assistant Director (specializing in

Aquatics and Special Events), Community Education and Teen Program Coordinator, Recreation and Sports Program Coordinator, Administrative Assistant, and Teen Program Lead. At the end of 2019 our Recreation and Sports Coordinator moved on to another position and we were in the process of hiring a new staff member to replace this role.



This year the department continued to focus on improving our department's marketing and community outreach. This comprised of implementing new software that would allow us to create beautifully designed bulk emails that matched the style and design of our renovated seasonal brochures.

The Park Commission created new credit card fee policy where the 2.9% processing fee would be transferred to the patrons rather than the department absorbing the fees. The eliminated an indirect department expense of \$17,500.00 for this fiscal year and years to come.

Lastly, we upgraded last year's beach tag system for long lake beach to an individual, swipe able membership ID card. The purpose of the beach passes is to fund the seasonal operations at long lake beach since Town's general fund does not contribute financial support for the operation of the beach. For many years this facility had been effecting the department finances since the yearly revenue is much lower than the expenditures. The new system includes 1 Parking Sticker and 1 Membership card

for each member of your household over 3yrs. An additional parking sticker can be purchased for \$10 per car. Any person visiting Long Lake Beach between Memorial Day and Labor day is required to have their membership card and, if parking, a sticker. Individuals can also purchase a daily pass for Long Lake Beach between Memorial Day and Labor day.

The 2019 rates were:

- Resident (R) Family – \$60 (All members under the same roof).
- Non Resident (NR) Family- \$125 (Up to 2 Adults and child dependents under 25 yrs old, living under the same roof)
- Individual – R/\$25, NR/\$50
- Couple – R/\$40, NR/\$75
- Senior - R/\$15, NR/\$25
- Daily Parking Pass: \$15/R or \$20/NR
- Daily Visitor Pass: \$4/R or \$5/NR
- 20% Discount for Veterans, Military, First Responders & Their Families (ID Req.)



*Long Lake Water Wheel Chairs*

## Park Renovations:

### *Long Lake Beach - 20 Town Road*

In 2019, the long lake beach received \$120,000.00 from the Community Preservation Committee to complete some long awaited updates and renovations. To date we have been able to drastically improved accessibility to the beach by installing seasonal access matting and purchasing two water wheelchairs that are available to the public for free upon request. We also have completely replaced the sailing dock with an updated system that allows us to moor the boats out of the water, which will greatly

extend the life of the boats, and has space for public boaters to tie up for access to the toilets and to make entry and exit on the boat ramp easier. In the future we will be installing a prefabb building to replace and upgrade the old snack shack, working on the retention wall by the playground to mitigate any tripping hazards, and installing a few segments of fencing to make the flow around the beach safer and flow better.



*New Sailing Dock at Long Lake Beach*

We also extended our goose patrol contract for a third year at long lake beach and significant improvement in the results with the weekly water quality testing reports that we receive from Board of Health.

### **Fay Park - 19 Foster Street**

We are very thankful to Girl Scout Troop 69088 for volunteering to repaint, repair damages to, and bird proof the ceiling of the gazebo in Fay Park.



*Troop 69088 repainting the Fay Park Gazebo*

### **Program & Event Highlights:**

Our department held eighteen special events this year, which was four more than we had provided last year and our attendance numbers were notably increased again this year. We brought back Fire and Ice after a long hiatus due to mild weather the past few years. The event was held at Town Hall and featured a synthetic ice rink, live band, bonfire, ice carving display, and an amazing fire dance performance by Sasha the Fire Gypsy. The biggest new event was Oktoberfest held in Fay Park; This event had approximately 1,000 attendees. The event consisted of an Oompa Band, beer and food sales, and competitions and games for kids and adults.

#### **The events for 2019 included:**

##### January:

- Fire and Ice



*Sasha the Fire Gypsy performance at Fire and Ice*

##### February:

- The Father-Daughter Valentine's Dance

##### March:

- Community Night at Lowell Riverhawks

##### April:

- Egg Hunt and Candy Scramble
- Community Clean Up



##### May:

- Touch- A-Truck
- Third Thursday, Community Fair

June

- Kick off to Summer Party



- Third Thursday, Community Fair
- King of the Castle 3v.3 basketball tournament
- Great American Camp Out

July:

- Third Thursday, Community Fair

August:

- Third Thursday, Community Fair

October:

- 1st Annual Oktoberfest
- Adult Flag Football League Championship
- Trunk or Treat and Halloween Parade

December:

- Holiday Helpers 5K Race
- Holiday Helpers program



The PRCE department strives to provide special events for all ages and to the residents of the Town and its surrounding community. We hope to continue offering our popular events throughout the years and are determined to stay innovative with creating new community-building events and ways to support these endeavors for the future.

During the school year, our Community Education Division offers a wide range of learning opportunities for the adult learner. Students from Littleton and surrounding towns registered for classes in the areas of arts & crafts, photography, computer and social media skills. Options for fitness classes were larger than ever including everything from gentle yoga to intense circuit training. We also offered unusual and trending classes like Introduction to Wood burning, Enameling, Stained Glass window making, Gingerbread House making, Photography, and Morning Yoga at Long Lake.



Our after school youth enrichment programs for Grades K-8 also follow the school calendar, in addition, we also offer classes geared to ages K-12 on the weekends. Our afterschool programs include the coding, arts, drumming, foreign language, Karate, and tennis. The youth programs are always changing in an effort to give children and parents a variety of enrichment options.

LEAP, our popular summer enrichment program for



children ages 4-16 added some new programs including stop action filmmaking, a full day hands on science program, and the ever popular Camp Invention staffed with some of our dedicated Littleton Public School teachers. We also brought back popular programs like, cupcake decorating (and eating), mine-craft and wood working for kids!

## Summer Season:

Our 7 week Littleton Enrichment Afterschool Programs (Summer LEAP) offered over 65 programs in a variety of disciplines including S.T.E.A.M. (Science, Technology, Engineering, Art, and Math) classes like Minecraft, rockets, catapults and slingshots, hands-on



science investigations, and engineering with Legos. We also offered a wide variety of art classes ranging from cooking to wood working. We strive to assemble a team of talented teachers and instructors that enjoy instilling a love of lifelong learning in our youth.



effective community leaders in the hopes of securing paid positions when they become sixteen years of age or older. Thus far, we have hired several Junior Counselors from this program, and have found it to be a huge asset to the department and the community.

Back for another year was the Tahattawan Explorations (TX) program which runs for two (2) weeks after Camp Tahattawan ends. This program is offered by registering for one week or both. This program is mirrored after our TRAC program where the participants attend a different field trip Monday through Thursday, and Friday go to Long Lake for a day of relaxing, swimming and games.



The Counselor in Training Program (CIT), which began in 2009, had another successful summer for all 8 weeks of camp. CIT's volunteer to work and 'shadow' older Camp Counselors to learn how to become

One of the major successes of the year, again, was the middle school summer travel program entitled "TRAC" (Teen Recreation Adventure Crew) which began in 2012. TRAC is a full day program running from 8:30AM-3:30PM with extended day from 3:30-5:30 PM. TRAC participants and staff traveled to four field trip destinations per week (M-Th) outside of the Littleton area and ended their weeks with a half day community service project and the rest of the day at Long Lake relaxing at the beach. TRAC offered a fun and safe environment for students in sixth to eighth grades with a sense of structure and also the type of freedom that allowed them to fully enjoy their



summer vacation in a structured environment free to television, video games and other more sedentary options.

By summer's end, the program had traveled to several popular destinations including: a Lowell Spinner's Game, Boda Borg in Malden, Boundless Adventures in Berlin, Essex River Basin Adventures in Essex, Deerfield River tubing in Conway, Canobie Lake Park and rock climbing at Metro Rock in Everett. The total participation was two hundred and thirty five (235) kids; this program continues to be a favorite of parents and teens alike.



Sailing Camp and Lessons continued their popularity again this year, filling to capacity every week offered. We continue to be a US Sailing Community Sailing Center. We will also continue to offer beginner and intermediate level programs and sailing courses for Adults. The youth programs serve children ages 8 to 14 and they learn the essentials and skills to sail a sunfish sailboat. While not sailing, participants learned knot tying, team building activities, and the parts of the boat.

The Junior Guard program was offered again this year for 4 weeks during the month of July. This program allowed young adults to learn water safety and some lifeguarding rescues skills needed to be a successful lifeguard. Participants got to assist swim instructors with swim lessons, shadow lifeguards on stand, and

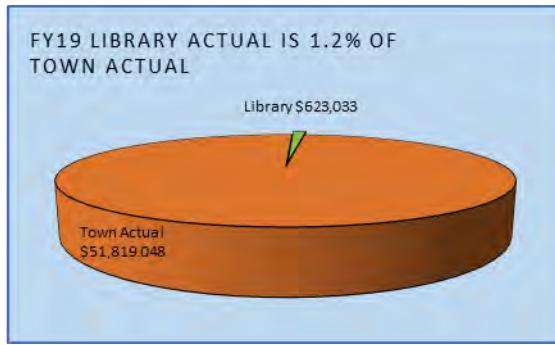
learn techniques and skills that lifeguards use every day while on the job.



Lastly, we'd like to thank all of those who have participated in our programs. With you, life is always an adventure! We appreciate your continued support. Please contact us with any suggestions that you have – we are here to bring the types of learning opportunities that the community would like to see! Our goal is to say that that every resident of Littleton has taken or participated in at least one class or program offered by the PRCE department.



*PRCE Staff, Halloween 2019*



The Reuben Hoar Library is committed to promoting the benefits and joys of reading, lifelong learning, and the discovery of ideas through virtual and physical collections. Through services for the community, the library strives to empower people to find and evaluate information and remain current with new technology.

The Library was bustling with activity in 2019. Programs which encourage community participation, such as book discussion groups for adults, story times for children, and movie nights were provided. The Friends of the Library donated funds to provide programs to children, teens, and adults. Also, in accordance with its mission, the Reuben Hoar Library provided information services for the residents of Littleton: 154,991 items – books, eBooks, audiobooks, DVDs, music CDs, and magazines were borrowed and 55,457 user visits to the library were recorded.

## RHL by the Numbers

The Reuben Hoar Library remained a favored destination with residents of Littleton and nearby communities. More than 6,000 kids attended our 175 programs held for children. 1,850 adults attended our 167 adult programs, and 441 teens attended our 97 Young Adult programs held in 2019.

154,991 Items Checked-Out	4,052 Reference Transactions	Open 45 Hours Per week	55,457 Visitors
175 Children's Programs	167 Adult Programs	97 Teen Programs	2,753 eBook Downloads
6,052 Total Attendance at Children's Programs	1,850 Total Attendance at Adult Programs	441 Total Attendance at Teen Programs	903 Museum Pass Usages

We're not just about books! We also have four notaries on staff, fax machines, scanners, copiers, telescopes, hotspots, computers, laptops, newspapers, magazines, seed catalog and meeting spaces available to the public. We also help patrons with their reference questions, genealogy research, and we provide assistance when applying for jobs online.

Our meeting rooms are heavily used; over 1,000 times last year with nearly half of those by outside groups such as COA, Park and Rec, the Girls Scouts and many other Littleton groups. The Couper Room is available to use after hours and on Sundays.

## Programming at the Library

We've offered some great programs this year that have educated, entertained, and hopefully inspired. Our programs included Girls Who Code, a program designed to teach young girls how to code computers in a fun and friendly environment. The program -- meant to get young women interested in Science Technology Engineering and Math (STEM) -- proved so popular that a second, more advanced-level program was added. We also had very successful Summer and Winter Reading Programs where both children and adults were encouraged to read with fun events and reading contests. We also added a new Little and Letters story time program for toddlers to age 5.

For the adults we offered book clubs, including a new Third Wednesdays Book Club and Fantastical Book Club where patrons can read and share their thoughts on some great novels and Science Fiction. We held movie nights, adult coloring night, and great author talks. Music programs like romantic love songs with Wendee Glick and Adventures with Microgreens for our gardeners.

The world is constantly changing and public libraries need to evolve to keep up with that change. A popular resource we continue to offer is a Wi-Fi Hotspot; patrons have taken it camping and to other locations where they wouldn't normally have Wi-Fi. We have six Kindles which are loaded with the newest best sellers and some classics, too. A telescope and Nintendo and Super Nintendo Classic systems all available to our patrons to check out for free. Patrons no longer are limited to using our desktop computers, we now have laptops they can use anywhere in the library.

For over fifteen years we have displayed the work of local artists from Littleton and the surrounding community. In addition, we have also spotlighted the work of students from Littleton schools. If you are an artist and would like to exhibit your work, the gallery space is available for shows eight months of the year. Various media are welcome, but due to the gallery's location only framed work can be considered.

## New Library Project

Our goal to build a new library has finally come true and we hope to open the doors in the summer of



2021. At Special Town Meeting in October you overwhelmingly voted to approve funding for a brand



new library!

We want to thank you for all the support you have shown us over the past few years to make our dream of a new library come true. You have attended our fundraising events, written letters, attended informational meetings, organized fundraisers, and voiced your support at Town Meetings.

Thank you so much!

## Fundraising Events

The Library Trustees, staff, Friends of the Library, and Fundraising Committee under the direction of the Friends work to raise funds that will offset the costs of the project. Over the past year the committee has held several programs, including an "I Read Past My Bedtime" event where we invited kids and their parents to visit the library after we closed.

The #BuildingCommunity01460 pledge drive is a great way to help support our new library project. The goal is to raise \$250,000 in pledges from 250 homes. We've already raised over \$830,000 in donations and pledges. With the \$5.8 million provisional grant that we received from the Massachusetts Board of Library Commissioners and our approval at Special Town Meeting, we are well on our way to building a brand new library.

In March, the Library was turned into a giant mini-golf course where everyone was invited to play mini-golf, enjoy food from local restaurants and bid on donations from local businesses and patrons. This event allowed us to raise nearly \$18,000 to put towards a new library. If you would like to donate, please visit [www.littletonlibraryproject.org](http://www.littletonlibraryproject.org) to learn how.

We'd like to offer a special thanks to the following donors for their generous contributions to the Library Building Fund:

**\$10,000+**

Judith Grande  
 Joyce Williams  
 Hans & Marianne Heer  
 The Sanderson Family  
 The Rambacher Family  
 The Helen Hauben Foundation  
 Kathleen Cole and Carolyn Hotchkiss  
 Steven Sussman  
 Richard Witter

**\$5,000+**

Mary Donovan • Solomon Marini  
 Rob & Jenna Brownson  
 Bartlett & Susan Harvey  
 George Sanders  
 Paulo Loureiro & Jennifer Cameron  
 John & Katrina Hagberg  
 Meera Gill & Sol Marini

We'd also like to thank the dozens of families and businesses who donated over \$100 or more and to those who made a pledge.

## Library Staff

Two members of the staff who will be missed are Margaret Geanisis. She added so much to the Library and we her luck in her future endeavors. We are now joined by a new staff member, Amy Totten.

Sam Alvarez (Library Director)  
 Helen Graham (Assistant Director)  
 Andy Curran (Circulation Librarian)



Jeanne Sill (Senior Technician)  
 Jenna Cantino (Senior Technician)  
 Julie Bernardi (Library Tech)  
 Julie Fredericksen (Library Tech)  
 Cheryl Hardy-Faraci (Library Tech)  
 Jennifer Hamilton (Library Assistant)  
 Jeffrey Henry (Library Assistant)  
 Tracy Delgado (Library Assistant)  
 Amy Totten (Library Assistant)  
 Atsuko Yamashita (Processing Clerk)  
 Susan Palmer (Office Coordinator)

## Friends of the Reuben Hoar Library

The Friends of the Reuben Hoar Library is a non-profit organization with over 200 members who support and volunteer to raise funds to augment the library's operating budget. Among their gifts in 2019 were the purchase of 29 museum passes and a continued subscription to the New York Times Online for patrons of the library. The Friends supported the Summer and Winter reading programs as well as other adult and children's programs throughout the year. The Friends of the Library board members in 2019 were Steve Byan, Janice Consentino, Jolanta Davis, Judy Grande, Kathy Krystofik, Mary Martin, Laura Palaia, Sarah Rambacher, and Carolyn Stall.



Diann Haduch (Children's Librarian)

## Library Volunteers

Our volunteers and senior workers provide a great service to the Reuben Hoar Library. Volunteers have spent a combined 714 hours helping us in the Library. We are grateful to the many volunteers, both adults and teens, who augment the work of the library across many functions. The Library Trustees also offer the Ray Grande Memorial Scholarship to a Littleton High School Senior every year in exchange for their time volunteering in the library. Volunteer tasks include processing books, shelving materials, assisting with cleaning/repair of damaged items, discarding items, and helping with the summer reading program. They help us to sort the thousands of book donations we receive every year and sell at the Friends of the Library Book Sale in the spring and the fall.

### Senior Workers

Henry Christle  
Rosemary Jackson  
Phyllis McGrath  
Bob Meier  
Lois Meier  
Nan-Xin Qian

### Teen Volunteers

Priyanka Maudgal  
Matt Pace  
Hari Pranow  
Declan Reidy  
E. Wheeler

### Volunteers

Nancy Carl  
Jayne Rossetti  
Mollie Bracken  
**Scholarship Recipient**  
Tori Richard

## Reuben Hoar Library Budget Report FY 20

Expenditures	YTD - Dec 31, 2019	% Spent	FY20 Budget	% Available	Balance
--------------	--------------------	---------	-------------	-------------	---------

### Personnel Expenses

Library Director	\$42,316.80	45.80%	\$92,391.68	54.20%	\$50,074.88
Assistant Director	\$25,214.40	45.80%	\$55,051.44	54.20%	\$29,837.04
Library Staff	\$167,614.98	44.89%	\$373,356.88	55.11%	\$205,741.90
<b>Total:</b>	<b>\$235,146.18</b>	<b>45.15%</b>	<b>\$520,800.00</b>	<b>54.85%</b>	<b>\$285,653.82</b>

### Expenditures

#### Materials (MAR)

Town Materials	\$77,494.40	70.95%	\$109,225.00	29.05%	\$31,730.60
Library Trustees Materials	\$0.00	0.00%	\$15,000.00	100.00%	\$15,000.00
Friends Museum Passes	\$4,977.22	66.57%	\$7,477.22	33.43%	\$2,500.00
Donations/Gifts	\$5,737.20	67.30%	\$8,525.00	29.33%	\$2,500.00
<b>Total:</b>	<b>\$88,208.82</b>	<b>62.90%</b>	<b>\$140,227.22</b>	<b>36.89%</b>	<b>\$51,730.60</b>

#### Friends Programming/Databases

Programming	\$4,016.76	61.59%	\$6,521.65	38.41%	\$2,504.89
Library Insight	\$1,790.00	100.00%	\$1,790.00	0.00%	\$0.00
Heritage Quest/Proquest	\$0.00	0.00%	\$1,031.68	100.00%	\$1,031.68
New York Times	\$1,227.20	100.00%	\$1,227.20	0.00%	\$0.00
<b>Total:</b>	<b>\$7,033.96</b>	<b>66.54%</b>	<b>\$10,570.53</b>	<b>33.46%</b>	<b>\$3,536.57</b>

## Town Expenses

Office Supplies	\$1,131.55	75.44%	\$1,500.00	24.56%	\$368.45
Postage	\$150.00	100.00%	\$150.00	0.00%	\$0.00
Travel	\$78.26	12.04%	\$650.00	87.96%	\$571.74
Equipment Repairs/Services	\$0.00	0.00%	\$100.00	100.00%	\$100.00
Processing Supplies	\$747.26	49.82%	\$1,500.00	50.18%	\$752.74
<b>Total:</b>	<b>\$2,107.07</b>	54.03%	<b>\$3,900.00</b>	45.97%	<b>\$1,792.93</b>

## State Aid (FY19/20)

Programming Supplies	\$3,000.00	69.77%	\$4,300.00	30.23%	\$1,300.00
Movie License (Split with COA)	\$93.76	100.00%	\$93.76	0.00%	\$0.00
Office Supplies	\$493.54	65.81%	\$750.00	34.19%	\$256.46
WIX Domain (Library Project Website)	\$314.95	100.00%	\$314.95	0.00%	\$0.00
Staff Meeting Supplies	\$64.42	12.88%	\$500.00	0.00%	\$435.58
Grant Watch	\$199.00	100.00%	\$199.00	0.00%	\$0.00
BookPage	\$348.00	49.71%	\$700.00	50.29%	\$352.00
Books	\$0.00	0.00%	\$1,500.00	100.00%	\$1,500.00
Misc.	\$0.00	0.00%	\$500.00	100.00%	\$500.00
<b>Total:</b>	<b>\$4,513.67</b>	50.96%	<b>\$8,857.71</b>	49.04%	<b>\$4,344.04</b>

<b>Total Income</b>	\$719,043.46	<b>% Spent</b>	51.96%
<b>Total Expenses</b>	\$373,597.70	<b>% Available</b>	48.04%
<b>Balance</b>	<b>\$345,445.76</b>		

## Reuben Hoar Library Fund

Our collection services continue to grow, along with the programs and services we offer. It has become clear that the library needs to expand in the near future. Your donations help fund this effort so that we can have an even better place for you to visit while limiting future tax increases to the town.

To safeguard these contributions, the Trustees who are responsible for oversight and strategic planning, have established The Reuben Hoar Library Fund. We thank you for your support, and it is vitally important that we continue to raise funds to reach our goal of expanding our library and making it accessible to all. To learn more about how you can help, please visit the library website at [www.littletonlibrary.org](http://www.littletonlibrary.org) or visit the library.

Donations to this fund are tax-deductible to the extent allowed by law. In anticipation of a new library, the Trustees moved the majority of the Funds intended for a new library out of the market into an MMDT Building Fund. We also received donations towards this fund from the community through the hard work of the RHL Fundraising Committee.

The Bartholomew Report shown below represents funds available in trust as of February 1, 2020.

ACCOUNT NUMBER	FUND NAME	BEGINNING MARKET VALUE	BEGINNING PRINCIPAL	BEGINNING EARNINGS	BEGINNING REALIZED GAIN/LOSS	ENDING MARKET VALUE
<b>REUBEN HOAR - BOOK FUND</b>						
101	HOUGHTON FOUNDATION	\$14,462.10	\$5,000.00	\$2,564.91	\$6,249.30	\$14,417.65
102	AUGUSTUS K. FLETCHER FUNDS	\$3,037.71	\$1,000.00	\$689.14	\$1,197.48	\$3,028.43
103	LAWS FUND	\$3,037.71	\$1,000.00	\$689.14	\$1,197.48	\$3,028.43
104	GEORGE CHEYNE SHATTUCK FUND	\$6,488.88	\$2,000.00	\$1,712.98	\$2,453.15	\$6,469.04
105	JOHN MURRAY SPRAGUE FUND	\$3,037.71	\$1,000.00	\$689.14	\$1,197.48	\$3,028.43
106	VICTORY FUND	\$3,037.71	\$1,000.00	\$689.14	\$1,197.48	\$3,028.43
107	BRADFORD SAMPSON FUND	\$99,892.32	\$30,520.37	\$10,455.21	\$55,271.90	\$90,611.60
108	REUBEN S. & MARY ANN HOAR MEMORIAL	\$30,298.04	\$15,990.00	\$5,483.25	\$7,148.89	\$25,222.03
109	REITA I. BEAN FUND	\$10,392.05	\$3,862.00	\$1,239.40	\$4,787.15	\$9,363.45
110	JOHN HILTON STARR	\$50,073.39	\$20,000.00	\$4,013.39	\$23,222.16	\$49,921.40
111	DAVID F. ROWSE MEMORIAL	\$38,860.24	\$15,100.00	\$3,969.68	\$17,262.31	\$38,743.34
112	EDWARD POTTER SANDERSON	\$50,094.53	\$20,000.00	\$4,015.08	\$23,222.25	\$49,942.54
SUBTOTALS		\$312,712.39	\$116,472.37	\$36,210.46	\$144,407.03	\$296,804.77
<b>REUBEN HOAR - CHILDREN'S BOOK FUND</b>						
201	GEORGE W. SANDERSON FUND	\$3,013.67	\$1,000.00	\$683.51	\$1,180.24	\$3,004.45
202	CELIA M. HOUGHTON FUND	\$3,013.67	\$1,000.00	\$683.51	\$1,180.24	\$3,004.45
203	NATALIE R. CURRAN FUND	\$26,581.37	\$10,579.00	\$2,210.44	\$12,090.44	\$26,501.32
SUBTOTALS		\$32,608.71	\$12,579.00	\$3,577.46	\$14,450.92	\$32,510.22
<b>REUBEN HOAR - CHILDREN'S BOOK FUND</b>						
201	GEORGE W. SANDERSON FUND	\$3,013.67	\$1,000.00	\$683.51	\$1,180.24	\$3,004.45
202	CELIA M. HOUGHTON FUND	\$3,013.67	\$1,000.00	\$683.51	\$1,180.24	\$3,004.45
203	NATALIE R. CURRAN FUND	\$26,581.37	\$10,579.00	\$2,210.44	\$12,090.44	\$26,501.32
SUBTOTALS		\$32,608.71	\$12,579.00	\$3,577.46	\$14,450.92	\$32,510.22
<b>REUBEN HOAR - GENERAL FUND w/ PRINCIPAL PRESERVATION</b>						
301	SUBSCRIPTION FUND	\$3,739.36	\$1,514.00	\$79.64	\$1,943.28	
302	LIBERTY FUND - JOEL EMERY FLETCHER	\$2,659.55	\$750.00	\$832.34	\$944.98	\$3,727.97
303	LIBERTY FUND - SPRAGUE FUND	\$907.02	\$250.00	\$285.12	\$326.81	\$2,651.41
304	NAHUM HARWOOD FUND	\$3,991.61	\$2,000.00	\$84.66	\$1,692.25	\$904.25
305	ELIZABETH G. HOUGHTON FUND	\$17,911.62	\$5,000.00	\$5,616.28	\$6,404.34	\$3,979.46
306	ANNIE C. SMITH FUND	\$11,700.78	\$1,520.00	\$4,046.81	\$5,551.89	\$17,856.85
307	ANNA H. BROWN BEQUEST	\$1,821.74	\$500.00	\$573.07	\$658.04	\$11,665.01
308	EDNA L. YOUNG FUND	\$2,653.25	\$1,000.00	\$217.86	\$1,271.92	\$1,816.17
309	DOROTHY HEMMINGWAY MEMORIAL	\$2,252.26	\$631.00	\$705.73	\$803.49	\$2,645.24
310	THEODORE FLETCHER COBB MEMORIAL	\$17,911.62	\$5,000.00	\$5,616.28	\$6,404.34	\$2,245.38
311	GEORGE & ROSE WOOD FUND	\$280,599.47	\$82,300.00	\$84,730.97	\$99,610.80	\$17,856.85
312	WALTER CLANCY FUND	\$51,133.17	\$16,040.00	\$15,650.76	\$16,898.91	\$279,741.54
313	EUNICE MORRISON FUND	\$81,884.81	\$30,000.00	\$23,849.72	\$23,961.90	\$50,976.83
314	SECOND CENTURY - LIBRARIANS FUND	\$318,013.35	\$95,280.00	\$92,101.59	\$114,813.01	\$81,634.44
	SECOND CENTURY - DAVID GLUYAS WIL-					\$317,041.02
315	LIAMS	\$35,515.89	\$10,238.00	\$11,066.11	\$12,445.11	\$35,407.30
316	SECOND CENTURY - MARION BROWN AHERN	\$18,399.94	\$7,000.00	\$1,510.49	\$8,756.44	\$18,344.39
317	JOHN D. HOUGHTON FUND	\$5,712.83	\$2,500.00	\$427.73	\$2,649.58	\$5,694.88
SUBTOTALS		\$856,808.27	\$261,523.00	\$247,395.16	\$305,137.09	\$854,188.99

**REUBEN HOAR - GENERAL FUND w/ NO PRINCIPAL PRESERVATION**

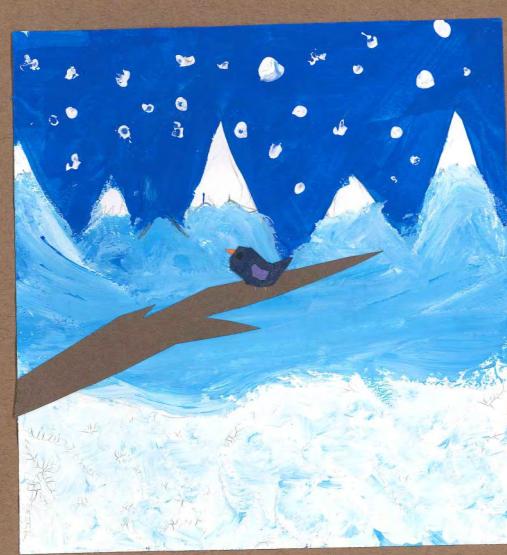
401	SECOND CENTURY - UNSPECIFIED	\$144,486.52	\$45,692.00	\$35,308.45	\$56,441.91	\$144,044.30
402	GERTRUDE HOUGHTON FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
403	GENERAL CONTRIBUTIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
404	BUILDING FUND	\$30,746.69	\$29,064.71	\$1,317.36	\$14.62	\$32,233.82
405	RAMBACHER FAMILY FUND	\$21,848.36	\$20,448.56	\$530.04	(\$111.51)	\$21,781.22
<b>SUBTOTALS</b>		<b>\$197,081.57</b>	<b>\$95,205.27</b>	<b>\$37,155.85</b>	<b>\$56,345.02</b>	<b>\$198,059.34</b>
<b>GRAND TOTALS</b>		<b>\$1,399,210.94</b>	<b>\$485,779.64</b>	<b>\$324,338.93</b>	<b>\$520,340.06</b>	<b>\$1,381,563.32</b>

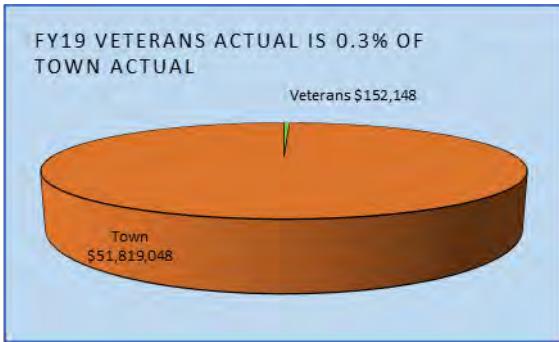
**ACCOUNTING METHOD : MARK-TO-MARKET**

<b>CURRENT ACCRUAL:</b>	\$0.00
<b>TRANSFER IN TRANSIT:</b>	\$0.00
<b>UNREALIZED GAIN/LOSS:</b>	\$58,461.77
<b>MONTH ENDING STATEMENT VALUE:</b>	<b>\$1,381,563.32</b>



ARTWORK CREATED BY RUSSELL STREET ELEMENTARY STUDENTS





## VETERANS SERVICE OFFICER

*This office is not affiliated with the US Department of Veterans Affairs or the Massachusetts Department of Veterans' Service.*

### MISSION OF THE OFFICE

The Veterans Services office is in the Small Meeting Room located in the Library at 37 Shattuck St. Enter the Town Office Entrance and the first door on the right, before the elevator is the entrance.. You will find me there every Monday and Thursday from 8:30am to noon. The Town of Littleton's Veterans Services Department serves as an advocate for all veterans and their dependents. The department advises residents as to the availability of federal and state services and benefits to which they are entitled. Provides financial assistance to qualifying veterans, surviving spouses and their dependents, under the provisions of M.G.L. Ch. 115 and CMR 108. The VSO is able to assist with locating jobs with our state partners at the Career Centers.

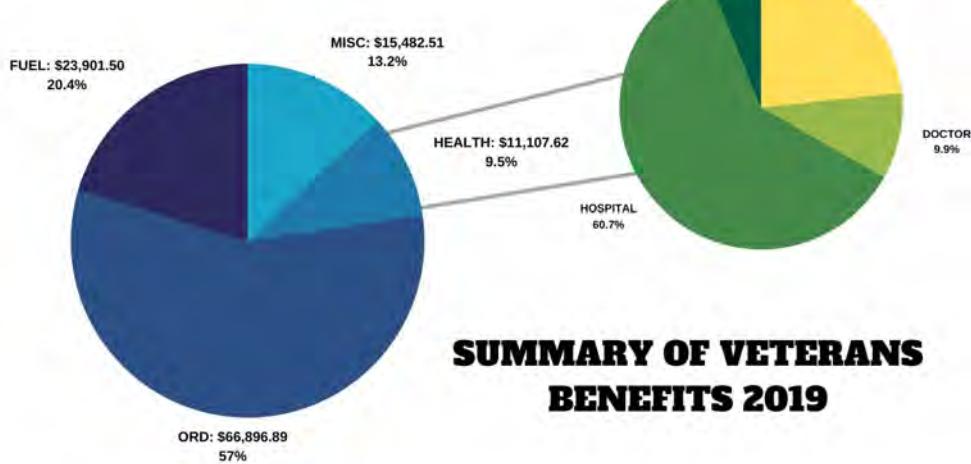
I work with the National Archives and/or the Massachusetts Records Office to obtain discharge papers. Expedited service is available for any immediate needs. As your VSO, I am here to assist

Veterans and their Widows/Widowers in receiving all the state, federal and local benefits allowed by law. The financial benefit to Littleton, according to VA records for 2019, is that 109 recipients in town receive an aggregate of over \$136,563 annually. Additionally, MGL Ch.115 has authorized Littleton to spend over \$117,000 on its Veterans with 75% of that being reimbursed from the state to the town. Not sure if you are eligible? Ask me. I will do my best to ensure you receive all the benefits that you are entitled to.



According to the 2019 Street Listing, Littleton has over 500 veterans who may be eligible for benefits along with surviving spouses of veterans. The largest group of veterans is Vietnam-era veterans with Korean-era veterans, Global War on Terror era right behind them in numbers. The area VA medical facilities have been ramped up to support returning troops with special programs that address physical and psychological concerns encountered during their time in the service. We have some of the best VA medical centers in Boston, Bedford, and Manchester, NH. In addition there are community-based clinics scattered throughout New England. Our veterans are reporting excellent care from the VA.

I plan all the activities for Memorial Day and Veterans Day each year. The Memorial Day Parade is held on the Monday holiday. Veterans Day ceremony is held on the Town common each year on the 11th of November.



## EDGAR P. ROMILLY VETERANS CORNER

On November 10, 2019, the Edgar P. Romilly Veterans Corner located at the Town Common was rededicated adding 2 new granite stones with over 300 names to the Honor Roll. Thank you for the support of the Littleton Selectboard, The Friends of Littleton Veterans, and the community of Littleton for their support of this project.



## VETERANS BURIED AT WESTLAWN

All veteran's graves in town have been visited, mapped and had a flag placed for Memorial Day. All Veteran's Memorials are being suitably maintained and flags replaced as needed. A huge thank you to the Scouts, the American Legion Post 249 members, the Veterans of Foreign Wars members, and the citizens who come out every year to help place flags on the over 700 graves in Littleton Cemeteries.

Name	Branch	ERA
Anderson, Robert	Navy	WWII
Bartkus, Walter	Army	Vietnam
Biagioni, Joseph A.	Air Force	Korea
Bradshaw, Robert C	Navy	
Catalanatto, Louis	Marines	WWII
Curtin, Paul J.	Army	Vietnam
Glavey, Alfred F.	Navy	WWII
Kosciuszek, Thaddeus	Army	Korea
Landers, Albert E	Army	Korea
Moody, James	Navy	WWII
Packard, Richard F.	Navy	WWII
Hathaway, John W.	Navy	WWII

## FLAGS

The Town has several places for residents to drop off their faded, torn or otherwise damaged flags for proper retirement. The flag collection boxes are available at the main entrance to the Town Hall, the Transfer Station and Westlawn Cemetery Administration Building. A Flag Retirement ceremony by the Scouts is held on November 11th every year.

Respectfully submitted.  
John F. Boroski, VSO, Littleton





It is with great pride and enthusiasm that I write my ninth annual report for the Littleton School Department. Throughout the year I have had the pleasure of witnessing incredible classroom lessons delivered to our students by various staff and have experienced top-notch extra-curricular and co-curricular activities. We have also celebrated many staff and student successes throughout the year.

Our commitment to the analysis of student achievement data to inform curriculum as well as to support targeted individualized instruction within our classrooms remains a priority for our school district. All administrators and faculty have consistently focused on data analyses that monitor individual students as well as sub-group academic growth from year to year. Within all of our schools we continue to move forward in regard to MCAS achievement. The spring 2019 MCAS marked the first administration of the Next Generation computer based assessment in grade 10 for English Language Arts and Mathematics. This new and updated assessment is better aligned with the updated Massachusetts English Language Arts and Mathematics Frameworks. Formerly MCAS results were categorized as Advanced, Proficient, Needs Improvement, or Warning/Failing. The results from the Next Generation MCAS are categorized as Exceeding Expectations, Meeting Expectations, Partially Meeting Expectations and Not Meeting Expectations. With these changes in mind, the data from the 2019 Grade 10 MCAS continues to clearly demonstrate how over time within the Littleton Public Schools nearly all of our students are able to meet the standards set forth by the Department of Elementary and Secondary Education. On the 2019 Grade 10 ELA MCAS, 87% of Littleton students were Meeting or Exceeding Expectations, with 17% scoring at the Exceeding Expectations Level. On the Grade 10

Math MCAS, 86% of Littleton students were Meeting or Exceeding Expectations, with 19% scoring at the Exceeding Expectations Level.

In the spring of 2019, students in grades 3-8 were administered the Next Generation MCAS assessment in English Language Arts and Mathematics. Additionally, students in grade 5 and 8 were administered the Next Generation MCAS in Science. The Next Generation MCAS is designed to focus on students' critical thinking abilities, application of knowledge, and ability to make connections between reading and writing. The Next Generation MCAS is designed to be given on the computer. Our administration and faculty continue to be involved in detailed and extensive data analyses of the spring 2019 MCAS, while also preparing students in grade 10 to take the Next Generation MCAS in Science as a computer-based test for the first time this spring.

Our school district continues to embrace the importance of staff development at the district and school levels. The September 3, 2019 Opening Day for faculty and administration brought all staff together to share in the conversation of the importance of social and emotional learning for all students in all classes. This day included a variety of breakout sessions from which staff could choose, to enhance their professional learning on a particular social and emotional learning topic. These sessions included Teacher-Student, Student-Student Relationships, Developing a Classroom Community, Engaging Students, Habits of Successful Students, Restorative Discipline, and Engaging Teaching. All of these are topics are discussed in the text Social-Emotional Learning in the Classroom by William Ribas, Deborah Brady, and Jane Hardin, which was purchased last year for all staff in the district. Staff learned, discussed, and then created a product, like a self-evaluation form, that could be implemented in their classrooms. This day allowed for a renewed energy through lively discussions to start the school year. It has also been wonderful to see our staff utilize these strategies throughout the school year.



Access to quality professional development is essential in providing staff with opportunities to keep abreast of best practices as well as fostering an environment that is committed to excellence. District-based trainings this year have focused on Social and Emotional Learning and creating meaningful connections. This past fall, we welcomed Jane Hardin, an author of the above mentioned text to work with faculty. Jane Hardin began her career as a teacher in both general and special education. In addition to being a member of the Simmons College Faculty, Jane has served as a consultant to many school systems and has co-authored several texts. Our objective in working with Jane was to further discuss social and emotional strategies that could be employed in the classroom and have a positive impact on our students. Teachers were able to share and discuss case studies for which they collaborated on action plans in order to enhance student performance and achievement in their respective classrooms.

Additionally, this fall our faculty were able to learn from and work with an organization called Pathways to Restorative Communities. The mission of this organization is to utilize restorative principles and practices to enable schools, communities and organizations to: foster community, build respectful relationships, improve communication, and address conflict. In this light our staff learned about and participated in community building circles, an effective strategy to build a positive classroom climate through open and honest conversation. Teachers have centered instructional practices on the work done during these district trainings this year as we continue to place emphasis on Social and Emotional Learning.

We are extremely happy to share that on November 5, 2019, our district hosted the Cross-District Professional Development Day at Littleton High School. For the first time in this multi-year collaboration with Harvard Public Schools and the Ayer-Shirley Regional School District we were able to welcome all teachers of grades PreK-12. This exciting professional development day titled "Engaging Students in Deeper Learning" allowed over 300 staff members from all three districts to come together to learn, discuss, and share

with three teachers, offering 10-15 minute teacher talks about their own journey of professional learning. The remainder of the day was dedicated to technology sessions, content-based sessions, as well as an un-conference opportunity within grade levels and departments.

Faculty-Led Professional Development comprises half of the professional development offered to staff during the three-hour early release days. The district-wide Professional Development Council reviews and approves all faculty-led PD activities, which align with the activities and initiatives found in the School Improvement Plans and the District Strategic Plan, Vision 2020. Examples of approved activities that faculty members pursued this year include, Encouraging Mindfulness Around Student Use of Technology, Yoga/Mindfulness, What Proficiency Based Instruction Looks Like in the World Language Classroom, Vertical Alignment of HS and MS French, Development of New and/or Re-framed Freshman/Sophomore Writing Assessments and Models aligned to MCAS 2.0, Development of a Lab-Based, Student Driven Biotechnology Course, Junior Guidance Seminar Exploration and Preparation, Special Education Transition Planning between LMS and LHS, Curriculum Development: English Language Arts Narrative Writing, Maker Skills and Project Design, Developing Effective Team Building, Brain-Based Instruction, Social Emotional Learning in Teams, Creating an SEL Resource Library, Sharing Student Work Like a Star, Orton Gillingham Lesson Planning, ESL Curriculum and Resource Development, Fundations: Curriculum Development, Differentiation, and Classroom Implementation, Connecting Standards to Assessment and Instruction, Small Group Reading Instruction, English Language Arts and STEM Integration.

The Littleton Public Schools continue to make great strides in enhancing our curricular and instructional programs to advance student achievement. Our elementary and middle schools are in the first year of aligning the social studies curriculum with the updated Massachusetts History and Social Science Framework. In doing this teachers have been working diligently to review curricular materials to ensure that our students meet the standards set forth in the updated Framework. At Shaker Lane we are in our first year of implementing Fundations, which provides research-based materials and strategies essential to a comprehensive reading, spelling, and

handwriting program. Fundations makes learning to read fun while also laying the foundation for life-long literacy through a systematic program of foundational skills that emphasize phonemic awareness, phonics, high frequency word study, reading fluency, vocabulary, comprehension strategies, handwriting and spelling. At the secondary level in English and World Language, Littleton High School is implementing a significant amount of independent reading. Many new novels and novels have been implemented in English, French, Spanish and Latin, allowing students to select a book that is of interest to them. This has encouraged more reading in and out of school, allowing for better reading fluency, stamina and vocabulary.

This is the second year of the K-5 STEM Instructional Support Specialist position. This position provides students and teachers increased awareness and participation in STEM education. Another project undertaken by this position includes the implementation of a digital citizenship program. The K-5 STEM Instructional Support Specialist works with students and teachers in the makerspaces at both Shaker Lane and Russell Street schools. Both makerspaces allow students to learn with tools such as green screens, 3D printers, a wind tunnel, Makey Makey, Spheros and Ozobots.

The Program of Studies available to Littleton High School students continued to expand through ongoing partnerships. Through a partnership with Middlesex Community College, Littleton High School students enrolling in Statistics, Latin III Honors, Latin IV Honors, French 3 Honors, French IV Honors and Spanish IV Honors courses could receive Dual Enrollment Credit. These courses are taught by Littleton High School faculty during the regular schedule at LHS and provide students with the opportunity to earn college credit transferable to all public colleges and universities in Massachusetts for successfully completing these courses during the 2019-2020 school year.

Our district continues to implement the MAP Growth assessments developed by Northwest Evaluation Association (NWEA) in grades two through eight. The MAP Growth assessments are computer-based adaptive tests that are utilized to

determine a student's instructional level and measure academic achievement and growth.

MAP Growth assessments are utilized to target instruction to meet the needs of all students, by providing precise information regarding the academic skills and concepts students have acquired in English Language Arts and Mathematics. Results of these assessments are used to inform classroom instruction and intervention programming as well as student placement by administrators and staff at Shaker Lane, Russell Street, and Littleton Middle School.

District-wide upgrades in technology remain a key factor in effectively implementing MAP Growth online assessments, Next Generation MCAS online assessments, as well as using digital instructional tools in our classrooms. The LPS Technology Department strives to provide a consistent and reliable environment to support learning. Upgrades of the technology infrastructure, including an upgrade in network speeds, has allowed for successful completion of MAP Growth testing as well as the computer based MCAS testing on Chromebooks for all applicable grades. The availability of mobile technology for faculty and administration allows our elementary and middle school staff immediate and 24/7 access to the MAP Growth reporting tools and data.

The upgraded network speeds at all schools aided in accommodating the increase in instructional devices. Furthermore, this upgrade was integral in the continuation of our successful 1:1 chromebook initiative at Littleton High School. We have now entered our third year in the 1:1 program with participation in grades nine through twelve. We are happy to share that Littleton Middle School will be participating in a 1:1 program starting this winter. The 1:1 programs allow students to access and evaluate online content and reliable sources including the online components of programmatic adoptions in multiple subject areas thereby furthering opportunities for blended learning.

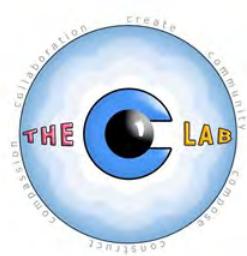


Our district continues to move forward in integrating technology into instructional practices supported by upgrades of key classroom environments as well as the instructional tools utilized by faculty and students. Shaker Lane's makerspace, Shakey's Imagitorium, is in its second year, while Russell Street's Think Tank is in its fourth year of operation. Students and teachers at both schools are involved in projects and activities with more explicit connections to grade level curricula as well as with a greater emphasis on creative projects that students design. The LMS makerspace, known as the C Lab, continues to be utilized by students and teachers for creative student designed projects. This fall, grades K-8 participated in the second annual Massachusetts STEM week. With generous support from the Kimball Fund Grant, the Littleton High School Library Media Center continues to be an inviting innovative and collaborative setting for learning. The center hosts 3D printers, green screens, collaborative stations, iPads, and vinyl cutters.

## WELCOME TO THE THINK TANK

RUSSELL STREET SCHOOL

◆ AMAZING THINGS HAPPEN HERE ◆



Continued enhancements in technology have greatly expanded our students' learning experiences and communication with the community. All families continue to have access to grades and report cards for all of our students in grades K-12 through the Aspen Family Portal. This year we have implemented the online Aspen Family Portal contact verification and permissions workflow, allowing families to update and complete required paperwork digitally. Furthermore, we have had the installation of a centralized card access system as well as a phone system upgrade within Shaker Lane School and Littleton High School.



Our district acknowledges that learning happens beyond the four walls of our schools; therefore, with district funds and through gracious grants provided by the Kimball Fund and the Littleton Education Fund, we are able to partner with Shared Studios and have a Portal brought to Littleton Middle School. The Portal is an interactive experience that allows students, teachers, and community members to connect with other peoples and cultures from all over the world. Students will be able to enter the Portal, which is an inflatable structure, and come face-to-face with others that are in a distant place, as though they were right in the room allowing them to see and discuss a variety of topics. We will welcome the Portal to the district this spring and have it return next fall.

Members of the district technology team and several teachers were able to represent Littleton Public Schools at the Fall MassCUE (Massachusetts Computer Using Educators) Conference. This year we had seven presenters, a record number for our district, and several attendees at the fall conference. This winter and spring we will continue to be represented by faculty presenting at the MassCUE DataPalooza conference and the MassCUE Leadership Conference.

Strategic Planning has been a primary focus for our teachers and administrators at both the school and district levels. **Vision 2020** is our district's strategic plan and vision for excellence. It is a living document that guides all programmatic and budgetary decision-making. After a reflective and iterative process our **Vision 2020** was updated for years 2018-2020. Our strategic plan continues to encompass the following five goal areas: 1. Curriculum / Instruction / Assessment 2. Professional Development 3.

Community / Communication 4. Climate/Culture 5. Technology. Building upon the updated ***Vision 2020***, our schools have focused on “Best and Next” practices in order to implement School Improvement Plans (SIPs) also for years 2018-2020, that are in alignment with the five standards or goal areas.

Our district leadership team created a schematic that visually illustrates “Meaningful Connections” between Academics and Social Emotional Learning encompassed within our Strategic Plan and School Improvement Plans. The schematic incorporates a number of initiatives that our district currently pursues and maps our various interconnections and interdependencies that focus on the development of the whole child. We look forward to the continued use of this document as a means of reflecting and evaluating our effectiveness on these initiatives as we continue to actualize our updated ***Vision 2020*** plan. I would encourage you to visit our district website to view our strategic plan, the district schematic on “Meaningful Connections” as well as our School Improvement Plans.

Budget considerations were a focus of conversation throughout the year. As a result of continued increases in costs as well as limited growth in revenue, the School Committee recommended a required services budget. Through the actualization of the required services budget, we were able to continue to provide quality programming for our students. This was a direct result of the hard work of our administration and staff. With the current forecast for our FY20 budget, a lack of increase in State Revenue will continue to create challenges in our ability to maintain a level services budget. I would like to thank our staffs, administrators and School Committee for their hard work and dedication in ensuring that our students continue to be well supported. I would also like to thank our community for their continued support in ensuring that our students receive the necessary educational experiences that are paramount for continued success.

Throughout the year our students have had many opportunities to take part in co-curricular and extracurricular offerings that have provided invaluable educational experiences. As we all know, our students will cherish many of these experiences

as they continue their educational journeys. I would like to commend our staff, students, coaches and community for supporting these programs throughout the year.

Special thanks go to the many citizens who continue to volunteer within our schools and to the many town organizations and citizens who have given funds, goods and services to support and enhance programs for our students. We are fortunate to have hundreds of volunteers who have donated their time, talent and resources to our schools.

Through these efforts and more we will continually aim to have all of our students reach their full potential and continue to actualize our Core Values of Respect, Responsibility, Integrity and Accountability.

Respectfully Submitted,  
Dr. Kelly R. Clenchy  
Superintendent of Schools

ARTWORK CREATED BY RUSSELL STREET STUDENTS

RUSSELL STREET 2019/2020





As we reflect upon 2019, we see again that Littleton High School experienced another active year full of student accomplishments in academics, arts, and athletics. Consistent with our mission, we maintain a safe, caring, supportive, and academically challenging community that cultivates and models respect, responsibility, integrity, accountability, perseverance, and teamwork. We recognize and appreciate our talented faculty, motivated students, supportive parents and community members who keep Littleton High School a vibrant and thriving learning environment.

Littleton High School serves students in grades nine through twelve and is accredited by the New England Association of Schools & Colleges (NEAS&C). With ten school-based and over twenty available online AP Courses, Littleton High School has received the College Board's AP Honor Roll recognition multiple times. Littleton High School had 42 AP Scholars (8 Scholars with Honor and 12 Scholars with distinction) in May 2019.

Special Olympics Massachusetts recognized Littleton High School for the third year in a row as a Unified Champion School for the high school's commitment to fostering a socially inclusive school climate that emphasizes acceptance, respect, and human dignity for all students.

You may have heard or read that Boston Magazine ranked LHS as *the 17th Best High School in Boston/Boston suburbs*. While we remain cautious with rankings and comparisons among schools, it is nice to be recognized as a

high performing school. We appreciate the outside validation of the quality of our high school, and the dedicated efforts of so many to offer an outstanding educational experience. Thank you for all you do to support the growth, achievement, and social emotional learning of our students.

Please read below for some highlights related to our school improvement plan categories: Curriculum, Instruction, & Assessment; Professional Development; Community & Communication; Climate & Culture; and, Technology.

#### **Curriculum/Instruction/Assessment/Technology**

Littleton High School offers a wide variety of courses based on the Massachusetts Curriculum Frameworks, Common Core, and College Board standards. Instruction emphasizes student engagement, critical thinking, and collaboration. Assessments range from informal to formal diagnostic, formative, and summative assessments. The following lists some activities related to curriculum, instruction, and assessment at LHS in 2019:

- Partnered with Middlesex Community College in the creation of Dual Enrollment courses in Latin, Spanish, French, Physics, and Statistics
- Adopted the Seal of Biliteracy for graduating seniors who passed a proficiency exam
- Emphasized variety of instructional technology strategies across departments: Kahoot, Socrative, museum walks, video productions, podcasts, essays, research papers, book creation, google forms/surveys, google classroom

- Continued world language instruction with flexible seating arrangements and new strategies focused on comprehensible input and teaching proficiency through reading and storytelling
- Featured alumni guest speakers presented about the value of learning a second language
- Participated in National Latin Exam, National Spanish Exam, Etymology Exam, JCL Essay Contest, Mythology Exam
- Launched and administered new online MCAS platform for ELA and Mathematics
- Implemented Virtual Reality Kits with Google Expeditions
- Continued to integrate Everfi Financial Literacy Program into courses
- Participated in New England Math League & Worcester County Math League (WOCOMAL)
- Adopted a new Algebra I text and resources
- Implemented new technology for complex visual works in the photography program
- Presented Othello in 2018 and Hamlet in 2019 with *Shakespeare & Company*
- Updated ELA curriculum to match next generation MCAS reading and writing demands
- Continued individual college essay conferences where seniors met with one English teacher to receive personalized feedback on their essays
- Integrated *HoloGlobe* real-time data Earth Processes modeling software in Earth Science
- Updated climate change unit of Environmental Science course
- Arranged second independent technology-rich physics lab
- Added new cooperative learning opportunities and academic games to Chemistry
- Integrated more kinesthetic learning experiences in the Earth Science
- Added online Historical Games, Simulations, Webquests
- Supported research projects with extensive library media center resources
- Participated in Edward M. Kennedy Institute Senate Immersion module
- Participated in the Lemkin Summit in Washington D.C.

- Continued updates to Nutrition, Wellness Topics, and Child Development courses (CommonCurriculum.Com) and curriculum update about Vaping
- Conducted Curriculum Alignment activities for Math – Grades 9-12, Fine & Performing Arts- Grades 6-12, Health & Physical Education – Grades 6-12, and Biology- Grade 9

### **MCAS Update**

The high-stakes MCAS exams were administered between March and June with new grading criteria. 87% of our participating students met or exceeded expectations in English language arts and 86% of our participating students met or exceeded expectations in mathematics. Keeping with the previous grading criteria, 96% of our participating students (Class of 2021) scored proficient or advanced in science. The faculty continues to do an excellent job of examining student results and making any necessary instructional adjustments.

### **Professional Development**

Littleton makes a substantial investment in staff professional development with dedicated early release days and abundant opportunities for staff to pursue professional learning via graduate courses, seminars, and workshops.

Staff engaged in a variety of sessions about instructional practices, curriculum units/lessons, assessment practices, school improvement goals, and social emotional learning activities. Furthermore, teachers had substantial planning time to review two key books that focus on our strategic plan goals: Marzano's *Art & Science of Teaching* and/or Ribas, Brady, & Hardin's *Social Emotional Learning in the Classroom*. We appreciate the time provided to review, discuss, plan, and document how they integrate proven strategies and activities into their lessons and classrooms.

### Examples of ongoing professional development activities:

- District-wide training in the *The New Art and Science of Teaching*
- Social Emotional Learning presentations and resources
- Interactive *Portals to the World* experience
- Primary Sources- Current events in Context
- Socratic Seminar facilitation
- Littleton High School hosted the Cross-District Professional Development with Harvard & Ayer-Shirley school districts
- NPEN - Northeast Professional Educators Network Conference
- Massachusetts Association for Physical Education, Health, Recreation, and Dance (MAPEHRD) Conference
- Conferences on Social and Emotional Well-being - Mindfulness, Mental Health Summit, Wellness Summit
- PATH Goals - Physical Education, Art, Technology, Health
- Curriculum update with Juuling and Vaping
- Clinical & administrative team analysis of Youth Risk Behavior Survey Results
- Google Classroom Exploration
- English Language Learners/Sheltered English Immersion
- Art teachers attended National Art Education Association Conference in Boston
- SPED Curriculum Development and Transition Planning
- YRBS Review and Planning (Grades 6-12)
- Vertical Alignment of MS and HS French Curriculum
- Development of a lab based, student driven Biotechnology course
- Assessments for Reading Comprehension and Proficiency in World Language
- Revamp of the LHS Freshman Research Project
- Revisions of Algebra I Curriculum
- Development of Freshman/Sophomore Writing Assessments
- Curriculum Development for Chemistry and Physics
- MCAS 2.0 Preparations (Special Ed)
- Curriculum Review for Freshman/Sophomore Guidance Seminar

- Preparing & supporting students with disabilities for the post-secondary college world
- Individual and collaborative reviews of formative assessments, MCAS results, and AP instructional planning reports
- *ALICE* (Safety & Security Protocols) refresher training
- Yoga & Mindfulness for Teachers



### Community/Communication

Littleton High School strives to maintain open, clear, and frequent communication among schools, parents, students, and community members. We also strive to build strong partnerships with local businesses, agencies, colleges/universities, and organizations. The following examples highlight some of our recent accomplishments:

- Continued collaboration with Littleton Fire Department in providing CPR/AED training to sophomores and seniors annually and staff bi-annually
- LHS students created a new online newspaper/blog
- Revamped Schoolwide Summer Reading Program
- Displayed student artwork at Reuben Hoar Library as part of a rotating exhibit
- Received generous funding from the M.H. Kimball Fund for a significant upgrade of the Library Media Center into a more collaborative work space
- Expanded student internship and work study opportunities with local schools, businesses, and organization
- Continued partnership with MCC (Middlesex Community College) for dual enrollment courses

- Continued partnership with the CASE (Concord Area Special Education) Collaborative for students with significant special needs
- Hosted a College Planning Seminar and the fifth annual Winter Semi-Formal in January
- Performed the Town-wide Band Concert in February
- Hosted annual College Fair in March
- Hosted and served a special luncheon for Littleton senior citizens and the Council on Aging in April
- Joined Littleton Council on Aging to offer Tiger Tech Support in Library Media Center
- Expanded student internship and work study opportunities with local schools & businesses
- Facilitated and participated in the Scholarship Drive for the Littleton Scholarship Trust in October
- Engaged community with active volunteers and PTA (Parent Teacher Association), LEF (Littleton Education Fund), LABA (Littleton Athletic Booster Association), SEPAC (Special Education Parent Advisory Council), and Music Boosters

### **Climate and Culture**

Littleton High School is committed to student learning and educational excellence. As we challenge students with high academic standards and high expectations for conduct and effort, we foster a positive and caring climate that supports students as they grow, learn, and develop. The following list highlights our school climate and culture:

- Active National Honor Society, Student Council, and Humanitarian Club
- Accomplished Band and Drama Programs
- Chorus performances on Veterans Day Ceremony, Concerts, Graduations
- Band performances at football games, annual concerts, Suites and Sweets, Holiday Bazaar, Town Tree Lighting, COA Luncheon, Memorial Day parade, and HS Graduation
- Students visited Boston Museum of Fine Arts
- 

- LHS Band performed at Disney World in 2019
- During an extended advisory, students discussed the topic of *Encouraging Mindfulness Around Student Use of Technology and Social Media*
- World Language Festival featuring food, performances, and travel information
- Variety of clubs available per student interest
- Annual events such as our Music Concerts, Drama Productions, Art Shows, Prom, Homecoming Dance, Winter Semi-Formal, and College Fair
- Student Support Team met bi-weekly to monitor student progress and recommend interventions as needed
- Extended advisory activities related executive skills development, anti-bullying education, driver safety & substance use prevention, career inventory, scholarship applications, Signs of Suicide (SOS)/depression screening
- Students participate in Community Service projects throughout the year
- Mrs. Jennifer Feudo was named the 2019 LHS Teacher of Year at our Spring Awards Night.
- Mrs. Michele Hirth received the Littleton Public Schools Excellence in Teaching Award in June.

The June 7th Littleton High School graduation took place at Alumni Field. We are once again grateful to the Littleton Scholarship Trust for awarding generous college scholarships to graduating seniors and alumni.

### **LHS Athletics**

By all accounts, 2018-2019 was another great year for LHS Athletics. We won 8 League Championships, 2 District Championships and 2 State Championships. Also, 20 of our 23 varsity teams qualified for the MIAA Tournament. Finally and perhaps most importantly, our participation numbers held steady again this year: 304 of our 440 students played at least one sport (69% actual participation rate) and we had 675 total participants in our programs (total participation tally).

By all accounts, 2018-2019 was another great year for LHS Athletics. We won 8 League Championships, 3 District Championships and 2 State Championship. Also, 17 of our 22 varsity teams qualified for the MIAA Tournament. Finally and perhaps most importantly, our participation numbers held steady again this year: 304 of our 440 students played at least one sport (69% actual participation rate) and we had 675 total participants in our programs (total participation tally).

Littleton High School Fall Athletic teams completed another successful season. The Boys' and Girls' Soccer teams qualified for the MIAA Tournament. The Girls' Field Hockey, Boys' Golf, and Boys' Cross Country teams won League Championships and qualified for the MIAA Tournament. The Varsity Football team enjoyed another winning season by finishing with a 6-5 record.

The Winter sports season featured a number of notable events. The Ice Hockey and Boys' Basketball teams qualified for the MIAA tournament. The Boys' and Girls' Indoor Track teams completed their 12th season as varsity programs. Girls' Indoor Track team won their third State Championship.

The Softball, Boys' Outdoor Track, Boys' and Girls' Lacrosse teams all won their League titles and qualified for the MIAA Tournament. The Girls' Outdoor Track and Boys' Tennis teams also competed in the MIAA Tournament.



LHS once again received recognition as a Special Olympics Unified Champion School.

As you can see, Littleton High School is committed to student learning, a caring environment, and educational excellence. The LHS School Council conducted reviews of our School Improvement Plan goals and will continue to focus on the following areas in 2020:

- Creating and implementing specific plans to address social emotional learning including responsible digital citizenship
- Continuing focused professional development for social emotional learning, instructional strategies, executive skills, instructional technology, and assessment practices
- Creating a school climate and culture action plan with a continuous improvement mindset
- Increasing internship, work-study, dual enrollment opportunities for students
- Creating a *Vision of the Graduate* as part of the cyclical accreditation process with the New England Association of Schools & Colleges (NEAS&C)

In closing, we express our continual gratitude for the service of all our School Council members who gather each month to discuss and make plans in key areas: Curriculum, Instruction, Assessment, Technology, Professional Development, Community/Communication, and Climate/Culture. We are also much appreciative of the PTA (Parent Teacher Association), LEF (Littleton Education Foundation), LABA (Littleton Athletic Booster Association), and Littleton Drama & Music Boosters who continue their generous support of initiatives at LHS.

As always, we appreciate the support of our community in making Littleton High School a great place to learn, grow, and prepare for life beyond school.

Respectfully,  
John M. Harrington, Ed.D.  
Principal

**ARTWORK CREATED BY Catherine Danforth**





The Littleton Middle School community is made up of approximately 390 students in grades six, seven and eight. Each grade level team meets daily to collaborate around instructional practices in English Language arts, mathematics, science, social studies, world language and special education, as well as working with the administrative team to address student academic and behavioral progress. We also have a Unified Arts team that teaches health, physical education, computer education, art, band, chorus and general music to students in all three grades. The entire student population is supported by educators working with each other to provide additional opportunities for growth in literacy, mathematics, organization, special needs instruction: English Language Learning, speech/language therapy, occupational therapy, Literacy Lab, and Math Lab. Our students benefit greatly from this model as it provides everyone a community within a community to guide students toward success.

At LMS we recognize the importance of educating the “whole child.” We provide our students with a wide variety of extra-curricular clubs and athletic programs that allow them to develop and apply new or developing knowledge and skills. We also provide a variety of opportunities for students to become active and supportive members of their school and local communities. Student organizations and middle school staff members are responsible for putting together numerous community service projects each year. LMS families demonstrate tremendous generosity with our Food Drive and The Giving Tree to benefit local food banks and homeless shelters and with our Veteran’s Day Celebration to honor local veterans.

We are committed to providing and maintaining a safe, welcoming, engaging, challenging, and well-rounded learning environment for all members of our learning community that is focused on growth and continuous improvement. Students have opportunities to explore their musical, artistic, theatrical and technical

talents and interests. They are also afforded opportunities to give back to the community with their participation in the Community Service Club, National Junior Honor Society, Human Rights Club and Student Council.

Our middle school students continue to demonstrate academic strengths and growth in all of the major content areas. Our MCAS results remain strong and our students continue to demonstrate their



knowledge and abilities in a variety of ways including: traditional assessments, project-based learning, interdisciplinary units and technology integration.

In an effort to continuously improve our ability to meet our students’ needs, we continue to use Measures of Academic Progress. MAP tests are web-based assessments that students take to help us determine the child’s instructional level. The assessments are given at three points during the year, fall, winter and spring, to measure academic growth. These assessments provide specific student progress data to teaching teams throughout the school year. The data is accessible immediately after the students complete the assessments, and it is used to drive instruction and teaching practices specific to each class.

Because of the unwavering dedication of staff, students and community members to provide the highest possible academic and social-emotional education experience, we were again recognized as a New England League of Middle Schools "Spotlight School" and one of only six schools in the state of Massachusetts. We are extremely proud of this status and work diligently to maintain the ideals of that designation.

The Littleton Public School District continues its commitment to providing our teachers with opportunities to participate in professional development. The Professional Development Council works collaboratively to provide and design excellent professional development at all levels. The district has provided professional development opportunities for all staff and we also have site-based professional development opportunities to assist teachers in staying current with best practices that will help meet the needs of all of our students.



The LMS School Council, made up of staff and community members, continues to be instrumental in assisting with the development and implementation of the school improvement plan. This group guides and monitors the progress made in our school improvement goal areas, including updating our school handbook, and is charged with updating the School Improvement Plan for the 2020-2022 school years.



The middle school benefits greatly from a community that values and supports education. Without organizations such as the PTA, LEF, SEPAC and Rotary, we would not be able to provide the same quality programs and/or materials that we do now. Our students benefit from volunteers who chaperone field trips, give presentations in the classroom, work with after school clubs and teams and provide opportunities for them to be together and have fun. By serving on School Committee, School Council, PTA, SEPAC, participating in public meetings, or working behind the scenes on any number of school related programs, parents and community members serve as role models for our students. We value our current relationships with various stakeholders within the local community and look forward to developing new relationships as well.



I continue to be amazed at the passion our staff and group members bring to Littleton Middle School every single day. I cannot imagine there is a better place to work or a finer place to learn. Thank you for the trust and support you provide all of us at LMS and we will continue to work tirelessly to be deserving of such a wonderful community.

Respectfully,

Jason D. Everhart  
Interim Principal



The Russell Street School, serving students in grades three through five, is the second stage of the child's educational experience in Littleton. Providing a bridge between the primary school experience and middle school, RSS is committed to creating a rigorous academic environment while fostering the social and emotional growth of each child. Our standards establish high expectations of intellectual growth while maintaining sensitivity to the uniqueness of the individual and encouraging the creativity within each child. With an enrollment of approximately 388 students, we currently have six third grade, six fourth grade and six fifth grade classrooms with an average class size of approximately 22 students per classroom. The RSS team is comprised of a dedicated group of individuals, who include professional and support personnel to meet the needs of all of our students. We also work closely with the Concord Area Special Education Collaborative (CASE) and provide space for one classroom of students.

The team at Russell Street School is committed to ongoing professional growth and providing a cutting-edge educational experience for each child. The action items in our School Improvement Plan are varied in nature and designed to improve the educational experience for our students. The RSS School Improvement Plan aligns with Littleton Public Schools Strategic Plan standards listed below:

- Align and enhance curriculum, instruction and assessment to continually improve student achievement.
- Provide staff with a variety of professional development opportunities that are connected to the district Strategic Plan and individual School Improvement Plans.
- Preserve and enhance communication strategies between the school district and its constituents.
- Foster a respectful and responsive culture that provides a safe and secure learning and work environment
- Preserve and enhance the integration and utilization of technology for students and staff PreK-12.

The RSS team has implemented many initiatives this year including:

- Expanded intervention block (WIN – "What I Need")
- Focus on supporting students with extended writing tasks
- Continued focus on social/emotional learning
- Transitioned to Next-Gen MCAS in all grades
- Taught ANSWER extended writing protocol in all grades
- The STRIPEs Initiative

It was a busy year, but the RSS team rose to the challenge. We're proud of the way these initiatives are impacting student growth each day.

We have high expectations for all members of our community as both academic learners and citizens. Standards for conduct and learning are set high, and students are provided the support necessary to find success and build confidence in their academics as well as art, music, physical education and technology. We have a tremendous parent community who participate throughout our school in many ways and enrich the learning experiences of children. We strive to foster an atmosphere of mutual respect, tolerance, and optimism wherein each child can develop a positive self-image. Our focus on social development is fostered through our STRIPEs Initiative. Students



are able to earn stripes and be recognized for their efforts in Safety, Take responsibility, Respect, Integrity, Perseverance, and Empathy. We were so pleased to see the lobby bulletin board filled with stripes each term. The students are recognized and their efforts acknowledged six times throughout the year at school-wide meetings. Students watched short videos about being kind, making good decisions, being grateful, etc. and each teacher recognized her students for their efforts that term. This is a great way to create a positive environment within the school.

We continue to focus on social-emotional learning at RSS. We maintain an environment that fosters the social and emotional learning of all children. Students have completed acts of kindness and learned strategies for mindfulness and stress reduction. Teachers have incorporated meditation, relaxation and yoga into their classroom routines. From our Musical Minute Mondays, Wellness Wednesdays and High Five Fridays, students have strengthened their social/emotional skills and been able to apply these skills to their daily tasks.

We have an excellent Parent/Teacher Association at Russell Street School. This dedicated group of individuals works extremely hard to enrich the experience our students receive at school through funding a variety of projects and hosting family friendly activities. From Game Night in the fall to Bingo Night in the spring, the PTA is always hard at work planning a fun event for members of the RSS Community. The PTA does an Annual Appeal in the fall to collect monetary donations from families so they can financially support our educators with enrichment materials and fun/educational programming for students such as visits from Potato Hill Poetry and a variety of educational field trips. We value a well-rounded educational experience for the children of Russell Street School, and the PTA and our RSS families play a major role in helping us make this a reality.

We realize the importance of the role technology plays in providing students with the skills they will need to be successful in life and career. Russell Street School has added a K-5 STEM integration specialist which has helped to transform the K-5 learning experience. In addition, we have utilized Virtual Reality, enhanced the digital citizenship program, acquired Pancake Bot, 3-D printers and a variety of robots that students can use to learn to code. Our technology program is becoming seamless and students are able to complete technology inspired projects on a regular basis.

As educators, we are extremely fortunate to work in Littleton. On behalf of the entire team at Russell Street School, I would like to extend our most sincere thanks to our parents, the greater community, our LPS colleagues, and the School Committee. Our partnership allows us to provide the very best educational experiences for every child.

Respectfully,  
Cheryl A. Temple  
Interim Principal



The Shaker Lane School, serving grades Preschool through Grade Two, is the first stage of a child's educational experience in the Littleton school community. Our primary goal is to provide a nurturing, inviting, success-oriented environment that meets the cognitive, emotional, social, and physical needs of the whole child at his or her level of development. We believe in challenging every child and providing them with the opportunity and encouragement to reach the next stage in their academic development. In addition to encouraging optimum academic achievement, this supportive atmosphere also advocates human values that develop social awareness and mutual respect in our global society. Our dedicated staff provides quality learning experiences for all members of our school family within a caring environment, setting high expectations for achievement, behavior and social interactions.

Shaker Lane houses the integrated preschool program for three and four-year-old children. Our inclusive preschool offers a four-day half-day program for three-year-olds, a four-day half-day program for four-year-olds, a four-day full-day mixed age program and a five-day mixed aged program. All our preschool classrooms provide secure, inviting success oriented environments that meet the cognitive, emotional, social and physical needs of the whole child at his or her level of development. In response to this philosophy, the program utilizes a developmental approach and provides experiences, which promote curiosity and develop cognitive, language, social and motor skills. Through teacher facilitation, the children are encouraged to actively explore their environment and acquire skills through a combination of play, small and large group activities, and direct instruction. Each child is provided open-ended curriculum activities where they can experience success as they learn and develop at their own rate.

In kindergarten, we offer a full-day kindergarten program for interested families. The longer school day allows more time to explore concepts, and more time to practice and learn the outcomes. All kindergarten students attend kindergarten in the

morning for the entire school year. In addition, parents could choose to extend their child's kindergarten day to 3:15 on a fee basis. Besides choosing a half-day or full day program, parents could choose to have their child attend two, three or four full-days. Children who do not stay for an afternoon are bused home, leaving at 12:00 p.m. A transitional program provides for children who may not be developmentally ready to enter grade one.

Students receive a report card based on local and



state standards. Our teachers instruct students based on the Common Core Standards in their classroom and we have recently realigned our report card to reflect this information for parents. We are confident that our Standards Based Report Card provides parents with more accurate and specific information on their child's academic progress.

Social and Emotional Learning is a focus at Shaker Lane that we re-evaluate each year. The HEART Program which encompasses Honesty, Effort, Acceptance, Respect and Taking Responsibility continues to be the moral code we thread throughout our day. These ideals are a clear representation of what we believe in as a school community. Our staff continue to instruct students with the Second Step program. This evidence based curriculum incorporates lessons on skills for learning, empathy, emotion management, and problem solving. Over the past two years, we have implemented a new



model of instruction to compliment the Second Step program. Our guidance counselor has developed 6 lessons from the Social Thinking Curriculum that support the Collaborative for Academic, Social and Emotional Learning (CASEL) core competencies. At the start of the year, these lessons are delivered to each K-2 classroom over a 6-week period to help continue to support the social emotional development of our students.

Our monthly Community Meetings continue to focus on HEART. During our school-wide meetings second grade classrooms have presented on topics that encompass our core competencies. Each year we focus our Community Meetings on ways we can help the communities in and around Littleton through compassion projects. This year we participated in the Marine Corps Toys for Tots Drive as well as The Great Kindness Challenge. Our compassion projects reinforce ways students can be contributing citizens in our community.

In concurrence with the District Improvement Plan, the Shaker Lane School goals are to:

- Align and enhance curriculum, instruction and assessment to continually improve student achievement.
- Provide opportunities for continued growth for staff to support high standards in all district programs targeted toward identified needs.
- Continually improve communication among schools, parents, students, and community
- Sustain an accepting, respectful, and responsive culture that provides for a safe and secure learning environment
- Provide all staff and students with access to current technology

We believe the foundation for a strong home/school partnership is regular, open communication. We make every effort to keep parents and community informed about what's happening at school through weekly newsletters, teacher blogs, Twitter, newspaper articles, open houses, curriculum nights,

parent/teacher conferences and other special events/presentations throughout the school year.

We have a very strong base of volunteers at Shaker Lane and are grateful to them for all that they do. Children enjoy having the involvement of their parents in their day-to-day school life. Volunteer programs also provide a vehicle for strengthening the home school connection. Parents are encouraged to volunteer at Shaker Lane in a variety of different manners. We are extremely fortunate to have a dedicated group of parents working to support the students and staff of the Littleton School District. The annual Winterfest and Basket Raffle along with the Fall Book Fair continue to be huge successes, bringing together students, parents and staff for an evening of fun. The Parent Teacher Association (PTA) supports the students, staff, parents and administrators at Shaker Lane financially, as well as by offering enriching activities and events for all to enjoy. Funds raised by the PTA are used for a wide variety of activities such as cultural enrichment programs, author/illustrator weeks, classroom/school activities, field trips and materials and equipment that benefit our students.



In Mathematics, we continue to utilize ***Everyday Mathematics 4*** as the foundation of our instructional program. This is a comprehensive Pre-K through 6th grade mathematics curriculum developed by the University of Chicago School Mathematics Project and published by McGraw-Hill Education.

As part of a Balanced Literacy approach we continue to focus our small group instruction on targeted levels of student's independent reading levels. Last year, we began to invest in leveled readers to build K-2 classroom libraries allowing students to have "just right" books at their fingertips. We continue to administer the Fountas and Pinnell Benchmark Assessment System three times a year to obtain information to drive our instruction. The BAS comprehensive reading assessment provides staff with an in-depth evaluation of students' reading fluency, comprehension and use of reading strategies to decode. This year, we began implementation of the Fundations phonics program in Kindergarten and Grade 1 classrooms. Fundations is an explicit, systematic approach to phonics.



Some of our Professional Development sessions this year included:

- Pathways to Restorative Communities
- Best Practices in Guided Reading
- Social Emotional Case Studies Discussion

The conversion of our tech lab into Shakey's Imagitorium last year proved to be a huge success with students and staff. This Makerspace design has incorporated a STEAM approach where students work collaboratively to create and solve problems. In the classroom, students continue to use a combination of iPads and Chromebooks across the curriculum. The pairing of this technology has enhanced our instruction in all curriculum areas.

The Arts continue to be an important part of the curriculum at Shaker Lane. A major goal of our art program is to provide our students with a comfortable and positive art experience, while instilling self-confidence and self-expression. Our music program focuses on developing a love and appreciation for music.

It is a pleasure to be part of the Littleton Public School District. I am proud of the students and staff at the Shaker Lane School for their effort and achievements. I look forward to continued partnerships with our students, staff, parents, and community members to support the social emotional and academic development of our students.

Respectfully,  
Michelle Kane  
Principal

ARTWORK CREATED BY



*Ms. Taylor's  
2nd Grade*



<b><u>Commission on Disabilities</u></b>	<b><u>Registrars of Voters</u></b>
<b>Members</b>	<b>Members</b>
Diane Crory, <i>Chair</i>	Diane Crory, <i>Town Clerk</i>
George Sanders, <i>Vice Chair</i>	Sandra Clyde
Erich Manser	Ellen Banks
Luigi Iacoviello	
<b><u>Conservation Commission</u></b>	<b><u>Cultural Council</u></b>
<b>Members</b>	<b>Members</b>
James Pickard, <i>Chair</i>	Heidi Montanari
Julia Rupp	Jeanne M Bracken
Carl Melberg	Maura Newman
Sarah Seaward	Bernard Zubrowski
Anna Mayor	Laura Yates, <i>Treasurer</i>
Andrew Sammarco	Arpita Pathak, <i>Secretary</i>
Kyle Maxfield	Gabrielle Aydnwylde, <i>Chair</i>
Mathew Cahill	
<b><u>Permanent Municipal Building Committee</u></b>	<b><u>Agricultural Commission</u></b>
<b>Members</b>	<b>Members</b>
Michael Scaduto	Jamie Cruz ( <i>farmer</i> ), <i>Vice Chair</i>
Brian Pasquale	Gerry Cavallo ( <i>farmer</i> )
Richard Crowley	Brad Mitchell
Robert Romilly	William Pickard, <i>Chair</i>
Stephen Moore	Andrew Sammarco, <i>Clerk</i>
Daryl Baker, <i>School</i>	Scott Matheson
Vacancy (2)	G. Tommy Jensen
<b><u>Finance Committee</u></b>	<b><u>Board of Appeals</u></b>
<b>Members</b>	<b>Members</b>
Allen McRae	Sherrill Gould, <i>Chair</i>
Gary Wilson, <i>Chair</i>	Cheryl Hollinger
Gregg Champney	Rod Stewart
Betsy Bohling	Jeffrey Yates <i>Vice Chair</i>
Thomas Porell, <i>Clerk</i>	Marc Saucier, <i>Clerk</i>
Alan Bell	Jillian Shaw, <i>Alt</i>
	John Sewell, <i>Alt</i>
	Kathleen O'Connor, <i>Alt</i>
	John Field, <i>Alt</i>

<b>Personnel Board</b>		<b>Community Preservation Committee</b>	
<b>Members</b>	<b>Term Expires</b>	<b>Members</b>	<b>Term Expires</b>
Gary Wilson, <i>FinCom</i>	2021	Andrew Sammarco ( <i>ConsCom</i> )	
Jeanne Sill, <i>Emp Rep</i>	2020	Michael LeVasseur ( <i>Park &amp; Rec</i> )	
Anita Harding, <i>Chair</i>	2020	Linda Stein ( <i>Historical</i> )	
Joseph Knox, <i>Vice Chair</i>	2022	Bartlett Harvey ( <i>Housing</i> )	
Bill Schmidt	2021	Fred Falkner ( <i>FinCom</i> )	
Elizabeth Tretiak	2021	Samuel Bell ( <i>BoS</i> )	2020
Nina Nazarian		Mit Wanzer, <i>Chair</i> ( <i>BoS</i> )	2022
		Carolyn Mueller	2020
		Gerald Portante	
<b>Council on Aging</b>		<b>Historical Commission</b>	
<b>Members</b>	<b>Term Expires</b>	<b>Members</b>	<b>Term Expires</b>
Mary Hunt, <i>Vice chair</i>	2022	Andrew Watt, <i>Chair</i>	2021
Robert Stetson, <i>Secretary</i>	2020	Andrew Sammarco	2021
Anne Lee Ellis	2020	Linda Stein	2020
Maureen Donnelly	2021	John Leger	2022
Marjorie C Payne, <i>Chair</i>	2021	Donna White	2022
Mary Pickard	2021	Jonathan Liebowitz	2020
David Sill	2020	Rachael Robinson <i>Clerk</i>	2021
Susan Melanger	2022		
Anita Harding	2020		
<b>LCTV Advisory Committee</b>		<b>Clean Lakes Committee</b>	
<b>Members</b>	<b>Terms Expires</b>	<b>Members</b>	<b>Term Expires</b>
William Vales	2022	Leon Weaver, <i>Spectacle Pond Member</i>	2021
Barbara McRae	2022	Steve Sussman, <i>Mill Pond Member</i>	2022
Nancy L. Hilsinger	2022	Timothy Wanzer, <i>Mill Pond Alternate</i>	2021
Leslie Glorioso <i>Clerk</i>	2021	John Folsom, <i>Long Lake Member</i>	2021
Allen McRae <i>Chair</i>	2020	Charles Bush, <i>Lake Matawanakee Member</i>	2021
David Sill	2020	Sheryl James, <i>Citizen at Large</i>	2021
Carol Vales	2021	Corey Godfrey, <i>Ex Officio</i>	
		David Barr	2021
<b>Open Space and Recreation Plan Implementation Committee</b>			
<b>Members:</b>			
Peter Church			
Vera Cohen			
Andrew Sammarco, <i>Chair</i>			
Samuel Bell			
Kevin Mitrano			
Mathew Cahill			

**Bicycle & Pedestrian Advisory Committee*****Members***

Jonathan Isaac, *Chair*  
 Nikolaus Bates-Haus, *Secretary*  
 Ann Grace  
 Paulo Loureiro  
 Gerry Cavallo  
 David DeMuth  
 Paul Tokmakian

**Sustainability Committee*****Members***

Erin Healy, *Chair*  
 Brian Balukonis, *Vice Chair*  
 Donald MacIver  
 Sarah Rambacher  
 Heidi Montanari  
 Renato Mikio Nakagomi  
 Vacancy (5)

**Economic Development Committee*****Members***

Charles DeCoste  
 Jennie A Boyer  
 Ivan Pagacik  
 John Bergeron  
 Carolyn Armstrong, *Chair*

**Affordable Housing Trust Fund Board of Trustees*****Members***

Cynthia Napoli, BOS  
 Mildred McGovern, Housing Authority  
 Angus Michael, Resident w Specific Experience  
 Maureen Donnelly, COA Member  
 Bartlett Harvey, Resident w Specific Experience  
 Nina Nazarian, Town Administrator

**Littleton Common Committee*****Members***

Jennifer Cameron  
 Katie Carruth  
 Megan Rank, *Clerk*  
 Joseph Ficociello, *Chair*  
 Lynda Giannetta  
 Ronald Goddard  
 Nathan Whitney

**Master Plan Implementation Committee*****Members***

Chase Gerbig, <i>Selectman</i>	2020
Jonathan Liebowitz	2022
Megan Diane Ford	2021
Lyle D Webster	2021
Mike Fontenella	2020
Michael Zeldin. <i>Chair</i>	2020
Delisa Laterzo	2022

**Shade Tree Committee*****Members***

Kim Ahern  
 Steven Whitten, *Tree Warden*  
 Jeannette Kingsley  
 Mathew Cahill  
 Vacancy (2)

**Special Weighers & Sealers**

**W. J. GRAVES CONSTRUCTION**

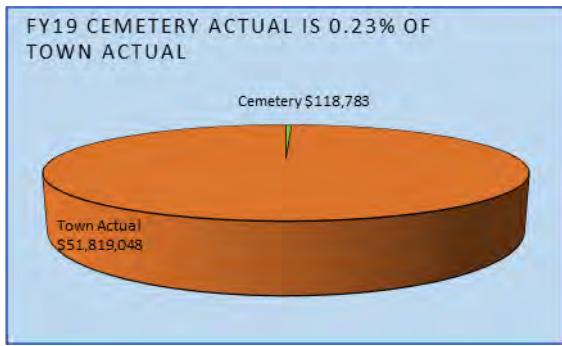
Steve Baronoski  
Ed Nowers

**FLAME**

Tom Wood  
Michele Roche  
Ronald Pollock  
Peter Wormell  
Cindy McNiff

**AGGREGATE INDUSTRIES**

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



The Littleton Cemetery Commission is charged with the stewardship and management of Westlawn Cemetery, as well as the Town's Old Burying Ground. The daily functions of our department, and the care of these special places, is carried out by a full-time Cemetery Superintendent and Groundskeeper.

In 2019, our department performed 19 full burials and 27 cremation burials at Westlawn. At present, approximately 91% of the graves at the cemetery are either occupied or have been purchased.

This year, the Commission was pleased to make a number of improvements to the cemetery building and grounds. At the May 2018 Town Meeting, the Historical Commission was awarded \$9,900 in Community Preservation funds to continue its monument conservation project at the Old Burying Ground. A second round of work was carried out by Conservators Fannin and Lehner of Concord, Massachusetts, beginning that summer. At the conclusion of this second phase of the project in June of 2019, thirteen tombstones were professionally cleaned, capped, re-set, drilled/pinned, adhesive repaired, and infilled at the site. At the Fall 2019 Town meeting, the Historical Commission was awarded \$9,900 in additional CPA funding to complete a third phase of this project, which will be underway in the spring of 2020. We look forward to continuing our partnership with the Historical Commission to preserve this Littleton treasure.

Our department continues to plan for the future. With a fixed and decreasing number of grave lots available for purchase at Westlawn, the cemetery will require more developable space in the near future. Previously, the Commission had engineered plans drawn up for the cemetery grounds to determine the best possible layouts and lot configurations for future cemetery expansions. The Commission reviewed two different versions of these plans to identify which layout option would be best suited for Westlawn. This year, the Commission began to investigate the possibility of developing an area around Sullivan loop

to provide the townspeople with more immediate available grave spaces. This small area would be the first phase in the development of new lots and grounds at the cemetery. We are currently estimating the costs for this project.

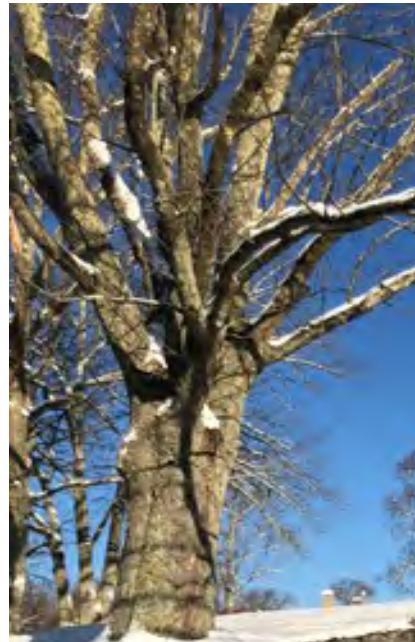
This year, Westlawn Cemetery was once again used as the site for the Town's annual Memorial Day ceremony, as well as flag retirement ceremonies by the Boy Scouts. We were also honored to once again have numerous veterans and other individuals come out in the days prior to Memorial Day, to plant flags on the graves of all veterans at Westlawn. We thank these volunteers for helping our Town to honor the service of our veterans.

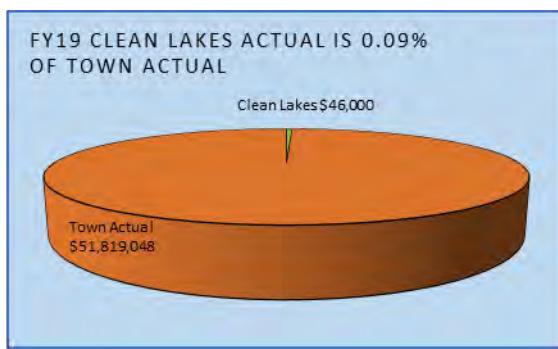
We wish to extend our great appreciation to Cemetery Superintendent, Thomas Bailey and Groundskeeper, Laurie Taylor for their continued dedication and excellent service to our department and to the townspeople. A special thanks goes to volunteers John Shepple, Mary Jowers, David Jowers, William Gross, and Bruce Russell for the many hours that they give at Westlawn each month to keep this cemetery a beautiful place to visit. We would also like to thank all of the other Town agencies and Boards that have assisted our department throughout the year.

Respectfully Submitted by the Commission:

Andrew Sammarco, Chair  
Carolyn Mueller, Clerk  
Janet Sullivan







## 2019 at a glance

- All Habitat Services returns to treat Spectacle Pond and Long Lake for invasive aquatic plants
- The CLC installs a flow device at the outlet to Long Lake to counter beaver dams
- Stony Brook Streamflow Restoration Project receives \$78K grant from MassDEP
- Water quality monitoring continues analysis of town ponds and streams
- US Army Corps of Engineers' Draft Feasibility Study to dredge Mill Pond is prepared for release in 2020

The CLC is comprised of representatives from lake associations and interested town committees in addition to concerned citizens who want to share ideas and objectives, and implement actions to help maintain, improve and restore water bodies, streams and wetlands town wide. Meetings are usually held at 6:00 pm on the second Wednesday of the month at the Littleton Electric Light and Water Department (LELWD) Operations Center, 39 Ayer Road. Links and meeting agendas are available through the Littleton Town website

## Mill Pond Restoration

The US Army Corps of Engineers (USACE) continued to explore the best method and appropriate scope to apply their plans to dredge Mill Pond. Their Draft Feasibility Study was expected to be released in 2019. It is hoped that the additional time invested in the project will yield superior results. We look forward to sharing their findings in 2020.

## Water Quality Monitoring

Our core monitoring team of Ann Bousquet and CLC Advisor Corey Godfrey continue to gather samples from the town's waterways. The work is conducted at fourteen sites monthly from May through September. Acquiring a boat and trailer has allowed sampling within lakes this year.

The lab analysis from the sampling contributes to our growing database and helps to identify conditions that need attention. Results are shared with the Massachusetts Department of Environmental Protection (MassDEP).

## Stony Brook Streamflow Restoration

The statewide pilot project to install linked flow-measuring devices at Spectacle Pond and Lake Matawanakee (Forge Pond) in 2017 was so successful that it has been expanded to encompass the Stony Brook Watershed.

This year Littleton has been awarded an additional \$78,000 from the Massachusetts Department of Environmental Protection (MassDEP) to continue our successful work on the project. In addition, our project has been selected as a Priority Project by the Massachusetts Department of Fish and Game's Division of Ecological Restoration (DER). The technical and financial assistance will enable the partnership to develop a long-term effectiveness monitoring plan, perform baseline biota sampling, obtain regulatory approval to perform low flow releases, conduct stream gauging to validate model-derived rating curves, initiate empirical testing of low flow releases and operational strategies, and develop a well-pumping optimization plan to minimize impacts to stream-flow from large groundwater withdrawals.

The Littleton Water Department's partners on the stream-flow project include the Westford Water Department, GeoSyntec Consultants, Littleton Clean Lakes Committee, Friends of Forge Pond, Abbot Mill, Westford Healthy Lakes and Ponds Collaborative, Spectacle Pond Association, the Massachusetts Department of Transportation (MassDOT), Massachusetts Division of Ecological Restoration (DER), and the Massachusetts Department of Environmental Protection (MassDEP).



Photo by Jon Folsom

The drop in Long Lake's level seen in the stained base of a rock near the shoreline.

### Long Lake Leveler Device

The CLC installed two flow devices to lower and better control the level of Long Lake. The devices consist of submerged pipes that pass over the dams, and terminate in cages. The height of the pipe at the outflow controls the water level of the lake.

Beaver dams built over the past 20 years have blocked the lake's outlet and have caused an 18"- 24" increase in water levels. That has impacted the shoreline, swamping trees and vegetation and encroaching on the Town Beach.

Since the installation the lake has been lowered twice, in approximately 6" increments. And there was one mishap: Days after the levelers were installed a portion of the primary dam broke away, causing a surge down Long Pond Brook. The Water Department stabilized the dam with sandbags and the lake level was reestablished.

We'll note changes to the shoreline in 2020.

### From the Chair

It was a quiet year. And disappointing in that the Mill Pond Habitat Restoration Draft Feasibility Study was not released in 2019. The US Army Corps of Engineers works on their own schedule. When their plans are released we look forward to bringing them to the community. The process of developing this project has taken longer than any of us could have imagined, and implementation is still years away. Just the same, the plans have continued to evolve and improve with every turn.

Stay tuned,

Jon Folsom CLC Chair

## Community Preservation Committee

### **Mission Statement**

Preserve the “small town feel” found in the historic, clustered village centers, surrounded by interconnected natural and agricultural open spaces.

Specifically:

- Preserve Littleton's historic resources and structures
- Preserve and enhance Littleton's open space for both conservation and recreation
- Preserve and increase Littleton's affordable housing in order to foster economic, racial/ethnic and age diversity among its citizenry.

### **Community Preservation Committee (As of 12/31/18)**

**Mit Wanzer, Chairman**

*(Board of Selectmen appointee)*

**Andrew Sammarco**

*(Conservation Commission representative)*

**Linda Stein**

*(Littleton Historical Commission representative)*

**Carolyn Mueller**

*(Board of Selectmen appointee)*

**Bartlett Harvey**

*(Littleton Housing Authority representative)*

**Peter Scott**

*(Planning Board representative)*

**Fred Faulkner**

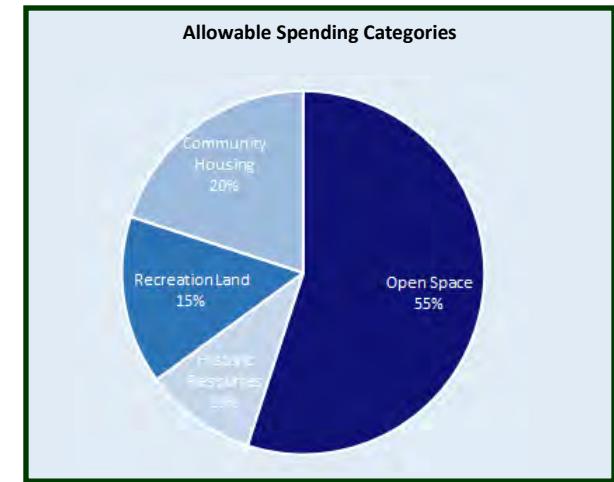
*(Finance Committee representative)*

**Sam Bell**

*(Board of Selectmen appointee)*

**Mike Levasseur**

*(Parks, Recreation, & Community Education representative)*



The Committee held open meetings on: 2/6, 2/27, 5/1, 6/25, 8/21 and 9/11/2019.

Littleton's community preservation committee welcomes applications for the funding of projects that fall under the Community Preservation Act. Guidelines and applications are available at the Town Administrator's office, or on-line

In 2019, CPC funds from the 1% property surcharge were \$305,000 for FY2020. There were no additional “Blended” funds (i.e., up to 3 %... ) for this year. Newtown Cell Tower Lease funds of \$42,000 were made available for transfer to the CPC Open Space Reserve category, as directed by prior town meeting vote.

The CPC voted on the following allocation of the CPC budget for 2019 (FY2020):

Category	Percent of 2019 (FY2020)
Open Space	40%
Community Housing	20%
Recreation	20%
Historic Resources	15%



**2019 (FY2020) Projects Recommended by the CPC and Approved at May 2019 Town Meeting****Community Housing****Affordable Housing Trust Fund**

A relationship was established in 2019 between the CPC and the newly formed Affordable Housing Trust Fund (AHTF). Beginning in 2019, the AHTF will request that the Town transfer all of the funds allocated and available each year in the CPC Community Housing category to the AHTF. The AHTF is required to follow the rules established for the state Community Preservation Act. The AHTF anticipates that it will provide rental vouchers to qualified, selected housing applicants; acquire and develop property; participate with developers in housing projects; and take other actions in support of affordable housing. For 2019 (FY2020), the CPC voted to recommend to Town Meeting that \$525,545.80 be transferred from the CPC Community Housing category to the AHTF. A 10-year Agreement was signed by both parties. The AHTF will provide an annual accounting to the CPC for any expenditures made during a given year.

**Assabet Regional Housing Consortium**

Annual dues for 2019 (\$910) and prior years' dues (\$1,400 for 2016 and 2017) were paid to Minuteman Advisory Group on Interlocal Coordination (MAGIC) for Regional Housing Consultant Services from the CPC Reserve Funds in the Community Housing category. This work helps ensure Littleton's place as a planning and select board among 13 area communities. The group focuses on transportation, the environment, energy, open space, affordable housing, economic and community development, and legislative issues.

**Recreation****Long Lake Renovation Project**

Renovations at Long Lake, including updating the bathhouse with low flow toilets, outdoor showers and changing stalls; new picnic area created away from parking lot with outdoor cooking for more food offerings; ADA/AAB accessibility with seasonal walkways and availability of water wheelchairs; and reconfigured dock area for boating programs and public boaters, and creation of a dedicated fishing area.

**Open Space.** No Open Space category projects were recommended by the CPC for May Town Meeting.

**2019 (FY2020) Projects Recommended by the CPC and Approved at October 2019 Special Town Meeting****Historic Resources****Roof Replacement, 12 Robinson Road (Baker Homestead)**

The CPC voted to recommend to Special Town Meeting that \$60,000 be approved from the Historic Resources category for a roof replacement project to preserve the integrity of the building. This project will contribute to the preservation, restoration, and rehabilitation of the Town-owned historic 12 Robinson Road property. This project was approved at Special Town Meeting. The project was completed in January 2020.

**Old Burying Ground Gravestone Rehabilitation**

The CPC voted to recommend to Special Town Meeting that \$9,900 be approved for the Historic Resources category for a professional consulting firm to continue rehabilitation/preservation work at the historic Old Burying Ground on King Street. The project would provide for the rehabilitation of approximately 15 to 20 additional historic gravestones at the site, and to purchase needed earthen materials. This project was approved at Special Town Meeting. The work will begin in the Spring of 2020.

## COMMUNITY PRESERVATION COMMITTEE



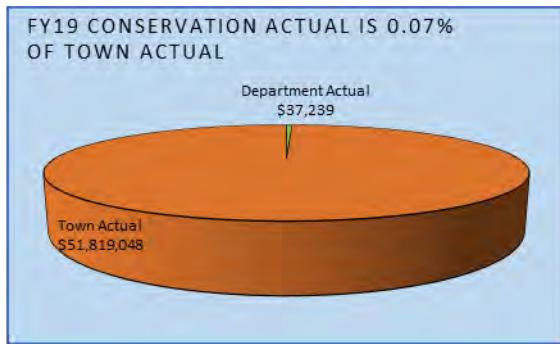
### Looking Ahead

Ongoing, the committee receives correspondence on and has hearings about a wide variety of projects that we look forward to discussing in our monthly open meetings with you (usually evenings of the fourth Wednesday of the month). For more information and application forms:

<https://www.littletonma.org/community-preservation-committee>

ARTWORK CREATED BY RUSSELL STREET ELEMENTARY STUDENTS





The Littleton Conservation Commission serves as the Town's agency for local environmental protection, enforcing the Massachusetts Wetlands Protection Act (WPA), as well as the Littleton Wetlands Bylaw. The Commission also provides stewardship to and manages all Town-owned conservation lands. The Commission reviews all Massachusetts Department of Environmental Protection filings as they are submitted. Public hearings are held in the Town Hall and site inspections are made to the respective properties. When the Commission approves a project design, permits are issued. Throughout the year, the Commission received a steady stream of Notice of Intent applications, Requests for Certificates of Compliance, Requests for Determinations of Applicability, and Abbreviated Notices of Resource Area Delineations (ANRADs). In 2019, the Commission reviewed 30 Notices of Intent to perform activities within one hundred feet of a wetland, and granted 18 Orders of Conditions, authorizing work to be completed. The Commission issued 18 Certificates of Compliance for projects satisfactorily completed, and reviewed 6 Requests for Determination of Applicability.

A total of 6 enforcement orders were placed on landowners in violation of the WPA/local wetlands bylaw by the Commission. 25 other actions included Land Use Permits, Extensions, and Amendments. The year 2019 was a busy residential building year with the continuing construction at Durkee Farm Estates, Couper Farm Estates and Bennett Orchard.

The Commission has in its custody a wide array of protected open space properties and hiking trails available for public use. Our agency is charged with the management of these special lands on behalf of the townspeople. In performing its duties, the Commission partners with, and is greatly aided by, the Littleton Conservation Trust, the Town's private land trust, and its land stewardship program. Under the Director of Land Stewardship, a team of land stewards uniformly protect, monitor and maintain all Commission and Conservation Trust properties with hundreds of property visits and volunteer hours each year. Stewards and volunteers are active in property and trail maintenance, invasive plant control, wildlife preservation projects, and other activities that benefit Littleton's natural landscape. The Commission also holds Conservation Restrictions (CRs) on 14 properties and owns 2 properties on which CRs are held by other conservation organizations. These CRs require annual inspections to confirm that they are in compliance with their respective restrictions and conditions.

**Nagog Hill Parcel before and after invasive species removal**

This year, under the direction of Jim O'Neil and Rick Findlay, the boardwalk at the Commission's Cloverdale property was completed and a new parking lot started by the Highway Department.

**Tim Rank, Tom Rank and Matthew Ruel put the last screw in the Cloverdale Boardwalk**

This year, the Commission was proud to have a number of important projects and programs transpire upon its lands. In 2019, a number of tours were conducted on our properties for the public by land stewards and members of the Conservation Trust. We continued to partner with Mark 9 K-9 Search and Rescue, allowing the use of our properties for this team of dedicated volunteers to train their impressive search dogs.

The Commission's Mill Hill Property once again served as the site of an important beetle survey performed by the USDA. The community gardens at the Yapp and Newtown Hill properties continued to be well utilized by the townspeople. At Long Lake Park and other conservation properties, the Conservation Trust's bird box/habitat program orchestrated by Trustee Dustin Nield once again resulted in the hatching of dozens of baby blue birds, wood ducks, and tree swallows. This year, approximately 2 acres of invasive plant species were cleared on a town-owned parcel on Nagog Hill Road, opening up historic views to Nagog Pond. This work was accomplished utilizing donations from

private parties and the Littleton Conservation Trust. In the spring, an amphibian-crossing rescue program was conducted on Fort Pond Road. During nighttime spring rains salamanders and frogs cross the roads to migrate to their vernal pool breeding grounds, with hundreds being killed by traffic. Over 100 people signed up to help out, and 30 individuals were able to make it out on the cold rainy nights in late March. These dedicated volunteers were able to help carry 235 wood frogs, 62 peepers, 81 unidentified frogs, 14 spotted salamanders, 4 blue spotted/Jefferson complex salamanders and one red backed salamander who decided to join the fun across the road. We look forward to the continued success of these and other programs.



The Commission would like to recognize and thank the LCT/Commission Land Stewards and all volunteers for their efforts throughout the year. A special thanks also goes out to all of the town departments that have aided the Commission in performing its mission throughout the year, especially the Highway Department and Director of Public Works, Chris Stoddard and Operations Manager, Steve Whitten. We were very appreciative of the Littleton Electric Light and Water Department, which assisted with the installation of new Conservation land signage as well as mowing. We would also like to thank our

Conservation Agent, Amy Green, for her continued expertise and dedication to our department, and all of the work that she performs on our behalf on a daily basis, in the office and out in the field.

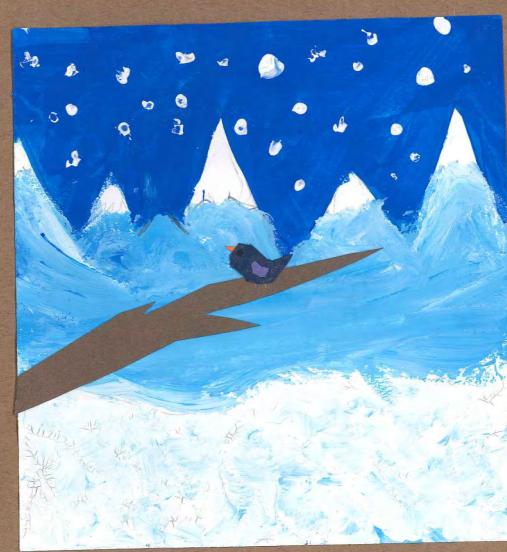
\*\*If you are interested in serving as a conservation land steward or volunteering for any other conservation activities in town, please contact the Conservation office at 978-540-2428.

Respectfully Submitted by the Commission,  
Kyle Maxfield, Anna Mayor, Carl Melberg,  
James Pickard (Chair), Julie Rupp, Andrew  
Sammarco, Sarah Seaward and Mat Cahill  
(Associate)

#### 2019 Conservation Land Stewards:

Jim O'Neil (Director)-Dick Anderson-Cammy Bean  
-Sam Bell-Dan Boudillion-Bill Brown-Richard  
Buckles-Jessica Caligan-Tim Caligan-Jim Campbell-  
Melissa Cranmer-Jim Cordingly-Andy Curran-Chris  
D'Orazio-Sarah Gill D'Orazio-Rick Findlay-Ed Fran-  
zek-Jeff Fuhrer-Mary Fuhrer-Dana Gray-Andrew  
Halloran-Bartlett Harvey-Keith Hevenor-Dan Hur-  
ley-Erin Jade-Clayton Keller-Dwight Long-Brian  
Manning-Juliana Miller-Aaron Morse-Chris Moun-  
tain-Russ Mullen-Dustin Neild-Pat O'Donoghue-  
Karen O'Neil-Ray O'Neil-Daniel Parcanov-Will  
Picariello-Tim Rank-Tom Rank-Dave Raymond-  
Kim Raymond-Carl Rivenburg-Rick Roth-Matthew  
Ruel-Evelynn Sablone-Andrew Sammarco-Jeff  
Simmons-Mit Wanzer-Cal Yapp-John Zimmer

ARTWORK CREATED BY RUSSELL STREET ELEMENTARY STUDENTS





The Littleton Historical Commission (LHC) is responsible for preserving and maintaining the unique history of Littleton. In 2019 the LHC oversaw over \$74,000 of Community Preservation Act (CPA) and town funds for historic projects. The Commission submitted applications to the Community Preservation Committee (CPC) for two Historic Resource projects in 2019.

One project was for a roof replacement for the Town-owned historic building at 12 Robinson Road ("Baker House", or "Benjamin Kimball House"). The second project was for continued rehabilitation/preservation work on gravestones at the Old Burying Ground. Both of these projects were recommended by the CPC and approved at the 2019 Fall Special Town Meeting. The LHC worked with the Permanent Municipal Building Committee (PMBC) on the 12 Robinson Road roof replacement; this project was completed in January 2020.



The Town of Littleton provided funding for two LHC projects for the 12 Robinson Road historic property. One project involved hiring a professional consultant to conduct a dendrochronology (wood dating) study to more accurately determine the construction date of the structure; this project was completed in 2019. The second project involved hiring a historic preservation consultant to complete a National Register of Historic Place application for the 12 Robinson Road property and work with state and federal government offices during this process; it is anticipated that this project will be completed in 2020. The LHC thanks the Board of Selectmen and the Finance Committee for supporting these projects.

A member of the LHC continued to serve on the Ad Hoc Committee for 12 Robinson Road in 2019. This Committee is identifying potential future uses of the property and possible grant funding. Another LHC member continued to serve on the Master Plan Implementation Committee in 2019.

Phase 2 of rehabilitation/preservation work on gravestones at the Old Burying Ground and the monuments at Liberty Square was completed by a professional consulting firm in 2019, using previously approved CPC funds.

The LHC revived its Historic Building Plaque Program in 2019. Homeowners can apply for historic plaques for their homes on the LHC website or by contacting the Commission through the Town.

In addition, the LHC continued to assess the condition of signs and plaques on granite historical markers throughout the Town to identify any that may need repair or replacement.

Two LHC members attended the 2019 Preservation Massachusetts conference. The Commission also continued to collaborate with the Littleton Historical Society on various projects.

An LHC member participated in a history school program and attended all six 3<sup>rd</sup> grade classes, dressed in 19<sup>th</sup>-century period clothing as Hannah Dodge, the first woman superintendent of Littleton schools from 1878 to 1882.

The LHC again organized and held the annual Patriot's Day event on April 19, 2019. The LHC continued to consider the planning of an award ceremony for Littleton Revolutionary War veteran Enoch Dole, and also possible reuse of the Long Store (circa 1740) building/elements.



Respectfully  
submitted,

John Leger  
Jonathan Liebowitz  
Rachael Robinson  
Andrew Sammarco

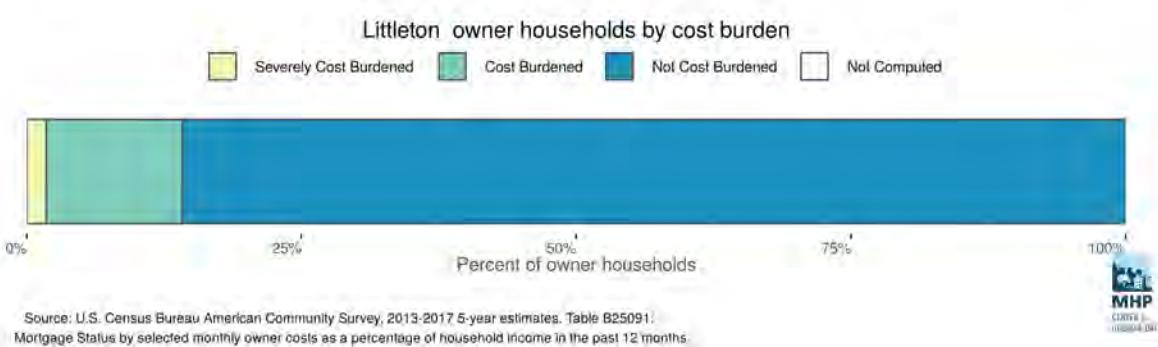
Linda Stein  
Andrew Watt  
Donna White

## LITTLETON AFFORDABLE HOUSING TRUST FUND

On October 20, 2017, residents of Littleton voted to accept M.G.L. c. 44 §55C and established a municipal affordable housing trust fund for the creation and preservation of affordable housing for the benefit of low-and-moderate income households. The Board consists of seven members including a Board of Selectmen member, the Town Administrator or the Administrator's designee, a Littleton Housing Authority member, a Council on Aging member and residents who bring to the Trust relevant experience in the fields of real estate, housing, architecture, social services or the like.

In May 2019, residents voted to approve the transfer of \$500,000 from the Community Preservation Community Housing Fund to the Affordable Housing Trust Fund. A portion of these funds have been used to implement a rental assistance voucher program for Littleton residents by providing qualified applicants with \$250.00 per month paid directly to their landlord to help defray their housing costs over the course of one year. Each applicant must requalify for this program on an annual basis and can participate in the program for up to three years. This program is designed to ensure that residents can remain in their home in the event they encounter difficult financial circumstances which jeopardize their ability to sustain suitable housing. The rental voucher program is designed to assist up to 15 individuals on an annual basis and currently there are 4 residents participating in the program.

Looking ahead, the Affordable Housing Trust is discussing opportunities to increase funding for the Trust so it can focus on large scale projects in the future. In the short term, the Trust is working to vet more participants in the rental voucher program and is contemplating support of some smaller scale housing projects.





**Trust Fund Members**

Co-Chairpersons: Bartlett Harvey (member with relevant experience) and Cindy Napoli (Board of Selectmen)

Nina Nazarian (Town Administrator)

Maureen Donnelly (member, Council on Aging)

Millie McGovern (member, Littleton Housing Authority)

Angus Michael (member with specific experience),

Mark Montanari (member with specific experience).

The 2017 Littleton Master Plan “Cultivating the Future” was approved by Town Meeting in May, 2017, and the Board of Selectmen and Planning Board established the Master Plan Implementation Committee (MPIC) on June 5, 2017. MPIC is tasked with promoting and guiding the implementation of the 2017 Master Plan.

### **Master Plan Implementation Committee Annual Report 2019**

MPIC Members and their term expiration dates:

Michael Zeldin, Chair	2020
Mike Fontanella, Vice Chair	2020
Lyle Webster	2021
Megan Ford	2021
Chase Gerbig	2020
Jonathan Leibowitz	2022
Delisa Laterzo	2022

The implementation of the Town’s Master Plan of 2017 has continued on a slow but steady pace. Progress on high priority goals, such as those involving land use, housing, and enhanced infrastructure has been advanced by a series of incremental actions, required to achieve success.

These include the process of changing zoning regulations by the Planning Board to encourage construction of a diversity of housing types that better meet the needs of Town residents of all ages.

The construction of a new, modern library will likely start within a year. This much anticipated event, which will see the library leave its Town Building home, opens the opportunity to address the space and mission needs for Elder and Human Services, and Parks and Recreation, along the lines described in the Master Plan.

The goal of revitalizing the Common has seen progress by the Town Meeting approval of funding for the acquisition of sites to support a modular sewer system and the assignment of oversight of its design and installation to the Littleton Water Department.

### **LOOKING FORWARD:**

For 2020 and beyond, the MPIC will continue to support and persuade Town Boards and Departments in their work to implement priority recommendations of the Master Plan. Significant implementation efforts remain, including efforts to revitalize Littleton Common and developing specific criteria and new tools for the Town’s priorities for preserving open space.





2019 was a busy year for the Permanent Municipal Building Committee (PMBC). We added two highly qualified members, Brian Pasqual and Mike Scaduto, bring our membership to the full seven member complement. Later in the year, we lost one member, Ed Mullen, who assumed the position of building commissioner for the Town.

**PMBC Projects during 2019:**

**Police Station** (PMBC managers Bob Romilly and Steve Moore)

In January 2019, mortar sections were observed falling from between the decorative concrete units at the top band of the police station. The front entrance was temporally screened with scaffolding to prevent falling debris from striking individuals entering the building.

**Failed mortar joints:**



**Water dripping from head of window in meeting room**

Water infiltration was causing damage to the interior wood casing in a number of areas inside the building.



**Destructive testing at window location**



PMBC and Vertex advertised for a design firm to provide recommendations and obtain pricing in advance of May Town Meeting in 2020. CBI consultants was chosen as the design firm and immediately began a review of the existing reports and the original contract documents. At the end of 2019, CBI was awaiting agreeable weather to perform a water test on the exterior of the building. It is anticipated CBI will have sufficient data to advertise the project for bid and receive bids in advance of May Town Meeting in 2020.

**Town Hall Clerks vault HVAC upgrade** (PMBC manager Steve Moore)

The climate control system had reached the end of its useful life expectancy and was not functioning

properly to keep archived town documents at the required temperature and humidity. PMBC contracted with a mechanical contractor who installed a state of the art split system. Not only does the system work efficiently, it is noiseless, unlike its predecessor.

**Houghton Building roof replacement/repairs (PMBC manager Rich Crowley)**

During the months of January and February, the existing flat copper clad roof system was subjected to sever snow loading (over 100 inches) which deflected the truss system and resulted in cracking the soldered seams of the copper panels. Attempts to re-solder the seams were unsuccessful and water infiltration caused significant damage to the interior plaster and woodwork. After procuring funds at Fall meeting in 2018, PMBC contracted with a roofing contractor to install a PVC membrane roof over the existing roof system, providing a watertight system for the building. Required flashing and slate tile replacement work was done in conjunction with the work.



**Fire Station (PMBC managers Bob Romilly and Steve Moore)**

During the Spring, the Fire Department noted the new LED light fixtures in the stairwells were malfunctioning. With the assistance of the OPM, Vertex, the new light fixtures were procured at no cost to the town and installed.

**SCHOOL PROJECTS:**

**High School: (PMBC manager Daryl Baker & managed by Steve Marks, School Dept.)**

**1— High School Door replacement program**



**2— High School classroom painting**



**Shaker Lane School: (PMBC manager Steve Moore & managed by Steve Marks, School Dept.)**

**ADA Lift Replacement**

The ADA lift at Shaker Lane was at the end of its serviceable life. PMBC and the School Department

worked with a design consultant to produce bid documents and obtained three proposals to replace the lift. Following approval of funds at the May Town Meeting in 2019, the lift was successfully replaced with a state of the art unit which better serves the school.



#### LIBRARY (PMBC manager Steve Moore)

Following the approval of funds for design at the May Town Meeting in 2019, PMBC and the Owners Project Manager (OPM), Vertex, worked with the Library Trustees, Library Director and the public to develop the programs and spatial needs for the project with the architect, Johnson Roberts Architects, to advance the building design. As of the end of the year, the design was about 80% complete.

The construction delivery method chosen for construction is the Construction Manager at Risk (CMr) model where a contractor, through an RFQ and RFP process, is chosen to engage with the team prior to completion of design to provide its expertise on current pricing and make suggestions on materials. Commodore Builders was chosen as the CMr and has been instrumental in providing suggestions and recommendations.

It is anticipated construction documents will be completed by the end of February 2020 and the subcontractor prequalification process will begin about the same time.

#### DPW Roof (PMBC manager Steve Moore, managed by DPW Director Chris Stoddard)

The roof system at the DPW facility is over 20 years old and is leaking. Following approval of funding at the May Town Meeting in 2019, DPW, working with

Green International Consultants, produced contract documents, advertised the project and awarded the job in the Fall of 2019. By years' end, the submittals and calculations were being reviewed and roof repairs for stages 1 and 2 will begin in the Spring of 2020.

#### 12 Robinson Road Roof Replacement, Chimney Repair and Gutter Replacement (PMBC managers Steve Moore and Rich Crowley)

Funds for the roof replacement and ancillary work at the historic building purchased by the town were approved at May Town Meeting in 2019. Work was advertised and awarded to a roofing contractor in November. Work commenced through December and included rebuilding most of the chimney as it had deteriorated to an unsafe condition. Work was completed within budget, though some structural roof joists needed to be replaced as well.



Rear House roof around 3PM Dec 20



Chimney complete & working on flashings 1:50pm

#### FY 2021 Projects

During the 4<sup>th</sup> quarter of 2019, the PMBC solicited requests for capital projects from the various departments to identify the current capital needs of the town. The requests were presented to the Board of Selectmen and the Finance Committee. The town is determining which programs are to be presented at the May Town Meeting.

**Thank You**

Thank you to Marilyn Feedle who takes minutes at our meetings.

We also acknowledge the great assistance and support received from:

Cheryl Herrick-Stella

Steve Venuti

Steve Mark

Chris Stoddard

Michelle Reynolds

Fire Chief Scott Wodzinski

Deputy Fire Chief Tom Clancy

Town Clerk Diane Crory

Police Chief Matt Pinard

Deputy Police Chief Patterson

Library Director Sam Alverez

**Respectfully Submitted from the Committee:**

Steve Moore, Chairman

Bob Romilly, Vice Chairman

Mike Scaduto, Clerk

Rich Crowley

Ed Mullen (retired during the year)

Daryl Baker (School Board Representative)

Brian Pasquale



## Introduction:

The Planning Board is a five member elected board with a term length of five years. The current Board members and their term expiration dates are as follows:

Anna Hueston, Chair	2023
Delisa Laterzo, Vice Chair	2024
Mark Montanari, Clerk	2022
Gerald Portante, Member	2021
Jeffrey Yates, Member	2020

Many thanks to Ed Mullen, a Planning Board member from his election in May 2015 until his resignation on December 16, 2019. Ed has now been hired as Littleton's Building Commissioner. We welcome Jeffery Yates, who was appointed on February 4, 2020 by the remaining Planning Board members and the Board of Selectmen to fill the open seat until the May 9, 2020 Annual Elections; thank you to all who applied to fill the vacancy. Planning Board members serve the Town as elected officials, volunteering their time and energy to serve not only on the Planning Board, but also on the Affordable Housing Trust, Community Preservation Committee, Master Plan Implementation Committee, Transportation Advisory Council, and the newly-formed Littleton Common Revitalization Committee.

## Highlights:

Highlights of the Planning Board's work in 2019 include juggling planning initiatives funded with State Grants and an active permitting schedule for residential development proposals. The Town was awarded one Planning Grant in 2019, a \$50,000 Planning Assistance Grant from the Executive Office of Energy and Environmental Affairs to continue work on Form-Based Code for the Village Common area, and to start discussions on Transfer of Development Rights (TDR). TDR, if developed and applied properly,

will allow Littleton to focus development in those areas of Town where development is warranted, such as near commercial activity centers and the Commuter Rail Station area, while setting aside open space in those areas of Town where open space is threatened. Work under a \$65,000 "Planning for Housing Production" grant from MassHousing continued in 2019, with public outreach sessions in April; that work is scheduled to wrap up in 2020. In January 2019, the "Revitalization Road Map" for Littleton Common was adopted – this report is the detailed area plan that offers an implementation plan to revitalize the Littleton Common area, looking at several possible future scenarios for this important



area of Town.

**Form-Based Code:** Starting in the fall of 2018, and continuing through spring 2020, the Planning Board has been working with a consulting team led by Utile and partnering with Dan Bartman, to lead us through an extensive public outreach process necessary to develop and adopt Form-Based Code for the Littleton Common area. Form-Based Code tailored to Littleton Common is designed to spur redevelopment in the Littleton Common that creates a mixed-use, inherently walkable, and environmentally sound town center that retains the characteristics of an established neighborhood and supports reuse of historic properties and resources. Design for future development and redevelopment within the Village Common Form-Based Code district is based on existing farmhouses throughout Littleton. The

proposed Form-Based Code is scheduled to be presented at the May 4 Annual Town Meeting as a Zoning Bylaw Amendment.

**Meetings and Zoning Bylaws:** The Planning Board held 19 regular meetings during 2019; Planning Board agendas were full of commercial and residential development proposals, work on Form-Based Code, and two zoning bylaw amendment proposals. On May 6, 2019 Town Meeting passed a zoning bylaw amendment to update the Aquifer and Water Resource overlay district associated with the Water Department's Beaver Brook water supply wells. On October 28, 2019, Special Town Meeting did not approve a zoning bylaw amendment presented as a Voter Petition that would have prohibited the retail sale of adult use marijuana. The Planning Board held Public Hearings on both of these zoning bylaw amendment proposals.

**Residential Development:** While residential construction remains strong, there was only one application for a new Open Space Residential Development: Healy Corner, a proposed 17-lot residential development. The Preliminary Subdivision plan was approved in April 2019 and revised in June 2019; review of the Definitive Open Space Subdivision Plan is ongoing. Open Space subdivision layouts cluster residential development, and preserve land area as open space, providing opportunity for recreation sites, trails, and agricultural use. Construction at several prior residential subdivision sites continues, with Chestnut Lane, Bennett Orchard, Couper Farm Estates, Durkee Farm Estates, Kaye Estates and Gray Farm, all currently under construction. The Planning Board utilizes construction oversight services provided by consultants for all new subdivision roadways.

Two development proposals for Senior Residential Development (SRD) were reviewed and approved in 2019: Jones Meadow and Webber Village. The Jones Meadow SRD includes 19 units of age-restricted single-family "senior cottages", open space, improvements to nearby trails, and an onsite walking path and outdoor gathering area. The Webber Village SRD includes 17 units of single-family and duplex units, tennis courts, walking paths, garden boxes, and gazebo. The SRDs will include 4 affordable units.

Littleton's new Senior Residential Development bylaw allows for a varied range of housing choices to better meet local needs to support residents' ability to age in community.

A total of seven residential **ANR (Approval Not Required)** plans were endorsed by the Planning Board in 2019, creating three new residential lots. **Scenic Road** Approvals, reviewed jointly with the Tree Warden, were issued for a single driveway off Whitcomb Avenue. There were two **Shared Residential Driveway** Special Permit applications approved in 2019, one off Fort Pond Hill Road, and one off Cricket Lane.

**Commercial Development:** There was a very limited number of applications to the Planning Board for commercial development in 2019: the Whitcomb Avenue Water Treatment Plant was approved in April, and amended in June. Only one other application for commercial development was submitted, a proposal to add a 94-room extended stay hotel "Home-2" at The Point – however, that application was withdrawn by the applicant. Commercial construction continues at "The Point", a commercial development including retail, restaurant, office, hotel, and theater space at the intersection of Route 119 and 495.

**Planning Process:** The Planning Board encourages developers to meet with the Planning Board early in the development planning process to allow for communication of the Town's goal to foster economic development that is consistent with community character. Goals for 2020 include a continued commitment to responding quickly to new applications, working closely with developers during project permitting and construction, revitalization of the Littleton Common area by proposing Form-Based-Code, continuing to study development potential at the Littleton Station Foster Street/Taylor Street area, and initiating discussions on Transfer of Development Rights.

**Planning Board Office:** The Planning Board office, located in Room 303 of Town Hall, is open from 9:00 a.m. to 4:00 p.m. Mondays through Fridays; please call ahead 978-540-2425 for an appointment to assure focus on your question. Planning Board meetings are held on Thursday evenings as posted,

usually the first Thursday of the month. The Board appreciates and encourages public attendance at its meetings and encourages citizens to offer their constructive comments. Planning Board meeting agendas are posted in Town Hall, and also for information, on the town website, [www.littletonma.org](http://www.littletonma.org).

The Board thanks Town officials and members of the various Boards and Departments for their cooperation and assistance throughout the year. Please feel free to call the Planning Board Office at 978-540-2425 or email Maren Toohill, the Town Planner at [MToohill@littletonma.org](mailto:MToohill@littletonma.org) with any questions.



Respectfully Submitted by the Littleton Planning



## Littleton Common Revitalization FORM-BASED CODE "TEACH-IN"

Thursday, May 16, 6:00 p.m.



Come and learn about *Form-Based Code* for the Common, a powerful alternative to conventional zoning regulation.\*

Who should attend?: Littleton Town staff, board & committee members, residents, Common business owners and property owners

Why?:

- Become familiar with form-based codes' (FBC) purpose and goals
- See the building and parcel layout inventory
- Learn how FBC could work for Littleton
- Hear analysis findings and
- See draft prototypes for the Common

Details: Thursday, May 16, 6:00 p.m. – 8:00 p.m. Room 103 Shattuck Street Town Offices; 37 Shattuck Street. **NEW LOCATION**

For questions contact Maren Toohill at [MToohill@littletonma.org](mailto:MToohill@littletonma.org) \*Form-Based Codes Institute, [FormBasedCodes.org](http://FormBasedCodes.org)  
Hosted by the Littleton Planning Board with FBC consultant Dan Bartman and others.



## ARTWORK CREATED BY 1st Grade Students



**Grade 1 Students created a winter scene with squirrels, an animal commonly found in Littleton. For this project, students used a similar painted paper collage technique that famous illustrator Eric Carle uses to illustrate his children's books. Each student free drew a squirrel using shapes that are familiar to them. Then they separated the shapes and used various painted paper to create the body parts of the squirrel. They assembled the squirrel and created a scene that included a sky, two trees and something for the squirrel to perch on. They all came out so different and unique.**



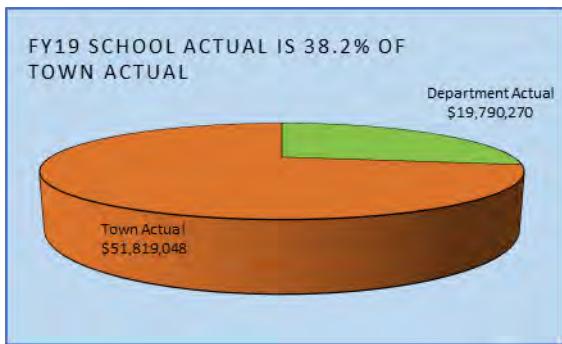
## ARTWORK CREATED BY 1st Grader



ARTWORK FROM SHAKER LANE ELEMENTARY

ARTWORK CREATED BY 1st Grade Students





In the past school year, the Littleton School District's students and staff continued to show their commitment to embracing significant changes in how they learn and teach 21<sup>st</sup> century curriculum. Our teaching and administrative staff successfully integrated the Next Generation MCAS into our classrooms and testing environment. The new MCAS test has significant differences from the old one in terms of how it is aligned with state-mandated frameworks in English Language Arts and Math and its focus on testing students' critical thinking skills. Our teaching staff had to adapt to new instruction strategies as well as modifying the way MCAS data is analyzed and used to inform instruction. In addition, the new MCAS is designed to be administered on computers instead of paper, requiring a significant effort by our Technology team and Administrative staff to ensure our students would have the resources necessary to support them during the test administration.

Littleton schools continue to enhance and broaden curriculum offerings as well as integrating new methods for delivering that curriculum to our students. At the elementary level, STEM instruction continues to grow as our STEM Instructional Support Specialist introduces new opportunities for STEM programs in the Shaker Lane and Russell Street classrooms as well as developing Maker Spaces in both schools where students can come in and use their creativity and imagination on various projects and experiments. Teachers at both elementary schools also worked on evaluating and improving curriculum materials and instructional standards for Reading as well as History and Social Sciences.

At the High School and Middle School, teachers continue to develop their practices using

technology to deliver curriculum in the classroom. This past year saw the completion of the 1:1 device program which means that all students in grades 9-12 have 24-7 access to a personal computing device (Chromebook or laptop). Teachers have embraced the opportunities presented by students' universal access to technology to create exciting new ways for students to absorb and be impacted by the ideas and concepts being presented to them. Students access to personal computing devices as well as access to the High School Library Media Center also create a variety of opportunities beyond traditional tests and papers for them to demonstrate their grasp and understanding of the curriculum.

The School Committee recognizes the significant commitment to professional development by our teachers as they strive to embrace the changes in curriculum materials and delivery in all our buildings. This year, beyond the ongoing professional development on early-release Wednesdays, Littleton teachers and administrators organized and hosted a full day of cross-district professional development. Teachers from Harvard and Ayer-Shirley came to Littleton and teachers from all three districts engaged with each other over a wide range of professional development workshops during the course of the day. The day's success was directly attributed to the work and effort by Littleton teachers and administrators.

The Littleton School Committee approved an appropriated budget of \$21,102,192 for FY2019. This was a 6.6% increase over the previous year's appropriation. Nearly \$1.2M was required to cover contractually negotiated raises to our teachers (\$558K) as well as significant increase in costs associated with Out-of-District SPED expenses (\$636K). Local Aid was once again level-funded by the State. That combined with our non-discretionary increases left very little room to expand staff or services in other areas. However, the School Committee did authorize the use of up to \$325,000 in School Choice funds to support staff salaries (\$250,000) and to continue the phase-in of tuition-free full-day kindergarten (\$75,000).

The finish of the 2018/2019 school year saw the retirements of Sandy Hill (Teacher, 36 years), Catherine Zwolinski (Reading Specialist, 21 years) and Janice Hartford (School Nurse, 9 years). The School Committee would like to acknowledge and thank all of them for their combined 66 years of service to the students of Littleton.

Last spring's Town elections resulted in the re-election of Matt Hunt to his second 3-year term on the School Committee. With two children attending Littleton Schools as well as his career as a Special Education Teacher in Waltham, Matt brings a valued depth of perspective to public education in Littleton and we are fortunate to have him for a second term. The School Committee re-organized after the election with Mike Fontanella being elected Chairman, Matt Hunt as Vice-Chair and Erica Podgorni as Secretary.

The School Committee would like to, as always, thank the hundreds of volunteers who serve in our classrooms helping our teachers and those who serve on bodies such as the PTA, School Improvement Councils, SEPAC and other committees and bodies that help support and promote the education mission of the Littleton Public Schools. This includes the many teachers in our system that take their own time beyond the school day to offer their expertise and passion to these groups in an effort to keep the Littleton schools improving and moving forward.

The pace of change in public education in the United States continues to accelerate and shows little sign of abating in the near future. It is a significant challenge for Districts to meet this pace in terms of resources, primarily funding, but more importantly in terms of commitment and effort from students and teachers. Littleton students and teachers continue to show their willingness and ability to successfully embrace those challenges and show what they are capable of when given new opportunities. The School Committee is confident that, with the continued support of the Town, our students and teachers will continue to blaze new paths in 21<sup>st</sup> century public education.



Respectfully submitted by the Littleton School Committee:

Mike Fontanella, Chair -- 2021  
Matt Hunt, Vice-Chair – 2022  
Erica Podgorni, Secretary – 2021  
Daryl Baker – 2020  
Jenn Wilson-- 2020



**The Zoning Board collects application fees intended to cover Publication and Posting, as required by Statute. In 2019, application fees collected by the board totaled \$6,556.50**

**Expenses for the year were \$ 5,887.55 These expenses included salaries and supplies.**

**The Littleton Board of Appeals conducted hearings on Twenty-two (22) new applications during 2019. Applications fell into the following distribution:**

**Twenty (20) Variance Request applications were submitted:**

Seven (7) applications were to allow reduced setback pursuant to Section 173-31; all were granted.

Six (6) applications were to allow a reduced setback pursuant to Section 173-10 & 173-118; all were granted.

Two (2) applications were to allow a detached accessory structure pursuant to Section 173-53; both were granted.

One (1) application was to allow a reduced height restriction pursuant to Section 173-31; granted.

One (1) application was for isolated lots & subdivision pursuant to Section 173-11, denied.

One (1) application was for a home occupancy accessory building placed forward of rear line of primary dwelling pursuant to Section 173-54; granted.

One (1) application was for lot shape pursuant to Section 173-29; granted.

One (1) application was for an accessory structure within 40' of open space pursuant to Section 173-108; granted.

One (1) application was for a sign greater than 50 square feet pursuant to Section 173-35; granted.

One (1) application was for an express waiver of lot size requirement pursuant to Section 173-167; granted.

**Two (2) Special Permit Request applications were submitted:**

Two (2) applications were to allow an accessory apartment exceeding the maximum floor area pursuant to Section 173-60 and 173-53; granted.

**Three(3) Appeals were submitted:**

Three applications were to appeal the Building Inspector/Zoning Enforcement Officer's Decision; one(1) was denied, one (1) was granted, and one (1) was continued.

## **Membership of the Board**

### **Members:**

- Sherrill Gould, Chair
- Jeffrey Yates, Vice-chair
- Marc Saucier Clerk
- Rod Stewart
- Cheryl Cowley-Hollinger

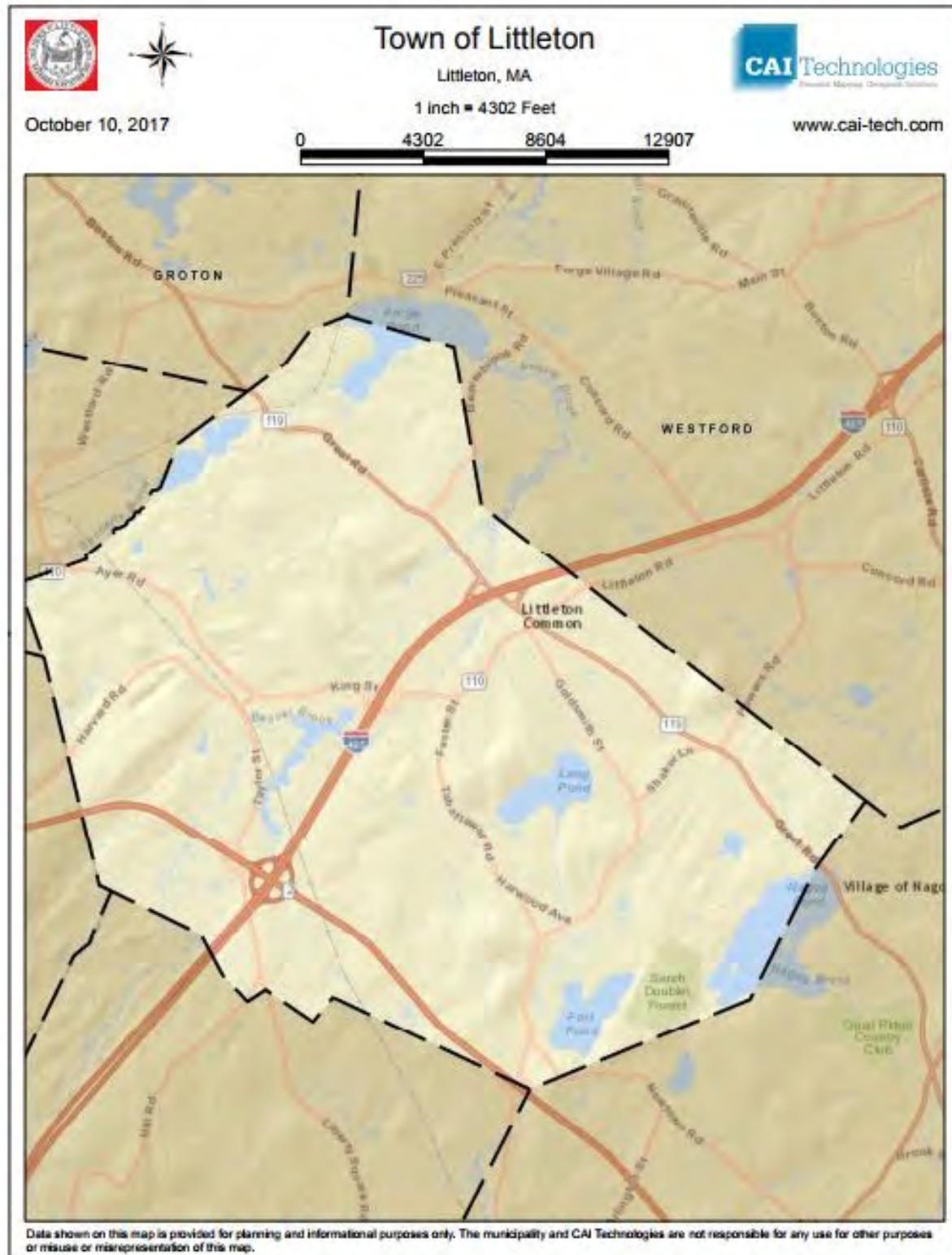
### **Alternates:**

- John Sewall
- Kathleen O'Connor
- Jillian Shaw
- John Field

**Administrative Assistant:** Janet Fairchild

The Board wishes to extend its thanks to Member, Alan Bell, who resigned after serving since 2013. Alternate Marc Saucier was appointed as a full member to replace him.

Respectfully submitted,  
**SHERRILL R. GOULD, CHAIRPERSON**



## ELECTED TOWN OFFICIALS

POSITION	EXPIRATION YEAR	ADDRESS
<b>MODERATOR</b> Timothy D Goddard	2019	62 Edsel Rd
<b>TOWN CLERK</b> Diane Crory	2019	74 King St
<b>BOARD OF ASSESSORS</b> Pamela Campbell Debra J Brine Donald Armstrong Maureen Griffin Adema Frederick J Freund	2021 2021 2019 2019 2020	51 Boxboro Rd 51 Boxboro Rd 15 Moore Ln 5 Old Farm Rd 45 Birch Rd
<b>BOARD OF SELECTMEN</b> Charles J DeCoste Joseph Knox Paul J Glavey Chase A Gerbig Cynthia L Napoli	2021 2019 2019 2020 2020	609 Newtown Rd 10 Brandy Hollow 54 New Estate Rd 1 Oak Ridge Rd 47 Springfield Dr
<b>BOARD OF ELECTRIC LIGHT COMMISSIONERS/</b> <b>BOARD OF WATER COMMISSIONERS</b> Dick Taylor Bruce Trumbull James Karr Ivan Pagacik Thomas Rauker	2021 2021 2019 2019 2020	109 Goldsmith St 29 Mill Rd 12 Elizabeth St 123 Whitcomb Ave 148 Russell St
<b>SCHOOL COMMITTEE</b> Erica D Podgorni Michael Fontanella Mathew J Hunt Daryl Baker Jennifer Ann Wilson	2021 2021 2019 2020 2020	6 Fosx Ln 213 Harwood Ave 133 Mill Rd 71 Grist Mill 22 Sanderson Rd
<b>PLANNING BOARD – 5 YEAR TERM</b> Mark J Montanari Anna M Hueston Peter Scott Edward William Mullen III Jamie Marea Cruz	2022 2021 2019 2020 2021	242 King St 20 Meetinghouse Rd 5 Scott Lane 10 Grist Mill Rd 571 Great Rd (Resigned 2018)
<b>TRUSTEES OF THE REUBEN HOAR LIBRARY</b> David Sill Demetra Taylor Mark Rambacher Jenna Koerper Brownson Kristine Carlson Asselin Catharine M Carruth Susan M Harvey	2021 2021 2019 2019 2020 2020 2019	53 Washington Dr 115 Taylor St 205 Hartwell Ave 142 Harvard Rd 19 Rita Ln 58 Goldsmith St (Resigned 9/18) 146 Mill Rd (Appointed 'til May '19)

## ELECTED TOWN OFFICIALS (continued)

POSITION	EXPIRATION YEAR	ADDRESS
<b>PARK AND RECREATION COMMISSIONERS</b>		
Kevin M Mitrano	2021	78 Tahattawan Rd
Michael G LeVasseur	2019	51 Grist Mill Rd
Michael L Crory	2019	160 New Estate Rd (Resigned)
Michael G Proulx	2020	22 White Pine Dr
Sean P Sullivan	2021	155 Hartwell Ave
Gary Austin	2019	162 Whitcomb Ave (Appointed 'til May )
<b>CEMETERY COMMISSIONERS</b>		
Carolyn L Mueller	2021	11 Gray Farm Rd
Andrew J Sammarco	2019	20 Forest Rd
Janet Sullivan	2020	7 Robinwood Rd
<b>BOARD OF HEALTH</b>		
Kevin E Baker	2021	8 E Roxbury Dr
Louise C Nichols	2021	153 Harwood Ave
Lisa Flanagan	2020	5 Pine Rd
Gino Frattalone	2020	26 Harwood Ave
Erin A Healy	2019	12 Lincoln Dr
<b>BOARD OF COMMISSIONERS OF TRUST FUNDS</b>		
Tyler Gray	2020	5 Cobb Ln
David Stevens	2019	4 Masonbrook Ln
Andrew Sammarco	2021	207 Goldsmith St
<b>HOUSING AUTHORITY -- 5 YEAR TERM</b>		
Mildred McGovern	2022	38 New Estate Rd
Margaret C Larsen	2023	59 Russell St (Resigned)
Bartlett Harvey	2021	146 Mill Rd
Joanne Courtemanche	2020	19 Shattuck St Unit 33 (Resigned)**
*Gino Frattalone	2020	26 Harwood Ave
Charles J DeCoste	2019	609 Newtown Rd (Appoint til '19)
Sonia Lodge	2019	19 Shattuck St (Appointed til May)**

\*Commonwealth Appointee

\*\*Resident Elected

## FEDERAL &amp; STATE OFFICIALS

**President of the United States**

**Donald J. Trump**  
The White House  
1600 Pennsylvania Avenue NW  
Washington, D.C. 20500

**Governor of the Commonwealth**

**Charles Baker**  
(617) 725-4005  
Office of the Governor  
Massachusetts State House  
24 Beacon Street, Room 280  
Boston, MA 02133

**Senators in Congress**

**Elizabeth Warren**  
(202) 224-4543  
Washington, DC Office  
2 Russell Courtyard  
Washington, DC 20510

**Edward J. Markey**  
(202) 224-2742  
Washington, DC Office  
255 Dirksen Senate Office Building  
Washington, DC 20510

**Representative in Congress**

*3rd Congressional District of Massachusetts*

**Lori Trahan**  
(202) 225-3411  
Washington, DC Office  
1616 Longworth House Office Building  
Washington, DC 20515

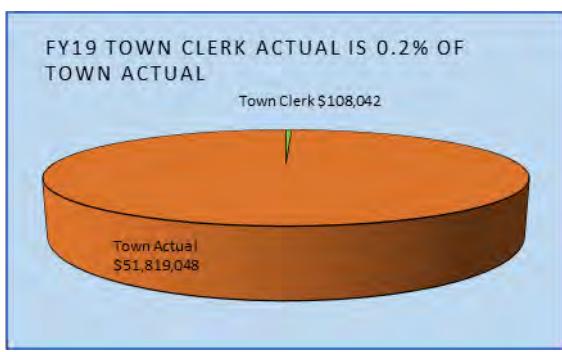
**Senator in General Court**

**James B. Eldridge**  
(617) 722-1120  
Middlesex-Worcester District  
MA State House  
24 Beacon Street, Room 320  
Boston, MA 02133  
James.Eldridge@masenate.gov

**Representative in General Court**

**James Arciero**  
(617) 722-2019  
2nd Middlesex District  
MA State House  
24 Beacon Street, Room 172  
Boston, MA 02133  
James.Arciero@mahouse.gov

<b>TOWN ADMINISTRATOR</b> Nina Nazarian	<b>DIRECTOR OF PUBLIC WORKS</b> Christopher Stoddard
<b>INTERIM/ASSISTANT TOWN ADMINISTRATOR</b> Anthony M. Ansaldi, Jr. ( <i>resigned August 2019</i> ) Chief Procurement Officer  Joseph Laydon ( <i>contract 2019/start January 2020</i> ) Chief Procurement Officer	<b>HIGHWAY OPERATIONS MANAGER</b> Steve Whitten
<b>TOWN COUNSEL</b> Miyares & Harrington	<b>BUILDING COMMISSIONER</b> Roland J. Bernier ( <i>retired September 2019</i> ) Edward Mullen ( <i>contract 2019/start January 2020</i> )
<b>LABOR COUNSEL</b> Darren Kline KP Law	<b>BUILDING INSPECTOR/ALT BUILDING COMMISSIONER</b> Gabriel Vellante
<b>DIRECTOR OF FINANCE &amp; BUDGET</b> Cheryl Herrick-Stella Town Accountant	<b>INSPECTOR OF WIRES</b> Bill Morehouse
<b>TOWN TREASURER</b> Steven Venuti	<b>ASSISTANT WIRING INSPECTOR</b> Joe Gervais
<b>CHIEF ASSESSOR</b> Katherine Miller	<b>PLUMBING INSPECTOR</b> Ed Sullivan
<b>CHIEF OF POLICE</b> Matthew J Pinard	<b>DEPUTY PLUMBING INSPECTOR</b> Joseph Cormier Jr.
<b>DEPUTY CHIEF OF POLICE</b> Jeffrey Patterson	<b>GAS INSPECTOR</b> Ed Sullivan
<b>TAX COLLECTOR</b> Deborah Richards	<b>DEPUTY GAS INSPECTOR</b> Joseph Cormier Jr.
<b>INFORMATION SYSTEMS MANAGER</b> Nancy Glencross	<b>ASST ZONING OFC/PERMIT COOR/BUS ADMIN</b> Michelle Cobleigh
<b>DIRECTOR OF ELDER &amp; HUMAN SERVICES</b> Elizabeth Tretiak	<b>SEALER OF WEIGHTS &amp; MEASURES</b> Northern Middlesex Council of Governments
<b>ASSISTANT TOWN CLERK/ELECTION WARDEN</b> Sandra Clyde	<b>GRAVES REGISTRATION OFFICER</b> Thomas Bailey
<b>FIRE CHIEF</b> Scott T. Wodzinski	<b>NASHOBA VALLEY TECH. H.S</b> Charles Ellis, District Representative
<b>DEPUTY FIRE CHIEF</b> Thomas Clancy	<b>CONSTABLES</b> Chief of Police Matthew J Pinard Deputy Police Chief Jeffrey Patterson David Allen Keith Leighton Ronald Raffi Andrew Sammarco Gregory Balzotti
<b>MAINTENANCE SUPERVISOR</b> George Dumas	



**Vital Statistics:** At the recommendation of the Registry of Vital Records and United States Department of State we will no longer be printing vital records in the Town Reports. This will help to protect the privacy of the individuals as well as help to curb identity theft. We will maintain the lists of names and dates in the Office of the Town Clerk for anyone interested in reviewing them. The following statistics are filings in the Town for calendar year 2019:

<b>Number of Births:</b>	<b>76</b>
<b>Number of Marriage Intentions filed:</b>	<b>27</b>
<b>Number of Deaths:</b>	<b>106</b>
<b>Dogs Licensed in 2019:</b>	<b>620 (Unlicensed over 500)</b>

#### TOWN MEETING & VOTER INFORMATION:

<b>Annual Town Meeting</b>	<b>First Monday in May</b>
<b>Annual Town Election</b>	<b>Saturday following May Annual Town Meeting</b>
<b>Form of Government</b>	<b>Open Town Meeting</b>
<b>Absentee Voting</b>	<b>Town, State and National</b>
<b>Early Voting</b>	<b>State and National</b>
<b>Number of Registered Voters</b>	<b>6741; (241 inactive voters)</b>
<b>Population</b>	<b>9550</b>
<b>Size of Town</b>	<b>16 square miles</b>

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

To have an article on a Special Town Meeting Warrant, a petition must be signed by 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 Board of Selectmen must set a Special Town Meeting within 45 days of receipt of the petition.

The results of Littleton's Annual Election and ALL Town Meetings held in 2019 follow.

## May 2019 Town Election Results

MODERATOR	PRECINCT 1	PRECINCT 2	PRECINCT 3	TOTAL
<b>TIMOTHY D. GODDARD</b> 62 EDSSEL RD	166	162	157	485
WRITE IN				0
BLANKS	43	44	30	117
				0
<b>TOWN CLERK</b>				0
<b>DIANE F. CORY</b> 74 KING ST	166	170	162	498
WRITE IN				0
BLANKS	43	36	25	104
				0
<b>BOARD OF SELECTMEN</b> <b>Vote for Two</b>				0
<b>PAUL J. GLAVEY</b> 54 NEW ESTATE RD	143	129	127	399
<b>JOSEPH S. KNOX</b> 10 BRANDY HOLLOW	132	135	136	403
WRITE IN				0
WRITE IN				0
BLANKS	143	148	111	402
				0
<b>BOARD OF ASSESSORS</b> <b>Vote for Two</b>				0
<b>MAUREEN GRIFFIN ADEMA</b> 5 OLD FARM RD	129	129	122	380
WRITE IN/Peter Barbella	97	67	66	230
WRITE IN				0
BLANKS	192	216	186	594
				0

## May 2019 Town Election Results continued

<b>CEMETERY COMMISSIONERS</b>				0
<b>ANDREW JAMES SAMMARCO</b> 207 GOLDSMITH ST	159	150	144	453
WRITE IN				0
BLANKS	50	56	43	149
				0
				0
<b>ELECTRIC LIGHT COMMISSIONERS</b> Vote for Two				0
<b>JAMES F. KARR</b> 12 ELIZABETH ST	143	145	137	425
<b>IVAN PAGACIK</b> 123 WHITCOMB AVE	140	140	149	429
WRITE IN				0
WRITE IN				0
BLANKS	135	127	88	350
				0
<b>BOARD OF HEALTH</b>				
WRITE IN/Michael Zeldin	72	41		113
WRITE IN				0
BLANKS	137	165		302
<b>HOUSING AUTHORITY 4 YR</b>				0
WRITE IN M.NORHAUS	7		9	16
WRITE IN CHARLES DECOSTE	0		7	7
BLANKS	202	206	171	579

## May 2019 Town Election Results continued

LIBRARY TRUSTEES 3 Year Term	PRECINCT 1	PRECINCT 2	PRECINCT 3	TOTAL
MARK J RAMBACHER	149	142	134	425
MEERA P GILL	144	135	133	412
WRITE IN				0
BLANKS	125	135	107	367
<b>LIBRARY TRUSTEES 1 Year Term</b>				0
<b>SUSAN M. HARVEY</b>				
146 MILL RD	160	145	139	444
WRITE IN				0
WRITE IN				0
BLANKS	49	61	48	158
				0
<b>PARK &amp; RECREATION COMMISSIONERS Vote for Two</b>				0
<b>MICHAEL G. LEVASSEUR</b>				
51 GRIST MILL RD	107	105	99	311
<b>FREDERICK J. FREUND</b>				
45 BIRCH RD	105	92	90	287
<b>CHRISTOPHER TAGLIERI</b>				
171 HARWOOD AVE	86	88	87	261
WRITE IN				0
BLANKS	120	127	98	345
				0
<b>PLANNING BOARD 5 YEAR TERM</b>				0
WRITE IN/Richard P Crowley	75	59	69	203
WRITE IN/Delisa Laterzo	78	77	61	216
BLANKS	56	70	57	183
				0

## May 2019 Town Election Results continued

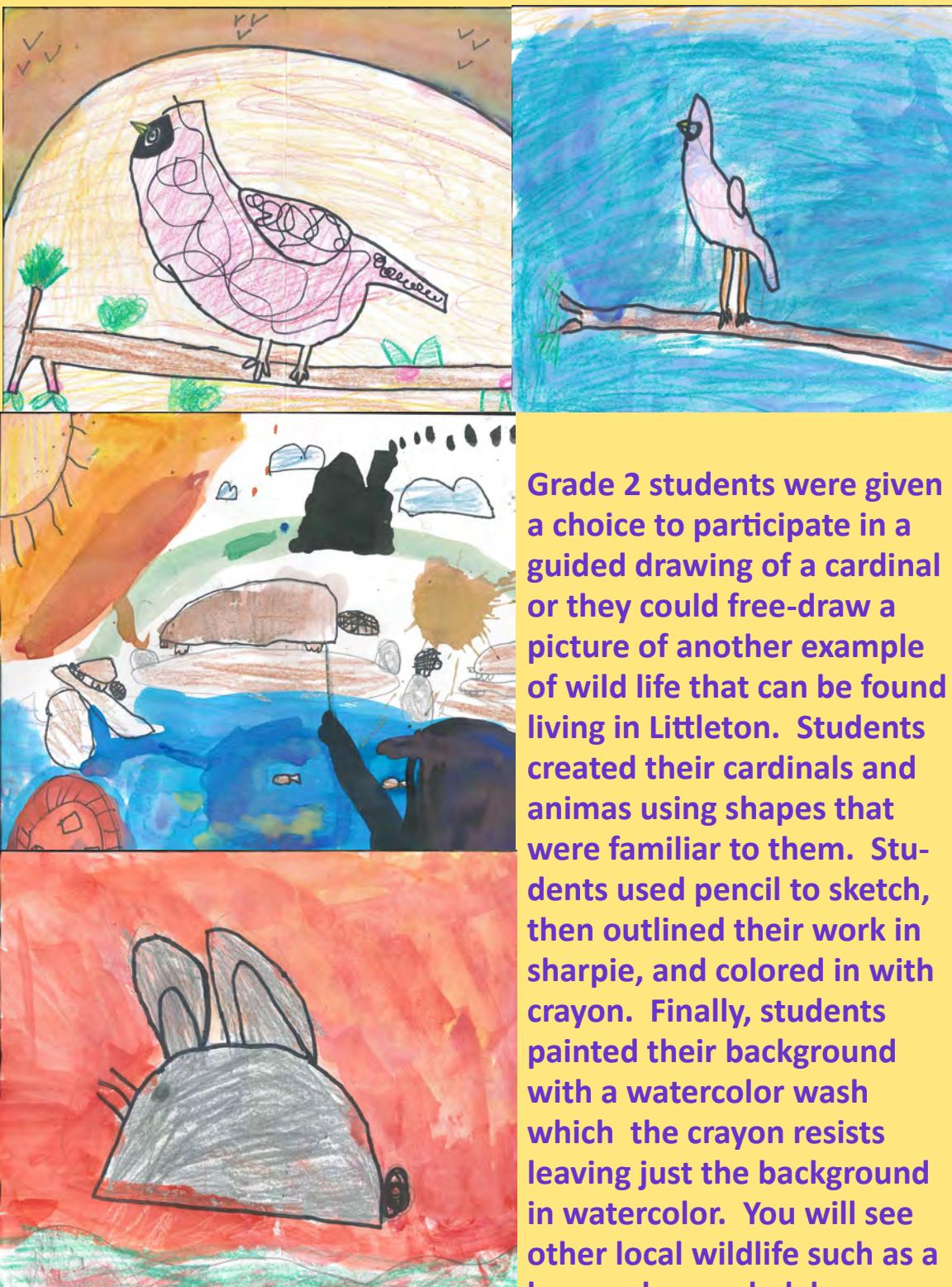
<b>PLANNING BOARD 2 YEAR TERM</b>				0
<b>GERALD F. PORTANTE</b> 68 NEW ESTATE RD	113	120	116	349
<b>WRITE IN/BLANKS</b>	96	86	71	253
<b>SCHOOL COMMITTEE</b>				0
<b>MATTHEW J. HUNT</b> 133 MILL RD	153	146	143	442
<b>WRITE IN</b>				0
<b>BLANKS</b>	56	69	44	169
<b>TRUST FUND COMMISSIONER</b>				0
<b>DAVID R. STEVENS</b> 4 MASONBROOK LN	142	137	135	414
<b>WRITE IN</b>				0
<b>BLANKS</b>	67	69	52	188
<b>WATER COMMISSIONERS</b> <b>Vote for Two</b>				0
<b>JAMES F. KARR</b> 12 ELIZABETH ST	144	144	137	425
<b>IVAN PAGACIK</b> 123 WHITCOMB AVE	140	140	148	428
<b>WRITE IN</b>				0
<b>WRITE IN</b>				0
<b>BLANKS</b>	134	128	89	351

The boxes were inspected and tabulators set at zero.

The polls were opened at 8am and closed at 8pm, by Election Warden Sandra Clyde.

A TRUE COPY, ATTEST: Diane Crory, Town Clerk

ARTWORK CREATED BY



Grade 2 students were given a choice to participate in a guided drawing of a cardinal or they could free-draw a picture of another example of wild life that can be found living in Littleton. Students created their cardinals and animas using shapes that were familiar to them. Students used pencil to sketch, then outlined their work in sharpie, and colored in with crayon. Finally, students painted their background with a watercolor wash which the crayon resists leaving just the background in watercolor. You will see other local wildlife such as a beaver, bunny, ladybug, deer, bobcat, butterfly and blue jays.

*Ms. Packer's  
2nd Grade*

## ARTWORK CREATED BY RUSSELL STREET STUDENTS

### ARTWORK FROM RUSSELL STREET 2019/2020



**MONDAY, MAY 6, 2019 at 7:00 PM**  
**ANNUAL TOWN MEETING**  
**TOWN OF LITTLETON**

The Moderator, Timothy Goddard opened the Annual Town Meeting at 7:01PM at **Charles Forbes Kaye Gymnasium, Littleton Middle School, 55 Russell Street in said Town of Littleton on Monday, the Sixth day of May, 2019.** The Annual Town Meeting was opened with the Pledge of Allegiance. Town Moderator called upon Chairman Paul Glavey to recognize eighth grader, Katherine McDonnough, for her cover of the 2018 Annual Town Report Cover depicting Long Lake in the Winter. The Moderator recognized our new Town Administrator Nina Nazarian who said a few words of thanking the community and stating she is looking forward to working with everyone.

The Moderator explained Town Meeting procedures. He explained that in ways to improve the process Town Meeting procedures proposed of October 2017 would be followed: Presentations would be kept at initial presentations 10 minutes and initial rebuttals 10 minutes with single presenters, preferred. Four minutes on any article for all other speakers per article and only speaking once per article.

Time limit consideration of new business shall not be considered after 10:30pm unless the Moderator determines conclusion of Town Meeting prior to 11:00pm and the majority of the Town Meeting votes to continue its business later into the evening.

Call of the Articles will continue which was introduced May 2017. Those articles so declared passed by Consent by unanimous vote Articles 1, 2, 3, 5, 6, 7, 10, 11, 12, 13, 14, 15, 19, 24, 25.

**ARTICLE 1**  
**Town Officers**

Unanimously voted by the Call of Articles that the Town vote the following Officers for the year 2020: Fence Viewers: Timothy Harrison Whitcomb, Joseph Knox; Field Driver: Raymond C. O'Neil; Surveyor of Timber & Measurer of Wood Bark: Henry Parlee; Measurers and Weighers of Grain, Hay, Coal and Livestock: Tom Wood, Ron Polack, Michelle Roche, Cindy McNiff & Peter Wormell.

**ARTICLE 2**  
**Annual Report**

Unanimously voted by the Call of Articles that the Town receive the reports of the Town Officers and Committees as contained in the 2018 Annual Town Report.

**ARTICLE 3**  
**FY 2020 Revolving Funds**

Unanimously voted by the Call of the Articles that the Town vote pursuant to Town Code Chapter 18, Finances, Article V, Departmental Revolving Funds, which established and authorizes revolving funds governed by General Laws Chapter 44, § 53E½ for use by town departments, boards, committees, agencies and officers in connection with the operation of programs or activities that generate fees, charges or other receipts to support all or some of the expenses of those programs or activities, to establish the following annual expenditure

TOWN OF LITTLETON, MASSACHUSETTS

limitations pursuant to §18-12(C) for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

<i>Revolving Fund</i>	<i>Authorized Department</i>	<i>Monies Received</i>	<i>Expenses for which funds may be used</i>	<i>Expenditure limit FY 2020</i>
Inspectional Services	Building Inspector	Fees charged and received by the Building Inspector for gas, plumbing and electrical inspections	Salaries or wages of inspectors performing gas, plumbing or electrical inspections and expenses related to those inspections	\$130,000
Alarm Box Repairs	Fire Department	Fees charged from false alarm calls	Expenses related to alarm box repairs	\$5,000
CPR Courses	Fire Department	Fees charged and received by the Fire Department for CPR courses	Expenses related to providing CPR courses	\$2,000
Sealer of Weights & Measures	Board of Selectmen	Fees charged and received by the Town Sealer of Weights & Measures for equipment inspections	Contractual Services related to those inspections	\$8,000
MART Bus fees	Elder & Human Services	Reimbursements from the Montachusett Regional Transit Authority (MART) and bus fees	Salaries or wages of van drivers related to the operation of the transportation program	\$68,000
Pet Cemetery	Cemetery Commission	Fees charged and received by the Cemetery Commission for Pet Cemetery fees	Contractual Services or expenses related to those services	\$20,000
Spectacle Pond Cell Tower	Clean Lakes Committee	Receipts from the Spectacle Pond Cell Tower rental agreements	Contractual Services or expenses related to the Clean Lakes Program	\$50,000
Legal Advertisements	Board of Appeals	receipts paid by applicants for advertising costs	Advertising or publishing related expenses for applicants	\$5,000
Cemetery Revolving	Cemetery Commission	a portion of receipts received from sales of lots	Expenses related to the maintenance of lots	\$20,000
Permitting Software	Board of Selectmen	a portion of receipts received from land use permit fees	expenses associated with maintenance fees of permitting software	\$20,000
Composting Bins	Highway	proceeds resulting from the disposal/sale of composting bins	expenses associated with the Sustainability program	\$5,000
LCTV Boxborough IMA	Board of Selectmen	proceeds resulting from the provision of LCTV cable services to Town of Boxborough through intermunicipal agreement	expenses associated with the provision of said services	\$65,000
School Department Transportation	School Committee	proceeds resulting from user fees from providing school bus transportation	Contractual expenses associated with providing student bus transportation	\$150,000
School Department One to One Technology	School Committee	proceeds resulting from user fees from technology lease purchases	expenses associated with one to one technology initiative for students	\$150,000
Community Gardens	Conservation Commission	Fees paid for community gardens	Contractual services for maintenance and improvements of said gardens	\$1,000

TOWN OF LITTLETON, MASSACHUSETTS

**Motion on the floor to move Article 18 immediately following Article 4. Moved and seconded Ayes have it, so moved.**

**ARTICLE 4**  
**FY 2020 Operating Budget**

Ayes have it, voted unanimously that the Town raise and appropriate the sum of \$46,988,480 and transfer from the funds specified herein the sum of \$1,385,065, for a total of \$48,373,545 to defray the expenses of the various departments of the Town as specified herein and to fix the salary and compensation of all elected officials for the Fiscal Year beginning July 1, 2019.

	<i>Department</i>	FY2018 Actual	FY2019 Budget	FY2020 Budget
114	<b>MODERATOR</b>			
	Expenses	\$100	\$100	\$100
		<i>Total 114</i>	100	100
122	<b>SELECTMEN / TOWN ADMINISTRATOR</b>			
	Personal Services	294,140	314,541	329,598
	Expenses	12,870	12,870	13,870
	MAGIC/MAPC Expense	<u>12,000</u>	<u>12,000</u>	<u>32,000</u>
		<i>Total 122</i>	319,010	339,411
				375,468
131	<b>FINANCE COMMITTEE</b>			
	Personal Services	700	800	800
	Expenses	<u>500</u>	<u>500</u>	<u>500</u>
		<i>Total 131</i>	1,200	1,300
132	<b>RESERVE FUND</b>			
	Expenses	<u>150,000</u>	<u>150,000</u>	<u>150,000</u>
		<i>Total 132</i>	150,000	150,000
135	<b>FINANCE AND BUDGET</b>			
	Personal Services	665,905	739,344	777,785
	Expenses	48,725	49,725	52,970
	Audit	<u>40,000</u>	<u>40,000</u>	<u>40,000</u>
		<i>Total 135</i>	754,630	829,069
				870,755
151	<b>LEGAL</b>			
	Expenses	<u>250,000</u>	<u>250,000</u>	<u>250,000</u>
		<i>Total 151</i>	250,000	250,000
155	<b>INFORMATION SYSTEMS</b>			
	Personal Services	126,034	161,174	170,700
	Expenses	<u>324,000</u>	<u>464,509</u>	<u>454,555</u>
		<i>Total 155</i>	450,034	625,683
161	<b>TOWN CLERK</b>			
	Elected Salaries	75,628	80,347	84,323
	Personal Services	20,630	21,992	46,485
	Expenses	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
		<i>Total 161</i>	97,758	103,839
162	<b>ELECTIONS &amp; REGISTRATIONS</b>			

TOWN OF LITTLETON, MASSACHUSETTS

	Expenses	8,700	12,200	12,200
		<i>Total 162</i>	8,700	12,200
171	<b>CONSERVATION COMMISSION</b>			
	Personal Services	33,465	42,831	44,605
	Expenses	1,450	1,450	1,450
	Transfer In - Wetland Fund	(8,000)	(8,000)	(8,000)
		<i>Total 171</i>	26,915	36,281
175	<b>PLANNING BOARD</b>			
	Personal Services	70,890	75,711	111,220
	Expenses	1,175	1,175	1,175
		<i>Total 175</i>	72,065	76,886
176	<b>APPEALS BOARD</b>			
	Personal Services	5,730	4,801	4,920
	Expenses	1,000	1,000	1,000
		<i>Total 176</i>	6,730	5,801
191	<b>BUILDING/FACILITY EXPENSE</b>			
	Personal Services	60,220	114,207	166,816
	Expenses	430,000	455,000	515,000
		<i>Total 191</i>	490,220	569,207
193	<b>GENERAL INSURANCE</b>			
	Expenses	375,000	400,000	400,000
		<i>Total 193</i>	375,000	400,000
194	<b>EMPLOYEE/RETIREE BENEFITS</b>			
	Expenses	8,353,416	9,587,343	9,810,119
	Transfer In - Cable Studio Benefits	(51,714)	(60,488)	(60,488)
		<i>Total 194</i>	8,301,702	9,526,855
196	<b>TOWN REPORT / TOWN MEETING</b>			
	Expenses	5,000	10,000	14,000
		<i>Total 196</i>	5,000	10,000
197	<b>CABLE STUDIO</b>			
	Personal Services	143,650	169,670	183,135
	Expenses	34,225	34,225	34,720
	Transfer In - Cable Revolving	(50,000)	(60,000)	(50,000)
	Transfer In - Cable Access Fees	(127,875)	(143,895)	(167,855)
		<i>Total 197</i>	0	0
210	<b>POLICE / DISPATCH</b>			
	Personal Services	1,868,508	2,107,725	2,245,885
	Expenses	150,421	150,421	154,821
		<i>Total 210</i>	2,018,929	2,258,146
220	<b>FIRE / EMS DEPARTMENT</b>			
	Personal Services	1,231,478	1,520,909	1,675,215
	Expenses	184,035	239,705	203,705
	Transfer In - Ambulance Fees	(650,000)	(585,916)	(650,000)
		<i>Total 220</i>	765,513	1,174,698
241	<b>BUILDING DEPARTMENT</b>			
	Personal Services	229,040	286,536	300,070

TOWN OF LITTLETON, MASSACHUSETTS

	Expenses	5,060	6,060	6,060
	Transfer In - Inspectional Revolving	(104,000)	(125,000)	(125,000)
		<i>Total 241</i>	130,100	167,596
300	<b>SCHOOL DEPARTMENT</b>			
	Budget	<u>18,875,890</u>	<u>19,790,270</u>	<u>21,102,192</u>
301	<b>TECHNICAL SCHOOL EXPENSE</b>			
	Expenses	<u>453,828</u>	<u>520,198</u>	<u>486,821</u>
		<i>Total 301</i>	453,828	520,198
420	<b>HIGHWAY DEPARTMENT</b>			
	Personal Services	955,803	881,945	905,690
	Expenses	390,790	414,864	424,575
	Streetlights	25,000	25,000	25,000
	Wastewater/Stormwater	105,000	105,000	110,000
	B&M Crossing	2,808	2,808	2,809
	Gasoline	125,000	125,000	135,000
		<i>Total 420</i>	1,604,401	1,554,617
429	<b>FIELD MAINTENANCE</b>			
	Park Maintenance Personal Services	10,000	172,321	179,415
	Park Maintenance Expense	0	37,000	37,000
	Transfer In - PRCE Enterprise Field fees	0	(24,000)	(24,000)
		<i>Total 429</i>	10,000	185,321
422	<b>ROADWAY REPAIRS</b>			
	Expenses	<u>711,000</u>	<u>720,000</u>	<u>730,000</u>
		<i>Total 422</i>	711,000	720,000
423	<b>SNOW &amp; ICE</b>			
	Personal Services	68,000	68,000	68,000
	Expenses	<u>132,000</u>	<u>132,000</u>	<u>132,000</u>
		<i>Total 423</i>	200,000	200,000
450	<b>CLEAN LAKES EXPENSES</b>			
	Expenses	46,000	46,000	46,000
	Transfer In – Clean Lakes	(46,000)	(46,000)	(46,000)
		<i>Total 450</i>	0	0
491	<b>CEMETERY DEPARTMENT</b>			
	Personal Services	103,565	106,007	117,800
	Expenses	17,800	17,800	17,800
	Transfer In - Cemetery Trust	(13,000)	(13,000)	(13,000)
	Transfer In - Sale of Cemetery Lots	(12,000)	(12,000)	(12,000)
	Transfer In - Graves	(18,897)	(18,897)	(18,897)
		<i>Total 491</i>	77,468	79,910
510	<b>HEALTH DEPARTMENT</b>			
	Personal Services	25,785	21,602	22,120
	Expenses	2,587	2,587	2,587
	Assessment - Nashoba BOH	25,000	25,000	26,250
	Assessment - Nashoba Nursing	9,500	9,500	9,975
	Assessment - Eliot Clinic	4,000	4,000	4,000

TOWN OF LITTLETON, MASSACHUSETTS

	Assessment - SANS Program	12,500	12,000	12,500
	Animal Inspector	<u>2,450</u>	<u>2,450</u>	<u>2,450</u>
		<i>Total 510</i>	81,822	77,139
				79,882
<b>541</b>	<b>ELDER AND HUMAN SERVICES</b>			
	Personal Services	192,328	198,925	205,305
	Expenses	22,921	23,921	25,810
	Transfer Out to TREAD Tax Relief	<u>0</u>	<u>0</u>	<u>25,000</u>
		<i>Total 541</i>	215,249	222,846
				256,115
<b>543</b>	<b>VETERANS SERVICES</b>			
	Personal Services	7,500	7,500	7,850
	Expenses	1,560	11,560	11,560
	Veteran Benefits	<u>185,000</u>	<u>185,000</u>	<u>185,000</u>
		<i>Total 543</i>	194,060	204,060
				204,410
<b>610</b>	<b>REUBEN HOAR LIBRARY</b>			
	Personal Services	469,464	506,184	520,800
	Expenses	102,163	114,403	128,125
	Merrimack Valley Assessment	36,157	37,500	36,600
	Transfer In - Library Trust Fund	<u>(13,000)</u>	<u>(13,000)</u>	<u>(15,000)</u>
		<i>Total 610</i>	594,784	645,087
				670,525
<b>630</b>	<b>PARK AND RECREATION DEPT</b>			
	Recreation Enterprise Subsidy	<u>171,670</u>	<u>211,110</u>	<u>230,000</u>
		<i>Total 630</i>	171,670	211,110
				230,000
<b>690</b>	<b>OTHER CULTURE &amp; RECREATION</b>			
	Historical	700	700	700
	Memorial Day	750	750	750
	Patriot's Day	<u>50</u>	<u>50</u>	<u>50</u>
		<i>Total 690</i>	1,500	1,500
				1,500
<b>700</b>	<b>DEBT</b>			
<b>710</b>	<b>LONG TERM DEBT</b>	2,933,602	3,510,448	3,094,509
<b>720</b>	<b>SHORT TERM DEBT</b>	1,449,139	975,070	1,010,200
	Transfer In - Self Help Grant	0	0	0
	Transfer In - Wastewater Settlement	(17,274)	(17,274)	(17,274)
	Transfer In - Oak Hill Cell Tower	(32,269)	(31,269)	(30,238)
	Transfer In - Newtown Hill Cell Tower	(37,448)	(36,248)	(35,010)
	Transfer In - Bond Premium	(45,526)	(25,349)	(23,315)
	Transfer In - Community Preservation	(51,138)	(90,556)	(88,988)
	Transfer In - Light Department	<u>(140,378)</u>	<u>(133,088)</u>	<u>0</u>
		<i>Total 700</i>	4,058,708	4,151,734
				3,909,884
	<b>FUNDING SUMMARY</b>			
	Net Budgets	42,892,505	46,544,844	48,373,545
	Transfers In	<u>(1,418,519)</u>	<u>(1,443,980)</u>	<u>(1,385,065)</u>
	Total Appropriated Budgets	41,473,986	45,100,864	46,988,480

*Article 18 was voted next per the vote taken on the floor earlier in the evening.*

**ARTICLE 5**

**Use of Debt Exclusion Stabilization Fund for FY 2020 Excluded Debt**

Unanimously voted by the Call of Articles that the Town transfer from the Debt Exclusion Stabilization Fund established by Article 12 of the May 2, 2016 Special Town Meeting for the purpose of reducing the amount of existing debt service and/or the amount of debt needed to be placed when final bonding occurs for borrowing authorizations, both having been exempted from the provisions of Proposition 2½, an amount of up to \$295,891.26 to apply to pay for excluded debt service for the fiscal year beginning July 1, 2019.

**ARTICLE 6**  
**FY 2020 Water Enterprise Fund Operating Budget**

Unanimously voted by the Call of Articles that the Town appropriate \$4,080,936 or any other sum or sums of money from the Water Enterprise Fund to finance the operation of the Water Department for the fiscal year beginning July 1, 2019 (*detail below*):

<b>I. Water Enterprise Revenues</b>	<b>FY 2019</b>	<b>FY 2020</b>
User Charges	\$3,677,608	\$3,611,640
Other Departmental Revenue	78,300	84,825
Enterprise Available Funds	268,625	384,471
Investment Income	0	0
<b>Total Revenues</b>	<b>\$4,024,533</b>	<b>\$4,080,936</b>
<b>II. Costs Appropriated for the Enterprise Fund</b>		
Salaries and Wages	\$893,000	\$1,023,200
Expenses	1,423,340	1,454,053
Capital Outlay – Equipment	75,000	97,000
Capital Outlay – Improvements	766,000	507,000
Reserve Fund	200,000	200,000
Debt Principal and Interest	667,193	779,683
Budgeted Surplus	0	0
<b>Total Costs Appropriated for Enterprise Fund</b>	<b>\$4,024,533</b>	<b>\$4,080,936</b>
<b>III. Costs Appropriated for General Fund to be Charged to the Enterprise Fund</b>		
Indirect Costs	\$0	\$0
Benefits	0	0
Pension Costs	0	0
<b>Total Costs Appropriated for the General Fund.</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Costs</b>	<b>\$4,024,533</b>	<b>\$4,080,936</b>

**ARTICLE 7**  
**FY 2020 Park, Recreation & Community Education Enterprise Fund Operating Budget**

Unanimously voted by the Call of Articles that the Town appropriate \$1,065,706 or any other sum or sums of money from the Park, Recreation & Community Education Enterprise Fund to finance the operation of the Park, Recreation and Community Education Department for the fiscal year beginning July 1, 2019 (*detail below*):

<b>I. PRCE Enterprise Revenues</b>	<b>FY 2019</b>	<b>FY 2020</b>
User Charges	\$746,271	\$760,206
Transfer In from Recreation Fund	0	0
Transfer In from General Fund	211,110	230,000

TOWN OF LITTLETON, MASSACHUSETTS

Enterprise Available Funds	50,000	75,000
Investment Income	500	500
<b>Total Revenues</b>	<b>\$1,007,881</b>	<b>\$1,065,706</b>
<b>II. Costs Appropriated for the Enterprise Fund</b>		
Salaries and Wages	\$392,380	\$476,860
Expenses	523,691	514,846
Transfer to General Fund – Field Maintenance	24,000	24,000
Capital Outlay – Equipment	0	0
Capital Outlay – Improvements	0	0
Reserve Fund	50,000	50,000
Debt Principal and Interest	0	0
Budgeted Surplus	17,810	0
<b>Total Costs Appropriated for Enterprise Fund</b>	<b>\$1,007,881</b>	<b>\$1,065,706</b>
<b>III. Costs Appropriated for General Fund to be Charged to the Enterprise Fund</b>		
Indirect Costs	\$0	\$0
Benefits	0	0
Pension Costs	0	0
<b>Total Costs Appropriated for the General Fund.</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Costs</b>	<b>\$1,007,881</b>	<b>\$1,065,706</b>

**ARTICLE 8**  
**FY 2020 Capital Items from Available Funds**

Unanimously voted by the Town to raise and appropriate or transfer from available funds a sum or sums of money, to be expended by the respective Departments or Officers indicated, for the capital projects and purchases itemized and described, and for costs incidental and related thereto.

**I. POLICE DEPARTMENT**

- A. Police Patrol Vehicle Replacement - \$65,000 to be expended by the Police Department for replacement of one police patrol vehicle with a Ford Police Inceptor.
- B. Police Administrative Vehicle Replacement - \$48,000 to be expended by the Police Department for replacement of one unmarked police administrative vehicle.
- C. Police Public Safety Radio Maintenance - \$25,000 to be expended by the Police Department for a maintenance agreement to cover public safety and public works radio system infrastructure.
- D. Police Vehicle Maintenance - \$7,500 to be expended by the Police Department for tire replacement and equipment maintenance of its fleet of vehicles.
- E. Police Station carpet - \$4,560 to be expended by the Police Department for new carpeting in the emergency operations center of the Police Station.

**II. FIRE DEPARTMENT**

- A. Fire Major Equipment Repair - \$25,000 to be expended by the Fire Department for major equipment repairs and upkeep.
- B. Protective Clothing Replacement - \$15,000 to be expended by the Fire Department for the fifth year of an annual replacement program for turnout gear.
- C. Fire Hose Replacement - \$15,000 to be expended by the Fire Department for hose replacement for fire pumps.

**III. HIGHWAY DEPARTMENT**

TOWN OF LITTLETON, MASSACHUSETTS

- A. Highway Major Equipment Repair - \$20,000 to be expended by the Highway Department for major equipment repairs and upkeep.
- B. Mack 6 Wheel Dump Truck Replacement - \$251,000 to be expended by the Highway Department to replace a 1992 Mack 6-wheel dump truck with plow.
- C. One-Ton Dump Truck, Plow Replacement - \$72,000 to be expended by the Highway Department to replace a 2004 one-ton dump truck with plow with a Ford F-550.
- D. Sports Fields Major Repair and Maintenance - \$20,000 to be expended by the Highway Department for major repairs and maintenance to the Town's sports fields.
- E. High School Sidewalk Replacement - \$250,000 to be expended by the Highway Department for replacement of sidewalks at Littleton High School.
- F. Recreation Mower Replacement - \$25,000 to be expended by the Highway Department for replacement of a 2001 mower.
- G. Recreation Mower Replacement - \$65,000 to be expended by the Highway Department for replacement of a 1997 wide area mower.

**IV. SCHOOLS**

- A. Technology, Chromebook Replacements - \$135,000 to be expended by the School Committee to replace miscellaneous technology equipment, computer laptops, and Chromebooks.
- B. School Resource Materials - \$100,000 to be expended by the School Committee for School resource materials, textbooks, and training.
- C. School Security System Improvements - \$34,500 to be expended by the School Committee for school security system improvements, including radio signal booster devices.
- D. High School Telephone System Replacement - \$55,000 to be expended by the School Committee to replace the telephone system at Littleton High School.

**V. CEMETERY**

- A. Cemetery Mower Replacement - \$15,699 to be expended by the Cemetery Commission for the replacement of a 1995 mower.

**VI. PARK & RECREATION**

- A. Recreation Major Equipment and Repairs - \$50,000 to be expended by the Park and Recreation Commission for major equipment/facility repair and maintenance.

**VII. FACILITIES AND INFRASTRUCTURE**

- A. Facility Capital Improvements Recommendations – \$403,750 to be expended by the Permanent Municipal Building Committee to implement recommendations of the Facility Needs Assessment Study.
- B. Town Building Space Needs - \$85,000 to be expended by the Board of Selectmen to address Town building space needs.
- C. Stormwater MS4 Permit Needs - \$100,000 to be expended by the Board of Selectmen to address compliance issues with new MS4 Stormwater Permit.
- D. Mill Pond Dredging - \$60,200 transferred from the Spectacle Pond Cell Tower Clean Lakes Fund established by Article 6 of the May 8, 2000 Special Town Meeting, to be expended by the Clean Lakes Committee as part of the Town's share of the Federally funded project, including completion of the Army Corps of Engineers Mill Pond Feasibility Study and conduct of a Natural Resource Inventory of the potential dredge disposal site area in Mill Pond.
- E. Lake Matawanakee Improvements - \$20,000 transferred from the Spectacle Pond Cell Tower Clean Lakes Fund established by Article 6 of the May 8, 2000 Special Town

TOWN OF LITTLETON, MASSACHUSETTS

Meeting, to be expended by the Clean Lakes Committee for Lake Matawanakee improvements.

- F. Age-Appropriate Housing Need Plan- \$12,000 to be expended by the Planning Board to study age appropriate housing needs in Littleton.
- G. Master Plan Implementation Land Use Coordination - \$12,000 to be expended by the Planning Board for Master Plan Implementation Land Use Coordination Plan.

**ARTICLE 9**  
**FY 2020 Community Preservation Budget**

Ayes have it, unanimously voted by the Town to hear and act on the report of the Community Preservation Committee on the Fiscal Year 2020 Community Preservation Budget, to appropriate or reserve from FY 2020 Community Preservation Fund annual revenues and reserves the following amounts, as recommended by the Community Preservation Committee, with each item considered a separate appropriation:

- 1. Debt Service for Prior Issues – \$88,988 from FY 2020 CPA Surcharge, of which \$74,988 is for Open Space and \$14,000 is for Historic Preservation;
- 2. Open Space Reserve - \$47,012 to Open Space Reserve from FY 2020 CPA Surcharge;
- 3. Community Housing Reserve - \$61,000 to Community Housing Reserve from FY 2020 CPA Surcharge;
- 4. Historic Preservation Reserve - \$31,750 to Historic Preservation Reserve from FY 2020 CPA Surcharge;
- 5. Recreation Reserve - \$61,000 to Recreation Reserve from FY 2020 CPA Surcharge;
- 6. Undesignated Reserve - \$15,250 to Undesignated Reserve from FY 2020 CPA Surcharge;
- 7. Affordable Housing Trust Fund - \$525,545.80 from the CPA Community Housing Reserve to the Littleton Affordable Housing Trust Fund established in Town Code Chapter 8, Article VII;
- 8. Long Lake Renovation Project - \$120,000 from the CPA Recreation Reserve for Long Lake Renovation Project; and
- 9. Parking for 300 King Street - \$250,000 from the CPA Recreation Reserve for parking at 300 King Street;

or to take any other action in relation thereto.

**ARTICLE 10**  
**Personnel By-law Amendments**

Unanimously voted by the Call of Articles that the Town amend the Personnel By-law and Classification and Compensation Plan, Chapter 33 of the Town Code, as recommended by the Personnel Board as follows:

- 1. By amending Schedule A Permanent Full and Part-time Employees and Schedules B, B-1, B-2, and D, effective July 1, 2019, by applying a 2 percent (2%) salary schedule adjustment so that said schedule reads as follows:

**TOWN OF LITTLETON, MASSACHUSETTS**  
**FY 2020 CLASSIFICATION & COMPENSATION PLAN**  
**SCHEDULE A, Permanent Full and Part-time Employees**

Salaries shown are hourly and annual based on 52.2 weeks / year.

Gr	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
						<i>Employees</i>				

**TOWN OF LITTLETON, MASSACHUSETTS**

<b>1</b>	\$16.31	\$16.72	\$17.14	\$17.57	\$18.01	\$18.46	\$18.92	\$19.39	\$19.87	\$20.37
<b>2</b>	17.45	17.89	18.34	18.80	19.27	19.75	20.24	20.75	21.27	21.80
	36,435.60	37,354.32	38,293.92	39,254.40	40,235.76	41,238.00	42,261.12	43,326.00	44,411.76	45,518.40
<b>3</b>	18.67	19.14	19.62	20.11	20.61	21.13	21.66	22.20	22.76	23.33
	38,982.96	39,964.32	40,966.56	41,989.68	43,033.68	44,119.44	45,226.08	46,353.60	47,522.88	48,713.04
<b>4</b>	19.98	20.48	20.99	21.51	22.05	22.60	23.17	23.75	24.34	24.95
	41,718.24	42,762.24	43,827.12	44,912.88	46,040.40	47,188.80	48,378.96	49,590.00	50,821.92	52,095.60
<b>5</b>	21.38	21.91	22.46	23.02	23.60	24.19	24.79	25.41	26.05	26.70
	44,641.44	45,748.08	46,896.48	48,065.76	49,276.80	50,508.72	51,761.52	53,056.08	54,392.40	55,749.60
<b>6</b>	22.88	23.45	24.04	24.64	25.26	25.89	26.54	27.20	27.88	28.58
	47,773.44	48,963.60	50,195.52	51,448.32	52,742.88	54,058.32	55,415.52	56,793.60	58,213.44	59,675.04
<b>7</b>	24.48	25.09	25.72	26.36	27.02	27.70	28.39	29.10	29.83	30.58
	51,114.24	52,387.92	53,703.36	55,039.68	56,417.76	57,837.60	59,278.32	60,760.80	62,285.04	63,851.04
<b>8</b>	26.19	26.84	27.51	28.20	28.91	29.63	30.37	31.13	31.91	32.71
	54,684.72	56,041.92	57,440.88	58,881.60	60,364.08	61,867.44	63,412.56	64,999.44	66,628.08	68,298.48
<b>9</b>	28.15	28.85	29.57	30.31	31.07	31.85	32.65	33.47	34.31	35.17
	58,777.20	60,238.80	61,742.16	63,287.28	64,874.16	66,502.80	68,173.20	69,885.36	71,639.28	73,434.96
<b>10</b>	30.97	31.74	32.53	33.34	34.17	35.02	35.90	36.80	37.72	38.66
	64,665.36	66,273.12	67,922.64	69,613.92	71,346.96	73,121.76	74,959.20	76,838.40	78,759.36	80,722.08
<b>11</b>	34.69	35.56	36.45	37.36	38.29	39.25	40.23	41.24	42.27	43.33
	72,432.72	74,249.28	76,107.60	78,007.68	79,949.52	81,954.00	84,000.24	86,109.12	88,259.76	90,473.04
<b>Gr</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>	<b>STEP 8</b>	<b>STEP 9</b>	<b>STEP 10</b>
	<i>Senior Management</i>									
<b>12</b>	40.93	41.95	43.00	44.08	45.18	46.31	47.47	48.66	49.88	51.13
	85,461.84	87,591.60	89,784.00	92,039.04	94,335.84	96,695.28	99,117.36	101,602.08	104,149.44	106,759.44
<b>13</b>	48.30	49.51	50.75	52.02	53.32	54.65	56.02	57.42	58.86	60.33
	100,850.40	103,376.88	105,966.00	108,617.76	111,332.16	114,109.20	116,969.76	119,892.96	122,899.68	125,969.04
<b>14</b>	54.10	55.45	56.84	58.26	59.72	61.21	62.74	64.31	65.92	67.57
	112,960.80	115,779.60	118,681.92	121,646.88	124,695.36	127,806.48	131,001.12	134,279.28	137,640.96	141,086.16
<b>15</b>	60.59	62.10	63.65	65.24	66.87	68.54	70.25	72.01	73.81	75.66
	126,511.92	129,664.80	132,901.20	136,221.12	139,624.56	143,111.52	146,682.00	150,356.88	154,115.28	157,978.08

TOWN OF LITTLETON, MASSACHUSETTS

**GRADE 1**

*No positions assigned*

**GRADE 2**

Cemetery Laborer

**GRADE 3**

Library Assistant

Library Processing Clerk

**GRADE 4**

Building Maintenance Custodian

Department Clerk

Financial Technician

**GRADE 5**

Assessing Clerk

Cemetery Groundskeeper

Library Technician

LCTV – Video Production Coordinator

Administrative Clerk – Tax Collector

**GRADE 6**

Administrative Assistant – Building

Administrative Assistant – Conservation

Administrative Assistant – Elder & Human Services

Administrative Assistant – Human Resources

Administrative Assistant – Parks & Recreation

P/T Communications Officer

Senior Library Technician

Teen Program Leader

**GRADE 7**

Assessing Clerk/Field Lister

Library Office Coordinator

Payroll and Finance Coordinator

Reserve Police Officer

Wellness Coordinator

**GRADE 8**

Assistant Town Clerk

Business Administrator-Public Works

Executive Assistant of Public Safety – Fire

Executive Assistant of Public Safety – Police

Community Education and Teen Coordinator

Recreation and Sports Coordinator

**GRADE 9**

Assistant Assessor

Assistant Human resources Administrator

Assistant Town Accountant

Building Maintenance Supervisor

Cemetery Superintendent

Children's Services/Senior Librarian

Conservation Coordinator

Elder and Human Services Outreach

Coordinator and Respite Care

Executive Assistant to the Town Administrator

Head of Circulation & Interlibrary Loan/Senior Librarian

Information Systems Support Technician

LCTV Production Supervisor

Senior Librarian

Technical Services/Senior Librarian

Young Adult Services/Reference Services/Senior Librarian

**GRADE 10**

Assistant Director of Elder and Human Services

Assistant Library Director

Assistant PRCE Director

Assistant Zoning Officer/Permit

Coordinator/Business Administrator

Inspector of Wires

Plumbing & Gas Inspector

**GRADE 11**

Assistant Treasurer and HR Administrator

Director of Elder and Human Services

Littleton Community Television Executive

Director

Parks, Recreation & Community Education

Director

*Police Lieutenant\**

Tax Collector

*Town Clerk\*\**

Town Engineer

Town Planner

**GRADE 12**

Building Commissioner/Zoning Enforcement Officer

Chief Assessor/Appraiser

Highway Superintendent

Information Systems Manager

Town Treasurer

*Deputy Fire Chief\**

*Deputy Police Chief\**

*Library Director\**

**GRADE 13**

Assistant Town Administrator

*Director of Finance and Budget / Town Accountant\**

Director of Public Works

*Fire Chief\**

**GRADE 14**

*Chief of Police\**

**GRADE 15**

*Town Administrator\**

*Management contract (\*) and elected (\*\*) positions not subject to this By-law.*

TOWN OF LITTLETON, MASSACHUSETTS

**Schedule B**

On-Call Meeting Clerk, \$12.86; Election Warden, \$18.28

**Schedule B-1, Other Employees**

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
<b>1 hourly</b>	\$12.24	\$12.48	\$12.73	\$12.98	\$13.24
<b>2 hourly</b>	\$15.30	\$15.61	\$15.92	\$16.24	\$16.56

**GRADE 1**  
COA Dispatcher

**GRADE 2**  
COA Van Driver

**Schedule B-2, Temporary/Seasonal Employees**

GRADE	STEP 1	STEP 2	STEP 3	STEP 4
<b>1 hourly</b>	\$14.91	\$15.21	\$15.51	\$15.82
<b>2 hourly</b>	\$15.95	\$16.27	\$16.60	\$16.93
<b>3 hourly</b>	\$17.07	\$17.41	\$17.76	\$18.12
<b>4 hourly</b>	\$18.26	\$18.63	\$19.00	\$19.38

**GRADE 1**  
*No positions assigned*  
**GRADE 2**  
Seasonal Highway Laborer

**GRADE 3**  
Engineering Technician  
**GRADE 4**  
Seasonal Truck Driver/Laborer

**Schedule D, Fire Department On-Call**

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
<b>1 hourly</b>	\$12.00					
<b>2 hourly</b>	\$15.46	\$15.77	\$16.09	\$16.41	\$16.74	\$17.07
<b>3 hourly</b>	\$16.08	\$16.40	\$16.73	\$17.06	\$17.40	\$17.74
<b>4 hourly</b>	\$16.72	\$17.05	\$17.39	\$17.74	\$18.09	\$18.45
<b>5 hourly</b>	\$17.21	\$17.55	\$17.90	\$18.26	\$18.56	\$18.93
<b>6 hourly</b>	\$17.73	\$18.08	\$18.44	\$18.81	\$19.19	\$19.57
<b>7 hourly</b>	\$18.26	\$18.63	\$19.00	\$19.38	\$19.77	\$20.17
<b>8 hourly</b>	\$18.81	\$19.19	\$19.57	\$19.96	\$20.36	\$20.77
<b>9 hourly</b>	\$19.38	\$19.77	\$20.17	\$20.57	\$20.98	\$21.40
<b>10 hourly</b>	\$19.57	\$19.96	\$20.36	\$20.77	\$21.19	\$21.61
<b>11 hourly</b>	\$21.42					

On-Call Stipend \$4.00/hour

**GRADE 1**  
On-Call/Per Diem Probationary Firefighter or  
EMT  
**GRADE 2**  
*No positions assigned*  
**GRADE 3**

On-Call/Per Diem Firefighter  
On-Call/Per Diem EMT  
**GRADE 4**  
On-Call/Per Diem Firefighter/EMT  
**GRADE 5**  
*No positions assigned*

TOWN OF LITTLETON, MASSACHUSETTS

<b>GRADE 6</b> <i>No positions assigned</i>	On-Call/Per Diem Lieutenant
<b>GRADE 7</b> On-Call/Per Diem Firefighter/EMT (advanced EMT certification)	<b>GRADE 9</b> On-Call/Per Diem Captain
<b>GRADE 8</b>	<b>GRADE 10</b> On-Call/Per Diem Deputy Chief
	<b>GRADE 11</b> On-Call/Per Diem Firefighter/Paramedic

Step increases on Schedule D will be awarded on the basis of performance as determined by the Fire Chief

2. By amending Schedule C, as requested by the Park & Recreation Commission to read as follows effective May 1, 2019:

**Schedule C, Park & Recreation Department**

Seasonal/Temporary / Fee-based positions (hourly) – effective May 1, 2019

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
<b>1 hourly</b>	13.33	13.66	14.00	14.35	14.71
<b>2 hourly</b>	13.66	14.00	14.35	14.71	15.08
<b>3 hourly</b>	14.00	14.35	14.71	15.08	15.46
<b>4 hourly</b>	14.35	14.71	15.08	15.46	15.85
<b>5 hourly</b>	15.00	15.38	15.76	16.15	16.55
<b>6 hourly</b>	15.68	16.07	16.47	16.88	17.30
<b>7 hourly</b>	16.39	16.80	17.22	17.65	18.09
<b>8 hourly</b>	17.13	17.56	18.00	18.45	18.91
<b>9 hourly</b>	17.90	18.35	18.81	19.28	19.76
<b>10 hourly</b>	18.71	19.18	19.66	20.15	20.65
<b>11 hourly</b>	19.55	20.04	20.54	21.05	21.58
<b>12 hourly</b>	20.43	20.94	21.46	22.00	22.55

**GRADE 1**

Program Aide I  
Camp Junior Counselor  
Recreation Attendant

**GRADE 2**

Program Aide II

**GRADE 3**

Camp Senior Counselor

**GRADE 4**

Intern  
Snack Hut Manager

**GRADE 5**

Camp Lead I

Lifeguard I

**GRADE 6**

Camp Lead II  
Program Coordinator  
Sailing Instructor

Lifeguard II

**GRADE 7**  
Camp Specialists  
Aftercare Coordinator

**GRADE 8**

Head Lifeguard  
Camp Assistant Director  
Sailing Coordinator

**GRADE 9**

Seasonal Programs Instructor

**GRADE 10**

Special Course Coordinator

**GRADE 11**

Preschool Instructor

**GRADE 12**

Aquatics Director  
Camp Director

TOWN OF LITTLETON, MASSACHUSETTS

3. By amending Schedule C-1, as requested by the Park & Recreation Commission to read as follows effective July 1, 2019:

**Schedule C-1, Community Education**

GRADE	STEP 1	STEP 2	STEP 3
<b>1 hourly</b>	12.00		
<b>2 hourly</b>	14.00	14.35	14.71
<b>3 hourly</b>	20.00	20.50	21.01
<b>4 hourly</b>	25.00	25.63	26.27
<b>5 hourly</b>	30.00	30.75	31.52
<b>6 hourly</b>	35.00	35.88	36.77

**ARTICLE 11**  
**Stabilization Fund**

Unanimously voted by the Call of Articles that the Town raise and appropriate or transfer from available funds a sum of money for the Stabilization Fund in accordance with the provisions of Chapter 40, Section 5B of the General Laws.

**ARTICLE 12**  
**Capital Stabilization Fund**

Unanimously voted by the Call of Articles that the Town raise and appropriate or transfer from available funds a sum of money to be deposited in the Capital Stabilization Fund established by Article 6 of the May 6, 2013 Special Town Meeting for the purpose of funding any capital-related project, or pieces of capital equipment, or debt service payment related thereto; said fund as authorized by Chapter 40, Section 5B of the General Laws.

**ARTICLE 13**  
**Trust Fund Grants**

Unanimously voted by the Call of Articles that the Town transfer \$24,000 in Trust Funds for the following purposes and costs related thereto.

(1) The Shared Studios: Portal to the World - \$20,000 to the Littleton School Department to fund the Shared Studios: Portal to the World project to allow students and community members of Littleton to connect with people around the world through a network of global portals, from the following Trust Funds: M.H. Kimball Fund, \$12,700; J. Goldsmith Fund, \$400; \$C. Hildreth Fund, \$5,500; L. Johnson Fund, \$700; and L.H. Zappy Fund, \$700;

(2) DEHS Animal Assistance Care Program - \$4,000 to the Elder and Human Services Department for the animal care assistance program from the Bradford Sampson Relief of Animals Fund.

**ARTICLE 14**  
**Senior Citizens and Veterans Tax Work-off Abatement Programs**

Unanimously voted by the Call of Articles that the Town request the Board of Assessors to commit the following sums from the Overlay Account for Abatements to fund Property Tax Work-off Abatement Programs for Senior Citizens (\$80,000) and Veterans (\$7,000).

**ARTICLE 15**

### **Use of MassDOT Chapter 90 Funds**

Unanimously voted by the Call of Articles that the Town transfer from available funds or authorize the Treasurer to borrow in anticipation of reimbursements, a sum of money for authorized road improvements and other projects provided for under Chapter 90 of the General Laws.

### **ARTICLE 16**

#### **Nashoba Valley Technical High School Building Project – Borrowing**

Passes by the necessary majority, unanimously voted that the Town approve the Three Million, Seven Hundred Four Thousand, Six Hundred and Sixteen Dollars (\$3,704,616) borrowing by the Nashoba Valley Technical High School District for the purpose of paying costs of the Replacement of Roofs, Windows, and Doors at Nashoba Valley Technical High School, 100 Littleton Road, Westford, MA 01886, including the payment of all costs incidental or related thereto (the “Project”), which proposed repair project would materially extend the useful life of the school and preserve an asset that otherwise is capable of supporting the required educational program, and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority (“MSBA”), said amount to be expended at the direction of the School Committee. The MSBA’s grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any Project costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District and its member municipalities. Any grant that the District may receive from the MSBA for the Project shall not exceed the lesser of (1) fifty-five percent (55%) of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA.

### **ARTICLE 17**

#### **Zoning Amendment: Aquifer and Water Resource District**

Planning Board gave their recommendation that they had taken a vote and support this article unanimously. Unanimously voted, passed by the Town to amend the Littleton Aquifer and Water Resource District Zoning Bylaw (Article XIV of the Littleton Zoning Bylaws) as follows, pursuant to requirements of the Massachusetts Department of Environmental Protection:

Amend §173-61 to reference a revised Aquifer and Water Resource District zoning map, entitled “Aquifer and Water Resource District, Town of Littleton” and dated March 2019, which is on file in the office of the Town Clerk; and

Make the following changes to the “Uses” table in §173-61:

Between “Sanitary landfill, junkyard, salvage yard” and “other solid waste disposal” add “wastewater residuals monofill, automobile graveyard,”; and Delete “Underground storage of gasoline or chemicals” and add in its place “Storage of liquid hazardous materials (as defined in M.G.L. c. 21E) and/or liquid petroleum products, not stored in accordance with DEP 310 CMR 22.21(2)(b)(5)”; and

In §173-62.D(4), after “underground storage of toxic or hazardous materials” add “(to the extent that it may be permissible pursuant to §173-61)”.

### **ARTICLE 18**

**Conservation of Whitcomb Ave. Area Field and Groves**

AYES HAVE IT TO MOVE THE MOTION-POSTPONED INDEFINITELY

To see if the Town will vote to explicitly designate as conservation land under Massachusetts Constitution Article XCVII (Article 97) the following parcels: Lots U41-38-0 and U41-44-0, said lots being a portion of the property described in a deed recorded in the Middlesex South Registry of Deeds in Book 19902, Page 089, being “taken for aquifer land acquisition and protection purposes” – Generally described as an open field; Lots U41-35-0 and U41-36-0, said lots being the property described in a deed recorded in the Middlesex South Registry of Deeds in Book 18396, Page 491, being acquired for “the preservation and protection of its watershed resources” – Generally described as a wooded lot and posted as “Jim Hill Grove”; And the portion of lot U40-14-0 (no deed reference on tax card) that comprises a wooded lot posted as “Bud Sawyer Grove” at the south west side of the lot.” The deeding of which shall be updated either directly and/or with a referenced order of conditions that affirms the long-standing undeveloped use of, protects the existing natural state of, and prohibits the future development of said parcels or portions of parcels. Additionally, a future Conservation Restriction held by a non-fee entity that further supports/complements the deeded restrictions/order of conditions may also be placed on this land at a later date.

**ARTICLE 19**  
**Rescind Unused Borrowing Authorizations**

Unanimously voted by the Call of Articles that the Town rescind the borrowing authorized for the following articles and following un-issued amounts:

<i>Town Meeting Vote</i>	<i>Project</i>	<i>Authorization</i>	<i>Amount Issued</i>	<i>Total to be Rescinded</i>
11/16/16 STM Art. 7	Alumni Field	\$3,836,000	\$2,355,000	\$1,481,000
11/16/16 STM Art. 6	Fire Station construction	\$6,000,000	5,560,100	349,900
5/5/14 STM Art. 4	Rt. 119 Water Betterment	\$870,000	803,900	66,100
			<b>Total</b>	<b>\$1,897,000</b>

**ARTICLE 20**  
**Keep Sewer / CWERC From Being Placed at Highway / LELWD Location**

Passes by simple majority, Yes votes 99, No votes 53 Total votes 152 the Town voted to keep the Sewer from being placed at the Highway / LELWD Location and to consider other locations that are more conducive to the project.

**ARTICLE 21**  
**Home Rule Petition for Special State Legislation to Authorize Littleton Common Smart Sewer**

Amendment to add “provided notice is given and proper is restored” at the end of Section 10 moved seconded and unanimously voted. Amendment inserted the vote below:

Ayes have it motion carries that the Town voted to authorize the Board of Selectmen to petition the General Court for a special act authorizing establishment of the Littleton Common Smart Sewer District in the Town of Littleton; provided, however, that the General Court may make clerical or

TOWN OF LITTLETON, MASSACHUSETTS

editorial changes of form only to the bill, unless the Board of Selectmen approve amendments to the bill before enactment by the General Court; and, provided further that the Board of Selectmen is hereby authorized to approve amendments which shall be within the scope of the general public objectives of the petition.

**AN ACT ESTABLISHING THE LITTLETON COMMON SMART SEWER DISTRICT IN THE TOWN OF LITTLETON**

**SECTION 1.** Notwithstanding any general or special law to the contrary, the town of Littleton is hereby authorized to lay out, construct, maintain and operate a system or systems of common sewers and drains in public or private ways for that part of its territory as it adjudges necessary for the public convenience or the public health with such connections and other works as may be required for a system or systems of sewerage and drainage, and sewage treatment and disposal. The resulting sewer district shall be called the Littleton common smart sewer district. The district shall be under the supervision and control of the board of selectmen, who shall act as sewer commissioners of the town of Littleton. The sewer system shall initially be laid out as depicted in the attached plan of the Littleton common smart sewer district and the properties that may be initially included within the district are described in the attached list which includes the assessor's map and lot number, street address, owner of record as of February 28, 2019 and approximate acreage of same. The sewer system and district may be expanded in the future by a vote of the board of selectmen and approval by town meeting; provided, however, that the process for including or excluding properties in the district shall conform to Sections 3 and 4, below. The district shall be organized, governed, and modified as set forth in this Act. All land and buildings on the properties included in the district shall be served by the town's Community Water and Energy Resource Center, as well as all sewer pipelines, pump stations and treatment and disposal facilities included in the Littleton common smart sewer project. Project phasing will limit the timing of sewer service to a subset of the properties included in the district, to be determined by the town of Littleton based, in part, on the relative need for sewer service and elective residential and tax-exempt property owner decisions to opt in or out of the district.

**SECTION 2.** The board of selectmen, in their capacity as sewer commissioners, shall have all the powers and perform the duties of sewer commissioners as set forth in section 4 of chapter 40N of the general laws. The board of selectmen shall have the authority to adopt rules and regulations for access to and use of the wastewater system, as well as for the establishment of sewer betterment assessments, sewer connection fees, and user fees and other charges which shall be paid by every person who may in the future be served by, or connects to the sewer system, as appropriate. Said fees shall be reasonably related to the capital and operational costs of the sewer system. Supervision of the operation of the Littleton common smart sewer district shall be the responsibility of the director of the town of Littleton department of public works, pursuant to section 69 of chapter 41 of the general laws.

**SECTION 3.** Properties that are abutting a private or public way in which a common sewer will be laid may have the opportunity to connect to the sewer system and become part of the Littleton common smart sewer district, as determined by the board of selectmen in accordance with Section 5, below. All commercial and industrial properties that are given access to the sewer system shall be required to connect and become part of the district. Single and two-

TOWN OF LITTLETON, MASSACHUSETTS

family residential properties and properties owned by a tax-exempt organization that are given access to the sewer system shall have the opportunity to permanently opt out of connecting to, or making use of, the sewer system. However, if a property owner opts out of the Littleton common smart sewer district, that property shall not be permitted to rejoin the district in the future without approval of the board of selectmen and town meeting. Sufficient time will be allowed for the owners of improved eligible properties to determine whether to opt out of the connection to, or use of, the Littleton common smart sewer district. The town of Littleton shall develop, adopt, and enforce policies and procedures to provide the option to opt out of the Littleton common smart sewer district. Such policies and procedures shall include, at a minimum, the following requirements that must be met before a property can opt out of the Littleton common smart sewer district:

(1) The property owner must demonstrate that the subject property is eligible to opt-out for one of the following reasons:

(a) The property has a functioning onsite wastewater treatment and disposal system as evidenced by a Title 5 Inspection Report that demonstrates (i) that the existing onsite wastewater treatment and disposal system is fully compliant with current Title 5 (310 CMR 15.00) requirements except for lot line setback requirements for septic tank and/or leaching systems; and (ii) that the existing onsite wastewater treatment and disposal system is operating and in acceptable condition; or

(b) The property has a functioning onsite wastewater treatment and disposal system as evidenced by (i) documentation that demonstrates that the existing on-site wastewater treatment and disposal system or repair of same was installed after December 31, 2017 and (ii) that the existing onsite wastewater treatment and disposal system is operating and in acceptable condition; or

(c) The property is devoid of structures, has no on-site wastewater treatment and disposal system and is prevented from future development through a legally enforceable deed restriction on any such future development in perpetuity or has been previously deemed unbuildable by the Littleton building inspector, with or without access or connection to the sewer system, as demonstrated by documentation establishing these facts.

(2) A property owner's decision to opt out must be in writing and must acknowledge that the property owner understands that by opting out of the Littleton common smart sewer district, the property will not ever connect to, or make use of, the sewer system.

SECTION 4. Notwithstanding the provision of sections 1, 14, 15 of chapter 83 of the general laws to the contrary, the board of selectmen may establish policies and procedures addressing the assessment of sewer betterments to all properties that are located within the Littleton common smart sewer district.

SECTION 5. The board of selectmen shall have the sole discretion to determine which property owners shall be added to the Littleton common smart sewer district, subject to the approval of the Littleton town meeting. The board of selectmen shall also have the sole discretion to determine the amount of wastewater treatment system capacity allocated to each user of the system. Applications for connection shall be reviewed by a representative of the board of health, a representative of the planning board, and the director of the department of public works, or their designees, who shall present a recommendation to the board of selectmen regarding said application. In making said recommendation, the representatives and director,

TOWN OF LITTLETON, MASSACHUSETTS

or designees, shall consider the overall existing use of the property as represented in the application, and, but for a change in use of the property, the economic benefit afforded by approval of the application, the amount of available wastewater treatment capacity, and such other factors as the representatives and director, or designees, shall deem appropriate, or as may be directed by the board of selectmen.

SECTION 6. Prior to or upon the start of construction of the sewer system, properties that have been given access to the sewer system and have not officially opted out of the Littleton common smart sewer district, shall be required by the board of selectmen, or other duly authorized officer having charge of the maintenance and repair of the sewer system, to connect such land to the sewer system within two years of the date that the sewer is "approved for use" and a "notice of sewer availability" has been issued by the board of selectmen or other duly authorized officer and received by the property owner. No property owner may postpone their connection to the sewer system later than this date unless an application to postpone such a connection has been approved by the board of selectmen in accordance with section 7, below. Such approved postponements shall delay connection to the public sewer but shall not entitle the property owner to defer any sewer betterment payment that is approved by the Town.

SECTION 7. Postponements for connection to the sewer system may be allowed in limited circumstances where all of the following have been satisfied: (a) the property is part of the Littleton common smart sewer district; (b) the property owner has submitted to the board of selectmen a signed and notarized application for a sewer connection postponement citing one or more of the following reasons: (i) the property owner has an existing on-site sewage treatment and disposal system operating and in acceptable condition, as demonstrated in a recent (within the previous 60 days) Title 5 Inspection Report, which shall be submitted with the application for sewer connection postponement; or (ii) the property has an existing on-site sewage treatment and disposal system that was installed after December 31, 2017 in compliance with all Title 5 requirements and required no variances, except for septic tanks and/or leaching facilities Lot line setback requirements, as demonstrated by documentation from the Littleton board of health or the Nashoba Associated Board of Health, that demonstrates that the date of installation and certification of the system or system repair meets the requirements set forth above, and states further that the system meets all such requirements. The board of selectmen shall develop policies and procedures within 180 days of approval of this Act, including procedures to apply for an application for sewer connection postponement and all additional requirements to permit such applications.

SECTION 8. The board of selectmen may enter into a payment deferral and recovery agreement on behalf of the town of Littleton with the owner of a property that meets the qualifications described herein and has been assessed a sewer betterment. In order to qualify for the deferral and recovery agreement, the property shall have an existing onsite sewage treatment system that is fully compliant with state regulations and meets the requirements established for deferrals enumerated in Section 3 of this petition related to the onsite sewage treatment system.

The deferral and recovery agreement shall: (1) provide the deferral period, which shall last no longer than ten years; (2) provide that the agreement shall terminate and the assessment shall be due before the agreed term if title to the property is conveyed, the Title 5 system is determined by the Littleton board of health to be a failed system, or the property is connected

TOWN OF LITTLETON, MASSACHUSETTS

to the sewer system; (3) provide that the property owner shall pay interest annually upon the assessment from the time it was made; and  
(4) include the written approval of any joint owner or mortgagee on the property.

The deferral and recovery agreement shall be recorded in the registry of deeds and shall constitute a lien upon the property.

SECTION 9. Every decision by the board of selectmen, or duly authorized officer having charge of the sewer system, permitting or denying a connection to the sewer system, shall be made in writing. Any person aggrieved by such a decision may appeal said decision within 30 days of issuance pursuant to the provisions of Section 14 of chapter 30A of the General Laws.

SECTION 10. The board of selectmen may take by eminent domain pursuant to chapter 79 or chapter 80A of the general laws, or acquire by lease, purchase or otherwise, any lands, sewer rights, and public or private rights of way or easements, located within the district and necessary for accomplishing any purpose mentioned in this Act, and may construct such main drains and sewers under or over any bridge, railroad, railway, boulevard or other public or private way, or within the location of any railroad, and may enter upon and dig up any private land, public or private way, or railroad location for the purpose of laying such drains and sewers and of maintaining and repairing the same, and may do any other thing proper or necessary for the purposes of this Act; provided however, that they shall not enter upon or construct any drain or sewer within the location of any railroad corporation except at such time and in such manner as they may agree upon with such corporation, or, in the case of failure to agree, as may be approved by the department of public utilities, and that the manner in which all things done upon any way shall be subject to the applicable bylaws and regulations of the town of Littleton. Further, the board of selectmen or its employees or agents acting on behalf of the town of Littleton may enter upon any land for the purpose of making surveys, test wells or test pits and borings and may take or otherwise acquire the right to occupy temporarily any lands necessary for the construction of any work or for any other purpose authorized by this Act, provided notice is given and property is restored.

SECTION 11. All land taken or acquired under this act shall be managed, improved and controlled by the board of selectmen in a manner as they shall consider as in the best interest of Town in the operation of the sewer system.

SECTION 12. The board of selectmen shall have the benefit, without further acceptance by Littleton town meeting, of the provisions of section 13B of chapter 80 of the general laws and sections 16A to 16E, inclusive, and section 16G of chapter 83 of the general laws. Applications for abatements in accordance with said section 16E of chapter 83 shall be made to the board of selectmen within 30 days after the date of the demand.

SECTION 13. In carrying out the provisions of this Act, the town of Littleton shall not discriminate against any person on the grounds of race, color, marital status, physical disability, age, sex, sexual orientation, religion, ancestry or nation origin in any manner prohibited by the laws of the United States, the commonwealth or the town of Littleton.

SECTION 14. Insofar as the provisions of this act are inconsistent with the provisions of any general or special law, administrative order, or regulation, or any by-law, rule, regulation or code of the town, other than rules and regulations or orders of the board of health or by-laws of the town which require homes or facilities to be connected to the Littleton common smart sewer district sewer system involuntarily, the provisions of this act shall be controlling.

TOWN OF LITTLETON, MASSACHUSETTS

SECTION 15. This act shall take effect upon its passage.

**ARTICLE 22**  
**Establish Littleton Common Smart Sewer Enterprise Fund**

To see if the Town will vote to accept the provisions of Chapter 44, § 53F½ of the Massachusetts General Laws establishing the Littleton Common Smart Sewer as an enterprise fund effective fiscal year 2021; or take any other action in relation thereto.

**ARTICLE 23**  
**Increase Town Moderator Term from One to Three Years**

Ayes have it, motion passes by simple majority that the Town vote to increase the term of the Town Moderator from one year to three years, provided that if this article is approved, the office of Moderator shall appear on the ballot the 2020 Annual Town Election for a term of three years.

**ARTICLE 24**  
**Borrowing Authorization**

Unanimously voted by the Call of Articles that the Town authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow money from time to time in anticipation of the revenue for the fiscal year beginning July 1, 2019, in accordance with the provisions of Chapter 44, Section 4 of the General Laws, and to issue a note or notes as may be given for a period of less than one (1) year, in accordance with Chapter 44, Section 17 of the General Laws.

**ARTICLE 25**  
**Compensating Balance Agreement**

Unanimously voted by the Call of Articles that the Town authorize the Treasurer to enter into a Compensating Balance Agreement(s) for FY 2020, pursuant to Chapter 44, Section 53F of the General Laws.

Motion to dissolve, moved and second and unanimously approved at 11:50pm.

A TRUE COPY

ATTEST:

Diane Crory,  
Town Clerk

**MONDAY, OCTOBER 28, 2019 at 7:00 PM**  
**SPECIAL TOWN MEETING**  
**TOWN OF LITTLETON**

Town Moderator, Timothy Goddard, called the Annual Town Meeting to order at 7:17PM in the Charles Forbes Kaye Gymnasium at the Littleton Middle School 55 Russell St. Littleton. We were led by the Moderator with the Pledge of Allegiance. The Town Moderator stated that the warrant had been properly executed. The Moderator acknowledged the passing of longtime resident Alfred “Bud” Glavey, the father of Selectman Paul Glavey.

Due to the overflow we were in the need of a Deputy Moderator, James Karr nominated Charles Ellis, seconded and unanimously voted. Mr. Ellis was sworn in by Town Clerk, Diane Crory and Mr. Ellis proceeded to the Cafetorium.

**The Moderator explained Town Meeting procedures. He explained that in ways to improve the process Town Meeting procedures proposed of October 2017 would be followed:**

**Presentations would be kept at initial presentations 10 minutes and initial rebuttals 10 minutes with single presenters, preferred. Four minutes on any article for all other speakers per article and only speaking once per article.**

**Time limit consideration of new business shall not be considered after 10:30pm unless the Moderator determines conclusion of Town Meeting prior to 11:00pm and the majority of the Town Meeting votes to continue its business later into the evening.**

**Call of the Articles will continue which was introduced May 2017. Those articles so declared passed by Consent by unanimous vote Articles 1, 2, 3, 5, 6, 7, 8, 14, 15.**

**Moved by Jeanine Woods to move article 13 next, motion carries. Motion to move article 17 next “no” failed.**

**ARTICLE 1**  
**Board of Selectmen**  
**Bills of Prior Years**  
*[9/10ths vote required]*

So declared unanimously voted through the Call of the Articles to raise and appropriate \$10,825 to pay the Commonwealth of Massachusetts Division of Professional Licensure for elevator costs at Shattuck Street, the High and the Russell Street School relating to fiscal years 2015 and 2016.

**ARTICLE 2**  
**Board of Selectmen**  
**FY2020 Budget Amendments**

So declared unanimously voted through the Call of the Articles to amend the FY2020 Operating Budget, as adopted pursuant to Article 4 of the May 6, 2019 Annual Town Meeting, by adjusting budget line items (*detail below*), and to raise and appropriate the additional \$15,689 needed to make the adjustments.

<u>Budget</u>	<u>Line Item</u>	<u>FY2020 Budget</u>	<u>Adjustment</u>	<u>FY2020 Budget Adjusted</u>
122	Selectmen Expenses	\$13,870	\$10,000	\$23,870
135	Finance & Budget Expenses	\$52,970	\$75,666	\$128,636

TOWN OF LITTLETON, MASSACHUSETTS

161	Town Clerk Expenses	\$1,500	\$2,300	\$3,800
162	Elections & Registrations Expenses	\$12,200	(\$3,000)	\$9,200
162	Elections & Registrations Salaries	\$0	\$3,000	\$3,000
194	Total Employee/Retiree Benefits	\$9,810,119	(\$57,697)	\$9,752,422
193	Property & Liability Insurance	\$400,000	(\$24,000)	\$376,000
210	Police/Dispatch Expenses	\$154,821	\$10,000	\$164,821
300	School Department (Chapter 70)	\$21,102,192	\$15,689	\$21,117,881
301	Technical School Expense	\$486,821	\$15,259	\$502,080
<b>Total Appropriated Budgets</b>		<b>\$32,034,493</b>	<b>\$47,217</b>	<b>\$32,081,710</b>
	Transfer in-PRCE Enterprise Field fees	(\$24,000)	\$24,000	\$0
	Transfer in to 194 from Recreation Enterprise	\$0	(\$55,528)	(\$55,528)
	Transfer in from Ambulance Receipts	(\$650,000)	\$0	(\$650,000)
<b>Total Transfers In</b>		<b>(\$674,000)</b>	<b>(\$31,528)</b>	<b>(\$705,528)</b>
<b>Total FY20 Net Appropriated Budget Adjustments</b>		<b>\$31,360,493</b>	<b>\$15,689</b>	<b>\$31,376,182</b>

**ARTICLE 3**  
**Board of Selectmen**  
**Supplemental FY2020 Capital Item**

So declared unanimously voted through the Call of the Articles to raise and appropriate \$85,000, to be expended by the Permanent Municipal Building Committee for design relative to repairs to the Police Station building's exterior and interior, and any temporary construction work associated with preventing further damage over the winter.

**ARTICLE 4**  
**Board of Selectmen**  
**FY2020 Revolving Fund Amendments**

So declared unanimously voted through the Call of the Articles, pursuant to Town Code Chapter 18, Finances, Article V,

Departmental Revolving Funds, which established and authorizes revolving funds governed by General Laws Chapter 44, § 53E½ for use by town departments, boards, committees, agencies and officers in connection with the operation of programs or activities that generate fees, charges or other receipts to support all or some of the expenses of those programs or activities, to amend the following annual expenditure limitations, voted on May 6, 2019 Article #3 Annual Town Meeting for the fiscal year beginning July 1, 2019 and ending June 30, 2020 (*detail below*),.

TOWN OF LITTLETON, MASSACHUSETTS

<i>Revolving Fund</i>	<i>Authorized Department</i>	<i>Monies Received</i>	<i>Expenses for which funds may be used</i>	<i>Original Expenditure limit FY 2020</i>	<i>Revised Expenditure limit FY 2020</i>
Inspectional Services	Building Inspector	Fees charged and received by the Building Inspector for gas, plumbing and electrical inspections	Salaries or wages of inspectors performing gas, plumbing or electrical inspections and expenses related to those inspections	\$130,000	\$135,000
Sealer of Weights & Measures	Board of Selectmen	Fees charged and received by the Town Sealer of Weights & Measures for equipment inspections	Contractual Services related to those inspections	\$8,000	\$14,000
Spectacle Pond Cell Tower	Clean Lakes Committee	Receipts from the Spectacle Pond Cell Tower rental agreements	Contractual Services or expenses related to the Clean Lakes Program	\$50,000	\$60,000
Cemetery Revolving	Cemetery Commission	a portion of receipts received from sales of lots	Expenses related to the maintenance of lots	\$20,000	\$35,000
Permitting Software	Board of Selectmen	a portion of receipts received from land use permit fees	expenses associated with maintenance fees of permitting software	\$20,000	\$26,000
LCTV Boxborough IMA	Board of Selectmen	Proceeds resulting from the provision of LCTV cable services to Town of Boxborough through intermunicipal agreement	Expenses associated with the provision of said services	\$65,000	\$90,000

**ARTICLE 5**  
**Park and Recreation Commission**  
**Amend FY2020 Park, Recreation & Community Education Enterprise Fund Oper. Budget**

So declared unanimously voted through the Call of the Articles to amend the FY2020 Park, Recreation & Community Education Enterprise Budget, as adopted pursuant to Article 7 of the May 6, 2019 Annual Town Meeting, by adjusting budget line items (*detail below*).

<b>I. PRCE Enterprise Revenues</b>	<b>FY2020 Budget</b>	<b>Adjustment</b>	<b>FY2020 Budget Adjusted</b>
User Charges	\$760,206	\$78,090	\$838,296
Transfer In from Recreation Fund	0	0	0
Transfer In from General Fund	230,000	0	230,000
Enterprise Available Funds	75,000	-14,518	60,482
Investment Income	500	0	500
<b>Total Revenues</b>	<b>\$1,065,706</b>	<b>\$63,572</b>	<b>\$1,129,278</b>
<b>II. Costs Appropriated for the Enterprise Fund</b>			0
Salaries and Wages	\$476,860	\$146,302	\$623,162
Expenses	514,846	(64,258)	450,588
Transfer to General Fund – Field Maintenance	24,000	(24,000)	0
Capital Outlay – Equipment	0	-	0
Capital Outlay – Improvements	0	-	0
Reserve Fund	50,000	(50,000)	0
Debt Principal and Interest	0	-	0
Transfer to General Fund	0	55,528	55,528
Budgeted Surplus	0	-	0
<b>Total Costs Appropriated for Enterprise Fund</b>	<b>\$1,065,706</b>	<b>\$63,572</b>	<b>\$1,129,278</b>
<b>III. Costs Appropriated for General Fund to be Charged to the Enterprise Fund</b>			
Indirect Costs	\$0	-	\$0
Benefits	0	-	0
Pension Costs	0	-	0
<b>Total Costs Appropriated for the General Fund.</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Costs</b>	<b>\$1,065,706</b>	<b>\$63,572</b>	<b>\$1,129,278</b>

**ARTICLE 6**  
**Littleton Community Television Advisory Committee**  
**Receipts Reserved for Appropriation from the Public, Education and Government Access Fund**

So declared unanimously voted through the Call of the Articles to:

(1) appropriate \$306,343 from the Receipts Reserved for Appropriation from the Public, Education and Government (PEG) Access and Cable Related Fund (as established under M.G.L. c.44 §53F<sup>3/4</sup>

TOWN OF LITTLETON, MASSACHUSETTS

by vote of the November 2, 2015 Special Town Meeting, and which has a current balance of approximately \$536,986) for the operation of the Littleton Community Television cable television studio, as follows: \$183,135 for salaries, \$60,488 for employee/retirement benefits, \$34,720 for expenses and \$28,000 for capital projects; and

(2) rescind the cable studio appropriation and transfers as voted under Article 4 (budget line item 197) of the May 6, 2019 Annual Town Meeting; and

(3) credit all future revenue received in conjunction with the LCTV Inter-Municipal Agreement with the Town of Boxborough to the PEG Access fund as established under M.G.L. c.44, §53F ¾.

**ARTICLE 7**  
**Conservation Commission**  
**FY2020 Conservation Commission Open Space Budget**

So declared unanimously voted through the Call of the Articles to expend from the Oak Hill Cell Tower Fund (which fund is intended for use by the Conservation Commission for conservation lands purposes, pursuant to votes of the May 5, 1997 Annual Town Meeting, the September 28, 1998 Special Town Meeting, the May 6, 2002 Special Town Meeting, and the November 14, 2012 Special Town Meeting) the amount of \$18,500, or any other sum, to be used for projects under the direction and charge of the Conservation Commission.

**ARTICLE 8**  
**Community Preservation Committee**  
**Amend FY 2020 Community Preservation Budget**

So declared unanimously voted through the Call of the Articles to hear and act on the amended report of the Community Preservation Committee on the FY2020 Community Preservation Budget, to appropriate or reserve from FY2020 Community Preservation Fund annual revenues and reserves the following amounts, as recommended by the Community Preservation Committee, with each item considered a separate appropriation:

1. Old Burying Ground Cemetery Preservation, Third Phase – \$9,900 from the CPA Historic Preservation Reserve; and
2. 12 Robinson Road Roof Replacement – \$60,000 from the CPA Historic Preservation Reserve.

**ARTICLE 9**  
**Board of Selectmen**  
**Amendment to Home Rule Petition Authorized by May 6, 2019 Annual Town Meeting**

**So voted by majority vote as declared by the Town Moderator Timothy Goddard** that the Town amend the vote under Article 21 of the May 6, 2019 Annual Town Meeting authorizing the Board of Selectmen to petition the General Court for a special act authorizing establishment of the Littleton Common Smart Sewer District, by substituting a revised version of the petition assigning supervision and control of the sewer district to the Board of Water Commissioners; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approve amendments to the bill before enactment by the General Court; and, provided further that the Board of Selectmen is hereby authorized to approve amendments which shall be within the scope of the general public objectives of the petition; said revised petition reads as follows:

**An Act establishing the Littleton Common Smart Sewer District in the Town Of Littleton**

SECTION 1. Notwithstanding any general or special law to the contrary, the town of Littleton is hereby authorized to lay out, construct, maintain and operate a system or systems of common sewers and drains in public or private ways for that part of its territory as it adjudges necessary for the public convenience or the public health with such connections and other works as may be required for a system or systems of sewerage and drainage, and sewage treatment and disposal. The resulting sewer district shall be called the Littleton common smart sewer district. The district shall be under the supervision and control of the board of water commissioners, who shall act as sewer commissioners of the town of Littleton and shall henceforth be titled the “board of commissioners.” The sewer system shall initially be laid out as depicted in the attached plan of the Littleton common smart sewer district and the properties that may be initially included within the district are described in the attached list which includes the assessor’s map and lot number, street address, owner of record as of February 28, 2019 and approximate acreage of same. The sewer system and district may be expanded in the future by a vote of the board of commissioners and approval by town meeting; provided, however, that the process for including or excluding properties in the district shall conform to Sections 3 and 4, below. The district shall be organized, governed, and modified as set forth in this Act. All land and buildings on the properties included in the district shall be served by the town’s Smart Sewer System, as well as all sewer pipelines, pump stations and treatment and disposal facilities included in the Littleton common smart sewer project. The treatment and disposal facilities and associated infrastructure may be located either inside or outside of the district. Project phasing will limit the timing of sewer service to a subset of the properties included in the district, to be determined by the town of Littleton based, in part, on the relative need for sewer service and elective residential and tax-exempt property owner decisions to opt in or out of the district.

SECTION 2. The board of commissioners, in their capacity as sewer commissioners, shall have all the powers and perform the duties of sewer commissioners as set forth in chapter 83 of the general laws, subject to the modifications stated herein. The board of commissioners shall have the authority to adopt rules and regulations for access to and use of the wastewater system, as well as for the establishment of sewer betterment assessments, sewer connection fees, and user fees and other charges which shall be paid by every person who may in the future be served by, or connects to the sewer system, as appropriate. Said fees shall be reasonably related to the capital and operational costs of the sewer system. Supervision of the operation of the Littleton common smart sewer district shall be the responsibility of the General Manager of the Littleton Water Department.

SECTION 3. Properties that are abutting a private or public way in which a common sewer will be laid may have the opportunity to connect to the sewer system and become part of the Littleton common smart sewer district, as determined by the board of commissioners in accordance with Section 5, below. All commercial and industrial properties that are given access to the sewer system shall be required to connect and become part of the district. Single and two-family residential properties and properties owned by a tax-exempt organization that are given access to the sewer system shall have the opportunity to permanently opt out of

TOWN OF LITTLETON, MASSACHUSETTS

connecting to, or making use of, the sewer system. However, if a property owner opts out of the Littleton common smart sewer district, that property shall not be permitted to rejoin the district in the future without approval of the board of commissioners and town meeting. Sufficient time will be allowed for the owners of improved eligible properties to determine whether to opt out of the connection to, or use of, the Littleton common smart sewer district. The town of Littleton shall develop, adopt, and enforce policies and procedures to provide the option to opt out of the Littleton common smart sewer district. Such policies and procedures shall include, at a minimum, the following requirements that must be met before a property can opt out of the Littleton common smart sewer district:

(1) The property owner must demonstrate that the subject property is eligible to opt-out for one of the following reasons:

(a) The property has a functioning onsite wastewater treatment and disposal system as evidenced by a Title 5 Inspection Report that demonstrates (i) that the existing onsite wastewater treatment and disposal system is fully compliant with current Title 5 (310 CMR 15.00) requirements except for lot line setback requirements for septic tank and/or leaching systems; and (ii) that the existing onsite wastewater treatment and disposal system is operating and in acceptable condition; or

(b) The property has a functioning onsite wastewater treatment and disposal system as evidenced by (i) documentation that demonstrates that the existing on-site wastewater treatment and disposal system or repair of same was installed after December 31, 2017 and (ii) that the existing onsite wastewater treatment and disposal system is operating and in acceptable condition; or

(c) The property is devoid of structures, has no on-site wastewater treatment and disposal system and is prevented from future development through a legally enforceable deed restriction on any such future development in perpetuity or has been previously deemed unbuildable by the Littleton building inspector, with or without access or connection to the sewer system, as demonstrated by documentation establishing these facts.

(2) A property owner's decision to opt out must be in writing and must acknowledge that the property owner understands that by opting out of the Littleton common smart sewer district, the property will not ever connect to, or make use of, the sewer system, except by permission of the board of commissioners and town meeting.

**SECTION 4.** Notwithstanding the provision of sections 1, 14, 15 of chapter 83 of the general laws to the contrary, the board of commissioners may establish policies and procedures addressing the assessment of sewer betterments to all properties that are located within the Littleton common smart sewer district.

**SECTION 5.** The board of commissioners shall have the sole discretion to determine which property owners shall be added to the Littleton common smart sewer district. The board of commissioners shall also have the sole discretion to determine the amount of wastewater treatment system capacity allocated to each user of the system. Applications for connection

TOWN OF LITTLETON, MASSACHUSETTS

shall be reviewed by a representative of the board of health, a representative of the planning board, and the General Manager of the Littleton Water Department, or their designees, who shall present a recommendation to the board of commissioners regarding said application. In making said recommendation, the representatives and director, or designees, shall consider the overall existing use of the property as represented in the application, and, but for a change in use of the property, the economic benefit afforded by approval of the application, the amount of available wastewater treatment capacity, and such other factors as the representatives and director, or designees, shall deem appropriate, or as may be directed by the board of commissioners.

**SECTION 6.** Prior to or upon the start of construction of the sewer system, properties that have been given access to the sewer system and have not officially opted out of the Littleton common smart sewer district, shall be required by the board of commissioners, or other duly authorized officer having charge of the maintenance and repair of the sewer system, to connect such land to the sewer system within two years of the date that the sewer is “approved for use” and a “notice of sewer availability” has been issued by the board of commissioners or other duly authorized officer and received by the property owner. No property owner may postpone their connection to the sewer system later than this date unless an application to postpone such a connection has been approved by the board of commissioners in accordance with section 7, below.

Such approved postponements shall delay connection to the public sewer but shall not entitle the property owner to defer any sewer betterment payment that is approved by the Town.

**SECTION 7.** Postponements for connection to the sewer system may be allowed in limited circumstances where all of the following have been satisfied: (a) the property is part of the Littleton common smart sewer district; (b) the property owner has submitted to the board of commissioners a signed and notarized application for a sewer connection postponement citing one or more of the following reasons: (i) the property owner has an existing on-site sewage treatment and disposal system operating and in acceptable condition, as demonstrated in a recent (within the previous 60 days) Title 5 Inspection Report, which shall be submitted with the application for sewer connection postponement; or (ii) the property has an existing on-site sewage treatment and disposal system that was installed after December 31, 2017 in compliance with all Title 5 requirements and required no variances, except for septic tanks and/or leaching facilities Lot line setback requirements, as demonstrated by documentation from the Littleton board of health or the Nashoba Associated Board of Health, that demonstrates that the date of installation and certification of the system or system repair meets the requirements set forth above, and states further that the system meets all such requirements. The board of commissioners shall develop policies and procedures within 180 days of approval of this Act, including procedures to apply for an application for sewer connection postponement and all additional requirements to permit such applications.

**SECTION 8.** The board of commissioners may enter into a payment deferral and recovery agreement on behalf of the town of Littleton with the owner of a property that meets the qualifications described herein and has been assessed a sewer betterment. In order to qualify for the deferral and recovery agreement, the property shall have an existing onsite sewage

TOWN OF LITTLETON, MASSACHUSETTS

treatment system that is fully compliant with state regulations and meets the requirements established for deferrals enumerated in Section 3 of this petition related to the onsite sewage treatment system.

The deferral and recovery agreement shall:

- (1) provide the deferral period, which shall last no longer than ten years;
- (2) provide that the agreement shall terminate and the assessment shall be due before the agreed term if title to the property is conveyed, the Title 5 system is determined by the Littleton board of health to be a failed system, or the property is connected to the sewer system;
- (3) provide that the property owner shall pay interest annually upon the assessment from the time it was made; and
- (4) include the written approval of any joint owner or mortgagee on the property.

The deferral and recovery agreement shall be recorded in the registry of deeds and shall constitute a lien upon the property.

**SECTION 9.** Every decision by the board of commissioners, or duly authorized officer having charge of the sewer system, permitting or denying a connection to the sewer system, shall be made in writing. Any person aggrieved by such a decision may appeal said decision within 30 days of issuance pursuant to the provisions of Section 14 of chapter 30A of the General Laws.

**SECTION 10.** The board of commissioners may take by eminent domain pursuant to chapter 79 or chapter 80A of the general laws, or acquire by lease, purchase or otherwise, any lands, sewer rights, and public or private rights of way or easements, located within or outside of the district and necessary for accomplishing any purpose mentioned in this Act, and may construct such main drains and sewers under or over any bridge, railroad, railway, boulevard or other public or private way, or within the location of any railroad, and may enter upon and dig up any private land, public or private way, or railroad location for the purpose of laying such drains and sewers and of maintaining and repairing the same, and may do any other thing proper or necessary for the purposes of this Act; provided however, that they shall not enter upon or construct any drain or sewer within the location of any railroad corporation except at such time and in such manner as they may agree upon with such corporation, or, in the case of failure to agree, as may be approved by the department of public utilities, and that the manner in which all things done upon any way shall be subject to the applicable bylaws and regulations of the town of Littleton. Further, the board of commissioners or its employees or agents acting on behalf of the town of Littleton may enter upon any land for the purpose of making surveys, test wells or test pits and borings and may take or otherwise acquire the right to occupy temporarily any lands necessary for the construction of any work or for any other purpose authorized by this Act, provided notice is given and property is restored.

TOWN OF LITTLETON, MASSACHUSETTS

SECTION 11. All land taken or acquired under this act shall be managed, improved and controlled by the board of commissioners in a manner as they shall consider as in the best interest of Town in the operation of the sewer system.

SECTION 12. The board of commissioners shall have the benefit, without further acceptance by Littleton town meeting, of the provisions of section 13B of chapter 80 of the general laws and sections 16A to 16E, inclusive, and section 16G of chapter 83 of the general laws. Applications for abatements in accordance with said section 16E of chapter 83 shall be made to the board of commissioners within 30 days after the date of the demand.

SECTION 13. In carrying out the provisions of this Act, the town of Littleton shall not discriminate against any person on the grounds of race, color, marital status, physical disability, age, sex, sexual orientation, religion, ancestry or nation origin in any manner prohibited by the laws of the United States, the commonwealth or the town of Littleton.

SECTION 14. Insofar as the provisions of this act are inconsistent with the provisions of any general or special law, administrative order, or regulation, or any by-law, rule, regulation or code of the town, other than rules and regulations or orders of the board of health or by-laws of the town which require homes or facilities to be connected to the Littleton common smart sewer district sewer system involuntarily, the provisions of this act shall be controlling.

SECTION 15. This act shall take effect upon its passage

**ARTICLE 10**  
**Board of Selectmen**  
**Amendment to Appropriation and Borrowing Authorization for Littleton Common Smart**  
**Sewer Approved by October 29, 2018 Special Town Meeting**  
*[2/3rds vote required]*

NO VOTE TAKEN

To see if the Town will vote to amend the vote under Article 10 of the October 29, 2018 Special Town Meeting regarding appropriation and borrowing for the Littleton Common Smart Sewer Design as follows: (1) by increasing the sum appropriated and authorized for borrowing; (2) by including costs of construction as eligible costs (in addition to design and engineering); and (3) by providing that the board authorized to determine and assess betterments shall be either the Board of Selectmen or other board designated by the anticipated special act authorizing establishment of the Littleton Common Smart Sewer District; or to take any other action in relation thereto.

**ARTICLE 11**  
**Board of Selectmen**  
**Property Acquisition for the Smart Sewer Project**  
*[2/3rds vote required]*

The Town voted by hand count Total votes 416; yes votes 307; no votes 109; 2/3<sup>rd</sup> necessary to pass 278 vote passes:

TOWN OF LITTLETON, MASSACHUSETTS

(i) to authorize the Board of Selectmen to acquire by purchase, gift, or eminent domain, for the purpose of constructing a Smart Sewer, the fee interest in a parcel or parcels of land within the Town of Littleton, on such terms and conditions as the Selectmen may determine; (ii) to authorize the Board of Selectmen to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town of Littleton to effect said purchase, gift or taking; and (iii) to appropriate a sum of money to pay costs of acquisition of the property, and to determine whether this amount shall be raised by taxation, transfer from available funds, borrowing or otherwise.

**ARTICLE 12**

**Board of Water Commissioners**

**Appropriation, Borrowing, and Home Rule Petition for Water Treatment Facility**

The Town voted by hand count total votes 417, yes counts 441, no counts 30; 2/3rds necessary to pass 314, so declared passed by Moderator Tim Goddard:

(1) To appropriate \$6,000,000 to pay costs of installing water department facilities and infrastructure to reduce concentrations of per- and poly-fluoroalkyl substances (PFAS) at any location deemed by the Board of Water Commissioners to be in the best interests of the Town of Littleton and for the study, analysis, and design of a permanent water treatment facility capable of lowering iron, manganese, PFAS, and/or any other regulated substance below their respective Massachusetts drinking water standards, including the payment of all costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said amount under and pursuant to M.G.L. c. 44, §7(1) and (7), or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor, and that in accordance with M.G.L c. 44, §20, the premium received by the Town upon the sale of any bonds or notes authorized by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to pay project costs and the amount authorized to be borrowed pursuant to this vote shall be reduced by the amount of any such premium so applied; and that the parcel of land located off Whitcomb Avenue and shown as Assessor's Map U41, Parcel 38-0, said lot being a portion of the property described in a deed recorded in the Middlesex South Registry of Deeds in Book 19902, Page 089, is designated as land required for the construction of said water treatment facilities and infrastructure; and

(2) To authorize the Board of Selectmen to petition the General Court, on behalf of the Town, for passage of a special law to allow the Town to designate the parcel of land located on Whitcomb Avenue and shown as Assessor's Map U41, Parcel 38-0, as water department land to be used for the construction of a water treatment facility, said lot being a portion of the property described in a deed recorded in the Middlesex South Registry of Deeds in Book 19902, Page 089, and to remove any Article 97 designation from the lot, if such designation exists, and to place Article 97 protections on the parcel known as 74 Whitcomb Avenue and shown as Assessor's Map U40, Parcel 15-0 (to remain in the custody of the Board of Water Commissioners for water supply protection purposes); provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approve amendments to the bill before enactment by the General Court; and provided further that the Board of Selectmen is hereby authorized to approve amendments

TOWN OF LITTLETON, MASSACHUSETTS

which shall be within the general public objectives of this petition, said petition reads as follows:

**An Act authorizing the Town of Littleton to use certain land for construction of a water treatment facility without Article 97 restrictions on such use.**

SECTION 1. Notwithstanding any general or special law to the contrary, the Town of Littleton Board of Water Commissioners is hereby authorized to use a parcel of land shown on the Littleton Assessors' Map as parcel U41-38-0, comprising approximately 2.5 acres and being a portion of the property described in a deed recorded in the Middlesex South Registry of Deeds in Book 19902, Page 89, for the construction of a water treatment facility and associated infrastructure, without any restrictions imposed on such use by Article 97 of the Amendments to the Massachusetts Constitution, in exchange for subjecting the following parcel of land in Littleton to the protections of said Article 97, to be used for water supply protection purposes: a parcel known as 74 Whitcomb Avenue, shown on the Littleton Assessors' Map as parcel U40-15-0, comprising approximately 2.75 acres.

SECTION 2. The authorization contained in Section 1 shall be contingent on the recording of a deed restriction on parcel U40-15-0 placing it under the protection of Article 97 of the Amendments to the Massachusetts Constitution, to be preserved in a natural condition and used for water supply protection purposes.

SECTION 3. This act shall take effect upon its passage.

**ARTICLE 13**  
**Library Trustees**  
**Library Building Project Construction - Borrowing**  
*[2/3rds vote required]*

The Town voted by hand count Total votes 734; Yes votes 641; No votes 93; 2/3rds necessary to pass 490 vote passes: to borrow, transfer from available funds, and/or otherwise provide a sum of money to be expended under the direction of the Permanent Municipal Building Committee for architectural, engineering, project management, construction management (pursuant to M.G.L. c. 149A) or general contracting (pursuant to M.G.L. c. 149, 44A-44J, et seq.) as determined by the Permanent Municipal Building Committee, and/or other services necessary for the design, construction, equipping, and furnishing of a new Reuben Hoar Library (the "Project"), including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Selectmen, is authorized to borrow said amount under and pursuant to M.G.L. c. 44, §7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor. The total amount authorized to be borrowed by this vote shall be reduced by: (i) any and all grants received by the Town from the Massachusetts Board of Library Commissioners for this Project; and (ii) the amount of any and all gifts, grants and donations received by the Town for this Project, as long as said grants, gifts and donations are received prior to the issuance of any bonds or notes. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of

TOWN OF LITTLETON, MASSACHUSETTS

issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with M.G.L. c. 44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount. While not a legal condition to the borrowing of funds authorized by this vote, it is the expectation of this Town Meeting that a Proposition 2½ debt exclusion question, so-called, relating to this project will be placed before the voters of the Town.

**ARTICLE 14**  
**Board of Selectmen/Personnel Board**  
**Classification & Compensation Study**

So declared unanimously voted through the Call of the Articles to raise and appropriate \$40,000 to be expended at the direction of the Board of Selectmen for a Classification & Compensation Study.

**ARTICLE 15**  
**Board of Selectmen/Personnel Board**  
**Personnel By-law Amendments**

So declared unanimously voted through the Call of the Articles to amend the Personnel By-law and Classification and Compensation Plan, Chapter 33 of the Town Code, as recommended by the Personnel Board as follows:

1. By amending Schedules B-1, C-1 and D, as shown in **bold** below, effective January 1, 2020, as follows:

**Schedule B-1, Other Employees**

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
<b>1 hourly</b>	<b>\$12.75</b>	<b>\$13.00</b>	<b>\$13.26</b>	<b>\$13.53</b>	<b>\$13.80</b>
<b>2 hourly</b>	\$15.30	\$15.61	\$15.92	\$16.24	\$16.56

**Schedule C-1, Community Education**

GRADE	STEP 1	STEP 2	STEP 3
<b>1 hourly</b>	<b>12.75</b>		
<b>2 hourly</b>	14.00	14.35	14.71
<b>3 hourly</b>	20.00	20.50	21.01
<b>4 hourly</b>	25.00	25.63	26.27
<b>5 hourly</b>	30.00	30.75	31.52
<b>6 hourly</b>	35.00	35.88	36.77

**Schedule D, Fire Department On-Call**

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
<b>1 hourly</b>	<b>\$12.75</b>					
<b>2 hourly</b>	\$15.46	\$15.77	\$16.09	\$16.41	\$16.74	\$17.07
<b>3 hourly</b>	\$16.08	\$16.40	\$16.73	\$17.06	\$17.40	\$17.74
<b>4 hourly</b>	\$16.72	\$17.05	\$17.39	\$17.74	\$18.09	\$18.45

TOWN OF LITTLETON, MASSACHUSETTS

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
<b>5 hourly</b>	\$17.21	\$17.55	\$17.90	\$18.26	\$18.56	\$18.93
<b>6 hourly</b>	\$17.73	\$18.08	\$18.44	\$18.81	\$19.19	\$19.57
<b>7 hourly</b>	\$18.26	\$18.63	\$19.00	\$19.38	\$19.77	\$20.17
<b>8 hourly</b>	\$18.81	\$19.19	\$19.57	\$19.96	\$20.36	\$20.77
<b>9 hourly</b>	\$19.38	\$19.77	\$20.17	\$20.57	\$20.98	\$21.40
<b>10 hourly</b>	\$19.57	\$19.96	\$20.36	\$20.77	\$21.19	\$21.61
<b>11 hourly</b>	\$21.42					

*On-Call Stipend \$4.00/hour*

2. By amending Section 22, by deleting and adding words as shown below with strikethrough/underlining:

Personal days provide a means for employees to secure time off when such time is needed for important personal reasons, allowing that reasonable notice be provided the Department Head and the absence does not interfere with the operation of the Department. All full time benefit eligible employees shall receive 24 hours of three paid personal time on July 1<sup>st</sup> to use during the fiscal year. Part-time benefit eligible employees will be granted pro-rated personal leave according to the percentage of their regularly scheduled hours relative to full-time service of 40 hours per week. Personal time may be taken in hourly increments but may not be carried over to the next fiscal year and are not paid out upon separation of service.

A new full time benefit eligible employee hired after July 1<sup>st</sup> shall in that year receive paid personal days as follows:

- Three personal days 24 hours of personal time if hired prior to October 1<sup>st</sup>;
- Two personal days 16 hours of personal time if hired prior to January 1<sup>st</sup>;
- One personal day 8 hours of personal time if hired prior to April 1<sup>st</sup>.

New part-time benefit eligible employees will be granted pro-rated personal leave according to the percentage of their regularly scheduled hours relative to the above schedule..

**ARTICLE 16**  
**Board of Selectmen**  
**Town By-law Amendment: Firearms Dealer Licensing**

Ayes have it motion carries to amend the General By-laws of the Town of Littleton by adding a new section 94-4, “Firearms Dealers,” to Chapter 94 of the Town Code, to read as follows:

**§ 94-4. Firearms Dealers.**

A. The objectives of this Bylaw are to:

1. Ensure that firearms dealers licensed by the Town of Littleton operate in a manner that protects public safety; and
2. Ensure that the Town of Littleton has adequate financial resources to carry out required inspections of firearms dealers.

TOWN OF LITTLETON, MASSACHUSETTS

- B. This Bylaw is adopted under the authority granted by the Home Rule Amendment of the Massachusetts Constitution and the Home Rule Procedures Act.
- C. Terms used in this Bylaw shall have the definitions set forth in M.G.L. c. 140, §121.
- D. Safety Requirements
  - 1. The Chief of Police shall adopt, and from time to time may revise, regulations, subject to approval by the Board of Selectmen, governing the safety of the premises and proper operation of businesses situated in the Town of Littleton engaged in the sale, rental, or lease of firearms or operating as a gunsmith. Such regulations shall include a requirement that all such businesses maintain on file with the Town Clerk copies of all licenses under which they are operating. Upon approval by the Board of Selectmen, such regulations shall be provided to the Littleton Town Clerk.
  - 2. Violation of such regulations shall be punished by a fine of \$300 per violation. Each day of noncompliance shall constitute a separate violation. Violations may be penalized by a noncriminal disposition as provided in M.G.L. c. 40, §21D; police officers shall be the enforcing agents for such noncriminal dispositions.
- E. Inspection Fees
  - 1. The Chief of Police shall calculate a fee for annual inspections (as required by M.G.L. c. 140, § 123) of licensees under M.G.L. c. 140, §122, that reflects the costs incurred by the Town in performing those inspections. Such fee amount shall be stated in a notice signed by the Chief of Police and provided to the Littleton Town Clerk. The Chief of Police may modify the fee annually.
  - 2. The total amount of annual inspection fees for the three-year license term must be paid by the licensee within 30 days of license issuance or renewal. Licensees possessing licenses on the effective date of this bylaw shall pay the annual fee prior to each annual inspection for the remainder of the term of their existing licenses. Failure to pay such fees by the time required shall be considered refusal to submit to an annual inspection.

**ARTICLE 17**  
**Voter Petition**  
**Zoning Amendment: Marijuana Retail**  
*[2/3rds vote required]*

Town voted by hand count Total votes counted 347; Yes votes 161; No votes 186 2/3rds votes needed to pass 231, motion fails. Amendment fails to prohibit or further limit the retail sale of marijuana in the Town, by amending the certain provisions of Article XXVIII, voted on by Town Meeting on May 7, 2018, as follows:

Article XXVIII, Section 173-194 D: To substitute the following language: “To limit the overall number of Marijuana Retailers that may be located within the Town to zero”, and to submit that limit to ballot vote as and if required by M.G.L. Chapter 94G.

TOWN OF LITTLETON, MASSACHUSETTS

Article XXVIII, Section 173-196A: To strike this section in order to eliminate the Adult Use Marijuana Retail Overlay District.

Article XXVIII, Section 173-197: To substitute the following language: "Marijuana Retailers will not be permitted within the Town of Littleton absent a ballot vote."

Moved and seconded and unanimously voted to dissolve the meeting. So declared the meeting declared dissolved by the Town Moderator, Timothy Goddard.

A TRUE COPY  
ATTEST:

Diane Crory  
Town Clerk

## DIRECTORY main number 978-540-2400

Accounting	Town Accountant	978-540-2440
Appeal of Zoning Decision	Board of Appeals	978-540-2420
Assessments	Board of Assessors	978-540-2410
Birth, Death, and Marriage Certificates	Town Clerk	978-540-2401
Building Permits	Building Commissioner	978-540-2420
Cemeteries	Cemetery Commissioners	978-540-2480
Conservation Issues	Conservation Commission	978-540-2428
Dog Licenses	Town Clerk	978-540-2401
Dog Problems	Dog Officer	978-540-2300
Education Information	School Superintendent's Office	978-540-2500
Elderly Information	Council on Aging	978-540-2470
Elections and Voting Registration	Town Clerk	978-540-2401
Electricity	Light and Water Department	978-540-2222
<b>Fire &amp; Ambulance</b>		
<b>Emergencies</b>	<b>Fire Department</b>	<b>9 1 1</b>
Fire Permits-General Calls	Fire Department	978-540-2302
Garbage and Refuse	Board of Health	978-540-2430
Gas Permits	Gas Inspector	978-540-2423
Health and Sanitation	Board of Health	978-540-2430
Highways and Streets	Highway Department	978-540-2670
Housing for the Elderly	Housing Authority	978-486-8833
Information Technology Office	Information Systems Manager	978-540-2477
Library	Reuben Hoar Library	978-540-2600
Marriage Licenses	Town Clerk	978-540-2401
Nurse (Town)	Board of Health	978-540-2430
<b>Police &amp; Ambulance</b>		
<b>Emergencies</b>	<b>Police Department</b>	<b>9 1 1</b>
Police General Calls & Info	Police Department	978-540-2300
Planning Board	Planning Board	978-540-2425
Plumbing Permits	Plumbing Inspector	978-540-2423
Recreation	Park & Recreation	978-540-2490
<b>Schools</b>		
	Shaker Lane Elementary	978-486-3959
	Russell Street Elementary	978-540-2520
	Middle School Russell St	978-486-8938
	High School	978-952-2555
	Superintendent	978-540-2500
Nashoba Valley Technical High School	Main Office	978-692-4711
Selectmen	Town Administrator	978-540-2460
Tax Collections	Tax Collector	978-540-2405
Transfer Station Stickers	Transfer Station	978-540-2671
Treasurer	Town Treasurer	978-540-2450
Veterans Services	Veterans Agent	978-540-2485
Vital Records	Town Clerk	978-540-2401
Water	Light and Water Department	978-540-2222
Wiring Permits	Wiring Inspector	978-540-2420
Zoning	Building Commissioner	978-540-2420

## ***THANK YOU***

Thank you to members of the Littleton Community who submitted some of their favorite photos for the Littleton is Beautiful section of this report. While we regret that due to space limitations we couldn't use all photo submissions, we give special thanks to Karen Auger, Michelle Barry, Jamie Cruz, Dianne Dickerson, Kirby Dolak, Jim Donnelly, Arlene E. Fitzpatrick, Ed Franzek, Rich Gizzle, Pam Hays, Greg McGurrin, Sophia Napoli, Jim O'Neil, and Don Stevens for sharing their photographs.

Thank you to all of the Departments, Boards, Committees and Commissions for their contributions to this report. We are especially grateful to Diane Crory, Andy Curran, Dianne Dickerson, Kirby Dolak, Julie Fredericksen, Nancy Glencross, Nancy Hilsinger, Dorothy Mulone, Lucia Pacitti, and Amy Totten for their assistance.

# Veterans Corner Re-Dedication

## November 10, 2019



Aerial Drone courtesy LELWD