

TOWN OF LITTLETON, MA ANNUAL REPORT 2018



WINTER AT LONG LAKE

TOWN OF LITTLETON, MASSACHUSETTS



2018

ANNUAL TOWN REPORT

Including financial reports for the fiscal year ending June 30, 2018

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

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 Katherine McDonagh for providing the art for the cover of this report.

Katherine is an 8th grader at Littleton Middle School. She has designed three yearbook covers, several informational posters, and murals for the school. She has received several local and state awards for her art. Katherine hopes to study fine art and business at college.

STUDENT ART

Artwork throughout this report was submitted by many Littleton students. Thank you to Ms. Taylor's Shaker Lane art students from Mrs. Packer's, Ms. Badger's, Mrs. Hurley's, and Mrs. Harte's classes, Russell Street students from Ms. Romano's class, Middle School students from Ms. Winters' class and High School students from Mr. Allen's and Ms. Hossfeld's art classes.

THANK YOU

Thank you to all of the Departments, Boards, Committees and Commissions for their submissions and special thanks to Nancy Hilsinger, Nancy Glencross, Kirby Dolak, Diane Crory, Dorothy Mulone, Anthony Ansaldi and Dianne Dickerson for their contributions to this report.

TOWN REPORT DEDICATION

The 2018 Annual Town Report is dedicated to the memory of volunteer citizens whose ongoing service contributed to maintaining the community of Littleton. Their exemplary service has been critical in retaining our small town character and spirit. This year's report is dedicated to Thomas O'Dea, Denise Pagacik, Arthur Silva, Constance Smithwood, and Henry Whitcomb.

DEDICATION



Thomas William O'Dea Jr November 25, 1941 – September 8, 2018

Having retired from the US Navy and US Naval Reserve as Master at Arms Senior Chief in 1997 what better career choice than the Police Force. Littleton was lucky to have such a dedicated man rise through their ranks. A man of true integrity and pride, but with a sense of humor that only those that truly knew him understood. He was warm and caring, the kind of person that would give you the shirt off his back. He never bragged about things he accomplished, but he accomplished so much. He made a difference in our Town as chief. We were all better for knowing him. What can truly be said about Tom is that he was not your typical Chief of Police. Tattoos embraced his arms and he was very proud of each and every one. A Harley Davidson in his parking spot. A tough exterior, but so easy to crack. His career in Littleton began when he became an auxiliary officer in March of 1972, working his way up the ranks until becoming chief in 1982, retiring from that position in 1998. A chief's chief some would say. Tom also was elected to the Board of Health and Board of Selectmen, and those meetings were interesting to say the least.

A friend, a mentor, a professional and fair to all. A husband, father and grandfather, a true family man, love of Pat's life, friend to all. He will truly be missed by everyone that knew him and was touched by his life.

DEDICATION



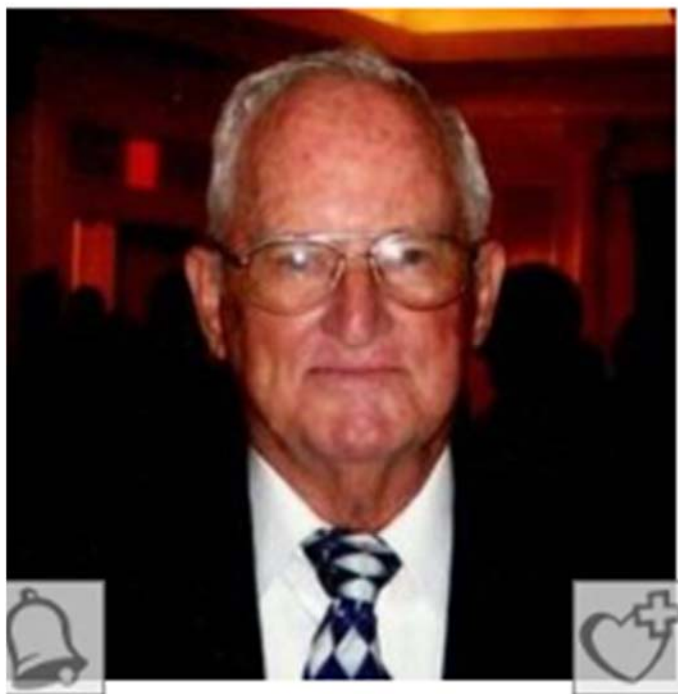
Denise Marie Pagacik July 2, 1963 – September 16, 2018

Denise was a beloved wife and mother dedicated to seeing that things ran smoothly in her hometown. She always supported her sons and the teams that they were on. Attending every event and planning for all extra-curricular events to was important to Denise. Planning for fundraising and making sure that every "i" was dotted and "t" was crossed to ensure success, was important to her. If you were lucky enough to be a recipient of any of her baked goods, you would know that love was in every bit of it, as love is what went into it.

The Parks and Recreation Department was graced with her being part of their dynamics and when she was there she made quite a difference. Most people would come to work and do just that, their work. Denise would make a difference in that she impacted young people that came through the Program by encouraging them to try new things and not just what they felt comfortable with, kind of thinking outside your comfort level, she had a way like that.

Denise's life, cut short but her impact will be felt for years to come through her Husband and Sons. Gone, but not forgotten.

DEDICATION



Arthur E Silva August 10, 1925 - July 9, 2018

When you think of Littleton, you can't help but think of Arthur Silva for all of the contributions he made to the youth of this community; most especially Girls' Field Hockey which is synonymous with Arthur Silva. He was a staple with the program having championed many seasons and many lives. He was a husband, father, grandfather, a friend and mentor, but for so many a teacher and coach. He shaped the lives of countless young people in the Town. For his 90th birthday, many former students and athletes came back to celebrate with him and his family, they shared stories of how he shaped their lives and helped them better themselves. His contributions to the Town included teaching Physical Education, Athletic Director, Basketball Coach (boys and girls) from youth to High School, Baseball, Track, Gymnastics; but most assuredly Field Hockey. A scholarship in Arthur's name for Field Hockey is given away to a deserving Senior every year.

You name it, Arthur has probably done it! His life was one dedicated to service of others. Arthur will be dearly missed by one and all whose life he touched.

DEDICATION



Constance A. Smithwood May 25, 1934 – September 24, 2018

Constance Smithwood was a teacher who proved at a very young age, with three young children (5, 3 and 2) and the passing of her husband, that she could do it all. To top it all off, with the diagnosis of Multiple Sclerosis which soon put her in a wheel chair, nothing would keep her down. She proved that no disability would keep her from raising a family and teaching in a classroom. No teaching position was too big a demand on her. She loved her teaching positions with the School Department at the three schools: Shaker Lane, Shattuck Street and the High School. Her dedication to her students and the Town was unsurpassed. Her career began in 1975 and she worked tirelessly until her retirement in 2009. She took delight in the competition of the kids wanting to help push her in her wheel chair. Upon retirement she continued to volunteer at the school three times a week. She was a longtime volunteer member of the Littleton Scholarship Trust, which works for the good of Littleton students. She joined a local knitting group to make clothing for homeless shelters and volunteered at Loaves and Fishes, a local food pantry that helps those in need. She was a constant at Littleton Town Meetings, never being afraid to speak up, including if she felt we shouldn't be having one; such as the one Saturday with only 35 in attendance after we had a break for lunch and many people left.

Constance was one of a kind and will be missed by all whose life she touched.

DEDICATION



Henry Whitcomb January 13, 1935 – October 22, 2018

Henry Whitcomb, a staple in the Town of Littleton, and best known for his woodworking skills and that he was never anywhere without his beautiful wife Barbara. The two were inseparable.

Family and faith were very important to Henry. He was a sexton at his church for 10 years. Many may not know that Henry in his younger years, the early '50s, worked at the Highway Department before he went out on his own and started his lifelong business, Henry Whitcomb Builders, at which he was best known for building fine cabinets. Many homes in the Town were graced with his fine cabinetry, some to this day may still have his handiwork in them. Henry was always willing to help wherever he was needed and did it with the utmost kindness, caring and compassion. In giving back to the Town that he so loved, he was elected to the Littleton School Committee on which he served for 18 years.

He saw the positive in everything and would always lend a helping hand. Henry will be dearly missed by friends and loved ones and The Town for all that he has given.

ARTWORK CREATED BY SHAKER LANE ELEMENTARY STUDENTS

ARTWORK from Mrs. Hurley's SHAKER LANE
KINDERGARTEN 2018/2019



TOWN OF LITTLETON

ANNUAL REPORT 2018



LITTLETON'S YEAR IN REVIEW	1
GENERAL GOVERNMENT	
• Board of Selectmen	5
• TOWN ADMINISTRATOR MESSAGE	7
• Town Counsel	9
FINANCE & BUDGET	
• Town Accountant	11
• Town Treasurer	19
• Commissioner of Trust Funds	41
• Assessor	45
• Tax Collector	47
INSPECTIONAL SERVICES	
• Buildings	49
• Inspection of Wires	50
• Gas, Plumbing, Sheet Metal Inspector	50
• Board of Health	51
• Animal Inspector	53
PUBLIC SAFETY	
• Fire Department	55
• Police Department	61
PUBLIC WORKS AND UTILITIES	
• Highway Department	69
• Electric Light Department	71
• Water Department	75



LEISURE SERVICES

- Elder & Human Services 77
- Littleton Community Television 83
- Parks, Recreation & Community Education 89
- Reuben Hoar Library 95
- Veteran Services 103

OUR SCHOOLS

- Superintendent's Report 105
- High School 111
- Middle School 115
- Russell Street School 117
- Shaker Lane School 119

COMMITTEES & COMMISSIONS

- Town Boards & Committees Listing 123
- Cemetery Commission 127
- Clean Lakes Committee 129
- Community Preservation Committee 131
- Conservation Commission 135
- Historical Commission 137
- Littleton Affordable Housing Trust 139
- Master Plan Implementation Committee 141
- Permanent Municipal Building Committee 143
- Planning Board 145
- School Committee 149
- Zoning Board of Appeals 151

ELECTED FEDERAL, STATE & TOWN OFFICIALS 153

APPOINTED TOWN OFFICIALS 157

TOWN CLERK 159

- Statistics, Voter Information, Town, Primary & State Election Results, Annual & Special Town Meeting Results

PHONE LISTING 207



JANUARY

*Nashoba Valley Chorale
Performance & Opioid
Public Forum*

FEBRUARY

*Russell St School Students
decorate Senior Diner & Seniors
Valentines Day Luncheon*



MARCH

Senior Follies & Library Mini Golf





APRIL

Community Clean Up Day



MAY

Fire Station

Grand Opening



JUNE

*Third Thursday
in Fay Park*



JULY

Sailing on Long Lake



AUGUST *School Safety Promotion*

SEPTEMBER

*Seniors All Italian
Luncheon*



OCTOBER

Town Meeting



NOVEMBER

*Littleton Police
Department
Open House*

DECEMBER *Town Hall Staff*





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

Dear Fellow Littletonians,

The year 2018 was certainly busy and eventful for the town of Littleton and the Board of Selectmen, full of challenges as well as opportunities to advance our adopted goals and provide the services desired by town residents. Progress was made on major projects, and partnerships continued with various town committees to realize other objectives. The Board also addressed significant personnel appointments as retirements created vacancies in several key town positions. Some notable achievements in 2018 include:

The Board created a Space Needs Working Group to address the distinct and overlapping space needs of town departments, including the library, Council on Aging, Parks and Recreation, and other town departments. Selectmen Chuck DeCoste and Cindy Napoli were appointed to represent the Board. By year's end, an Owners Project Manager, the Vertex Company, was contracted to help with the process.

Progress continued with the ongoing Littleton Common Smart Sewer project, with momentum spurred by significant financial milestones: a \$6M earmark for the project in the Environmental Bond Bill, attained by our State Senator Jamie Eldridge; a \$1.5M MassWorks grant awarded to the town by Secretary of Housing and Economic Development Jay Ash; and Town Meeting approval for \$2.2M in design funding for the project.

The fire department also proudly opened the doors to our newly renovated and expanded fire station on Foster Street, and later in the year launched Advanced Life Support services to meet the needs of the community.

At the Annual Town Meeting, the Board supported an initiative from the Historic Commission and the Community Preservation Committee and purchased for \$250,000 the Baker homestead on Robinson Road, preserving the oldest surviving colonial era home in the Common area.

The Selectmen continued a partnership with the Planning Board and jointly appointed the Master Plan Implementation Committee to address specific adopted goals of the Master Plan: a Transportation Advisory Committee was appointed to coordinate on transportation related topics; planning consultants were engaged to study the various Common area revitalization possibilities, and a Littleton Station Area Working Group was appointed to address MBTA station parking, and revitalization of the Foster Street / Taylor Street section of town. The Selectmen also partnered with the Planning Board to draft regulations regarding adult use retail marijuana permitting.

The Board continued to support the efforts of the Conservation Commission to increase access to the town's Cloverdale Conservation Land on Great Road, with a boardwalk and parking area.

The town also recognized the 100th anniversary of the end of WWI with a ceremony at the Edgar P. Romilly Corner memorials on Littleton Common. Support for our veterans also extended to a lease agreement reached with VFW Post 6556 for use of their meeting space by various town organizations. The Board is continuing its efforts to update the Edgar P. Romilly Veterans Corner and the unveiling of the updated Veterans Corner is tentatively scheduled for Veterans Day 2019.

As part of the Board's goal to combat the opioid crisis, the Littleton Coalition Against Addiction collaborated with the Littleton Police Department to implement an innovative drug education curriculum for the Middle Students called Project Alert.

A year of transition in several departments began as the Board welcomed Liz Tretiak as the town's new Director of Elder and Human Services, filling an important post at a critical time.

The Littleton Police Department also saw the retirement of Chief Matthew King, who came up through the ranks to establish himself as a steady and unflappable steward of the town's police force. Sergeant Matthew Pinard emerged from a very demanding and competitive assessment process to earn appointment as Littleton's new Police Chief. The Board joined residents in wishing Chief Pinard well as he assumes his important duties.

In July, Town Administrator Keith Bergman announced that he would be retiring at year's end after 12 years of outstanding service to the town of Littleton, and a well-deserved reputation across the state as a leader in his field. We wish Keith well in his retirement, but are also happy to note that Keith will continue to represent Littleton on the Metropolitan Area Planning Commission, an organization he has served as President. Lieutenant Governor Karyn Polito came to join us in celebrating Keith's career at his retirement party in November.

The Board is very grateful to Assistant Town Administrator Anthony Ansaldi who has stepped up to serve as Interim Town Administrator until a successor is chosen. In accordance with town by-laws a Town Administrator Search Committee (TASC) was appointed, chaired by Selectman Chase Gerbig. By year's end, the TASC committee was underway with a vigorous hiring process.

Littleton also saw the passing of an era with the retirement of longtime Highway Superintendent Jim Clyde, whose commitment to the town and its residents was unmatched. Steve Whitten was promoted from within the department to fill his position.

Throughout the year the Board has always strived to manage the town's finances prudently, providing the services expected by residents, while granting relief to taxpayers wherever possible. We have continued to adopt a tax classification shift to offset residential tax bills, and we have been able to fund operating budgets and significant projects within the levy limit. To accomplish this we rely on an outstanding working relationship with our partners on the School Committee and Finance Committee, and with the town's professional finance team.

In the administration of town government, as with many things in our town, it is the willingness of residents to volunteer, and the spirit of neighborly cooperation that allows Littleton to continue to thrive as the great community that we are so fortunate to enjoy.

Respectfully,
 Paul J. Glavey, Chairman
 Joseph S. Knox, Vice-chair
 Cindy Napoli, Clerk
 Chase Gerbig
 Chuck DeCoste



Meeting with Secretary of Housing & Economic Development:
 Chase Gerbig, Secretary Jay Ash, Keith Bergman, Chuck DeCoste,
 Anthony Ansaldi, Cindy Napoli, Paul Glavey, Joseph Knox

TOWN ADMINISTRATOR

I am pleased to submit this, my twelfth and final annual report as Littleton's Town Administrator, as I retire after a 40-year career in local government service, with 37 of those years as a municipal chief appointed administrator in Massachusetts.

Littleton Common Smart Sewer

2018 saw significant progress with the Littleton Common smart sewer, an innovative project which can be a model for Massachusetts addressing not only housing and economic development, but also energy and environmental goals. October 29, 2018 Special Town Meeting voters approved borrowing \$2.2-million for smart sewer design by a margin of 189 to 71. The Board of Selectmen's highest legislative priority, Littleton's smart sewer earned a \$6-million earmark introduced by State Senator Jamie Eldridge in the [\\$2.4-billion bond bill for climate change adaptation, environmental protection, and community investments](#) signed into law by Governor Charlie Baker in August; and a [\\$1.5-million MassWorks grant](#) awarded by the Massachusetts Executive Office of Housing and Economic Development in October. The Town has also applied to Massachusetts Department of Environmental Protection for a \$22.95-million loan under the [State Revolving Fund](#) (SRF) program, for which Littleton qualifies for a low 1.5% interest rate as a Housing Choice community.

Housing Choice

Littleton was the first community to apply for designation under the Baker / Polito Administration's new program as a [Housing Choice community](#), and received that designation at a State House ceremony in May. In October, the Town was [awarded a \\$250,000 capital grant](#) under a competitive program open only to Housing Choice communities. Littleton's proactive housing efforts were highlighted at both the Governor's [launch of the Housing Choice program](#) in December 2017 and at the Governor and Lt. Governor Karyn Polito's [celebration of 351 Community Compacts](#) in May 2018. I was honored to be asked to speak at both of those events.

Transportation

The Littleton-Westford Commuter Rail Shuttle was launched in June 2018, connecting the Littleton/495 MBTA commuter rail station with IBM/Littleton Common and technology companies in Westford. The shuttle is a cooperative effort of the Montachusett Regional Transit Authority, CrossTown Connect Transportation Management Association, the Towns of Littleton and Westford, and MassDevelopment to base MART shuttles at next-door Devens rather than farther-away Fitchburg. In March, the Massachusetts Department of Transportation's Project Review Committee recommended \$3.6-million for a Transportation Improvement Program (TIP) project for Foster Street improvements from Taylor Street to Balsam Lane. The 25% design process is currently underway.

October 29, 2018 Special Town Meeting voters approved \$201,804 for final design and construction of traffic signalization at the intersection of King Street (Rt. 2A/ Rt. 110) and the entrance to Littleton High School. MassDOT is completing 25% design needed for its issuance of the permit for these traffic signals.

Green Communities / Sustainability

For a third year in a row, the Town was [awarded a Green Communities grant](#) by the Massachusetts Department of Energy Resources for facility improvements to reduce energy consumption. In July, the Town received \$250,000 for energy reduction projects at Littleton High School, Littleton Middle School, and Shaker Lane Elementary School, which are projected to produce annual energy cost savings of \$71,519. Littleton was designated as a [Green Community](#) in 2015.

In 2018, Littleton received certification as a [Municipal Vulnerability Preparedness \(MVP\) community](#) from the Massachusetts Executive Office of Energy & Environmental Affairs by completing a community resilience building planning process championed by the Littleton Sustainability Committee. As a certified MVP community, Littleton is now eligible for MVP action grant funding.

Littleton's Open Space & Recreation Plan update was granted final approval by the [Massachusetts Division of Conservation Services](#) in 2018, making Littleton eligible to participate in DCS grant rounds through 2023 for

open space and recreation.

Recreational / Adult Use Marijuana

May 7, 2018 Annual Town Meeting voters approved zoning for recreational / non-medical / adult use marijuana in Littleton. This allows the Planning Board to issue special permits for two marijuana retailers for locations within the Adult Use Marijuana Establishment Overlay District-Retail. October 29, 2018 Special Town Meeting voters then approved a 3% local option excise tax on retail sales of marijuana. Littleton voters had approved the November 2016 statewide ballot Question 4 to legalize recreational marijuana by a margin of 54.4% to 45.6%.

Municipal Milestones

For a third year in-a-row, the Town was able to reduce the property tax rate by applying funds to reduce debt service excluded from Proposition 2½. By applying \$338,236 from the Debt Exclusion Stabilization Fund to reduce excluded debt service on the FY 2019 property tax levy, the property tax rate was reduced by 18 cents per \$1,000 of assessed value.

For a fourth year in-a-row, the Town maximized State matching funds under the Community Preservation Act by again fully implementing the so-called Blended CPA, for funding open space, community housing, historic preservation, and recreation.

New three-year collective bargaining agreements were reached with all four municipal unions – highway, dispatch, police, and fire. Those contracts and amendments to the Personnel Bylaw implemented a salary study for all union and non-union employees.

2018 saw a change of command at the Littleton Police Department with the retirement Chief Matthew King in June and the promotion of Sergeant Matthew Pinard as the new Chief of Police.

The \$8-million Littleton Fire Station rehabilitation building project at 20 Foster Street was completed in 2018, with a dedication ceremony in May. The Littleton Fire Department implemented Advanced Life Support (ALS) ambulances services in July.

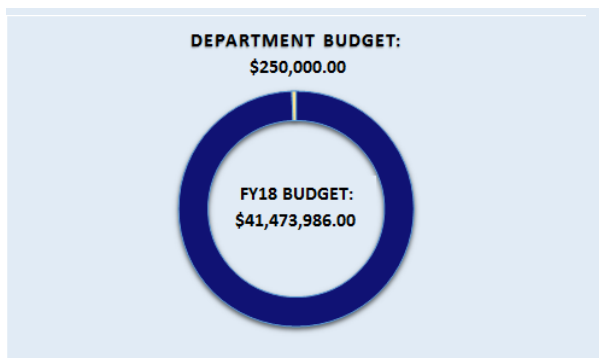
Representing the Town of Littleton, I was reelected in 2018 to a third term as President of the Metropolitan Area Planning Council (MAPC), the regional planning agency for the 101 cities and towns in Metro Boston. It has been my honor and privilege to serve the Town of Littleton, and my heartfelt thanks go to the Board of Selectmen, all Town employees, board and committee members, volunteers, and to all the citizens of Littleton, with best wishes for this community's future.

Respectfully submitted,
Keith A. Bergman
Littleton Town Administrator,
September 2007 – November 2018

Keith Bergman's Retirement Party

Chase Gerbig, Cindy Napoli, Joseph Knox, Keith Bergman, Karyn Polito, Paul Glavey, Chuck DeCoste





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 2018-2019 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. 17-2814. 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. This proceeding concerns 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, which

remains pending.

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. These cases concern Littleton's exercise of its superior rights and Concord's attempts to stop Littleton from doing so. In the Land Court case, Concord has 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. That case remains pending. The Supreme Judicial Court has ordered that a related proceeding by Littleton to fix any damages required to be paid to Concord for using Nagog Pond's waters may go forward after the Land Court case is resolved.

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

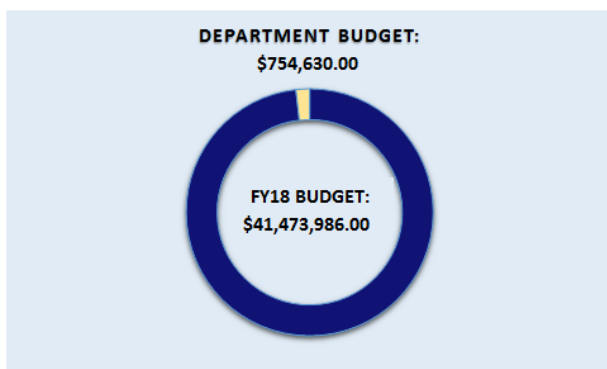
In November 2018, the Board of Health held a public meeting and subsequently approved a variance to allow fill within 10 feet of a property line, in connection with siting a septic system. In this case, an abutting property owner is seeking judicial review of that decision in an action against both the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

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.

Miyares and Harrington LLP
Littleton Town Counsel



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 2018; \$46 million expended from the general fund budget, \$7.6 million in special revenue, \$40 million in enterprise funds (water, electric 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.

FY2018 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."

Departmental Changes

To plan for upcoming retirements, the department undertook the first phase of the financial software conversion, needed to address some deficiencies in our financial software suite. FY2018 was spent constructing and testing the architecture of the "Core Financials" consisting of the new General Ledger and Accounts Payable systems, with a successful "go live" achieved on July 1, 2018. Payroll and Collections functions will be migrated in FY2019.

The success of the Core Financials implementation is a testament to the cooperation between the Town and School Administrative staff, and involved contributions from Police, Fire and Highway personnel for additional testing. I would personally like to acknowledge School Business Manager Steve Mark, School AP Manager Robin Healy, Fire Department Executive Assistant Kim Fleck, Police Department Executive Assistant Nicole Magliozzi and Highway Business Administrator Kate Tocci for their contributions to the testing process. And

above all Assistant Town Accountant Michelle Reynolds for her numerous hours invested in the design and training of the system.

The new software will augment the existing software applications (General Ledger, Accounts Payable/Receivable and Payroll) by adding the implementation of a formal fixed asset data base, a Human Resource module, Employee self-service and Citizen Transparency applications.

Operating Budget

Town Operating budgets continue to feel pressure as a result of stagnant State Aid levels. In Fiscal 2018 the Town's net state increased by 2.7% - or \$100,828 - compared to FY2017 actual amounts received for both Town and School State Aid Accounts. FY2018 Net State Aid represented approximately 7.5% of the total available revenue – slightly up from 7.0% the previous year.

Consistent new growth revenues have helped mitigate some of the impact of relatively flat state aid revenues. The tax levy increase of 5.8% (2.5% plus new growth) for FY2018 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 74.7 % of the total available recurring revenue.

The Town's reserves were augmented by a transfer from the Undesignated Fund balance of \$2.6 million to Capital Stabilization for future facility or capital needs. The Town also continued to work towards funding its OPEB obligations, with a total of \$1,382,500 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 FY2018, our funding strategy reduced the debt down to the FY2025 level as follows, saving the taxpayer 0.19 cents on the single rate:

- a. utilizing the overlay surplus to fund \$339,663 of the excluded debt in the FY2018 operating budget (rather than raising these funds or withdrawing any from the DE stabilization fund), and further;
- b. adding \$90,325 into the DE Stabilization fund

I have greatly enjoyed my 12 plus years in Littleton working with both the Town Boards & Committees and Department employees to craft solutions that best serve the town.

Bonnie-mae Fleck

Director of Finance and Budget/Town Accountant

<i>Department</i>		<i>FY2018 Actual</i>	<i>FY2019 Budget</i>
114 MODERATOR			
Personal Services		0	0
Expenses		<u>100</u>	<u>100</u>
Total 114		100	100
122 SELECTMEN / TOWN ADMINISTRATOR			
Personal Services		294,140	314,541
Expenses		12,870	12,870
MAGIC/MAPC Assessments & Grant Match		<u>12,000</u>	<u>12,000</u>
Total 122		319,010	339,411
131 FINANCE COMMITTEE			
Personal Services		700	800
Expenses		<u>500</u>	<u>500</u>
Total 131		1,200	1,300
132 RESERVE FUND			
Expenses		<u>150,000</u>	<u>150,000</u>
Total 132		150,000	150,000
135 FINANCE AND BUDGET			
Personal Services		665,905	739,344
Expenses		48,725	49,725
Audit		<u>40,000</u>	<u>40,000</u>
Total 135		754,630	829,069
151 LEGAL			
Expenses		<u>250,000</u>	<u>250,000</u>
Total 151		250,000	250,000
155 INFORMATION SYSTEMS			
Personal Services		126,034	161,174
Expenses		<u>324,000</u>	<u>464,509</u>
Total 155		450,034	625,683
161 TOWN CLERK			
Elected Salaries		75,628	80,347
Personal Services		20,630	21,992
Expenses		<u>1,500</u>	<u>1,500</u>
Total 161		97,758	103,839

<i>Department</i>		<i>FY2018 Actual</i>	<i>FY2019 Budget</i>
162 ELECTIONS & REGISTRATIONS			
Personal Services		0	0
Expenses		<u>8,700</u>	<u>12,200</u>
Total 162		8,700	12,200
171 CONSERVATION COMMISSION			
Personal Services		33,465	42,831
Expenses		1,450	1,450
Transfer In - Wetland Fund		<u>(8,000)</u>	<u>(8,000)</u>
Total 171		26,915	36,281
175 PLANNING BOARD			
Personal Services		70,890	75,711
Expenses		<u>1,175</u>	<u>1,175</u>
Total 175		72,065	76,886
176 APPEALS BOARD			
Personal Services		5,730	4,801
Expenses		<u>1,000</u>	<u>1,000</u>
Total 176		6,730	5,801
191 BUILDING MAINTENANCE			
Personal Services		60,220	114,207
Expenses		<u>430,000</u>	<u>455,000</u>
Total 191		490,220	569,207
193 GENERAL INSURANCE			
Expenses		<u>375,000</u>	<u>400,000</u>
Total 193		375,000	400,000
194 EMPLOYEE/RETIREE BENEFITS			
Expenses		8,353,416	9,587,343
Transfer In - Cable Studio Benefits		<u>(51,714)</u>	<u>(60,488)</u>
Total 194		8,301,702	9,526,855
196 TOWN REPORT / TOWN MEETING			
Expenses		<u>5,000</u>	<u>10,000</u>
Total 196		5,000	10,000
197 CABLE STUDIO			
Personal Services		143,650	169,670

<i>Department</i>		<i>FY2018 Actual</i>	<i>FY2019 Budget</i>
	Expenses	34,225	34,225
	Transfer In - Cable Revolving	(50,000)	(60,000)
	Transfer In - Cable Access Fees	<u>(127,875)</u>	<u>(143,895)</u>
	Total 197	0	0
210	POLICE / DISPATCH		
	Personal Services	1,868,508	2,107,725
	Expenses	<u>150,421</u>	<u>150,421</u>
	Total 210	2,018,929	2,258,146
220	FIRE / EMS DEPARTMENT		
	Personal Services	1,231,478	1,520,909
	Expenses	184,035	239,705
	Transfer In -Ambulance Fees	<u>(650,000)</u>	<u>(585,916)</u>
	Total 220	765,513	1,174,698
241	BUILDING DEPARTMENT		
	Personal Services	229,040	286,536
	Expenses	5,060	6,060
	Transfer In - Inspectional Revolving	<u>(104,000)</u>	<u>(125,000)</u>
	Total 241	130,100	167,596
300	SCHOOL DEPARTMENT		
	Budget	<u>18,875,890</u>	<u>19,790,270</u>
	Total 300	18,875,890	19,790,270
301	TECHNICAL SCHOOL EXPENDITURES		
	Expenses	<u>453,828</u>	<u>520,198</u>
	Total 301	453,828	520,198
420	HIGHWAY DEPARTMENT		
	Personal Services	955,803	881,945
	Expenses	390,790	414,864
	Streetlights	25,000	25,000
	Park Maintenance Personal Services	10,000	172,321
	Park Maintenance Expense	0	37,000
	Wastewater/Stormwater	105,000	105,000
	B&M Crossing	2,808	2,808

<i>Department</i>		<i>FY2018 Actual</i>	<i>FY2019 Budget</i>
	Gasoline	125,000	125,000
	Transfer In - PRCE Enterprise Field fees	<u>0</u>	<u>(24,000)</u>
	Total 420	1,614,401	1,739,938
422	ROADWAY REPAIRS		
	Expenses	<u>711,000</u>	<u>720,000</u>
	Total 422	711,000	720,000
423	SNOW & ICE		
	Personal Services	68,000	68,000
	Expenses	<u>132,000</u>	<u>132,000</u>
	Total 423	200,000	200,000
450	CLEAN LAKES		
	Expenses	46,000	46,000
	Transfer In - Clean Lakes Account	<u>(46,000)</u>	<u>(46,000)</u>
	Total 450	0	0
491	CEMETERY DEPARTMENT		
	Personal Services	103,565	106,007
	Expenses	17,800	17,800
	Transfer In - Cemerery 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>
	Total 491	77,468	79,910
510	HEALTH DEPARTMENT		
	Personal Services	25,785	21,602
	Expenses	2,587	2,587
	Assessment - Nashoba BOH	25,000	25,000
	Assessment - Nashoba Nursing	9,500	9,500
	Assessment - Eliot Clinic	4,000	4,000
	Assessment - SANS Program	12,500	12,000
	Animal Inspector	<u>2,450</u>	<u>2,450</u>
	Total 510	81,822	77,139
541	ELDER AND HUMAN SERVICES		
	Personal Services	192,328	198,925
	Expenses	22,921	23,921
	Transfer out to TREAD Tax Relief	<u>0</u>	<u>0</u>
	Total 541	215,249	222,846

<i>Department</i>		<i>FY2018 Actual</i>	<i>FY2019 Budget</i>
543 VETERANS SERVICES			
Personal Services		7,500	7,500
Expenses		1,560	11,560
Veteran Benefits		<u>185,000</u>	<u>185,000</u>
Total 543		194,060	204,060
610 REUBEN HOAR LIBRARY			
Personal Services		469,464	506,184
Expenses		102,163	114,403
Merrimack Valley Assessment		36,157	37,500
Transfer In - Library Trust Fund		<u>(13,000)</u>	<u>(13,000)</u>
Total 610		594,784	645,087
630 PARK AND RECREATION DEPARTMENT			
Personal Services		0	0
Expenses		0	0
Recreation Enterprise subsidy		<u>171,670</u>	<u>211,110</u>
Total 630		171,670	211,110
690 OTHER CULTURE & RECREATION			
Historical		700	700
Memorial Day		750	750
Patriot's Day		<u>50</u>	<u>50</u>
Total 690		1,500	1,500
700 DEBT			
710 LONG TERM DEBT		2,933,602	3,510,448
720 SHORT TERM DEBT		1,449,139	975,070
Transfer In - Self Help Grant		0	0
Transfer In - Wastewater Settlement		(17,274)	(17,274)
Transfer In - Oak Hill Cell Tower		(32,269)	(31,269)
Transfer In - Newtown Hill Cell Tower		(37,448)	(36,248)
Transfer In - Bond Premium		(45,526)	(25,349)
Transfer In - Community Preservation		(51,138)	(90,556)
Transfer In - Light Department		<u>(140,378)</u>	<u>(133,088)</u>
Total 700		4,058,708	4,151,734
FUNDING SUMMARY			
Net Budgets		42,892,505	46,544,844
Transfers In		<u>(1,418,519)</u>	<u>(1,443,980)</u>
Total Appropriated Budgets		41,473,986	45,100,864

Town of Littleton
Balance Sheet 07/01/2017-06/30/2018

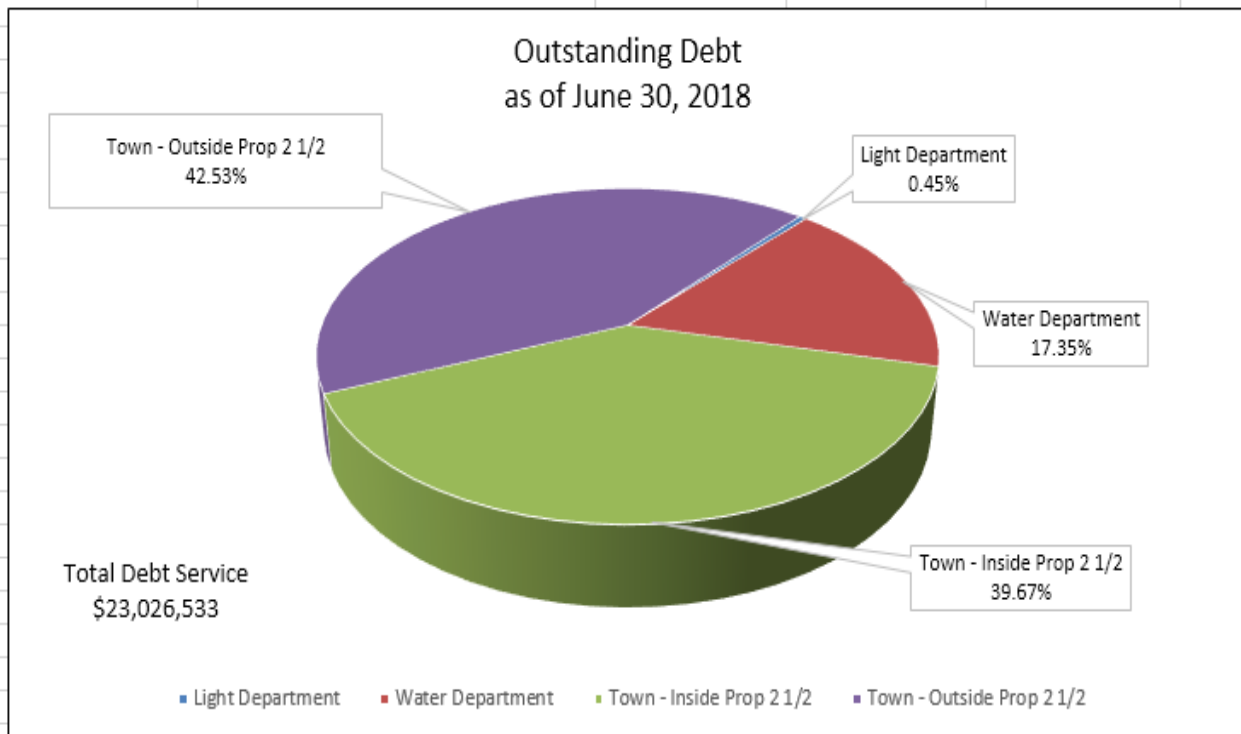
	General Fund	Special Revenue Funds	Govern Grant Funds	Capital Project Funds	Electric Enterpris	Water Fund	REC Fund	Trust	Agency Fund	Long Term Debt	Memo Only
ASSETS											
Cash	14,991,697.18	8,583,165.87	188,348.89	751,677.49	15,488,829.12	1,051,363.19	270,530.25	19,861,852.60	380,258.69	0.00	61,547,723.28
Receivables	2,248.23	711,553.66	0.00	0.00	12,501.97	0.00	0.00	0.00	0.00	0.00	726,303.86
Property Taxes	721,678.07	2,295.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	723,973.27
Allowance for Abate & Tax Liens	-1,348,671.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,348,671.20
Motor Vehicle Excise	256,842.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	256,842.27
Amts Prov for Pay of	199,730.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	199,730.42
TOTAL ASSETS	14,823,524.97	9,297,014.73	188,348.89	751,677.49	15,481,331.09	6,117,263.19	270,530.25	19,861,852.60	380,258.69	48,791,510.83	115,963,312.73
LIABILITIES											
Liabilities	726,336.42	621,871.75	0.00	0.00	12,501.97	0.00	0.00	0.00	380,258.69	30,626,712.00	32,367,680.83
Tailings	12,202.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,202.42
Def Rev Prop Tax	-626,993.13	2,295.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-624,697.93
Def Rev Tax Liens	256,842.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	256,842.27
Def Rev MV Excise	199,857.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	199,857.92
L - User Charges / Liens	0.00	89,681.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	89,681.91
Bonds Payable	0.00	0.00	0.00	0.00	261,733.33	5,065,900.00	0.00	0.00	0.00	18,164,798.83	23,492,432.16
BANS DUE	0.00	0.00	0.00	1,000,000.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00
TOTAL LIABILITIES	568,245.90	713,848.86	0.00	1,000,000.00	274,235.30	5,065,900.00	0.00	0.00	380,258.69	48,791,510.83	56,793,999.58
FUND BALANCES											
FUND EQUITY	0.00	8,583,165.87	188,348.89	-248,322.51	15,207,095.79	0.00	0.00	19,861,852.60	0.00	0.00	43,592,140.64
Reserved for	3,175,003.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,175,003.59
Reserved for Expenditures	4,688,271.00	0.00	0.00	0.00	0.00	268,625.00	50,000.00	0.00	0.00	0.00	4,986,896.00
Reserved for Deficits	-274,727.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-274,727.29
Designated	140,717.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	140,717.07
Undesignated	6,546,014.70	0.00	0.00	0.00	0.00	782,738.19	220,530.25	0.00	0.00	0.00	7,549,283.14
TOTAL FUND	14,255,279.07	8,583,165.87	188,348.89	-248,322.51	15,207,095.79	1,051,363.19	270,530.25	19,861,852.60	0.00	0.00	59,169,313.15
TOTAL LIABILITIES & FUND BALANCES	14,823,524.97	9,297,014.73	188,348.89	751,677.49	15,481,331.09	6,117,263.19	270,530.25	19,861,852.60	380,258.69	48,791,510.83	115,963,312.73

**Outstanding Bond Debt
as of June 30, 2018**

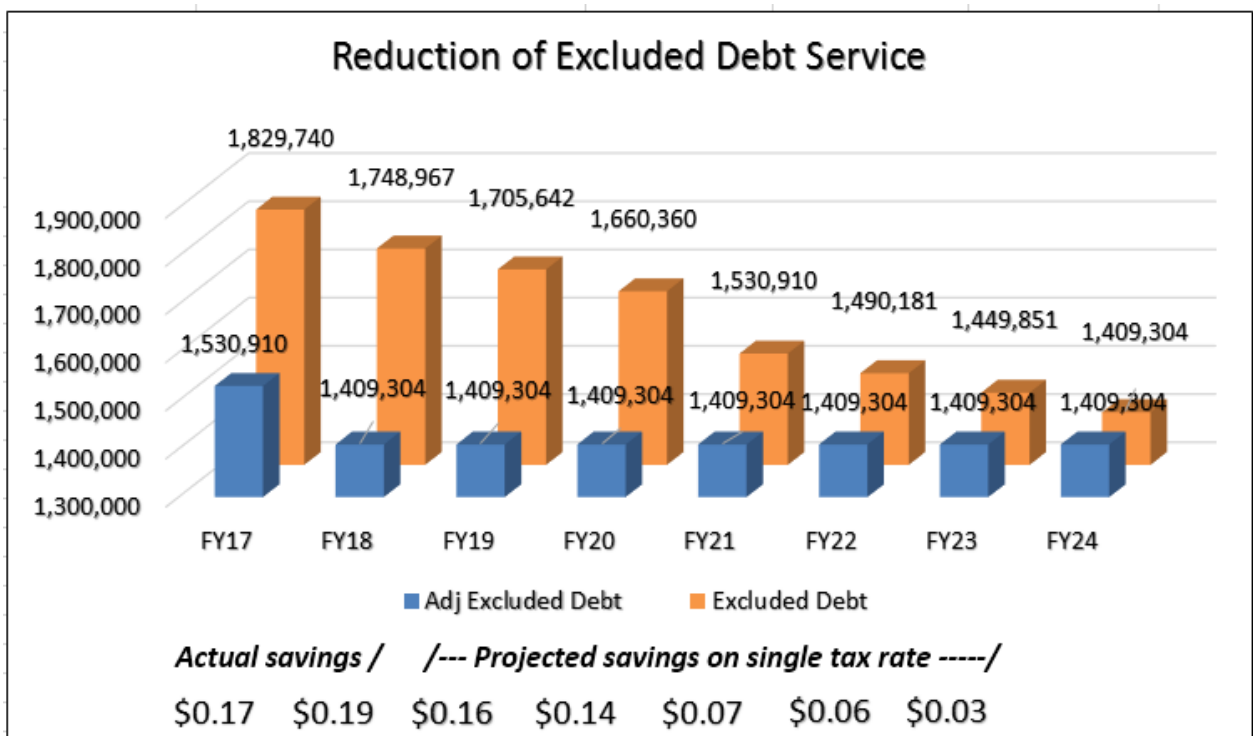
<u>Date of Issue</u>	<u>Issue</u>	<u>Original Amount</u>	<u>Current Balance</u>	<u>Maturity Date</u>
<u>Light Department</u>				
12/15/2007	Light Dept - Op Center refunding	1,248,000.00	130,000.00	9/15/2018
<u>Sub Total - Light Department Debt</u>		<u>1,248,000.00</u>	<u>130,000.00</u>	
<u>Water Department</u>				
12/7/2012	Water Tank - refunding	652,000.00	295,000.00	1/15/2023
3/29/2018	Nashoba Rd - refunding	87,000.00	87,000.00	3/15/2023
8/1/2014	Capital Improvements Well #2	118,300.00	90,000.00	8/15/2026
2/1/2010	Water Capital Improvments	191,088.00	110,000.00	2/1/2029
8/1/2014	Cobbs Well	178,800.00	140,000.00	8/15/2031
8/1/2014	Well #2 Design	194,700.00	160,000.00	8/15/2033
8/1/2014	Water Capital Improvments	274,200.00	230,000.00	8/15/2034
8/1/2014	Well #2 Redevelopment	3,720,000.00	3,150,000.00	8/15/2034
5/18/2018	Water Betterment	803,900.00	803,900.00	5/15/2038
<u>Sub Total - Water Department Debt</u>		<u>6,219,988.00</u>	<u>5,065,900.00</u>	
<u>Town Debt - Inside Prop 2 1/2</u>				
12/15/2007	Shaker Lane - Refunding	2,352,000.00	245,000.00	9/15/2018
2/15/1999	Matawanakee Betterment	450,000.00	20,000.00	12/1/2018
11/15/2002	Septic Loan Program #2	189,473.68	33,128.25	8/1/2020
12/7/2012	Police Land - refunding	228,000.00	95,000.00	1/15/2022
12/7/2012	High School - refunding	3,833,000.00	1,245,000.00	1/15/2023
3/29/2018	Land Acquisition - Hartwell-refunding	145,000.00	145,000.00	3/15/2023
3/29/2018	Land Acquisition - Prouty-refunding	144,000.00	144,000.00	3/15/2024
2/1/2010	Land Acquisition - Lucy's Land	150,000.00	70,000.00	2/1/2029

<u>Date of Issue</u>	<u>Issue</u>	<u>Original Amount</u>	<u>Current Balance</u>	<u>Maturity Date</u>
2/1/2010	Building Renovation-Houghton Roof	195,000.00	110,000.00	2/1/2029
4/15/2011	Cobbs Land	323,955.00	195,000.00	4/15/2031
4/15/2011	Goldsmith Street	1,094,400.00	705,000.00	4/15/2031
4/13/2017	Septic Loan Program #3	282,674.00	271,240.00	1/15/2037
3/29/2018	Land Acquisition - Boxborough Rd	300,000.00	300,000.00	3/15/2028
3/29/2018	Alumni Field	2,355,000.00	2,355,000.00	3/15/2028
5/18/2018	Fire Station Construction	5,650,100.00	5,650,100.00	5/15/2038
<i>Sub Total - Town Debt - Inside Prop 2 1/2</i>		<i>17,692,602.68</i>	<i>11,583,468.25</i>	
<i>Town Debt - Outside Prop 2 1/2</i>				
12/7/2012	Land Acquisition - Morrison - refunding	724,000.00	185,000.00	1/15/2020
3/29/2018	Waste Water Treatment Fac-refunding	566,000.00	566,000.00	3/15/2025
3/29/2018	Middle School - refunding	3,235,000.00	3,235,000.00	3/15/2027
2/1/2010	Police Station Design	300,000.00	150,000.00	2/1/2028
1/23/2008	Middle School - Low Interest Loan	2,142,297.00	1,178,263.35	11/1/2028
2/1/2010	Police Station Construction	6,023,303.00	3,465,000.00	2/1/2029
4/15/2011	Russell St School - Design	232,800.00	130,000.00	4/15/2031
4/15/2011	Russell St School - Construction	5,428,845.00	3,510,000.00	4/15/2031
<i>Sub Total - Town Debt - Outside Prop 2 1/2</i>		<i>18,652,245.00</i>	<i>12,419,263.35</i>	
<i>Total - Town Debt</i>		<i>36,344,847.68</i>	<i>24,002,731.60</i>	
<i>Total - All Debt</i>		<i>43,812,835.68</i>	<i>29,198,631.60</i>	

<u>Date of Issue</u>	<u>Issue</u>	<u>Original Amount</u>	<u>Current Balance</u>	<u>Maturity Date</u>
<i>Remaining Reimbursements on Town Debt (inside Prop 2 1/2)</i>				
<u>Source</u>				
State	Shaker Lane		415,726.00	
CPA Funds	Houghton Roof		110,000.00	
CPA Funds	Land Acquisition - Lucy's Land		70,000.00	
CPA Funds	Cobbs Land		195,000.00	
Cell Tower Funds	Land Acquisition - Hartwell		95,000.00	
Cell Tower Funds	Land Acquisition - Prouty		144,000.00	
Total - Town Debt Reimbursements			1,029,726.00	
Net Town Debt remaining (Inside Prop 2 1/2)			2,830,832.51	



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 FY18 from \$1,748,967 to \$1,409,304 saved Littleton taxpayers \$0.19 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.



TREASURER

Funds under care of the Town Treasurer as of June 30, 2018

General Fund, Revolving Funds, Grants, Bonds & Other Funds	\$ 30,995,560.83
OPEB Trust Fund - Town, Light & Water Departments	11,269,277.75
Stabilization, Debt Exclusion Stabilization & Capital Stabilization	3,326,654.68
Water Enterprise Fund	1,109,178.78
Light Department Operating Funds	3,141,953.92
Light Department Depreciation Fund	2,481,707.49
Light Department Rate Stabilization Fund	6,535,205.14
Light Department Retirement Trust Fund	1,047,376.64
Trust Funds managed by the Trust Fund Commissioners	5,261,672.31
	<u>\$ 65,168,587.54</u>

Cash Balance June 30, 2017	\$ 72,802,627.19
Cash Receipts	108,614,247.56
Cash Disbursements	(116,248,287.21)
Ending Cash June 30, 2018	<u>\$ 65,168,587.54</u>

The above report reflects the cash and bond balances of the Town as of June 30, 2018

Respectfully submitted

Steven Venuti
Treasurer

Employee Total Earnings - January-December 2018

Dept	Employee	Title	Pensionable Earnings	Non-Pensionable Earnings	2018 Earnings *
<u>ACCOUNTANT</u>					
	FLECK, BONNIE-MAE	DIRECTOR OF FINANCE/BUDGET	107,888.00	-	107,888.00
	REYNOLDS, MICHELLE	Assistant Accountant	54,400.66	3,221.80	57,622.46
	MANCHUSO, JANICE	FINANCE TECHNICIAN	-	13,889.77	13,889.77
	ACCOUNTANT DEPARTMENT TOTAL		162,288.66	17,111.57	179,400.23
<u>ASSESSORS</u>					
	MILLER, KATHERINE	CHIEF ASSESSOR	85,150.40	-	85,150.40
	JORNET, CELIA	ASSISTANT ASSESSOR	51,259.60	-	51,259.60
	SULLIVAN, TERESA	ASSESSING CLERK/FIELD LISTER	41,234.00	1,254.60	42,488.60
	ASSESSORS DEPARTMENT TOTAL		177,644.00	1,254.60	178,898.60
<u>BUILDING</u>					
	BERNIER, ROLAND	BUILDING COMMISSIONER	99,058.00	-	99,058.00
	COBLEIGH, MICHELLE	ASSISTANT ZONING OFFICER	63,230.24	2,289.15	65,519.39
	MOREHOUSE, WILLIAM	INSPECTOR OF WIRES	53,670.26	-	53,670.26
	SULLIVAN, EDWARD	PLUMBING AND GAS INSPECTOR	40,427.48	-	40,427.48
	FAIRCHILD, JANET	ADMINISTRATIVE ASS'T - BUILDING	22,327.63	1,054.22	23,381.85
	GAUGHAN, ANDREW	SEASONAL ENGINEERING TECH	-	6,657.30	6,657.30
	CORMIER, JOSEPH	ALTERNATE PLUMBING AND GAS	-	1,641.06	1,641.06
	GERVAIS, JOSEPH	ALTERNATE INSPECTOR OF WIRES	-	1,624.48	1,624.48
	BUILDING DEPARTMENT TOTAL		278,713.61	13,266.21	291,979.82
<u>CEMETERY</u>					
	BAILEY, THOMAS	CEMETERY SUPERINTENDENT	55,646.32	5,641.38	61,287.70
	TAYLOR, LAURIE	CEMETERY GROUNDSKEEPER	50,524.40	1,312.38	51,836.78
	CEMETERY DEPARTMENT TOTAL		106,170.72	6,953.76	113,124.48
<u>COLLECTOR</u>					
	RICHARDS, DEBORAH	TAX COLLECTOR	71,294.04	676.07	71,970.11
	LORD, LINDA	ADMIN CLERK- COLLECTOR/CLERK	41,907.60	1,125.43	43,033.03
	COLLECTOR DEPARTMENT TOTAL		113,201.64	1,801.50	115,003.14
<u>CONSERVATION COMMISSION</u>					
	GREEN, AMY	CONSERVATION COORDINATOR	34,169.01	-	34,169.01
	CONSERVATION COMMISSION DEPARTMENT TOTAL		34,169.01	0.00	34,169.01
<u>CONTROL CTR / DISPATCH</u>					
	MURPHY, JOHN	COMMUNICATIONS OFFICER	56,915.11	43,752.70	100,667.81
	HARROLD, WILLIAM	COMMUNICATIONS SUPERVISOR	54,360.28	19,222.71	73,582.99
	YOUNG, KELLY	COMMUNICATIONS OFFICER	49,722.61	12,431.45	62,154.06
	MAHONEY, KYLA	COMMUNICATIONS OFFICER	49,737.86	7,488.33	57,226.19
	DEVLAMINCK, NICHOLE	COMMUNICATIONS OFFICER	47,625.60	9,103.17	56,728.77
	CARROLL JR, JOSEPH	COMMUNICATIONS OFFICER	12,383.13	726.08	13,109.21
	RAY, MICHAEL	PART TIME COMM OFFICER	-	9,842.94	9,842.94
	BUCK, BRIAN	COMMUNICATIONS OFFICER	5,146.08	282.88	5,428.96
	CONTROL CTR / DISPATCH DEPARTMENT TOTAL		275,890.67	102,850.26	378,740.93

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non- Pensionable Earnings</i>	<i>2018 Earnings *</i>
ELDER AND HUMAN SERVICES					
	MAEDER, CONSTANTINA	OUTREACH COORDINATOR/	64,937.60	-	64,937.60
	LORENSEN, NICOLE	OUTREACH COORDINATOR	59,518.40	-	59,518.40
	TRETIK, ELIZABETH	DIRECTOR OF ELDER AND HUMAN SERVICES	55,319.46	-	55,319.46
	GUTNER, JAMIE	INTERRIM EHS DIRECTOR	-	19,705.00	19,705.00
	RAYMOND, SUSAN	COA ADMINISTRATIVE ASS'T	-	18,862.97	18,862.97
	MONAHAN, WILLIAM	ON-CALL EHS VAN DRIVER	-	18,565.26	18,565.26
	KENT, RICHARD	ON-CALL EHS VAN DRIVER	-	15,101.67	15,101.67
	DEE, LAURIE	COA VAN DRIVER	-	8,625.23	8,625.23
	PALMER III, SAMUEL	EHS VAN DRIVER	-	7,939.68	7,939.68
	CAMPBELL, NEIL	EHS VAN DRIVER	-	4,366.83	4,366.83
	VALES, WILLIAM	SENIOR WORK PROGRAM	-	2,205.80	2,205.80
	JESENSKY, ANTHONY	SENIOR WORK PROGRAM	-	1,573.00	1,573.00
	SCHREIBER, RICHARD	SENIOR WORK PROGRAM	-	1,397.00	1,397.00
	BAILEY, HELEN	SENIOR WORK PROGRAM	-	1,272.53	1,272.53
	FEDELE, RICHARD	SENIOR WORK PROGRAM	-	990.00	990.00
	ARTHUR, HAROLD	SENIOR WORK PROGRAM	-	825.00	825.00
	BOWLES, CATHERINE	SENIOR WORK PROGRAM	-	825.00	825.00
	CHRISFIELD, JANE	SENIOR WORK PROGRAM	-	825.00	825.00
	CORBIN, SHARON	SENIOR WORK PROGRAM	-	825.00	825.00
	CURTIN, MILDRED	SENIOR WORK PROGRAM	-	825.00	825.00
	DENUCE, THOMAS	SENIOR WORK PROGRAM	-	825.00	825.00
	DONNELLY, JAMES	SENIOR WORK PROGRAM	-	825.00	825.00
	DOUGLAS, DIANE	SENIOR WORK PROGRAM	-	825.00	825.00
	GIRARD, PAULETTE	SENIOR WORK PROGRAM	-	825.00	825.00
	HALLORAN, JOYCE	SENIOR WORK PROGRAM	-	825.00	825.00
	HARDING, DAVID	SENIOR WORK PROGRAM	-	825.00	825.00
	HILSINGER, NANCY	SENIOR WORK PROGRAM	-	825.00	825.00
	INGHAM, JOAN	SENIOR WORK PROGRAM	-	825.00	825.00
	KAMB, BARBARA	SENIOR WORK PROGRAM	-	825.00	825.00
	LARSEN, MARGARET	SENIOR WORK PROGRAM	-	825.00	825.00
	LYONS, JANE	SENIOR WORK PROGRAM	-	825.00	825.00
	MCPHERSON, MARY	SENIOR WORK PROGRAM	-	825.00	825.00
	MITRANO, GAIL	SENIOR WORK PROGRAM	-	825.00	825.00
	NEWMAN, JOYCE	SENIOR WORK PROGRAM	-	825.00	825.00
	PROTASOWICKI, DELIA	SENIOR WORK PROGRAM	-	825.00	825.00
	QUINN, FRANCIS	SENIOR WORK PROGRAM	-	825.00	825.00
	RIGOLI, BEVERLY	SENIOR WORK PROGRAM	-	825.00	825.00
	RILEY, MARGARET	SENIOR WORK PROGRAM	-	825.00	825.00
	SAMMARCO, JEANINE	SENIOR WORK PROGRAM	-	825.00	825.00
	STREETER, RAYMOND	SENIOR WORK PROGRAM	-	825.00	825.00
	SWEATT, ANNE	SENIOR WORK PROGRAM	-	825.00	825.00
	WHITCOMB, DAVID	SENIOR WORK PROGRAM	-	825.00	825.00
	ARAUJO, ELLEN	SENIOR WORK PROGRAM	-	825.00	825.00
	BANKS, ELLEN	SENIOR WORK PROGRAM	-	825.00	825.00
	BUCKLES, RICHARD	SENIOR WORK PROGRAM	-	825.00	825.00
	FREDETTE, ANDRE	SENIOR WORK PROGRAM	-	825.00	825.00
	GROSS, PATRICIA	SENIOR WORK PROGRAM	-	825.00	825.00
	MACIVER, DONALD	SENIOR WORK PROGRAM	-	825.00	825.00
	MCLAUGHLIN, MARGARET	SENIOR WORK PROGRAM	-	825.00	825.00
	SOULE, LOIS	SENIOR WORK PROGRAM	-	825.00	825.00
	WEBB, CYNTHIA	SENIOR WORK PROGRAM	-	825.00	825.00

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non- Pensionable Earnings</i>	<i>2018 Earnings *</i>
	ALO, SHIRLEY	SENIOR WORK PROGRAM	-	825.00	825.00
	BERTOLINO, ANGELA	SENIOR WORK PROGRAM	-	825.00	825.00
	BRADLEY, SHIRLEY	SENIOR WORK PROGRAM	-	825.00	825.00
	HOLIAN, MARK	SENIOR WORK PROGRAM	-	825.00	825.00
	MCGRATH, PHYLLIS	SENIOR WORK PROGRAM	-	825.00	825.00
	TREPANIER, LOIS	SENIOR WORK PROGRAM	-	825.00	825.00
	LARRABEE, MARTHA	SENIOR WORK PROGRAM	-	825.00	825.00
	MAY, DELORES	SENIOR WORK PROGRAM	-	825.00	825.00
	STEWART, JEAN	SENIOR WORK PROGRAM	-	825.00	825.00
	SUSSMAN, STEVEN	SENIOR WORK PROGRAM	-	825.00	825.00
	MARTINO, ARLEEN	SENIOR WORK PROGRAM	-	825.00	825.00
	BOLDRIGHINI, GLADYS	SENIOR WORK PROGRAM	-	825.00	825.00
	BOWERS, SALLY	SENIOR WORK PROGRAM	-	825.00	825.00
	GODDARD, RONALD	SENIOR WORK PROGRAM	-	825.00	825.00
	MCDONNELL, JOAN	SENIOR WORK PROGRAM	-	825.00	825.00
	SUDAK, JANET	SENIOR WORK PROGRAM	-	825.00	825.00
	UNKEL, BETSY	SENIOR WORK PROGRAM	-	825.00	825.00
	WHITE, DONNA	SENIOR WORK PROGRAM	-	825.00	825.00
	CYR, BEVERLY	SENIOR WORK PROGRAM	-	814.00	814.00
	RUSSELL, MARSHA	SENIOR WORK PROGRAM	-	792.00	792.00
	ZOTO, MARGARET	SENIOR WORK PROGRAM	-	764.50	764.50
	ROMILLY, DONNA	SENIOR WORK PROGRAM	-	748.00	748.00
	MEIER, LOIS	SENIOR WORK PROGRAM	-	726.00	726.00
	WAITE, DONALD	SENIOR WORK PROGRAM	-	698.50	698.50
	CHILDS, MARTHA	SENIOR WORK PROGRAM	-	660.00	660.00
	FRATTALLONE, PAMELA	SENIOR WORK PROGRAM	-	649.00	649.00
	LYNN, JUDITH	SENIOR WORK PROGRAM	-	638.00	638.00
	FISHER, LYNDIA	SENIOR WORK PROGRAM	-	621.50	621.50
	STETSON, ELEANOR	SENIOR WORK PROGRAM	-	610.50	610.50
	CHI, HOWARD	SENIOR WORK PROGRAM	-	577.50	577.50
	SULLIVAN, JANET	SENIOR WORK PROGRAM	-	572.00	572.00
	WIELINSKI, SUSAN	SENIOR WORK PROGRAM	-	550.00	550.00
	MCCUMBER, JOSEPH	SENIOR WORK PROGRAM	-	517.00	517.00
	CASALE, SANDRA	SENIOR WORK PROGRAM	-	517.00	517.00
	RUSSELL, BRUCE	SENIOR WORK PROGRAM	-	495.00	495.00
	SMITH, BETTY	SENIOR WORK PROGRAM	-	484.00	484.00
	HUNT, JAMES	SENIOR WORK PROGRAM	-	440.00	440.00
	CHRISTLE, HENRY	SENIOR WORK PROGRAM	-	434.50	434.50
	SPINOZZI, ROBERT	SENIOR WORK PROGRAM	-	385.00	385.00
	HAMMAR, CHERYL	SENIOR TAX PROGRAM	-	352.00	352.00
	JOHNSON, RUTH	SENIOR WORK PROGRAM	-	352.00	352.00
	RUSSELL, LESLIE	SENIOR WORK PROGRAM	-	338.25	338.25
	PAYSON, ANN LOUISE	SENIOR WORK PROGRAM	-	313.50	313.50
	MCCUMBER, CHRISTINA	SENIOR WORK PROGRAM	-	308.00	308.00
	LORENSEN, ELIZABETH	SENIOR WORK PROGRAM	-	264.00	264.00
	DERUZZO, GAIL	SENIOR WORK PROGRAM	-	231.00	231.00
	STETSON, ROBERT	SENIOR WORK PROGRAM	-	214.50	214.50
	FISHER, LAWRENCE	SENIOR WORK PROGRAM	-	203.50	203.50
	HARLAND, ELLEN	SENIOR WORK PROGRAM	-	198.00	198.00
	GREGORY, ALBERT	SENIOR WORK PROGRAM	-	132.00	132.00
	GREGORY, BERNICE	SENIOR WORK PROGRAM	-	104.50	104.50
	MEIER, ROBERT	SENIOR WORK PROGRAM	-	99.00	99.00
	ROMILLY, ROBERT	SENIOR WORK PROGRAM	-	77.00	77.00
	HRONIK, MARY	SENIOR WORK PROGRAM	-	60.50	60.50
	SCHMIDT, WILLIAM	SENIOR WORK PROGRAM	-	44.00	44.00
	GREENWOOD, MARY ANN	SENIOR WORK PROGRAM	-	44.00	44.00

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non- Pensionable Earnings</i>	<i>2018 Earnings *</i>
ELDER AND HUMAN SERVICES DEPARTMENT TOTAL			179,775.46	161,184.72	340,960.18
<u>FIRE</u>					
	WODZINSKI, SCOTT	FIRE CHIEF	116,036.40	2,250.80	118,287.20
	COFFEY, SEAN	FIRE LIEUTENANT	60,851.70	39,693.94	100,545.64
	GARDNER, TERENCE	FIRE LIEUTENANT	62,467.52	29,472.60	91,940.12
	CLANCY, GEORGE	DEPUTY CHIEF	85,850.40	3,000.00	88,850.40
	DAVID, TYSON	FIREFIGHTER/EMS COORDINATOR	61,202.74	22,412.28	83,615.02
	WRIGHT, STEPHEN	FIREFIGHTER/EMT	57,839.34	20,257.38	78,096.72
	POWERS, TIMOTHY	FIRE LIEUTENANT	59,359.84	14,226.08	73,585.92
	HOLT, SCOTT	FIRE LIEUTENANT	71,658.34	750.00	72,408.34
	DEBLASIO, MICHAEL	FF/EMT ADVANCED	59,885.41	12,477.81	72,363.22
	DUNN, KEITH	FIRE LIEUTENANT	65,926.00	4,658.76	70,584.76
	MACIEL, MATTHEW	FIRE FIGHTER/EMT	54,957.94	15,252.89	70,210.83
	ST GELAIS, BRIAN	FIREFIGHTER/EMT	58,050.97	5,966.66	64,017.63
	WILLIAMS, BRADFORD	FIREFIGHTER/EMT-P	47,591.90	15,656.73	63,248.63
	REKOS, PAUL	FIREFIGHTER/ EMT-P	47,092.50	11,087.70	58,180.20
	FLECK, KIMBERLY	EXEC ASS'T PUBLIC SAFETY - FIRE	52,875.20	1,330.75	54,205.95
	PETRUCCI, RONALD	FIREFIGHTER/EMT-P	48,299.78	5,387.80	53,687.58
	COX, JASON	FIREFIGHTER/EMT-P	30,473.18	11,499.49	41,972.67
	LEBLANC, STEVIE	FIREFIGHTER/EMT-P	22,782.00	4,344.00	27,126.00
	CARLIN, SHAWN	FIREFIGHTER/EMT-P	18,174.42	3,432.00	21,606.42
	CAHILL, JAMES	ON CALL CAPTAIN	-	13,488.47	13,488.47
	SIMMONS, BENJAMIN	ON CALL FIRE FIGHTER/EMT-P	10,147.80	3,323.31	13,471.11
	LARSEN, KEVIN	ON-CALL EMT	-	13,402.34	13,402.34
	SAWICKI II, DANIEL	ON CALL FIREFIGHTER	-	10,674.05	10,674.05
	PARLON, SEAN	ON CALL FIREFIGHTER	-	10,004.60	10,004.60
	KNEELAND JR., THOMAS	ON CALL FIRE LIEUTENANT	-	7,234.04	7,234.04
		ON CALL PROBATIONARY			
	FOWLE, BRANDON	FIREFIGHTER	-	6,601.36	6,601.36
	ROCK, JOSEPH	ON CALL CAPTAIN	-	5,766.36	5,766.36
	BYRNE, LINDSAY	ON CALL FIRE FIGHTER/PARAMEDIC	-	4,655.25	4,655.25
	DITULLIO, STEPHAN	ON CALL FIRE FIGHTER	-	4,573.14	4,573.14
	MULONE, STEVEN	ON CALL FIREFIGHTER	-	4,126.90	4,126.90
	ROCK, TERESA	ON CALL FF/EMT ADVANCED	-	4,085.00	4,085.00
	CHABOT, BRIAN	ON CALL FIREFIGHTER/EMT	-	3,869.99	3,869.99
	MONIZ, DENISE	ON CALL EMT	-	3,659.80	3,659.80
	BELTRAMI, DONALD	ON CALL FIREFIGHTER/EMT	-	2,898.50	2,898.50
	DUONG, RICHARD	ON CALL FF/PARAMEDIC	-	2,302.82	2,302.82
	DIRUBBO, DEREK	ON CALL FIREFIGHTER/EMT	-	2,175.83	2,175.83
	AUBERT, JUSTIN	ON CALL FIRE FIGHTER	-	1,950.41	1,950.41
	KLEIN, SUZANNE	ON CALL EMT	-	1,801.08	1,801.08
	KANE, DANIEL	ON CALL FIREFIGHTER/PARAMEDIC	-	1,714.05	1,714.05
	DENEHY JR, MICHAEL	ON CALL LIEUTENANT	-	1,291.62	1,291.62
	ALCOTT, BRENDA	ON CALL EMT	-	691.44	691.44
	JOHANSON, RYAN	ON CALL PROBATIONARY EMT	-	465.68	465.68
	GASSIRARO, MICHAEL	ON CALL FF/EMT ADVANCED	-	266.00	266.00
	BYAM, ERIK	ON CALL FF/EMT ADVANCED	-	237.38	237.38
		ON CALL PROBATIONARY			
	VALCOURT, RYAN	FIREFIGHTER	-	169.95	169.95
FIRE DEPARTMENT TOTAL			1,091,523.38	334,587.04	1,426,110.42
<u>HIGHWAY</u>					
		HWY OPERATIONS MANAGER/ SUPERINTENDENT			
	CLYDE, JAMES		94,296.80	6,313.83	100,610.63
	STODDARD, CHRISTOPHER	DIRECTOR PUBLIC WORKS	98,591.60	-	98,591.60

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non-Pensionable Earnings</i>	<i>2018 Earnings *</i>
	DEVOGEL, JAMES	HIGHWAY GENERAL FOREMAN	69,740.17	19,371.42	89,111.59
	BERNARD, SHAWN	PARKS WORKING FOREMAN	67,294.60	16,306.04	83,600.64
	KELSON, DEREK	WORKING FOREMAN	62,256.37	17,452.27	79,708.64
	MACFADGEN, WILLIAM	HIGHWAY MECHANIC	62,381.05	10,750.53	73,131.58
	WHITTEN, STEVEN	HIGHWAY SUPERINTENDENT	56,032.79	11,693.54	67,726.33
	SALADINI, CRAIG	EQUIPMENT OPERATOR/LABORER III	52,340.34	11,960.08	64,300.42
	TOCCI, CATHERINE	BUSINESS ADMIN - HIGHWAY	59,390.87	-	59,390.87
	SAMMARCO, CHRISTOPHER	EQUIPMENT OPERATOR/LABORER III	49,164.94	10,025.12	59,190.06
	UPPERMAN, CHRISTOPHER	Transfer Station Operator	54,913.81	2,349.40	57,263.21
	MCKELVIE, BRUCE	EQUIPMENT OPERATOR/LABORER III	47,450.56	9,038.07	56,488.63
	ROCHON, NICHOLAS	EQUIPMENT OPERATOR/LABORER II	45,215.64	11,179.18	56,394.82
	PELOQUIN, PHILIP	EQUIPMENT OPERATOR/LABORER I I	45,474.38	10,558.97	56,033.35
	ASHLEY, PHYLLIS	Assistant Transfer Station Operator	48,007.26	3,077.24	51,084.50
	ANDERSON, BENJAMIN	EQUIPMENT OPERATOR I	26,327.80	2,089.83	28,417.63
	BOISVERT, CHRISTIAN	SEASONAL ENGINEERING TECH	-	7,135.26	7,135.26
	LYONS, KEVIN	SEASONAL LABORER	-	6,587.63	6,587.63
	HIGHWAY DEPARTMENT TOTAL		938,878.98	155,888.41	1,094,767.39
LIBRARY	ALVAREZ JR, SAMUEL	LIBRARY DIRECTOR	85,150.40	-	85,150.40
	OUELLETTE-HADUCH, DIANN	CHILDREN SERVICES/SENIOR LIBRARIAN	54,120.62	-	54,120.62
	GRAHAM, HELEN	ASSISTANT LIBRARY DIRECTOR	51,133.20	-	51,133.20
	SILL, JEANNE	SR. LIBRARY TECHNICIAN	47,904.53	58.86	47,963.39
	PALMER, SUSAN	LIBRARY OFFICE COORDINATOR	47,155.10	-	47,155.10
		HEAD OF CIRC / INTERLIBRARY			
	CURRAN, ANDREA	LOAN / SENIOR LIBRARIA	44,785.91	-	44,785.91
	CANTINO, JENNA	SR. LIBRARY TECHNICIAN	27,421.16	-	27,421.16
	GEANISIS, MARGARET	LIBRARY TECHNICIAN	-	19,837.98	19,837.98
	HARDY-FARACI, CHERYL	LIBRARY TECHNICIAN	-	19,768.51	19,768.51
	SEBASTIAN, CATHERINE	LIBRARY TECHNICIAN	19,036.36	450.87	19,487.23
	FREDERICKSEN, JULIE	LIBRARY TECHNICIAN	-	14,623.20	14,623.20
	BERNARDI, JULIE	LIBRARY TECHNICIAN	-	13,185.36	13,185.36
	SCHREIBER, LINDA	SR. LIBRARIAN	-	11,312.52	11,312.52
	DELGADO, TRACY	LIBRARY ASSISTANT	-	10,570.63	10,570.63
	YAMASHITA, ATSUKO	LIBRARY PROCESSING CLERK	-	10,172.23	10,172.23
	HAMILTON, JENNIFER	LIBRARY ASSISTANT	-	3,350.74	3,350.74
	LIBRARY DEPARTMENT TOTAL		376,707.28	103,330.90	480,038.18
LIGHT	EDWARDS, SCOTT	POWER SUPPLY ANALYST	121,594.80	89,190.72	210,785.52
	LAWLER, NICHOLAS	GENERAL MANAGER	164,976.80	11,226.61	176,203.41
	LARSEN, SCOTT	GENERAL LINE FOREMAN	129,377.10	34,796.61	164,173.71
	GIOUMBAKIS, EVANGELOS	LEAD LINEMAN	110,888.58	45,751.03	156,639.61
	BURNHAM, TODD	LEAD LINEMAN	112,417.52	39,355.37	151,772.89
	MCFARLAND, MATTHEW	LEAD LINEMAN	111,901.96	34,936.81	146,838.77
	HUNT, ROBERT	LEAD LINEMAN	112,824.13	31,264.45	144,088.58
	SNYER, TREVER	LINEMAN 1ST CLASS	108,286.71	26,833.42	135,120.13
	LIZOTTE, DAVID	DISTRIBUTION SUPERVISOR	123,456.00	1,799.93	125,255.93
	KETCHEN, DAVID	ELECTRICAL ENGINEER	104,741.20	18,590.85	123,332.05
		LELD SENIOR ENGINEERING			
	LANCIANI, JOHN	TECHNICIAN	119,486.40	3,513.44	122,999.84
	ROOKS, ERICA	BUSINESS MANAGER	122,936.80	-	122,936.80

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non- Pensionable Earnings</i>	<i>2018 Earnings *</i>
	PATTERSON, DANIEL	MECHANIC-FLEET SUPERVISOR	99,773.80	16,961.39	116,735.19
	ROOKS JR, ROBERT	LINEMAN 2ND CLASS	67,500.86	23,670.31	91,171.17
	LYONNAIS, MELISSA	BUSINESS OFFICE SUPERVISOR	80,702.40	1,155.03	81,857.43
	LIZOTTE, JACKSON	LINEMAN 3RD CLASS	67,939.64	12,664.91	80,604.55
	CERULLO, MATTHEW	MAINTENANCE COORDINATOR	69,992.00	3,760.39	73,752.39
	SIEKMAN, BRIAN	LINEMAN THIRD CLASS STEP II	60,154.62	13,066.36	73,220.98
	WIRZBICKI, DAVID	PROCUREMENT COORDINATOR	69,461.44	2,345.32	71,806.76
	BOURASSA, RICHARD	METER TECHNICIAN STEP III	70,447.99	279.15	70,727.14
	SCZYLVIAN, ELAINE	BUSINESS SERVICES	64,096.00	2,253.28	66,349.28
	BAILEY, EILEEN	BUSINESS SERVICES	64,096.00	1,165.82	65,261.82
	ADLEY, CHRISTOPHER	METER TECHNICIAN	64,095.20	809.81	64,905.01
	REARDON, CONNOR	ENERGY EFFICIENCY ENGINEER	51,827.20	-	51,827.20
	WOODWARD, LAURA	STAFF ACCOUNTANT	43,665.91	630.31	44,296.22
	STEWART, WILLIAM	PART TIME UTILITY MAN	-	27,110.00	27,110.00
	GOODY, MICHAEL	ENGINEERING SUPPORT TECHNICIAN	-	14,136.75	14,136.75
	FITZGERALD, SANDRA	BUSINESS SERVICES	5,025.50	-	5,025.50
		ENGINEERING & OPERATIONS			
	LAVERTY, PATRICK	MANAGER	4,423.20	-	4,423.20
	LIGHT DEPARTMENT TOTAL		2,326,089.76	457,268.07	2,783,357.83
<u>PARKS AND RECREATION</u>					
	DAY, ALICIA	DIRECTOR OF PRCE	70,056.00	-	70,056.00
	MICHALSKI, TIMOTHY	ASSISTANT DIRECTOR - PRCE	57,616.00	-	57,616.00
	KAZANJIAN, JON	RECREATION COORDINATOR	47,776.85	2,544.17	50,321.02
		COMMUNITY ED AND TEEN PROG			
	CARBUTT, RACHELE	COORDINATOR	43,401.10	1,224.31	44,625.41
	JUDGE, KAITLIN	TEEN PROGRAM LEADER	24,641.47	496.26	25,137.73
	STRAFACE, MEGAN	ADMINISTRATIVE ASS'T PARKS & REC	17,164.29	-	17,164.29
	COCHIS, NICOLE	AQUATICS DIRECTOR	-	7,765.93	7,765.93
	NEWMAN, NATHANIEL	HEAD LIFEGUARD	-	7,357.41	7,357.41
	LASTRINA, LAUREN	PRCE ADMINISTRATIVE ASS'T	-	6,461.94	6,461.94
	CALLAHAN, JENNIFER	ADMINISTRATIVE ASS'T - PRCE	5,553.60	739.44	6,293.04
	MURRAY, JUSTIN	CAMP DIRECTOR	-	5,685.63	5,685.63
	RAY JR, JAMES	CAMP DIRECTOR	-	5,518.09	5,518.09
	LEFEBVRE, CONNOR	PROGRAM AIDE I	-	5,510.10	5,510.10
	MARRESE, ALYSSA	PROGRAM AIDE I	-	5,326.26	5,326.26
	ESSMAN, ELIZABETH	SAILING COORDINATOR	-	5,255.63	5,255.63
	CARTER, ROGER	PROGRAM AIDE I	-	4,920.08	4,920.08
	SIMPSON, RACHAEL	ASSISTANT CAMP DIRECTOR	-	4,501.07	4,501.07
	ADLEY, BREANNE	CAMP LEAD I	-	4,493.24	4,493.24
	ADEMA, COURTNEY	CAMP SPECIALIST	-	4,394.80	4,394.80
	WARNOCK, JAKE	CAMP LEAD I	-	4,298.61	4,298.61
	MUELLER, NOAH	CAMP LEAD I	-	4,246.07	4,246.07
	MASTORAKOS, OLIVIA	CAMP SPECIALIST	-	3,837.04	3,837.04
	ELLIS, JACKSON	PROGRAM AIDE I	-	3,811.94	3,811.94
	BANDA, JULIANNA	PROGRAM AIDE I	-	3,647.68	3,647.68
	CARTWRIGHT, MATTHEW	JUNIOR CAMP COUNSELOR	-	3,496.02	3,496.02
	GODDARD, JOSEPH	AFTERCARE COORDINATOR	-	3,449.20	3,449.20
	BENULLO, JASON	CAMP LEAD I	-	3,434.24	3,434.24
	BELL, MEGAN	CAMP SENIOR COUNSELOR	-	3,407.95	3,407.95
	MURPHY, BENJAMIN	CAMP JUNIOR COUNSELOR	-	3,392.47	3,392.47
	SIMPSON, KATHRYN	JUNIOR CAMP COUNSELOR	-	3,344.55	3,344.55

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non- Pensionable Earnings</i>	<i>2018 Earnings *</i>
	HOHMANN, CATHERINE	CAMP LEAD COUNSELOR I	-	3,304.21	3,304.21
	KRITZER, ELI	CAMP JUNIOR COUNSELOR	-	3,264.61	3,264.61
	STURM, IVAN	JUNIOR CAMP COUNSELOR	-	3,235.21	3,235.21
	BONETA, BRIANNE	SENIOR CAMP COUNSELOR	-	3,212.85	3,212.85
	WATLINGTON, NATHAN	SAILING INSTRUCTOR	-	3,196.45	3,196.45
	PROVOST, BRIAN	LIFEGUARD I	-	3,192.84	3,192.84
	FREUND, HALEY	PROGRAM AIDE 1	-	3,169.33	3,169.33
	BAKER, SARAH	SNACK SHACK ATTENDEE	-	3,126.20	3,126.20
	BARRANCO, ADRIANA	CAMP SPECIALIST	-	3,117.05	3,117.05
	DUTTON, ADAM	CAMP SENIOR COUNSELOR	-	3,093.72	3,093.72
	ANTUNES, LARYSSA	SENIOR CAMP COUNSELOR	-	3,077.19	3,077.19
	ANDERSON, AXEL	SNACK HUT MANAGER	-	3,028.56	3,028.56
	FLAHERTY, ABIGAIL	CAMP JUNIOR COUNSELOR	-	3,014.10	3,014.10
	BENTLEY, CHANDLER	LIFEGUARD I	-	2,980.12	2,980.12
	GIBBONS, LEO	LIFEGUARD I	-	2,905.25	2,905.25
	BENELLI, JESSICA	LIFEGUARD II/WSI	-	2,820.63	2,820.63
	DESISTO, SOPHIA	PROGRAM AIDE I	-	2,778.09	2,778.09
	TETO, KYLE	CAMP SENIOR COUNSELOR	-	2,733.02	2,733.02
	ADEMA, MATTHEW	LIFEGUARD II/WSI	-	2,722.37	2,722.37
	CHURCH, CALEB	LIFEGUARD II / WSI	-	2,680.89	2,680.89
	ADONIOU, ANTHONY	JUNIOR CAMP COUNSELOR	-	2,664.40	2,664.40
	TAYLOR, ZACHARY	JUNIOR SAILING INSTRUCTOR	-	2,641.62	2,641.62
	SMITH, AUDREY	SENIOR CAMP COUNSELOR	-	2,606.97	2,606.97
	LANDRY, HANNAH	SAILING INSTRUCTOR	-	2,507.19	2,507.19
	LUBEGA, KATTE	LIFEGUARD II/WSI	-	2,187.82	2,187.82
	MAYOR, HYATT	SAILING INSTRUCTOR	-	2,172.11	2,172.11
	DESJARDINS, KATELYN	LIFEGUARD I	-	2,164.22	2,164.22
	LOWNEY, DECLAN	LIFEGUARD	-	2,111.57	2,111.57
	SCARAMUCCI, JACK	PROGRAM AIDE I	-	2,018.17	2,018.17
	LOWNEY, GEORGE	LIFEGUARD	-	2,008.02	2,008.02
	NEWMAN, TIMOTHY	SNACK SHACK ATTENDEE	-	1,952.72	1,952.72
	FRISOLI, KEVIN	LIFEGUARD II/WSI	-	1,874.10	1,874.10
	KEARNEY, EMMA	LIFEGUARD	-	1,765.72	1,765.72
	FRISOLI, JASON	LIFEGUARD I	-	1,513.73	1,513.73
	FRENCH, ALLISON	LIFEGUARD I	-	1,368.42	1,368.42
	RAMIREZ, ALYSSA	PROGRAM AIDE I	-	1,186.35	1,186.35
	MASTORAKOS, MARIA	PROGRAM AIDE I	-	1,026.08	1,026.08
	CONNERS, ISABEL	LIFEGUARD II/WSI	-	973.08	973.08
	ADLEY, HANNAH	CAMP ASSISTANT DIRECTOR	-	622.89	622.89
	PETTERSSON, SAMUEL	PROGRAM AIDE I	-	525.25	525.25
	COSTELLO, EMMA	PROGRAM AIDE I	-	514.03	514.03
	PARKS AND RECREATION DEPARTMENT TOTAL		266,209.31	209,617.28	475,826.59
	PLANNING				
	TOOHILL, MAREN	TOWN PLANNER	84,088.40	-	84,088.40
	RHEAUME-PACITTI, LUCIA	PLANNING DEPT CLERK	-	1,018.68	1,018.68
	PLANNING DEPARTMENT TOTAL		84,088.40	1,018.68	85,107.08
	POLICE				
	CASEY, BRIAN	POLICE OFFICER	64,024.95	62,042.26	126,067.21
	FERNANDEZ, PABLO	POLICE SERGEANT	88,595.25	35,867.53	124,462.78
	PINARD, MATTHEW	POLICE CHIEF	112,085.38	9,643.87	121,729.25
	BUSSIÈRE, EDMOND	PATROL SERGEANT	83,511.72	29,866.37	113,378.09

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non- Pensionable Earnings</i>	<i>2018 Earnings *</i>
	LANDRY, DOUGLAS	PATROL SERGEANT	70,588.66	39,108.84	109,697.50
	LESLIE, DAVID	POLICE SERGEANT	91,632.73	8,154.49	99,787.22
	KING, MATTHEW	POLICE CHIEF	84,482.63	14,517.60	99,000.23
	PATTERSON, JEFFREY	DEPUTY POLICE CHIEF	96,028.42	1,924.00	97,952.42
	JONES, BRIAN	POLICE OFFICER	57,051.78	40,634.73	97,686.51
	KILEY, BRYAN	PROBATIONARY POLICE OFFICER	54,778.62	41,730.07	96,508.69
	JANAKOS, JOHN	SCHOOL RESOURCE OFFICER	79,511.69	7,365.90	86,877.59
	WODZINSKI, MEGAN	POLICE OFFICER	55,552.94	29,165.43	84,718.37
	RICHARD, JARED	POLICE OFFICER	54,612.60	29,653.82	84,266.42
	O'DONOGHUE, PATRICK	DETECTIVE	68,272.52	15,075.94	83,348.46
	SCOLA, MARC	POLICE SERGEANT	66,132.68	15,213.79	81,346.47
	MICHEL, ERIC	POLICE OFFICER	60,824.78	18,941.74	79,766.52
	BOWEN, JESSE	POLICE OFFICER	55,403.90	23,859.32	79,263.22
	CAMELO, DERRICK	POLICE OFFICER	55,537.92	4,441.66	59,979.58
	MAGLIOZZI, NICOLE	EXEC ASS'T PUBLIC SAFETY - POLICE	52,232.23	665.55	52,897.78
	CORCORAN, PAUL	RESERVE OFFICER	-	37,081.40	37,081.40
	PINARD, ASHLEY	RESERVE POLICE OFFICER	-	21,817.68	21,817.68
	RICHARD, RYAN	POLICE OFFICER	14,432.97	3,103.14	17,536.11
	RHODES, HEATHER	RESERVE OFFICER	-	17,307.26	17,307.26
	CLARK, GORDON	RESERVE POLICE OFFICER	-	16,372.25	16,372.25
	DRISTILARIS, JOHN	RESERVE POLICE OFFICER	-	12,971.91	12,971.91
	LANDERS, RICHARD	RESERVE OFFICER	-	7,523.46	7,523.46
	JOHNSON, ALEX	POLICE OFFICER	6,158.88	781.92	6,940.80
	MURPHY, MICHAEL	RESERVE POLICE OFFICER	-	3,303.12	3,303.12
	BUDKA, THOMAS	RESERVE POLICE OFFICER	-	2,400.09	2,400.09
	SABOURIN, ROBERT	RESERVE OFFICER	-	1,283.19	1,283.19
	POLICE DEPARTMENT TOTAL		1,371,453.25	551,818.33	1,923,271.58
<u>SCHOOLS</u>					
	CLENCHY, KELLY	SUPERINTENDENT OF SCHOOLS	172,389.12	3,000.00	175,389.12
	HARRINGTON, JOHN	PRINCIPAL HIGH SCHOOL	134,998.31	-	134,998.31
	BAZYDLO, SCOTT	PRINCIPAL	119,905.85	750.00	120,655.85
	AJEMIAN, GERI LYN	CURRICULM DIRECTOR	116,354.43	-	116,354.43
	TEMPLE, CHERYL	MS Principal	115,285.77	-	115,285.77
	KANE, MICHELLE	PRINICPAL SHAKER LANE	112,076.96	-	112,076.96
	MARK, STEVEN	BUSINESS MANAGER	108,361.24	1,000.00	109,361.24
	LYNN, MICHAEL	PE TEACHER/ATHLETIC DIRECTOR	102,374.44	-	102,374.44
	FINNERTY, VALERIE	SCIENCE TEACHER	102,128.34	-	102,128.34
	COMEAU, KEITH	HS ASSISTANT PRINCIPAL	99,779.20	-	99,779.20
	HOGAN, DANIEL	SCIENCE TEACHER	94,383.84	2,000.00	96,383.84
	TURNER, TRACY	SPECIAL EDUCATION TEACHER	95,503.84	650.00	96,153.84
	ELMORE, JULIE	MATH TEACHER	95,679.01	-	95,679.01
	KELLEY, ELIZABETH	FOREIGN LANGUAGE TEACHER	94,630.51	650.00	95,280.51
	HIRTLE, ZACHARY	SPECIAL EDUCATION TEACHER	87,516.93	7,077.02	94,593.95
	DOKUS, JUDITH	GRADE 5 TEACHER	93,020.51	-	93,020.51
	KENNEY, PERRY	GRADE 1 TEACHER	93,020.51	-	93,020.51
	TETREAULT, AMY	SPANISH TEACHER	92,431.01	-	92,431.01
	PETTENGILL, SUE	DISTRICT WIDE ELL TEACHER	92,051.20	350.00	92,401.20
	EVERHART, JASON	ASSISTANT PRINCIPAL	91,031.70	750.00	91,781.70
	SCLAR, DANYA	SCHOOL PSYCHOLOGIST	89,454.93	2,053.58	91,508.51
	MORGAN, ELIZABETH	SOCIAL STUDIES TEACHER	91,442.70	-	91,442.70
	TRACANNA, DIANE	ELA GRADE 6	91,223.36	-	91,223.36
	MAWN, REBECCA	GRADE 2 TEACHER	91,168.51	-	91,168.51
	PASCUCCI, DAVID	ENGLISH TEACHER	87,806.40	3,305.85	91,112.25

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non- Pensionable Earnings</i>	<i>2018 Earnings *</i>
	PERRY, MEREDITH	PE TEACHER	89,909.56	1,000.00	90,909.56
	ZWOLINSKI, CATHERINE	READING TEACHER	90,867.51	-	90,867.51
	DICKMAN, BARBARA	SPECIAL EDUCATION TEACHER	90,773.51	-	90,773.51
	HILL, SANDRA	GRADE 1 TEACHER	90,628.51	-	90,628.51
	MATHURIN, JUSTINE	GUIDANCE COUNSELOR	90,628.51	-	90,628.51
	WEINBERG, RANDI	TEACHER-SPEECH	90,508.51	-	90,508.51
	LOVE, HEATHER	GRADE 3 TEACHER	90,298.51	200.00	90,498.51
	DONLON, KIMBERLY	GRADE 3 TEACHER	90,082.70	-	90,082.70
	TOMBENO, RICHARD	ENGLISH TEACHER	89,893.51	-	89,893.51
	STONE, BARBARA	GRADE 5 TEACHER	89,498.51	-	89,498.51
	BERLINGER, SARAH PARROTT	SCIENCE TEACHER	88,985.70	-	88,985.70
	BRIDGE, HILARY	MUSIC TEACHER	88,758.96	190.00	88,948.96
	STEELE, ELIZABETH	FOREIGN LANGAUGE TEACHER	88,278.84	650.00	88,928.84
	BULLOCK, ALLYSON	GRADE 1 TEACHER	88,760.70	-	88,760.70
	BALLARD, HOLLY	SPEECH TEACHER	86,440.86	1,019.84	87,460.70
	ANDERSON, KAREN	GRADE 1 TEACHER	87,460.70	-	87,460.70
	DANIELLO, SARAH	GUIDANCE COUNSELOR	85,368.41	1,815.00	87,183.41
	SCHOFFEL, JESSICA	GRADE 3 TEACHER	86,560.70	-	86,560.70
	RUSSO, KATHLEEN	OUT OF DIST. COORDINATOR	47,983.00	38,118.36	86,101.36
	PRATT, CHERYL	GRADE 2 TEACHER	84,863.67	984.82	85,848.49
	RAPOSA, LAURA	GRADE 5 TEACHER	85,748.49	-	85,748.49
	CHRISTY, CHRISTOPHER	GUIDANCE COUNSELOR	82,663.67	2,531.74	85,195.41
	COCHIS, ROSARIA	SPECIAL EDUCATION TEACHER	84,586.97	-	84,586.97
	HICKS-DESJARDINS, TORI	GRADE 6 LATIN TEACHER	84,548.49	-	84,548.49
	PACKER, MARJORIE	GRADE 2 TEACHER	84,548.49	-	84,548.49
	HOGAN, SARA	SPECIAL EDUCATION TEACHER	83,686.97	-	83,686.97
	BURNDRETT, CHRISTINA	SPED GRADE 4 TEACHER	83,648.49	-	83,648.49
	BARTH, MICHELLE	Kindergarten Teacher	82,849.40	-	82,849.40
	GILLEN, MARGARET	FOREIGN LANGUAGE TEACHER	82,054.91	395.50	82,450.41
	HOSSFELD, EMILY	ART TEACHER	82,137.09	-	82,137.09
	ROMANO, ANDREA	ART TEACHER	81,719.40	70.00	81,789.40
	LEIGHTON, RACHEL	GUIDANCE COUNSELOR	80,949.40	-	80,949.40
	BELL, BETH	Kindergarten Teacher	80,949.40	-	80,949.40
	HUTCHINS, CRYSTAL	SPEECH THERAPIST	79,997.04	952.36	80,949.40
	KOOB, SARAH	READING TEACHER	80,949.40	-	80,949.40
	HARRINGTON, CHERYL	SCIENCE TEACHER	80,133.53	650.00	80,783.53
	SHOEMAKER, TODD	TECHNOLOGY TEACHER	79,653.59	650.00	80,303.59
	HALL-HEINZ, SUSAN	LIBRARY /MEDIA SPECIALIST	80,225.71	-	80,225.71
	SMITH, MICHELE	GRADE 3 TEACHER	80,146.04	-	80,146.04
	BUONACORE, TRICIA	HEALTH/PE TEACHER	79,351.96	650.00	80,001.96
	BARRY, ELIZABETH	ENGLISH TEACHER	78,648.00	800.00	79,448.00
	BUMSTEAD, KIMBERLY	Kindergarten Transitional Teacher	79,151.96	-	79,151.96
	MACGREGOR, HEIDI	K-5 STEM INTEGRATION SPECIALIST	78,587.84	-	78,587.84
	PAGINGTON, ANDREA	SPED TEACHER	78,451.96	-	78,451.96
	HURLEY, MICHELLE	Kindergarten Teacher	78,098.08	-	78,098.08
	KERN, LAURA	MATH TEACHER	77,852.23	-	77,852.23
	MEAGHER JR., WILLIAM	SCHOOL MAINTENANCE	51,592.00	26,013.83	77,605.83
	PATTON, TODD	GRADE 7 SOCIAL STUDIES TEACHER TECHNOLOGY SYSTEMS	77,434.91	-	77,434.91
	CROTEAU, NATALIE	COORDINATOR	75,618.07	1,500.00	77,118.07
	DETWEILER, RITA	Director of Pupil Personnel	65,094.40	11,624.00	76,718.40
	ABATE, PAMELA	MATH TEACHER	76,637.84	-	76,637.84
	MISKINIS, WILLIAM	SOCIAL STUDIES TEACHER	76,067.58	-	76,067.58

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non- Pensionable Earnings</i>	<i>2018 Earnings *</i>
	HOLM, VANESSA	GRADE 2 TEACHER	75,642.73	-	75,642.73
		INSTRUCTIONAL TECHNOLOGY			
	LORD, JULIE	COORDINATOR	75,015.79	500.00	75,515.79
	OGDEN, LILLIAN	GRADE 6 SOCIAL STUDIES TEACHER	74,676.47	833.74	75,510.21
	HIRTH, MICHELE	SPED TEACHER	74,820.51	250.00	75,070.51
	GILLETTE, GREGORY	PE TEACHER	74,999.32	-	74,999.32
	FERNANDEZ, FERNANDO	SCHOOL CUSTODIAN	50,776.80	24,038.18	74,814.98
	NOLAN, JANET	GUIDANCE COUNSELOR	71,307.26	3,232.58	74,539.84
	BACKMAN, NELINA	ENGLISH TEACHER	73,947.49	-	73,947.49
	MCCOOK, KATHERINE	ENGLISH TEACHER	73,138.12	650.00	73,788.12
	GILLEN, MICHAEL	SCIENCE TEACHER	73,517.35	220.00	73,737.35
	MANHEIMER, AMY	8TH GRADE MATH TEACHER	73,204.69	-	73,204.69
	HARVEY, SUSAN	SOCIAL STUDIES TEACHER	73,018.39	150.00	73,168.39
	BEARDEN, DANIELLE	MATH TEACHER	72,147.47	-	72,147.47
	COTTER, RACHEL	BCBA ADMINISTRATOR	68,126.68	3,445.44	71,572.12
	REGO, ELIZABETH	MATH TEACHER	69,661.97	1,815.00	71,476.97
	ALLISON, JENENE	FRENCH TEACHER	69,963.35	650.00	70,613.35
	PATTERSON, NICOLE	GRADE 4 TEACHER	70,075.92	-	70,075.92
	SANFORD, WENDY	CHEMISTRY/PHYSICS TEACHER	69,642.83	-	69,642.83
	JONES, JENNIFER	GRADE 4 TEACHER	69,081.53	-	69,081.53
	SAWOSIK, TERYL	GRADE 1 TEACHER	68,466.99	-	68,466.99
	MAMOS, KRISTEN	PRE-SCHOOL TEACHER	67,719.01	-	67,719.01
	WALSH, RYAN	SOCIAL STUDIES TEACHER	67,179.18	-	67,179.18
	MCPMAHON, MAUREEN	SCHOOL PSYCHOLOGIST	65,764.62	922.88	66,687.50
	TAYLOR, NANCY	BCBA	66,473.47	-	66,473.47
	ABBOTT, JENNIFER	8TH GRADE ELA	65,854.64	-	65,854.64
	JANOCH, JEANNE	.8 PRE-SCHOOL TEACHER	65,689.59	-	65,689.59
	CAFARELLI, NICOLE	ELA TEACHER	64,945.02	-	64,945.02
	SHEA, STEPHANIE	DW PHYSICAL THERAPIST	64,476.35	-	64,476.35
	SHIRE-SUSSER, SHERRI	.8 SPEECH/LANGUAGE TEACHER	62,022.48	1,870.60	63,893.08
	BERGMAN, STEVEN	MUSIC TEACHER	63,173.74	500.00	63,673.74
	AVERSO, TINA	ADMIN ASST TO SPED DIRECTOR	63,182.40	-	63,182.40
	HULL, MARTHA	TD DIRECTOR	61,644.79	-	61,644.79
	ALLEN, JONATHAN	HS GRAPHIC ARTS TEACHER	60,924.57	650.00	61,574.57
	MCGRATH, AMY	GRADE 2 TEACHER	61,442.71	-	61,442.71
	HARTE, KELLI	Kindergarten Teacher	61,333.85	-	61,333.85
	MUIR, JUSTINE	Director of Pupil Personnel	60,569.16	-	60,569.16
	DALE, KATHARINE	4th GRADE TEACHER	59,491.37	975.00	60,466.37
	RYAN, KATHLEEN	SPECIAL EDUCATION TEACHER	54,508.96	5,369.45	59,878.41
		EXECUTIVE ADMINISTRATIVE			
	MULONE, DOROTHY	ASSISTANT	58,990.40	635.00	59,625.40
	FOUSTOUKOS, MICHAEL	HISTORY/SOCIAL STUDIES TEACHER	59,579.15	-	59,579.15
	BREUER, KATHI	GRADE 5 TEACHER	59,426.04	-	59,426.04
	MITCHELL, SUSAN	.8 MATH INTERVENTIONIST	58,631.79	-	58,631.79
	FINN, CHRISTINE	SCIENCE TEACHER	58,616.19	-	58,616.19
	KRISTIE, KERRY	GRADE 3 TEACHER	58,013.61	325.00	58,338.61
	OUELLETTE, HOLLY	PE TEACHER	57,817.30	150.00	57,967.30
	HEALY, ROBIN	FINANCIAL ASSIST.- A/P MANAGER	57,131.50	621.98	57,753.48
	MCCARTHY, KATHLEEN	NURSE	57,527.80	-	57,527.80
	RIETH, JENNIFER	OCCUPATIONAL THERAPIST	50,862.28	6,617.16	57,479.44
	ROPER, REBECCA	1st GRADE TEACHER	57,279.15	-	57,279.15
	GILMORE, LIAM	SPECIAL EDUCATION TEACHER	57,074.71	-	57,074.71
	STANTON, JESSICA	READING SPECIALIST	56,729.79	-	56,729.79
	JOHNSON, TRACEY	.7 TEACHER SPED	56,690.14	-	56,690.14
	DERY, JOANNE	MATH TEACHER	56,032.59	-	56,032.59

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non- Pensionable Earnings</i>	<i>2018 Earnings *</i>
	GANSENBERG, TIMOTHY	MUSIC TEACHER	54,821.68	720.00	55,541.68
	OVERCASH JR, JOHN	FOOD SERVICES DIRECTOR	54,520.64	1,000.00	55,520.64
	DUARTE, RACHEL	Kindergarten Teacher	55,318.17	-	55,318.17
	ANDRADE, BELIA	Kindergarten Teacher	55,155.10	-	55,155.10
	SUNDBERG, JENNIFER	SPED TEACHER	54,821.68	-	54,821.68
	CARLSON, ALEXA	PHSYICAL EDUCATION TEACHER	54,821.68	-	54,821.68
	PORELL, CHRISTINE	NURSE	54,620.12	-	54,620.12
	HARTFORD, JANICE	NURSE	54,620.12	-	54,620.12
	WINTERS, NICOLE	ART TEACHER	53,513.76	650.00	54,163.76
	COTRAN, BRADLEY	NETWORK ADMINISTRATOR	53,453.86	500.00	53,953.86
	STURTZ, RAINA	PRE-K TEACHER	49,906.25	3,870.44	53,776.69
	OBERLE-HALL, EVAN	SCHOOL PSYCHOLOGIST	53,266.23	500.00	53,766.23
		.8 READING INTERVENTIONIST			
	MCKINLEY, RITA	TEACHER	53,213.77	372.86	53,586.63
	METCALFE, AMY	4th GRADE TEACHER	52,363.76	650.00	53,013.76
	BRAUN, LAURA	SCHOOL PSYCHOLOGIST	51,164.90	-	51,164.90
	GRESKO-CAULFIELD, ANGELA	SPED TEACHER	51,002.40	-	51,002.40
	GOULDRUP, CYNTHIA	PRE-K TEACHER	50,755.39	-	50,755.39
	MAXNER, MELISSA	5TH GRADE TEACHER	49,905.85	650.00	50,555.85
	FEUDO, JENNIFER	SPECIAL EDUCATION TEACHER	50,184.58	150.00	50,334.58
	DIONNE, DEBRA	ADMIN ASST TO PRINCIPAL	49,956.00	-	49,956.00
		TECHNOLOGY & NETWORK SUPPORT			
	SULLIVAN, CHARLES	SPECIALIST	48,440.89	500.00	48,940.89
	JARGER, FAITH	SPED TEACHER	48,693.31	-	48,693.31
	TECCE, TRACY	4th GRADE TEACHER	48,031.21	-	48,031.21
	GARLISI, SHAYNA	GRADE 2	44,600.68	3,375.90	47,976.58
	COLLINS, ERIN	GRADE 5 TEACHER	47,106.21	650.00	47,756.21
	YORK, AMY	OCCUPATIONAL THERAPIST	46,238.89	-	46,238.89
	KEMPTON, JUNE	ADMIN. ASSIST. TO PRINCIPAL	42,980.00	3,208.62	46,188.62
	KOEGLER, CYNTHIA	SUBSTITUTE	-	45,691.37	45,691.37
	DUVAL, CAROLYN	LIFE SKILLS TEACHER-SPED	44,600.68	975.00	45,575.68
	SINGER, PATRICIA	GRADE 3 TEACHER	44,460.36	-	44,460.36
	DONATO, AMY	SPED TEACHER	44,269.84	150.00	44,419.84
	GOFF, JENNIFER	MATH TEACHER	44,236.51	-	44,236.51
	HADLEY, TAMARA	CUSTODIAN	32,871.60	10,455.26	43,326.86
	RYAN, SHAWN	CUSTODIAN	33,004.46	10,159.35	43,163.81
	SAYLOR, ANNETTE	ADMIN ASST TO PRINCIPAL	42,403.28	-	42,403.28
	TAYLOR, CASEY	UNIFIED ARTS -KINDERGARTEN	42,304.25	-	42,304.25
	FARAGO, CONSTANCE	ADMIN ASST TO PRINCIPAL	42,211.04	-	42,211.04
	OKSANISH, SALLY	.9 MATH INTERVENTIONIST	41,948.62	-	41,948.62
	RECTOR, DALE	CUSTODIAN	32,871.60	8,793.39	41,664.99
		Administrative Assistant to the			
	CORROW, BETTINA	Curriculum Director	37,906.00	2,277.68	40,183.68
	CABRAL, KEVIN	ABA ASSISTANT	37,788.98	2,000.00	39,788.98
	COOK, YVONNE	SCIENCE TEACHER	39,515.86	-	39,515.86
	GARVEY, JOAN M	SCHOOL SECRETARY	39,436.88	72.10	39,508.98
	JONES, REBECCA	FRENCH TEACHER	39,033.31	-	39,033.31
	DOIRON, CHRISTOPHER	CUSTODIAN	33,001.36	5,140.92	38,142.28
	MOSHER, MICHELE	SCHOOL NURSE	37,209.64	-	37,209.64
	ETHIER, MARY	OCCUPATIONAL THERAPIST	35,438.97	1,061.00	36,499.97
	HEALY, RYAN	CUSTODIAN	32,683.78	3,568.43	36,252.21
	BENULLO, NANCY	GUIDANCE SECRETARY-HS	35,013.84	-	35,013.84
	DEACON, REBECCA	ASSISTANT PRINCIPAL	34,711.57	-	34,711.57

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non- Pensionable Earnings</i>	<i>2018 Earnings *</i>
	NELSON, SAMANTHA	PAYROLL COORDINATOR	34,124.01	48.74	34,172.75
	GIBBONS, JENNIFER	GRADE 4 TEACHER	33,984.69	-	33,984.69
	WORDEN, KIMBERLY	GRADE 3 TEACHER	33,017.96	-	33,017.96
	MORRISSEY, HENRIETTA	TD ASSITANT DIRECTOR	32,895.12	-	32,895.12
	MOORE, SARAH	HISTORY TEACHER	32,276.90	-	32,276.90
	KIRBY, ERIKA	ELL TEACHER	31,827.70	260.00	32,087.70
	ZIZZI, ANTHONY	TA/ABA ASSISTANT	28,512.25	3,200.00	31,712.25
	UVELLO, CHRISTINE	COTA	30,893.28	-	30,893.28
	KELLY, MARYLOUISE	CAFE MANAGER	24,822.17	4,432.80	29,254.97
	BEHAN, MICHELE	SPED TA	28,931.07	285.57	29,216.64
	GERMAIN, ZOE	SPED TA	28,848.35	-	28,848.35
	LEBLANC, LAURIE	READING TUTOR	28,838.85	-	28,838.85
	RICE, KARA	.5 MATH INTERVENTIONIST	28,640.07	-	28,640.07
	JEUDY, KORI	TD Group Leader	28,131.80	-	28,131.80
	SOARES, ANNMARIE	GRADE 3 TEACHER	28,105.92	-	28,105.92
	CRORY, MICHAEL	COACH	26,879.14	1,159.08	28,038.22
	GUERTIN, ROGER	TD/DW CUSTODIAN	21,491.20	6,011.08	27,502.28
	ROUSSEAU, STEPHANIE	MATH INTERVENSIONIST	27,059.48	-	27,059.48
	BOWEN, ALEV	GROUP LEADER	26,986.98	-	26,986.98
	PARE, JOAN	SCHOOL SECRETARY	26,694.25	-	26,694.25
	TUCKER, ALEXIS	SPED TA	26,677.25	-	26,677.25
	OLDENQUIST, DONNA	TEACHER ASSISTANT	26,656.19	-	26,656.19
	PARSONS, RICHARD	SPED TA	25,942.62	650.00	26,592.62
	HALL, SACHIKO	SPED TA	26,524.53	-	26,524.53
	CHANDLER, TONI	SPED TEACHER ASSISTANT	26,140.81	1.43	26,142.24
	CIARFELLA, KATHLEEN	SPED TEACHERS ASSISTANT	25,123.26	1,000.00	26,123.26
	FRANCESCHI, MEREDITH	SPED TEACHER ASSISTANT	25,962.41	-	25,962.41
	HARBISON, SUSAN	PAYROLL/ASST. TO BUSINESS MGR	23,862.84	1,884.37	25,747.21
	WODZINSKI, CLAIRE	TEACHER ASSISTANT	25,596.99	-	25,596.99
	KRAMPF, JODI	TEACHER ASSISTANT	24,434.87	1,000.00	25,434.87
	AUSTIN, JANET	SPED TA	24,328.26	1,000.00	25,328.26
	NICHOLS, SUSAN	SPED TA	25,070.65	0.38	25,071.03
	HEIM, VALERIE	SPED TEACHER ASSISTANT	23,960.41	1,000.00	24,960.41
	RILEY, DAVID	ENERGY EDUCATION MANAGER	-	24,789.91	24,789.91
	MANIACE, DANIEL	TECHNOLOGY SPECIALIST AIDE	24,377.45	-	24,377.45
	ANNESE, VICKI	KINDERGARTEN COORDINATOR	23,632.50	-	23,632.50
	MAYLOTT, CAROLINE	SPED TA	23,456.92	-	23,456.92
	SCARINGELLA, JOANN	SPED TEACHER ASSISTANT	23,375.74	-	23,375.74
	SCANZILLO, JOANNA	SPED TA	22,850.72	-	22,850.72
	RAMIREZ, CONNIE	TEACHER ASSISTANT	22,631.14	-	22,631.14
	LEDUC, CATHERINE	SPED TA	22,598.21	-	22,598.21
	CEGALIS, SARAH	SPED TEACHER ASSISTANT	22,527.96	-	22,527.96
	FUMIA, LISA	SPED TA	22,520.62	-	22,520.62
	DOLAK, PATRICIA	SPED TA	22,484.54	-	22,484.54
	GRAHAM, CHRISTINE	SPED TEACHER'S ASSISTANT	22,410.45	-	22,410.45
	OLIVER, HANNAH	SPED TA	22,409.76	-	22,409.76
	LUCIANO, ABIGAIL	TEACHERS ASSISTANT	22,395.35	-	22,395.35
		SPECIAL EDUCATION TEACHER			
	KELLY, RICHELLE	ASSISTANT	22,360.62	-	22,360.62
	TURBIDE, LISELOT	SPED TA	22,359.21	-	22,359.21
	RICHTER, KAREN	TEACHER ASSISTANT	22,282.77	-	22,282.77
	AUTIO, CATHY	SPED TA	22,246.96	-	22,246.96
		KINDERGARTEN TEACHERS'			
	SKODA, MARY	ASSISTANT	22,232.08	-	22,232.08

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non- Pensionable Earnings</i>	<i>2018 Earnings *</i>
	MCINNIS, TRICIA	SPED TA	22,218.42	-	22,218.42
	PRICE SIMMONS, ANDREA	SPED TA	22,217.84	-	22,217.84
	TULLEY-LEONE, MARTHA	SPED TA	22,152.37	-	22,152.37
	SHIMMEL, ALICE	CAFE MANAGER	21,848.23	197.04	22,045.27
	DENEHY, STEPHANIE	SPED TA	20,911.14	1,000.00	21,911.14
	COURT, CATHY	TEACHER ASSISTANT	21,899.93	-	21,899.93
	RIMBACH, WENDY	TEACHER ASSISTANT	21,513.30	-	21,513.30
	MARK, JENNILEE	SPED TA	21,342.05	-	21,342.05
	HEVENOR, KRISTINA	LIBRARY TUTOR	21,294.76	-	21,294.76
	CARREIRO, ROSALINA	SPED TA	21,227.29	-	21,227.29
	SCHUSTER, ERIN	TEACHER ASSISTANT	20,935.75	-	20,935.75
	GILMORE, CHRISTINE	SCHOOL SECRETARY	20,679.74	-	20,679.74
	LANDFORS, ALLISON	SPED TA	20,483.88	-	20,483.88
	TURANO, GINNY	VAN MONITOR	-	20,238.15	20,238.15
	CHILTON, DEBORAH	TEACHER ASSISTANT	20,140.27	-	20,140.27
	BEAULIEU, KATHLEEN	SPED TA	19,993.55	-	19,993.55
	BECKER, KELLEY	SPED TEACHER ASSISTANT	19,779.77	-	19,779.77
	GENTILE, KIMBERLY	SPED TA	18,719.24	1,000.00	19,719.24
	HAZEN, STARLA	LIBRARY TUTOR	19,322.58	-	19,322.58
	IMBROGNA, ELIZABETH	SUBSTITUTE	-	19,294.71	19,294.71
	HEALY, GRACE	SPED TEACHER ASSISTANT	19,255.51	-	19,255.51
	CLARK, SANDRA	SPED TA	18,437.00	-	18,437.00
	LANDRY, KAYLA	SPED TEACHER ASSISTANT	17,337.67	-	17,337.67
	BELTRAMI, LAURA	CAFETERIA MANAGER	16,800.14	-	16,800.14
	DONARUMA, DARLENE	SPED TA	16,738.07	-	16,738.07
	MAYNARD, CHERYL	TD Group Leader	16,543.59	-	16,543.59
	FUMIA, BRIANNA	SPED TEACHER	16,401.20	-	16,401.20
	MOTT, NATALIE	ELL TEACHER	16,401.20	-	16,401.20
	SHELDON, ASHLEY	MUSIC TEACHER	16,075.16	-	16,075.16
	NELSON, CELESTE	CAFE WORKER	15,745.58	-	15,745.58
	HIGGINS, VALERIE	SUBSTITUTE	-	15,478.14	15,478.14
	STROUT, JACOB	SPED TEACHER ASSISTANT	12,947.52	2,000.00	14,947.52
	COOPRIDER, KRISTEN	GRADE 5 TEACHER	14,838.16	-	14,838.16
	COTTER, KATHRYN	GRADE 5 TEACHER	14,838.16	-	14,838.16
	LELIEVRE, KRISTEN	PRESCHOOL TEACHER ASSISTANT	14,805.10	-	14,805.10
	SHAW, KAREN	SPED TEACHER	14,724.64	-	14,724.64
	HARRINGTON, SUSANNE	SUBSTITUTE	-	14,458.13	14,458.13
	STORMWIND, JOANNIE	SPED TEACHER ASSISTANT	13,691.39	-	13,691.39
	TERELLA, KAREN	TEACHER ASSISTANT	13,630.25	-	13,630.25
	WRIGHT, MERILEE	SPED TA	13,465.96	-	13,465.96
	WEILAND, RACHEL	GRADE 4 TEACHER	13,131.68	-	13,131.68
	BARRY, NICOLE	SCHOOL NURSE	13,131.68	-	13,131.68
	MCGOVERN, MILDRED	CROSSING GUARD	-	12,869.10	12,869.10
	MORTON, KATHIANNE	CAFE WORKER	-	12,800.43	12,800.43
	SAUCIER, MARC	COACH	-	12,556.00	12,556.00
	MODICA, ARLYN	CAFETERIA WORKER	12,187.99	182.50	12,370.49
	ABRUZZESE, JULIA	LIBRARY TUTOR	12,156.79	-	12,156.79
	RABINDRANATH, ANURADHA	TD SUBSTITUTE	-	12,098.93	12,098.93
	GRIFFIN, JEAN	CAFE MANAGER	11,858.88	152.22	12,011.10
	TUCKER, DAWN	CAFETERIA WORKER	11,761.62	139.37	11,900.99
	FRANCESCHI, LAUREN	T-2 COORDINATOR	11,674.72	-	11,674.72
	WOOD, SYDNEY	SPED TA	11,277.64	-	11,277.64
	MULONE, ALYSSA	SUBSTITUTE	-	10,804.25	10,804.25

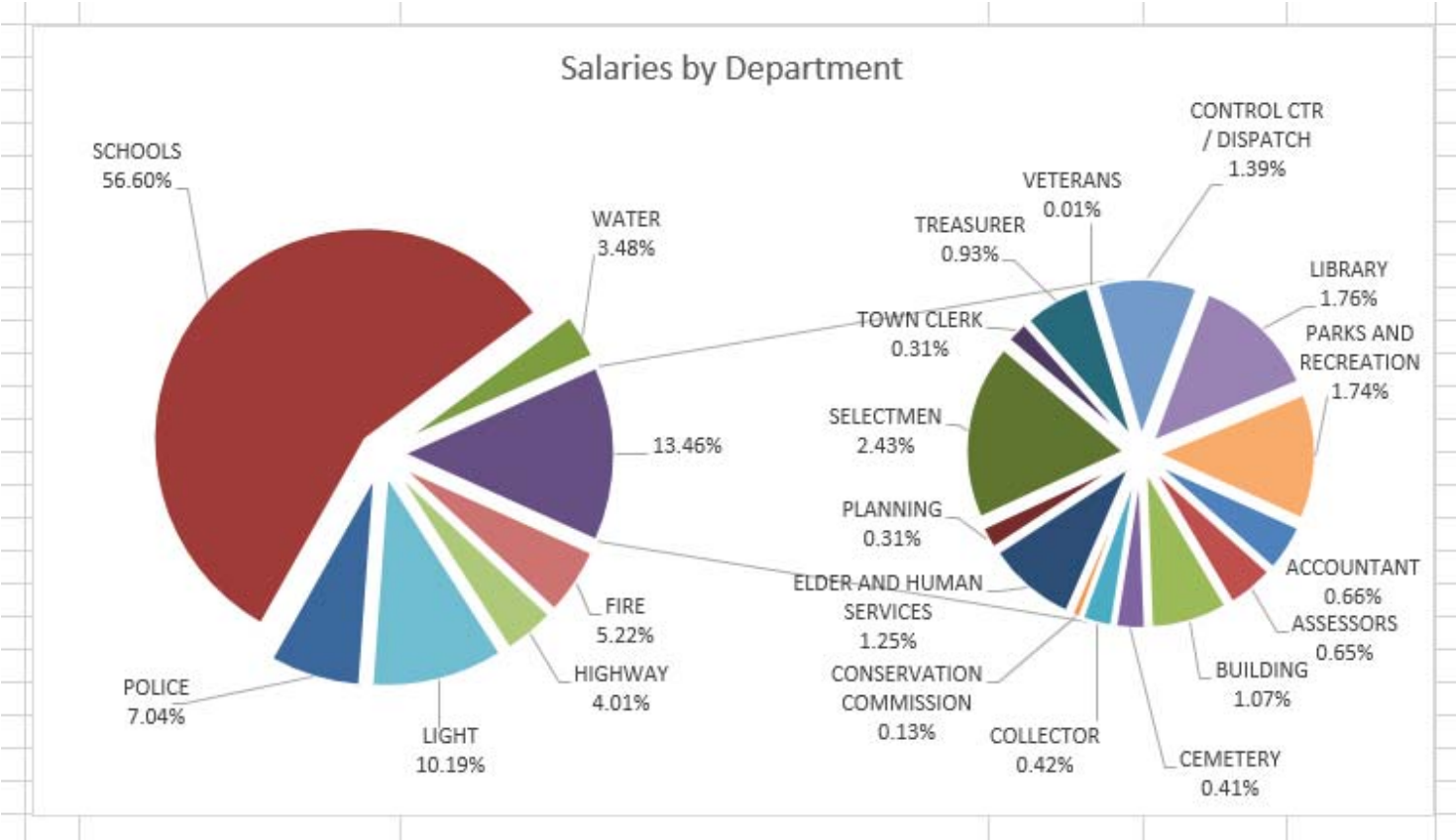
<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non-Pensionable Earnings</i>	<i>2018 Earnings *</i>
	HOGAN, JOSHUA	FRENCH TEACHER	10,786.75	-	10,786.75
	HARVEY, ANN	SUBSTITUTE	10,313.81	-	10,313.81
	COPP, ALLISON	SPED TA	10,290.51	-	10,290.51
	NAYLOR, WILLIAM	COACH	-	9,922.00	9,922.00
	CAVALLO, DIANE L	SUBSTITUTE	-	9,705.36	9,705.36
	SHOULTS, DANA	TD SUBSTITUTE GROUP LEADER	9,510.48	-	9,510.48
	RODENHIZER, JUDITH	SUBSTITUTE/TD SUB GROUP LEADER	-	9,465.50	9,465.50
	RAPOSA, DIANE	TIGERS DEN GROUP LEADER	-	9,458.40	9,458.40
	PERKINS, REBECCA	TIGERS' DEN GROUP LEADER	-	9,304.40	9,304.40
	WEBBER, KATHERINE	TD ASSISTANT	-	9,107.61	9,107.61
	HARVEY, BARTLETT	SUBSTITUTE	-	9,030.31	9,030.31
	ZIZZI, COLLEEN	SPED TEACHER ASSISTANT	8,518.69	-	8,518.69
	DESIMONE, ADAM	SUBSTITUTE	-	8,286.14	8,286.14
	DEVOGEL, MICHELLE	CAFETERIA WORKER	7,922.68	121.01	8,043.69
	ROBINSON, STEPHANIE	SPED TA	7,744.32	-	7,744.32
	MCNAUGHT, ERICA	TEACHER ASSISTANT	7,571.73	-	7,571.73
	BLOM, MATTHEW	TEACHER ASSISTANT	7,087.52	-	7,087.52
	THURSTON, KELLY	COACH	-	6,550.00	6,550.00
	JOHNSTON, NANCY	SUBSTITUTE	-	6,523.65	6,523.65
	HORNBECK, PAYSON	TIGERS DEN HS ASSISTANT	-	6,306.36	6,306.36
	NICKERSON, ETHAN	TD Group Leader	-	6,244.00	6,244.00
	MARSH, ELLEN	TEACHER RETIRED/SUB DAY TO DAY	-	5,978.70	5,978.70
	CUNNINGHAM, DIANNA	GRADE 4 TEACHER	5,943.75	-	5,943.75
	DISPENSA, KAREN	TD SUBSTITUTE GROUP LEADER	-	5,900.72	5,900.72
	DYER, ROSEMARY	VAN MONITOR	-	5,826.24	5,826.24
	GIBBONS, SARA	CAMP LEAD COUNSELOR	-	5,708.24	5,708.24
	CALCAGNI, CYNTHIA	GROUP LEADER	-	5,484.72	5,484.72
	YSTUETA, MARY	SUBSTITUTE	-	5,374.18	5,374.18
	GARDINER, KARA	SPED TEACHER ASSISTANT	5,348.72	-	5,348.72
	ANDERSON, BROOKE	SUBSTITUTE	-	5,201.78	5,201.78
	HASTINGS, RICHARD	COACH	-	5,200.00	5,200.00
	LOMBARD, MICHAEL	COACH	-	5,200.00	5,200.00
	SCHNEIDER, HOWARD	COACH	-	5,200.00	5,200.00
	WERLING, DIANE	CAFETERIA WORKER	-	5,160.97	5,160.97
	MAK, CHING	CAFETERIA WORKER	-	5,004.77	5,004.77
	CULOTTA, CARRIN	SUBSTITUTE	-	4,741.50	4,741.50
	JOHNSON, DANETTE	SUBSTITTUE	-	4,705.41	4,705.41
	BRACE, CHARLOTTE	TIGERS' DEN GROUP LEADER	-	4,663.44	4,663.44
	BERA, AUDREY	CAFETERIA WORKER	-	4,576.78	4,576.78
	OLIVA, VIVIANE	TD Group Leader	-	4,480.00	4,480.00
	WHITCOMB, TIMOTHY	COACH	-	4,242.00	4,242.00
	FERRANTE, CARLO	COACH	-	4,242.00	4,242.00
	TURCOTTE, TODD	COACH	-	4,238.00	4,238.00
	LAVIGUEUR, LEEANN	CAFE MANAGER	4,187.10	-	4,187.10
	KOROMHAS, FRANCINEIDE	VAN MONITOR	-	4,152.33	4,152.33
	SANNELLA, MARY	TEACHERS' ASSISTANT	4,011.54	-	4,011.54
	ABRUZZESE, JOHN	COACH	-	4,000.00	4,000.00
	BLANCHARD, MICHAEL	COACH	-	4,000.00	4,000.00
	LEWIS, MARCUS	COACH	-	4,000.00	4,000.00
	DIPIETRO, MICHAEL	COACH	-	4,000.00	4,000.00
	WRIGHT, AMANDA	COACH	-	4,000.00	4,000.00
	MCGRATH, ANDREA	TD COORDINATOR	3,945.00	-	3,945.00
	KONTOFF, JANE	COACH	-	3,700.00	3,700.00
	MARTINEC, SENA	SUBSTITUTE	-	3,655.44	3,655.44
	GONZALEZ, CAROLINA	.2 SPANISH TEACHER	-	3,646.32	3,646.32

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non- Pensionable Earnings</i>	<i>2018 Earnings *</i>
	CLARK, JAMES	SUBSTITUTE	-	3,570.84	3,570.84
	LUICHINGER, SUSAN	SUBSTITUTE	-	3,449.46	3,449.46
	SUNDQUIST, LANETTE	COACH	-	3,437.00	3,437.00
	DRINKWATER, SARAH	TD Group Leader	-	3,312.00	3,312.00
	FEEHAN, PATRICK	COACH	-	3,275.00	3,275.00
	MANNON, KERRY	COACH	-	3,136.00	3,136.00
	MORENO, LINDA	SUBSTITUTE	-	2,748.34	2,748.34
	PENNEY, NANCY	TEACHER ASSISTANT	-	2,709.74	2,709.74
	BALBONI, JOSHUA	SUBSTITUTES	-	2,688.77	2,688.77
	BRITTON, JORDAN	COACH	2,615.00	-	2,615.00
	LAFERRIERE, ALISEN	COACH	-	2,615.00	2,615.00
	FRYER, DANIELLE	CAFETERIA SUBSTITUTE	-	2,454.00	2,454.00
	PARKINSON, MARK	COACH	-	2,280.00	2,280.00
	HORNBECK, PAIGE	HS ASSISTANT	-	2,278.10	2,278.10
	FISKE, JULIA	HS CHOREOGRAPHER	-	2,250.00	2,250.00
	TEEHAN, ZACHARY	SUBSTITUTE	-	2,150.50	2,150.50
	ABETZ, WENDY	CAFETERIA SUBSTITUTE	-	2,081.75	2,081.75
	SCHMIDT, ELIZABETH	SUBSTITUTE	-	2,069.99	2,069.99
	DONOVAN, STEPHEN	SUBSTITUTE	-	2,040.48	2,040.48
	INGEMIE, SAMUEL	SPED TEACHER ASSISTANT	2,029.82	-	2,029.82
	FRIDAY, NANCY	CAFE SUBSTITUTE	-	1,996.50	1,996.50
	KEEFE, SEAN	TD HS ASSISTANT	-	1,974.50	1,974.50
	JOHNSON, CAROLINE	TD HS ASSISTANT	-	1,954.59	1,954.59
	SCHATIA, ELIZABETH	LPN NURSE SUBSTITUTE	-	1,942.25	1,942.25
	MILLER, CHRISTOPHER	SUB ASST Group Leader	-	1,903.00	1,903.00
	BOWEN, KARYA	TD Group Leader	-	1,884.00	1,884.00
		Therapeutic Mental Health			
	NARDI-WILLIAMS, SHANE	Counselor	1,732.24	-	1,732.24
	HUNT, JUDITH	OTHER SUPPORT PERSONNEL	-	1,725.00	1,725.00
	DENNEHY, SUZANNE	Cafe Sub	-	1,716.00	1,716.00
	SHERMAN, BEVERLY	SUBSTITUTE	-	1,680.31	1,680.31
	OGILVIE, NATALIE	TICKET TAKER	-	1,595.03	1,595.03
	KIRKPATRICK, AMBER	TD Assist. Group Leader Sub	-	1,443.00	1,443.00
	SHAUGHNESSY, LISA	GROUP LEADER	-	1,432.00	1,432.00
	DAUPHINAIS, ETHAN	SUBSTITUTE	-	1,380.15	1,380.15
	GOVANG, JULIEANN	DRAMA PRODUCTION DIRECTOR	-	1,237.00	1,237.00
	MORRISON, NANCY	GAME TICKET SALES	-	1,120.03	1,120.03
	SEWELL, ROBIN	SUBSTITUTE	-	1,095.45	1,095.45
	HARRINGTON, SARAH	SUBSTITTUE NURSE	-	1,062.47	1,062.47
	VAN HAREN, SIMON	TD GROUP LEADER SUB	-	1,040.00	1,040.00
	SMITH, EMILY	TD HS ASST	-	1,028.50	1,028.50
	HULINGS, SHIRLEY	CAFE WORKER	-	975.35	975.35
	SUNDQUIST, ZACHARY	ASST GROUP LEADER	-	973.50	973.50
	BERTOLINO, ELENA	Speech Language Pathology Asst.	-	967.50	967.50
	GROSKIN, DEBRA	SUBSTITUE	-	956.45	956.45
	REARDON, TRAVIS	TD HS Asst.	-	954.25	954.25
		SENIOR WORK PROGRAM/CAFE			
	MCGRATH, FRANCINE	SUBSTITUTE	-	946.00	946.00
	SUNDQUIST, ADAM	TD HS ASSISTANT	-	940.50	940.50
	SAGL, JACQUELINE	MS CHEERLEADING COACH	-	898.00	898.00
	HUNT, BRADY	STUDENT ATH. ASSSITANT	-	854.00	854.00
SCHOOLS DEPARTMENT TOTAL			13,968,577.08	704,003.99	14,672,581.07

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non- Pensionable Earnings</i>	<i>2018 Earnings *</i>
	PARE, SYDNEY	TD GROUP LEADER SUB	-	841.75	841.75
	SHERIDAN, HANNAH	SUBSTITUTE	-	836.76	836.76
	PELRINE, NICHOLAS	SUBSTITUTE ASST GROUP LEADER	-	825.00	825.00
	HOLLAND, MICHELE	SUBSTITUTE	-	779.02	779.02
	STEWART, JANET	TD SUBSTITUTE GROUP LEADER	-	760.72	760.72
	COURCY, JOY	SUBSTITUTE	-	732.55	732.55
	DOWNING, MARY GAIL	TEACHER-RETIRED/SUB	-	722.67	722.67
	BROOKS, JOANN	SUBSTITUTE	-	701.44	701.44
	PUTNAM, KARA	SUBSTITUTE	-	680.16	680.16
	KEOHANE, ABIGAIL	HS ASSISTANT TD	-	678.81	678.81
	STALFORD, SAMANTHA	SUBSTITUTE	-	677.96	677.96
	MONTEPELUSO, JUSTIN	HIGH SCHOOL ASS'T	-	607.75	607.75
	VACCARO, PAMELA	SUBSTITUTE	-	512.03	512.03
	POULTER, GAIL	SUBSTITUTE	-	510.12	510.12
	STURTZ, SHANNON	SUBSTITUTE	-	478.50	478.50
	RUNGO, LISA	VAN MONITOR-SUBSTITUTE	-	477.00	477.00
	CANNING, CYNTHIA	SUBSTITUTE	-	441.66	441.66
	RANK, KATIE	TD HS Asst.	-	429.00	429.00
	MORSE JR, JOHN	SUBSTITUTES	-	400.09	400.09
	VIRAJAMANGALA, RAMYASHRI	SUBSTITUTE	-	341.00	341.00
	BUSSIERE, MACEY	SUBSTITUTE	-	335.50	335.50
	CRORY JR., MICHAEL	HS STUDENT ASSSITANT	-	266.00	266.00
	WARNER, LENA	HIGH SCHOOL ASST.	-	258.50	258.50
	DECOSTE, TUCKER	HS STUDENT ATH. ASSISTANT	-	241.00	241.00
	ARENA, PAMELA	SUBSTITUTE	-	238.86	238.86
	STRAZDUS, CAROL	SUBSTITUTE	-	214.50	214.50
	BEGANSKI, MONIQUE	TICKET TAKER	-	175.03	175.03
	DEMONT, LINDSEY	SUBSTITUTE	-	160.03	160.03
	CONVERSE, JENNIFER	SUBSTITUE	-	150.02	150.02
	MONTEPELUSO, JACOB	TD HIGH SCHOOL ASSISTANT	-	132.00	132.00
	ZUPICICH, ALFRED	JV SOCCER COACH	-	107.00	107.00
	BABCOCK, MAUREEN	SUBSTITUTE	-	85.02	85.02
	ESSMAN, GARRETT	SUBSTITUTES	-	75.01	75.01
	RUSSELL, TIMOTHY	TD HS ASSISTANT	-	66.00	66.00
<i>SCHOOLS DEPARTMENT TOTAL</i>			<i>14,671,274.73</i>	<i>792,427.60</i>	<i>15,463,702.33</i>

Dept	Employee	Title	Pensionable Earnings	Non- Pensionable Earnings	2018 Earnings *
<u>SELECTMEN</u>					
	BERGMAN, KEITH	TOWN ADMINISTRATOR	141,092.80	3,715.42	144,808.22
	ANSALDI JR, ANTHONY	INTERIM TOWN ADMINISTRATOR	104,300.00	-	104,300.00
	GLENCROSS, NANCY	IT MANAGER	98,958.00	-	98,958.00
	CRORY, MARK	CABLE TV EXECUTIVE DIRECTOR	83,938.40	-	83,938.40
	DUMAS, GEORGE	BUILDING MAINT. SUPERVISOR	54,899.20	8,734.33	63,633.53
	DOLAK, KIRBY	LCTV PROGRAM SUPERVISOR	61,768.80	1,011.32	62,780.12
	DICKERSON, DIANNE	EXECUTIVE ASSISTANT TO TA	54,899.20	5,647.68	60,546.88
	MCLAUGHLIN, THOMAS	IS SUPPORT TECH	28,910.00	-	28,910.00
	BOROSKI, JOHN	VETERAN'S AGENT	-	7,731.86	7,731.86
	REID, JUDITH	LCTV VIDEO PROD COORD	-	7,461.76	7,461.76
	FEDELE, MARILYN	ON CALL MEETING CLERK	-	1,791.79	1,791.79
SELECTMEN DEPARTMENT TOTAL			628,766.40	36,094.16	664,860.56
<u>TOWN CLERK</u>					
	CRORY, DIANE	TOWN CLERK	82,035.60	-	82,035.60
	CLYDE, SANDRA	ELECTIONS WARDEN	-	1,995.65	1,995.65
TOWN CLERK DEPARTMENT TOTAL			82,035.60	1,995.65	84,031.25
<u>TREASURER</u>					
	VENUTI, STEVEN	TREASURER	92,152.80	-	92,152.80
	ESSMAN, ANN	ASSISTANT TREASURER/PAYROLL	78,438.00	-	78,438.00
	FILIFE, CYNTHIA	FINANCE & PAYROLL COORD.	48,543.60	-	48,543.60
	HANLON, CAROL	ADMIN ASST FINANCE DEPT	34,991.28	-	34,991.28
TREASURER DEPARTMENT TOTAL			254,125.68	0.00	254,125.68
<u>VETERANS</u>					
	PILLITTERI, DAVID	VETERANS WORK PROGRAM	-	632.50	632.50
	MORRISON, BRUCE	VETERANS WORK PROGRAM	-	550.00	550.00
	PAYSON, DARRELL	VETERANS WORK PROGRAM	-	291.50	291.50
VETERANS DEPARTMENT TOTAL			0.00	1,474.00	1,474.00
<u>WATER</u>					
	HUNT, KEVIN	LWD SYSTEM MANAGER	123,076.60	4,318.60	127,395.20
	DENARO, PAUL	WATER PRODUCTION SUPERVISOR/ ENGINEER	106,894.48	507.00	107,401.48
	VEASIE, JAY	WATER DEPT. FOREMAN	90,933.44	10,630.10	101,563.54
	MCGLOUGHLIN, DAVID	UTILITY SPECIALIST STEP II	76,613.09	22,725.83	99,338.92
	PERRON, MARK	UTILITY SPECIALIST III	78,577.13	18,994.17	97,571.30
	MORSE, MICHAEL	UTILITY SPECIALIST III	77,187.44	13,498.39	90,685.83
	GODFREY, COREY	ENVIROMENTAL ANALYST	88,270.06	-	88,270.06
	NELSON, STEVEN	PRODUCTION OPERATOR III	73,336.11	10,024.11	83,360.22
	WOITOWICZ, ALLAN	EQUIPMENT OPERATOR III	63,641.02	15,803.18	79,444.20
	FRASER-ROMILLY, MARGARET	OPERATIONS ASSISTANT	63,985.00	2,518.31	66,503.31
	RESNIK, DEVIN	SUMMER INTERN	-	8,422.50	8,422.50
WATER DEPARTMENT TOTAL			842,514.37	107,442.19	949,956.56
Total Salaries - 2018			24,261,520.91	3,057,384.93	27,318,905.84

**** 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

2018 Annual Report

Market Overview

The S&P 500 Index finished the year at 2,640.87, a year over year decrease of -1.2% for the 2018 calendar year. The S&P U.S. Aggregate Bond Index slightly increased 0.08% on the year. Thru out the year, the market experienced growth in first 3 quarters of the year, including a 20% Y/Y growth in Q2, but a weaker Q4 resulting in a slight decline for the year. Also, throughout 2018 the Federal Reserve raised its benchmark short-term interest rate four times by 25 basis points with the last increase in December, raising the rate to 2.50%.

Trust Fund Activity

The Littleton Trust Funds (The Fund) began the year with a balance of \$5,325,977 and finished the year with a balance of \$4,916,132. The Funds' investment income in 2018 was \$283,756. During 2018 there were capital contributions of \$83,040. Contributions were \$62,042 to the Cemetery Perpetual Care Fund and \$20,997 to the Reuben Hoar Library Fund. Disbursements from The Fund for budgetary and scholarships totaled \$148,163. 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 5 scholarships totaling \$18,000 from the Kimball II Fund in 2018.

Commissioner Comments

In 2018 The Fund's portfolio performance reflects a decline of -6.47% coming in within range of the three benchmark performance targets established for The Fund. In addition to The Fund's performance, the investment income produced by The Fund is another critical piece of the management. The income from The Fund is the primary source used for budgetary and scholarship disbursements. In 2018, the investment income saw a 21.56% increase over 2017. The income is comprised of 1) dividends & interest and 2) capital gain distributions (from mutual funds). The dividend and interest earned in the year, was \$147,872 a 9.79% increase over 2017. Meanwhile, the Capital Gain distributions, which are dependent on the performance of the mutual funds, saw a second year of double digit growth, reporting \$146,547 of the total income.

We wish to thank the Scholarship Awards Committee members Larry Wenz, Joe Gaffney, Fred Faulkner 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 12/31/18	Expendable Funds Account Balance as of 12/31/18 *	Total Trust Fund Balance 12/31/2018	2018 Income
Cemetery Perpetual Care	\$268,803.69	231,535.44	\$500,339.13	\$28,507.64
J. Goldsmith Common School	5,383.13	10,547.71	15,930.84	922.96
C. Hildreth	69,288.84	132,889.92	202,178.76	11,714.86
L. Johnson High School	9,203.01	17,631.42	26,834.43	1,555.49
F. M. Kimball	97,259.22	141,692.44	238,951.66	13,830.26
M. H. Kimball	192,870.10	273,535.39	466,405.49	26,981.09
B. Sampson Education	206,200.63	301,811.19	508,011.82	29,399.84
L. H. Zappy	8,599.94	16,583.63	25,183.57	1,465.31
B. Sampson Relief of Animals	32,577.16	75,106.81	107,683.97	6,229.27
A. Tuttle Lyceum	46,521.37	61,534.29	108,055.66	6,242.98
Reuben Hoar Library	462,353.67	733,961.24	1,196,314.91	68,700.16
F.M. Kimball II Fund	151,437.06	223,378.84	374,815.90	21,663.45
Doris Warren Education Fund	139,762.60	209,387.50	349,150.10	20,208.19
Clancy Lyceum	3,720.76	4,802.47	8,523.23	492.43
FB Morrison Charitable Fund	500,000.00	287,752.51	787,752.51	45,841.86
Totals	\$2,193,981.18	\$2,722,150.80	\$4,916,131.98	\$283,755.79

* includes Realized & Unrealized Gains & Losses



2018 Littleton Trust Fund Scholarship Award Recipients

Pictured (left to right) - David Stevens – Chairman Trust Fund Commissioners, Andrew Sammarco – Trust Fund Commissioner, Larry Wenz – Selection Committee, Rachel Coupal, Tyler Gray - Trust Fund Commissioner, Katherine Norton, Theresa Maylott, Cristina Monarrez, Hope Tully, Jessica Baron, Stephanie Gentile, Isabella Goddard, Fred Faulkner - Selection Committee, Nathalie Marek, Latavia Deangelas, Joseph Gaffney - Selection Committee, Matthew Greco

*Recipients not pictured -
Courtney Adema*

TRUST FUND INVESTMENTS

COMMISSIONER OF TRUST FUNDS

NUMBER OF SHARES		MARKET VALUE 12/31/2018	Dividend Per Share	Estimated Annual Income
Preferred / Other Stocks				
3,288.802	Destra Flaherty & Crumrine Preferred and Income Fund	\$54,035.02	0.87	\$2,847.48
	Total Preferred / Other Stocks	\$54,035.02		\$2,847.48
Mutual Funds				
11,540.203	Alger Focus Equity Fund	\$353,476.42	0.08	\$904.75
20,854.078	American Century Mid Cap Value	\$280,904.43	0.22	\$4,498.22
21,672.983	American Century Small Cap Value	\$133,722.31	0.06	\$1,387.07
5,788.432	Eaton Vance Atlanta Capital Small/Mid Cap Fund	\$172,668.93	0.00	\$0.00
110,809.830	Federated Strategic Value	\$578,427.31	0.23	\$25,187.07
6,205.826	Meridian Small Cap Growth	\$88,370.96	0.00	\$0.00
	Total Mutual Funds	\$1,607,570.36		\$31,977.11
International / Global Equity Mutual Funds				
3,584.998	Brandes International Small Cap Equity	\$37,319.83	0.39	\$1,401.18
21,195.309	Cullen Emerging Market High Dividend	\$200,083.72	0.00	\$0.00
52,184.365	Grandeur Peak International Opportunities	\$149,769.13	0.02	\$903.83
59,397.447	Janus Henderson Global Equity Income	\$373,015.97	0.50	\$29,945.20
10,890.418	John Hancock International Growth	\$257,994.00	0.23	\$2,517.10
	Total International / Global Equity Mutual Funds	\$1,018,182.65		\$34,767.31
Alternatives				
13,370.868	361 Global Long Short Equity Fund	\$138,522.19	0.00	\$0.00
27,415.057	Altergris Futures Evolution Strategy	\$247,832.12	0.50	\$13,688.34
11,071.332	Blackrock Event Driven Equity Fund	\$103,406.24	0.06	\$666.60
	Total Alternative Mutual Funds	\$489,760.55		\$14,354.94
Domestic Bond Mutual Funds				
15,422.345	Artisan High Income	\$141,114.46	0.60	\$9,222.56
8,934.795	Cedar Ridge Unconstrained Credit Fund	\$93,726.00	0.31	\$2,750.31
16,190.322	Guggenheim Total return Bond Fund	\$430,500.66	0.78	\$12,564.84
9,883.518	Performance Trust Strategic Bond Fund	\$218,425.75	0.99	\$9,768.26
16,517.770	Prudential Short Term Corporate Bond Fund	\$177,400.85	0.30	\$5,008.41
26,432.620	Voya Intermediate Bond Fund	\$257,982.37	0.32	\$8,448.16
	Total Domestic Bond Mutual Funds	\$1,319,150.09		\$47,762.54
International Bond Mutual Funds				
11,322.107	Brandywine Global Alternative Credit	\$115,032.61	0.26	\$2,936.31
9,794.520	Dreyfus Standish Mellon Global Fixed Income	\$199,710.26	0.82	\$8,032.49
7,709.005	Templeton Global Total Return	\$89,732.82	0.65	\$4,980.79
	Total International Bond Mutual Funds	\$404,475.69		\$15,949.59
Money Market Mutual Funds				
48,870.800	Fidelity Govt Money Market Capital Reserves	\$22,957.62	0.00	\$0.00
	Total Money Market Mutual Funds	\$22,957.62		\$0.00
	Total Trust Funds	\$4,916,131.98		\$147,658.97

TRUST FUND INVESTMENTS

Additions & Disbursements from Funds - Yr ending December 31, 2018

<u>Fund</u>	<u>Additions</u>	<u>Disbursements</u>	<u>Reason for Disbursement</u>
Cemetery Perpetual Care	\$62,042.45	\$13,000.00	FY18 Cemetery Budget
J. Goldsmith Common School	-	-	
C. Hildreth	-	-	
L. Johnson High School	-	-	
F. M. Kimball	-	10,500.00	Scholarship Awards
M. H. Kimball	-	-	
B. Sampson Education	-	21,000.00	Scholarship Awards
L. H. Zappy	-	-	
B. Sampson Relief of Animals	-	4,000.00	Elder & Human Services program
A. Tuttle Lyceum	-	5,171.61	Disbursement to Littleton Lyceum
Reuben Hoar Library	20,997.31	19,583.63	FY18 Library Budget & Building Project
F.M. Kimball II Fund	-	16,000.00	Scholarship Awards
Doris Warren Education Fund	-	13,500.00	Scholarship Awards
Clancy Lyceum	-	407.93	Disbursement to Littleton Lyceum
FB Morrison Charitable Fund	-	45,000.00	Scholarship Awards
Totals	\$83,039.76	\$148,163.17	

Note: Disbursements for FY19 Budget Offsets and Town Meeting appropriations to be made in January 2019

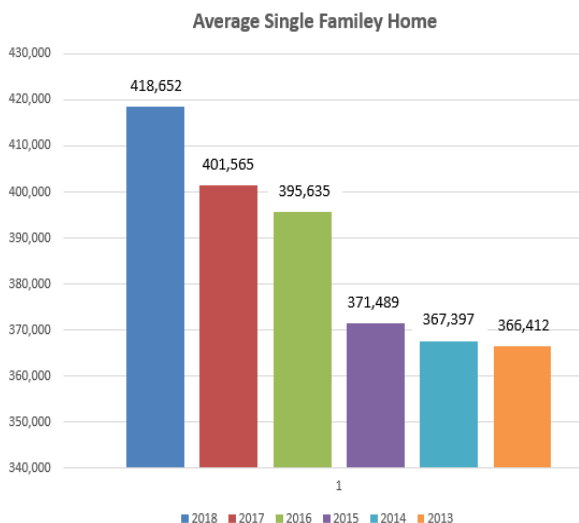
The Assessing Department is responsible for accurately determining the value of all Real and Personal Property located within the Town of Littleton.

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



2018 was an interim year. The market remains strong, with the average home value increasing 4.3% over 2017.

FY2018 New Growth

	<u>Values</u>	<u>Levy Growth</u>
Residential	33,504,000	\$608,098
Commercial	2,236,000	\$63,435
Industrial	635,300	\$18,023
Personal Property	18,071,010	\$512,675
		<u>\$1,202,231</u>



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
 Donald Armstrong
 Debra Brine

Parcel Count for Major Classes

	Single Family	Single Family Values	Condo Condo	Condo Values	Commer- cial/ Industrial	Com/Ind Values
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
2015	2,870	1,066,173,700	142	22,662,700	180	247,580,600

Abatements Granted 2018

Veteran Work off Program	9
Senior Work off Program	95

Exemptions 2018

Clause	Count
17(Surviving Spouse)	5
22(Veterans)	42
22E(Veteran/Spouse)	9
37A(Blind)	3
41C(Elderly 70+)	13
CPA	12

Historic Tax Rates

Fiscal Yr	Res	CIP
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
2007	12.11	20.11

Chapter Land

2018	Parcel Count	Acreage
61(Forestry)	10	155.64
61A (Agriculture)	35	870.09
61B (Recreation)	12	214.76
2017		
61(Forestry)	10	155.64
61A (Agriculture)	38	923.23
61B (Recreation)	12	155.64

SCHEDULE OF TAXES RECEIVABLE - Year Ended June 30, 2018

REAL ESTATE

Fiscal Year	Outstanding July 1, 2017 & Committed FY18	Collected/Liened to Treasurer	Abated	Refunded	Balance
2018	\$35,037,423.72	\$34,633,515.50	\$142,124.88	\$43,475.83	\$305,259.17
2017	\$500,062.45	\$501,552.30		\$7,447.57	\$5,957.72
TOTAL	\$35,537,486.17	\$35,135,067.80	\$142,124.88	\$50,923.40	\$311,216.89

PERSONAL PROPERTY

Fiscal Year	Outstanding July 1, 2017 & Committed FY18	Collected/Liened to Treasurer	Abated	Refunded	Balance
2018	\$1,722,303.17	\$1,626,475.07	\$85,586.80	\$3,257.17	\$13,498.47
2017	\$10,095.97	\$5,167.44			\$4,928.53
2016	\$10,631.94	\$335.13			\$10,296.81
2014	\$1,401.83	\$0.00			\$1,401.83
2013	\$11,230.68				\$11,230.68
TOTAL	\$33,360.42	\$5,502.57	\$0.00	\$0.00	\$27,857.85

MOTOR VEHICLE EXCISE

Fiscal Year	Outstanding July 1, 2017 & Committed FY18	Collected/Liened to Treasurer	Abated	Refunded	Balance
2018	\$1,548,110.43	\$1,383,080.63	\$26,658.79	\$12,304.78	\$150,675.79
2017	\$321,420.27	\$301,479.32	\$17,459.92	\$13,498.63	\$15,979.66
2016	\$18,806.10	\$10,654.38	\$544.99	\$122.50	\$7,729.23
2015	\$10,534.34	\$1,456.54	\$1,133.13	\$1,035.63	\$8,980.30
2014	\$6,312.10	\$1,055.32	\$75.42		\$5,181.36
2013	\$3,120.52	\$58.96			\$3,061.56
2012	\$1,767.20	\$32.50			\$1,734.70
2011	\$2,479.59				\$2,479.59
2010	\$2,356.05				\$2,356.05
2009	\$2,636.69	\$105.00			\$2,531.69
2008	\$772.71	\$135.00	-\$135.00		\$772.71
TOTAL	\$1,918,316.00	\$1,698,057.65	\$45,737.25	\$26,961.54	\$201,482.64

COMMUNITY PRESERVATION ACT SURCHARGE

Fiscal Year	Outstanding July 1, 2017 & Committed FY18	Collected/Liened to Treasurer	Abated	Refunded	Balance
2018	\$283,349.10	\$289,592.32	\$1,871.44	\$458.18	-\$7,656.48
2017	\$4,373.00	\$4,829.47	\$0.00	\$95.09	-\$361.38
TOTAL	\$287,722.10	\$294,421.79	\$1,871.44	\$553.27	-\$8,017.86

SEPTIC BETTERMENT ASSESSMENT (INCLUDES INTEREST)

Fiscal Year	Outstanding July 1, 2017 & Committed FY18	Collected/Liened to Treasurer	Abated	Refunded	Balance
2018	\$28,294.26	\$28,294.26			\$0.00
2017					\$0.00
TOTAL	\$28,294.26	\$28,294.26	\$0.00	\$0.00	\$0.00

STREET BETTERMENT ASSESSMENT (INCLUDES INTEREST)

Fiscal Year	Outstanding July 1, 2017 & Committed FY18	Collected/Liened to Treasurer	Abated	Refunded	Balance
2018	\$4,608.96	\$4,608.96			\$0.00
2017					\$0.00
TOTAL	\$4,608.96	\$4,608.96	\$0.00	\$0.00	\$0.00

WATER BETTERMENT ASSESSMENT (INCLUDES INTEREST)

Fiscal Year	Outstanding July 1, 2017 & Committed FY18	Collected/Liened to Treasurer	Abated	Refunded	Balance
2018	\$3,643.29	\$3,744.49			-\$101.20
2017	\$308.71	\$308.71			\$0.00
TOTAL	\$3,952.00	\$4,053.20	\$0.00	\$0.00	-\$101.20

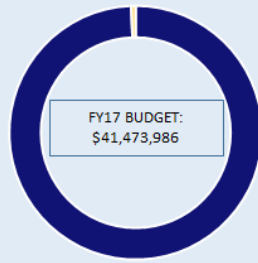
ELECTRIC LIEN (INCLUDES INTEREST)

Fiscal Year	Outstanding July 1, 2017 & Committed FY18	Collected/Liened to Treasurer	Abated	Refunded	Balance
2018	\$29,725.89	\$19,211.41			\$10,514.48
2017	\$1,987.49				\$1,987.49
TOTAL	\$31,713.38	\$19,211.41	\$0.00	\$0.00	\$12,501.97

WATER LIEN (INCLUDES INTEREST)

Fiscal Year	Outstanding July 1, 2017 & Committed FY18	Collected/Liened to Treasurer	Abated	Refunded	Balance
2017					\$0.00
2016					\$0.00
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

DEPARTMENT BUDGET:
\$234,100



Report of the Building Commissioner

The Building Department is pleased to report that during the calendar year 2018, fees were collected from **486 building permits issued totaling \$264344.**

Fees were also collected from services such as annual inspections and small lot determinations.

The following lists the number of permit applications issued:

Commercial:	Residential:
2 New Construction	36 New Construction
21 Addition/ Renovation	110 Addition/ Renovation
Municipal	31 Certificate of Inspection
1	
13 Accessory Structure	180 Miscellaneous(roofs, siding, windows, etc)
9 Signs	15 Decks
8 Heating Appliances	11 Sheds
8 Swimming Pools	1 Small Lot Determination
9 Demolition	
31 Trench	

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 violations. Presently there are two active court case pending.

Construction activity for the calendar year 2018

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.

remained strong for both residential and commercial construction.

The 40B complex located at 15 Great Road is complete. New residential growth on Whitcomb Ave., Cooper Farm and Grimes Lane are in progress and will provide the bulk of new residential growth in Littleton. There are presently two Senior Residential Housing projects in the planning stage and are tentatively scheduled to break ground this year. New commercial construction continues to be represented by "The Point", a multi-use, multi building complex located at the intersection of Russell Street and Great Road. Phase three is in progress featuring a new cinema and climbing facility along with talks of a second hotel. 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 the 2015 International Residential and Commercial Building Code, permits are required to ensure proper

application of the building codes. Lending institutes 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 secure the proper permits.

In closing, I would like to thank the following individuals who, by their dedication and assistance, help provide the consistent service the Town of Littleton has come to expect from the Building Department. Mr. Bill Morehouse as Inspector of Wires, Mr. Ed Sullivan as 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.

ROLAND J. BERNIER
Building Commissioner
Zoning Officer
Telephone 978-540-2420

Report of the Inspector of Wires - Year Ending December 31, 2018

Commercial	48
Residential	319
Municipal	4

371 Electrical permits were issued; collecting a total of \$40367 in electrical permit fees:

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

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

Report of the Gas, Plumbing , Sheet Metal Inspector - Year Ending December 31, 2018

Commercial	7
Commercial Renovation	8
Residential	85
Residential Renovation	108

208 gas permit were issued. Collecting a total \$18298 in gas permit fees

Commercial	8
Commercial Renovation	8
Residential	60
Residential Renovation	115

191 Plumbing permits were issued; collecting a total of \$ 24708 in plumbing permit fees.

46 Sheet Metal permits were issued; collecting a total of \$ 6650 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.

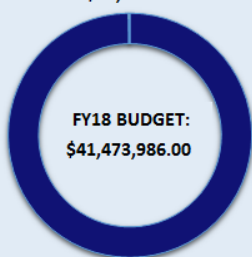
Respectfully submitted
Edward Sullivan
Plumbing, Gas, Sheet Metal Inspector
Telephone 978-540-2423

BUILDING DEPARTMENT OFFICE HOURS

Monday, Tuesday, Wednesday	7:00 a.m. - 3:30 p.m.
Thursday	7:00 a.m. – 4:00 p.m.
Friday	7:00 a.m. - 12:30 p.m.

DEPARTMENT BUDGET:

\$81,882.00

FY18 BUDGET:
\$41,473,986.00

- 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 Gino Frattallone

Vice-chair Lisa Flanagan

Clerk Louise Nichols

Kevin Baker

Erin Healy

The Board meets the second and fourth Tuesday of the month, during the calendar year 2017 the Board held 22 meetings. All Board members are available to the public for questions at their homes. Additional public health information and contact information is available on the website 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,
Gino Frattallone, Chairman

NASHOBA ASSOCIATED BOARDS OF HEALTH

The Board of Health is a member of the Nashoba Associated Boards of Health (NABH). Health agent James Garreffi, 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.

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 2018 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 **87** 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).....93

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.....44

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.....17

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.....23

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.....85

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.....263

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.....67

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 Reviews105

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).....23

Septic System Permit Applications (upgrades)....59

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

Septic System Construction Inspections.204

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

Septic System Consultations4

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.....9

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.....5

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.....523

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 Visits112

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

bathing dressing, exercises and meal preparation.

Rehabilitative Therapy Visits.....394

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..... 9

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 it 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 will-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.....113

Number of Communicable Disease cases confirmed...79

Communicable Disease - Number of Cases:

Anaplasmosis.....2

Babesiosis.....1

Calicivirus/Norovirus.....3

Campylobacter.....1

Giardia.....1

Group A Strep.....1

Influenza.....66

Legionella.....2

Salmonella.....1

Yersiniosis.....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.....403

Students Participating.....255

Referred to Dentist.....22

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.

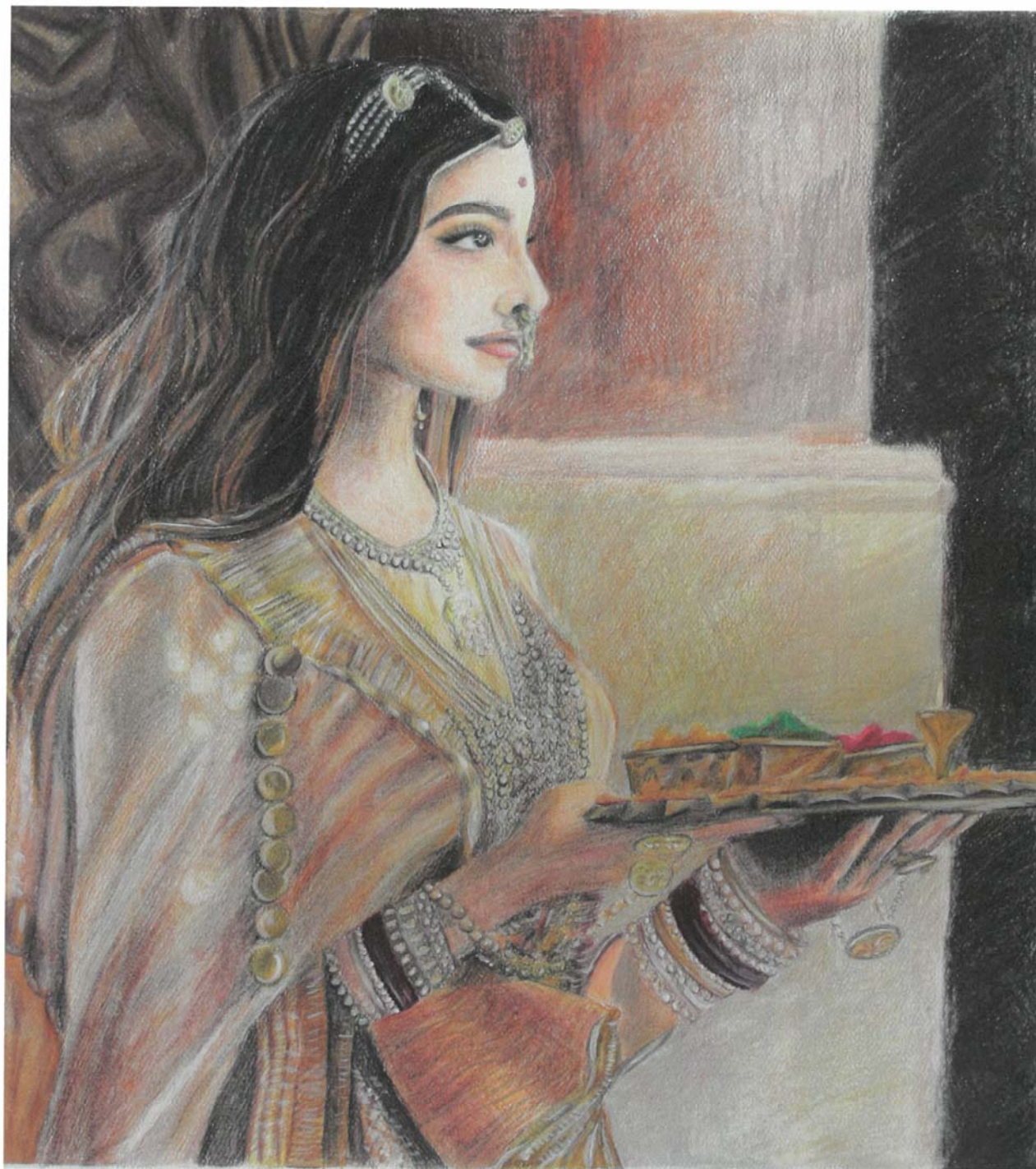
Number of Programs.....13

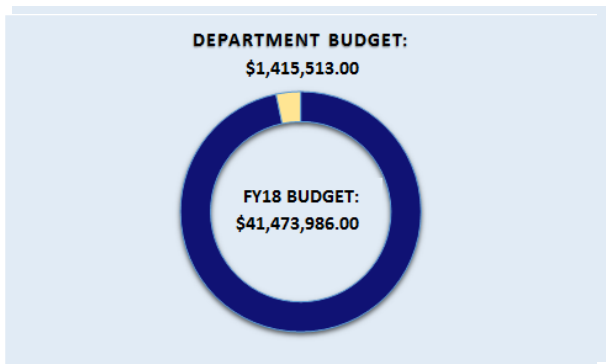
This report is respectfully submitted to the Littleton

Quarantines: 7

Barn Book: 69 residents are known to own livestock

ARTWORK CREATED BY LITTLETON HIGH SCHOOL STUDENT





2018 Review

Moved into our new facility in January with a hose uncoupling on May 19th.



As part of the new fire station, a monument was erected honoring all past and present emergency service personnel.



Along with the hose uncoupling, we also had a ceremony for the promotion of four career Lieutenants. In July, the paramedic program became fully operational with 24/7 paramedic coverage.



In May, in partnership with the police department, we accepted a grant from our legislative partners and subsequently took delivery of a multi purpose, all terrain emergency response vehicle.



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.

SENIOR SAFE

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.



INCIDENTS

2018 Continued to be a busy year for motor vehicle accidents including those requiring extrication.

Our Paramedic program became fully operational midway through the year and was able to provide an enhanced level of service to the residents of Littleton.

Littleton Fire responded as part of a multi-day state wide task force to the Merrimack Valley Gas explosions.



TRAINING

Littleton Fire Department in conjunction with LELD conduct an annual live drill for emergency preparedness. This year we were able to utilize new equipment for a simulated confined space rescue.

A live burn afforded us an opportunity for all members of the department to participate in multiple live fire scenarios providing vital continued education.



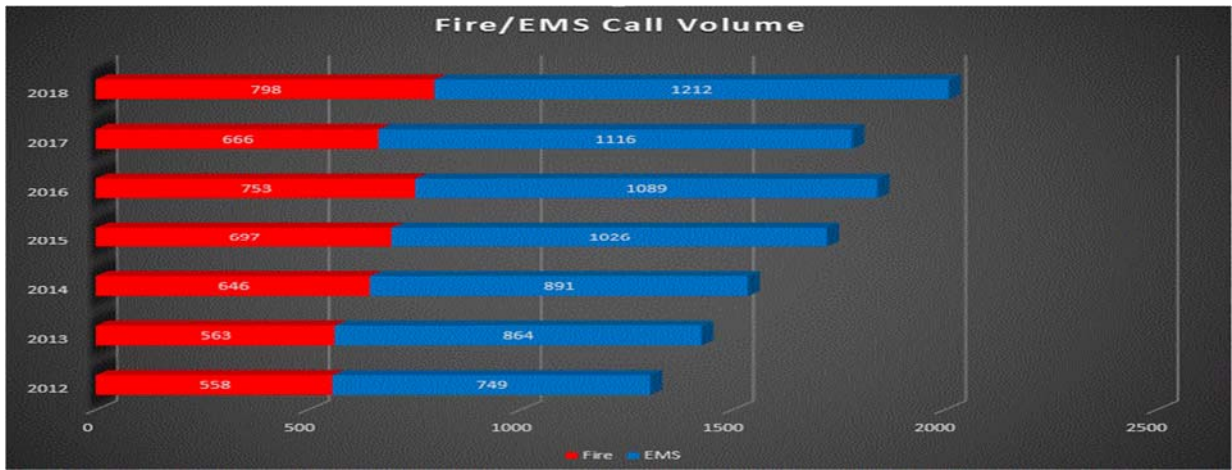
New equipment was obtained allowing LFD to perform tactical rescue operations from high angle and confined space.



In 2018, the Littleton Fire Department responded to 2010 emergency calls., a 12.8% increase from 2017.

Littleton Fire Department Call Responses

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

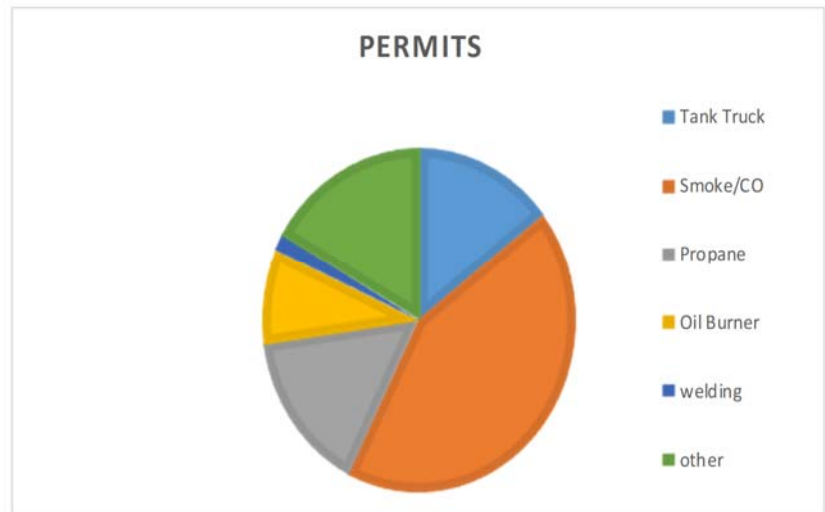


Our EMS call volume continues to increase as well as overall fire responses. This has been a steady incline over the past several years.

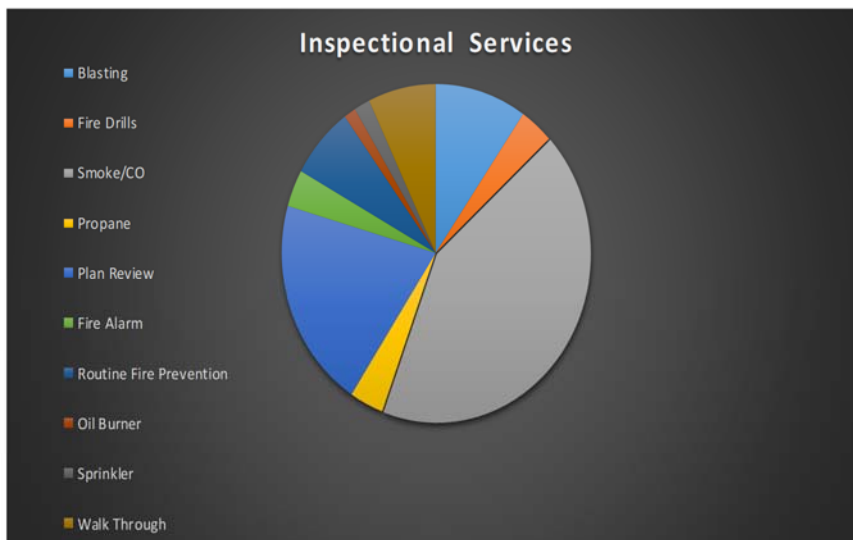
Fire Prevention

The Fire Prevention officer continued to be extremely busy in 2018. Conducting nearly 500 inspections and issuing over 440 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.



This year, the department moved to an online platform for plan reviews. This helped to eliminate paper waste and unnecessary clutter as well as streamlined the process for new commercial and residential growth.



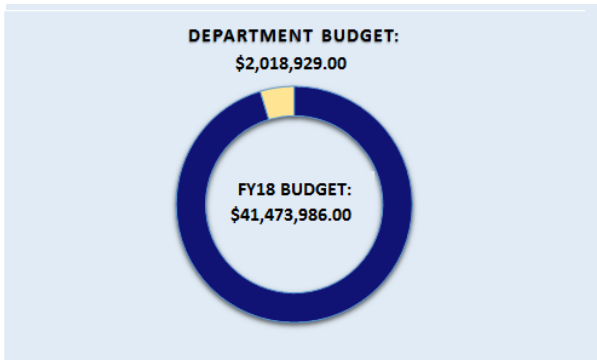
Department Roster

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



ARTWORK CREATED BY SHAKER LANE ELEMENTARY STUDENTS





It is with great pleasure that I present the Littleton Police Departments 2018 Annual Report. The start of 2018 was full of change for the Littleton Police Department. Chief Matthew King announced his retirement effective July 1, 2018 and the process to fill his position started immediately. After a few months of interviews and assessments, I was promoted to interim Police Chief in May and took over the helm permanently for the Department on July 1, 2018. I was both humbled and honored to take over at this time. We thank Matthew King for his 32 years of service to the Town of Littleton and wish him the best in his retirement.

In keeping the Chief's position internal, there were a few more staffing changes in the department's structure that followed right behind. Officer John Janakos was named full-time Juvenile Detective/School Resource Officer, Officer Patrick O'Donoghue was promoted to full-time Detective, Officer Marc Scola was promoted to Sergeant, and we hired two new patrolman, Ryan Richard and Alex Johnson.

Another major change for the department took place in our communication center. They are the lifeline for Police, Fire, Highway, Littleton Light and Water, and the School Department. With the addition of Emergency Medical Dispatch, we added two new full-time dispatchers, Jody Carroll and Brian Buck, along with one new part-time dispatcher, Michael Ray.



Patrolman Jesse Bowen & Sergeant Marc Scola with trick or treaters

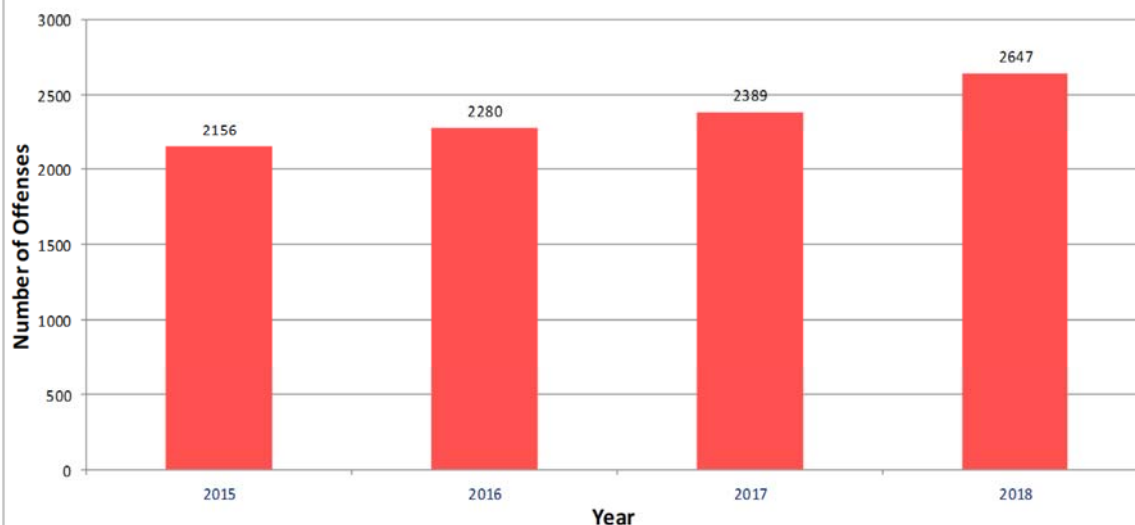


Chief Matthew Pinard and Chief Matthew King

The town continues to grow leaps and bounds with the "Point" almost in full swing along with Littleton being the hub of a major distribution center we have seen a major increase in traffic flow. We are very fortunate to have some seasoned veterans amongst us, Sergeant David Leslie who has been with the department since 1992 became more involved in the foresight of the traffic issues and began several new programs to combat the influx. Littleton Police Department will continue our efforts to remain community orientated and instill new programs as well as increase the size of the department to a reasonable number that will allow all of the residents to receive the services they deserve.



Traffic Offenses by Year



It is with great sorrow that we said goodbye to Retired Chief Thomas O'Dea this past year. Officer Camelo and Officer Casey were able to represent the Littleton Police Department and a huge thanks to the Sarasota Sheriff's Department for the honorable police escort.



Patrolmen Camelo & Casey with Sarasota Sheriff's Dept

On September 29, 2019, Littleton Police Department had an open house BBQ. It was a long standing tradition that allows the community to see the Police Station and have a snapshot of everything we do. We were visited by over 200 residents, the Massachusetts State Police Air wing, Middlesex Sheriff's Office mobile operations, NEMLEC motor unit and SWAT unit as well as a demonstration from our and Westford's K-9 unit. We look forward to hosting this special day again in



Patrolman Ryan Richard & K9 Vojak



Officer Megan Wodzinski with residents

Communications Center

by Nichole Devlaminck

In 2018 we experienced several big changes in the communications center. We now have two dispatchers on duty in the dispatch center from the hours of 7AM to 11PM. With the growing population and new developments in the town of Littleton such as "The Point" and "Village Green Apartments," this helps us to provide a better service for the town. It is also less stress on the dispatchers who were often at times multi-tasking between many tasks which makes for an all around better work environment.

The second change we experienced in dispatch was the process of 'EMD'. This stands for 'emergency medical dispatching'. The dispatchers took a class that certified them in the process of giving medical instructions over the phone. Not only does this help the people of the town in times of medical emergencies, it also helps the police officers and fire fighters/EMTS responding to calls with better understanding of the issues at hand. They will also be provided with updates of the status of the patients by the second dispatcher as they come in.

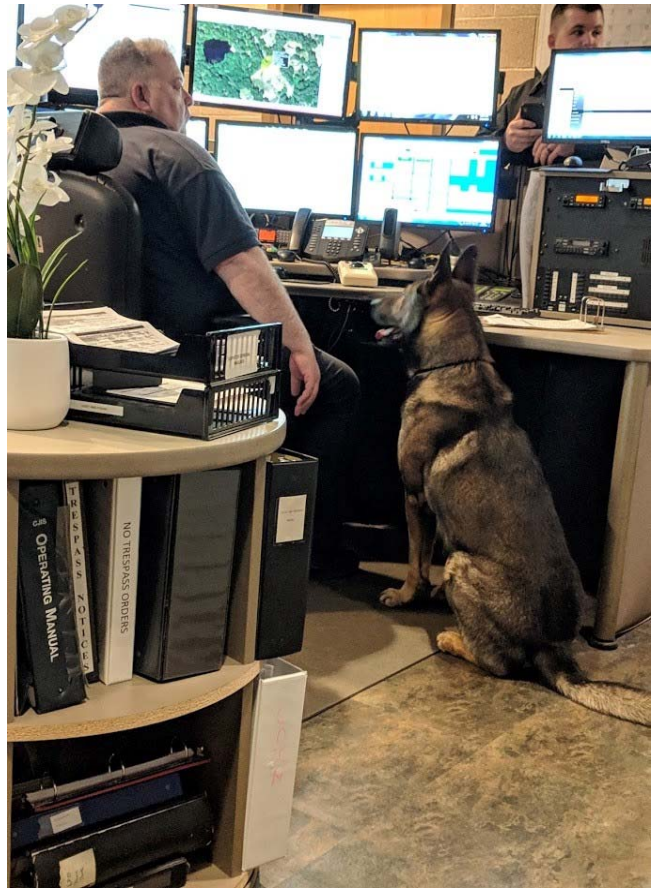
The last major change in dispatch were the texts to 911. Not only do they receive the regular 911 phone calls, they can now receive text messages from a person in distress. This comes in handy when the caller can't speak or make loud noises due to the nature of the emergency.

These three things have made it so the communication center can provide the town with the best and most efficient emergency responses.

TRAINING by Deputy Chief Jeffrey Patterson

During the year, as in every year, our officers attended the state mandated recertification in-service training comprised of 32 hours of academy time and 8 hours of department selected training.. The academy hours consisted of instruction in First Responder/CPR, Multi-Agency Response to Active Shooter, Police Interactions with Persons with Mental Illness, Legal Updates, Defensive Tactics and Integrating Communications, Assessment and Tactics.

We then chose an 8 hour training on Active Shooter Situations for our department selected training. Our full department, Patrol, Criminal Investigations and Communications joined by with the Littleton Fire



Vojak assisting Dispatcher Bill Harrold

Department to conduct active shooter drills at the Littleton Middle School. These drills consisted of utilizing simunitions rounds and volunteers as students/teachers to create a real life situation for all involved.. The scenarios were carefully planned out to create hostage situations, rescues of injured persons and the reporting of crucial information to ensure all divisions were included. The training was extremely successful and we would like to thank the Littleton Public Schools for their cooperation.



Active Shooter Training at the Middle School

Our training does not stop at the mandated training level for our officers. We strive to enhance our department and enrich our officers through education and training. At the start of every year we ask our officers what their interests are. We take that information into account when selecting additional training opportunities for them to attend throughout the year. During 2018 we sent patrol officers and communication staff to the following trainings:

Advanced Roadside Impaired Driving Enforcement
Alert, Lockdown, Inform, Counter, Evacuate (ALICE)
Crime Scene Photography
Firearms Qualifications
Firearms Scenario Trailer
Criminal Investigations Division In-house Training
Conducting Background Investigations
Emergency Medical Dispatch
Text to 911 Training

Our sergeants and command staff also attended several Leadership and Command Development trainings throughout the year:

FBI-LEEDA Command Leadership
Command Staff Academy
5 day Supervisory Leadership

Providing the opportunity for our officers and communications staff to continually enhance their skills and professionalism benefits them, our department, and ultimately the residents of the Town of Littleton.



Patrolman Camelo, Detective O'Donoghue, Detective Sergeant Fernandez & Detective/SRO Janakos conducting fingerprint training



K9 Vojak with K9 Officer Casey at narcotics training



Middlesex Sheriff's Mobile Training Center

CRIMINAL INVESTIGATION DIVISION

by Detective Sergeant Pablo Fernandez

The Littleton Police Departments detective's bureau is responsible to complete follow up investigations on cases that require more time than patrol officers can devote to a case. In 2018 the Criminal Investigation Division consisted of 3 detectives, one of which is the School's Resource Officer.

Investigations require a great deal of time for interviewing, conducting surveillance, and pursuing leads developed during the course of these ongoing investigations. The in-depth reports for these types of investigation are often complex and at time requires the application of arrest and search warrants. Detectives assigned to the detective bureau in Littleton have to be prepared to investigate a large variety of crimes.

The Criminal Investigation Division for the Littleton Police Department investigated a variety of crimes in 2018 and facilitated the prosecution of a majority of those more serious cases. In 2018, Littleton Detectives investigated several burglaries into residences and motor vehicles and were able to bring prosecution on two separate occasions of separate suspects for breaking into motor vehicles during 2018.

Detectives also investigated financial fraud, identity theft, and larceny cases in 2018 and report that there has been an increase in identity fraud and credit card fraud., The Criminal Investigation Division assisted in investigating 3 structure fires in 2018 and began the year with a fatal residential fire. Littleton Criminal Investigation division also assisted in and investigated 8 death investigations in 2018. Detectives also conducted several investigations into assault and batteries with more serious circumstances or reported injuries.

Littleton Police detectives also conducted several investigations into the sale and distribution of narcotics in and around Littleton. Detectives made 3 arrests for distribution and trafficking offenses in 2018 in Littleton, and worked in conjunction with area agencies to effect many more arrests for the



Detective Pat O'Donoghue, Detective/SRO John Janakos & Detective Sergeant Pablo Fernandez

distribution of narcotics in and around Littleton. Several Search Warrants were executed in 2018 in and around Littleton by these detectives and these arrests and search warrants resulted in the seizure of dangerous narcotics, cash associated with drug sales, and motor vehicles associated with these drug sales. Littleton Detectives continue to work closely with area detectives in 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. The detective bureau works closely with other agencies to share information about crime patterns, known offenders and to identify property. Many of the suspects that the detective's bureau investigates do not reside in the town, and often cross over into other towns and states.



Above: Narcotics and Cash seized during a search warrant

TRAFFIC SAFETY by Sergeant David Leslie

In cooperation with our partners at the Littleton Highway Department, we have addressed signage issues relating to speed limits, and Truck Exclusions in the hopes of clarifying these postings for the motoring public.

Finally, a School Bus safety campaign was launched at the beginning of this school year with a variety of strategies to address all aspects of school bus safety. With a ZERO TOLERANCE focus on violators who fail to stop for the school bus red stop lights. This campaign has proved to be extremely effective with feedback from school bus drivers, administrators, parents, and kids we have interacted with during the ongoing campaign.

Please direct any traffic concerns, or complaints to the police department. We will continue to work in a timely manner to identify, reduce and resolve these issues.

A special thank you to those residents that continue to provide us with valuable feedback on traffic issues in town. You allow us to direct our efforts in the most efficient manner improving quality of life and safety.

RAD/Student Police Academy

by Reserve Officer Ashley Pinard

This year we ran both the RAD Women's basic self-defense and the Rad for kid's self-defense classes. We trained 12 women and 16 children how to try to prevent an incident along with physical skills to fight off an attacker. Officer Ashley Pinard runs the RAD programs and they were completed with the assistance of Sergeant Doug Landry, Officer Brian Jones, and Officer Megan Wodzinski. Both the Women's and Kids class will be run again this year in addition to the Rad for Seniors program and an Aerosol Defense class for women.

The 2018 Student Police Academy took place in July and graduated 12 middle school students. The students got to experience a sample of what officers go thru during the police academy on their first day. They also got to learn about the K9 Unit, the NEMLEC SWAT team, the MA State Police air wing, motor vehicle stops, crime scene processing, and much more. This was the 7th successful year of the Student Academy and we look forward to many more to come.



Patrolman Camelo & Sergeant Leslie demonstrating our new road signs



The academy was run by Detective/SRO John Janakos, Officer Ashley Pinard, Detective Pat O'Donoghue, Officer Jesse Bowen, along with many other members of the Littleton Police Department.



I would like to thank all of the members of the Littleton Police Department, which consists of 19 Police officers, 7 Dispatchers, 12 part-time Officers, and 4 part-time Dispatchers, as well as 1 Executive Assistant. These men and women serve the community on a daily basis with honor and pride. It is with great pleasure I have to work alongside this team every day.

Again, we thank you, Town of Littleton for the support you continue to show us. We work diligently every single day to ensure your safety and security. Please be aware of your surroundings and please report anything that you find suspicious, out of the ordinary, or obviously wrong. "If you see something, say something." As it truly does take a village, and without the community as our partner we will not be able to succeed.

Sincerely,

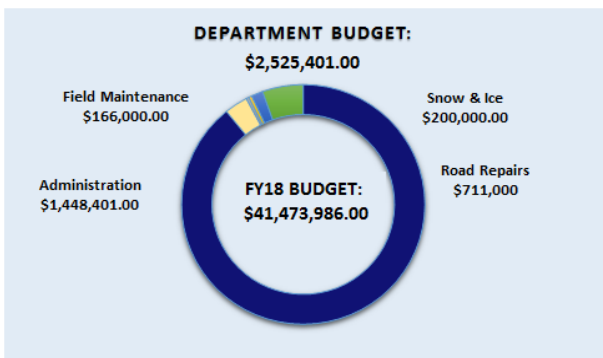
Matthew J. Pinard
Chief of Police



ARTWORK CREATED BY SHAKER LANE ELEMENTARY STUDENTS

ARTWORK from Ms. Packer's Kindergarten 2018/2019

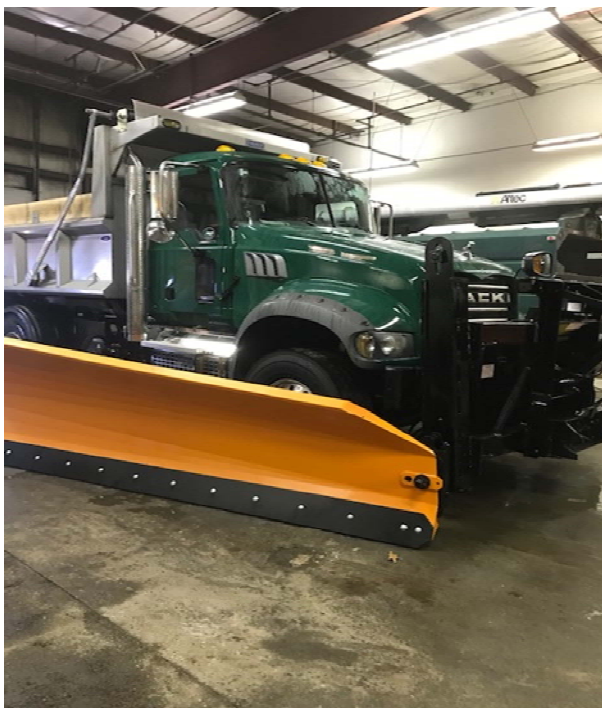




The Highway Department's long time Operations Manager Jim Clyde retired in November after more than 35 years of service in the Littleton Highway Department. We thank him for all his years of services and dedication to the Town and wish him luck in his next adventure.



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. Our SeeClickFix reporting/work order system has received over 140 requests from residents as well as over 500 work orders.

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:

2019 Mack 6-wheeler with a Plow and Spreader
Wide Format Plotter/Scanner

Pavement Management:

The Highway Department received \$397,966 in Chapter 90 funds, and another \$711,000 in Town funds. This funding is used to maintain 62.2 miles of public roads in Littleton. In 2018 we were able to complete crack sealing, fog sealing, micro surfacing, mill and overlay and full depth reconstruction on 10 miles of town roads.

Crack Sealing was conducted on: Adams Street, Baldwin Hill Road, Bulkeley Road, Colburn Lane, Edsel Road, Elizabeth Street, Elmwood Road, Farmstead Way, Fox Lane, George Street, Grove Road, Janes Drive, Juniper Road, Lake Drive, Laury Lane, Lochslea Road, Middlesex Drive, Partridge Lane, Porter Road, Snow Drive, Snow Terrace, Stony Stream Lane, Valley Drive, and Woodridge Road.

Fog Sealing was conducted on: Whitetail Way, Stoney Stream Lane, Samoset Trail, Valley Drive, Massasoit Trail, Nashoba Trail, Wamesit Trail, Tadmuck Trail, Goldsmith Street, Matawanakee Trail, Sagamore Trail.

Micro Surfacing was conducted on: Wannalancit Trail, Colonial Drive, Mohawk Trail, Stow Place, Worcester Drive, Concord Drive, Abenaki Trail, Springfield Drive, Colburn Lane

Mill and Overlay and Reconstruction was conducted on: East Roxbury Drive, Harwood Ave, Fort Pond Road, Foster Street, Hartwell Ave, and Murry Park Road.

Foster Street reconstruction project from Taylor Street to Balsam Lane has successfully been added to the Transportation Improvement Program for future funding.

The Highway Department has also conducted countless repairs on the remaining roads in town, and

placed over 100 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 25 weather events the highway department had to respond to in 2018. Town and Contract equipment traveled a total of approximately 55,000 miles to plow and treat the town in 2018. This equates to over 2,000 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 2018, 1,749 residential vehicle sticker permits were issued.

In 2018 the Town received the Central Mass Municipal Recycling Council Recognition Award for reaching their 30% waste reduction goal. In 2018 the Town generated the following:

Waste

- 806.93 Tons – Municipal Solid Waste
- 287.02 Tons – Construction and Demolition Materials

Recyclables

- 102.74 Tons – Glass
- 79.87 Tons – Metal
- 48.50 Tons – Plastic
- 14.27 Tons – Tin
- 331.30 Tons - Paper/News

Calendar Year	Municipal Solid Waste (TONS)
2009	2,185.94
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

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.

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 2018.

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 Reliable Public Power 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 reliability, safety, workforce development, and system improvement.

Squirrels were the number one cause of power outages in 2017. In response, operation crews updated animal protection to transformers and riser poles throughout the system. LELD has seen a 50% reduction in animal caused outages in 2018. These updates are to enhance reliable electric service and prevent outages.

In 2018, LELWD planted 180 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 2018 alone, the program saved 49,376 kWh and has become very popular in its third year, saving residents \$23,000 in energy conservation measures through rebates on new appliance, heating and cooling systems, and home improvements. Littleton residents are also taking advantage of our free home energy assessments that help identify home energy-saving opportunities.

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

Did You Know...

- LELD serves about 7,410 customers in Littleton and Boxborough.
- LELD has 603 solar panels on site.
- 25% of our energy comes from renewable sources.
- Green Rewards sold 933 discounted LEDs last year

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 2018. For purposes of comparison, a Littleton customer using 750 kWh per month has a monthly bill of \$95.26. The same usage in Ayer, served by National Grid, would cost \$178.91; while in Concord, served by Concord Municipal Light, would cost \$114.31. 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 855 kW. LELD's net metering program gained 10 residential customers in 2018. This makes the newly redesigned cap for residential customers go from 67% to 78%. and the commercial cap remains at 39% subscribed.

With the launch of LELD's new Electric Vehicle Program, there are now 4 charging stations around Littleton. Last year, LELD installed a charger at the Rueben Hoar Library while the other 3 located at Acton Toyota of Littleton and at LELWD's main office. Littleton residents can charge for free while non-residents pay \$0.12 cents/kWh with a \$2/hr parking fee after charging.

In October, LELD led mutual aid crews from surrounding municipal electric utilities to help restore power in the Florida panhandle. LELD crews left New England the day Hurricane Michael caused 96% of the Tallahassee region without power. The mutual aid assistance was able to restore 3,000 customers within 3 days. LELD is proud to serve and benefit from mutual aid efforts coordinated through the Northeast Public Power Association.

The business office continues to offer an online bill presentation and payment program that offers our customers a secure, convenient way to view and pay their bills.

In 2018, LELD provided annual financial and in-kind contributions to the town and continued to support many programs and initiatives, including athletic grants to the high school, public safety grants, Littleton robotics league, the annual holiday tree lighting on the Common, and the senior citizen luncheon.

For more information, please visit our website, www.lelwd.com.

Respectfully submitted,

Board of Electric Light Commissioners

Dick Taylor, Chairman

James Karr , Vice-Chairman

Ivan Pagacik , Secretary/Clerk

Tom Rauker , Member

Bruce Trumbull, Member



Littleton Electric Light Department		December 31, 2018	**unaudited**	
<u>Assets</u>			<u>Liabilities and Surplus</u>	
<u>Utility Plant</u>			<u>Surplus</u>	
Total Electric Distribution Plant	\$23,251,837	Unappropriated Surplus	\$41,650,493	
Total Electric General Plant	\$18,331,480	Direct Charge to Surplus	-\$792,409	
		Restricted for OPEB	\$2,181,527	
TOTAL UTILITY PLANT	\$41,583,317	Capital Gains and Losses	\$137,834	
		Current Surplus	-\$270,537	
Accum. Depreciation Distribution Plant	-\$10,957,822			
Accum. Depreciation General Plant	-\$6,458,622	TOTAL SURPLUS	\$42,906,908	
TOTAL DEPRECIATION	-\$17,416,443	<u>Long Term Liabilities</u>		
		Bonds Payable	\$0	
NET ELECTRIC PLANT	\$24,166,874	Post Employment Benefits Payable	\$0	
Construction in Process		TOTAL LONG TERM LIABILITIES	\$0	
<u>Fund Accounts</u>		<u>Current and Accrued Liabilities</u>		
Depreciation	\$3,116,205	Accounts Payable	\$92,683	
Construction	\$2,989,687	Miscellaneous Accrued Liabilities	\$2,882,736	
Rate Stabilization	\$6,066,198	Customer Deposits	\$184,065	
Operating Cash	\$1,378,398			
		TOTAL CURRENT/ACCRUED LIABILITIES	\$3,159,484	
Pension Fund	\$1,069,490			
OPEB Fund	\$2,181,527	RESERVED FOR UNCOLLECTIBLE ACCOUNTS	\$47,260	
TOTAL FUND ACCOUNTS	\$16,801,505			
		TOTAL LIABILITIES	\$3,206,744	
<u>Current and Accrued Assets</u>				
Accounts Receivable Rates	\$2,651,206	TOTAL LIABILITIES/SURPLUS	\$46,113,652	
Accounts Receivable Jobbings	\$121,304			
Inventories	\$738,150			
Prepayments	\$1,634,614			
TOTAL CURRENT/ACCRUED ASSETS	\$5,145,274			
TOTAL ASSETS	\$46,113,652			



The Board of Water Commissioners is pleased to present the annual report of the Water Department for the calendar year 2018.

LWD is continuing the process of replacing all water meters throughout our entire service area. The new meters improve accuracy and help to detect leaks, saving customers money and most importantly, conserving water! Once the program is completed in 2020, LWD will be able to combine meter reading operations with LELD; improving our efficiency and allowing us to better serve our customers.

In 2018, the Spectacle Pond Treatment plant experienced a 41% energy decrease compared to previous years. This may be credited to operating on four new Variable Frequency Drives (VFD). The VFDs were part of a Green Communities grant project in 2017.

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 2018, our residential base grew 1.5% due to 45 new connections. The department also connected 2 new commercial customers.

In June of 2018 at the Cobbs Well site, LWD conducted a DEP required 15 Day Pump test on the three wells installed in 2016. The testing was the last step in determining the safe yield that LWD could expect to generate from these future production wells. Throughout the testing, LWD monitored water levels in several surrounding private wells and bodies of water to record the effects of the pumping. LWD expects to obtain a withdrawal permit in 2019 from Mass DEP for the well site. This will help us meet the



Did You Know...

- LWD serves about 3,300 customers in Littleton, Westford, and Boxborough. The majority is in Littleton.
- There are currently 81 miles of water main throughout the system, ranging in size from 4" to 14".
- The oldest main line is 105 years old!
- LWD replaced 520 water meters in 2018

future demand of our customers.

LWD has begun the process of designing our 3rd Water Treatment & Filtration Plant. LWD has partnered with Tighe & Bond to design the plant, and expects to begin construction in the summer of 2019, with a completion date of August 2020. In conjunction with the construction of the filtration plant, LWD will also install replacement wells, replacing existing wells which are no longer able to meet our permitted withdrawal volumes.

On all water quality issues, LWD serves as consultants to the town, particularly the Planning Board and Board of Health, to ensure that all proposed developments are constructed without adverse impact to capacity or infrastructure. With several major projects in the pipeline, our efforts in this regard are aimed at making certain that the objectives of commercial development and environmental protection are both properly served.

The department also continues to collaborate with the Clean Lakes Committee on several important

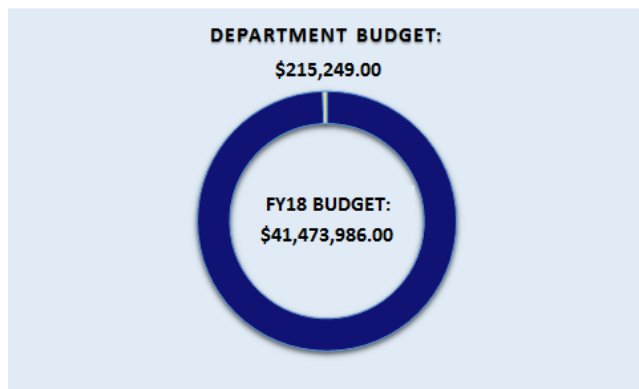
initiatives, including invasive plant management at Spectacle Pond and Long Pond, outdoor water conservation, and low impact development.

Respectfully submitted,

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.lclwd.com.

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

Littleton Water Department	June 30, 2018	**audited**	
<u>Assets</u>		<u>Liabilities and Surplus</u>	
<u>Current and Accrued Assets</u>		<u>Current Liabilities</u>	
Cash and Cash Investments	\$1,037,852	Accrued Interest Payable	\$50,388
Accounts Receivable	\$211,608	Compensated Absences Payable	\$24,993
Accrued Unbilled Revenues	\$279,791	Bonds Payable	\$385,642
Merchandising and Jobbings	\$4,404		
Materials and Supplies	\$67,071	<u>Total Current Liabilities</u>	\$461,023
<u>Total Current and Accrued Assets</u>	\$1,600,726	<u>Noncurrent Liabilities</u>	
<u>Noncurrent Assets</u>		Compensated Absences Payable	\$58,318
Prepaid Bond Costs	\$0	Other Post Employment Benefits Payable	\$836,385
Capital Assets Not Being Depreciated	\$934,228	Net Pension Liability	\$1,190,252
Capital Assets Being Depreciated, Net	\$12,433,253	Bonds Payable	\$4,826,597
		<u>Total Noncurrent Liabilities</u>	\$6,911,552
<u>Net Plant in Service</u>	\$13,367,481	<u>Total Liabilities</u>	\$7,372,575
<u>Construction in Progress</u>	\$0	<u>Deferred Outflows of Resources</u>	
<u>Total Noncurrent Assets</u>	\$13,367,481	Pensions	\$131,547
<u>Deferred Outflows of Resources</u>		<u>Net Assets</u>	
Other Post Employment Benefits Payable	\$4,707	Net Investment in Capital Assets	\$8,155,242
Pensions	\$242,861	Unrestricted Net Assets	-\$443,589
		<u>Total Net Assets</u>	\$7,843,200
<u>Total Assets and Deferred Outflows</u>	\$15,215,775	<u>Total Liabilities and Surplus</u>	\$15,215,775



Elder and Human Services FY2018

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

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.

www.littletonma.org

The Town of Littleton's Elder and Human 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 Senior Center:

The Senior Center offers programs, services, clinics, and meals five days a week where the professional staff has oversight. The Littleton EHS (Elder and



Human Services) staff consists of the Director, two Outreach Coordinators, an Administrative Assistant, 5 Van Drivers, over 100 active volunteers, and well over 100 Senior Tax Work Off Program participants all of whom contribute to the fulfillment of the department's mission and goals.

The Center is the focal point for aging service issues in our community and acts as a gateway to 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 we are housed, the functions of the EHS 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. We offer relevant programs and services for residents of all ages wherever they may reside in Littleton: in their own homes; in housing, or in some cases nursing facilities.

Department Growth:

2018 was a time of growth and transition for the EHS Dept and brought new staff to the team. Liz Tretiak started as the Director in February. A few months prior we had welcomed a second Outreach Worker, Nicole Lorenson, increasing the capacity of the program. This resulted in an increase in residents accessing our outreach services. We also welcomed Sue Raymond as a part-time Administrative Assistant. The department saw an increase in participation across multiple areas including our Nutrition Program, Senior Property Tax Work Off Program, and unduplicated number of individuals visiting the center.



Programs and Services:

In Fiscal Year 2018 the Center recorded at least 11,024 visits from at least 784 unique individuals. Programs and services offered through Littleton's Elder and Human Service department included but were not limited to the following:

Outreach Services:

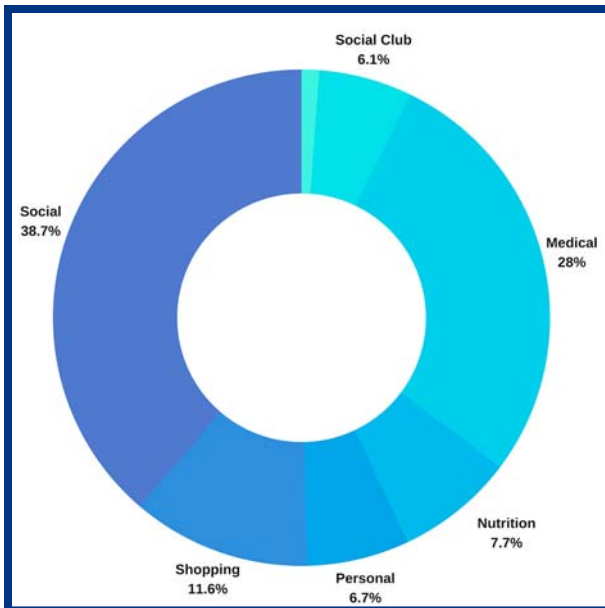
Our Outreach Coordinators serve as an information resource for seniors, the disabled, and all other individuals and families in need of services regardless of their income or socioeconomic status. We provide help with obtaining heating subsidies, food stamps, mental health referrals, facilitating support 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.

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:

MART and EHS/COA Vans provided transportation at nominal cost on weekdays for medical appointments and various other destinations. Rides were provided to 121 unduplicated residents. Of these trips, 28% were for medical purposes. In addition, an average of 10 rides per month for medical appointments are accommodated through our volunteer program.



ELDER & HUMAN SERVICES DEPT

Dedicated to a healthy town and a strong community.



OUTREACH ASSISTANCE

Over 2,826 unduplicated people assisted

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 5,465 rides provided

We provide van services for elders and people with disabilities. Running 2 vans every day, we provide rides to medical appts, pharmacies, grocery stores, and treatment programs.



NUTRITION PROGRAM

6,911 meals served to the community

Over 2,476 congregate meals were served on site. Over 4,435 Meals on Wheels were delivered providing healthy nutrition and a daily check-in.



SENIOR PROPERTY TAX WORK OFF PROGRAM

6,527 hours of work completed

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



FITNESS & HEALTH PROGRAMS

Over 3,430 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

Littleton Social Club: LSC is a supervised social day program held at the Senior Center for people over 60 with a cognitive decline. In FY '18 we serviced 14 unduplicated adults, for a total of 762 sign-in's.

Senior Property Tax Work-off Program:

The EHS Dept placed 111 workers in town offices and departments through the Senior Tax Work-Off Program in FY 18. Seniors performed needed services, with their earnings applied to a reduction in their real estate property tax. These workers contributed 6,527 hours and close to \$72,000 worth of service in FY2018. In July 2018, 134 workers signed up for FY 19.



SHINE: Our SHINE (Serving the Health Insurance Needs of Everyone) Counselor assisted 63 Littleton seniors with questions on HMOs, Medicare, Medicare D and Medicaid.

AARP Tax Assistance: AARP-trained volunteers provided free tax assistance to elderly and low-income taxpayers.

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.

Fitness and Exercise Activities: Programs such as regularly scheduled fitness classes, Stretch and Flex, Fit-4-Life, Tai Chi, Gentle Yoga, Kayaking, Brains and Balance, and Line Dancing were held regularly.

Health Events: Such as a Blood Pressure Screening clinics, a bi-monthly Podiatry clinic, bi-monthly Chair Massage, vision and hearing screenings, a Wellness Fair, an annual flu clinic, Healthy Eating, Opiate Addiction Awareness, sleep strategies presentation, and a Hearing screening.

Social and Recreational Activities: In 2018 we hosted intergenerational programs, holiday parties, birthday parties, movie screenings, summer cookouts, craft classes, art classes, Loving Stitches Knitting Group, Davis Bates Tales and Songs, Meet and Greet,

mahjongg, bingo, Coffee Coloring and Conversation, and a Grandparents Day Ice Cream Social.



Council on Aging Board Members:

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 consists of nine (9) regular members appointed by the Board of Selectmen for three-year overlapping terms. Meetings are the 2nd Monday at 1:30pm.

MEMBERS:

MARJORIE C PAYNE, CHAIR

MARY (PADDIE) HUNT, VICE CHAIR

ROBERT STETSON, SECRETARY

ANNE LEE ELLIS

MAUREEN DONNELLY

MARY PICKARD

MARY CATALANOTTO

DAVID SILL

DR. ANGUS MICHAELS



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 snow removal, medical equipment, medications, fuel assistance, food gift cards, and scholarships for the Littleton Social Club, among other things, as well as supplementing some exercise classes and other programs.

The Friends also offered a variety of Intergenerational Programs for our senior residents with children ranging from Kindergarten to the High School, and including the Girl and Boy Scouts. Through a contributor, they paid for the monthly mailings of the Broadcaster and Town-Wide mailings. On a monthly basis the Friends held themed luncheons that were so popular waitlists had to be instituted.

MEMBERS:

BARBARA MCRAE, PRESIDENT
 NANCY LEVINE, VICE PRESIDENT
 TONY JESENSKY, TREASURER
 DOTTIE RUIZ, SECRETARY
 ANDY FREDETTE ELLEN ARAUJO
 SHARON CORBIN CAROL VALES

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 has held several support groups, participated in community panel discussions, provided one-on-one counseling and support, assisted with referrals to treatment programs, and held a NARCAN training for the community at the Annual Wellness Fair.

Courtyard Revitalization:

The Friends of the COA and the Littleton Garden Club worked along with Girl Scouts Troop # 85454 to help the troop earn their Bronze Award by revamping the courtyard at the Town Hall. The Girl Scouts hosted a Grand Reopening of the Courtyard for the Seniors and provided education on the importance of being outdoors.



Project Linus:

The Loving Stitches Knitting Group hand knitted and donated 10 blankets to the Police Dept for the Linus Project. The Linus Project provides the comfort and security of a handmade blanket, quilt, or afghan to any child who may be in need of extra consolation due to severe illness, trauma, and/or other needs.

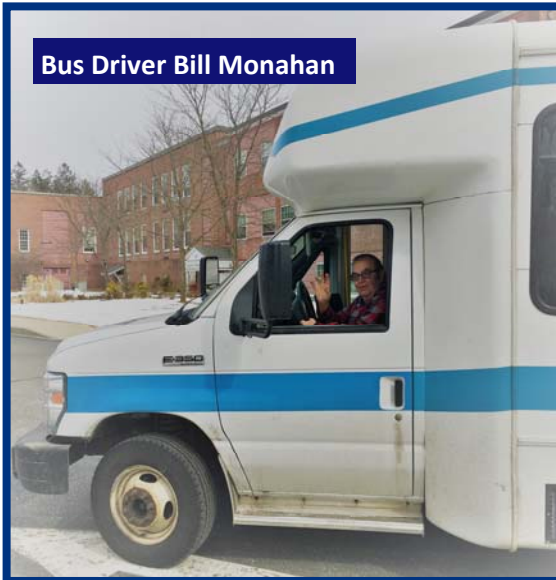




Summer Birthday Party



COA Board President, Asst Town Administrator,
& EHS Director



Bus Driver Bill Monahan

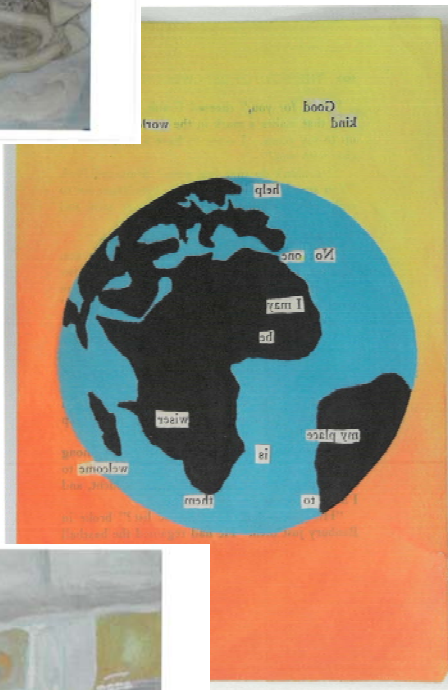
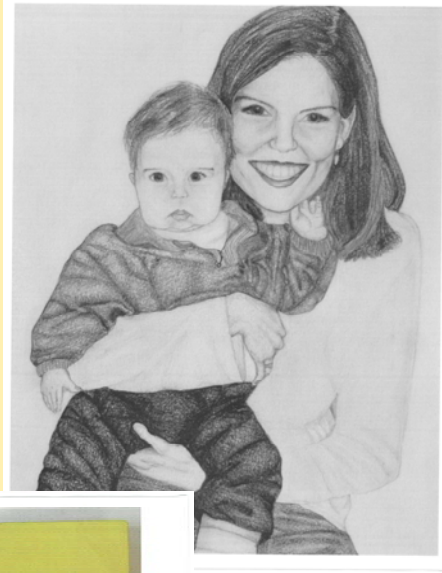
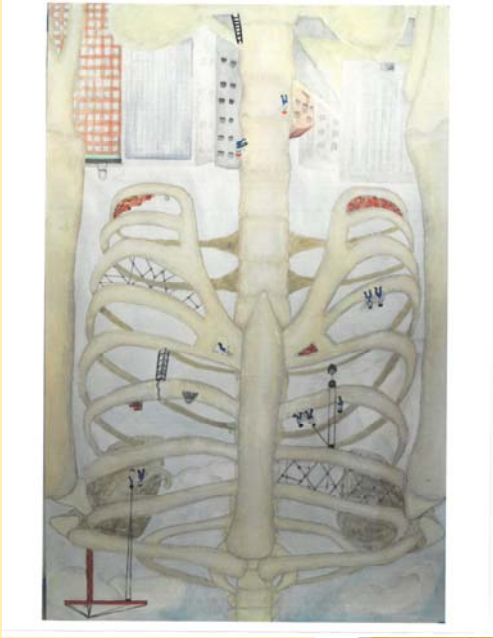


Volunteers Joan Ingham & Shirley Bradley

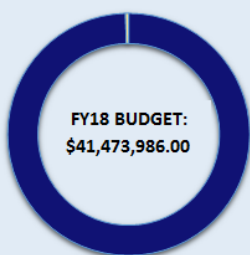


Ladies at the St. Patrick's
Day Luncheon

ARTWORK BY LITTLETON HIGH SCHOOL STUDENTS



DEPARTMENT BUDGET:
\$177,875.00



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), 2018 BxB-TV productions included four separate informational videos focused on the existing Department of Public Works space needs and acquiring an existing property tailor-made to their needs.

There was a major playback equipment upgrade to the Castus one-channel system and associated On-Demand services.

BxB-TV also hosted its first live-streamed STM from the Boxborough Regency to the Town Hall Castus server and out to Comcast and Verizon customers. BxB-TV continues to provide Live coverage of their multi-night Annual Town meetings.



BxB-TV covered the Live interviews and selection of the new Boxborough Town Administrator. Ryan Ferrara was also the featured guest on Bob Spinozzi's Uncommon Interview program.



Plans were also established for the coverage of the CY2019 Planning Board meetings working to revise their Zoning Bylaws.

Government Channel Content

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

LCTV also covered both the Annual and Special Town Meetings. LCTV provides sound and video to all those in attendance. We produce the Town Meeting Preview shows for the Annual and Special Town Meetings. These shows are co-hosted by the Town Moderator and Town Administrator, respectively, and go over all items in the town warrant articles.

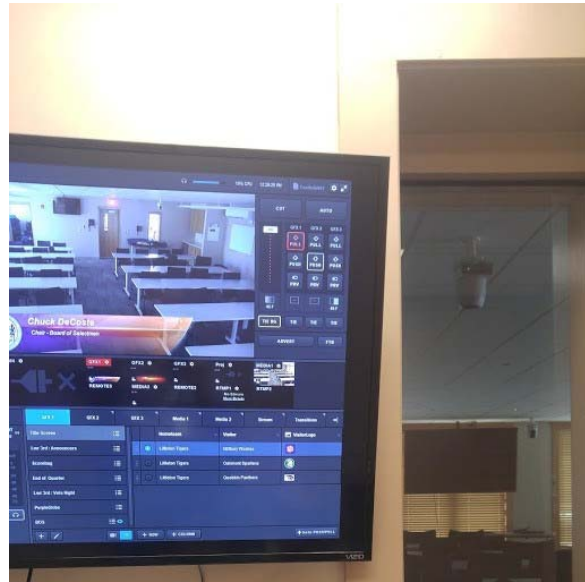
LCTV provided Live coverage of the Public Smart Sewer project information session at the LHS Performing Arts Center utilizing new streaming gear.



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.

This past year we went "live" from the Littleton Fire Department community room. This room features 3 robotic HD cameras, a state of the art control room, and the ability to broadcast meetings, trainings, and

emergency information from the fire department facility.



LCTV also provides sound systems for various events in town, such as the Fire Station Opening, the Friends of COA monthly gatherings but most notably, the Memorial Day Ceremony at Westlawn Cemetery. This year LCTV provided audio and video coverage of the 100th Anniversary of the ending of WWI.



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, Employee retirement gatherings, State check presentations to the town, Hanscom Credit Union opening ceremony, and Bar-B-Que's hosted by the LFD, LPD, and State Senator, Jamie Eldridge and State Representative, Jim Arciero.



We also covered the departure ceremonies of our Town Administrator, Keith Bergman, and the swearing in of interim TA, Anthony Ansaldi.



2018 brought a change in leadership at the Littleton Police Department. LCTV was there to cover both the retiring of Chief Matthew King and the swearing in of the new Chief, Matthew Pinard.



LCTV covered the check presentation from Massachusetts Secretary of Housing and Economic Development, Jay Ash, as Littleton was chosen as one of 67 cities and towns recognized for expanding housing choices within their communities.



Education Channel Content

LCTV has continued its joint agreement with Littleton High School in offering a credited TV Studio class for its students. Students learn all aspects of video production and utilize those skills in producing a weekly newscast called "Tiger News Network".



LCTV in coordination with student videographers has expanded coverage of LMS academic school-wide events. This cooperative endeavor covered the yearly Spelling Bee, the Science Fair, and the LMS Geography Bee.



Also airing regularly on the Education Channel are School Committee meetings, all LHS Football games and LPS band concerts, Fun with Science, and Your Back Yard. We have also started airing Good Day Nashoba from Nashoba Valley Technical High School. LCTV covered the LHS graduation ceremony, the first class to graduate on the new Alumni Field. 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 and Cooking with Hoppy.

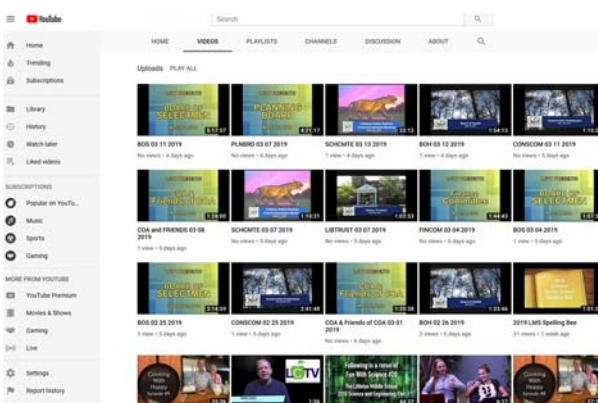
LCTV produced a movie in conjunction with the Friends of The COA entitled “Futuristic Follies”. This hour long special featured the talents of many senior citizens as they looked at what life could be like in Littleton 200 years from now.



A new show that has gained a popular following is “Pre-Talk with The Orchestra of Indian Hill”. This show features Bruce Hangen, The Orchestra Music Director and Conductor, giving a pre-talk to each performance of the orchestra. Maestro Hangen is both entertaining and informative in his talks. This show is produced by newcomer Claudia Castro.



LCTV now has a YouTube Channel to make it easier 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’s You Tube 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.

LCTV Growth

LCTV welcomed a new staff member to the team. Judy Reid, who had been a video contractor with us for many years, was hired as a part-time program coordinator.



Judy has been active in outreach to the schools, Police, Fire, and Park & Rec Departments. She handles all our program scheduling for the Public and Education Channels.

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 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.

LCTV Challenges

As presented to the Selectmen, the funding of LCTV expenses from the 5% franchise fees from Comcast and Verizon may be reduced as a result of the 2018 FCC rulings. LCTV has been part of the Massachusetts initiative to understand the impacts of the changes on delivery of services and content on the PEG channels. These changes may impact the LCTV operational funding requiring some level of town budget allocations to provide the same services Littleton residents have come to expect from LCTV over the years.

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



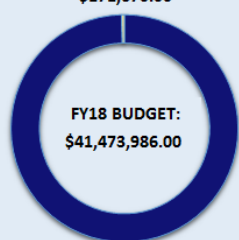
Runaway Van





DEPARTMENT BUDGET:

\$171,670.00



FY18 BUDGET:
\$41,473,986.00



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. Meetings are generally held on the second Tuesday of every month in the Parks and Recreation Conference Room (Room 121) in Town Hall at 7:00pm.

Park and Recreation Commission members for 2018 concluded as: Mike Proulx, Chairman; Mike Levasseur, Member; Kevin Mitrano, member; Sean Sullivan, member; and Michael Crory, member.

Gary Austin and Kevin Hunt retired from the Park Commission this year. Both members dedicated many years of service to the Park Commission and for that we formally thank them for their civil service to the Town of Littleton.

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:

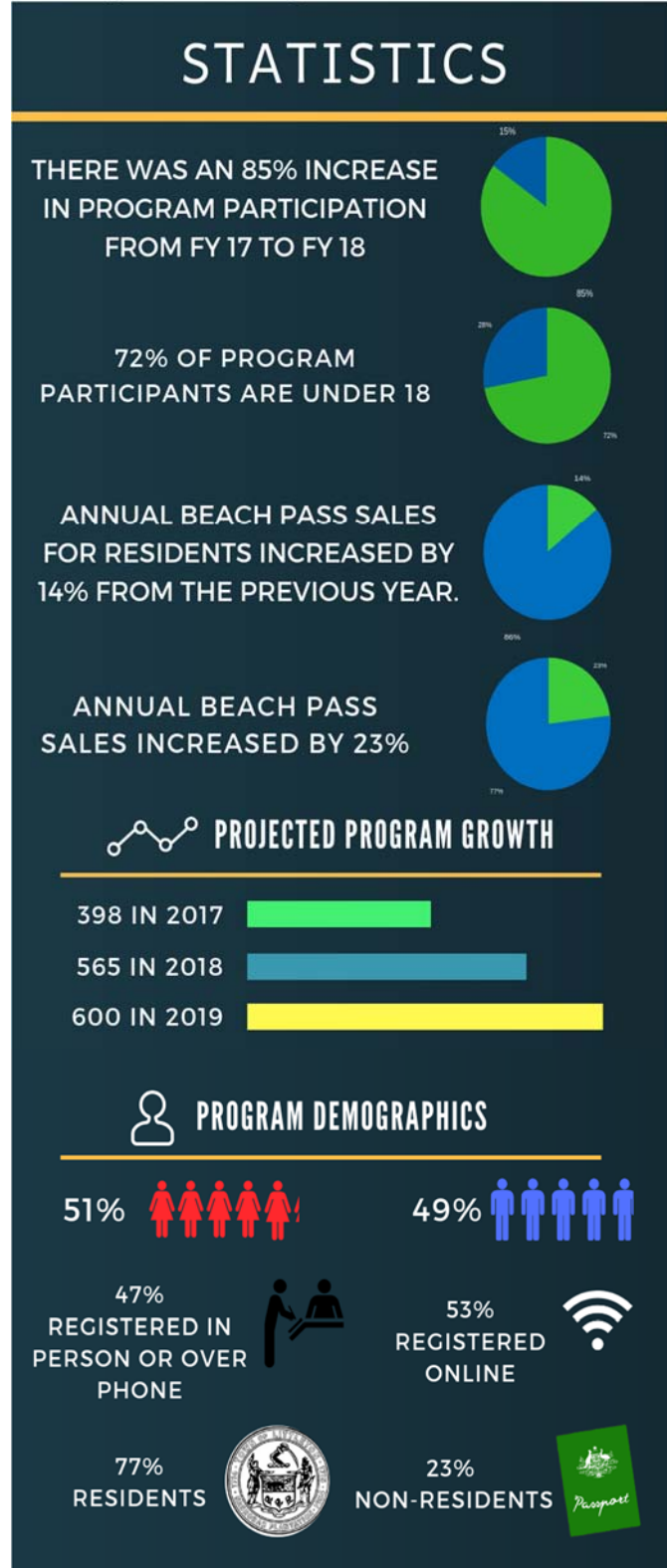
In 2018 PRCE's organizational chart included: the PRCE Director, Assistant Director (specializing in Aquatics and Special Events), Community Education and Teen Program Coordinator, Recreation and Sports Program Coordinator, Administrative Assistant, and Teen Program Lead. We hired three new full time staff members in 2018 to fill these positions. Rachele Carbutt as the Community Education and Teen Programming Coordinator, Katie Judge as the Teen Program Lead, and Megan Straface as the Administrative Assistant. This brings the full time staff up to six positions and our seasonal staff to approximately sixty.

This year the department focused on improving our department's marketing and community outreach. This comprised of implementing a new registration system that was more user friendly in September 2018, rebranding the department logo, and improving the seasonal brochures. This also included reviewing and adjusting our mailing route. Lastly, the improvement and increased interaction with our website, social media sites and bulk emails.



The department split financial ties with the youth sports organizations in town in hopes to simplify the process of the field usage fees. In the upcoming year the Highway department will take over the field maintenance costs and PRCE will collect fees to pay for the athletic field equipment and supplies, such as bases, paint, and chalk.

Lastly, we instituted a new beach tag system for long lake beach. The Town's general fund does not contribute to the seasonal operations at long lake beach and for many years this facility had been effecting the department finances since the yearly revenue is much lower than the expenditures. The previous system of the "beach sticker" was commonly interpreted as specifically a parking pass



only instead of a pass to use all services at the beach. The new system includes one Parking Sticker and one Beach Tag for each member in the household. A beach tag or a daily pass is required for each person visiting Long Lake Beach between Memorial Day and Labor day.

The 2018 rates were:

- Annual Pass - \$40/Residents
- Annual Pass - \$100/Non Residents
- Annual Pass - \$25/Senior 60+ Resident or Non Resident
- Daily Parking Pass: \$15/Residents or \$20/Non Residents
- Daily Visitor Pass: \$3/Resident or \$4/Non Resident



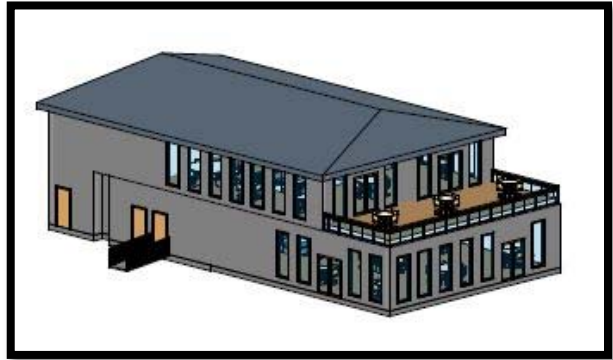
Park Renovations:

300 King Street, Littleton, MA

In June 2018, Brandon LaVoie and Boy Scout troop 20 restored the flag pole at 300 King Street. This gave the department the opportunity to work with the Littleton Electric department to install flood lights at the base of the flag pole that allowed the department to return to the tradition of flying the American flag at all times.



Long Lake Beach - 20 Town Road



In 2018, the long lake bathhouse renovation project was deemed eligible for \$400,000.00 from the Community Preservation Committee and the department had planned to bring Nashoba Technical High School on board for the actual construction. However, the project has ultimately been put on hold due to the lack of access to a new septic or sewer option. The department has not abandoned this project, though it may be put on hold for a few years until another waste water removal option can be determined.

We also extended our goose patrol contract for a second 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.

Program & Event Highlights:



2018 was the first year of Community Clean up.

Our department held fourteen special events this year, which was five more than we had provided last year and our attendance numbers were notably increased. We brought back the Egg Hunt and Candy Scramble at 300 King street with the assistance of Girl Scout troop 61150, there were approximately 500 participants in attendance. Another new event was

the community clean up day held in April; This event had 225 volunteers spread out in groups all over the Town of Littleton. As a group we ended up collecting around 600 bags of garbage that we brought to the transfer station. For our tenth year of running the Touch-A-Truck event in May we had approximately 1,000 visitors which was a whopping increase of 650 people from the previous year.



May 5th, 2018 :Touch A Truck; 1,000 visitors.

The events for 2018 included:

February:

- The Father-Daughter Valentine's Dance

April:

- Egg Hunt and Candy Scramble
- Community Clean Up

May:

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



Third Thursday, May 17th, 2018

June

- Tophet Chasm 5K
- Third Thursday, Community Fair
- King of the Castle 3v.3 basketball tournament
- Great American Camp Out



Tophet Chasm 5K, June 3rd, 2018

July:

- Third Thursday, Community Fair

August:

- Third Thursday, Community Fair

September:

- Community Tailgate



Community Tailgate, September 16, 2018

October:

- Adult Flag Football League Championship
- Trunk or Treat and Halloween Parade



Adult Flag Football Championship, September 2018

December:

- Holiday Helpers 5K Race
- Holiday Helpers program

Summer Season:

Our 7 week 2018 Littleton Enrichment Afterschool Programs (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.



This summer we were able to offer eight weeks of Camp Tahattawan. Highlights to this year's camp season included trips to the Boston Harbor Islands, Canobie Lake, Co-Co Key Water Resort, and Southwick Zoo. Camp staff continued to incorporate learning components into camp including daily specialty sessions of: science and nature, music and drama, arts and crafts, and sports and games. During the season, Camp afternoons were filled with group-play and trips to the lake for boating and free swim.



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 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 Extended (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.



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. This summer we officially became a US Sailing Community Sailing Center. We purchase additional sail boats with Capital Funds obtained at the Spring Town meeting and were able to double the amount of sailing programs that we provide. We also offered a beginner and intermediate level programs and offered a sailing course 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. 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.

DEPARTMENT BUDGET:

\$607,784.00

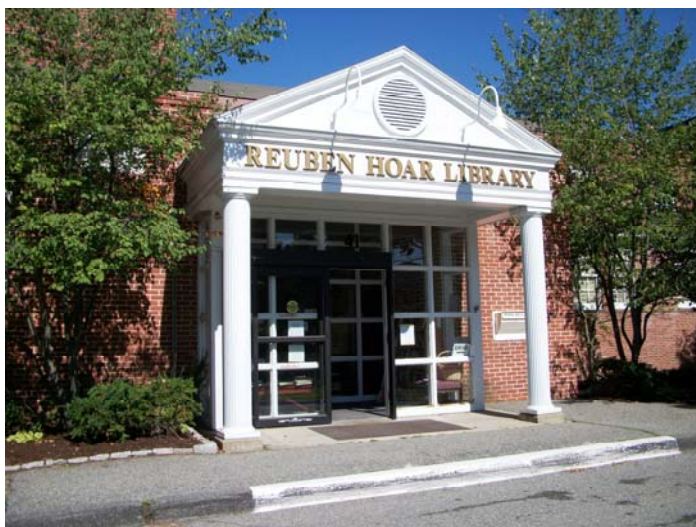


FY18 BUDGET:
\$41,473,986.00

accordance with its mission, the Reuben Hoar Library provided information services for the residents of Littleton: 153,407 items – books, eBooks, audiobooks, DVDs, music CDs, and magazines were borrowed and 55,653 user visits to the library were recorded. We’ve made some updates to the building such as fresh paint on the walls in the Teen Room courtesy of Girl Scout Troop #65221, as well as new furniture.

In 2018 we continued to fundraise for a new library. In donations and pledges we have already raised over \$625,000, including \$15,000 raised at a mini-golf event held at the Library. We would like to offer a huge thank you to everyone who attended the event, the sponsors, and to the Fundraising Committee who made the event such a huge success.

Our #BuildingCommunity01460 pledge drive also kicked off last year with the goal of raising \$250,000 in pledges from 250 homes. With the \$5.8 million provisional grant that we received from the Massachusetts Board of Library Commissioners and our new status as #1 on the waiting list of libraries expected to receive the funds in 2019, we hope to build a new library in the near future. We are truly grateful to our community for making our fundraising efforts so successful.



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 2018. 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

RHL by the Numbers

The Reuben Hoar Library remained a favored destination with residents of Littleton and nearby communities. More than 8,000 kids attended our 171 programs held for children. 1,850 adults attended our 164 adult programs, and 441 teens attended our 95 Young Adult programs held in 2018.

We’re not just about books! We also have three notaries on staff, fax machines, scanners, copiers,

153,407 Items Checked-Out	5,201 Reference Transactions	Open 45 Hours Per week	55,653 Visitors
171 Children’s Programs	164 Adult Programs	95 Teen Programs	2,753 eBook Downloads
8,123 Total Attendance at Children’s Programs	1,850 Total Attendance at Adult Programs	441 Total Attendance at Teen Programs	869 Museum Pass Usages



telescopes, hotspots, computers, laptops, newspapers, magazines, seed catalog and meeting spaces available to the public.

Our meeting rooms are heavily used; over 700 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. If you haven't been to the library lately, why not stop by and check it out for yourself?

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.

Some upcoming programs include a new makerspace program for children and teens. Attendees will learn how to use a 3-D printer, program robots, and more. Through our programs we hope to not only educate but inspire our patrons to become interested in Science, Technology, Engineering, Art and Math (STEAM).

For the adults we offered book clubs, movie nights, adult coloring night, and great author talks. Of particular interest were Art and Play program for adults, New England Quilts and the Stories they Tell, and a visit from World Class Ironman Triathlete Erich Manser.

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. We have 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 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

In 2017 the community voted to allow the library to move forward with a Massachusetts Public Library Construction Grant. In July of 2017 the Massachusetts Board of Library Commissioners announced that we will receive a provisional grant for \$5.8 million dollars. In early 2018 we were ranked #1 on the MBLC waiting list. This ranking means that we are even closer to our goal of building a new library that will have more space, be ADA compliant, and allow us to better serve the overall needs of the Littleton community.

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 kids were also invited to bring their favorite stuffed animal to "sleep over" at the library. Check out our photos on Facebook to see what kind of mischief the stuffed animals got into while the library was closed.

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 \$15,000 to put towards a new library.

We also held a successful event at the Orange Door Kitchen. Due to your support we have raised \$626,000 through our fundraising events and the generous donations and pledges of our patrons. We hope to raise even more and invite you to attend our upcoming events. If you would like to donate, please visit 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 • Mark & Sarah Rambacher
Joyce Williams • Hans & Marianne Heer
The Sanderson Family

\$5,000+

Mary Donovan • Solomon Marini

\$1,000+

Patricia Colombo • Mark Conlon • Frederick Findlay
Brian Francis • Ann Grace • Katrina Hagberg
Patrick & Julie Fredericksen • Laura Palaia
Karen Smith • Tim & Joann Keutzer • Richard Witter
Charles B. & Louise R. Perini

\$500+

Jeanne Bracken • Craig Gruskowski • Deborah Rieden
Vera Spohr • Catherine Richard • David & Jeanne Sill
Emily Squires • Sharon Wheeler • Rob Hartz Consulting
Richard & Sarah Jordan
David, Jackie, Sam, & Theo Currie

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 Catherine Sebastian and Linda Schreiber. They both added so much to the Library and we wish them luck in their future endeavors. Some new staff added who recently joined the library are Jennifer Hamilton and Jeffrey Henry.

Sam Alvarez (Library Director)
Helen Graham (Assistant Director)
Andy Curran (Circulation Librarian)
Diann Haduch (Children's Librarian)
Jeanne Sill (Senior Technician)
Jenna Cantino (Senior Technician)
Margaret Geanisis (Library Tech)
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)
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 2018 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 2018 were Steve Byan, Janice Consentino, Jolanta Davis, Judy Grande, Kathy Krystofik, Mary Martin, Laura Palaia, Sarah Rambacher, and Carolyn Stall.

Library Volunteers

Our volunteers and senior workers provide a great service to the Reuben Hoar Library. Thirty 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.

Teen Volunteers

Arav Arora	Mike Morana
Katie Asselin	Lucal Mueller
Clementine Burns	Matt Pace
Eleah Flockhart	Harry Palmer
Ian Hall	Ishan Phadke
Pranov Hari	Allison Porter
Ruby Hider	Calvin Rambacher
Tabitha Koday	Abigail Rose Reid
Ayush Kulkarni	Declan Reidy
Anne Li	Jacinda Sanders
Jonathan McGurrin	Dev Sappal
Amy Morana	Jared Waugh
	Lucy Xu
	PJ Zaferacopoulos

Volunteers

Nancy Carl
Jayne Rossetti

Scholarship Recipient

Caleb Church

Senior Workers

Henry Christle
Andre Fredette
Rosemary Jackson
Janet Lawrence
Bob Meier
Lois Meier
Betty Smith
Marge Zoto

What We Do With Your Tax Dollars

The Library is funded through many generous sources. In addition to the Town, the Library services are supported via gifts, state aid, our Friends group, and Trust funds. The Town appropriation represents approximately 88% of our overall budget.

Here are some of the ways we spend your tax dollars:

- Purchase books, audiobooks, magazines and newspapers, DVDs, music CDs.
- Provide access to an eLibrary of research databases, eBooks, eAudiobooks, magazines, downloadable music, streaming video and online learning with more than 500 educational courses.
- Provide 12 public computer work stations and 3 laptops where users can access the Internet or print documents.
- Maintain a library website at www.littletonlibrary.org where visitors can access online resources 24/7 or search the online catalog with access to materials from all over the Commonwealth.
- Provide public meeting rooms for community groups.
- Sponsor programs (including summer reading) for adults, teens and children.
- Help with your reference questions by phone, email, or in-person.
- Provide genealogy assistance through electronic resources and a monthly genealogy club.
- Assist library users in finding the best materials for your reading, watching or listening pleasure.
- Pay the skilled and friendly staff who:
 - * Get library materials into your hands.
 - * Help you find materials that suit your needs.
 - * Answer your research, school and general information questions.

Where Do Our Budget Dollars Go?

In FY18 the Town appropriated \$102,163 toward expenses like Books and other materials such as DVDs, CDs, Audiobooks, eBooks, and eLibrary resources like databases. \$469,464 was put toward the salaries of our staff.

The Friends of the Reuben Hoar Library contributed over \$12,000 towards museum passes and library programs.

The Board of Library Trustees also contributed \$15,000 toward the purchase of Library Materials (books, DVDs, databases, etc).

As a certified library by the Massachusetts Board of Library Commissioners we were awarded \$12,786 in State Aid. Those funds went toward the purchase of library materials, supported library programs, and helped to pay for supplies.

We also received nearly \$15,000 in gift money from donations. Those funds were also used to purchase library materials, support our programs, and purchase supplies.

Finally, we received \$7,500 in capital funding from the town for new furniture. Those funds went toward the purchase of new shelving and other furniture in the Children's Room.

While these funds provide materials and services to our patrons, they also ensure that we continue to meet the certification requirements of the state. Certification allows us to engage in reciprocal borrowing with other libraries and receive state aid.

Board of Library Trustees

Demetra Taylor: Chair
 Mark Rambacher: Secretary
 David Sill: Treasurer
 Susan Harvey: Member (October 2018—present)
 Kristine Asselin : Member
 Jenna Brownson: Member
 Katie Carruth: Vice-President
 (May - September 2018)

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 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, 2019.:

REUBEN HOAR LIBRARY

AC-COUNT NUMBER	FUND NAME	BEGINNING MARKET VALUE	BEGINNING PRINCIPAL	BEGINNING EARNINGS	ENDING PRINCIPAL	ENDING EARNINGS	ENDING CASH VAL- UE	ENDING MARKET VALUE
REUBEN HOAR - BOOK FUND								
101	HOUGHTON FOUNDATION	\$12,321.59	\$5,000.00	\$2,122.19	\$5,000.00	\$2,147.94	\$13,478.31	\$12,912.82
102	AUGUSTUS K. FLETCHER FUNDS	\$2,590.43	\$1,000.00	\$596.63	\$1,000.00	\$602.01	\$2,816.43	\$2,713.97
103	LAWS FUND	\$2,590.43	\$1,000.00	\$596.63	\$1,000.00	\$602.01	\$2,816.43	\$2,713.97
104	GEORGE CHEYNE SHATTUCK FUND	\$5,533.43	\$2,000.00	\$1,515.37	\$2,000.00	\$1,526.86	\$6,016.20	\$5,797.33
105	JOHN MURRAY SPRAGUE FUND	\$2,590.43	\$1,000.00	\$596.63	\$1,000.00	\$602.01	\$2,816.43	\$2,713.97
106	VICTORY FUND	\$2,590.43	\$1,000.00	\$596.63	\$1,000.00	\$602.01	\$2,816.43	\$2,713.97
107	BRADFORD SAMPSON FUND	\$99,978.85	\$30,520.37	\$22,370.67	\$30,520.37	\$7,550.10	\$93,907.21	\$89,098.09
108	REUBEN S. & MARY ANN HOAR MEMORIAL	\$25,863.07	\$15,990.00	\$4,565.98	\$15,990.00	\$4,619.34	\$27,926.20	\$27,088.06
109	REITA I. BEAN FUND	\$8,859.85	\$3,862.00	\$922.49	\$3,862.00	\$940.92	\$9,648.11	\$9,283.06
110	JOHN HILTON STARR	\$42,754.24	\$20,000.00	\$2,499.57	\$20,000.00	\$2,587.63	\$46,086.99	\$44,775.85
111	DAVID F. ROWSE MEMORIAL	\$33,230.60	\$15,100.00	\$2,805.30	\$15,100.00	\$2,873.04	\$35,448.57	\$34,785.56
112	EDWARD POTTER SANDERSON	\$42,775.16	\$20,000.00	\$2,501.23	\$20,000.00	\$2,589.29	\$46,088.77	\$44,796.84
SUBTOTALS		\$281,678.51	\$116,472.37	\$41,689.32	\$116,472.37	\$27,243.16	\$289,866.08	\$279,393.49
REUBEN HOAR - CHILDREN'S BOOK FUND								
201	GEORGE W. SANDERSON FUND	\$2,569.89	\$1,000.00	\$591.71	\$1,000.00	\$597.05	\$2,794.09	\$2,692.45
202	CELIA M. HOUGHTON FUND	\$2,569.89	\$1,000.00	\$591.71	\$1,000.00	\$597.05	\$2,794.09	\$2,692.45
203	NATALIE R. CURRAN FUND	\$22,726.24	\$10,579.00	\$1,413.08	\$10,579.00	\$1,459.47	\$24,274.92	\$23,791.06
SUBTOTALS		\$27,866.02	\$12,579.00	\$2,596.50	\$12,579.00	\$2,653.57	\$29,863.10	\$29,175.96
REUBEN HOAR - GENERAL FUND w/ PRINCIPAL PRESER- VATION								
301	SUBSCRIPTION FUND	\$4,620.66	\$1,514.00	\$1,533.62	\$1,514.00	\$1,543.22	\$5,023.73	\$4,841.03
302	LIBERTY FUND - JOEL EMERY FLETCHER	\$2,267.94	\$750.00	\$751.33	\$750.00	\$756.05	\$2,465.87	\$2,376.11
303	LIBERTY FUND - SPRAGUE FUND	\$773.48	\$250.00	\$257.50	\$250.00	\$259.11	\$840.98	\$810.37
304	NAHUM HARWOOD FUND	\$4,812.85	\$2,000.00	\$1,505.90	\$2,000.00	\$1,515.90	\$5,232.75	\$5,042.39
305	ELIZABETH G. HOUGHTON FUND	\$15,274.26	\$5,000.00	\$5,070.78	\$5,000.00	\$5,102.52	\$16,606.75	\$16,002.72
306	ANNIE C. SMITH FUND	\$9,977.94	\$1,520.00	\$3,690.46	\$1,520.00	\$3,711.19	\$10,848.34	\$10,453.80
307	ANNA H. BROWN BEQUEST	\$1,553.54	\$500.00	\$517.61	\$500.00	\$520.84	\$1,689.05	\$1,627.63
308	EDNA L. YOUNG FUND	\$2,267.47	\$1,000.00	\$138.07	\$1,000.00	\$142.71	\$2,429.24	\$2,374.02
309	DOROTHY HEMMINGWAY MEMORI- AL	\$1,920.63	\$631.00	\$637.13	\$631.00	\$641.12	\$2,088.16	\$2,012.22
310	THEODORE FLETCHER COBB ME- MORIAL	\$15,274.26	\$5,000.00	\$5,070.78	\$5,000.00	\$5,102.52	\$16,606.75	\$16,002.72
311	GEORGE & ROSE WOOD FUND	\$239,283.44	\$82,300.00	\$76,185.60	\$82,300.00	\$76,682.69	\$260,158.31	\$250,695.27
312	WALTER CLANCY FUND	\$43,604.19	\$16,040.00	\$14,093.53	\$16,040.00	\$14,184.12	\$47,408.18	\$45,683.75
313	EUNICE MORRISON FUND	\$69,827.92	\$30,000.00	\$21,355.99	\$30,000.00	\$21,501.05	\$75,919.60	\$73,158.13
314	SECOND CENTURY - LIBRARIANS FUND	\$271,188.43	\$95,280.00	\$82,416.83	\$95,280.00	\$82,980.20	\$294,846.66	\$284,121.87
315	SECOND CENTURY - DAVID GLUYAS WILLIAMS	\$30,286.45	\$10,238.00	\$9,984.51	\$10,238.00	\$10,047.43	\$32,928.59	\$31,730.86
316	SECOND CENTURY - MARION BROWN AHERN	\$15,724.43	\$7,000.00	\$957.11	\$7,000.00	\$989.30	\$16,847.07	\$16,463.42
317	JOHN D. HOUGHTON FUND	\$6,796.36	\$2,500.00	\$2,196.71	\$2,500.00	\$259.38	\$5,441.69	\$5,087.33
SUBTOTALS		\$735,454.25	\$261,523.00	\$226,363.46	\$261,523.00	\$225,939.35	\$797,381.72	\$768,483.64

RHL Reuben Hoar Library
Serving Littleton since 1887

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

401	SECOND CEN- TURY - UN- SPECIFIED	\$127,189.87	\$45,692.00	\$34,903.66	\$45,692.00	\$31,159.89	\$134,100.39	\$129,072.18
402	GERTRUDE HOUGHTON FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
403	GENERAL CONTRIBU- TIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
404	BUILDING FUND	\$14,364.42	\$15,485.40	\$739.49	\$15,485.40	\$770.79	\$16,383.81	\$15,083.09
405	RAMBACHER FAMILY FUND	\$9,761.84	\$10,601.90	\$0.00	\$10,601.90	\$20.29	\$10,617.85	\$10,227.59
SUBTOTALS		\$151,316.13	\$71,779.30	\$35,643.15	\$71,779.30	\$31,950.97	\$161,102.05	\$154,382.86
GRAND TO- TALS		\$1,196,314.91	\$462,353.67	\$306,292.43	\$462,353.67	\$287,787.05	\$1,278,212.95	\$1,231,435.95

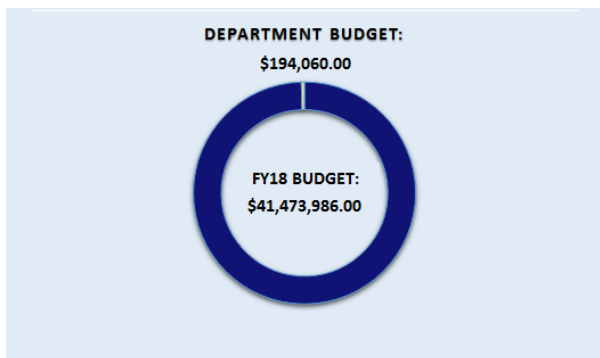
REUBEN HOAR LIBRARY

*Securities and advisory services offered through Commonwealth Financial Network, Member FINRA/SIPC, a Registered Investment Adviser.
Past performance is no guarantee of future results.*

	\$0.00
	\$0.00
	(\$46,777.00)
	\$1,231,435.95

ARTWORK CREATED BY LITTLETON HIGH SCHOOL STUDENTS





VETERANS SERVICE OFFICER'S REPORT

MISSION OF THE OFFICE

Massachusetts has been providing benefits to its veterans since colonial days. From the French and Indian Wars to the Global War on Terrorism, the Commonwealth of Massachusetts provides financial assistance to veterans in need. Massachusetts General Law Chapter 115 (MGL Ch.115) requires every city and Town to maintain a Department of Veterans Services and establish a Veterans Service Officer (VSO) to assist in dispensing these benefits. We are the only state in the nation that, by law, requires every municipality to have a Veterans Agent or VSO employed to assist Veterans and their survivors. I consider it a privilege to be able to implement this program to the veterans of Littleton.

Veterans with incomes under at or below 200% of the Federal Poverty Level can receive financial assistance under MGL Ch.115 as long as they meet the cash asset limits below.

200% Federal Poverty Level (FPL)	
Number in Family	Maximum Monthly Income
1	\$2,023.00
2	\$2,743.00

Cash asset Limits (home and car exempt)	
Single-----	\$ 5,000.00
Married-----	\$ 9,800.00

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, is that over 101 recipients in town receive an aggregate of over \$118,000 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.

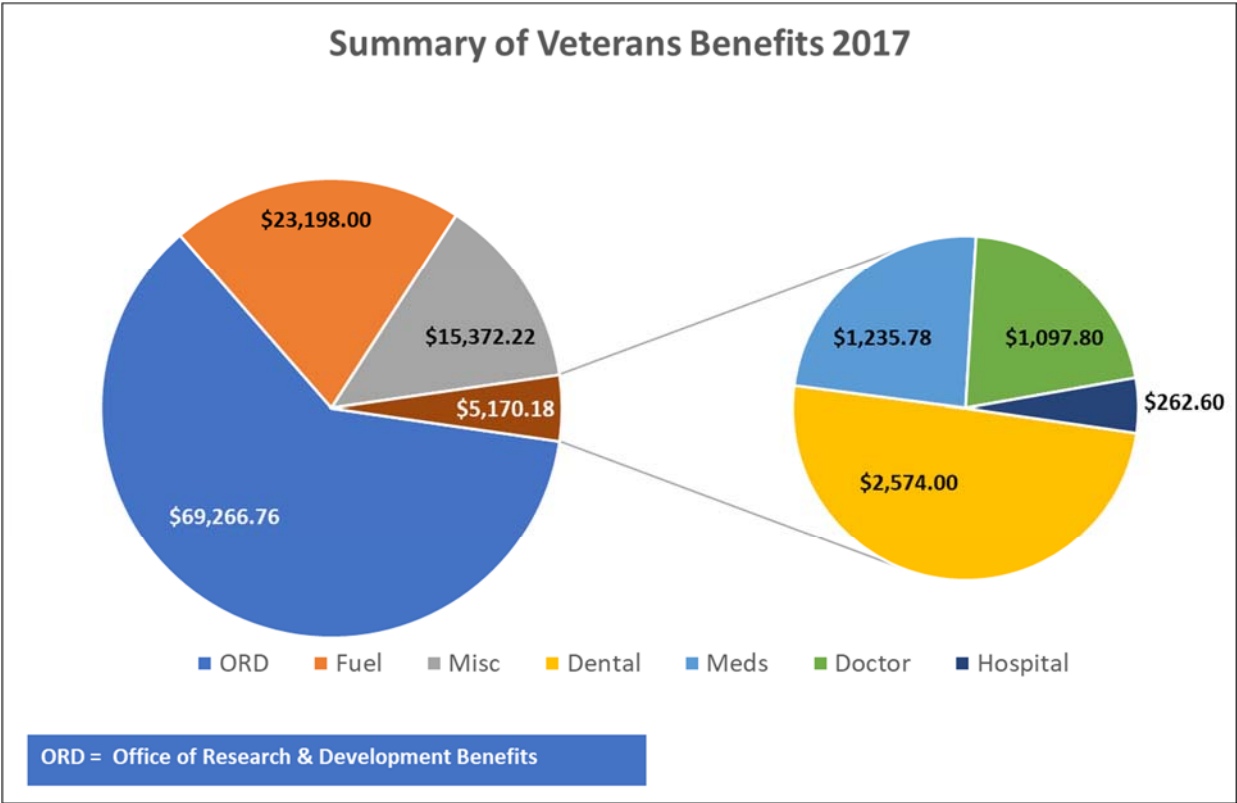
My office is in the Small Meeting Room in the Library. Enter the Town Office Entrance and it is the first door on the right. You will find me there every Monday and Thursday from 8:30am to noon. Phone is (978) 540-2485 and email is jboroski@littletonma.org.

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.

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. The Flag Retirement ceremony is held in November of each year.

Respectfully submitted.
John F. Boroski, VSO, Littleton







It is with great pride and enthusiasm that I write my eighth 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 during the year.

As a school district, we remain committed to the analysis of student achievement data to inform curriculum as well as to support targeted individualized instruction within our classrooms. Our administrators and faculty have consistently focused on data analyses that monitor individual student as well as sub-group academic growth from year to year. We continue to move forward as a district in regard to MCAS achievement within all of our schools. Data from the 2018 Grade 10 MCAS clearly demonstrates how over time within the Littleton Public Schools nearly all of our students reach Proficiency. On the 2018 Grade 10 ELA MCAS, 94% of Littleton students achieved Proficiency with 63% scoring at the Advanced Performance Level. On the Grade 10 Math MCAS, 90% of Littleton students achieved Proficiency with 71% scoring at the Advanced Performance Level.

In the spring of 2018, students in grades 3-8 were administered an updated version of the MCAS assessment in English Language Arts and Math. 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 includes a computer based format which is phased into various grade levels over the next few years. Littleton students in grades 4 through 8 participated in the computer version of MCAS, while students in grade 3 and grade 10 were administered the paper version of the assessment. Our administration and faculty continue to be involved in detailed and extensive



data analyses of the spring 2018 MCAS, while also preparing students in grades 3 through 10 to take the computer based, Next Generation MCAS in English Language Arts and Math.

Our school district continues to embrace the importance of staff development at the district and school levels. The September 4, 2018 Opening Day Meeting for faculty and administration included a presentation by Charity Bell, who has worked as Director of Learning for an urban afterschool program and at the Massachusetts Department of Mental Health. Ms. Bell developed the concept of Relentless Positivity, an approach to personal interactions that decreases anxiety and stress and dramatically increases compassion for self and others. This approach acknowledges societal challenges and views these challenges through a lens of compassion and hope, with a commitment to minimizing the suffering of self and others. Ms. Bell presented the concept of Relentless Positivity to our faculty and administration supported by the latest research on both trauma and neuroscience of the adolescent brain. During her presentation, she instilled a deep awareness of the power each person possesses to influence their environment, specifically how teachers and students have the potential to influence their classroom environments. This spring, we will welcome Charity Bell back for follow-up sessions with faculty.

Access to quality professional development is essential to 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 with our students. All of our administrators and faculty received a copy of the text, The New Art and Science of Teaching by Dr. Robert Marzano. In this work Marzano lays out 43 research-based elements that teachers can implement into their teaching practice. Throughout the school year, our leadership team and faculty participated in multiple trainings and webinars focused on the Marzano text during which they learned strategies for implementing the elements into daily practice. In addition to the Marzano text, all teachers received a copy of Social-Emotional Learning in the Classroom by Dr. William Ribas, Dr. Deborah Brady, and Dr. Jane Hardin. This text serves as a practical guide for the integration of social and emotional learning skills into instructional strategies and classroom management plans. Teachers have centered instructional practice and goal development on both resources as we continue to place an emphasis on Social and Emotional Learning.

The focus of our district's November 6th full in-service day for the K-5 faculty and staff was a workshop on Guided Math with Dr. Nicki Newton. On November 6th, secondary level faculty and administrators in grades 6-12 were involved in an exciting cross-district Professional Development Day titled "Exploring the Road to Achievement." This is the second year that Littleton Public Schools has joined with Harvard Public Schools and the Ayer-Shirley Regional School District to offer cross-district PD. This year's PD day offered technology sessions including a keynote from Alan November, content-based sessions, as well as an un-conference opportunity. The un-conference sessions were teacher driven in which faculty formulated and led conversations on topics or ideas that were of interest to them allowing for peer to peer learning and creativity. This collaborative PD opportunity was held at the Bromfield School in Harvard.



Site-based faculty-led PD comprises half of the professional development offered to staff during the three-hour early release days. Each principal has a site-based team to review and approve all site-based PD activities, which are required to align with the activities and initiatives in each school's Improvement Plan. Examples of approved activities that faculty members at the secondary level are pursued include the development of new courses and guidance seminars, curriculum alignment in math and world language, implementing executive functioning skills into the health and science curricula, teaching strategies that foster civil discourse with Facing History & Ourselves, instituting comprehensible input in the world language classroom, instructional technology, research in social and emotional learning, and Special Education transition planning. Elementary faculty also pursued PD focused on student behavior, instructional technology, integrating components of social and emotional learning into the curriculum, developing literacy continuum resources, book studies, guided math strategies, and whole brain teaching strategies.

The Littleton Public Schools continue to make great strides in enhancing our curricular and instructional programs to advance student achievement. At the elementary level, our district is in the second year of implementing the updated version of FOSS (Full Option Science Systems) Program for grades K-5. The FOSS Science program is aligned with the 2016 MA Science Framework and provides our students with

exciting opportunities to pursue authentic scientific inquiry. We have also implemented the DreamBox Learning program for math into our K-5 classrooms. DreamBox is an online adaptive program that is designed to meet students at their instructional level, make math relevant, and close math gaps. At the secondary level in mathematics, Littleton High School is implementing a new textbook for Algebra I, building on the course sequence from Mc-Graw Hill. Faculty from Littleton Middle School and Littleton High School have worked together to implement this text in all of the Algebra I classes in order to provide rigor that is aligned to current MA Frameworks. The Algebra I textbook is also designed to provide opportunities for differentiated instruction and blended learning.

Strategic planning in curriculum and technology at the elementary level has resulted in the creation of the K-5 STEM Instructional Support Specialist position. This position provides students and teachers with increased awareness as well as additional opportunities to participate 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 makerspaces at both Shaker Lane and Russell Street. Shaker Lane School opened Shakey's Imagatorium in the fall and provides opportunities for our students to learn with tools such as green screens, a wind tunnel, and Ozobots. At Russell Street School, students continue to use the Think Tank to focus on multiple makerspace projects.

The Program of Studies available to Littleton High School students continues to expand through ongoing partnerships. Through a partnership with Middlesex Community College, Littleton High School students enrolling in Statistics, Latin III Honors, and Physics I Honors courses can 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 credits transferable to all public colleges and universities in Massachusetts. Our district is entering its fourth year of partnership with LCTV. Students have access to a TV Studio course that produces a school and community news program that is featured on LCTV on various Fridays throughout the school year.

Our district continues to implement the MAP Growth battery of 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. By providing precise

information regarding the academic skills and concepts students have acquired in English Language Arts and Mathematics, MAP Growth assessments are utilized to target instruction to meet the needs of all students. Our district continues to offer ongoing PD for faculty and staff on utilizing the reports received from MAP Growth assessments. Administrators and staff at Shaker Lane, Russell Street, and Littleton Middle School use the results of these assessments to inform classroom instruction and intervention programming as well as student placement.

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. Upgrades in our technology infrastructure has allowed for successful completion of MAP Growth testing as well as the computer based MCAS testing utilizing Chromebooks for grades four through eight. The availability of mobile technology for faculty and administration allow our elementary and middle school staff immediate and 24/7 access to the MAP Growth reporting tools and data. Key infrastructure projects completed this year enabled the technology staff to have more control over creating a safer online environment for our students. New firewalls were installed at every school in order to better monitor content filtering. In addition, the technology team installed a back-up UPS (uninterruptible power supply) at all schools in order to provide a backup power source. Additionally, network speeds were upgraded at all schools in order to accommodate the increased use of computing devices at both the school and district level.

Increased network speeds were an integral addition for the expansion of our 1:1 chromebook initiative at our High School. We have now entered our second year in the 1:1 program with participation in grades nine through eleven. This program explicitly educates students in digital literacy and the appropriate use of technology. Additionally, the 1:1 program allows 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 in classrooms as well as instructional tools utilized by faculty and students. Shaker Lane opened Shakey's Imagatorium, the fourth makerspace within our district, in the fall of 2018. During this exploratory year, teachers and students are learning to use a variety of digital tools to enhance their current instructional practices. The Russell Street School

Think Tank is in its third year of operation during which students and teachers 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. This fall, grades K-5 participated in the first annual Massachusetts STEM week. The LMS makerspace, known as the C Lab, continues to be utilized by students and teachers for creative student designed projects. 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.

Continued enhancements in technology have greatly expanded our students' learning experiences and communication with the community. Standards Based Report Cards for Shaker Lane School were created for use within the Aspen Family Portal. Russell Street families have also gained access through the Aspen Family Portal, thereby allowing all families access to assessment information for all of our students in grades K-12.

Our district continues to explore opportunities for learning beyond the four walls of our schools; as a result, we have purchased Virtual Reality Kits, allowing students and teachers access to Google Expeditions. These expeditions provide students and teachers with the ability to explore a variety of places and objects without actually leaving the classroom. Students in grades three through twelve participated in a Google Beta program to create their own virtual reality tour, "Welcome to Littleton, MA", which was published to the Google Expeditions app in August of 2018.

Our technology staff have played an integral role in providing faculty trainings throughout the summer and school year to support the effective utilization of technology within classroom settings. Littleton Public Schools will be represented at the technology showcase for the annual New England League of Middle School (NELMS) conference again this year. This is particularly exciting this year as Littleton Middle School maintained the SpotLight School Award from NELMS. Our district was also represented at the Fall MassCUE (Massachusetts Computer Using Educators) Conference with many educators in attendance as well as one district



educator presenting on the use of makerspaces to enhance STEM opportunities for students.

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) for years 2018-2020, that are in alignment with the five standards or goal areas.

Our district leadership team continues to use a schematic that visually illustrates "Meaningful Connections" between Academics and Social Emotional Learning encompassed within our Strategic Plan and School Improvement Plans. This 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 titled, "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 FY19 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



*Enrollment Data 2017-2018

	District	State
Total Count	1,653	951,631
Race/Ethnicity (%)		
African American or Black	1.1	9.0
Asian	7.7	6.9
Hispanic or Latino	1.8	20.0
Multi-race, Non-Hispanic	2.7	3.6
Native American	0.2	0.2
Native Hawaiian or Pacific Islander	0.2	0.1
White	86.3	60.1
Gender (%)		
Male	47.7	51.3
Female	52.3	48.7
Selected Populations (%)		
English Language Learner	1.7	10.2
Economically Disadvantaged	8.3	32.0
Students w/Disabilities	18.7	17.7
First Language Not English	4.0	20.9

* DOE Website

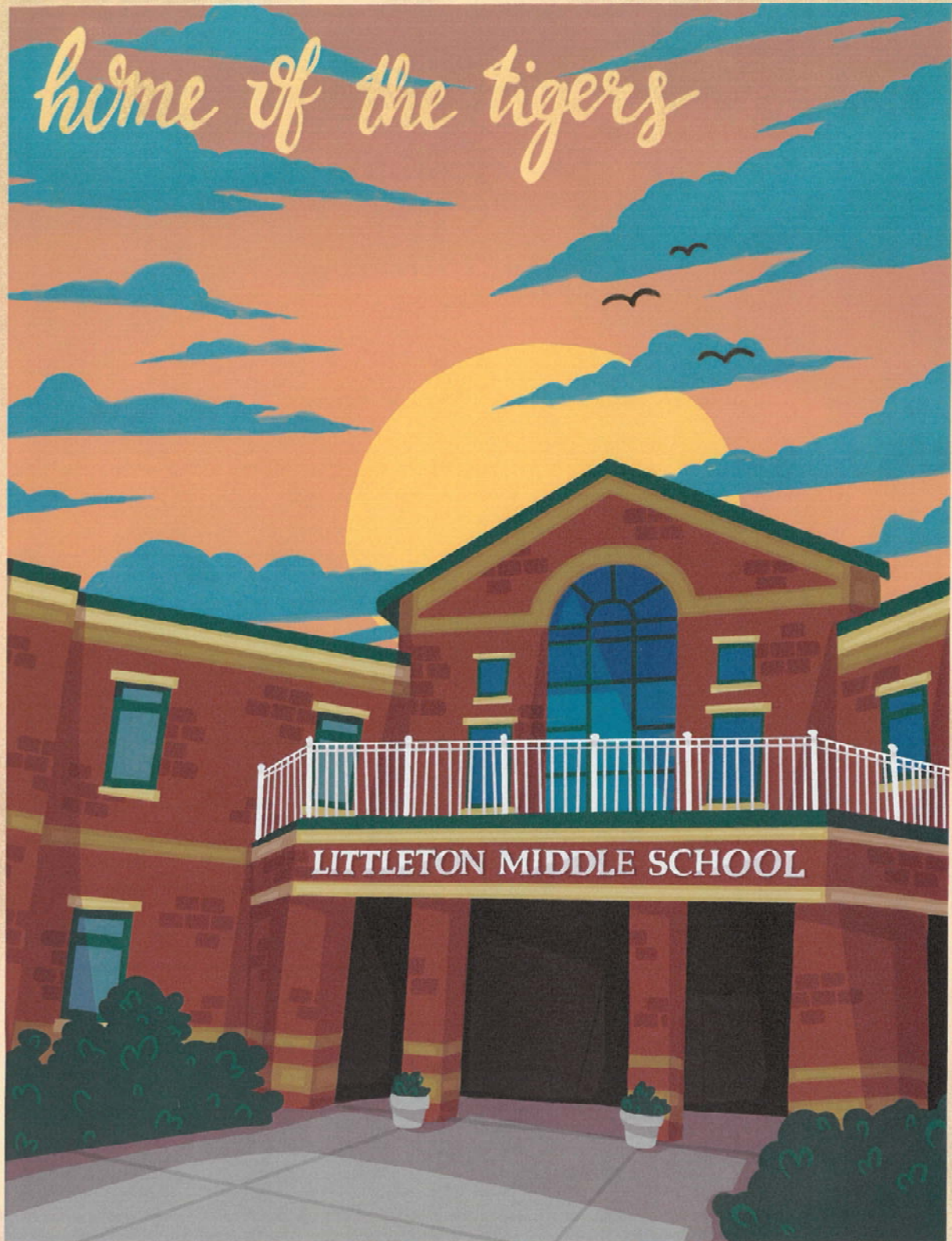
* Grades Offered:

PK, K, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12

*Teacher Data 2017-2018

	District	State
Total # of Teachers (FTE)	119.5	73,419.7
Student/Teacher Ratio	13.9 to 1	13.0 to 1
% of Teachers Licensed	99.8	97.2
Percent of teachers without waiver	100.0	99.4
Percent of teachers without provisional license	93.4	91.9
Percent of teachers without waiver or provisional license	93.4	91.4
Percent of experienced teachers	82.8	81.7

ARTWORK CREATED BY LITTLETON MIDDLE SCHOOL STUDENT





As we reflect upon 2018, we see again that Littleton High School experienced an 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 (NEASC). 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 31 AP Scholars, (4 Scholars with Honor and 9 Scholars with distinction) in May 2018.

Special Olympics Massachusetts recognized Littleton High School as a Unified Champion School in 2017 and 2018. The MIAA (Massachusetts Interscholastic Athletic Association) recognized Littleton High School Athletics for Outstanding Sportsmanship with the 2017-2018 Sportsmanship Honor Roll.

Boston Magazine ranked Littleton High School among the top 30 high schools in Massachusetts in September 2018. U.S. News & World Report awarded Littleton High School a Silver Medal and listed Littleton among the top 25 high schools in the state in 2018.

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 2018:

- Partnered with Middlesex Community College in the creation of Dual Enrollment courses in Latin, Spanish, and Statistics
- Awarded the Littleton High School Pin of Biliteracy for graduating seniors who successfully completed four years of foreign language study at the high school level. LHS expects to award a state approved Seal of Biliteracy to students who have attained a high level of proficiency in English and a foreign language beginning with the graduating class of 2019.
- Continued instruction by World Language teachers focused on comprehensible input and teaching proficiency through reading and storytelling
- Completed alignment to the Common Core in Mathematics courses
- Integrated Everfi Financial Literacy Program into Statistics course
- Participated in New England Math League & Worcester County Math League (WOCOMAL)
- Featured Math instructional technology that includes Desmos, EquatIOn, Google Classroom, Equation Editor, Chromebooks, Online MCAS Practice, Khan Academy
- Purchased new technology for complex visual works in the graphic & photography program
- Introduced new Music Theory course in 2018-2019
- Integrated executive skills in new Earth Science course
- Advanced integration of chromebooks for science webquests, virtual labs and guided inquiries
- Partnered with Ayer-Shirley to refine Anatomy & Physiology course
- Updated curriculum of Nutrition, Wellness Topics, and Child Development courses

- 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
- Integrated cutting edge biotechnology techniques into life sciences
- Launched a 1:1 Technology Program featuring Chromebooks with a BYOD (Bring Your Own Device) option in summer 2017. The 1:1 Technology program is now fully established in grades 9, 10, and 11. Next year, every grade level will participate in the 1:1 program.
- Continued longstanding partnership with virtual high school (VHS), which allows students to enroll in a wide variety of additional courses. Online learning opportunities are also available to students from other providers such as Coursera, Harvard edX, Keystone, Apex, and Edgenuity.

MCAS

The high-stakes MCAS exams were administered between March and June. 96% of our participating students scored Proficient or Advanced in English language arts and in mathematics. 92% of our participating students (Class of 2020) scored proficient or advanced in science. The faculty continues to do an excellent job of examining student results and making any necessary instructional adjustments.

National Merit Scholarship Program- Commended Students

LHS seniors were designated as 2019 National Merit Scholar Finalists and Commended Students in the 2019 National Merit Scholarship Program.

Commended Students throughout the country are recognized for their outstanding performance on the 2017 Preliminary SAT/National Merit Scholarship qualifying Test (PSAT/NMSQT) and their exceptional academic promise. Littleton High School's Commended Students placed among the top five percent of more than 1.6 million students who took the PSAT.

Professional Development

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

LPS also has a site-based professional development model that provides sessions for staff to collaborate and learn from each other on a routine basis. This model benefits

both the individual development of teachers and school-wide improvement efforts by connecting meaningful, differentiated PD with school improvement goals.

Examples of ongoing professional development activities:

- Conferences on Social and Emotional Well-being, Mindfulness, & Mental Health
- ALICE (Safety & Security Protocols) refresher training
- Google Apps for Education
- Yoga & Mindfulness for Teachers
- Epi-Pen training
- Keys to Literacy
- ASCD (Association of Supervision & Curriculum Development) Empower 18 conference
- NPEN - Northeast Professional Educators Network Conference
- Special Education curriculum development and transition planning
- Massachusetts Association for Physical Education, Health, Recreation, and Dance Conference
- Cross-District PD with Ayer-Shirley & Harvard featuring technology & department specific sessions

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:

- Hosted a College Planning Seminar
- Hosted the fifth annual Winter Semi-Formal in January
- Performed the Town-wide Band Concert in February
- Held the annual Best Buddies Talent Show
- Spring Parent-Teacher Conferences
- Traditional LHS Spirit Week in March
- Hosted annual College Fair in March
- Hosted and served a special luncheon for Littleton senior citizens and the Council on Aging in April
- Continued collaboration with Littleton Fire Department in providing CPR/AED training
- 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

- Advanced partnership with Middlesex Community College for dual enrollment courses
- Maintained partnership with Littleton Cable TV to offer a TV Studio & Production course
- Engaged community with active volunteers through the PTA (Parent Teacher Association) LEF (Littleton Education Fund), LABA (Littleton Athletic Booster Association, SEPAC (Special Education Parent Advisory Council), and Music Boosters
- Continued partnership with the CASE (Concord Area Special Education Collaborative) with the assignment of a classroom for students with significant special needs
- Featured Alumni guest speakers who presented about the value of learning a second language
- Conducted archival research with members of the community at the Littleton Historical Society for local history projects
- Coordinated with Littleton Lyceum in hosting a successful Othello Production and Workshop.
- With the help of an LEF Grant, David Yoo (author of several young adult novels) visited and provided a workshop with two Creative Writing Honors classes
- With another LEF Grant, over \$1,000 of equipment was purchased for students to record, edit, and master their own podcasts
- Celebrated National Poetry Month with the Poetry in America collection
- The 2018 spring musical “Hello Dolly” ran April 6 through April 8
- The Junior/Senior Prom was held at The International in Bolton
- Participated in Edward M. Kennedy Institute Senate Immersion module in Boston & the Lemkin Summit in Washington D.C.
- Facilitated and participated in the Scholarship Drive for the Littleton Scholarship Trust in October
- Launched Unified Basketball in partnership with Special Olympics in November
- Hosted Back to School Night in September
- Community “Repair Cafe” in November

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 Best Buddies Program
- Accomplished Band and Drama Program
- High participation rate (69%) in athletics
- Variety of clubs available per student interest
- Student Support Team monitoring student progress and recommending interventions as needed
- School Counseling Department offers regular Guidance Seminars
- Participation in Community Service projects throughout the year
- Driver safety & substance use prevention presentations
- Anti-bullying education
- Career inventories
- Signs of Suicide (SOS) Screenings
- College Essay Conferences
- Annual events such as our Music Concerts, Drama Productions, Art Shows, Prom, Homecoming Dance, Winter Semi-Formal, and College Fair

The June 1st 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, 2017-2018 was another great year for LHS Athletics. We won 8 League Championships, 3 District Championships and 1 State Championship. Also, 17 of our 22 varsity teams qualified for the MIAA Tournament. Our varsity sport tally is now 23 with the additional of unified basketball. Finally and perhaps most importantly, our participation numbers held steady again this year: 318 of our 462 students played at least one sport (69% actual participation rate) and we had 701 total participants in our programs (total participation tally).

Littleton High School Fall Athletic teams completed another successful season. The Girls’ Cross Country team won their first ever State Championship. The Boys’ and Girls’ Soccer teams qualified for the MIAA Tournament. The Girls’ Varsity Field Hockey, Boys’ Golf, Boys’ and Girls’ Cross Country teams won

League Championships and qualified for the MIAA Tournament. The Varsity Football team enjoyed another strong season by finishing with a 9-3 record and repeating as Sectional Champions.



The Winter sports season featured a number of notable events. The Girls' & Boys' Basketball teams qualified for the MIAA tournament. The Boys' and Girls' Indoor Track teams completed their 11th season as varsity programs. Girls' Indoor Track team won their second State Championship.

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

LHS once again received recognition as a Special Olympics Unified Champion School for its co-ed Unified Spring Track Program.

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 2018-2019:

- Creating and implementing specific plans to address social emotional learning including responsible digital citizenship
- Facilitating continual faculty professional development activities centered on instructional best practices and based on the research findings and recommendations in Dr. Robert Marzano's *The New Art & Science of Teaching*
- Continuing focused professional development for social emotional learning, instructional strategies, executive skills, instructional technology, and assessment practices
- Creating a school climate action plan responsive to a consolidation of student and staff surveys
- Continuing implementation of 1:1 Technology Program with a phased-in approach and abundant professional development focused on instructional technology
- 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 for continuous improvement 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 Submitted,
John M. Harrington, Ed.D.
Principal



The Littleton Middle School community is made up of approximately 366 students in grades six, seven and eight. LMS has 51 staff members, a hardworking PTA and a dedicated School Council. We are fortunate to have very supportive parents and a community that is dedicated to providing our students with a quality public school education. LMS is a “teamed” middle school. Each grade level consists of one teacher in each of the following subject areas: English/Language Arts, Math, Science, Social Studies, World Language and Special Education. Our Unified Arts team is made up of teachers in the following subjects: Band, Chorus, General Music, Computer Tech, Art, Physical Education and Health. As a result of this concept, teams are provided with common planning time, which is used in a variety of ways including designing interdisciplinary lessons, coordinating grade level activities, integrating technology purposefully and successfully in the classroom, and discussing the individual and collective needs of their students. Our students benefit greatly from this model as it provides each of them with a core group of adults that forms a small learning community within the larger school community.

In addition to the grade level teams, LMS has



an assistant principal, an adjustment counselor, learning assistants at each grade level, a school psychologist, an ELL teacher, a speech/language therapist, an occupational therapist and a nurse to assist in meeting the academic and social/emotional needs of all of our students. We are proud to offer an Academic Support Center, a Literacy Lab and a Mathematics Lab to students who need support.

In December, Littleton Middle School was approved for Spotlight School status by the New England League of Middle Schools. Specifically

cited were our pleasant and well-maintained learning environments, our new schedule to support effective time management opportunities, and our well-organized Professional Development program supportive of best practice for young adolescent learners. We are very proud to be one of only six Spotlight Schools in Massachusetts.



At LMS we recognize the importance of educating the “whole child.” In addition to our core and unified arts curricula, we provide our students with a wide variety of extra-curricular, co-curricular 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. Each year students have the opportunity to participate in a Geography Bee and a Spelling Bee. They are also afforded opportunities to give back to the community with their participation in Community Service Club and National Junior Honor Society.

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.

Littleton Middle School staff has worked collaboratively with our technology department to create a new makerspace. With a grant from LELWD and generous donations of supplies and materials from members of the community, we have been able to fill the shelves with cardboard, fabric, plastic bottles, small containers, hand tools and wire. Students have been in the makerspace working on projects to depict scenes from their summer reading books, create and film movie trailers and build locker racks to help students organize their materials. In an effort to continuously improve our ability to meet our students' needs, we continue to use Measures of Academic Progress. MAP Growth 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.

The Littleton Public School District continues to be committed 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 2018-2020 school years. I appreciate the time and effort dedicated by all of the members of this group.



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 am honored to be a part of the Littleton Public School District. I am so proud of the efforts and accomplishments of the LMS students and staff. It is my hope that we will continue to work together in the best interest of all of our students and provide them with the highest quality education possible.

Respectfully Submitted,
Cheryl A. Temple
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 395 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 PK-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
- Adding a kiln to the art program
- Continued focus on social/emotional learning
- Exploring Guided Math instruction for students

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. Children are celebrated at Russell Street School. We have high expectations of 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. 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 “Reach for the Stars” school wide program, which focuses on monthly themes that are taught at each grade level in all classrooms.



The monthly themes provide teachers opportunities to use activities that instill the values that all children will need to become responsible citizens in their school and community. Russell Street School has also completely implemented the Responsive Classroom approach. In fact, some staff members have had two full weeks of training from Responsive Classroom. Monthly All-School Meetings provide an opportunity to celebrate students academically and socially. It is also a venue where children may showcase their many talents in front of the school community and take on leadership roles. We also offer social action projects for children at each grade level. It is our goal that children leave Russell Street School confident learners who understand the importance of playing an active role in their community.

We are extremely fortunate to have the support of an active 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 spirit events. From Bingo Night to the Family Picnic, the PTA is always hard at work planning a fun event for members of the RSS Community. They are also quick to financially support our educators with enrichment materials and fun/educational programming for students such as visits from the Boston Museum of Science or Potato Hill Poetry. We value a well-rounded educational experience for the children of Russell Street School, and the PTA plays 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 is fortunate to be equipped with interactive



white boards, mounted LCD projectors, Apple TVs, document cameras, Chromebooks, and an iPad in each classroom. Both wired and wireless networks provide Internet access throughout the entire school. There are shared Chromebook carts throughout the building. We are extremely proud of our makerspace called the Think Tank where students are teachers learn and grow together through innovation.

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 Submitted,
Scott R. Bazydlo
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 offers preschool programs for three to five-year-old children. Our programs, all of which are inclusive, offer a three-day half-day program for three-year-olds, a four-day half-day program for four-year-olds, and a five-day full-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 those families that are interested. The longer school day allows more time to explore concepts, and more time to practice and learn the outcomes. We once again offered several options for children in Kindergarten at Shaker Lane. All

kindergarten students attended 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.

This year our staff launched a Standards Based Report Card. While teachers have been instructing on the Common Core Standards in their classroom for several years, we recently realigned our report card to reflect this information for parents. We are confident that our Standards Based Report Card now 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. This year we implemented a new model of instruction to compliment the Second Step program.



At the start of the year, our guidance counselor and school psychologist developed 6 lessons from the Social Thinking Curriculum that support the Collaborative for Academic, Social and Emotional Learning (CASEL) core competencies. These lessons were 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. We coupled a presentation with a service learning project for the House of Hope in Lowell, MA. This year we collected over 450 hats and mittens for the families who live at the House of Hope. 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 is 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. Last year, our School Advisory Council developed a

Communication Survey that was used to help design the new website launched in February of this school year.

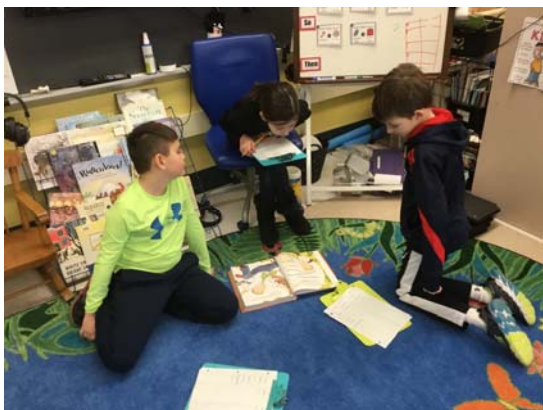
We have a very strong base of volunteers at Shaker Lane and are grateful to them for all that they do. Children enjoy having the involvement of their parents in their day-to-day school life. Volunteer programs also provide a vehicle for strengthening the



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. This year, we are working to more closely align the programming in **Everyday Mathematics 4** to reflect the Common Core Standards in Mathematics.

This year, we began to invest in leveled readers for students in Grades K-2. As part of a Balanced Literacy approach we are focusing our small group instruction on targeted levels of student's independent reading



Principal

The BAS comprehensive reading assessment provides staff with an in-depth evaluation of students' reading fluency, comprehension and use of reading strategies to decode.

Some of our Professional Development sessions this year included:

- Dreambox Math
- Guided Math
- The New Art & Science of Teaching by Robert Marzano
- Social Emotional Learning - Brain & Trauma

This year, we converted our tech lab into Shakey's Imagatorium. 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 Submitted,
Michelle Kane**

ARTWORK CREATED BY SHAKER LANE ELEMENTARY STUDENTS

ARTWORK from Mrs. Hurley's SHAKER LANE
KINDERGARTEN 2018/2019



Commission on Disabilities**Members**

Diane Crory, *Chair*
 George Sanders, *Vice Chair*
 Heidi Madison, *Clerk*
 Erich Manser
 Michael A Crory
 Keith Bergman, *ADA Coordinator*

Registrars of Voters**Members**

Diane Crory, *Town Clerk*
 Sandra Clyde
 Ellen Banks

Conservation Commission**Members****Term Expires:**

James Pickard, <i>Chair</i>	2021
Julie Rupp	2021
Carl Melberg	2021
Sarah Seaward	2020
Anna Mayor	2020
Andrew Sammarco	2019
Rachel Robinson	2021

Cultural Council**Members****Term Expires**

Heidi Montanari	2019
Margaret Ann Greanier	2019
Mark Tervo	2019
Luis Sanchez-Artu	2021
Arpita Pathak, <i>Chair</i>	2020
Laura Yates	2021
Gabrielle Aydnwylde, <i>Chair</i>	2020

Permanent Municipal Building Committee**Members****Term Expires**

Ed Mullen, <i>PB</i>	2023
Joe Collentro, <i>Chair</i>	2019
Richard Crowley	2022
Robert Romilly	2020
Stephen Moore	2019
Vacancy (2)	2018,2019
Daryl Baker, <i>School</i>	2020

Agricultural Commission**Members****Term Expires**

Jamie Cruz (<i>farmer</i>), <i>Vice Chair</i>	2019
Christine Nordhaus	2019
Gerry Cavallo (<i>farmer</i>)	2021
Brad Mitchell	2021
William Pickard, <i>Chair</i>	2020
Andrew Sammarco, <i>Clerk</i>	2019
Scott Matheson	2021

Finance Committee**Members****Term Expires**

Allen McRae	2020
Gary Wilson, <i>Vice Chair</i>	2020
Gregg Champney	2021
Stephen Moore	2020
Betsy Bohling	2021
Fred Faulkner, <i>Chair</i>	2019
Thomas Porell, <i>Clerk</i>	2021

Board of Appeals**Members****Term Expires**

Sherrill Gould, <i>Chair</i>	2019
Alan Bell	2019
Cheryl Hollinger	2021
Rod Stewart	2019
Jeffrey Yates	2020
Marc Saucier, <i>Alt</i>	2019
Jillian Shaw, <i>Alt</i>	2021
John Sewell, <i>Alt</i>	2020
Kathleen O'Connor, <i>Alt</i>	2021

Personnel Board**Members**

Gary Wilson, *FinCom*
 Jeanne Sill, *Emp Rep*
 Anita Harding
 Steve Venuti, *Dept Head*
 Joseph Knox, *Selectman*
 Bill Schmidt
 Keith Bergman, *Town Administrator ex officio*

Term Expires

2021
 2020
 2020
 2019
 2019
 2021

Community Preservation Committee**Members**

Andrew Sammarco (*ConsCom*)
 Michael LeVasseur (*Park & Rec*)
 Jamie Marea Cruz (*Planning Bd*)
 Bartlett Harvey (*Housing*)
 Fred Falkner (*FinCom*)
 Samuel Bell (*BoS*)
 Mit Wanzer, Chair (*BoS*)
 Carolyn Mueller

Term Expires

2018

 2019
 2020

Council on Aging**Members**

Mary Hunt
 Mary Catalanotto
 Robert Stetson
 Anne Lee Ellis
 Maureen Donnelly
 Marjorie C Payne, chair
 David Sill
 Mary Pickard

Term Expires

2019
 2019
 2020
 2020
 2021
 2021
 2020
 2021

Historical Commission**Members**

Andrew Watt, *Chair*
 Andrew Sammarco
 Linda Stein
 John Leger
 Donna White
 Jonathan Liebowitz
 Rachael Robinson

Term Expires

2021
 2021
 2020
 2019
 2019
 2020
 2021

LCTV Advisory Committee**Members**

William Vales
 Barbara McRae
 Nancy L. Hilsinger
 Millie McGovern
 Leslie Gloriosio
 Allen McRae
 David Sill

Terms Expires

2019
 2019
 2019
 2018
 2021
 2020
 2020

Clean Lakes Committee**Members**

Leon Weavor, *Spectacle Pond Member*
 David Richard, *Spectacle Pond Alternate*
 Steve Sussman, *Mill Pond Member*
 Timothy Wanzer, *Mill Pond Alternate*
 John Folsom, *Long Lake Member*
 Charles Bush, *Lake Matawanakee Member*
 Gerald James, *Citizen at Large*
 Sheryl James, *Citizen at Large*
 James Barisano, *Citizen at Large*
 Corey Godfrey, *Ex Officio*

Term Expires

2018
 2018
 2019
 2018
 2018
 2018
 2019
 2018
 2021

Open Space and Recreation Plan Implementation Committee**Members:**

Peter Church
 Vera Cohen
 Andrew Sammarco, *Chair*
 Samuel Bell
 Gary Austin, *Park & Rec*
 Kevin Mitrano

Bicycle & Pedestrian Advisory Committee

Members

Jonathan Isaac
Nikolaus Bates-Haus
Ann Grace
Paulo Loureiro
Gerry Cavallo
David DeMuth

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

Cornelius O'Leary, Jr., *Chair*
Delisa Laterzo
Charles DeCoste
Jennie A Boyer
Ivan Pagacik
John Bergeron
Carolyn Armstrong

Housing Committee

Members

David Campbell, *Chair*
Bartlett Harvey (*Housing Authority Member*)
Paulo Loureiro
Doug Shaw
James Karr (*Selectmen*)
Richard Crowley (*Planning Bd*)
Jeffrey Yates (*ZBA*)

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, *Selectman*
Jonathan Liebowitz
Megan Diane Ford
Lyle D Webster
Mike Fontenella
Michael Zeldin. *chair*
Anna Hueston

Shade Tree Committee

Members

Kim Ahern
Steven Whitten, *Tree Warden*
Eva Apfelbaum
Vacancy (2)

Special Weighers & Sealers**W. J. GRAVES CONSTRUCTION**

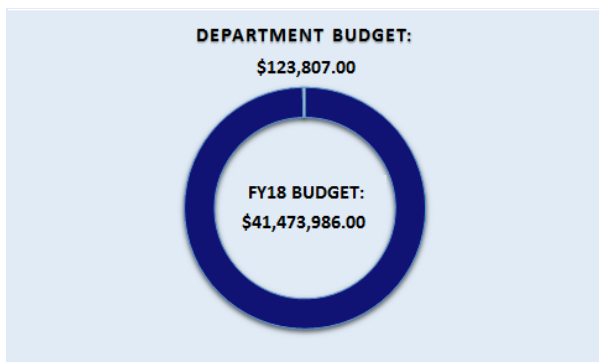
Steve Baronoski
Ed Nowers

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 Burial 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 2018, our department performed 25 full burials and 33 cremation burials at Westlawn. At present, approximately 89% 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. With more and more individuals choosing cremation over traditional burial, our department began planning for the construction of a structure to accommodate those that wish to have their, or their loved ones', ashes laid to rest at the cemetery. We were pleased to receive funding at the spring Town Meeting to construct a cremain niche wall columbarium at Westlawn. This new columbarium was installed in late August at the rear of the cemetery, next to the building. Spaces are now available for sale to the public. Also at the May Town Meeting, the Historical Commission was awarded \$9,900 in Community Preservation funds to continue its monument conservation project at the Old Burial Ground. This second round of work will be carried out by Conservators Fannin and Lehner of Concord, Massachusetts, who performed the first phase of these efforts. At the conclusion of this first phase of the project in the late fall of 2017, twenty two tombstones were professionally cleaned, capped, re-set, drilled/pinned, adhesive repaired, and infilled at the site. The second phase of this project will result in a minimum of thirteen additional tombstones being conserved during the fall of this year, and summer of 2019. 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. This year, engineered plans for the cemetery grounds were prepared to determine the best possible layouts and lot configurations for future cemetery expansions. The Commission is currently reviewing two different versions of these plans to identify which layout option will be best suited for Westlawn.

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 be the beneficiary of an Eagle Scout project to rehabilitate grave markers on Veterans buried at the cemetery. We thank the Scout and his crew for all of their hardwork to honor those that have bravely served our country.

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, especially Director of Public Works, Chris Stoddard, and Superintendent Steven Whitten of the Highway Department. A special thanks also goes out to James Clyde, who retired this year after many years serving as Highway Superintendent.

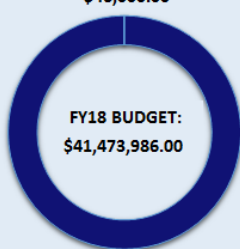
Respectfully Submitted by the Commission,

Janet Sullivan, Andrew Sammarco, Carolyn Mueller



DEPARTMENT BUDGET:

\$46,000.00



Mission & Objectives

The Littleton Selectmen formed the Clean Lakes Committee (CLC) in 1999 as an ad hoc group to assess conditions and coordinate improvements to Littleton's lakes and ponds. Working with our advisor Littleton Water Department (LWD) Environmental Analyst Corey Godfrey, the CLC takes on initiatives that address public access, maintenance, water quality analysis and resource restoration in Long Lake, Spectacle Pond, Mill Pond, Lake Matawanakee and throughout the town's network of brooks and streams. The CLC has been funded from its inception through profits from the cellphone tower located on LWD property near Spectacle Pond. In November 2011 at the Special Town Meeting, voters approved an amendment to establish the CLC as a standing committee of the Town.

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 restore, improve and maintain water bodies, streams and wetlands town wide. Meetings are posted and usually held at 6:00pm on the first 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

In 2018 the US Army Corps of Engineers (USACE) continued to explore the best method and appropriate scope to apply to their plans to dredge Mill Pond. Their Draft Feasibility Study will be ready for release mid-2019. It is expected to call for an increase in dredged material from both Basins 1 & 2, which flank the Harwood Av bridge.

The project has progressed this year from a scheme

2018 at a glance

- Draft Feasibility Study to dredge Mill Pond nears completion
- Fish kills and Blue Green Algae alarm beachgoers at Long Lake
- Connecticut firm All Habitat Services treats Littleton's Ponds for invasive aquatic plants
- CLC seeks permit for flow device at Long Lake
- Water Quality Monitoring conducted for a 3rd year in Littleton brooks and streams
- CLC completes its 3-year \$100K annual funding of EPA MS4 Municipal Stormwater Discharge Engineering
- MassDEP grants LWD \$127K for Stoney Brook Streamflow Restoration Project

modeled on the restoration of Milford Pond (Milford MA) to something more unique. In Milford, the USACE deepened the pond basin and then reshaped the shoreline contours and created islands and vegetated wetlands with the excavated material. A similar plan was drawn up for Mill Pond. Now, an agreement between the town, the New England Forestry Foundation (NEFF) and Taylor St sand and gravel supplier A. Cardillo & Sons, Inc. could allow for the removal and de-watering of dredged material offsite. The material could be pumped from Mill Pond's two basins to the Taylor St lot, processed and sold. This would help to keep the contours of Mill Pond as they have been, and more in keeping with the project's aims.

Health Concerns at Long Lake's Town Beach

A disturbing number of fish kills and the discovery of blue green algae in the swimming area startled beachgoers this summer on Long Lake. Extensive testing showed the conditions never reached a level that would require closing the beach.

Regarding the fish kill, while no definitive explanation has been put forth, it has been suggested that a cold rainstorm could have caused an instance of thermal stratification – a naturally occurring condition that can sometimes result in a sudden drop of dissolved oxygen. Though testing after the fish kill revealed no issue, low levels of dissolved oxygen are typically the cause of fish kills. The unusual proliferation of invasive aquatic plants in early summer could also have been a contributing factor.

The summer's heat, and the still, shallow, nutrient rich waters of Long Lake make it an ideal host for algal blooms. Since Blue green algae can be dangerous to children and pets if ingested, the CLC will investigate



recommended treatments. The CLC discourages drinking from Littleton's ponds and streams - whether algae are present or not.

2018 Invasive Plant Management

Suppression of non-native invasive aquatic plants and nuisance vegetation remains a primary focus of the CLC. Curly-leaf pondweed, Variable Milfoil and Fanwort reoccur regularly and can spread rapidly in our mature lakes and ponds. Water Chestnut is an ongoing problem in Doleful Pond, at Newtown Hill. If left unchecked, these water-born plants can overtake native species and clog shallows, degrading our lakes' health and recreational value. This year a Branford, Connecticut firm All Habitat Services won the bid to manage our invasives. Fouled equipment led to unsatisfactory results from their June applications in Long Lake and Spectacle Pond. Acknowledging their mistake, All Habitat administered their July applications at no charge. Doleful Pond was successfully treated for Water Chestnut in July. One additional application at Long Lake and an assessment of the three sites in September yielded satisfactory results. Next year additional treatment in Long Lake to suppress algae will be considered.

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. Since it was difficult to arrange for boats at various locations the sampling this year focused on brooks and streams. 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).

Long Lake Leveler Device

The CLC hired Geosyntec Consultants to compile an application to install a device to counter the rising waters of Long Lake. Over the past 20 years a beaver dam at the lake's outlet has led to an increase in the depth of Long Lake, altering the shoreline. Full grown trees that were once well on shore have been undermined and fallen into the lake. Brush and plants that once stood on the banks of Long Lake are

now in the water. The Town Beach and Boat Launch have lost substantial land to the lake's rise.

The device will allow the town to lower the current level of the lake closer to its historic average depth. It will not breach the beaver dam or harm the beaver colony. It will help reclaim shoreline that has been lost to the 18" dam. The proposed device would consist of a pipe (approx. 8" d) that passes beneath the beaver dam with an in-lake drain on one end (protected by a grate) and an outlet set to the desired lake depth on the other.

The installation of the leveler device is endorsed by the LLNA, Littleton Parks & Rec, and NEFF.

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. The Littleton Water Department has been spearheading the effort in concert with 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) to improve Stony Brook streamflow. The integrated dam controls and measuring devices allow systemwide monitoring in real time and will aid in optimizing streamflow year-round. This will prove especially useful during events such as winter drawdowns and spring refills as well as conditions such as droughts and high rainfall.

With all that has been accomplished next year holds still greater promise. The CLC looks forward to bringing the Mill Pond Habitat Restoration Draft Feasibility Study to the Mill Pond neighborhood and the town at large. It 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.

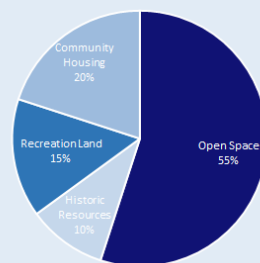
Stay tuned,

Jon Folsom CLC Chair

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.

Allowable Spending Categories

Each year the Community Preservation Committee (CPC) oversees the spending of revenues generated by the 1% Littleton real estate tax surcharge and associated revenue streams on projects that meet guidelines established by Massachusetts law as determined by the Community Preservation Act.

2018 Beginning Balance:	2018 Total Revenue(s):	2018 Total Expense(s):
\$1,7697,276.44	\$1,041,401.23	(\$760,288.00)

The beginning balance includes over \$500,000 of revenue that was recently generated by the Town for deposit into the Community Preservation Fund as allowed by amendments to the Community Preservation Act. These ‘blended funds’ are called such because, together, with the normal revenue generated by the 1% real estate tax surcharge for CPA in Littleton, they may bolster revenues in any given year up to a 3% surcharge equivalence. In 2018 the CP Fund in Littleton benefitted from enough blended funds to bring it up to that maximum amount allowed by law. This resourcefulness of the Board of Selectmen and the Town Administrator reflects the continuing creativity of our community in leveraging the benefits of the Community Preservation Act and the matching state funds that come with it. The spending policy of the CPC enables us to better meet the goals of our mission. The committee will hear any applicant (residents, private non-profits, committees, boards, and other town agents) about their project in the following areas: Open Space, Historic Resources, Community Housing, and Recreation Land.

Spending of 2018 Community Preservation Revenue						Uncommitted Funds
Allowable Spending Category	Open Space	Historic Resources	Recreational Land	Community Housing	Administrative & Operating Expenses	
Minimum Spending Allowances required by CPA Law	10%	10%		10%	Not to exceed 5%	70%
Spending or set aside for later spending per committee policy	40%	20%	20%	15%	5%	0%

Community Housing



Community Housing in Littleton had ongoing CPC support of \$5000 in 2018 for Littleton's involvement in the **Regional Housing Services Office**. Otherwise, there were no projects this year using CPC funds. Around \$500,000 has accumulated in the fund for this category. In 2019, it is expected that this money will all be administered by the newly formed Littleton Affordable Housing Trust.

Historic Resources

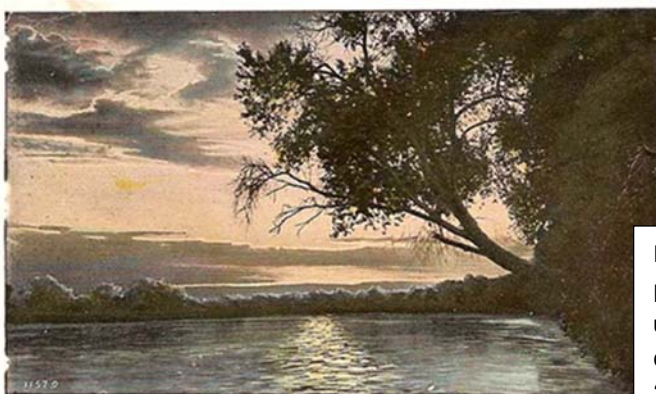


Often there are **projects both large and small** to spend Community Preservation Funds on. This year was no exception. In 2018, work continued on the restoration of a small number of headstones and monuments in town. And the purchase of an historic home on Robinson Road for \$250,000 was approved by Town Meeting. The Board of Selectmen has formed a committee to explore possible uses and sale options for this unique asset.



Open Space

While continuing to pay debt service of about \$75,000 per year on previous purchases, the fund balances for this category have grown, nevertheless. There are about \$300,000 reserved for Open Space purchases in the future.



Recreational Land

In 2017 following negotiations with a developer of a project in town, **\$100,000 was given to the town for use on active recreation projects**. This money was deposited with the Community Preservation fund as "blended funds" and received about \$25,000 in state matching funds as a result. The amounts accumulated for this category now total over \$500,000.

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

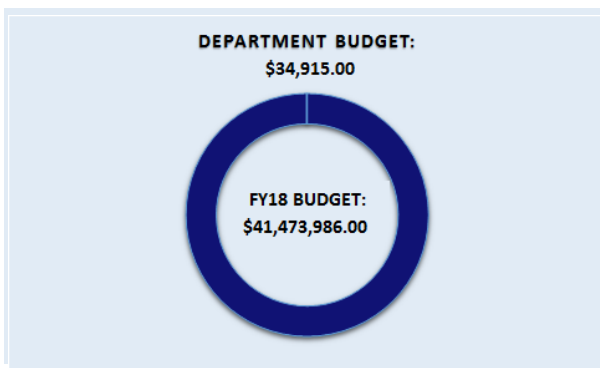
(Parks and Recreation and Community Education representative)

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 LITTLETON RUSSELL STREET SCHOOL





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 2018, the Commission reviewed 14 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 16 Certificates of Compliance for projects satisfactorily completed, and reviewed 6 Requests for Determination of Applicability. A total of 5 enforcement orders were placed on landowners in violation of the WPA/local wetlands bylaw by the Commission. 15 other actions included Land Use Permits, Extensions, and Amendments. The year 2018 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 over 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.

This year, the Commission was proud to have a number of important projects and programs transpire upon its lands. In 2018, 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 volunteer's to train their impressive search dogs on. This year, under the direction of Jim O'Neil and Rick Findlay, the Commission's Cloverdale property restoration project has continued, and we look forward to completion of the boardwalk that will allow access across the old beaver meadows with expansive views. 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. And, at Long Lake Park and other conservation properties, the Conservation Trust's bird box/habitat program orchestrated by resident Dustin Nield once again resulted in the hatching of dozens of baby blue birds, wood ducks, and tree swallows. The Commission was also proud to co-sponsor the Town's fourth annual Hidden Treasures event, along with the

Littleton Conservation Trust, the Historical Commission, and the Littleton Historical Society. The 2018 event, held at the Yapp Conservation Area, highlighted many of the important natural and historic features of this amazing site. We look forward to the continued successes 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 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.

2018 Conservation Land Stewards:		
Jim O’Neil (Director)	Ed Franzek Sarah Gill	Andrew Sam- marco
Cammy Bean	Andrew Halloran	Mit Wanzer
Dan Boudillion	Bartlett Harvey	Carl Yapp
Bill Brown	Keith Hevenor	John Zimmer
Richard Buckles	Dan Hurley	
Jessica Caligan	Dwight Long	
Jim Campbell	Juliana Miller	
Melissa Canmer	Russ Mullen	
Andy Curran	Pat O’Donoghue	
Chris D’Orizio	Karen O’Neil	
Rick Findlay	Ray O’Neil	

**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,

Anna Mayor, Carl Melberg, James Pickard (Chair),
Rachael Robinson, Julie Rupp, Andrew Sammarco and
Sarah Seaward

The Littleton Historical Commission serves as the Town's agency responsible for the preservation of the artifacts, places, buildings, and stories that have made, and continue to make, our Town a special place to live. Our Commission is charged with protecting these historic resources through public engagement and education; preservation, conservation and restoration projects, as well as through other activities that seek to showcase and preserve our unique past. The Commission also administers the Town's demolition delay bylaw. The year 2018 proved to be another busy year for the Board, as it carried out its mission through a number of important works and events.

With two historical structures being torn down last year under the current demolition delay By-law in 2017, the Commission has actively been working to strengthen this regulatory ordinance during the year. After much work by Chair Andrew Watt, we were pleased to have had an updated bylaw passed at the May Town Meeting. Under these updated regulations, the Town's demolition delay was extended from six to twelve months. This greater delay will help us to better and more effectively administer our mission to protect historic sites in Town.

At the May Town Meeting, the community voted to purchase the historic property located at 12 Robinson Road using Community Preservation funds. The Historical Commission was pleased to be a part of the efforts supporting the preservation of this significant

home for generations to come. Also known as the "Benjamin Kimball House", it was historically given a construction date of 1673 from an etching displaying this year on a roof rafter. It has been deemed to have most likely been built during the second half of the 18th century. The home is a staple of Littleton's common, and once belonged to the Town's first police chief, John Sergeant. A historical preservation restriction is currently being prepared to permanently protect the building's historic attributes, and the Board of Selectmen is in the process of determining the best future use(s) and ownership of the site.

On April 19th, the Commission once again held its annual Patriots' Day ceremony to commemorate the brave men from our Town that joined the march to Concord on the Isaac Davis Trail to encounter the British at the start of the Revolutionary War. The well attended event, presided over by member Jonathan Liebowitz, included costumed members of the Historical Society, a firing volley by the Boxborough Minutemen Company, remarks by Selectmen Chuck Decoste, and a wreath laying ceremony.

In May, the Commission was proud to once again co-sponsor a Freedom's Way National Heritage event with the Conservation Commission, Historical Society, and the Littleton Conservation Trust at the Yapp and Cobb properties. This event, which attracted numerous visitors from Town and other places, showcased the impressive history, creatures, and natural wonders of these beautiful and popular conservation preserves.



The Commission was pleased that two of its special projects, one to conduct conservation work at the Town's Old Burial Ground, and the other to update the Town's survey of historic and cultural resources, were largely successful throughout the year. Fannin and Lehner of Concord, a firm that had previously done work at the Old Burial Ground, was selected to begin conservation efforts at this site in 2017. Phase one of the project was completed in the late fall of that year, and resulted in the conservation of twenty-two monuments. Phase two of the project is currently in progress and will result in a minimum of thirteen additional monuments being conserved. Within the same application for CPA funding that we submitted for this second phase of work, we were able to also include conservation work for the monuments located at Liberty Square. This work was completed in the fall.

Much progress was also made on the Commission's survey of cultural and historical resources in Town, resulting in its completion this year. Approximately ninety historic buildings that were in need of priority inventorying by the Town were successfully catalogued by the Commission's hired consultant, Jenn Doherty. Ms. Doherty focused on inventorying historically significant structures around the Common at the beginning of this project, and gradually branched out to the other buildings identified by her and the Board as her work continued. The Commission is currently looking at the possibility of conducting surveys on other areas of Town, such as the Long Lake neighborhood in the near future.

Throughout the year, the Commission continued to explore various ideas to help re-build and preserve the historic c. 1740 Long Store building. The building, which was taken apart, inventoried, and moved to make way for "The Point", is currently being stored in a trailer that is owned and regularly monitored the Commission. Board members and others continue to look into alternatives to re-build this important structure.

We continue to focus our attention on historic markers and signs that may have fallen into disrepair throughout the Town. An inventory of these monuments and signs and their current conditions is currently in progress. We hope to replace or repair a percentage of these important markers each year. Historical Home plaque replacement and installation are also a priority of the Commission. During the year, we have revised the process by which these signs are given to qualifying home owners, and have made an online application available to parties interested in the program on the Town's website.

Throughout 2018, the Commission continued to investigate the possibility of conserving and rehabilitating the historic Porter Road bridge. This important site was in need of serious structural

repair. With the help of Superintendent Janes Clyde of the Highway Department, the bridge was successfully stabilized thanks to the hard work of his crew. We will continue to seek other measures to further preserve this site in the upcoming year.

Commissioner Donna White continued to investigate the possibility of getting local Revolutionary War veteran Dr. Enoch Dole posthumously awarded the Purple Heart this year. Dr. Dole was killed at the battle of Dorchester Heights, but never officially recognized for his sacrifice to our nation. She is currently working with various groups including the Board of Selectmen, the U.S. Army, Wounded Warrior Project, and our local Veterans' Agent to set up an event to accomplish this goal sometime in 2019.

In 2018, members of the Commission continued to actively participate in the Town's Master Plan steering and implementation process. Member Jonathan Liebowitz, who joined the Master Plan Implementation Committee last year, continues to help ensure that the historical goals in this plan will be executed. He regularly updates the Commission on the work of the MPIC, and provides important guidance on how we as a Commission can work to achieve these goals for the Town.

We would like to thank all of the citizens, organizations, and other Town boards and staff that have aided us in carrying out our mission during the past year. Especially, the Littleton Historical Society and its Curator, Carolyn Mueller.

Looking to the year 2019, the Commission hopes to increase its efforts towards fulfilling our mission to the townspeople in a number of ways. Many projects are actively being planned by the Commission, and we look forward to working with you to see that our Town's history is protected and preserved for future generations.

Respectfully Submitted by the Littleton Historical Commission

Littleton Historical Commission Members

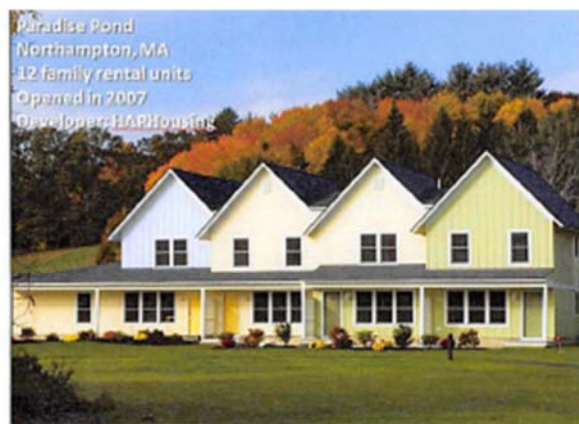
John Leger	Linda Stein
Jonathan Liebowitz	Andrew Watt
Rachael Robinson	Donna White
Andrew Sammarco	

LITTLETON AFFORDABLE HOUSING TRUST FUND

On October 30, 2017, the residents of Littleton voted to accept M.G.L. c. 44 §55C and establish a municipal affordable housing trust fund to provide 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 member of the Board of Selectmen, the Town Administrator or the Administrator's designee, the Littleton Housing Authority, the Council on Aging and residents who bring to the Trust with relevant experience in the fields of real estate, housing, architecture, social services or the like. Members include Co-Chairpersons Bartlett Harvey (member with relevant experience) Cindy Napoli (member Board of Selectmen), Maureen Donnelly (member Council on Aging), Millie McGovern (member Littleton Housing Authority) and Angus Michaels (member with specific experience).

The Mission of the Affordable Housing Trust is "To acquire, create, preserve, support and retain affordable housing for the benefit of low and moderate income households in the Town of Littleton. The trust will strive to fulfill Goal #48 of the Master Plan by helping to build local capacity for housing advocacy, housing finance, and housing development.

The trustees have requested \$500,000 from the Community Preservation Committee Housing Fund to be transferred into a municipal trust account. These funds will help implement the first initiative of the Affordable Housing Trust which will be a rental voucher program to be funded by the Trust and managed by the Littleton Housing Authority. There are presently over 150 residents in Littleton who could benefit from the rental voucher program and the Trust looks forward to implementing this program in the Summer of 2019.



ARTWORK CREATED BY SHAKER LANE ELEMENTARY STUDENTS



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.

MPIC Members and their term expiration dates:

Michael Zeldin, Chair	2020
Anna Hueston, Vice Chair	2019
Lyle Webster	2021
Megan Ford	2021
Michael Fontanella	2020
Jonathan Leibowitz	2019
Chase Gerbig	2019

The Master Plan includes 67 items that require implementation. MPIC members work to establish working relationships with Boards, Committees, residents, and key stakeholders: each member of MPIC works with one or more of these groups, providing guidance, information, and assistance to identify how the Town can focus on priorities outlined in the Town’s Master Plan.

In 2018, MPIC continued its work on the high priority tasks, previously identified as “Initial 7” tasks. Progress has been made by various Boards and Committees as follows:

Transportation: A Transportation Advisory Council (TAC) has been created with a charter drafted by former MPIC member Gary Lacroix. TAC will undertake the coordination of transportation related projects and dissemination of information to the community. The membership of this Council includes members of existing committees with interests in and responsibilities for the many issues and projects dealing with transportation.

Housing: Targeted development: the planning board working closely with stakeholders including the Council on Aging to update regulations that encourage senior residential development and inclusionary housing. After passage by town meeting, the development industry has responded to these regulations with a number of projects to meet targeted housing needs in our town.

An Affordable Housing Trust has been formed by vote of Town meeting, thus fulfilling one of the top priority items in the master plan.

Space Needs at Town Office Building: The Board of Selectmen has undertaken an in-depth analysis of the needs of the various government offices and services and the design of a campus, including a library, which satisfies the requirements of a vibrant and growing town.

Historical Survey: The Historical Commission has completed a survey and inventory of Littleton's historical and cultural resources, with a focus on properties at and near Littleton Common.

Including Master Plan Project Costs into the early budgeting process: The Board of Selectmen, Finance Committee, and the Town Accountant have taken an additional and important step by including master plan project costs in the budgeting process.

Littleton Common: Town meeting approved a funding request for an engineering design for a sewer system for the common. This represents an important step in providing infrastructure improvements for the common to spur economic development, encourage the introduction of diversified types of housing, and contribute to the revitalization of the Common. MPIC and the Planning Board, with the help of a consulting firm, grant funds from the Commonwealth and Town meeting appropriation, provided a Roadmap for the revitalization of the Common. Among the noteworthy items in the Littleton Common Revitalization Roadmap: recommending the use of form-based code to improve the existing zoning regulations for the Common. Funding for Form Based Code work was approved by Fall 2018 Town Meeting and will begin in May 2019.

Taylor/Foster Street Planning: MPIC worked with the Planning Board and Town Planner to apply for and receive a \$65,000 “Planning for Housing Production” Grant from MassHousing for a detailed planning study for the Littleton Station Area. Work on this study started in 2018, and will continue in 2019.

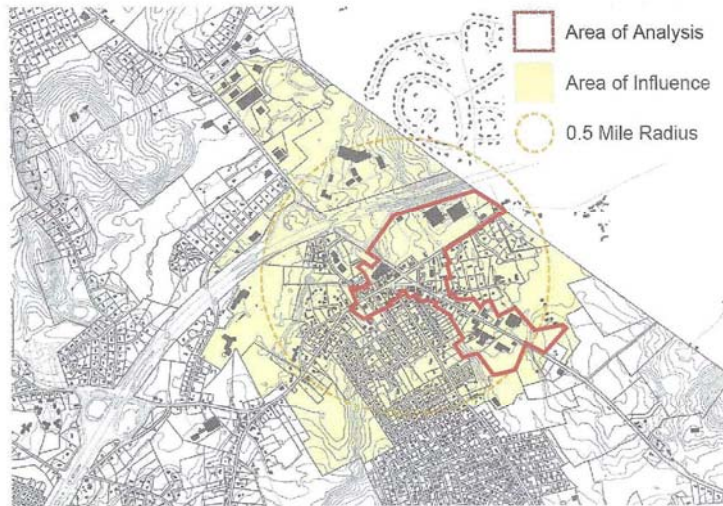


The Town of Littleton Master Plan Implementation Committee invites you to attend the **FIRST PUBLIC WORKSHOP** for the Littleton Common Revitalization Project.

WHEN: Tuesday, July 17, 2018; 6:30 to 8:30 p.m.

WHERE: Littleton Fire Department; 20 Foster Street (Community Meeting Room)

WHAT: Our consultants will provide an overview of the ongoing planning and design project - building on work completed in the Town-wide Master Plan - gather your input on your vision for Littleton Common area, and outline next steps.



Building on the community priorities and concerns that emerged during the public engagement segment of the 2017 Littleton Master Plan Update, a team of consultants has been enlisted by the Town to:

- 1) Generate evaluations of the existing conditions of the Common;
- 2) Propose changes to the zoning regulations;
- 3) Conduct a market analysis for the Common; and
- 4) Develop design scenarios to guide revitalization of the Common.

Focusing on local character and regional market conditions, the scenarios will propose design and development changes based upon the following conditions:

- No Zoning Change - Existing Conditions (Without Sewer)
- No Zoning Change - With Sewer
- Moderate Zoning Change - With Sewer
- Maximum Zoning Change - With Sewer

PROJECT TEAM:

Engagement + Zoning
Fort Point Associates, Inc.

Planning + Design
Utile

Economic Analysis
UMass Donahue Institute

QUESTIONS?

masterplan@littletonma.org
(978) 540-2425

This workshop will offer residents, property owners, business owners, municipal officials, and other interested parties with the opportunity to create a shared vision for Littleton Common that could include:

Pedestrian-friendly spaces resilient to extreme weather,
Lush greenery and landscaping for shade and enjoyment,
Restaurants, cafes, retail for one-stop dining and shopping.

What Does An Idyllic Littleton Common Look Like To You? Join Us In The Conversation!

LOOKING FORWARD:

For 2019 and beyond, the MPIC will continue to support and cajole Town Boards and Departments in their work to implement priority recommendations of the Master Plan. Significant implementation efforts remain for 2019, including encouraging a variety of housing that meets the needs of different age groups, and developing specific criteria for the Town's priorities for preserving open space.

2018 was a very busy year for the Permanent Municipal Building Committee (PMBC), with 1 major project being completed and 1 being punched out and closed out. We also focused on various smaller capital improvement projects at the schools and library.

Alumni Field (PMBC manager Carl Bryant)

This project was the focus of the town during the 2017 season as the much needed renovation to the football field, bleachers and ancillary structures which transformed the facility from a dirt field into a world class turf field.

The contractors, Classic Construction and Green Acres, under the supervision of the PMBC and our Owner's Project Manager, Vertex, completed work to the point where the facility was able to open on September 21, 2017 to an overflow crowd to watch our great High School Football team win the game on the newly completed field. However, there were a number of incomplete and punch list items which lasted well into 2018 and the job was finally closed out in the fourth quarter of the year. The project was completed within the planned budget.



Fire Station (PMBC managers Joe Collentro & Bob Romilly)

With approval at the Fall 2016 Special Town Meeting work at the site started in February 2017. The station design was done by the Carell Group and the construction by Castagna Construction Corp. The project proceeded under the supervision of the PMBC and our Owner's Project Manager, Vertex, and was completed in the spring of 2018 with a grand opening on May 19th with the official ribbon cutting ceremony replaced with a unique twist – it was a “hose uncoupling!”



PERMANENT MUNICIPAL BUILDING COMMITTEE

Other on-going projects included:

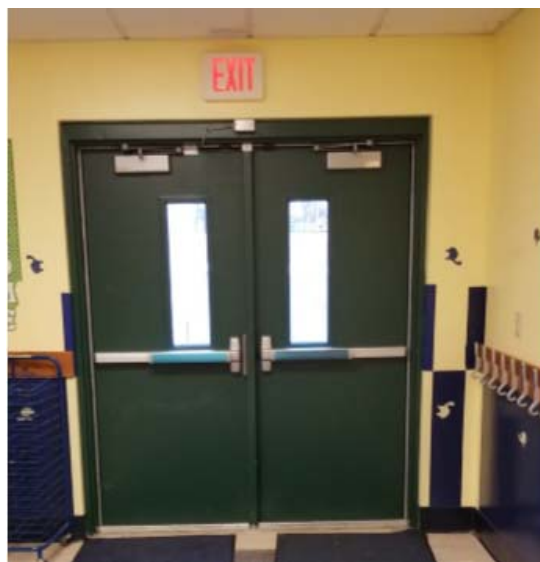
School Projects: (PMBC manager Daryl Baker & managed by Steve Marks, School Dept.)

High School:

1. High School Window Repairs: Repaired 120 of 220 windows – summer 2018
2. High School Exterior Door replacement: Replaced 5 doors which had reached end of serviceability – summer 2018
3. High School Fire Alarm Panel upgrade – August 2018

Shaker Lane School:

1. Replaced 11 exterior doors which had reached end of serviceability
2. Painting of cafeteria, Gym and some hallways – summer 2018



Russell Street School:

1. Replaced dirt areas in front of the school with Landscaping and pavers
2. Interior painting: room 123 and cafeteria – summer 2018



Middle School:

1. Sidewalk replacement – summer 2018

Library (PMBC manager Rich Crowley)

Re-roofing of the final section of roof with a 30 year PVC roof and replacement of flashing. The old glass block panels in the stairway to the third floor were replaced with energy efficient translucent Kalwall panels. Project oversight by Gale Associates and PMBC.



Thank You

Thank you to Sue Raymond who handled our administrative work and Marilyn Fedele who takes minutes at our meetings.

We also acknowledge the great assistance and support received from: Bonnie Fleck, Steve Mark, Chris Stoddard, Jim Clyde, Michelle Reynolds, Fire Chief Scott Wodzinski, Deputy Fire Chief Tom Clancy, Town Clerk Diane Crory and our library director Sam Alvarez.

Respectfully Submitted from the Committee:

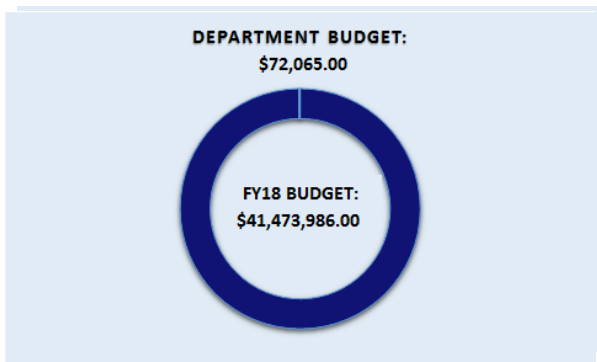
Steve Moore, Chairman;
Bob Romilly, Vice Chairman;
Richard Crowley, Clerk;
Carl Bryant (retired during the year),
Daryl Baker, School Committee Representative and our newest member
Ed Mullen.

Special thanks to Joe Collentro who was our chairman through the Spring of 2018 and who worked tirelessly and led the team on the fire station project from concept through completion. Joe retired from the PMBC after 13 years of service. His leadership and persistence will be missed. We wish you well Joe.



FY 2020 Projects

During the 4th quarter of 2018, the PMBC solicited requests for capital projects from the various departments to identify the current capital needs of the town. The requests were presented at our Super Saturday meeting with the Finance Committee. The town is determining which programs are to be presented at the May Town Meeting.



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:

Mark Montanari, Chair	2022
Ed Mullen, Vice Chair	2020
Anna Hueston, Clerk	2023
Peter Scott	2019
Kristen Guichard	2019

Many thanks to Jamie Cruz, a Planning Board member from her election in May 2016 until her resignation on December 11, 2018. Jamie brought a strong voice representing property owners, serving as Planning Board Member, Clerk, and Vice Chair; Jamie remains active as a volunteer on the Agricultural Commission. We welcome Kristen Guichard, AICP who was appointed January 28, 2019 by the remaining Planning Board Members and the Board of Selectmen to fill the open seat until the May 6, 2019 Annual Elections; thank you to all who applied to fill the vacancy.

Highlights:

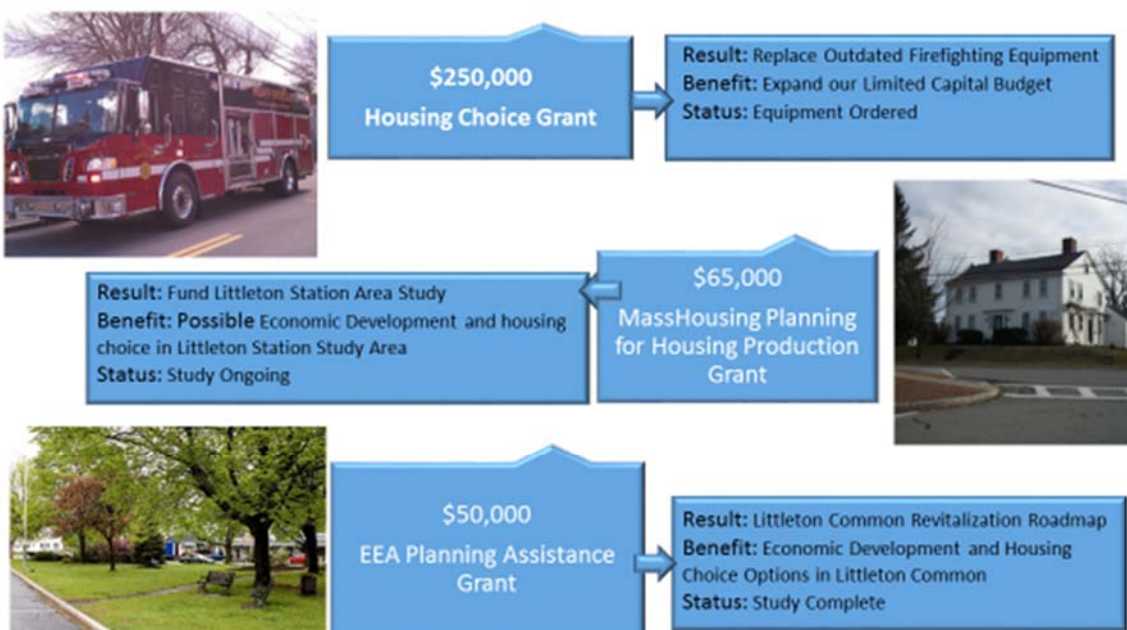
2018 was a year filled with State Planning Grants on top of an active permitting schedule. Having completed the important steps of creating and adopting the April 20, 2017 Littleton Master Plan “Cultivating the Future”, the Town is in good standing to complete for and be awarded State Grant funding that furthers goals outlined in the Master Plan. The Town was awarded three Planning Grants in 2018: (1) \$250,000 Housing Choice Award; (2) \$65,000 Planning for Housing Production Grant; and (3) \$50,000 Planning Assistance Grant. Juggling this significant planning workload continues to be difficult, but resulting rewards are immeasurable.

Meetings:

The Planning Board held 20 meetings during 2018, including the January 10, 2018 “Senior Residential Summit” where Planning Board members and local developers shared their vision for use of the newly-adopted Senior Residential Development bylaw. Planning Board agendas were dominated by two applications under the new “Senior Residential Development” bylaw. A small number of commercial development proposals as well and two residential subdivision applications were also reviewed.

Residential Development:

Construction at several residential subdivision sites continues, with Chestnut Lane, Bennett Orchard, Durkee Farm Estates, Couper Farm Estates, and Kaye Estates all currently under construction. The Planning Board utilizes construction oversight services

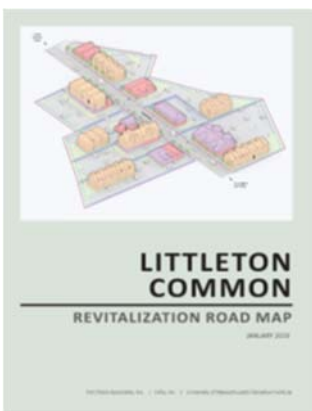


provided by consultants for all new subdivision infrastructure. New applications for Residential Development were received and are currently under review utilizing the Town's "Senior Residential Development" or SRD: bylaw: King Street SRD with 17 single-family cottage style and duplex units; and Jones Meadow SRD with 19 single-family cottage style units. One Definitive Open Space residential development was approved: The Homes at Croft Common, a 9-lot subdivision off Foster Street near Mill Road. One Preliminary Open Space subdivision was considered in 2018, and subsequently approved in 2019: Healy Corner, a 17-lot Open Space subdivision off Harwood Avenue near the intersection with Tahattawan Road.

A total of 5 residential **ANR (Approval Not Required)** plans were endorsed by the Planning Board in 2018, creating 9 new residential lots. **Scenic Road Approvals**, reviewed jointly with the Tree Warden, were issued for the Homes at Croft Common Open Space Subdivision as well as for access to one home on Bruce Street.

Commercial Development:

The Planning Board reviewed and approved several applications for new commercial development and re-development of existing commercial sites in 2018, including issuing an Adult-Use Marijuana Special Permit for Sanctuary Medicinals at 234 Taylor Street; this approval allows for growing and processing onsite of "recreational" marijuana in addition to the previously- approved medical growing and processing at that site. Other commercial development proposals were limited to updating the Sign Standards for The Point, approving a height special permit at the former "VeryFine" site at 3 Harvard Road to allow redevelopment by Patriot Beverage, and extending prior approvals for 330,000 square feet of office/R&D at 225 Taylor Street for The Gutierrez Companies.



Construction continues at "The Point", including additional retail, restaurant, office, hotel, and theater space at the intersection of Route 119 and 495. Grand openings at The Point for numerous new stores and restaurants occurred in 2017 and are scheduled to continue in 2018.

Master Plan:

The Planning Board continues to work closely with the Master Plan Implementation Committee to implement specific recommendations of the 2017 Master Plan's Implementation Program. Time dedicated to implementation allows the Planning Board to expand the duties of the Board beyond reviewing applications to help reach goals the Town residents have set.

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. Planning Board members serve on numerous other Boards and Committees, including the Community Preservation Committee, Master Plan Implementation Committee, and the Permanent Municipal Building Committee. Goals for 2019 include a continued commitment to responding quickly to new applications, working closely with developers during project construction, and implementing the Master Plan.

Coming Next Year 2019:

The Littleton Common Revitalization Roadmap recommends updating zoning in Littleton Common to use "Form-Based" Zoning Code. The Planning Board will be contracting with a consulting team led by Utile, partnering with Fort Point Associates, Dan Bartman, and UMass Donohoe Center to lead us through the extensive public outreach process necessary to develop and adopt Form Based Code for the Littleton Common area. The Littleton Station Area Study will continue to move forward, with a Visioning

Town of Littleton

COME PLAN WITH US!

Share your opinions and help us envision a great future for the Foster Street-Taylor Street area!



Join us to discuss:

- Housing
- Business development
- Commuter rail parking
- Creation of a true Littleton Station Village

Littleton Middle School
55 Russell Street
Friday, April 5: 6:30-8:30 pm
Saturday, April 6: 9 to Noon



DODSON & FLUNKER
Urban Planning, Architecture and Planning

BARRETT
ARCHITECTS

RKG
ENGINEERS

For more information contact the Planning Office, Wtoshill@littletontown.org or 978-540-2425

Session planned for April 5 and 6, 2019.

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

Respectfully Submitted by the Littleton Planning Board:

Mark Montanari, Chair

Ed Mullen, Vice Chair

Anna Hueston, Clerk

Peter Scott, Member

Kristen Guichard, Member

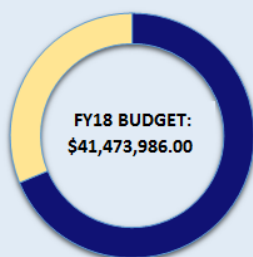
and by

Maren Toohill, AICP – Town Planner





DEPARTMENT BUDGET:
\$18,473,986.00



While the Littleton School District continued to show significant academic achievement in all our buildings, the past school year saw the School Committee, Administration and teaching staff direct significant attention and efforts to the emotional and physical safety of our students. Building principals presented information to the School Committee on the various programs and initiatives used in their schools to promote anti-bullying and social and emotional learning (SEL). These programs include the HEART, Second Step and Responsive Classroom programs at Shaker Lane and Russell Street, which are all designed to help students with emotional management, situational awareness and strategies for coping with social challenges. At the Middle School, the advisory program is used to introduce and support anti-bullying programming and the health curriculum contains lessons on stress reduction and relaxation strategies. The High School also uses the advisory program to present SEL ideas and concepts and has school-wide presentations on anti-bullying, cyber safety, driver safety, substance abuse and signs of suicide. SEL also continues to be an area of emphasis during professional development by the teaching staff.

At the request of the School Committee, each school reviewed their school evacuation and lock-down protocols as well as their schedule of training and simulations for students and staff. This was done in consultation with the Littleton Police and Fire Departments to ensure rapid and coordinated response by our public safety providers if it is ever necessary. Communication infrastructure was also reviewed including radio, cellular and video. Police Chief Matt Pinard presented an update on his department's efforts to provide a regular presence at all our schools. This primarily consists of the use of a School Resource Officer focusing on the High School and Middle School, but Chief Pinard has also made the presence of other Officers at all our schools a part of their regular patrol schedule in a valued effort to show students and staff they are safe and supported.

While we are proud of the academic success of all our students including Shaker Lane, Russell Street and the Middle School, the culmination of all their work and effort at those schools is most easily measured and recognized at the High School. The previous year once again saw several of our students recognized as National Merit Scholar Semi-Finalists and Commended Students for their scores on the PSAT/

Student Population K-12			
School Year	Littleton Residents	School Choice	Total Enrollment
2008-2009	1610	42	1652
2009-2010	1563	44	1607
2010-2011	1532	54	1586
2011-2012	1543	74	1617
2012-2013	1500	81	1581
2013-2014	1513	74	1587
2014-2015	1527	73	1600
2015-2016	1549	82	1631
2016-2017	1561	90	1651
2017-2018	1587	83	1670
2018-2019	1572	75	1647



NMSQL, scoring in the top 5% of the 1.6 million students who took that test. We also had students recognized as AP Scholars, AP Scholars with Honor and AP Scholars with Distinction for their achievement on Advanced Placement exams. The School Committee is also regularly updated on outstanding academic performance on national exams and in competitions by our students in areas such as foreign languages, robotics, mathematics, science fairs and art. Further examples of significant student achievement can be seen annually in student drama and music productions.

The level of academic achievement and the breadth of talent and experience of our students is further validated by the range and depth of the acceptance of their applications to various colleges and universities. This year's graduating class of seniors was accepted to 143 different colleges and universities including Ivy League and other elite institutions as recognized by a variety of college-ranking services.

The Littleton School Committee approved an appropriated budget of \$19,774,190 for FY2019. This was a 4.76% increase over the previous year's appropriation. The increase was driven primarily by contractually-negotiated raises for teaching staff as well as increases in SPED Out-of-District tuitions and an increase in the bussing contract.

Beyond the appropriated budget, the School Committee authorized the spending of \$733,060 in Circuit Breaker funds provided by the Commonwealth to support Special Education expenses. The School Committee also authorized the spending of up to \$400,000 from the School Choice revolving account. This funding was designated to support the continued phase-in of tuition-free full-day kindergarten as well as staffing additions of an Assistant Principal at Shaker Lane, a Science/ Math Integration Specialist to support instruction at Shaker Lane and Russell Street as well as the opportunity for our High School students to access computer science courses.

Once again, the budget presented a significant challenge. For the fifth straight year, Local Aid from the State was effectively level-funded, requiring Littleton to meet rising expenses primarily with an increase in local tax rates as well as new growth housing and commercial development. These revenue increases along with a healthy reserve in School Choice funds has again allowed the School Committee to manage to meet the majority of our budget priorities, ensuring Littleton schools will be able to continue along an established path of sustained improvement and achievement.

However, the reliance on new growth, especially in residential housing, means the School Committee remains concerned with the potential for increased student population growth as shown in the table.

While enrollment remains high relative to historical averages, it is slightly lower than last year both in terms of local residents and total enrollment (local residents + school choice students). In fact, total enrollment has decreased two years in a row. However, part of the reason for that is a lower number of school choice students, which has an impact on revenue. A reduction of 15 school choice students over two years means a \$75,000 reduction in school choice revenue. The School Committee will continue to analyze the data on local and school choice student enrollment to ensure District staffing and resources remain funded at an appropriate level relative to enrollment.

The finish of the 2017/2018 school year saw the retirements of Rita Detweiler, Director of Pupil Services and teachers Kathy Breuer and Sally Oksanish. The School Committee would like to acknowledge and thank all of them for their years of service to the students of Littleton.



Last spring's Town elections resulted in Mike Fontanella winning a fifth term on the School Committee and Erica Podgorni being elected to the seat vacated by Mike Mizzoni. As a life-long Littleton resident and fairly recent graduate of Littleton High School, Mike's passion for ensuring the current crop of students benefitted even more than he had from being raised and educated in Littleton was always evident. The School Committee also benefitted from his work as a staff lawyer for the Massachusetts Department of Higher Education. We wish Mike the best and hope he eventually returns to civic life in Littleton. The School Committee re-organized after the election with Mike Fontanella being elected Chairman, Daryl Baker as Vice-Chair and Jenn Wilson 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.

Littleton continues to evolve both as a community and school district. The pace of change has accelerated in recent years, presenting significant challenges to the Town as we work to adapt to and manage these changes. The School Committee is proud of how our students and staff have met these challenges and we feel we are in a strong position to continue to grow and overcome these challenges all in an effort to remain a District committed to high academic achievement while also ensuring our children are safe and fully supported on a social and emotional level. The School Committee is committed to working with all the other Boards and Committees to ensure Littleton continues to be a community in which families have a strong desire to live, raise and educate their children.

Respectfully Submitted ,
by the Littleton School Committee:

Mike Fontanella, Chair	(2018)
Mike Mizzoni, Vice-Chair	(2018)
Daryl Baker, Secretary	(2020)
Matt Hunt –	(2019)
Jenn Wilson –	(2020)



The Zoning Board collects application fees intended to cover Publication and Posting, as required by Statute. In 2018, application fees collected by the board totaled \$5300

Expenses for the year were \$ 6366.08. These expenses included salaries and supplies.

The Littleton Board of Appeals conducted hearings on Twenty-six (26) new applications during 2018. Applications fell into the following distribution:

Sixteen (16) Variance Request applications were submitted:

- Six (6) applications were to allow a reduced setback pursuant to Section 173-10; all were granted.
- Six (6) applications were to allow an addition to the primary dwelling pursuant to Section 173-31; all were granted.
- One (1) application was to allow a detached accessory structure in excess of allowed size pursuant to Section 173-53; granted.
- Three (3) applications were withdrawn by the petitioners.

Four (4) Special Permit Request applications were submitted:

- One (1) application was to allow an accessory apartment exceeding the maximum floor area pursuant to Section 173-60; granted.
- Three (3) applications were for the change, extension or alteration of a preexisting non-conforming structure pursuant to Section 173-10B; all were granted.
- One (1) application was to allow continued business in a residential district pursuant to Section 173-26; granted.
- Two (2) Requests for Modifications to a previously granted decision were submitted:**
 - One (1) application was to allow the construction of a front porch within the setback pursuant to Section 173-10B and 173-31; granted.
 - One (1) application was to allow continued business in a residential district pursuant to Section 173-26; granted.

Four (4) Appeals were submitted:

Four applications appealing the Building Inspector/Zoning Enforcement Officer's Decision; three (3) were denied and one (1) was granted.

Membership of the Board

Members:

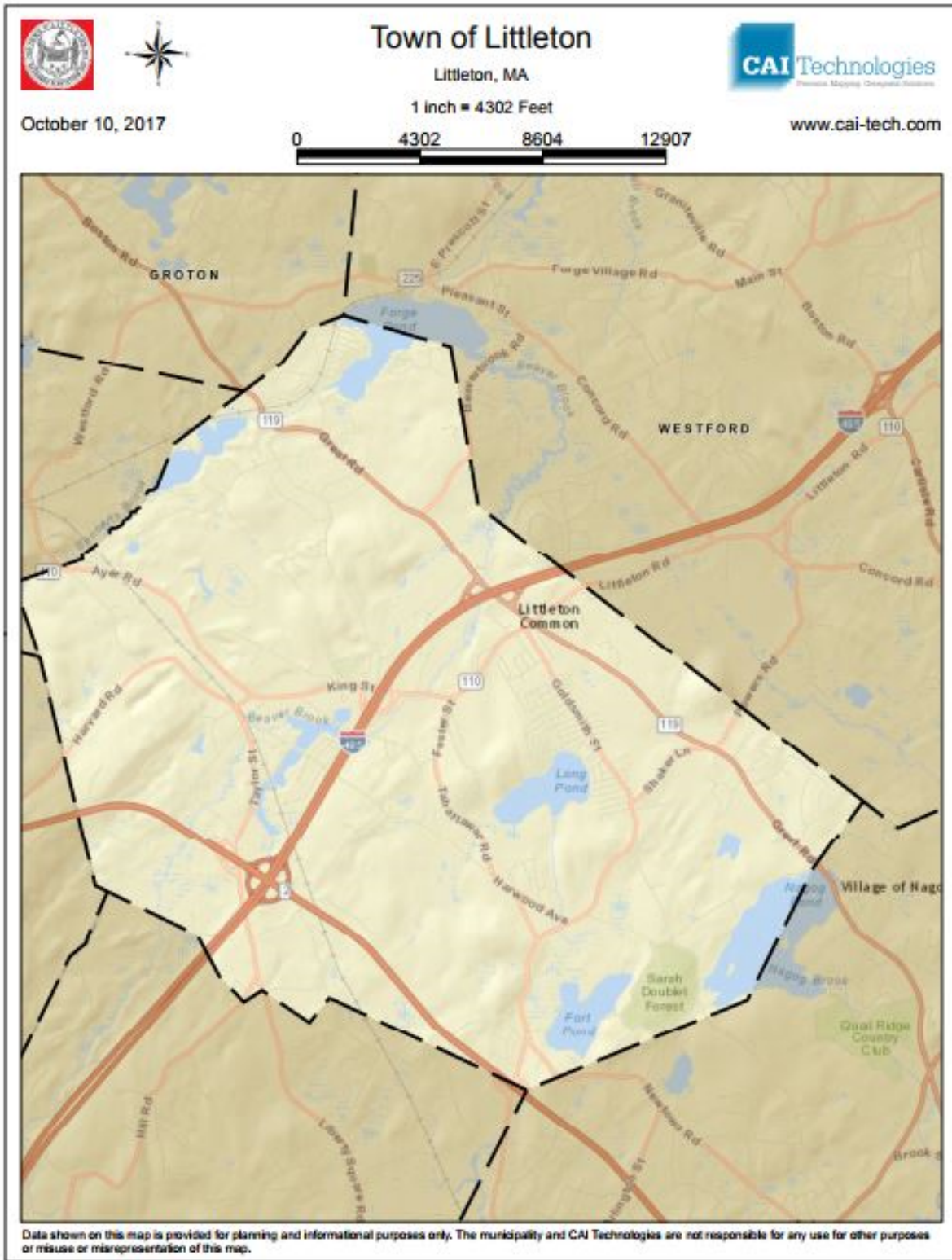
- Sherrill Gould, Chair
- Jeffrey Yates, Vice-chair
- Alan Bell, Clerk
- Rod Stewart
- Cheryl Cowley-Hollinger

Alternates:

- Marc Saucier
- John Sewall
- Kathleen O'Connor
- Jillian Shaw

Administrative Assistant: Janet Fairchild

Respectfully submitted,
SHERRILL R. GOULD, CHAIRPERSON



FEDERAL & 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

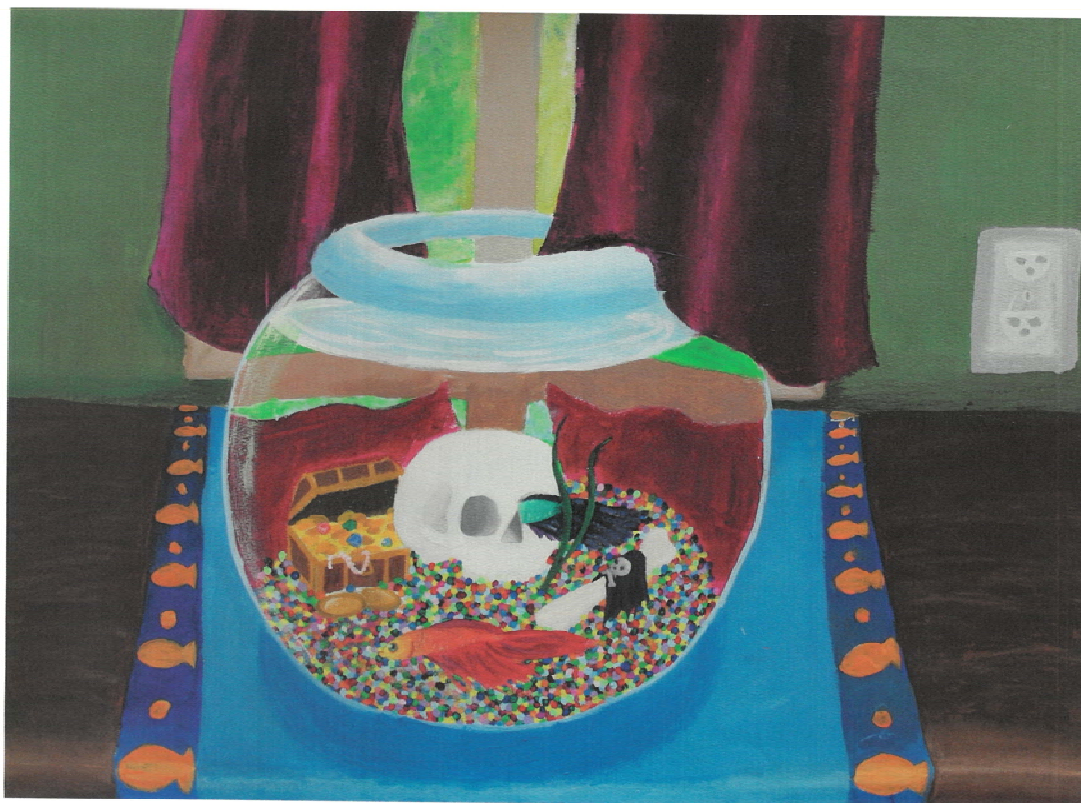
(617) 722-1120
Middlesex-Worcester District
MA State House
24 Beacon Street, Room 320
Boston, MA 02133
James.Eldridge@masenate.gov

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

ARTWORK CREATED BY LITTLETON HIGH SCHOOL STUDENTS



ELECTED TOWN OFFICIALS

POSITION	EXPIRATION YEAR	ADDRESS
MODERATOR		
Timothy D Goddard	2019	62 Edsel Rd
TOWN CLERK		
Diane Crory	2019	74 King St
BOARD OF ASSESSORS		
Pamela Campbell	2021	51 Boxboro Rd
Debra J Brine	2021	51 Boxboro Rd
Donald Armstrong	2019	15 Moore Ln
Maureen Griffin Adema	2019	5 Old Farm Rd
Frederick J Freund	2020	45 Birch Rd
BOARD OF SELECTMEN		
Charles J DeCoste	2021	609 Newtown Rd
Joseph Knox	2019	10 Brandy Hollow
Paul J Glavey	2019	54 New Estate Rd
Chase A Gerbig	2020	1 Oak Ridge Rd
Cynthia L Napoli	2020	47 Springfield Dr
BOARD OF ELECTRIC LIGHT COMMISSIONERS/ BOARD OF WATER COMMISSIONERS		
Dick Taylor	2021	109 Goldsmith St
Bruce Trumbull	2021	29 Mill Rd
James Karr	2019	12 Elizabeth St
Ivan Pagacik	2019	123 Whitcomb Ave
Thomas Rauker	2020	148 Russell St
SCHOOL COMMITTEE		
Erica D Podgorni	2021	6 Fosx Ln
Michael Fontanella	2021	213 Harwood Ave
Mathew J Hunt	2019	133 Mill Rd
Daryl Baker	2020	71 Grist Mill
Jennifer Ann Wilson	2020	22 Sanderson Rd
PLANNING BOARD – 5 YEAR TERM		
Mark J Montanari	2022	242 King St
Anna M Hueston	2021	20 Meetinghouse Rd
Peter Scott	2019	5 Scott Lane
Edward William Mullen III	2020	10 Grist Mill Rd
Jamie Marea Cruz	2021	571 Great Rd (Resigned 2018)
TRUSTEES OF THE REUBEN HOAR LIBRARY		
David Sill	2021	53 Washington Dr
Demetra Taylor	2021	115 Taylor St
Mark Rambacher	2019	205 Hartwell Ave
Jenna Koerper Brownson	2019	142 Harvard Rd
Kristine Carlson Asselin	2020	19 Rita Ln
Catharine M Carruth	2020	58 Goldsmith St (Resigned 9/18)
Susan M Harvey	2019	146 Mill Rd (Appointed 'til May '19)

ELECTED TOWN OFFICIALS (continued)

ELECTED TOWN OFFICIALS

POSITION	EXPIRATION YEAR	ADDRESS
PARK AND RECREATION COMMISSIONERS		
Kevin M Mitrano	2021	78 Tahattawan Rd
Michael G LeVasseur	2019	51 Grist Mill Rd
Michael L Croy	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)
CEMETERY COMMISSIONERS		
Carolyn L Mueller	2021	11 Gray Farm Rd
Andrew J Sammarco	2019	20 Forest Rd
Janet Sullivan	2020	7 Robinwood Rd
BOARD OF HEALTH		
Kevin E Baker	2021	8 E Roxbury Dr
Louise C Nichols	2021	153 Harwood Ave
Lisa Flanagan	2020	5 Pine Rd
Gino Frattallone	2020	26 Harwood Ave
Erin A Healy	2019	12 Lincoln Dr
BOARD OF COMMISSIONERS OF TRUST FUNDS		
Tyler Gray	2020	5 Cobb Ln
David Stevens	2019	4 Masonbrook Ln
Andrew Sammarco	2021	207 Goldsmith St
HOUSING AUTHORITY -- 5 YEAR TERM		
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 Frattallone	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		

TOWN ADMINISTRATOR

Keith A. Bergman (2019) (Retired)
Metropolitan Area Planning Council
Representative
MAPC MAGIC sub-region representative
MART advisory board representative

INTERIM/ASSISTANT TOWN ADMINISTRATOR

Anthony M. Ansaldi, Jr.
Chief Procurement Officer

TOWN COUNSEL

Miyares & Harrington

LABOR COUNSEL

Darren Kline
KP Law

DIRECTOR OF FINANCE & BUDGET

Bonnie-mae Fleck
Town Accountant

TOWN TREASURER

Steven Venuti

CHIEF ASSESSOR

Katherine Miller

CHIEF OF POLICE

Matthew King (Retired)
Matthew J Pinard

DEPUTY CHIEF OF POLICE

Jeffrey Patterson

TAX COLLECTOR

Deborah Richards

INFORMATION SYSTEMS MANAGER

Nancy Glencross

DIRECTOR OF ELDER & HUMAN SERVICES

Elizabeth Tretiak

ELECTION WARDEN

Sandra Clyde

FIRE CHIEF

Scott T. Wodzinski

DEPUTY FIRE CHIEF

Thomas Clancy

MAINTENANCE SUPERVISOR

George Dumas

DIRECTOR OF PUBLIC WORKS

Christopher Stoddard

HIGHWAY OPERATIONS MANAGER

James Clyde (Retired)
Steve Whitten

BUILDING COMMISSIONER

Roland J. Bernier

BUILDING INSPECTOR/ALT BUILDING COMMISSIONER

Gabriel Vellante

INSPECTOR OF WIRES

Bill Morehouse

ASSISTANT WIRING INSPECTOR

Joe Gervais

PLUMBING INSPECTOR

Ed Sullivan

DEPUTY PLUMBING INSPECTOR

Joseph Cormier Jr.

GAS INSPECTOR

Ed Sullivan

DEPUTY GAS INSPECTOR

Joseph Cormier Jr.

ASST ZONING OFC/PERMIT COOR/BUS ADMIN

Michelle Cobleigh

SEALER OF WEIGHTS & MEASURES

Northern Middlesex Council of Governments

GRAVES REGISTRATION OFFICER

Thomas Bailey

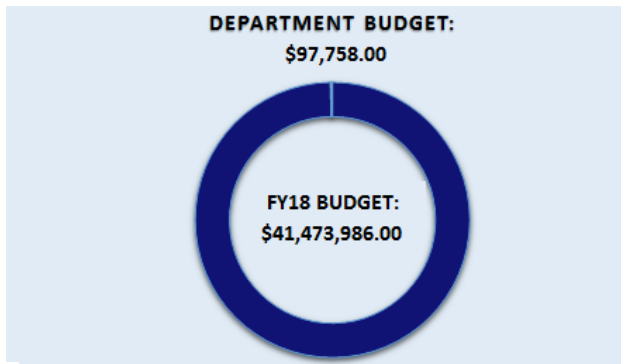
NASHOBA VALLEY TECH. H.S

Charles Ellis, District Representative

CONSTABLES

Chief of Police Matthew J Pinard
Deputy Police Chief Jeffrey Patterson
David Allen
Keith Leighton
Ronald Raffi
Andrew Sammarco





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 2018:

Number of Births:	87
Number of Marriage Intentions filed:	37
Number of Deaths:	107
Dogs Licensed in 2018:	600 (Unlicensed over 500)

TOWN MEETING & VOTER INFORMATION:

Annual Town Meeting	First Monday in May
Annual Town Election	Saturday following May Annual Town Meeting
Form of Government	Open Town Meeting
Absentee Voting	Town, State and National
Early Voting	State and National
Number of Registered Voters	7100
Population	9750
Size of Town	16 square miles

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 2018 follow.

In the Clerk's Office this year saw an Annual Town election along with a State Primary in September which prompted a recount in the Office of Representative in Middlesex County. In Littleton the recount went off without a hitch and there were no significant changes to the count. The workers worked well together and all parties were appreciative of the hours that were put into making the recount work.



We also saw a State Election in November that went off without any issues and no recounts. We had early voting which prompted good numbers and numerous volunteers for the 10 days that it entailed. Much appreciation to each and every one that helped. Too many to single out, but each and every one was appreciated.

This office would like to give a special shout out to a very special person that retired in 2018 whose countless hours of assistance over the years cannot go without singling him out, James Clyde of the Littleton Highway Dept. Each and every year he went over and above the call of duty when it came time to helping the Town Clerk's Office with Town Meetings and Elections as he stayed and made sure everything was completed and locked up in my office and that I was locked at Townhall to complete tallying for the evening. He can never be replaced and this office will be forever in his debt. Thank you "Jim" and enjoy your much deserved retirement.

Another person that retired was Linda Lord from the Clerk's Office after 11 years. She decided to finish out the year and call it quits to enjoy so time off. She will be missed as she was a staple and the face of the office. May she enjoy her new found time off!

Pursuant to the warrant and the Constable's return thereon, the polls were opened at 8:00AM by Sandra Clyde, Election Warden. The ballot boxes were examined by the presiding officer, each et at zero and so recorded. The polls were closed at 8:00PM.

ANNUAL TOWN ELECTION
LITTLETON, MASSACHUSETTS
MAY 12, 2018

MODERATOR One Year Term VOTE FOR ONE	BOARD OF HEALTH Three Year Term VOTE FOR TWO	PLANNING BOARD Five Year Term VOTE FOR ONE
TIMOTHY D GODDARD 62 Edsel Rd *826 Candidate for Re-Election	KEVIN E BAKER 210 Hartwell Ave *642	ANNA M HUESTON 20 Meetinghouse Rd *762
Blanks 149	DAVID A LOCKE JR 2 Baron Way 322	Blanks 213
	LOUISE C NICHOLS 153 Harwood Ave *569	
BOARD OF SELECTMEN Three Year Term VOTE FOR ONE	HOUSING AUTHORITY Five Year Term VOTE FOR ONE	SCHOOL COMMITTEE Three Year Term VOTE FOR TWO
CHARLES J DECOSTE 609 Newtown Rd *649 Candidate for Re-Election		MICHAEL FONTANELLA 213 Harwood Ave *722 Candidate for Re-Election
GINO P FRATTALLONE 26 Harwood Ave. 297	Margaret C Larsen (Write In) *63	ERICA D PODGORN 6 Fox Ln *624
Blanks 38	Mary P Pickard (Write In) 25	Blanks 604
BOARD OF ASSESSORS Three Year Term VOTE FORTWO		
PAMELA D CAMPBELL 51 Boxboro Rd *726 Candidate for Re-Election		TRUST FUND COMMISSIONERS Three Year Term VOTE FOR ONE
DEBRA J BRINE 51 Boxboro Rd *620	LIBRARY TRUSTEES Three Year Term VOTE FOR TWO	ANDREW J SAMMARCO 207 Goldsmith St *749 Candidate for Re-Election
Blanks 604	DAVID L SILL 53 Washington Dr *729	Blanks 226
	DEMETRA TAYLOR 115 Taylor St *708	
CEMETERY COMMISSIONERS Three Year Term VOTE FOR ONE	Blanks 513	WATER COMMISSIONERS Three Year Term VOTE FOR TWO
CAROLYN L MUELLER 8 E Roxbury Dr *768		
Blanks 207	PARK & RECREATION COMMISSIONERS Three Year Term VOTE FORTWO	DICK TAYLOR 109 Goldsmith St *735 Candidate for Re-Election
	KEVIN M MITRANO 78 Tahattawan Rd *704	BRUCE S TRUMBULL 29 Mill Rd *708 Candidate for Re-Election

Pursuant to the warrant and the Constable's return thereon, the polls were opened at 8:00AM by Sandra Clyde, Election Warden. The ballot boxes were examined by the presiding officer, each et at zero and so recorded. The polls were closed at 8:00PM.

ANNUAL TOWN ELECTION
LITTLETON, MASSACHUSETTS
MAY 12, 2018

ELECTRIC LIGHT COMMISSIONERS Three Year Term VOTE FOR TWO	SEAN P SULLIVAN 155 Hartwell Ave *723	Blanks 507
DICK TAYLOR 109 Goldsmith St Candidate for Re-Election *739	Blanks 523	
BRUCE S TRUMBULL 29 Mill Rd Candidate for Re-Election *707		
Blanks 504		

Total Registered Voters 6869

Total Ballots Cast 975

14% Voter Turnout

A TRUE COPY

ATTEST: Diane Crory, Town Clerk

TUESDAY, NOVEMBER 06, 2018
STATE ELECTION
TOWN OF LITTLETON

PREC 1 PREC 2 PREC 3 TOTAL

SENATOR IN CONGRESS

Vote for ONE

ELIZABETH A WARREN.....Democratic	1101	1003	979	3083
GEOFF DIEHL.....REPUBLICAN	705	650	564	1919
SHIVA AYYADURAI.....INDEPENDENT	68	64	59	191
	23	32	21	76
				5269

GOVERNOR & LIEUTENANT GOVERNOR

Vote for ONE

BAKER and POLITO	REPUBLICAN	1302	1255	1113	3670
GONZALEZ & PALFREY	DEMOCRATIC	551	446	459	1456
		44	48	51	143
					5269

NOVEMBER ELECTION

ATTORNEY GENERAL

Vote for ONE

MAURA HEALEY	DEMOCRATIC	1291	1159	1127	3577
JAMES R McMAHAON, III	REPUBLICAN	572	557	460	1589
		34	33	36	103
					5269

SECRETARY OF STATE

Vote for ONE

WILLIAM FRANCIS GALVIN	DEMOCRATIC	1304	1178	1136	3618
ANTHONY M AMORE	REPUBLICAN	476	472	382	1330
JUAN G SANCHEZ, JR	GREEN-RAINBOW	55	54	56	165
		62	45	49	156
					5269

TREASURER

Vote for ONE

DEBORAH B GOLDBERG	DEMOCRATIC	1188	1098	1056	3342
KEIKO M ORRALL	REPUBLICAN	553	531	434	1518
JAMIE M GUERIN	GREEN-RAINBOW	67	50	55	172
		89	70	78	237

AUDITOR ONE		Vote for			
SUZANNE M BUMP					
DEMOCRATIC		1064	971	925	2960
HELEN BRADY					
REPUBLICAN		628	580	507	1715
DANIEL FISHMAN					
LIBERTARIAN		64	79	67	210
EDWARD J STAMAS	GREEN-				
RAINBOW		32	29	37	98
		109	90	87	286
					5269

REPRESENTATIVE IN CONGRESS		Vote for One			
RICK GREEN	Republican	586	556	477	1619
LORI LOUREIRO TRAHAN	Democratic	1216	1096	1047	3359
MICHAEL P MULLEN	Independent	67	57	78	202
		28	40	21	89
					5269

COUNCILLOR ONE		Vote for			
MARILYN M PETITTO DEVANEY	Democratic	1367	1251	1218	3836
		530	498	405	1433
					5269

SENATOR IN GENERAL COURT	Vote in ONE
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JAMES B ELDRIDGE	Democratic	1186	1052	1040	3278
MARGARET W BUSSE	Republican	613	611	506	1730
TERRA FRIEDRICHS	Cooperative Green Economy	32	31	35	98
		66	55	42	163
					5269

REPRESENTATIVE IN GENERAL COURT	Vote for One
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JAMES ARCIERO	Democratic	1194	1064	1039	3297
KATHLEEN LYNCH	Republican	637	626	534	1797
		66	59	50	175
					5269

DISTRICT ATTORNEY	Vote for ONE
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MARIAN T RYAN	Democratic	1400	1278	1227	3905
		497	471	396	1364
					5269

CLERK OF COURTS ONE	Vote for
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MICHAEL A SULLIVAN	Democratic	1389	1273	1225	3887
		508	476	398	1382
					5269

REGISTER OF DEEDS ONE	Vote for
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MARIA C CURTATONE	Democratic	1371	1251	1217	3839
		526	498	406	1430
					5269

QUESTION 1/Nursing Designation YES	425	420	371	1216
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QUESTION 2/Create Citizen Commission -- YES	1331	1241	1196	3768
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QUESTION 3/Prohibit Discrimination based on gender identity -- YES	1312	1228	1190	3730
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QUESTION 1/Nursing Designation NO	1401	1279	1203	3883
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QUESTION 2/Create Citizen Commission -- NO	508	444	376	1328
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QUESTION 2/Prohibit Discrimination based on gender identity NO	547	484	395	1426
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ABSENTEE BALLOTS CAST	375
EARLY VOTES CAST	1209
ELECTION DAY BALLOTS CAST	3685
TOTAL VOTES CAST	5269

ELIGIBLE VOTERS IN LITTLETON	7191
PERCENTAGE OF VOTERS	73.29%

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**SPECIAL TOWN MEETING
MAY 7, 2018
TOWN OF LITTLETON**

Town Moderator, Timothy Goddard, called the Special Town Meeting to order at 7:54PM in the Charles Forbes Kaye Gymnasium at the Littleton Middle School 55 Russell St. Littleton after stating that the warrant was properly executed.

**ARTICLE 1
Bills of Prior Years**

NO AFFIRMATIVE ACTION TAKEN-ARTICLE WITHDRAWN

To see if the Town will vote to transfer a sum or sums of money from available funds to pay unpaid bills from prior fiscal years.

**ARTICLE 2
FY 2018 Operating Budget Line Item Transfers**

NO AFFIRMATIVE ACTION TAKEN-ARTICLE WITHDRAWN

To see if the Town will vote to amend the FY 2018 Operating Budget, as adopted under Article 4 of the May 1, 2017 Annual Town Meeting and amended by Article 2 of the October 30, 2017 Special Town Meeting, by adjusting budget line items.

**ARTICLE 3
Appropriation of Bond Anticipation Note Premiums**

Ayes have it passes by the necessary two-thirds majority that the Town vote to appropriate all or a portion of (a) \$1,005.67, representing the net premium paid to the Town upon the sale of the Town's \$5,959,000 General Obligation Bond Anticipation Note dated June 9, 2017, and (b) \$546.86, representing the net premium paid to the Town upon the sale of the Town's \$6,832,000 General Obligation Bond dated March 29, 2018, to pay costs of the fire station construction project authorized by the vote of the Town passed by Article 6 of the November 16, 2016 Special Town Meeting, and to reduce the amount appropriated from the Capital Stabilization Account for such project by a like amount.

**ARTICLE 4
Stabilization Fund**

Ayes have it passes by the necessary two-thirds majority that the Town vote to transfer from Undesignated Fund Balance the sum of \$647,755 for the Stabilization Fund in accordance with the provisions of Chapter 40, Section 5B of the General Laws.

**ARTICLE 5
FY 2018 Appropriations, Stabilization Fund into
Blended Community Preservation Act Fund**

Ayes have it passes by the necessary two-thirds majority that the Town vote pursuant to MGL C.44B, §3b½, to appropriate/transfer to the Community Preservation Fund additional municipal revenues totaling \$523,514 or any other sum, which also increases the base for CPA state matching funds, as follows:

(1) \$209,405 (40%) to the CPA Open Space Reserve for conservation and passive recreation purposes, of which \$52,880 is from the Conservation Land Acquisition Funds established by Article 1 of the June 15, 2000 Special

TOWN OF LITTLETON, MASSACHUSETTS

Town Meeting for cell tower leases at Newtown Hill \$47,667 is from The Potpourri Group Mitigation Reserve for Appropriation, \$108,858 is from the Stabilization Fund;

(2) \$104,703 (20%) to the CPA Community Housing Reserve, of which \$23,790 is from the Reed Meadow Mitigation Reserve for Appropriation, \$26,484 is from The Potpourri Group Mitigation Reserve for Appropriation, and \$54,429 is from the Stabilization Fund;

(3) \$104,703 (20%) to the CPA Recreation Reserve, of which \$6,698 is from the Fifteen Great Road Mitigation Reserve for Appropriation, \$43,576 is from The Potpourri Group Mitigation Reserve for Appropriation, and \$54,429 is from the Stabilization Fund;

(4) \$78,527 (15%) to the CPA Historic Resources Reserve, of which \$37,705 is from The Potpourri Group Mitigation Reserve for Appropriation, and \$40,822 is from the Stabilization Fund; and

(5) \$26,176 (5%) to CPA Undesignated Reserve, of which \$12,568 is from The Potpourri Group Mitigation Reserve for Appropriation, and \$13,608 is from the Stabilization Fund.

ARTICLE 6

Establish Special Injury Leave Indemnity Fund for Payment of Police Officer, Firefighter Compensation, Medical Bills; Fund from Stabilization Fund

Ayes have it, passes unanimously satisfying the two-thirds requirement that the Town vote to accept the fourth paragraph of section 111F of Chapter 41 of the General Laws, added by the Municipal Modernization Act of 2016, and establish pursuant thereto a special injury leave indemnity fund for payment of police officer and firefighter compensation and medical bills; and further to transfer a sum of \$350,000 into said special injury leave indemnity fund from the Stabilization Fund.

ARTICLE 7

Home Rule Petition

Ayes have it, passes unanimously to authorize the Board of Selectmen to petition the General Court for a special act authorizing the payment of certain retirement, health insurance, and/or other benefits to Fire Fighter Scott Holt; 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.

AN ACT GRANTING CERTAIN RETIREMENT BENEFITS TO FIRE FIGHTER SCOTT HOLT

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

SECTION 1. Notwithstanding section 7 of chapter 32 of the General Laws or any other general or special law or rule to the contrary, the Middlesex retirement board shall increase the accidental disability retirement allowance payable to Scott Holt, a retired fire fighter of the Town of Littleton, who, as a result of injuries sustained by him while in the performance of his duties, is totally and permanently disabled from further service as a fire fighter. Fire Fighter Scott Holt shall be granted through this Special Act accidental disability retirement benefits without the need for further application or any examination or reexamination(s) by a medical panel pursuant to section 8 of chapter 32 of the General Laws or any other applicable law or regulation. The annual amount of accidental disability retirement allowance payable to Scott Holt shall be fixed at an amount equal to the regular rate of compensation which he would have received had he continued in service as a fire fighter in the Town of Littleton at the rank and grade held by him at the time of his retirement, which will be the effective date of this Act, and the annual amount of accidental disability retirement he would receive under Option A of the retirement allowances provided for in section 12 of chapter 32 of the General Laws regardless of which retirement allowance option he chooses under section 12. This increased accidental disability retirement allowance shall end on April 3, 2033, when he turns sixty-five (65) years old, at which time his accidental disability retirement allowance shall revert to an amount equal to what he would be eligible to receive under section 7 of chapter 32 of the General Laws. If the death of Scott Holt occurs prior to April 3, 2033, his surviving spouse will continue to receive the increased accidental disability retirement allowance until April 3, 2033, at which time she would be eligible to receive the retirement allowance amount provided for a surviving spouse pursuant to the provisions of chapter 32 of the General Laws. The accidental

TOWN OF LITTLETON, MASSACHUSETTS

disability retirement allowance shall not be subject to sections 91 and 91A of chapter 32 of the General Laws and the limitations set forth therein.

SECTION 2: The Town agrees to annually reimburse Scott Holt for the remainder of his life for his own Out of Pocket Medical and Drug costs up to a maximum annual amount of \$6,450, adjusted for any applicable increases to the maximum annual amount that are provided for by the Town's health insurance plans.

SECTION 3. This act shall take effect upon its passage.

Motion to dissolve the STM and return to the ATM at 8:04PM, moved and seconded and unanimously voted.

Town Moderator, Timothy Goddard, called the Annual Town Meeting to order at 7:40PM in the Charles Forbes Kaye Gymnasium at the Littleton Middle School 55 Russell St. Littleton after stating that the warrant was properly executed.

ARTICLE 1
Bills of Prior Years

Ayes have it motion carries to transfer \$450 from Undesignated Fun Balance to pay FY 2014 by the Public Buildings/Facility Expense for boiler inspection completed by the Commonwealth of Mass Department of Public Safety.

ARTICLE 2
FY 2017 Operating Budget Line Item Transfers

NO AFFIRMATIVE ACTION WAS TAKEN – ARTICLE WAS WITHDRAWN

To see if the Town will vote to amend the FY 2017 Operating Budget, as adopted under Article 4 of the May 2, 2016 Annual Town Meeting and amended by Article 3 of the November 16, 2016 Special Town Meeting, by adjusting budget line items, or to take any other action in relation thereto.

ARTICLE 3
FY 2017 Appropriations into Blended Community Preservation Act Fund

Ayes have it unanimously voted, so declared a vote that the Town vote, pursuant to MGL C.44B, §3b½, to appropriate/transfer to the Community Preservation Fund additional municipal revenues totaling \$527,998 or any other sum, which also increases the base for CPA state matching funds, as follows:

- (1) \$290,399 (55%) to the CPA Open Space Reserve for conservation and passive recreation purposes, of which \$42,000 is from the Conservation Land Acquisition Funds established by Article 1 of the June 15, 2000 Special Town Meeting for cell tower leases at Newtown Hill and \$248,399 is from the Fifteen Great Road Mitigation Reserve for Appropriation;
- (2) \$105,600 (20%) to the CPA Community Housing Reserve from the Fifteen Great Road Mitigation Reserve for Appropriation;
- (3) \$79,200 (15%) to the CPA Recreation Reserve from The Potpourri Group Mitigation Reserve for Appropriation; and
- (4) \$52,800 (10%) to the CPA Historic Resources Reserve from The Potpourri Group Mitigation Reserve for Appropriation.

ARTICLE 4
Library Building Project

Sam Alvarez from the Library along with Mark Rambacher and Jenna Brownson gave a presentation for the Library. Board of Selectmen stated that they were leaving the vote to the people. The FinCom stated they did not take a position because it has no financial implications. Total hand count 595, yes votes 415, no votes 180; 397 needed to pass the motion carries, so declared as follows:

Whereas, the Library Trustees have selected the so-called "Slope Site" behind the Littleton Town Offices Building as its proposed site for a new library in the grant application submitted to the Massachusetts Board of Library Commissioners ("MBLC") by January 2017 for the 2016-2017 Massachusetts Public Library Construction Program Grant Round; and

Whereas, MBLC requires Town Meeting approval (a) of the schematic design of the library, (b) to apply for, accept and expend grant funds, and (c) to transfer the Slope Site to another municipal board for library purposes no later than June 17, 2017; and

Whereas, MBLC requires an appropriation of local funding for the project within 6 months after the provisional grant award is made by the MBLC; and

Whereas, the School Committee voted on December 8, 2016 to make a determination, pursuant to Massachusetts General Laws Chapter 40, Section 15A, that the so-called "Slope Site", shown as the "Proposed Parcel Area" on a plan entitled "Littleton Town Library Topographic Plan", dated November 3, 2016 and prepared by BSC Group, is no longer needed by the School Committee for School Purposes and that the Town Meeting may transfer the care, custody, management and control of the Slope Site to another municipal board for another purpose, with said determination by the School Committee to be subject to the award of a grant by MBLC and the votes of town meeting by June 2017 and within 6 months after the provisional grant award is made by the MBLC as referenced above.

Therefore, the Town votes as follows:

(a) to accept the schematic design for the proposed new Reuben Hoar Library building dated January 5, 2017 and prepared by Johnson Roberts Associates, Inc., provided, however, that such acceptance shall be contingent upon Town receiving the award of a grant by the MBLC;

(b) to authorize the Library Trustees to apply for any state funds which might be available to defray all or part of the cost of the design, construction and equipping of the library project and to authorize the Permanent Municipal Building Committee to accept and expend any such funds when received without further appropriation; and

(c) to transfer the care, custody, control and management of the so-called "Slope Site", shown as the "Proposed Parcel Area" on a plan entitled "Littleton Town Library Topographic Plan", dated November 3, 2016 and prepared by BSC Group, from the School Committee for school purposes to the Board of Selectmen for library purposes, said parcel was acquired by the Town in the deeds from Augustus Hager to the Town of Littleton dated February 21, 1868 and June 30, 1896; and, said vote is conditioned upon the award of a grant by MBLC and the appropriation of funds for the new library within six months of receipt of grant funds.

ARTICLE 5

FY 2017 Capital Improvements Plan Adjustments

Ayes have it so declared a vote to transfer from available funds a sum or sums of money to be expended for the capital projects and purchases itemized and described; or to take any other action in relation thereto.

- A. Littleton Common Sewer Strategic Plan - Supplemental Funding – \$200,000 to be added to the sum appropriated by Article 5, Item 3 of the November 16, 2016 Special Town Meeting to be expended by the Board of Selectmen to develop a Littleton Common Sewer strategic plan.
- B. Elder/Human Services Van – Local Match - \$11,640 to be expended by the Department of Elder and Human Services for the local match for a State grant funded Ford E-350 RV twelve passenger cutaway bus with wheelchair lift and wheelchair stations.

ARTICLE 6

Amend Source of Funding for Acquisition of 34 Cedar Road

Ayes have it so declared a unanimous vote to amend its vote under Article 10 of the November 16, 2016 Special Town Meeting for the acquisition of 34 Cedar Road for the Littleton Water Department as amending the source of funding by (1) rescinding the authority to borrow \$200,000 therefor, and (2) transferring from Water Enterprise Undesignated Fund Balance the sum of \$200,000 therefor.

Motion to dissolve the STM and return to the ATM at 10:10PM, moved and seconded and unanimously voted.

A TRUE COPY

ATTEST:

DIANE CRORY
TOWN CLERK

**MONDAY, MAY 7, 2018
ANNUAL TOWN MEETING
TOWN OF LITTLETON**

Town Moderator, Timothy Goddard, called the Annual Town Meeting to order at 7:00PM in the Charles Forbes Kaye Gymnasium at the Littleton Middle School 55 Russell St. Littleton. We were led with the singing of our National Anthem by student Katelyn Boyer. The Town Moderator also recognized student Sarah Gordon for her artwork and cover of our Annual Town Report and presented her with a color copy of our 2017 Annual Town Report.

The Town Moderator then did the reading of the Return of Warrant and stating that the Constable and Chief Matthew J King properly processed said warrant, his last for the Town of Littleton due to his impending retirement. The Town Meeting Procedures were explained to those in attendance. Presentations now have time limits of 10 minutes with single presenters preferred. Four minute rebuttal time limits. Also, the Moderator shall not begin consideration of any new warrant articles after 10:30pm, unless the Moderator determines that there is a reasonable likelihood of concluding the Town Meeting prior to 11:00pm and majority of the Town Meeting votes to continue its business later into the evening. The procedure that was newly introduced in May of 2017 "A Call of the Articles" replacing the "Consent Calendar" that was used in the past, though similar it is meant to streamline the Town Meeting, but places the discussion into the voters hands versus the the Moderator's, Town Counsel's and the Board of Selectmen was once again used. The Town Moderator once again explained the "Call of the Articles" is exactly that the Moderator will call out the number of the article and the title one by one. Any voter having any doubt about any part or all of the article may place a hold on the article. The Town Moderator then announced that anyone that placed a hold on any of these Articles will be asked do they have a quick question or would they like it to be discussed. If they have just a quick question then the question will be asked and answered and decided if it should remain on the "Call of the Articles" or was it sufficiently answered. The Town Moderator explained that all Articles would be voted as a whole that were not held and would need unanimous votes to continue in such fashion. All Articles will remain in the order placed in the warrant.

The Call of the Articles discussion was moved and seconded and the articles were voted and passed as stated: ayes have it declared a voted, passed by two-thirds majority as follows: Articles 1, 2, 3, 4, 5, 6, 7, 8, 10, 11, 12, 13, 14, 15, 16, 19, 21, 23, 24 and 25. All other articles were taken in order and discussed and voted.

**ARTICLE 1
Town Officers**

Voted by the "Call of the Articles" to approve the following Officers for the year 2018: 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 and Peter Wormell.

**ARTICLE 2
Annual Report**

Voted by the "Call of the Articles" to hear and act upon the reports of the Town Officers and Committees and to receive the reports as contained in the 2017 Annual Town Report.

**ARTICLE 3
FY 2019 Revolving Funds**

Ayes have it declared a vote passed by 2/3rd majority 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 limitations pursuant to §18-12(C) for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

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>Expenditure limit FY 2019</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	\$100,000
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	\$3,000
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	\$46,000
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	\$10,000
Permitting Software	Board of Selectmen	a portion of receipts received from land use permit fees	expenses associated with maintenance fees of permitting software	\$15,000
Police Cruiser Sales	Board of Selectmen	proceeds resulting from the sale/disposal of surplus/retired police vehicles	expenses associated with purchasing Police replacement vehicles	\$25,000
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

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>Expenditure limit FY 2019</i>
Community Gardens	Conservation Commission	Fees paid for community gardens	Contractual services for maintenance and improvements of said gardens	\$1,000

ARTICLE 4
FY 2019 Operating Budget

Ayes have it declared a vote passed by 2/3rd majority by the “Call of the Articles that the Town vote to raise and appropriate the sum of \$44,594,838, transfer \$522,897 from Undesignated Fund Balance and transfer from the funds specified herein the the sum of \$1,358,064 for a total of \$46,475,799 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, 2018.

(See Breakdown in Town Accountant Section.)

ARTICLE 5
Use of Debt Exclusion Stabilization Fund for FY 2019 Excluded Debt

Ayes have it declared a vote passed by 2/3rd majority by the “Call of the Articles” that the Town vote to 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 2 1/2, an amount of up to \$338,236.39 to apply to pay for excluded debt service for the fiscal year beginning July 1, 2018.

ARTICLE 6
FY 2019 Water Enterprise Fund Operating Budget

Ayes have it declared a vote passed by 2/3rd majority by the “Call of the Articles” that the Town vote to appropriate \$4,024,533 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, 2018 (*detail below*).

I. Water Enterprise Revenues	FY 2018	FY 2019
User Charges	\$3,464,735	\$3,677,608
Other Departmental Revenue	0	78,300
Enterprise Available Funds	0	268,625
Investment Income	0	0
Total Revenues	\$3,464,735	\$4,024,533
II. Costs Appropriated for the Enterprise Fund		
Salaries and Wages	\$862,050	\$893,000
Expenses	1,277,950	1,423,340
Capital Outlay – Equipment	60,000	75,000
Capital Outlay – Improvements	552,000	766,000
Reserve Fund	160,000	200,000
Debt Principal and Interest	507,205	667,193
Budgeted Surplus	45,530	0
Total Costs Appropriated for Enterprise Fund	\$3,464,735	\$4,024,533
III. Costs Appropriated for General Fund to be Charged to the Enterprise Fund		
Indirect Costs	\$0	\$0
Benefits	0	0

TOWN OF LITTLETON, MASSACHUSETTS

Pension Costs	0	0
Total Costs Appropriated for the General Fund.	0	0
Total Costs	\$3,464,735	\$4,024,533

ARTICLE 7
FY 2019 Park, Recreation & Community Education Enterprise Fund Operating Budget

Ayes have it declared a vote passed by 2/3rd majority by the “Call of the Articles” that the Town vote to appropriate \$990,071 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, 2018 (*detail below*).

I. PRCE Enterprise Revenues	FY 2018	FY 2019
User Charges	\$815,107	\$746,271
Transfer In from Recreation Fund	0	0
Transfer In from General Fund	171,670	193,300
Enterprise Available Funds	0	50,000
Investment Income	500	500
Total Revenues	\$987,277	\$990,071
II. Costs Appropriated for the Enterprise Fund		
Salaries and Wages	\$371,330	\$392,380
Expenses	492,738	523,691
Transfer to General Fund – Field Maintenance	26,000	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	47,209	0
Total Costs Appropriated for Enterprise Fund	\$987,277	\$990,071
III. Costs Appropriated for General Fund to be Charged to the Enterprise Fund		
Indirect Costs	\$0	\$0
Benefits	0	0
Pension Costs	0	0
Total Costs Appropriated for the General Fund.	\$0	\$0
Total Costs	\$987,277	\$990,071

ARTICLE 8
FY 2019 Capital Items from Available Funds, Borrowing

Ayes have it declared a vote passed by 2/3rd majority by the “Call of the Articles” that the Town vote to raise and appropriate, transfer from available funds, and/or borrow 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 - \$60,965 to be expended by the Police Department for replacement of one police patrol vehicle with a Ford Police Inceptor.
- B. Police Administrative Vehicle Replacement - \$67,427 to be expended by the Police Department for replacement of one unmarked police administrative vehicle.

TOWN OF LITTLETON, MASSACHUSETTS

- C. Police Public Safety Radio Maintenance - \$11,580 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. Interior Painting - \$3,500 to be expended by the Police Department to repaint the interior squad room and offices at Littleton Police Department Headquarters.

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 - \$12,000 to be expended by the Fire Department for the fifth year of an annual replacement program for turnout gear.
- C. Ladder 2 Replacement - \$200,000 to be expended by the Fire Department as a local match for a grant application submitted to the FEMA Assistance to Firefighters Grant program to replace a 1988 Seagrave Ladder truck at a total cost of \$1,250,000.
- D. Technical Rescue Equipment - \$10,000 to be expended by the Fire Department for confined space rescue equipment.

III. HIGHWAY DEPARTMENT

- A. Highway Major Equipment Repair - \$18,000 to be expended by the Highway Department for major equipment repairs and upkeep.
- B. Wide Format Color Plotter/Scanner - \$35,000 to be expended by the Highway Department to purchase equipment to digitize existing paper plans.
- C. Mack 6 Wheel Dump Truck Replacement - \$250,000 to be expended by the Highway Department to Replace a 1992 Mack 6 Wheel Dump Truck with Plow/Attachments.
- D. Street Sign Replacements - \$20,000 to be expended by the Highway Department to Replace Street Signs should new speed limits be adopted per the 10/30/17 STM Article 15 passage.

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. AED Devices – \$6,600 to be expended by the School Committee for four automated external defibrillator (AED) devices for the High School fields and track.
- D. Washer/Dryer replacement - \$5,000 to be expended by the School Committee to purchase and install new washer/dryer equipment at the High School.
- E. Playgrounds - \$15,000 to be expended by the School Committee to purchase mulch needed for the Shaker and Russell Street playgrounds.
- F. Lighting Control System - \$15,000 to be expended by the School Committee for replacement of the High School parking lot and external lighting control system.
- G. Snow Removal Truck - \$55,000 to be expended by the School Committee to replace a School-owned plow truck.

V. CEMETERY

- A. Leaf Vac replacement - \$12,000 to be expended by the Cemetery Commission for the replacement of a 1993 Giant-Vac leaf vacuum.
- B. Property Master Plan - \$10,000 to be expended by the Cemetery Commission to develop a master plan of the property donated by Charlotte Hartwell for future build out.
- C. Kubota RTV Utility Vehicle Replacement - \$30,000 to be expended by the Cemetery Commission to replace the existing 2004 utility vehicle.
- D. Niche Structure - \$39,000 to be expended by the Cemetery Commission to design and construct a niche structure for cremated remains.

VI. LIBRARY

TOWN OF LITTLETON, MASSACHUSETTS

- A. Furnishings replacement - \$7,500 to be expended by the Library Trustees for the replacement of worn and damaged furnishings.

VII. 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.
- B. Sailboats - \$10,000 to be expended by the Park and Recreation Commission to purchase Sunfish sailboats for sailing programs.
- C. Open-Air Cinema Equipment - \$13,000 to be expended by the Park and Recreation Commission to purchase projection and technical equipment to facilitate an open-air cinema location.

VIII. FACILITIES AND INFRASTRUCTURE

- A. Facility Capital Improvements Recommendations – \$431,999 to be expended by the Permanent Municipal Building Committee to implement recommendations of the Facility Needs Assessment Study.
- B. Town Building Space Needs - \$200,000 to be expended by the Board of Selectmen to address Town building space needs.
- C. Town Offices Meeting Room 307 Upgrades- \$22,600 transferred from the LCTV PEG Access and Cable Related Fund, to be expended by Littleton Community Television and the Permanent Municipal Building Committee for HD camera upgrades to Town Offices Meeting Room 307.
- D. Stormwater MS4 Permit Needs - \$100,000 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 Board of Selectmen for a third year of funding to address compliance issues with new MS4 Stormwater Permit.
- E. Mill Pond Dredging - \$68,550 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, estimated at \$3,000,000.
- F. Littleton Common Smart Sewer Design - \$1,500,000 to be expended by the Board of Selectmen to pay costs of design to sewer the Littleton Common area, including the payment of all 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(7) or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor. The Selectmen are authorized to determine and assess betterments upon all properties benefited by these improvements. 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.
- G. Master Plan - \$10,000 to be expended by the Planning Board for needs associated with implementation of the Town's Master Plan.

ARTICLE 9

FY 2019 Community Preservation Budget

Motion 1) Ayes have it motion carries passes unanimously Items 1, 2, 3, 4, 5, 6 and 8 and Motion 2) Ayes have it passes by the necessary two-thirds vote Item 9. Item 7 was withdrawn, so no affirmative action taken. The Town voted to hear and act on the report of the Community Preservation Committee on the Fiscal Year 2019 Community Preservation Budget, to appropriate or reserve from FY 2019 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. Administrative Expenses - \$5,000 from FY 2019 CPA Surcharge;
2. Debt Service for Prior Issues – \$90,388 from FY 2019 CPA Surcharge, of which \$75,988 is for Open Space and \$14,400 is for Historic Preservation;
3. Open Space Reserve - \$37,352 to Open Space Reserve from FY 2019 CPA Surcharge;
4. Community Housing Reserve - \$37,352 to Community Housing Reserve from FY 2019 CPA Surcharge;
5. Undesignated Reserve - \$9,167 to Undesignated Reserve from FY 2019 CPA Surcharge;
6. Regional Housing Services - \$5,000 from FY 2019 CPA Surcharge for Community Housing;
7. Parks & Recreation Bathhouse Construction at Long Lake property - \$400,000, of which \$56,670 is from FY 2019 CPA Surcharge for Recreation and \$343,330 is transferred from Recreation Fund Balance; **WITHDRAWN**
8. Cemetery Liberty Square Monument - \$9,900 from FY 2019 CPA Surcharge for Historic Resources; and

TOWN OF LITTLETON, MASSACHUSETTS

9. Acquisition of Baker Homestead, 12 Robinson Road - \$250,000, of which \$32,370 is from FY 2019 CPA Surcharge for Historic Resources and \$217,630 is from Historic Resources Fund Balance, for the acquisition by gift, purchase, or eminent domain of a fee simple or lesser interest in the so-called Baker Homestead, a parcel of land approximately 0.836 acres, more or less, together with all flowage rights and easements and subject to all well rights and easements appurtenant thereto, located at 12 Robinson Road, Littleton, Massachusetts, as described in a certain deed recorded in the Middlesex South District Registry of Deeds in Book 7912, Page 106 and shown as Assessors Parcel U07 15 0, a copy of which map is on file in the Office of the Town Clerk; to provide that said parcel shall be under the care, custody, management and control of the Board of Selectmen and held for the purposes of historic preservation under M.G.L. Chapter 44B; to authorize the Board of Selectmen to delegate management of said parcel to a nonprofit organization created under M.G.L. Chapter 180 or M.G.L. Chapter 203 in accordance with M.G.L. Chapter 44B, Section 12(b); to direct the Board of Selectmen to grant a perpetual historic preservation restriction in said parcel meeting the requirements of M.G.L. Chapter 44B, Section 12 and M.G.L. Chapter 184, Sections 31-33; and 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 to effectuate, or further the purposes of, said acquisition.

ARTICLE 10 **Fund Collective Bargaining Agreements**

Ayes have it declared a vote passed by 2/3rd majority by the “Call of the Articles” that the Town vote to raise and appropriate the following sums of money for the purpose of funding any new collective bargaining agreements between the Town and its employee unions:

Collective Bargaining Agreement	Department/Budget	Amount
AFSCME Council 93, Local 1703	Highway	\$13,800
Littleton Police Unit, MassCOP, Local 204	Police	\$20,820
Littleton Dispatch Unit, MassCOP, Local 204A	Police	\$ 4,900

ARTICLE 11 **Personnel By-law Amendments**

Ayes have it declared a vote passed by 2/3rd majority by the “Call of the Articles” that the Town vote to amend the Personnel By-law and Classification and Compensation Plan, Chapter 33 of the Town Code, as recommended by the Personnel Board.

1. By amending §33-21. HOLIDAYS by replacing item B and adding item C as follows: B. If such holiday falls on a Saturday, the preceding Friday will be observed as a holiday for those departments who are not staffed on Saturday. If the holiday falls on a Sunday, the holiday will be observed on the following Monday for those departments not open on a Sunday. C. If an employee is on vacation and a holiday falls within the vacation time period, the employee will not be required to use a vacation day for the holiday. If an employee is not scheduled to work the day the department closes for the holiday, the employee will be entitled to one floating holiday to be used during the same pay period, when possible, but not later than thirty (30) days from the holiday.

2. By amending Schedule A, by implementing a salary study and by applying a 2 percent (2%) salary schedule adjustment effective July 1, 2018, so that said schedule read as follows:

TOWN OF LITTLETON, MASSACHUSETTS

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
Employees										
1	\$15.99 \$33,387.12	\$16.39 \$34,222.32	\$16.80 \$35,078.40	\$17.22 \$35,955.36	\$17.65 \$36,853.20	\$18.09 \$37,771.92	\$18.54 \$38,711.52	\$19.00 \$39,672.00	\$19.48 \$40,674.24	\$19.97 \$41,697.36
2	17.11 35,725.68	17.54 36,623.52	17.98 37,542.24	18.43 38,481.84	18.89 39,442.32	19.36 40,423.68	19.84 41,425.92	20.34 42,469.92	20.85 43,534.80	21.37 44,620.56
3	18.31 38,231.28	18.77 39,191.76	19.24 40,173.12	19.72 41,175.36	20.21 42,198.48	20.72 43,263.36	21.24 44,349.12	21.77 45,455.76	22.31 46,583.28	22.87 47,752.56
4	19.59 40,903.92	20.08 41,927.04	20.58 42,971.04	21.09 44,035.92	21.62 45,142.56	22.16 46,270.08	22.71 47,418.48	23.28 48,608.64	23.86 49,819.68	24.46 51,072.48
5	20.96 43,764.48	21.48 44,850.24	22.02 45,977.76	22.57 47,126.16	23.13 48,295.44	23.71 49,506.48	24.30 50,738.40	24.91 52,012.08	25.53 53,306.64	26.17 54,642.96
6	22.43 46,833.84	22.99 48,003.12	23.56 49,193.28	24.15 50,425.20	24.75 51,678.00	25.37 52,972.56	26.00 54,288.00	26.65 55,645.20	27.32 57,044.16	28.00 58,464.00
7	24.00 50,112.00	24.60 51,364.80	25.22 52,659.36	25.85 53,974.80	26.50 55,332.00	27.16 56,710.08	27.84 58,129.92	28.54 59,591.52	29.25 61,074.00	29.98 62,598.24
8	25.68 53,619.84	26.32 54,956.16	26.98 56,334.24	27.65 57,733.20	28.34 59,173.92	29.05 60,656.40	29.78 62,180.64	30.52 63,725.76	31.28 65,312.64	32.06 66,941.28
9	27.61 57,649.68	28.30 59,090.40	29.01 60,572.88	29.74 62,097.12	30.48 63,642.24	31.24 65,229.12	32.02 66,857.76	32.82 68,528.16	33.64 70,240.32	34.48 71,994.24
10	30.37 63,412.56	31.13 64,999.44	31.91 66,628.08	32.71 68,298.48	33.53 70,010.64	34.37 71,764.56	35.23 73,560.24	36.11 75,397.68	37.01 77,276.88	37.94 79,218.72
11	34.01 71,012.88	34.86 72,787.68	35.73 74,604.24	36.62 76,462.56	37.54 78,383.52	38.48 80,346.24	39.44 82,350.72	40.43 84,417.84	41.44 86,526.72	42.48 88,698.24
Senior Management										
12	40.13 83,791.44	41.13 85,879.44	42.16 88,030.08	43.21 90,222.48	44.29 92,477.52	45.40 94,795.20	46.54 97,175.52	47.70 99,597.60	48.89 102,082.32	50.11 104,629.68
13	47.35 98,866.80	48.53 101,330.64	49.74 103,857.12	50.98 106,446.24	52.25 109,098.00	53.56 111,833.28	54.90 114,631.20	56.27 117,491.76	57.68 120,435.84	59.12 123,442.56
14	53.03 110,726.64	54.36 113,503.68	55.72 116,343.36	57.11 119,245.68	58.54 122,231.52	60.00 125,280.00	61.50 128,412.00	63.04 131,627.52	64.62 134,926.56	66.24 138,309.12
15	59.39 124,006.32	60.87 127,096.56	62.39 130,270.32	63.95 133,527.60	65.55 136,868.40	67.19 140,292.72	68.87 143,800.56	70.59 147,391.92	72.35 151,066.80	74.16 154,846.08

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

P/T Communications Officer

LCTV – Video Production Coordinator

GRADE 6

Administrative Assistant – Building

Administrative Assistant – Conservation

Administrative Assistant– Human Resources

Administrative Assistant – Parks & Recreation

Administrative Clerk – Collector / Clerk

Senior Library Technician

TOWN OF LITTLETON, MASSACHUSETTS

Teen Program Leader	Assistant Zoning Officer/Permit
GRADE 7	Coordinator/Business Administrator
Assessing Clerk/Field Lister	Inspector of Wires
Library Office Coordinator	Plumbing & Gas Inspector
Payroll and Finance Coordinator	GRADE 11
Reserve Police Officer	Assistant Treasurer and HR Administrator
Wellness Coordinator	Director of Elder and Human Services
GRADE 8	Littleton Community Television Executive Director
Assistant Town Clerk	Parks, Recreation & Community Education Director
Business Administrator-Public Works	Planning Administrator/Permit Coordinator
Executive Assistant of Public Safety – Fire	Police Lieutenant*
Executive Assistant of Public Safety – Police	Tax Collector
Community Education and Teen Coordinator	Town Clerk**
Recreation and Sports Coordinator	Town Engineer
GRADE 9	GRADE 12
Assistant Assessor	Building Commissioner/Zoning Enforcement Officer
Assistant Town Accountant	Chief Assessor/Appraiser
Building Maintenance Supervisor	Highway Superintendent
Cemetery Superintendent	Information Systems Manager
Children's Services/Senior Librarian	Town Treasurer
Conservation Coordinator	Deputy Fire Chief*
Elder and Human Services Outreach Coordinator and	Deputy Police Chief*
Respite Care	Library Director*
Executive Assistant to the Town Administrator	GRADE 13
Head of Circulation & Interlibrary Loan/Senior	Assistant Town Administrator*
Librarian	Director of Finance and Budget / Town Accountant*
Information Systems Support Technician	Director of Public Works
LCTV Production Supervisor	Fire Chief*
Senior Librarian	GRADE 14
Technical Services/Senior Librarian	Chief of Police*
Young Adult Services/Reference Services/ Senior	GRADE 15
Librarian	Town Administrator*
GRADE 10	
Assistant Library Director	Management contract (*) and elected (**) positions
Assistant PRCE Director	not subject to this By-law.

3. By amending Schedules B, B-1, B-2, and D, effective July 1, 2018, by applying a 2 percent (2%) salary schedule adjustment so that said schedules read as follows:

SCHEDULE B

On-Call Meeting Clerk, \$12.61; Election Warden, \$17.92

SCHEDULE B-1, Other Employees

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
1 hourly	\$12.00	\$12.24	\$12.48	\$12.73	\$12.98
2 hourly	\$15.00	\$15.30	\$15.61	\$15.92	\$16.24

GRADE 1

COA Dispatcher

GRADE 2

COA Van Driver

TOWN OF LITTLETON, MASSACHUSETTS

SCHEDULE B-2, Temporary/Seasonal Employees

GRADE	STEP 1	STEP 2	STEP 3	STEP 4
1 hourly	\$14.62	\$14.91	\$15.21	\$15.51
2 hourly	\$15.64	\$15.95	\$16.27	\$16.60
3 hourly	\$16.74	\$17.07	\$17.41	\$17.76
4 hourly	\$17.90	\$18.26	\$18.63	\$19.00

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
1 hourly	\$11.22					
2 hourly	\$15.16	\$15.46	\$15.77	\$16.09	\$16.41	\$16.74
3 hourly	\$15.76	\$16.08	\$16.40	\$16.73	\$17.06	\$17.40
4 hourly	\$16.39	\$16.72	\$17.05	\$17.39	\$17.74	\$18.09
5 hourly	\$16.87	\$17.21	\$17.55	\$17.90	\$18.26	\$18.56
6 hourly	\$17.38	\$17.73	\$18.08	\$18.44	\$18.81	\$19.19
7 hourly	\$17.90	\$18.26	\$18.63	\$19.00	\$19.38	\$19.77
8 hourly	\$18.44	\$18.81	\$19.19	\$19.57	\$19.96	\$20.36
9 hourly	\$19.00	\$19.38	\$19.77	\$20.17	\$20.57	\$20.98
10 hourly	\$19.19	\$19.57	\$19.96	\$20.36	\$20.77	\$21.19
11 hourly	\$21.00					

On-Call Stipend \$4.00/hour

GRADE 1

On-Call Probationary Firefighter or EMT

GRADE 2

No positions assigned

GRADE 3

On-Call Firefighter

On-Call EMT

GRADE 4

On-Call Firefighter/EMT

GRADE 5

No positions assigned

GRADE 6

No positions assigned

GRADE 7

On-Call Firefighter/EMT (Firefighter I/II or advanced

EMT certification

GRADE 8

On-Call Lieutenant

GRADE 9

On-Call Captain

GRADE 10

On-Call Deputy Chief

GRADE 11

Per Diem Firefighter/Paramedic

Step increases on Schedule D will be awarded on the basis of performance as determined by the Fire Chief.

4. By partially amending Schedule C Park & Recreation Department as follows:

TOWN OF LITTLETON, MASSACHUSETTS

SCHEDULE C, Park & Recreation Department

GRADE 1

Program Aide I
Camp Junior Counselor
Snack Hut Attendee

GRADE 2

Program Aide II
Lifeguard I
Junior Sailing Instructor
Maintenance Technician

GRADE 3

Camp Senior Counselor

GRADE 4

Intern
Junior Guard Coordinator
Snack Hut Manager

GRADE 5

Camp Lead I
Lifeguard II
Water Safety Instructor
Sailing Instructor

GRADE 6

Camp Lead II
Program Coordinator

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

ARTICLE 12 Stabilization Fund

Ayes have it declared a vote passed by 2/3rd majority by the “Call of the Articles” that the Town vote to transfer from the Undesignated Fund Balance the sum of \$42,000 for the Stabilization Fund in accordance with the provisions of Chapter 40, Section 5B of the General Laws.

ARTICLE 13 Capital Stabilization Fund

Ayes have it declared a vote passed by 2/3rd majority by the “Call of the Articles” that the Town vote to transfer from Undesignatd Fund Balance the sum of \$242,871 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 14 Debt Exclusion Stabilization Fund

Ayes have it declared a vote passed by 2/3rd majority by the “Call of the Articles” that the Town vote to raise and appropriate or transfer from available funds a sum of money to be deposited in 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, so called; said fund as authorized by Chapter 40, Section 5B of the General Laws.

ARTICLE 15 Trust Fund Grants

Ayes have it declared a vote passed by 2/3rd majority by the “Call of the Articles” that the Town vote to transfer \$16,800 in Trust Funds for the following purposes and costs related thereto.

(1) LHS Innovation Center - \$12,800 to the Littleton School Department for the furniture, fixtures, equipment, and construction costs related to Phase III of the renovations to the Littleton High School Innovation Center, from the

TOWN OF LITTLETON, MASSACHUSETTS

following Trust Funds: M.H. Kimball Fund, \$9,000; J. Goldsmith Fund, \$300; \$C. Hildreth Fund, \$2,500; L. Johnson Fund, \$500; and L.H. Zappy Fund, \$500;

(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.

Motion to adjourn to STM made and seconded and unanimously approved and to return upon completion of STM business at 7:53PM.

Motion to dissolve STM and reconvene ATM at 8:04PM and start with Article 16 of the ATM moved, seconded and unanimously approved. Ed Mullen of the Planning Board and Charles DeCoste of the Board of Selectmen recognized Richard Crowley for his 10 years of service to the Town on the Planning Board.

ARTICLE 16

Senior Citizens and Veterans Tax Work-off Abatement Programs

Ayes have it declared a vote passed by 2/3rd majority by the “Call of the Articles” that the Town vote to 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 17

Use of MassDOT Chapter 90 Funds

Ayes have it motion carries that the Town voted to appropriate funds available in the amount of \$397,966 for authorized road improvements and other projects provided for under Chapter 90 of the General Laws.

ARTICLE 18

Easements for Water Supply

NO AFFIRMATIVE ACTION TAKEN-ARTICLE WITHDRAWN

To see if the Town will vote to acquire any and all easements necessary to protect, permit and operate the three public water supply wells located at Cobbs Pond, or to take any other action in relation thereto.

ARTICLE 19

Borrowing: New Well Field & Water Treatment Plant at Whitcomb Ave.

Ayes have it declared a vote passed by 2/3rd majority by the “Call of the Articles” that the Town vote to appropriate and borrow a sum of \$7,000,000 for the purpose of funding a new well field and water treatment plant at Whitcomb Avenue for the Town of Littleton Water Department, and that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow said sum under and pursuant to Chapter 44, Section 8(5), of the General Laws, or pursuant to and any other enabling authority, and to issue bonds or notes of the Town therefor, and further, that although the borrowing authorized by this vote must constitute a general obligation of the Town pursuant to Chapter 44 of the General Laws, it is the intention of the Town that the repayment of any borrowing authorized hereunder shall, in the first instance, be made from water system revenues. 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.

ARTICLE 20

Zoning Amendment: Adult Use Marijuana By-law

Motion: Moved by Ed Mullen (Planning Board) that the Town vote to approve Article 20 as printed in the warrant, provided that §173-199.B be amended as follows: 1. By revising the first sentence to read as follows: “The SPGA may reduce the minimum distance requirement in Section 173-199.A as part of the issuance of a special permit in the following instances only:”; 2. By revising subsection (1) to read as follows: “Issuance of a special permit for a Marijuana Establishment to an entity with an existing RMD in Littleton.”; and By inserting a new subsection (4) to read as follows “Where the SPGA determines that such reduction in the minimum distance is necessary for purposes of maintaining consistency with M.G.L. c. 94G, 935 CMR 500 and/or state guidance relative to local regulation and siting of adult use marijuana establishments.”, **Amendment on the floor ayes have it motions carries, so approved.**

Ayes have it passes by necessary two-thirds vote to amend the Zoning Bylaw as follows:

1. By amending the definition of MARIJUANA in Article II, Definitions, Section 173-2, so that said definition reads as follows:

MARIJUANA – Means marijuana as defined in MGL c.94G, §1, 935 CMR 500 et seq. and 105 CMR 725 et seq.

2. By inserting in Article II, Definitions, Section 173-2, the following in appropriate alphabetical order:

CANNABIS – See MARIJUANA.

CRAFT MARIJUANA COOPERATIVE – Means a Marijuana Cultivator comprised of residents of the Commonwealth and organized as a limited liability company, limited liability partnership, or cooperative corporation under the laws of the Commonwealth, and which is licensed to cultivate, obtain, manufacture, process, package and brand cannabis or marijuana products to transport marijuana to Marijuana Establishments, but not to consumers.

MARIJUANA CULTIVATOR – Means an entity licensed to cultivate, process and package marijuana, to transfer marijuana to Marijuana Establishments, but not to consumers.

MARIJUANA ESTABLISHMENT – Means a Marijuana Cultivator, Craft Marijuana Cooperative, Marijuana Product Manufacturer, Marijuana Retailer, Marijuana Testing Laboratory, Marijuana Research Facility, Marijuana Transporter, or any other type of licensed marijuana-related business, except a Medical Marijuana Treatment Center.

MARIJUANA ESTABLISHMENT AGENT – Means a board member, director, employee, executive, manager, or volunteer of a Marijuana Establishment, who is 21 years of age or older. Employee includes a consultant or contractor who provides on-site services to a Marijuana Establishment related to the cultivation, harvesting, preparation, packaging, storage, testing, or dispensing of marijuana.

MARIJUANA FOR ADULT USE – Means Marijuana and Marijuana products that are not designated and restricted for use by, and for the benefit of, Qualifying Patients in the treatment of Debilitating Medical Conditions as defined in 105 CMR 725 et seq.

MARIJUANA TESTING LABORATORY – Means either an independent testing laboratory or a standard testing laboratory that is licensed by the Cannabis Control Commission to test cannabis or marijuana products in compliance with 935 CMR 500.

MARIJUANA MICRO-BUSINESS — Means a colocated Marijuana Establishment that can be either a Tier 1 Marijuana Cultivator or Product Manufacturer or both, in compliance with the Cannabis Control Commission’s operating procedures for each license; provided, however, that a Micro-Business that is a Marijuana Product Manufacturer may purchase no more than 2,000 pounds of marijuana per year from other Marijuana Establishments.

MARIJUANA PRODUCT MANUFACTURER — Means an entity licensed to obtain, manufacture, process and package cannabis or marijuana products and to transfer these products to other Marijuana Establishments, but not to consumers.

MARIJUANA RESEARCH FACILITY – Means an entity licensed to engage in research projects by the Commission.

MARIJUANA RETAILER – Means an entity licensed to purchase and transport cannabis or marijuana product from Marijuana Establishments and to sell or otherwise transfer this product to Marijuana Establishments and to consumers.

MARIJUANA TRANSPORTER – Means an entity that is licensed to purchase, obtain, and possess cannabis or marijuana product solely for the purpose of transporting, temporary storage,

sale and distribution to Marijuana Establishments, but not to consumers. Marijuana Transporters may be an Existing Licensee Transporter or Third Party Transporter.

3. By deleting from Article V, Section 173-22.A.(2) the words “and” where they appear, and inserting after the words “Registered Marijuana Dispensary Overlay Districts” the following:

and Adult Use Marijuana Retail Overlay District.

4. By deleting Article XXVIII, Temporary Moratorium on Marijuana Establishments, and inserting in place thereof, the following:

Article XXVIII, Adult Use Marijuana Establishments

§173-194. Purpose

- A. To provide for Marijuana Establishments in suitable locations and under strict conditions.
- B. To regulate the siting, design, placement, operation, safety, monitoring, modification and removal of any Marijuana Establishment that may be located within the Town.
- C. To minimize the adverse impacts of any Marijuana Establishment on the Town, nearby properties, residential neighborhoods, schools and other places where minors congregate, local historic districts, and other land uses incompatible with said establishments.
- D. To limit the overall number of Marijuana Retailers that may be located within the Town to an appropriate amount, which shall not exceed the minimum number of Marijuana Retailers that are required by M.G.L. c.94G to be allowed within the Town absent a ballot vote.
- E. To establish that on-premises consumption shall not be permitted unless the Town votes to authorize on-premises consumption pursuant to M.G.L. c.94G, §3.

§173-195. Applicability.

- A. The commercial cultivation, production, processing, manufacturing, packaging, testing, retail or wholesale trade, distribution, transporting, dispensing, researching and studying of Marijuana for Adult Use is prohibited unless permitted as a Marijuana Establishment under this Article XXVIII.
- B. No Marijuana Establishment shall be established except in compliance with the provisions of this Article XXVIII.
- C. Nothing in this Article XXVIII shall be construed to supersede federal and state laws governing the sale and distribution of narcotic drugs; nor shall any special permit issued pursuant to this Article XXVIII supersede federal, state or local laws.
- D. Where not expressly defined in Section 173-2, all terms used herein shall be as defined in MGL C. 94G and 935 CMR 500 et seq.

§173-196. Siting.

- A. The Adult Use Marijuana Retail Overlay District is hereby established as an overlay district as shown on the map entitled “Adult Use Marijuana Establishment Overlay District-Retail” dated March 27, 2018, on file with the Town Clerk and hereby made a part of this chapter. A Marijuana Retail Establishment may be sited within this Overlay District only, subject to all of the provisions of this Article.
- B. The following classes of Marijuana Establishments may be sited within the Industrial A and Industrial B Districts only, subject to all of the provisions of this Article:
 - (1) Marijuana Cultivator;
 - (2) Craft Marijuana Cooperative;
 - (3) Marijuana Product Manufacturer;
 - (4) Marijuana Research Facility;
 - (5) Marijuana Testing Laboratory;
 - (6) Marijuana Transporter; and
 - (7) Marijuana Micro-business.

§173-197. Limitations on Marijuana Retailers.

- A. The number of Marijuana Retailers within the Town shall not exceed the minimum number that are required by M.G.L. c.94G, §3(a)(2)(ii) to be allowed within the Town absent a ballot vote.
- B. All Marijuana Establishments are prohibited from delivering cannabis or marijuana products to consumers, and from offering cannabis or marijuana products for consumption on the premises of a Marijuana Establishment.

§173-198. Administration and Procedure.

- A. A Marijuana Establishment may be allowed in locations set forth in 173-196 by special permit from the Planning Board (the “SPGA”) in accordance with M.G.L. c.40A, §9, only subject to the procedures, regulations, requirements, conditions and limitations set forth herein. Only an applicant holding a valid license from the Cannabis Control Commission issued pursuant to M.G.L. c.94G and 935 CMR 500 et. seq., is eligible to apply for a special permit pursuant to this Article.
- B. Applicants for a special permit pursuant to this Article XXVIII are strongly encouraged to meet with the SPGA at a public meeting to discuss the proposed application for a new Marijuana Establishment and to discuss in general terms of the proposed Marijuana Establishment prior to the formal submission of an application.
- C. In addition to the standard Special Permit Application form, an applicant for a special permit under this Article shall also submit the following:
 - (1) A copy of the final, executed Host Community Agreement (“HCA”) between the applicant and the Town of Littleton.
 - (2) A written description of the status of its application to the Cannabis Control Commission relative to the establishment at issue, or a copy of such license, as applicable.
 - (3) A list of any waivers of regulations that the applicant seeks to obtain from the Cannabis Control Commission, or a copy of any such waivers that the Commission has issued to the applicant, as applicable.
 - (4) Copies of all policies and procedures approved by the Cannabis Control Commission including without limitation the Marijuana Establishment’s operating and safety procedures, or copies of such policies and procedures that the applicant intends to submit to the Commission, as applicable.
 - (5) For applications for a Marijuana Cultivator, a Craft Marijuana Cooperatives, or a Marijuana Micro-Business, information demonstrating that the applicant has considered the following factors in its design and its operating plan:
 - i. Identification of potential energy use reduction opportunities (such as natural lighting and energy efficiency measures), and a plan for implementation of such opportunities;
 - ii. Consideration of opportunities for renewable energy generation, including, where applicable, submission of building plans showing where energy generators could be placed on the site, and an explanation of why the identified opportunities were not pursued, if applicable;
 - iii. Strategies to reduce electric demand (such as lighting schedules, active load management, and energy storage); and
 - iv. Engagement with energy efficiency programs offered pursuant to M.G.L. c.25, §21, or through the Littleton Light Department.
 - (6) The quantity and source or sources of all marijuana and marijuana products that will be sold at the proposed Marijuana Establishment, as applicable.
 - (7) The quantity of marijuana and marijuana products that will be cultivated, processed, manufactured, packaged, transported, tested, or studied at the Marijuana Establishment, as applicable.
 - (8) Written statement confirming that no marijuana or marijuana products will be smoked, burned, or consumed on the premises as part of the cultivation, manufacturing, testing or researching operations, as applicable, or a statement explaining how any such uses have been authorized by the Commission.
 - (9) Names and addresses of each owner of the Marijuana Establishment, and where the owner is a business entity, the names and address of each owner of that establishment.
 - (10) If applicable, a copy of the Applicant’s Articles of Organization, a current Certificate of Legal Existence from the Commonwealth, and the most recent annual report.
 - (11) Copies of all licenses and permits issued to the Applicant by the Commonwealth of Massachusetts and any of its agencies.
 - (12) Evidence that the applicant has site control and the right to use the proposed site as a Marijuana Establishment. Such evidence shall be in the form of a deed, purchase and sale agreement, lease, or other legally binding document.
 - (13) In addition to what is otherwise required to be shown on a site plan pursuant to Article IV, the applicant shall provide details showing all exterior proposed security measures for the premises,

including but not limited to lighting, fencing, gates and alarms to ensure the safety of employees and patrons and to protect the premises from theft or other criminal activity. The site plan shall further delineate various areas of the Marijuana Establishment (indoors and outdoors) such as public access areas, employee only access areas, storage, cultivation, preparation, waste disposal, administrative, transportation, loading and parking areas. Site plans and/or application narrative shall contain sufficient information so that the SPGA can evaluate the design and operational standards contained in this Article XXVIII.

(14) Certification to the SPGA that the applicant has filed copies of the special permit application as required by §173-198.D.

D. Upon the filing of the special permit application with the SPGA, the Applicant shall simultaneously deliver copies of the full application to the Board of Selectmen, the Building Commissioner, the Board of Health, the Police Department and the Fire Department.

§173-199 Special Permit Requirements.

- A. No Marijuana Establishment shall be located within 500 feet of any lot containing a school; licensed child care facility; public park, playground, athletic field or other public recreational land or facility; any use or facility where persons under the age of 18 commonly congregate to participate in scheduled or structured activities; religious facility; drug or alcohol rehabilitation facility; correctional facility, halfway house or similar facility; or any other non-located Marijuana Establishment or RMD. For purposes of this section, distances shall be measured in a straight line from the nearest point of the property line in question to the nearest point of the property line where the Marijuana Establishment is or will be located.
- B. The SPGA may reduce the minimum distance requirement in Section 173-198.A as part of the issuance of a special permit in the following instances only:
 - (1) Issuance of a special permit for a Marijuana Establishment collocated with an existing RMD.
 - (2) Renewal of a special permit for an existing Marijuana Establishment where the use described in Section 173-198.A has been established after issuance of the original special permit.
 - (3) Change of permit holder for an existing Marijuana Establishment where the use described in Section 173-198.A has been established after issuance of the original special permit.
- C. Marijuana Establishment that seeks to expand or alter its operations so as to come within a new class or sub-class of Marijuana Establishment, as identified 935 CMR 500.050(d), shall obtain a new special permit prior to undertaking such expansion or alteration.
- D. The SPGA shall not issue any special permit that would cause the Town to exceed the limits on Marijuana Retailers set forth in §173-197.
- E. An RMD licensed under 105 CMR 725 et seq., and that holds a special permit pursuant to Article XXVII shall obtain a new special permit prior to converting to a Marijuana Establishment or commencing any operations regulated by M.G.L. c.94G and 935 CMR 500 et seq.
- F. No smoking, burning, or consumption of any marijuana product shall be permitted at any Marijuana Establishment, except as may be authorized by s935 CMR 500 et seq for purposes of cultivation, testing, research, or manufacturing.
- G. All shipping and receiving areas shall serve the Marijuana Establishment exclusively. In the case of a multi-use or multi-tenant site, the Marijuana Establishment shall be laid out and designed to ensure separation from other uses or tenants at the site.
- H. The Marijuana Establishment shall have adequate water supply, stormwater systems, sewage disposal, and surface and subsurface drainage.
- I. Adequate lighting, including night lighting that provides for monitoring or building and site security, including those measures to prevent diversion of marijuana and marijuana products cultivated outdoors.
- J. A Marijuana Retailer shall post at a conspicuous location at the public entrance a sign that states "Only individuals 21 years of age or older, unless in possession of a registration card issued by the MA Department of Public Health." The required text shall be a minimum of two inches in height. Signage shall otherwise be limited to that which is permitted under 935 CMR 500 et. seq. and the Town's sign bylaw.
- K. The Marijuana Establishment shall provide and keep up to date contact information as required by the Chief of Police and Building Commissioner such as name, telephone number and electronic mail address of a contact person who must be available 24 hours a day, seven days a week.
- L. No special permit shall be issued unless the applicant has executed a Host Community Agreement with the Town in accordance with M.G.L. c.94G, §3.
- M. No special permit shall be issued until the Applicant has held a community outreach hearing consistent with the Commission's Guidance for License Applicants on Community Outreach and 935 CMR

500.101(1)(a)(9) or (2)(b)(7), unless the proposed use is exempt from the hearing requirement under the regulations.

§173-200. Special Permit Approval Criteria.

The SPGA may issue a special permit for a Marijuana Establish only if it finds that the project satisfies the requirements of §173-7.C, this Article XXVIII, and the following additional special permit criteria:

- A. The Marijuana Establishment is fully permitted by all applicable agencies within the Commonwealth of Massachusetts and is in compliance with all State laws and regulations; provided, however, that issuance of a valid license pursuant to M.G.L. c.94G may be a condition of the special permit.
- B. The proposed use is designed to minimize any adverse impacts on the on the residents of the Town;
- C. For a Marijuana Retail Establishment, there shall be a secure indoor area for all customers.
- D. The Marijuana Establishment adequately addresses issues of vehicular and pedestrian traffic, circulation and parking, especially during peak periods at the facility, and adequately mitigates the impacts of vehicular and pedestrian traffic on neighboring uses.

§173-201. Special Permit Conditions.

- A. In addition to compliance with M.G.L. c.94G, and 935 CMR 500 et seq., the SPGA may impose reasonable conditions to improve site design, traffic flow, public safety, water quality, air quality, protection of significant environmental resources and the preservation of community character of the surrounding area including, without limitation, the following:
 - (1) Minimization of the impacts of increased noise and traffic.
 - (2) Imposition of security precautions related to the high value of products and case transactions.
 - (3) Deterring the presence of unauthorized or ineligible persons at, or near, the Marijuana Establishment.
 - (4) Imposition of measures to prevent diversion of marijuana and marijuana products.
 - (5) Conditions related to the design and construction of the facility to improve safety, security and conformance with community character.
 - (6) Conditions, consistent with the State Building Code, relating to energy efficiency and conservation.
- B. The SPGA shall include conditions concerning the following in any special permit granted pursuant to this Article:
 - (1) Hours of operation, including dispatch for any home delivery.
 - (2) Compliance with the Host Community Agreement.
 - (3) The submission of a copy of the license from the Cannabis Control Commission with the SPGA and the Building Commissioner prior to the issuance of a building permit, certificate of occupancy, or commencement of use, whichever occurs first.
 - (4) The reporting of any incidents to the Building Commissioner as required pursuant to 935 CMR 500.110(7) within 24 hours of their occurrence. Such reports may be redacted as necessary to comply with any applicable state or federal laws or regulations.
 - (5) The reporting of any cease and desist order, quarantine order, suspension order, limiting sales order, notice of hearing or final action by the Cannabis Control Commission or the Division of Administrative Law Appeals, as applicable, regarding the Marijuana Establishment to the Building Commissioner within 48 hours of the applicant's receipt.
 - (6) Copies of all reports submitted to any state agency, including, but not limited to, the reports required by 935 CMR 500.105(10)(d) describing the establishment's liability insurance coverage and the annual security system audits required by 935 CMR 500.110(8) shall be submitted to the SPGA within 5 business days of submission to the State. Such reports may be redacted as necessary to comply with any applicable state or federal laws or regulations.
 - (7) Documentation to the SPGA that each Marijuana Establishment Agent has completed training regarding the proper handling of marijuana prior to performing job functions. Such documentation must be provided to the Board within 5 business days of the completion of such training. Annually, the establishment shall provide documentation to the SPGA and the Board of Selectmen that all Marijuana Establishment Agents have received at least eight hours of on-going training.
- C. The issuance of a special permit pursuant to this Article shall also be subject to the following:

TOWN OF LITTLETON, MASSACHUSETTS

- (1) The special permit shall expire within five (5) years of the date of issue. If the applicant wishes to renew the special permit, an application to renew must be submitted at least 120 days prior to the expiration of the special permit
- (2) Special permits shall be limited to the original applicant(s) and shall expire on the date the special permit holder ceases operation of the Marijuana Establishment.
- (3) The holder of a special permit shall annually file an affidavit with the Building Commissioner demonstrating that it is in good standing with respect to its license from the Cannabis Control Commission and any other applicable State licenses.
- (4) The holder of a special permit shall notify the Building Commissioner and the SPGA in writing within 48 hours of the cessation of operation of the Marijuana Establishment or the expiration or termination of the permit holder's license from the Department of Public Health.
- (5) Special permits shall lapse upon the expiration or termination of an applicant's license from the Cannabis Control Commission.

173-202. No Accessory Use Marijuana Establishments.

Use of property as a Marijuana Establishment shall necessarily be deemed a principal use for purposes of the Zoning Bylaw, and shall be permitted exclusively in accordance with this Article XXVIII. No Marijuana Establishment may be allowed within Town on the basis that such use qualifies as a permissible accessory use.

ARTICLE 21

Tax Title Properties, Abutter Land Sales, Conservation

Ayes have it declared a vote passed by 2/3rd majority by the "Call of the Articles" that the Town vote to add the following properties to the "Tax Title Abutter Lot Sales Program" established by Article 10 of the November 14, 2011 Special Town Meeting: (A) an up to 1,250 square-foot portion of tax title parcel U14-117-0 on Newtown Road abutting 3 Manchester Drive; and (B) an up to 1,375 square-foot portion of said parcel U14-117-0 abutting 410 Newtown Road; and, further, to transfer the care, custody, management and control of the remainder of tax title parcel U14-117-0 to the Conservation Commission for open space purposes, and provided further that either of the parcels described in (A) and (B) above or in Article 11 of the October 30, 2017 Special Town Meeting that remain in the Town's possession as of December 31, 2018 shall automatically be transferred to the care, custody, management and control of the Conservation Commission for open space purposes.

ARTICLE 22

Town By-law Amendment: Plastic Check-out Bag Reduction

The Town defeated the Citizen Petition in a hand count Total Votes Cast 193; Yes Votes 88; No Votes 105, to amend the Town Code by adding a new Chapter 140 for the purposes of regulating the distribution of plastic bags at retail establishments and promoting the use of recyclable and reusable bags.

Chapter 140: Plastic Check-Out Bag Reduction.

Section I Findings and Purpose

Plastic check-out bags have a significant impact on the marine and terrestrial environment, including but not limited to: 1) harming marine and terrestrial animals through ingestion and entanglement; 2) polluting and degrading the terrestrial and marine environments; 3) clogging storm drainage systems; 4) creating a burden for solid waste disposal and recycling facilities; 5) requiring the use of non-renewable fossil-fuel in their composition. Studies have shown that even alternative "compostable" or "biodegradable" bags require very specific and controlled conditions in order to biodegrade, and have potentially negative environmental effects similar to conventional plastic bags. Such bags should therefore be subject to the same restrictions as conventional plastic check-out bags.

The purpose of this Bylaw is to protect the Town's unique natural beauty and irreplaceable natural resources by reducing the number of single-use plastic check-out bags that are distributed in the Town of Littleton and to promote the use of reusable bags.

Section II Definitions

The following words shall, unless the context clearly requires otherwise, have the following meanings:

TOWN OF LITTLETON, MASSACHUSETTS

- a. "Check-out bag" shall mean a bag provided by a store to a customer at the point of sale. Check-out bags shall not include bags, whether plastic or not, in which loose produce or products are placed by the consumer to deliver such items to the point of sale or check out area of the store.
- b. "Department" shall mean the Littleton Health Department.
- c. "Health Agent" shall mean the Health Agent for the Littleton Board of Health or his/her designee.
- d. "Recyclable paper bag" shall mean a paper bag that is 100% recyclable, contains at least 40% post-consumer recycled content, contains no old growth fiber, and displays in a visible manner on the outside of the bag (1) the word "recyclable" or a symbol identifying the bag as recyclable and (2) a label identifying the bag as being made from post-consumer recycled content and the percentage of post-consumer recycled content in the bag.
- e. "Reusable Check-out bag" a sewn bag with stitched handles that is (1) specifically designed manufactured for at least 175 uses; (2) can carry 25 pounds over a distance of 300 feet; and (3) is made of cloth or other machine-washable fabric other than polyethylene or polyvinyl chloride.
- f. "Retail Establishment" shall mean any business facility, whether for profit or not for profit, that sells goods directly to the consumer, including, but not limited to, retail stores, restaurants, pharmacies, convenience and grocery stores, liquor stores, seasonal and temporary businesses.

Section III Regulated Conduct

- a. If a Retail Establishment provides or sells Check-out Bags to customers, the bags must be one of the following:
 - 1. Recyclable paper bag; or
 - 2. Reusable Check-out bag.

Section IV Exemption: Thin-film plastic bags typically without handles which are used to contain dry cleaning, newspapers, produce, meat, bulk foods, wet items, and other similar merchandise are not prohibited under this bylaw.

Section V Enforcement

- a. The Board of Health and its Health Agent shall have the authority to administer and enforce this bylaw. In addition to any other means of enforcement, the provisions of this bylaw and any regulations adopted pursuant thereto may be enforced by non-criminal disposition in accordance with the provisions of Section 1.4 of the Town Code and Massachusetts General Laws, Chapter 40, Section 21D.
- b. For the first violation, the enforcing authority, upon a determination that a violation has occurred, shall issue a written warning notice to the establishment specifying the violation.
- c. The following penalties shall apply:
 - 1. A fine of \$50 shall apply for the first violation following the issuance of a written warning notice.
 - 2. A fine of \$100 shall apply for the second violation and each additional violation of this by-law after the issuance of a written warning notice.
- d. Fines shall be cumulative and each day on which a violation occurs shall constitute a separate offense.

Section VI Effective Date

- a. This bylaw shall take effect six (6) months following satisfaction of the posting/publishing requirements set forth in in Massachusetts General Laws, Chapter 40, Section 32, or January 1, 2019, whichever is later. The Board of Health may exempt a Retail Establishment from the requirements of this section for a period of up to six (6) months upon a finding by the Board of Health that (1) the requirements of this section would cause undue hardship; or (2) a Retail Establishment requires additional time in order to draw down an existing inventory of thin-film, single-use check-out plastic bags.

Section VII Regulations

- a. The Board of Health may adopt and amend rules and regulations to effectuate the purposes of this bylaw.

Section VIII Severability

- a. If any provision of this bylaw is declared invalid or unenforceable the other provisions shall not be affected thereby.

ARTICLE 23

Town By-law Amendment: Historically Significant Building Demolition

Ayes have it declared a vote passed by 2/3rd majority by the "Call of the Articles" that the Town vote to amend the Town Code Chapter 65, Building Demolition, Article I, Historically Significant Buildings and Structures, as follows:

- 1. By inserting in §65-2. Definitions, in appropriate alphabetical order, the following new definitions:

TOWN OF LITTLETON, MASSACHUSETTS

APPLICANT-Any person or entity who files an application for a demolition permit. If the applicant is not the owner of the premises upon which the **BUILDING** or **STRUCTURE** is situated, the owner must indicate on the application his/her consent to the filing of the application.

WEATHER-PROOFING – The **BUILDING** or **STRUCTURE**'s resistance to the effects of bad weather such as the presence of a roof, windows, and doors.

SECURITY – Resistance against unauthorized entry. Measures taken to protect a **BUILDING** or **STRUCTURE** from harm.

3. By adding a new sentence at the end of §65-4.A, to read as follows: “The application should include photographs of all street façade elevations and should include a general description of the property’s security and weather-proofing.”

4. By amending §65-4.D.(2) to read as follows: “Photographs of internal spaces and additional views of street façade elevations.”

5. By amending §65-4.D.(5) to read as follows: “A description of the proposed reuse of the parcel on which the building or structure to be demolished is located.”

6. By amending §65-4.G to extend from six to twelve months the period during which the Building Commissioner shall not issue a demolition permit for an historically significant building or structure which the Historical Commission determines should be preferably preserved, so that said section reads as follows:

G. If, following the demolition plan review, the Historical Commission determines that the building or structure should preferably be preserved, then the Building Commissioner shall not issue a demolition permit for a period of twelve (12) months from the date of the filing of the Historical Commission's report unless the Historical Commission informs the Building Commissioner prior to the expiration of such twelve (12) month period that it is satisfied that the applicant for the demolition permit has made a bona fide, reasonable and unsuccessful effort to locate a purchaser for the building or structure who is willing to preserve, rehabilitate or restore the building or structure, or has agreed to accept a demolition permit on specified conditions approved by the Historical Commission.

7. By amending §65-6. Noncompliance to read as follows:

Anyone who demolishes a building or structure identified in § 65-3 of this article without first obtaining and complying fully with the provisions of a demolition permit, voluntary demolition, shall be subject to a fine of not less than \$100 nor more than \$300. In addition, unless a demolition permit was obtained for such demolition, and unless such permit was fully complied with, the Commissioner shall not issue a building permit pertaining to any parcel on which a building or structure identified in § 65-3 of this article has been demolished for a period of three years after the date of demolition.

Upon date of application for demolition, the owner shall be responsible for properly securing and waterproofing the building, to the satisfaction of the Building Commissioner. Should the owner fail to secure the building, the loss or partial deconstruction of such building through other cause, including fire, shall be considered "voluntary demolition." Should the owner remove parts, weatherproofing, or fail to secure the building, they shall be subject to a fine of not less than \$100 nor more than \$300 for each occurrence of a violation.

ARTICLE 24 **Borrowing Authorization**

Ayes have it declared a vote passed by 2/3rd majority by the “Call of the Articles” that the Town vote to authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow money from time to time in anticipation of the revenue for the fiscal year beginning July 1, 2018, 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**

TOWN OF LITTLETON, MASSACHUSETTS

Ayes have it declared a vote passed by 2/3rd majority by the “Call of the Articles” that the Town vote to authorize the Treasurer to enter into a Compensating Balance Agreement(s) for FY 2019, pursuant to Chapter 44, Section 53F of the General Laws.

**MONDAY, OCTOBER 29, 2018 at 7:00 PM
SPECIAL TOWN MEETING
TOWN OF LITTLETON**

The Moderator, Timothy Goddard opened the Special Town Meeting at 7:00PM at **Charles Forbes Kaye Gymnasium, Littleton Middle School, 55 Russell Street** in said Town of Littleton on Monday, the Twenty-ninth day of October, 2018. Chief Matthew Pinard led the STM with the Pledge of Allegiance. At the conclusion of the Pledge, the Town Moderator called upon the Chairman of the Board, Paul Glavey, who called up Town Administrator, Keith Bergman, to be recognized for his 11 years of service with Littleton and 40 years of service in Municipal Government who will be retiring November 2, 2018. He was given a plaque and clock at that time. Keith thanked the Town and stated that he considered Littleton his home and was proud to have served and that this was the longest he had served any community.

Next the Moderator explained the procedure of the STM including: Presentation time limits, time limit for speaking and times that you can speak to an article. As well the timeframe in which the Town Meeting must be completed for the night. Next, the Moderator explained the “Call of Articles” after the May Town Meeting recap he stated due to discussion on and perhaps some confusion of exactly what that meant, he was going to change it and go more slowly and explain it better as he went along. In the “Call of the Articles” vote it would be a unanimous vote to accept any/all articles that have been opted in, as some articles may need to be a 9/10ths vote. He also explained that he was all-together taking Article 10 out of the mix, so that there would be no confusion and people would understand that there needed to be a presentation and discussion on the article.

In the “Call of Articles” Article 2 FY 2019 Budget Amendments; Article 3 Fund Collective Bargaining Agreement; Article 7 Transfer Whitcomb Avenue Property from Highway to Water Department; Article 8B Master Plan Implementation – form-based zoning, moved and seconded and were unanimously voted as posted in the warrant.

**ARTICLE 1
Bills of Prior Years**

No affirmative action was taken, article was withdrawn.

To see if the Town will vote to raise and appropriate or transfer from available funds a sum or sums of money to pay unpaid bills from prior fiscal years, or to take any other action in relation thereto.

**ARTICLE 2
FY 2019 Budget Amendments**

Unanimously voted in the Call of the Articles that the Town amend the FY 2019 Operating Budget, as adopted pursuant to Article 4 of the May 7, 2018 Annual Town Meeting, by

raising and appropriating the sum of \$16,080; and by transferring in \$85,916 from ambulance receipts and \$10,000 from overlay surplus, as follows:

		FY 2019		
Budget	Line Item	Budget	Adjustment	FY 2019 Adjusted
210	Police/Dispatch-Personal Services	\$ 2,020,636	+\$61,3691	\$ 2,082,005
300	School Department	19,774,190	+16,080	19,790,270
543	Veterans Services-VFW Expense	0	+\$10,000	\$10,000
194	Employee/Retiree Benefits	7,344,119	+24,547	7,368,666
	Net Budgets	\$46,475,799	+\$111,996	\$46,587,795
	Transfers In	(1,358,064)	(95,916)	(1,453,980)
	Total Raise and Appropriate	\$45,117,735	\$16,080	\$45,133,815

To see if the Town will vote to amend the FY 2019 Operating Budget, as adopted pursuant to Article 4 of the May 7, 2018 Annual Town Meeting, by adjusting budget line items, or to take any other action in relation thereto.

ARTICLE 3

Fund Collective Bargaining Agreement

Unanimously voted in the Call of the Articles that the Town raise and appropriate the sum of \$18,250 for the purpose of funding a new collective bargaining agreement reached between the Town and the Littleton Professional Firefighters, I.A.F.F., Local 4599.

To see if the Town will vote to raise and appropriate or transfer from available funds a sum or sums for the purpose of funding a new collective bargaining agreement reached between the Town and the Littleton Professional Firefighters, I.A.F.F., Local 4599; or to take any other action in relation thereto.

ARTICLE 4

Local Excise on Retail Sales of Marijuana for Adult Use -3%

Ayes have it motion passes by necessary majority that the Town accept the provisions of M.G.L. c. 64N, §3 to impose an excise on the retail sales of marijuana for adult use at the rate of three percent (3%).

To see if the Town will vote to accept the provisions of M.G.L. c. 64N, §3 to impose an excise on the retail sales of marijuana for adult use at the rate of three percent (3%); or to take any other action in relation thereto.

ARTICLE 5

Road Acceptance: Foster Street, from Taylor Street to Harwood Avenue

Passes unanimously, so declared that it meets the 2/3rd necessary vote that the Town vote to accept Foster Street as follows:

Whereas, Foster Street was constructed prior to 1846; and

Whereas, Foster Street serves as a primary road in Littleton; and

Whereas, the Town has provided continuous and regular maintenance of Foster Street, and treated said road as a public way in all respects; and

Whereas, despite a review of Town records, a Town Meeting vote to accept Foster Street has not been identified; and

Whereas, in order accept state grant funds needed to upgrade Foster Street from Taylor Street to Harwood Avenue, the Town must demonstrate that said road is a public way.

Therefore, shall the Town vote to accept, as a Town way, the layout by the Board of Selectmen of the way known as “Foster Street” from Taylor Street to Harwood Avenue, and to authorize the Board of Selectmen to acquire by gift, purchase, or eminent domain the land, rights, and easements therein for drainage, utility, or other purposes, all as shown on a plan entitled, “Street Acceptance Plan of Foster Street (from Taylor Street to Harwood Avenue), Littleton, Massachusetts”, dated September 6, 2018 and prepared by Sherman & Frydryk, LLC, and to name said street “Foster Street”.

ARTICLE 6

Transfer Ownership of Durkee Farm Parcels to Town of Littleton

No affirmative action taken. Article withdrawn by the Planning Board/

To see if the Town will vote to authorize the Board of Selectmen to acquire from Durkee Farm Builders, Inc., two parcels of land being shown as Open Space Parcel A and B on a plan of land entitled “Durkee Farm Estates, Definitive Plan of a Subdivision, Open Space Development Special Permit, Off Grimes Lane, Littleton, MA for Grimes Road, LLC” dated February 16, 2016, revised through June 1, 2016, prepared by Hancock Associates and recorded with Middlesex South District Registry of Deeds as Plan 606 of 2016, with Open Space Parcel A containing 3.264 acres, more or less, and Open Space Parcel B containing 5.822 acres, more or less; and provided that the property shall be held in the care, custody, control and management of the Board of Selectmen and the acquisition shall be subject to such terms and conditions as are agreed to by the Board; or to take any other action in relation thereto.

ARTICLE 7

Transfer 74 Whitcomb Avenue Property from Highway to Water Department

Unanimously voted in the Call of the Articles that the Town vote to transfer care, custody, control and management of the parcel of land at 74 Whitcomb Avenue containing 2.75 acres, more or less, and shown on Littleton Assessors maps as parcel U40-15-0, from the Board of Selectmen and the Highway Department to the Water Department to be used for water department purposes, said transfer shall be subject to a vote of the Board of Selectmen to declare said parcel surplus to Board of Selectmen and Highway Department purposes.

To see if the Town will vote to transfer care, custody, control and management of the parcel of land at 74 Whitcomb Avenue containing 2.75 acres, more or less, and shown on Littleton Assessors maps as parcel U40-15-0, from the Board of Selectmen and the Highway Department

to the Water Department to be used for water department purposes, said transfer shall be subject to a vote of the Board of Selectmen to declare said parcel surplus to Board of Selectmen and Highway Department purposes; or to take any other action in relation thereto.

ARTICLE 8

Supplemental FY 2019 Capital Items from Available Funds

Unanimously voted in the Call of the Articles that the Town vote 8B Master Plan Implementation \$42,000 to be expended for costs associated with implementation of the master plan, including consultin services for development of form-based zoning amendments.

Ayes have it passes unanimously 8A Traffic Signalization voted \$201,8-4 to expended by the Highway Department and School Committee for installation of phased traffic signals at the intersection of the Littleton High School entrance on King Street/State Routs 2A and 110.

Ayes have it passes by necessary majority that the Town vote 8C Fire Department Ladder 2 Replacement \$810, 253 to be added to the \$200,000 appropriated under Art. 8 Item II-C of the May 7, 2018 Annual Town Meeting to be expended by the Fire Department to replace a 1988 Seagrave Ladder truct at t total cost of \$1,010,253.

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow the following sums of money to be expended by the respective Departments or Officers indicated, for the capital projects and purchases itemized and described, or to take any other action in relation thereto.

- A. Traffic Signalization at Littleton High School / King Street Intersection - \$201,804 to be expended by the Highway Department and the School Committee for installation of phased traffic signals at the intersection of the Littleton High School entrance on King Street / State Routes 2A and 110.
- B. Master Plan Implementation – \$42,000 to be expended by the Master Plan Implementation Committee for costs associated with implementation of the master plan, including consulting services for development of form-based zoning amendments.
- C. Fire Department Ladder 2 Replacement - \$810,253 to be added to the \$200,000 appropriated under Art. 8, Item II-C of the May 7, 2018 Annual Town Meeting to be expended by the Fire Department to replace a 1988 Seagrave Ladder truck at a total cost of \$1,010,253.

or to take any other action in relation thereto.

ARTICLE 9

Amend Town By-laws: Allow Alcohol on Town-owned Property

Ayes have it passes by simple majority so declared passed that the Town vote to amend the Town Code §53-1 to allow consumption of alcohol on certain or all Town-owned property, provided also that (1) the property's custodial board grants its permission, and (2) the Board of Selectmen issues a special liquor license pursuant to M.G.L. c.138, §14,where applicable, so that said §53-1 reads as follows:

No person shall consume an alcoholic beverage as defined by General Laws Chapter 138, Section 1, as amended, or possess an opened container of such

beverage, or smoke, ingest, or otherwise use or consume marijuana or tetrahydrocannabinol as defined by General Laws Chapter 94C, Section 1 within the limits of any park, playground, public building, schoolhouse, school grounds, cemetery, parking lot or any area owned by or under the control of the Town of Littleton nor shall any person consume an alcoholic beverage, or consume marijuana or tetrahydrocannabinol on any public way or way to which the public has a right of access as invitees or licensees, including any person in a motor vehicle while it is in, on, or upon any public way or any way to which the public has a right of access as aforesaid, within the limits of the Town of Littleton; *provided, however, that the sale, distribution, and consumption of alcohol may be permitted on all Town-owned property with the express written permission of the board or committee with the care, custody, and control of the Town-owned property, and provided further, that any such sale, distribution, and consumption be in compliance with M.G.L. c.138, §14, where applicable.*

To see if the Town will vote to amend Town Code §53-1 to allow consumption of alcohol on certain or all Town-owned property, provided also that (1) the property's custodial board grants its permission, and (2) the Board of Selectmen issues a special liquor license pursuant to M.G.L. c.138, §14, where applicable, so that said §53-1 reads as follows:

No person shall consume an alcoholic beverage as defined by General Laws Chapter 138, Section 1, as amended, or possess an opened container of such beverage, or smoke, ingest, or otherwise use or consume marijuana or tetrahydrocannabinol as defined by General Laws Chapter 94C, Section 1 within the limits of any park, playground, public building, schoolhouse, school grounds, cemetery, parking lot or any area owned by or under the control of the Town of Littleton nor shall any person consume an alcoholic beverage, or consume marijuana or tetrahydrocannabinol on any public way or way to which the public has a right of access as invitees or licensees, including any person in a motor vehicle while it is in, on, or upon any public way or any way to which the public has a right of access as aforesaid, within the limits of the Town of Littleton; *provided, however, that the sale, distribution, and consumption of alcohol may be permitted on all Town-owned property with the express written permission of the board or committee with the care, custody, and control of the Town-owned property, and provided further, that any such sale, distribution, and consumption be in compliance with M.G.L. c.138, §14, where applicable.*

ARTICLE 10

Littleton Common Smart Sewer Design - Borrowing

Hand count taken. Total votes counted 260, Ayes 189, Nays 71; 173 yes votes needed to pass. The vote passes by the necessary 2/3rds. The Town voted to appropriate \$2,200,000 to pay costs of design and engineering to sewer the Littleton Common area, 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(7) or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor. The Board of Selectmen is authorized to determine and assess betterments upon all properties benefited by these improvements. 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.

To see if the Town will vote to appropriate the sum of \$2,200,000 or any other sum to pay costs of design and engineering to sewer the Littleton Common area, 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(7) or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor. The Board of Selectmen is authorized to determine and assess betterments upon all properties benefited by these improvements. 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; or take any other action in relation thereto.

ARTICLE 11

Zoning Amendment: Amend Accessory Apartments By-law

Ayes have it passes by necessary 2/3rds vote, so declared passed that the Town vote to amend the Zoning By-Law with the amendments from the floor:

Amendments approved on the floor to change wording as follows:

§173-58. C. Add the word Dependent after Accessory and before Dwelling;

§173-59.D. Delete the words Dwelling Unit and substitute Apartment;

§173-59.E.v. Delete the words Dwelling Unit in the first sentence and substitute Apartment;

§173-60.E. Delete the words Dwelling Unit and substitute Apartment.

To see if the Town will vote to amend the Zoning Bylaw as follows:

1. By deleting the definition of “Accessory Apartment” set forth in Article II, Definitions, Section 173-2, in its entirety.

2. By amending the definition of “Dwelling, Single-Family” set forth in Article II, Definitions, Section 173-2, to read as follows:

DWELLING, SINGLE-FAMILY – A dwelling other than a mobile home, singly and apart from any other building, used exclusively for residential purposes for one (1) family except as permitted pursuant to Article XIII, Accessory Dwelling Units.

3. By inserting in Article II, Definitions, Section 173-2, the following definitions in appropriate alphabetical order:

ACCESSORY DWELLING UNIT – The following dwelling units are classified as Accessory Dwelling Units:

A. ACCESSORY DEPENDENT DWELLING UNIT – An Interior Dwelling Unit that is occupied by one or more persons: (1) related by blood, marriage or adoption to the occupant(s) of the primary single-family dwelling unit; (2) functionally dependent (for medical or other reasons) on the occupant(s) of the

primary single-family dwelling unit; or (3) upon whom the resident of the primary single-family dwelling unit is functionally dependent (for medical or other reasons).

- B. **ACCESSORY APARTMENT** – An Interior Dwelling Unit provided with permanent fire rated separation, two separate means of egress and a Title V compliant septic system.
- C. **DETACHED ACCESSORY APARTMENT** – A separate accessory dwelling unit, detached from a primary single-family dwelling.

FUNCTIONALLY DEPENDENT – with respect to a person, shall mean an individual who is dependent upon another for assistance relative to at least one activity of daily living, such as bathing, dressing, eating, mobility or similar self-care tasks, who is dependent upon another for assistance relative to other instrumental activities of daily living, such as managing money, shopping, taking medication, house cleaning, laundry, or cooking, or who is providing child care or au pair services.

INTERIOR DWELLING UNIT – A secondary dwelling unit that is within or created as an addition to a primary single-family dwelling.

4. By deleting from the table of uses set forth in Article V, Use Regulations, Section 173-26.B, Accessory Uses, the use “Accessory apartment (See Article XIII)” and the corresponding footnote 11.

5. By inserting in Article V, Use Regulations, Section 173-26.B, Accessory Uses, after “Accessory Business Uses and Active Farms” the following use categories and a new footnote 11:

Uses	R	VC	B	IA	IB
Accessory Dependent Dwelling Unit (See § 173-58)	Y	Y	Y	N ¹¹	N ¹¹
Accessory Apartment (See § 173-59)	Y	Y	Y	N ¹¹	N ¹¹
Detached Accessory Apartment (See § 173-60)	A	A	A	N ¹¹	N ¹¹

* * *

¹¹ Provided that Accessory Dwelling Units may be allowed in the IA or IB District by Special Permit from the Zoning Board of Appeals where such uses are made in connection with a lawfully preexisting Single-Family Dwelling.

6. By deleting Article XIII, Accessory Apartment, in its entirety and inserting, in place thereof, a new Article XIII, Accessory Dwelling Units, to read as follows:

ARTICLE XIII, Accessory Dwellings

§ 173-58. Accessory Dependent Dwelling Units.

Accessory Dependent Dwelling Units shall be allowed as set forth in § 173-26.B, provided that:

- A. The square foot area of the Accessory Dependent Dwelling Unit shall not exceed 1,200 square feet;
- B. The Board of Health determines that sewage disposal will be satisfactorily provided for, including provision for an appropriate reserve area on site;
- C. There shall be no more than one (1) Accessory Dependent Dwelling Unit per lot.

- D. The Accessory Dependent Dwelling Unit shall be designed to maintain the appearance of a single-family dwelling, subject to the following requirements.
 - i. Where two or more entrances exist on the front façade of the single-family dwelling, one entrance shall appear to be the principal entrance and other entrances shall appear to be secondary;
 - ii. A minimum of two (2) parking spaces are provided for the primary dwelling and two (2) additional parking spaces are provided for the Accessory Dependent Dwelling Unit, unless a lesser requirement is deemed adequate by the Board of Appeals. Parking spaces shall be constructed of materials consistent with the existing driveway and shall have vehicular access to the driveway;
- E. Where the driveway is located within fifteen (15) feet of the side lot line, at least four (4) feet of the driveway side yard, measured from the side lot line, shall be a buffer zone landscaped with non-invasive plantings;
- F. A certificate of occupancy for the Accessory Dependent Dwelling Unit described above shall be issued for a period of no greater than three (3) years or at the change of ownership. Renewal of a certificate of occupancy shall be granted only upon documentation to the Building Inspector that the requirements of this section are still in existence.

§ 173-59. Accessory Apartments.

Accessory Apartments shall be allowed as set forth in § 173-26.B, provided that:

- A. The primary single-family dwelling or the Accessory Apartment is owner-occupied;
- B. The square foot area of the Accessory Apartment shall not exceed the lesser of the dimensional limitations set forth in § 173-53 or 1,200 square feet
- C. The Board of Health determines that sewage disposal will be satisfactorily provided for, including provision for an appropriate reserve area on site;
- D. There shall be no more than one (1) Accessory Apartment per lot.
- E. The Accessory Apartment shall be designed to maintain the appearance of a single-family dwelling, subject to the following requirements.
 - i. Any addition shall not increase the gross floor area of the existing dwelling by more than 15%. Gross floor area for purposes of this provision shall be calculated as post construction gross floor area to include all habitable space including basement, 1st and 2nd levels and attached garage, excluding attics, decks and porches;
 - ii. There shall be two (2) separate means of egress from each Accessory Apartment and each primary residence as remote as possible from each other;
 - iii. Where two or more entrances exist on the front façade of the single-family dwelling, one entrance shall appear to be the principal entrance and other entrances shall appear to be secondary;

- iv. All stairways to an Accessory Apartment above the first floor shall be enclosed within the exterior walls of the single-family dwelling or on the rear of the dwelling if constructed on an outer wall;
- v. A minimum of two (2) parking spaces are provided for the primary dwelling and two (2) additional parking spaces are provided for the Accessory Dependent Apartment. Parking spaces shall be constructed of materials consistent with the existing driveway and shall have vehicular access to the driveway; and
- vi. Accessory Apartments shall have no more than two (2) bedrooms.
- F. Where the driveway is located within fifteen (15) feet of the side lot line, at least four (4) feet of the driveway side yard, measured from the side lot line, shall be a buffer zone landscaped with non-invasive plantings.
- G. A certificate of occupancy for an Accessory Apartment shall note that it shall be valid for only so long as at least one of the units is owner-occupied.

§ 173-60. Detached Accessory Apartments.

The Zoning Board of Appeals may grant a special permit authorizing a Detached Accessory Apartment as set forth in § 173-26.B only if:

- A. The primary single-family dwelling or the Detached Accessory Apartment is owner-occupied;
- B. The square-foot area of detached structures inclusive of all accessory uses on the lot shall not exceed the dimensional limitations of § 173-53 and the Detached Accessory Apartment shall not exceed 1,200 square feet;
- C. There shall be no more than one (1) Accessory Apartment per lot.
- D. A minimum of two (2) parking spaces are provided for the primary dwelling and two (2) additional parking spaces are provided for the Detached Accessory Apartment. Parking spaces shall be constructed of materials consistent with the existing driveway and shall have vehicular access to the driveway; and
- E. Detached Accessory Apartments shall have no more than two (2) bedrooms;
- F. The Zoning Board of Appeals determines that the exterior appearance of the accessory structure is compatible with the principal single-family dwelling on the same lot and with dwellings and accessory structures on adjoining lots;
- G. A certificate of occupancy for a Detached Accessory Apartment shall note that it shall be valid for only so long as at least one of the units is owner-occupied; and
- H. The Board of Health determines that sewage disposal will be satisfactorily provided for, including provision for an appropriate reserve area on site.

or to take any other action in relation thereto.

ARTICLE 12

Zoning Amendment: Amend Senior Residential Development By-law

Ayes have it passes by necessary 2/3rds necessary majority that the Town vote to amend the Zoning Bylaw with no amendments on the floor.

To see if the Town will vote to amend the Zoning Bylaw as follows:

1. By amending §173-145 to read as follows: “The purpose of this article is to provide for a variety of housing types, sizes, settings, residential services, and price points to meet the needs of people as they age and people with disabilities.”
2. By amending §173-146.A by adding a new subsection 4, to read as follows:
 4. Site within such proximity to the Village Common Business District, The Point, or the MBTA station so that, in the judgment of the Planning Board, one or more of these locations will serve to support senior health, mobility, independence and participation in the community.
3. By deleting from §173-148.E the phrase “not more than 25 percent of the required minimum open space” and inserting in its place “not more than twenty (20) percent of the required minimum open space”.
4. By amending §173-148 to add a new subsection G to read as follows:
 - G. All Senior Residential Developments shall include accessible common areas for seniors to congregate, sidewalks, walking paths, trails, and/or other passive or active recreation opportunities and appropriate lighting.
 - H. Notwithstanding anything contained in §173-198, for any Senior Residential Development subject to Article XXIX, Inclusionary Housing, fifty (50) percent of the dwelling units shall be affordable housing; provided that the Planning Board may reduce the required number of affordable units to not less than twenty-five (25) percent of the total dwelling units, and that in all cases the affordable units shall range from 60% to 150% AMI and the mix of affordability range of these units shall be at the discretion of the Planning Board. §173-205 shall not apply to Senior Residential Developments; all other requirements of Article XXIX shall remain fully applicable to Senior Residential Developments.
5. By amending §173-152 so that subsection 4 reads as follows: “The Senior Residential Development is consistent with the goals and intentions of the Littleton Master Plan.” or to take any other action in relation thereto.

Moved to dissolve the meeting at 10:50pm. October 29, 2018. Moved and seconded and unanimously voted to dissolved the meeting.

A TRUE COPY:

ATTEST:

DIANE CRORY, TOWN CLERK

DIRECTORY

Accounting	Town Accountant	978-540-2440
Appeal of Zoning Decision	Board of Appeals	978-540-2432
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
Fire & Ambulance Emergencies	Fire Department	9 1 1
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
Police & Ambulance Emergencies	Police Department	9 1 1
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
Schools	Shaker Lane Elementary	978-486-3959
	Russell Street Elementary	978-486-3134
	Middle School Russell St	978-486-8938
	High School	978-952-2555
	Superintendent	978-486-8951
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
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