

# TOWN OF LITTLETON, MASSACHUSETTS



# 2021

## ANNUAL TOWN REPORT

*Including financial reports for the fiscal year ending June 30, 2021*

The Annual Town Report is compiled by the

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

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

TOWN OF LITTLETON

ANNUAL REPORT

## **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.

## **ANNUAL REPORT COVER**

This year's cover represents the Town of Littleton through the seasons. We would like to thank Littleton residents: Brijesh Chawla, Ajit Moghe, and Heidi Murphy for their beautiful photographs that grace the cover.

## **STUDENT ART**

Throughout the Annual Report, we have pictures drawn by students of Ms. Hemmis class from the Russell Street School showing their renditions of the Littleton Tiger.

## **THANK YOU**

Thank you to all of the Departments, Boards, Committees, and Commissions for their contributions to this report. We are especially grateful to Dawn McDowell, Diane Crory and Dianne Dickerson for their assistance.

## **TOWN REPORT DEDICATION**

The Annual Town Report is dedicated to the memory of volunteer citizens whose ongoing service contributed to maintaining the Littleton Community. Their exemplary service was critical in retaining our small town character and spirit. This year's report is dedicated to Joseph Collentro, James Cummins, Maureen DeCoste, William Ewing, Ronald Goddard, and Delores May.

## DEDICATION



Joseph Collentro

Joseph Sebastian Collentro was just 85 when he passed and the world became sad with the news, for Joe was one of a kind. He would have given you the shirt off his back and expect nothing in return. He was the kindest soul with the zest for life each and every day, believing and living as if each day was the first day of the rest of his life. Not many people live like that, but he truly did.

His fierce devotion to his family, most especially his wife Donna, was obvious from the moment you met him. Friends were from all walks of life never judging or being judged by him. He had a work ethic that most people today could only wish to have a tenth of to be compared to. Dedication and service to this community was head over heels above the rest.

Joe graduated from the Naval Officer Candidate School in 1957 with a commission as an ensign in the US Navy and served for four years. Sadly, Joe is another veteran who proudly served his country that passed in 2021.

Joe's service to this community was instrumental in making it better in more ways than can be counted; most especially, in that which he oversaw for our many large Town projects. His motto became: "On time and under budget." That was important to him to keep the Town sound and financially responsible. As a member of the PMBC he saw major improvement projects to schools, including the renovation to the Middle School. The construction of the Fire Station and Police Station were both under his watch. "Mr. Littleton" was a nickname many had for him. His love for Littleton will never be forgotten, nor will the love for him. Gone too soon.

## JAMES CUMMINS

## DEDICATION

### DEDICATION



James Cummins

James Cummins passed on April 24, 2021 at the age of 91 surrounded by his loved ones. He leaves behind his wife Caroline of over 70 years. Jim and his wife were graced with three daughters Carol, Donna, and Diane. A builder by trade for over 45 years, Jim built many homes in the local area. Family meant the world to Jim. He made sure to put his trade and love to work for his family by creating a special home for each of his daughters. They were truly blessed.

Littleton was best served by Jim's knowledge by becoming our Building Inspector for 15 years. His knowledge from building flowed into his inspection years and was an easy transition as he knew many of the builders that were coming along and they respected him. His dedication to the Town proved rewarding as he kept builders in check, knowing that you couldn't pull a fast one over on him. He went by the book, as safety came first. It was said that he was tough, but he was fair. Loved and respected by all, he will be sorely missed.

## MAUREEN DECOSTE

## DEDICATION

### DEDICATION



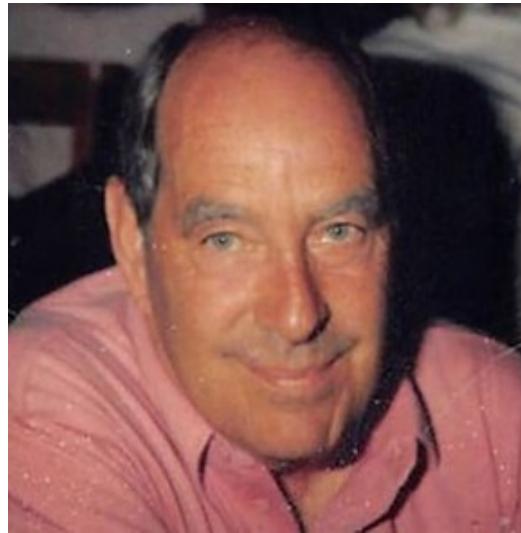
Maureen DeCoste

Maureen DeCoste a faith filled woman passed peacefully on November 19, 2021 at the young age of 54. She was surrounded by her family when she was chosen to be with God. Maureen "Moe" as many knew her as, was the friend everyone cherished, sister, daughter, wife, mother and rock of the family. Known to be the best listener, everyone felt comfort in her presence. No matter her issues, she would set them aside and engage with the one person sitting with her.

Maureen was grounded in faith throughout her life. Whatever she faced, she did so with faith, family and friends. As a family their motto was and still is Fully Rely on God (FROG) and no one said it better than Maureen with each new challenge she faced. Maureen volunteered in all ways for her five children in sports and the arts alike. By doing so she has been able to stay close with her children and keep them grounded. As well, she was fully supportive of her husband, Chuck during his years as a School Committee member and now doing the Town's bidding as a member of the Select Board.

Maureen's mark on this Town will not be forgotten for quite some time, but her legacy will live on through her family and friends. FROG

## DEDICATION



William Ewing

William H. Ewing Jr passed 9/18/2021 at the age of 84 in Burlington. Bill leaves behind his loving wife Lucinda and their two children William H Ewing III and Martha Anderson. It is not often nowadays that we can say that someone has lived their entire life in one Town; especially a small town like Littleton. Bill is just one of those people that never wanted to leave and never did. He was proud to have been raised, educated and stayed here and calling it his home forever.

Not only was Bill a "hometown boy" but soon after he graduated from Littleton High he went on to work for the Littleton Electric Light and Water Department for many years. He proudly served his Country in the US Army, from 1960 – 1962 being stationed in Germany. Later Bill went on to work for the New England Telephone for 35 years.

Bill loved the outdoors and was an avid skier. He loved meeting with high school classmates for coffee. Bill never gave up believing in "service" to one's community as you could often see him cleaning up areas around his home and being concerned what was happening in his neighborhood. Bill will be missed.

## DEDICATION



Ronald Goddard

Ronald Philip Goddard lived life to the fullest and had family that loved him to the fullest. When Ron left this world, he left behind his legacy of service with his children Timothy, the current Town Administrator in Carlisle, Ronald, a Senior Acct manager, Patrick, former Parks foreman for the Town of Littleton, Maura, a school teacher and Martha, an accounting specialist. He is predeceased by his wife Ann and their sons Kevin P. and Michael J.

Ron was raised and educated in Littleton and dedicated his life to Littleton. He along with his wife Ann also raised their children here as well. Ron proudly served his country in the US Air Force in both Germany and Korea. Again, service before self.

Ron was a well-known painting and decorating contractor throughout the area. Being a contractor was important, but one of his biggest passions was for teaching and passing on his trade. Students at Bay Path Vocational and Minuteman Regional Vocational were the lucky recipients of his passion. The years he spent teaching students his trade - that many nowadays could only hope to learn about -meant a great deal to him.

During his "spare time" he volunteered on the Historical Commission so that the History of this community would not long be forgotten. To preserve this community was important to Ron and he worked tirelessly to be sure our history was correct. No matter the age, gone too soon

## DEDICATION



Delores May  
1940-2021

Delores May, who passed December 13, 2021, was a longtime Littleton resident. She lived in a few locations before calling Littleton her “home” as she settled here with her husband and two children son John and daughter Jaime. She wasn’t one to sit around idly. She received her degree in nursing and worked as an RN while in Concord, New Hampshire. When her family moved back to Massachusetts and settled in Littleton she was employed as a Shipping & Receiving Supervisor for Warren Technologies, then decided later in life that she would go on to obtain her bachelor’s degree from UMass Lowell; all this while raising her family.

Delores continually opened the homestead to the family as they grew in numbers, including seven grandchildren and ten great-grandchildren, especially for week-end cookouts. Cooking being another passion of hers, the family was the recipient of that love. An avid New England sports fan, the Sox were her true favorite.

Volunteering seemed to be the next step in Delores’ life, all that in addition to all she had previously accomplished, and to fulfill her dreams of helping others. She loved to help in the EHS Department. For the last three years you could find her assisting in EHS answering phones, working on projects and assisting Littleton seniors. Both she and her husband John participated in the Meals on Wheels program for three years helping to deliver meals to those in need.

An easy going and delightful person most would say about her, never complaining always looking to help out. Once her senior hours were complete, Delores would work and donate additional “proxy” hours to residents that were physically unable to participate. Kind, generous, personable and forever open to help in every situation, Delores never wanted to be in the limelight. Thank you for all you gave to Littleton, Delores. We will miss you.

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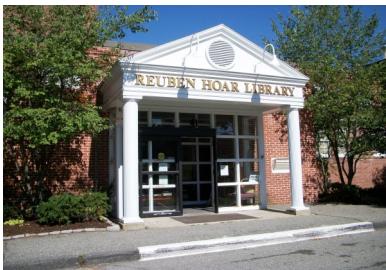
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For Littleton the Year 2021 was filled with challenges, changes, and champions. As a community we persevered through the unknown as COVID-19 morphed into different variants and continued to threaten our wellbeing. The Select Board is extremely proud of our residents, first responders, town employees and volunteers who rallied to do whatever was necessary to keep our community safe and sane during this difficult year.

In its response to the pandemic, the Board took a proactive approach to protect residents through initiatives like MASK-UP 01460 and VAX-UP 01460. Thanks to hard work of our Town Administrator and Volunteer Corp., Littleton was the first community to vaccinate its student population when a safe vaccine for that population finally became available.

We strengthened our administration with the hiring of top-notch professionals beginning with Anthony M. Ansaldi, Jr., as our Town Administrator; Sean O'Brien, Town Treasurer; and Aleesha Benjamin, Finance Director/Town Accountant. With growth comes change and the Board determined it was time to modernize our personnel department. That measure included the hiring of Michelle Vibert as our Human Resources Director, updating our personnel bylaw, dissolving the Personnel Board and creating a Personnel Advisory Committee.

The Select Board continues working on goals that align with Littleton's Master Plan. Town sewer, affordable housing, economic development, preservation of open space, and supporting our senior population are our priority. Last year we created a 'Senior Center Stabilization Fund' and presently have \$3M set-aside for this project. The Board continues to refine plans to build this center at the Shattuck Street Campus and the Town of Littleton got a big boost with the return of Liz Tretiak as our Director of Elder and Human Services.

Town sewer and the rezoning of 550 King Street represent progress and fulfillment of goals in Littleton's Master Plan that will help diversify our housing stock, generate tax revenue and enhance the quality of life for people who work and live in Littleton. The success of these initiatives are dependent not only on the hard work and dedication of town employees and elected officials, but also the residents of Littleton.

"There is no power for change greater than a community discovering what it cares about." – **Margaret J. Wheatley.**

Thank you for your support, but more importantly, thank you for caring. Littleton is, "Stronger together"!

Respectfully submitted,

Charles DeCoste, Chair

Paul Glavey, Vice Chair

Matthew Nordhaus, Clerk

Joseph S. Knox

Cindy Napoli





## Message from Town Administrator

As I complete my first full calendar year as your Town Administrator, I remain enthusiastic and optimistic for the future of our community despite closing in on two years of a global pandemic. Our fiscal restraint continued through FY21 into FY22, allowing us to enter the FY23 budget planning able to tend to our operational and capital needs. The team at Town Hall started to take form and build on an already impressive and committed group of employees. We started the process of returning to in-person meetings and even enjoyed coming together during community events. We saw the completion of capital projects and the planning and approval of new ones.

### COVID-10 Global Pandemic

The FDA's Emergency Use Authorization of the Pfizer-BioNTech vaccine on December 11, 2020, the Moderna vaccine on December 18, 2020, and the Johnson and Johnson one-shot vaccine on February 27, 2021, gave us hope of returning to normal life.

The next challenge was vaccinating citizens as quickly and efficiently as possible. The Commonwealth's mass vaccination clinics, while helpful, were challenging to residents with mobility and transportation restrictions.

Our team responded by advocating for for the Massachusetts Department of Littleton on four separate occasions. Disease Control and Prevention (CDC) recommended Pfizer's COVID-19 vaccine for children ages 5-11. Our team



the regional clinic in Devens and arranging Public Health vaccination bus to come to On November 2, 2021, the Centers for recommended Pfizer's COVID-19 vaccine for responded by hosting one of the first vaccination clinics for this group on November 8, 2021.

While we continue to learn to cope with this virus, our team remains committed to responding to the community's needs.

### Finance & Budget

As you may recall, the Town implemented a spending freeze and took other cost-controlling measures to combat the decrease in revenues during FY20. The budget message for FY21 and FY22 maintained the same conservative approach to spending. While these measures delayed previously approved departmental personnel expansion requests, they allowed us to control spending during uncertain economic times. These sound and prudent decisions allowed Standard and Poor to reaffirm the Town's AAA Bond Rating.

### Personnel

2021 continued to see many changes to departments and staff within Town Offices. Our Finance Director Cheryl Herrick Stella moved on to become the Finance Director for the Ipswich Public Schools. Cheryl deserves a great deal of appreciation for her financial acumen during the pandemic. We also had Elder and Human Services Director Ashley Shaheen, and Human Resource Manager Bridget Bell move on to other opportunities and thank them for their service to our Town.

With the help of Interim Human Resource Director Jennifer Dever Wood, we quickly pivoted and filled these critical positions with equally municipal solid managers. Our community welcomed Aleesha Nunley Benjamin as Finance Director. Aleesha came to us from the City of Medford, where she served as Finance Director. After the Select Board's commitment to elevating the Human Resource Manager to Human Resource Director, we were able to welcome Michelle Vibert as the Town's first Human Resources Director. Michelle came to us from the Town of Winchester, where she held the same position. And rounding out the municipal "dream team," we welcomed back Liz Tretiak as Director of Elder and Human Services.

### Community Events

We are grateful to our Parks, Recreation, and Community Education department for allowing us to come together, in person, as a community during the latter part of 2021. After a year-long absence, we were grateful to come together for Third Thursday in August. This event was the catalyst for bringing the Vax Bus to Littleton for the first time. We came together once again as a community at their 2<sup>nd</sup> Annual Oktoberfest event on Saturday, October 2, 2022.

Thank you, PRCE, for your commitment and dedication; you are leaders in municipal recreation in Massachusetts.

### 9/11 Remembrance

On Saturday, September 11, our community to commemorate the 20<sup>th</sup> anniversary of the on our nation. I was honored to offer the Pinard, Interim Chief Clancy, and the men and Department for participating in this event. We



came together for a memorial service September 11, 2001, terrorist attacks opening remarks and appreciate Chief women of the Littleton Police and Fire were all grateful for how our community came together to ensure that Littleton will never forget what was lost on that day.

### Reuben Hoar Library / Municipal Space Needs/ Elder & Human Services (Senior Center)

On June 12, 2021, Annual Town Meeting, Article 10 approved funds for a feasibility study and authorized \$1 million to design a Senior Center. After our architects reviewed 255 Great Road, 36 King Street, and the Shattuck Street Building as less desirable locations for EHS to occupy, the focus shifted to new construction at Shattuck Street. We look forward to completing the research and returning to Town Meeting to continue advancing this project.

We came together in November, just sixteen months after the ground-breaking, to cut the ribbon on the new Reuben Hoar Library. The move will allow other Town departments to expand into the vacated old library space.



### 550 King Street & Littleton Sewer Project Expansion

After almost 20 years in Littleton, IBM moved its headquarters to Lowell. This vacancy was the catalyst for Hudson Properties to sell the property. Our Town viewed this as an opportunity to expand on the Master Plan and the Littleton Common Revitalization Study by expanding on Form Based Code and rezoning this property for mixed-use. This zoning allowed the new owners, Lupoli Companies, to partner with the Town on Littleton Smart Sewer Project. This partnership led to the unanimous approval of Article 12, a \$25 million borrowing at the October 2021 Special Town Meeting.

I look forward to another productive year in 2022 as we remain “stronger together”.

Respectfully Submitted,



Anthony M. Ansaldi, Jr., Town Administrator



Joseph Laydon, Assistant Town Administrator

The following is a list of the 2021 judicial and administrative appeals:

1. 168 AYER ROAD, LLC v. LITTLETON PLANNING BOARD, et al. Middlesex Superior Court No. 2181-CV-00176 L1. This was 168 Ayer Road, LLC's appeal of the special permit that the Planning Board issued to Littleton Apothecary, LLC. This case was dismissed by stipulation of all parties in September 2021 and is now concluded.
2. KENNETH and JODI MACDONALD v. KRISTEN KAZOKAS and LITTLETON CONSERVATION COMMISSION, Middlesex Superior Court No. 1781CV02814. The Conservation Commission granted permits, under the Littleton Wetlands Bylaw and Regulations and the Massachusetts Wetlands Protection Act, for a homeowner to install a new septic system and well, upgrade an existing driveway, and possibly expand an existing cottage (subject to further approval by the Commission). In this case, abutters to the property have appealed the Commission's decision under the local bylaw. This case remains pending.
3. 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. In a March 21, 2021, decision, the Supreme Judicial Court concluded that, pursuant to the Water Management Act, Concord has first priority to those waters for which it has a registered withdrawal but, further, that each of the three municipalities identified in the 1884 statute—Littleton, Acton, and Concord—retain their rights to take and use any waters from Nagog Pond beyond Concord's existing, registered withdrawals.
4. 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.
5. 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. On February 2, 2022, the Middlesex Superior Court issued a decision affirming the Board of Health's decision in all respects.
6. KENNETH and JODI MACDONALD v. KRISTEN KAZOKAS and LITTLETON CONSERVATION COMMISSION, Middlesex Superior Court No. 2081CV02098. This is an appeal by abutters of an amendment to the Order of Conditions described above in Middlesex Superior Court No. 1781CV02814. The two related matters have been consolidated by the Superior Court and will be resolved together. Each case remains pending.
7. HOMELIT REALTY TRUST v. LITTLETON PLANNING BOARD, Middlesex Superior Court No. 2081CV01860. This is the appeal of Mark P. Gallagher, Trustee of Homelit Realty Trust, of the open space subdivision approval that the Planning Board issued for property located at 195 Tahattawan Road. This case remains active.
8. MATTHEW FIELD et al. v. LITTLETON ZONING BOARD OF APPEALS, Middlesex Superior Court No. 2081CV01686. This was the appeal of Matthew Field et al. of the Zoning Board of Appeals' decision concerning property located at 9 Ayer Road. This appeal was dismissed by stipulation of the parties in February 2022, and is now concluded.



TOWN COUNSEL

GENERAL GOVERNMENT

9. ED MULLEN, LITTLETON BUILDING COMMISSIONER v. NAGOG FRUITERS, INC. Middlesex Superior Court No. 2081CV06606. In December, 2021, the Building Commissioner learned that the heating system for 70 Nagog Hill Rd. was inoperable and had not been operated for several years. He also learned that six people were living in the unheated home. He immediately declared the property to be uninhabitable and revoked the Certificate of Occupancy. He also filed an action in Superior Court for injunctive relief to deny residency on a permanent basis. A hearing on the preliminary injunction was held, at which time the person whom the Town knew to be a resident informed the Court that the heating system was fixed. The Building Commissioner inspected the repairs and agreed. The case has therefore been dismissed.
10. 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.
11. 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.
12. 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.

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.



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

Thomas J. Harrington  
Miyares and Harrington  
LLP Littleton Town Counsel

## DEPARTMENT DESCRIPTION

The Finance Department is comprised of three divisions: Accounting, Assessing, and Treasurer/Collector. The Finance Department is responsible for the overall financial management of the Town, including advising and updating the Town Administrator, Select Board, Finance Committee, and other interested parties. The Mission of the Finance Department Town Accountant's Office is to protect the Town's financial interests and ensure that Town resources are expended and received in accordance with Town Bylaws, Massachusetts General Laws, and Federal Laws.

Finance Department services include, but are not limited to, preparation of the ten-year Capital Improvement Plan, preparation of the annual Operating Budget, financial reports, cash management, debt management, property valuation assessments, citizen assistance programs, property tax, and other billing, collection activities, risk management, audit and internal financial controls. The Finance Department uses prudent financial planning and capital management established by Town policies .

The Department is responsible for complying with 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 FY21; \$53.3M expended from the general fund budget, \$5.4M in special revenue, \$4.3M in enterprise funds (water, sewer, and recreation), and \$15.2M in trust and capital project funds. The Department also monitors and reviews all operating and 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 bi-weekly basis the Department processes the warrant with hundreds of invoices for payment to vendors for services and supplies procured. (Note: M = Million)

## FY2021 HIGHLIGHTS

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

6/8/21- Standard and Poor's reaffirmed the Town's AAA rating, with a stable outlook during the COVID-19 pandemic; Management made budgetary adjustments entering FY21 to limit financial exposure due to the pandemic and recession. The rating reflected their view of the town's very strong economy, very strong management, strong budgetary performance, very strong budgetary flexibility, very strong liquidity, adequate debit and contingent liability profile, and strong institutional framework. S&P defines its AAA rating as "Extremely strong capacity to meet financial commitments. Highest Rating."

## DEPARTMENTAL CHANGES

In FY21 we wished Cheryl Herrick Stella, Director of Finance and Budget/CFO well as she took another position and in July

2021 we welcomed Aleesha Nunley Benjamin as the new Director of Finance and Budget/CFO. As recommended in the audit we split Human Resources from the Treasurer. We welcomed Michelle Vibert as the Human Resources Director in August 2021 and Caitlin White as HR Generalist/Benefits Coordinator in October 2021.

## OPERATING BUDGET

Town budgets and capital spending as a result of the COVID-19 pandemic were cut \$1M . The Budget totaled \$50.1M with \$48.9M from raise and appropriate, transfers of \$1.2M, and \$547,816 from Free Cash. The budget was changed to add accountability, transparency, and be reflective of true town service costs. In FY21 Cherry Sheet State Aid totaled \$4.9M or 6% lower than FY20 and Cherry Sheet Assessments totaled \$1.1M or 2% higher than FY20.

Consistent new growth revenues have helped mitigate some of the impact of the reduced state aid revenues. The tax levy increase of 5.5% (2.5% plus new growth) for FY21 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 77.8 % of the total available recurring revenue. The Town's Finance Committee Reserve Fund increased by \$161,893 due to new budgeting method and uncertainty around potential unexpected expenditures.

The Town's reserves were augmented by transfers from the Undesignated Fund balance of \$2,428,548 going to our stabilization funds, increasing our reserves to 17.5% of the operating budget. This will allow us some financial flexibility as we enter a very uncertain financial environment in FY21. OPEB has now hit the required funding level with a total of \$2,648,610 transferred to the Trust for Other Post Employment Benefits. The extra OPEB payment has been shifted to the Retirement Appropriation.

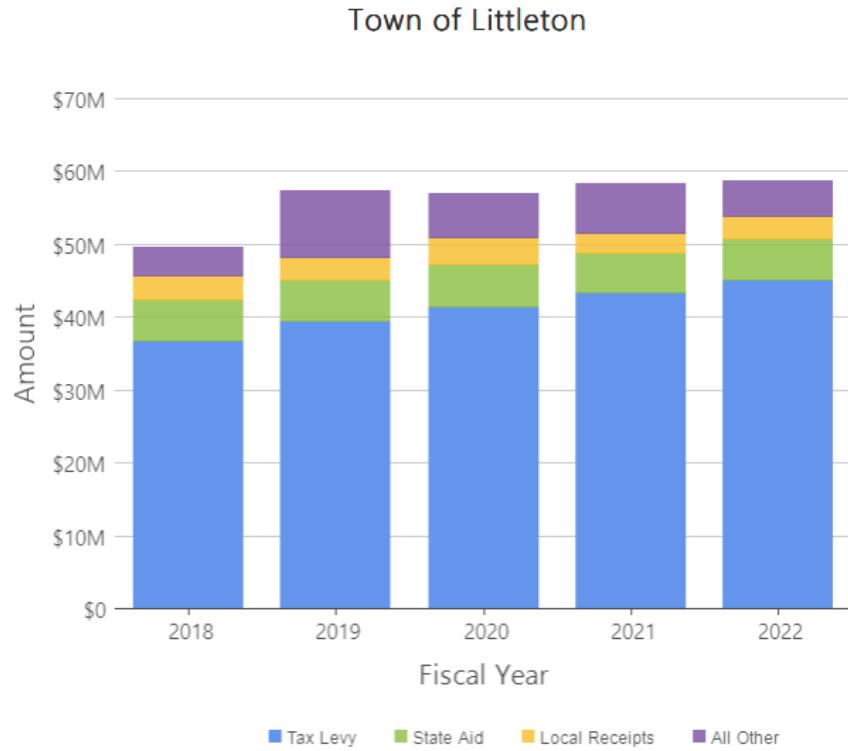
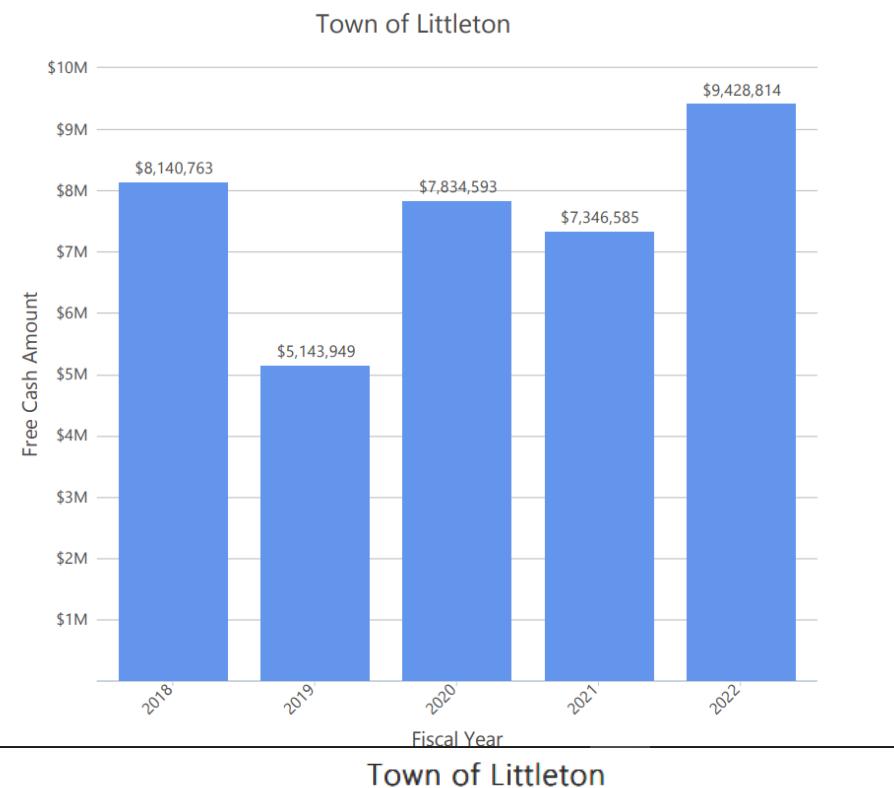
## EXCLUDED DEBT SERVICE

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 FY21 our funding strategy reduced the debt down by using \$164,204 to pay-down the debt, saving taxpayer dollars.

## THANK YOU

I want to sincerely thank the Residents, the Boards and Committees, and all the Employees for their support of the Finance Department and for their collaboration as we all worked together to help maintain financial stability for the Town during the pandemic. It has been an honor to work with such dedicated elected and professional staff.

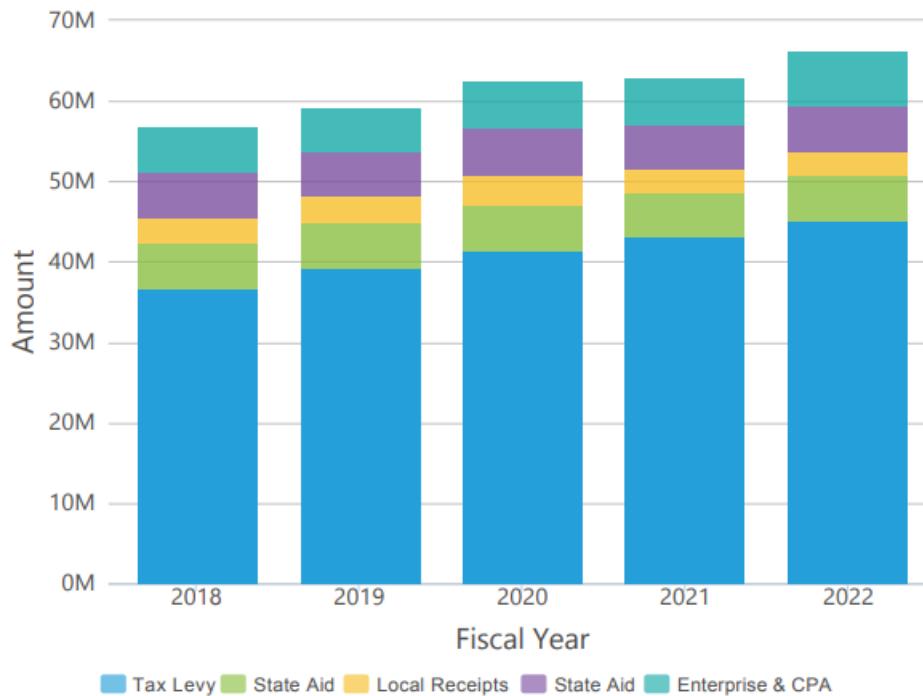
Aleesha N Benjamin, Director of Finance & Budget/CFO



Revenue Source	2018	2019	2020	2021	2022
Tax Levy	36,759,269	39,385,788	41,490,620	43,301,920	45,161,561
State Aid	5,618,648	5,630,375	5,689,343	5,416,256	5,607,857
Local Receipts	3,232,116	3,216,116	3,744,116	2,886,102	3,001,500
All Other	4,059,164	9,095,106	6,111,091	6,692,065	4,981,201
Total Receipts	49,669,197	57,327,385	57,035,171	58,296,344	58,752,119

*Data graphs provided by the Division of Local of Services (Data Analytics)*

## Town of Littleton



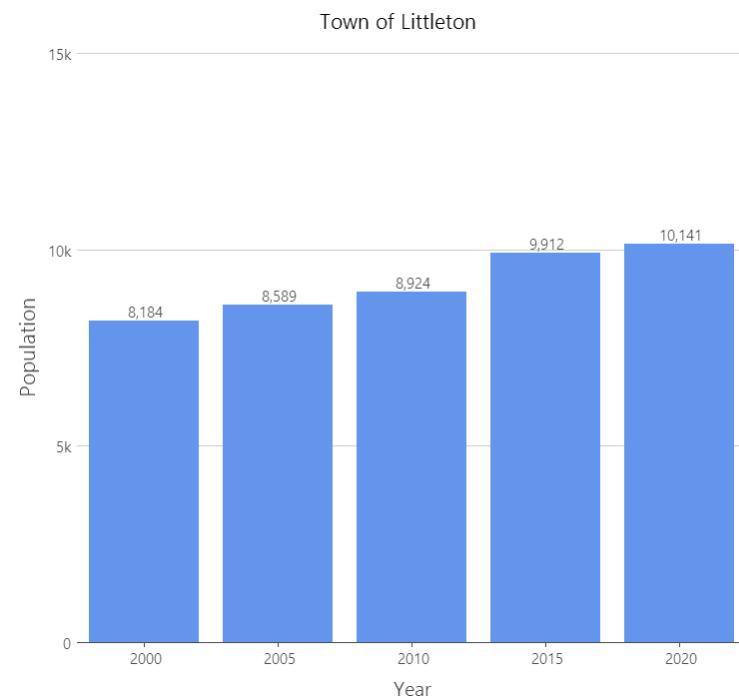
TOWN ACCOUNTANT

Revenue Source	2018	2019	2020	2021	2022
Tax Levy	\$36,759,269	\$39,385,788	\$41,490,620	\$43,301,920	\$45,161,561
State Aid	\$5,618,648	\$5,630,375	\$5,689,343	\$5,416,256	\$5,607,857
Local Receipts	\$8,807,973	\$8,538,399	\$9,744,776	\$8,816,010	\$9,990,940
All Other	\$4,059,164	\$9,095,106	\$6,111,091	\$6,692,065	\$4,981,201
Enterprise & CPA	\$5,575,857	\$5,322,283	\$6,000,660	\$5,929,908	\$6,989,440
<b>Total Receipts</b>	<b>\$55,245,054</b>	<b>\$62,649,668</b>	<b>\$63,035,830</b>	<b>\$64,226,252</b>	<b>\$65,741,559</b>

## Town of Littleton

Town of Littleton		
Year	Moody's	Standard & Poor's
2021		AAA
2020		AAA
2019	Aa1	AAA

***Data graphs provided by the Division of Local of Services (Data Analytics)***



DEPARTMENT	FY2021	FY2022
	ACTUAL	BUDGET
<b>113 TOWN MEETING</b>		
Expenses	<u>20,565</u>	<u>22,500</u>
<b>Total 113</b>	<b><u>20,565</u></b>	22,500
<b>114 MODERATOR</b>		
Personal Services	0	0
Expenses	<u>100</u>	<u>100</u>
<b>Total 114</b>	100	100
<b>122 SELECTMEN / TOWN ADMINISTRATOR</b>		
Personal Services	418,345	393,790
Expenses	53,667	28,800
MAGIC/MAPC Assessments & Grant Match	<u>4,800</u>	<u>12,000</u>
<b>Total 122</b>	476,812	434,590
<b>131 FINANCE COMMITTEE</b>		
Personal Services	1,005	800
Expenses	<u>180</u>	<u>500</u>
<b>Total 131</b>	1,185	1,300
<b>132 RESERVE FUND</b>		
Expenses	<u>162,038</u>	<u>295,000</u>
<b>Total 132</b>	162,038	295,000
<b>135 FINANCE AND BUDGET</b>		
Personal Services	195,520	215,504
Expenses	23,663	20,280
Audit	<u>43,725</u>	<u>45,000</u>
<b>Total 135</b>	262,908	280,784
<b>151 LEGAL</b>		
Expenses	<u>155,415</u>	<u>260,000</u>
<b>Total 151</b>	155,415	260,000
<b>152 HUMAN RESOURCES</b>		
Personal Services	80,934	159,295
Expenses	<u>20,632</u>	<u>123,025</u>
	101,566	282,320
<b>155 INFORMATION SYSTEMS</b>		
Personal Services	175,788	179,204
Expenses	<u>419,022</u>	<u>470,200</u>
<b>Total 155</b>	594,810	649,404

## TOWN ACCOUNTANT

DEPARTMENT	FY2021	FY2022	
	ACTUAL	BUDGET	
<b>161 TOWN CLERK</b>			
Elected Salaries	87,821	90,935	
Personal Services	48,564	51,797	
Expenses	<u>5,456</u>	<u>5,500</u>	
<b>Total 161</b>	141,841	141,282	
<b>162 ELECTIONS &amp; REGISTRATIONS</b>			
Personal Services	3,400	3,000	
Expenses	<u>19,200</u>	<u>19,200</u>	
<b>Total 162</b>	22,600	22,200	
<b>171 CONSERVATION COMMISSION</b>			
Personal Services	47,798	48,331	
Expenses	2,147	1,600	
Transfer In - Wetland Fund	<u>-8,000</u>	<u>0</u>	
<b>Total 171</b>	41,945	49,931	
<b>175 PLANNING BOARD</b>			
Personal Services	112,453	115,490	
Expenses	<u>2,165</u>	<u>4,600</u>	
<b>Total 175</b>	114,618	120,090	
<b>176 APPEALS BOARD</b>			
Personal Services	5,187	5,120	
Expenses	<u>973</u>	<u>1,000</u>	
<b>Total 176</b>	6,160	6,120	
<b>PMBC</b>	<b>Total 190</b>	507	25,000
<b>191 BUILDING MAINTENANCE</b>			
Personal Services	66,339	66,189	
Expenses	<u>380,914</u>	<u>405,100</u>	
<b>Total 191</b>	447,253	471,289	
<b>193 GENERAL INSURANCE</b>			
Expenses	<u>349,721</u>	<u>471,500</u>	
<b>Total 193</b>	349,721	471,500	
<b>198 Central Communications</b>			
<b>Total 198</b>	103,162	121,262	
<b>910 EMPLOYEE/RETIREE BENEFITS</b>			
Expenses	6,823,325	<u>8,087,543</u>	
<b>Total 910</b>	6,823,325	8,087,543	

DEPARTMENT	FY2021	FY2022
	ACTUAL	BUDGET
<b>210 POLICE DEPARTMENT</b>		
Personal Services	2,375,278	2,707,425
Expenses	<u>257,196</u>	<u>221,200</u>
	<b>Total 210</b>	2,632,474
		2,928,625
<b>220 FIRE / EMS DEPARTMENT</b>		
Personal Services	1,605,973	1,859,804
Expenses	164,225	247,661
Transfer In -Ambulance Fees	<u>-650,000</u>	<u>-525,000</u>
	<b>Total 220</b>	1,120,198
		1,582,465
<b>241 BUILDING DEPARTMENT</b>		
Personal Services	282,156	359,121
Expenses	7,938	11,980
Transfer In - Inspectional Revolving	<u>-125,000</u>	<u>0</u>
	<b>Total 241</b>	165,094
		371,101
<b>300 SCHOOL DEPARTMENT</b>		
Budget	<u>21,279,034</u>	<u>22,590,000</u>
	<b>Total 300</b>	21,279,034
		22,590,000
<b>301 TECHNICAL SCHOOL EXPENDITURES</b>		
Expenses	<u>637,883</u>	<u>675,000</u>
	<b>Total 301</b>	637,883
		675,000
<b>420 HIGHWAY DEPARTMENT</b>		
Personal Services	765,912	810,148
Expenses	76,362	100,285
Streetlights	16.182	18,200
Park Maintenance Personal Services	174,556	195,614
Park Maintenance Expense	54,956	77,000
Wastewater/Stormwater	0	246,550
B&M Crossing	2,806	2,900
Gasoline	113,323	145,000
Transfer Station	<u>519,931</u>	<u>582,569</u>
	<b>Total 420</b>	1,724,028
		2,178,266
<b>422 ROADWAY REPAIRS</b>		
Expenses	<u>935,302</u>	<u>826,800</u>
	<b>Total 422</b>	935,302
		826,800

TOWN ACCOUNTANT

DEPARTMENT	FY2021	FY2022
	ACTUAL	BUDGET
<b>423 SNOW &amp; ICE</b>		
Personal Services	93,575	68,000
Expenses	<u>330,492</u>	<u>132,000</u>
	<b>Total 423</b>	424,067
	200,000	
<b>456 CLEAN LAKES</b>		
Expenses	58,797	0
Transfer In - Clean Lakes Account	<u>-66,000</u>	<u>0</u>
	<b>Total 450</b>	-7,203
		0
<b>491 CEMETERY DEPARTMENT</b>		
Personal Services	125,942	131,709
Expenses	12,575	15,750
Transfer In - Cemetery Trust	0	0
Transfer In - Sale of Cemetery Lots	-30,897	0
Transfer In - Graves	<u>0</u>	<u>0</u>
	<b>Total 491</b>	107,620
		147,459
<b>510 HEALTH DEPARTMENT</b>		
Personal Services	23,006	26,048
Expenses	1,028	1,330
Assessment - Nashoba BOH	25,307	26,520
Assessment - Nashoba Nursing	11,497	9,975
Assessment - Eliot Clinic	3,780	4000
Assessment - SANS Program	26,000	16,000
Animal Inspector	<u>0</u>	<u>0</u>
	<b>Total 510</b>	90,618
		83,603
<b>541 ELDER AND HUMAN SERVICES</b>		
Personal Services	213,031	242,798
Expenses	28,078	24,005
Transfer out to TREAD Tax Relief	<u>25,000</u>	<u>0</u>
	<b>Total 541</b>	266,109
		266,803
<b>543 VETERANS SERVICES</b>		
Personal Services	8,007	8,087
Expenses	99	1,910
Veteran Benefits	<u>98,223</u>	<u>185,000</u>
	<b>Total 543</b>	106,327
		194,997

DEPARTMENT	FY2021	FY2022
	ACTUAL	BUDGET
<b>610 REUBEN HOAR LIBRARY</b>		
Personal Services	517,997	550,828
Expenses	143,893	148,600
Merrimack Valley Assessment	33,707	37,000
Transfer In - Library Trust Fund	<u>0</u>	<u>0</u>
<b>Total 610</b>	<b>695,597</b>	<b>736,428</b>
<b>630 PARK AND RECREATION DEPARTMENT</b>		
Personal Services	0	0
Expenses	0	0
Recreation Enterprise subsidy	<u>245,000</u>	<u>245,000</u>
<b>Total 630</b>	<b>245,000</b>	<b>245,000</b>
<b>690 OTHER CULTURE &amp; RECREATION</b>		
Historical	147	4,480
Memorial Day	575	750
Disability Commission	0	1,200
Cultural Council	5,600	5,600
Shade Tree Committee	<u>4,943</u>	<u>3,500</u>
<b>Total 690</b>	<b>11,265</b>	<b>15,530</b>
<b>700 DEBT</b>		
<b>710 LONG TERM DEBT</b>	<b>3,223,330</b>	<b>3,062,091</b>
<b>720 SHORT TERM DEBT</b>	<b>24,433</b>	<b>535,481</b>
Transfer In - Bond Premium	-19,109	-17,183
Transfer In - Wastewater Settlement	-17,274	-17,274
Transfer In - Oak Hill Cell Tower	-29,206	-28,175
Transfer In - Newtown Hill Cell Tower	-33,773	-32,535
Transfer In - Debt Exclusion	-164,204	-161,137
Transfer In - Community Preservation	-86,388	-76,138
<b>Total 700</b>	<b>2,897,809</b>	<b>3,265,131</b>



# LITTLETON Massachusetts

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4083benjamin

Town of Littleton  
BALANCE SHEET FOR 2021 13

FUND: 0001 GENERAL FUND

ACCOUNT BALANCE	NET CHANGE FOR PERIOD	
	DEBIT	CREDIT
<b>ASSETS</b>		
PETTY CASH - SCHOOLS	00	400.00
PETTY CASH - TIGERS DEN	00	2,000.00
PETTY CASH - CLERK	00	92.00
PETTY CASH - COLLECTOR	00	140.00
CASH & INVESTMENTS - TREASURER	00	19,128.99
PERSONAL PROPERTY TAX 2013	00	0.56
PERSONAL PROPERTY TAX REC 2014	00	1,230.68
PERSONAL PROPERTY TAX REC 2016	00	10,181.83
PERSONAL PROPERTY TAX REC 2017	00	1,981.36
PERSONAL PROPERTY TAX REC 2018	00	2,232.68
PERSONAL PROPERTY TAX REC 2019	00	1,733.57
PERSONAL PROPERTY TAX REC 2020	00	1,247.46
PERSONAL PROPERTY TAX REC 2021	00	87.76
PERSONAL PROPERTY TAX REC 2022	00	58.00
REAL ESTATE TAX RECEIVABLE 2016	00	1,436.69
Real Estate Tax Rec 2019	00	71,373.27
Real Estate Tax Rec 2020	00	184,790.94
Real Estate Tax Rec 2021	00	922,242.70
Real Estate Tax Rec 2022	00	1,680.00
RESERVE FOR ABATEMENT FY16	00	-5327.17
Allowance for Overlay 2018	00	0.23
Allowance for Overlay 2019	00	-4226.20
Allowance for Overlay 2020	00	1,822.92
Allowance for Overlay 2021	00	-7272.47
TAX LIENS RECEIVABLE	00	2,272.97
ASSESSOR I & E RECEIVABLE	00	0.00
DEF R/E TAX REC CL41A DEFERRAL	00	35,292.59
MOTOR VEHICLE EXCISE TAX 2008	00	3,500.00
MOTOR VEHICLE EXCISE TAX 2009	00	2,110.44
MOTOR VEHICLE EXCISE TAX REC 2	00	2,374.59
MOTOR VEHICLE EXCISE TAX 2011	00	2,1734.70
MOTOR VEHICLE EXCISE TAX 2012	00	2,175.19
MOTOR VEHICLE EXCISE TAX 2013	00	4,175.19
MOTOR VEHICLE EXCISE TAX 2014	00	5,824.44
MOTOR VEHICLE EXCISE TAX 2015	00	3,688.26
MOTOR VEHICLE EXCISE TAX 2016	00	4,397.87
MOTOR VEHICLE EXCISE TAX 2017	00	10,615.59
Motor Vehicle Excise Rec 2018	00	12,607.70
Motor Vehicle Excise Rec 2019	00	31,116.44
Motor Vehicle Excise Rec 2020	00	110,723.66
Motor Vehicle Excise Rec 2021	00	1,919.98
Street Assessments 2021	00	17,050.88
Street Int Assessments 2021	00	181,794.50
WATER BETTERMENTS NYD	00	386,375.53
STREET BETTERMENT NYD	00	0.00
SEPTIC BETTER PAY IN ADVANCE	00	0.00
TAX FORCLOSURES	00	0.00
<b>TOTAL ASSETS</b>	<b>-21,571,275.47</b>	<b>19,544,951.42</b>
<b>LIABILITIES</b>		

TOWN ACCOUNTANT

## TOWN ACCOUNTANT



### LITTLETON Massachusetts

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4083abenjamin

|Town of Littleton  
BALANCE SHEET FOR 2021 13

FUND: 0001 GENERAL FUND

		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>LIABILITIES</b>			
00010000 202000 ACCOUNTS PAYABLE	00	-777,241.98	
00010000 211000 ACCRUED PAYROLL	00	-2,313,484.72	
00010000 252000 TAILING-UNCLAIMED ITEMS	00	-7,302.09	
00010000 252100 TAILINGS-CITIZENS P/R	00	-2,224.83	
00010000 252200 TAILINGS-MELLON A/P	00	-2,675.50	
00010000 252300 TAILINGS-EASTERN P/R	00	-180.59	
00010000 252400 TAILINGS-EASTERN A/P	00	-1,843.30	
00010000 258600 PERFORMANCE BONDS PAYABLE	00	-300,304.47	
00010000 261000 DEFERRED REV-PROPERTY TAXES	21,568,210.47	768,461.00	
00010000 262200 DEFERRED REV-TAX LIENS	-12,914.89	-272,476.20	
00010000 262300 DEFERRED REV-FORECLOSURE	00	-386,375.53	
00010000 263000 DEFERRED REV-MOTOR VEH. EXCISE	00	-386,714.10	
00010000 266000 DEFERRED REV-AP PORT ASSESSMENT	00	-166,0.8	
00010000 268000 DEFERRED REV-DEFERRED R/E TAX	12,914.89	-35,292.59	
00010000 269000 DEFERRED REV-AP PORT NOT DUE	00	-100,765.36	
<b>TOTAL LIABILITIES</b>	<b>21,568,210.47</b>	<b>-3,818,586.34</b>	
<b>FUND BALANCE</b>			
00010000 321100 FD.BAL-RESERVE FOR ENCUMBRANCE	-706,454.98	-706,454.98	
00010000 324000 FB. RES EXP FREE CASH	00	-3,575,565.00	
00010000 325000 FD.BAL-RES FOR PETTY CASH	00	-2,632.00	
00010000 329701 FB. RESERVE FOR PREMIUM RS	00	-54,756.38	
00010000 329703 FB. RES FOR PREMIUM POLICE	00	-32,914.98	
00010000 359000 FD.BAL-UNDESIGNATED	-1,020,747.78	-11,578,108.99	
00010000 359200 FD.BAL-APPROPRIATION DEFICITS	-52,324,813.00	-224,067.25	
00010000 381500 BUD EST REVENUE	56,213,414.04	0.00	
00010000 383000 BUD APPROB	-3,888,601.04	0.00	
00010000 388000 BUD FB UNDES	55,007,546.91	0.00	
00010000 391000 REVENUE	-53,277,279.15	0.00	
00010000 393000 EXPENDITURE	-706,454.98	0.00	
00010000 394000 BUG FB ENC	706,454.98	0.00	
00010000 394500 DUE TO/FROM PO		-0.00	
<b>TOTAL FUND BALANCE</b>	<b>3,065.00</b>	<b>-15,726,365.08</b>	
<b>TOTAL LIABILITIES + FUND BALANCE</b>	<b>21,571,275.47</b>	<b>-19,544,951.42</b>	

\*\* END OF REPORT - Generated by Aleesha N Benjamin \*\*

## Treasurer's Report

**Outstanding Bond Debt**  
as of June 30, 2021

<u>Date of Issue</u>	<u>Issue</u>	<u>Original Amount</u>	<u>Current Balance</u>	<u>Maturity Date</u>
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Light Department

<u>Sub Total - Light Department Debt</u>	-
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Water Department

12/7/2012Water Tank - refunding	652,000.00	110,000.00	1/15/2023
3/29/2018Nashoba Rd - refunding	87,000.00	30,000.00	3/15/2023
8/1/2014Capital Improvements Well #2	118,300.00	60,000.00	8/15/2026
2/1/2010Water Capital Improvments	191,088.00	69,000.00	2/1/2029
8/1/2014Cobbs Well	178,800.00	110,000.00	8/15/2031
8/1/2014Well #2 Design	194,700.00	130,000.00	8/15/2033
8/1/2014Water Capital Improvments	274,200.00	185,000.00	8/15/2034
8/1/2014Well #2 Redevelopment	3,720,000.00	2,590,000.00	8/15/2034
5/18/2018Water Betterment	803,900.00	680,000.00	5/15/2038

<u>Sub Total - Water Department Debt</u>	6,219,988.00
	3,964,000.00

Town Debt - Inside Prop 2 1/2

12/7/2012Police Land - refunding	228,000.00	20,000.00	1/15/2022
12/7/2012High School - refunding	3,833,000.00	330,000.00	1/15/2023
3/29/2018Land Acquisition - Hartwell-refunding	145,000.00	60,000.00	3/15/2023
3/29/2018Land Acquisition - Prouty-refunding	144,000.00	70,000.00	3/15/2024
2/1/2010Land Acquisition - Lucy's Land	150,000.00	34,000.00	2/1/2029
2/1/2010Building Renovation-Houghton Roof	195,000.00	69,000.00	2/1/2029
4/15/2011Cobbs Land	323,955.00	150,000.00	4/15/2031
4/15/2011Goldsmith Street	1,094,400.00	540,000.00	4/15/2031
4/13/2017Septic Loan Program #3	282,674.00	235,424.00	1/15/2037
3/29/2018Land Acquisition - Boxborough Rd	300,000.00	210,000.00	3/15/2028
3/29/2018Alumni Field	2,355,000.00	1,655,000.00	3/15/2028
5/18/2018Fire Station Construction	5,650,100.00	4,795,000.00	5/15/2038
5/22/2020Library Design & Construction	4,595,000.00	4,360,000.00	5/22/2040

<u>Sub Total - Town Debt - Inside Prop 2 1/2</u>	19,296,129.00
	12,528,424.00

TREASURER

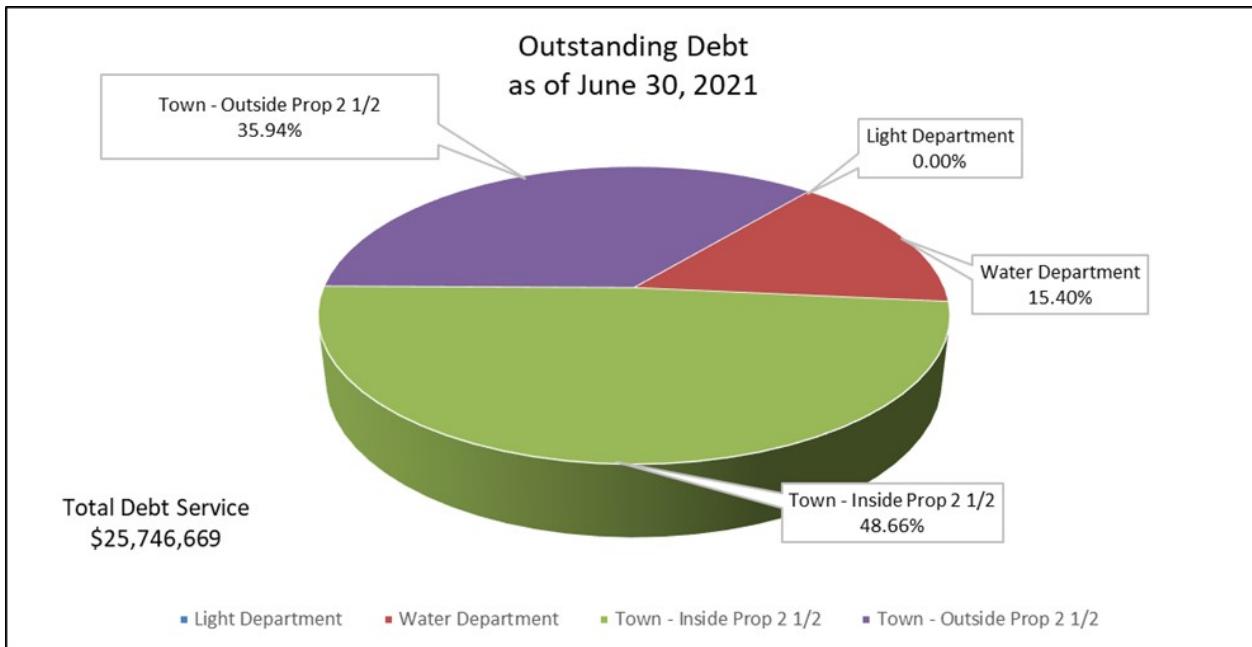
Town Debt - Outside Prop 2 1/2

3/29/2018	Waste Water Treatment Fac-refunding	566,000.00	320,000.00	3/15/2025
3/29/2018	Middle School - refunding	3,235,000.00	2,115,000.00	3/15/2027
2/1/2010	Police Station Design	300,000.00	92,000.00	2/1/2028
1/23/2008	Middle School - Low Interest Loan	2,142,297.00	856,917.00	11/1/2028
2/1/2010	Police Station Construction	6,023,303.00	2,171,000.00	2/1/2029
4/15/2011	Russell St School - Design	232,800.00	100,000.00	4/15/2031
4/15/2011	Russell St School - Construction	5,428,845.00	2,700,000.00	4/15/2031
5/11/2021	Water DW-20-07	899,328.00	899,328.00	5/15/2041

<u>Sub Total - Town Debt - Outside Prop 2 1/2</u>	<u>Sub Total - Town Debt - Outside Prop 2 1/2</u>	18,827,573.00	9,254,245.00
<u>Total - Town Debt</u>	-	38,123,702.00	21,782,669.00
<u>Total - All Debt</u>	-	44,343,690.00	25,746,669.00

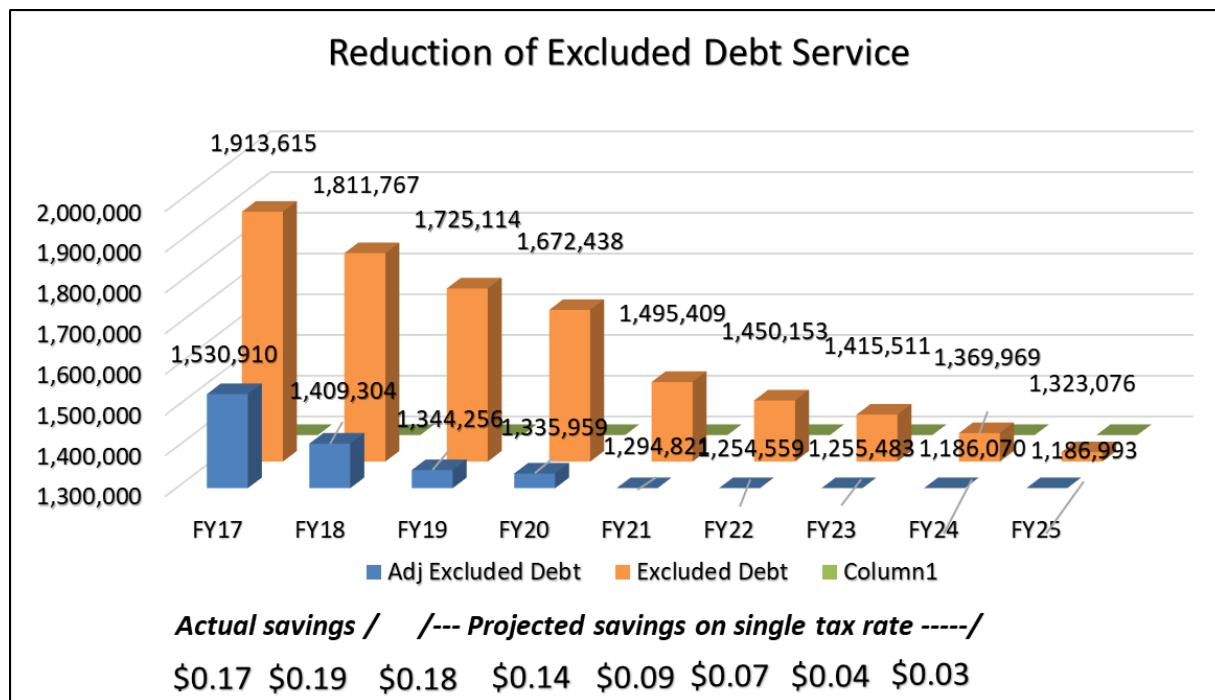
<i>Remaining Reimbursements on Town Debt (inside Prop 2 1/2)</i>	<i>Remaining Reimbursements on Town Debt (inside Prop 2 1/2)</i>	<i>Remaining Reimbursements on Town Debt (inside Prop 2 1/2)</i>
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<u>Source</u>		
State	Shaker Lane	-
CPA Funds	Houghton Roof	13,600.00
CPA Funds	Land Acquisition - Lucy's Land	12,000.00
CPA Funds	Cobbs Land	21,487.50
CPA Funds	Land Acquisition - Boxborough Rd	39,300.00
Cell Tower Funds	Land Acquisition - Hartwell	33,772.50
Cell Tower Funds		29,206.25
<u>Total - Town Debt Reimbursements</u>	<u>Total - Town Debt Reimbursements</u>	<u>149,366.25</u>
<u>Net Town Debt remaining (Inside Prop 2 1/2)</u>		12,379,057.75



## 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 Debt Exclusion stabilization fund usage in FY21 was \$164,204.



*Funds under care of the Town Treasurer as of June 30, 2021*

General Fund, Revolving Funds, Grants, Bonds & Other Funds	\$ 47,208,181.73
OPEB Trust Fund - Town, Light & Water Departments	24,952,346.90
Stabilization, Debt Exclusion Stabilization, Sr Center & Capital Stabilizations	8,314,624.40
Water Enterprise Fund	2,868,768.19
Light Department Operating Funds	5,653,537.15
Light Department Depreciation Fund	2,444,994.52
Light Department Rate Stabilization Fund	3,821,397.67
Light Department Retirement Trust Fund	1,349,709.20
Trust Funds managed by the Trust Fund Commissioners	<u>7,437,141.38</u>
	<u><u>\$ 104,050,701.14</u></u>
Cash Balance June 30, 2020	\$ 86,473,745.31
Cash Receipts	\$ 128,594,053.07
Cash Disbursements	<u><u>\$(111,017,097.24)</u></u>
Ending Cash June 30, 2021	<u><u>\$ 104,050,701.14</u></u>

The above report reflects the cash and bond balances of the Town as of June 30, 2021.

Respectfully submitted

Sean O'Brien  
Treasurer

## Employee Total Earnings - January-December 2021

Dept	Employee	Title	Non-Pensionable Earnings		
			Pensionable Earnings	Pensionable Earnings	2021 Earnings *
<b><u>ACCOUNTANT</u></b>					
	HERRICK-STELLA, CHERYL	DIRECTOR OF FINANCE AND BUDGET	58,824.16	14,004.55	72,828.71
	NUNLEY BENJAMIN, ALEESHA	DIRECTOR OF FINANCE AND BUDGET	54,889.20	2,350.00	57,239.20
	REYNOLDS, MICHELLE	ASSISTANT ACCOUNTANT	66,982.08	51.21	67,033.29
<b>ACCOUNTANT DEPARTMENT TO-TAL</b>			<b>180,695.44</b>	<b>16,405.76</b>	<b>197,101.20</b>
<b><u>ASSESSORS</u></b>					
	FREUND, BRENDAN	ASSESSING CLERK FIELD LISTER	29,062.05	-	29,062.05
	IANNAcone, APRIL	ASSISTANT ASSESSOR	9,753.60	-	9,753.60
	KUMAR, CHRISTINE	ASSISTANT ASSESSOR	40,217.12	379.17	40,596.29
	MILLER, KATHERINE	CHIEF ASSESSOR	<b>101,878.72</b>	-	<b>101,878.72</b>
<b>ASSESSORS DEPARTMENT TOTAL</b>			<b>180,911.49</b>	<b>379.17</b>	<b>181,290.66</b>
<b><u>BUILDING</u></b>					
	CORMIER, JOSEPH	ALTERNATE INSPECTOR	-	2,470.84	2,470.84
	FAIRCHILD, JANET	ADMINISTRATIVE ASSISTANT	55,598.68	101.15	55,699.83
	GERVAIS, JOSEPH	ALTERNATE INSPECTOR	-	6,408.54	6,408.54
	KENNEY, MICHAEL	LOCAL BUILDING INSPECTOR	62,723.84	199.08	62,922.92
	MOREHOUSE, WILLIAM	INSPECTOR OF WIRES	60,312.15	-	60,312.15
	MULLEN, EDWARD	BUILDING COMMISSIONER	103,714.81	-	103,714.81
	SULLIVAN, EDWARD	INSPECTOR OF WIRES	44,651.72	-	44,651.72
	DUMAS, GEORGE	MAINTENANCE SUPV	68,439.24	1,452.63	69,891.87
<b>BUILDING DEPARTMENT TOTAL</b>			<b>395,440.44</b>	<b>10,632.24</b>	<b>406,072.68</b>
<b><u>CEMETERY</u></b>					
	BAILEY, THOMAS	CEMETERY SUPERINTENDENT	68,752.84	1,411.20	70,164.04
	TAYLOR, LAURIE	CEMETERY GROUNDSKEEPER	59,311.31	893.07	60,204.38
<b>CEMETERY DEPARTMENT TOTAL</b>			<b>128,064.15</b>	<b>2,304.27</b>	<b>130,368.42</b>
<b><u>COLLECTOR</u></b>					
	RICHARDS, DEBORAH	TAX COLLECTOR	85,859.36	-	85,859.36
<b>COLLECTOR DEPARTMENT TOTAL</b>			<b>85,859.36</b>	<b>0.00</b>	<b>85,859.36</b>
<b><u>CONSERVATION COMMISSION</u></b>					
	GREEN, AMY	CONSERVATION COORDINATOR	47,419.46	1,901.12	49,320.58
<b>CONSERVATION COMMISSION DEPARTMENT TOTAL</b>			<b>47,419.46</b>	<b>1,901.12</b>	<b>49,320.58</b>

TREASURER

TREASURER

Dept	Employee	Title	Pensionable Earnings	Non-Pensionable Earnings	2021 Earnings *
<u>CONTROL CTR / DISPATCH</u>					
	BERNSTEIN, MAX	COMMUNICATIONS OFF-PT	-	11,526.30	11,526.30
	BUCK, BRIAN	COMMUNICATIONS OFFICER	65,600.41	19,003.32	84,603.73
	CARROLL, JOSEPH	COMMUNICATIONS OFFICER	63,525.78	12,921.16	76,446.94
	DEVLAMINCK, NICOLE	COMMUNICATIONS OFFICER	61,109.34	6,300.92	67,410.26
	HARROLD, WILLIAM	COMMUNICATIONS SUPERVISOR	70,150.66	8,342.48	78,493.14
	MELANSON, KRISTEN	COMMUNICATIONS OFF-PT	-	16,794.83	16,794.83
	MURPHY, JOHN	COMMUNICATIONS OFFICER	69,264.45	42,986.67	112,251.12
	RACETTE, KYLA	COMMUNICATIONS OFF-PT	62,639.04	7,002.50	69,641.54
	WALES, JONATHAN	COMMUNICATIONS OFFICER	-	12,243.16	12,243.16
	YOUNG, KELLY	COMMUNICATIONS OFF-PT	61,169.36	7,142.83	68,312.19
	ZAFERACOPOULOS, ADAM	COMMUNICATIONS OFF-PT	-	33,476.34	33,476.34
	<u>CONTROL CTR / DISPATCH DEPARTMENT TOTAL</u>		453,459.04	177,740.51	631,199.55
<u>ELDER AND HUMAN SERVICES</u>					
	ARAUJO, ELLEN	EHS SENIOR TAX PROGRAM	-	135.00	135.00
	BAILEY, HELEN	EHS SENIOR TAX PROGRAM	-	216.00	216.00
	BANKS, ELLEN	EHS SENIOR TAX PROGRAM	-	592.92	592.92
	BELL, SAMUEL	EHS SENIOR TAX PROGRAM	-	337.50	337.50
	BERTOLINO, ANGELA	EHS SENIOR TAX PROGRAM	-	209.25	209.25
	BOWLES, CATHERINE	EHS SENIOR TAX PROGRAM	-	864.00	864.00
	BRADLEY, SHIRLEY	EHS SENIOR TAX PROGRAM	-	769.50	769.50
	BUCKLES, RICHARD	EHS SENIOR TAX PROGRAM	-	864.00	864.00
	CHILDS, MARTHA	EHS SENIOR TAX PROGRAM	-	621.00	621.00
	CONVERSE, MARILYN	EHS SENIOR TAX PROGRAM	-	310.50	310.50
	CORBIN, SHARON	EHS SENIOR TAX PROGRAM	-	864.00	864.00
	COSTIN, DIANE	EHS SENIOR TAX PROGRAM	-	384.75	384.75
	CUMMING, MARGARET	EHS SENIOR TAX PROGRAM	-	675.00	675.00
	DONNELLY, DEBORAH	EHS SENIOR TAX PROGRAM	-	226.13	226.13
	DONNELLY, MAUREEN	EHS SENIOR TAX PROGRAM	-	172.13	172.13
	DOUGLAS, DIANE	EHS SENIOR TAX PROGRAM	-	837.00	837.00
	FILL, CHERYL	EHS SENIOR TAX PROGRAM	-	54.00	54.00
	GLEASON, RICHARD	EHS SENIOR TAX PROGRAM	-	864.00	864.00
	GODDARD, RONALD	EHS SENIOR TAX PROGRAM	-	592.92	592.92
	GORSKI, IRENE	EHS SENIOR TAX PROGRAM	-	445.50	445.50
	GREENWOOD, MARY ANN	EHS SENIOR TAX PROGRAM	-	391.50	391.50
	GREGORY, BERNICE	EHS SENIOR TAX PROGRAM	-	592.92	592.92
	HAUG, SUSAN	EHS SENIOR TAX PROGRAM	-	418.50	418.50
	HILSINGER, NANCY	EHS SENIOR TAX PROGRAM	-	864.00	864.00
	HOLIAN, MARK	EHS SENIOR TAX PROGRAM	-	592.92	592.92
	IRWIN, CYNTHIA	EHS SENIOR TAX PROGRAM	-	229.50	229.50
	IRWIN, DAVID	EHS SENIOR TAX PROGRAM	-	229.50	229.50
	JOWERS, DAVID	EHS SENIOR TAX PROGRAM	-	864.00	864.00
	LINDMARK, SUSAN	EHS SENIOR TAX PROGRAM	-	567.00	567.00
	LORD, LINDA	EHS SENIOR TAX PROGRAM	-	256.50	256.50
	LYONS, JANE	EHS SENIOR TAX PROGRAM	-	864.00	864.00
	MACIVER, DONALD	EHS SENIOR TAX PROGRAM	-	864.00	864.00
	MAGNUSEN, ANTOINETTE	EHS SENIOR TAX PROGRAM	-	405.00	405.00
	MARTINO, ARLEEN	EHS SENIOR TAX PROGRAM	-	592.92	592.92
	MAY, DELORES	EHS SENIOR TAX PROGRAM	-	651.38	651.38
	MCCUMBER, CHRISTINA	EHS SENIOR TAX PROGRAM	-	405.00	405.00

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non-Pensionable Earnings</i>	<i>2021 Earnings *</i>
	MCCUMBER, JOSEPH	EHS SENIOR TAX PROGRAM	-	25.50	25.50
	MCGRATH, PHYLLIS	EHS SENIOR TAX PROGRAM	-	648.00	648.00
	MENANO, AVELINO	EHS SENIOR TAX PROGRAM	-	803.25	803.25
	OLDEN, ELAINE	EHS SENIOR TAX PROGRAM	-	465.75	465.75
	PILLITTERI, DAVID	EHS SENIOR TAX PROGRAM	-	-	0.00
	POTTS, BOYD	EHS SENIOR TAX PROGRAM	-	270.00	270.00
	QIAN, NAN-XIN	EHS SENIOR TAX PROGRAM	-	297.00	297.00
	RICE, ABIGAIL	EHS SENIOR TAX PROGRAM	-	148.50	148.50
	ROBINSON, PATRICIA	EHS SENIOR TAX PROGRAM	-	529.88	529.88
	ROMILLY, DONNA	EHS SENIOR TAX PROGRAM	-	550.13	550.13
	ROMILLY, ROBERT	EHS SENIOR TAX PROGRAM	-	448.88	448.88
	RUSSELL, MARSHA	EHS SENIOR TAX PROGRAM	-	587.25	587.25
	SANDERS, GEORGE	EHS SENIOR TAX PROGRAM	-	702.00	702.00
	SHETHAR, ALAN	EHS SENIOR TAX PROGRAM	-	789.75	789.75
	SMITH, BETTY	EHS SENIOR TAX PROGRAM	-	592.92	592.92
	SPINOZZI, ROBERT	EHS SENIOR TAX PROGRAM	-	522.75	522.75
	STETSON, ELEANOR	EHS SENIOR TAX PROGRAM	-	394.88	394.88
	STEWART, JEAN	EHS SENIOR TAX PROGRAM	-	560.25	560.25
	STREETER, RAYMOND	EHS SENIOR TAX PROGRAM	-	864.00	864.00
	UNKEL, BETSY	EHS SENIOR TAX PROGRAM	-	506.25	506.25
	VALES, WILLIAM	EHS SENIOR TAX PROGRAM	-	864.00	864.00
	WAITE, DONALD	EHS SENIOR TAX PROGRAM	-	864.00	864.00
	WHITCOMB, DAVID	EHS SENIOR TAX PROGRAM	-	592.92	592.92
	WIELINSKI, SUSAN	EHS SENIOR TAX PROGRAM	-	592.92	592.92
	CAMPBELL, NEIL	EHS VAN DRIVER	-	5,183.41	5,183.41
	DEE, LAURIE	EHS VAN DRIVER	-	33.12	33.12
	DEMICHELE, AMY	EHS OUTREACH COORDINATOR	68,056.22	-	68,056.22
	FOUGSTEDT, SUSAN	EHS VAN DRIVER	-	864.00	864.00
	KENT, RICHARD	EHS VAN DRIVER	-	11,614.39	11,614.39
	RAYMOND, SUSAN	EHS VAN DRIVER	-	30,149.25	30,149.25
	SARVELA, NICOLE	ADMINISTRATIVE ASSISTANT	48,563.71	5,074.91	53,638.62
	SHAHEEN, ASHLEY	ASSIST DIRECTOR EHS	46,549.40	4,089.80	50,639.20
	STENSTROM, JOHN	DIR ELDER AND HUMAN SERVICES	-	1,356.04	1,356.04
	TRETIAK, ELIZABETH	EHS VAN DRIVER	29,607.20	-	29,607.20
<i>ELDER AND HUMAN SERVICES DEPARTMENT TOTAL</i>			<i>192,776.53</i>	<i>89,809.44</i>	<i>282,585.97</i>

TREASURER

TREASURER

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non-Pensionable Earnings</i>	<i>2021 Earnings</i>	<i>*</i>
<b><u>FIRE</u></b>						
	CARLIN, SHAWN	FIREFIGHTER/EMT	68,820.34	37,063.77	105,884.11	
	CLANCY, GEORGE	FIRE CHIEF	123,816.13	448.00	124,264.13	
	COFFEY, SEAN	FIRE LIEUTENANT	83,148.87	48,577.26	131,726.13	
	DAVID, TYSON	FIREFIGHTER/EMT	75,490.20	28,402.35	103,892.55	
	DEBLASIO, MICHAEL	FIREFIGHTER/EMT	75,090.70	26,465.36	101,556.06	
	DUNN, KEITH	FIRE LIEUTENANT	78,159.71	16,524.87	94,684.58	
	FOSTER, SHAWN	FIREFIGHTER/EMT	67,093.06	49,170.06	116,263.12	
	GARDNER, TERENCE	FIRE LIEUTENANT	79,257.28	39,246.18	118,503.46	
	KOUVO, KIMBERLY	EXEC ASST PUBLIC SAFETY	63,857.92	719.00	64,576.92	
	LEBLANC, STEVIE	FIREFIGHTER/EMT	63,050.16	7,990.43	71,040.59	
	MACIEL, MATTHEW	FIREFIGHTER/EMT	68,799.62	23,755.82	92,555.44	
	POWERS, TIMOTHY	FIRE LIEUTENANT	79,443.31	19,046.40	98,489.71	
	REGER, JOSEPH	FIREFIGHTER/EMT	67,208.64	23,450.91	90,659.55	
	ROSS, MATTHEW	FIREFIGHTER/EMT	63,070.08	32,639.20	95,709.28	
	SAWICKI, DANIEL	FIREFIGHTER/EMT	66,638.27	31,314.89	97,953.16	
	ST GELAIS, BRIAN	FIREFIGHTER/EMT	56,612.33	21,373.66	77,985.99	
	WODZINSKI, SCOTT	FIRE CHIEF	72,863.36	13,293.26	86,156.62	
	AGUADE CABANAS, RAFAEL	ON CALL EMT-PROBATIONARY	-	1,107.50	1,107.50	
	CAHILL, JAMES	ON CALL FIRE CAPTAIN	-	5,419.54	5,419.54	
	CHABOT, BRIAN	ON CALL FIREFIGHTER/EMT	-	1,919.50	1,919.50	
	DITULLIO, STEPHAN	ON CALL FIREFIGHTER	-	1,160.76	1,160.76	
	DUONG, RICHARD	ON CALL FF/PARAMEDIC	-	9,813.21	9,813.21	
	FOWLE, BRANDON	ON CALL FIREFIGHTER	-	1,132.76	1,132.76	
	KANE, DANIEL	ON CALL FIREFIGHTER/EMT-ADV	-	2,877.10	2,877.10	
	KNEELAND, THOMAS	ON CALL FIRE LIEUTENANT	-	2,712.32	2,712.32	
	PARLON, SEAN	ON CALL FIREFIGHTER/EMT	-	578.88	578.88	
	REKOS, PAUL	ON CALL FF/PARAMEDIC	71,245.23	17,669.80	88,915.03	
	ROCK, JOSEPH	ON CALL FIRE CAPTAIN	-	1,709.09	1,709.09	
	ROCK, MACKENZIE	ON CALL EMT-PROBATIONARY	-	11,396.70	11,396.70	
	ROCK, TERESA	ON CALL FIREFIGHTER/EMT-ADV	-	1,386.76	1,386.76	
	WILLIAMS, BRADFORD	ON CALL FF/PARAMEDIC	60,477.50	17,899.62	78,377.12	
<b><i>FIRE DEPARTMENT TOTAL</i></b>			<b><i>1,384,142.71</i></b>	<b><i>496,264.96</i></b>	<b><i>1,880,407.67</i></b>	

**TREASURER**

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non-Pensionable Earnings</i>	<i>2021 Earnings *</i>
<u>HUMAN RESOURCES</u>					
	BELL, BRIGETTE	HUMAN RESOURCES MANAGER	36,585.60	5,602.20	42,187.80
	INTO, VALERIE	ASSISTANT HR ADMINISTRATOR	12,214.80	7,893.51	20,108.31
	VIBERT, MICHELLE	HUMAN RESOURCES MANAGER	35,067.60	-	35,067.60
	WHITE, CAITLIN	ASSISTANT HR ADMINISTRATOR	13,131.52	-	13,131.52
	YOUNG, BELINDA	ASSISTANT HR ADMINISTRATOR	-	5,025.00	5,025.00
<i>HUMAN RESOURCES DEPARTMENT TOTAL</i>			<i>96,999.52</i>	<i>18,520.71</i>	<i>115,520.23</i>
<u>INFORMATION SYSTEMS</u>					
	GLENROSS, NANCY	INFORMATION SYSTEMS MANAGER	113,902.00	-	113,902.00
	MCLAUGHLIN, THOMAS	INFORMATION SYSTEM TECHNICIAN	69,588.32	-	69,588.32
<i>INFORMATION SYSTEMS DEPARTMENT TOTAL</i>			<i>183,490.32</i>	<i>0.00</i>	<i>183,490.32</i>
<u>HIGHWAY</u>					
	ANDERSON, BENJAMIN	WORKING FOREMAN	60,530.72	4,487.81	65,018.53
	ARNOTT, ANTHONY	EQUIP OP/LABORER II	58,001.38	10,956.10	68,957.48
	BERNARD, SHAWN	WORKING FOREMAN	49,763.93	11,510.93	61,274.86
	DEVOGEL, JAMES	GENERAL FOREMAN	85,786.57	13,694.96	99,481.53
	KELSON, DEREK	WORKING FOREMAN	77,267.27	13,901.00	91,168.27
	MACFADGEN, WILLIAM	HIGHWAY MECHANIC	74,515.14	7,308.17	81,823.31
	MCKELVIE, BRUCE	EQUIP OPERATOR III/LABORER	64,786.68	6,658.76	71,445.44
	MORRIS, DAVID	EQUIP OPERATOR III/LABORER	7,089.61	1,984.24	9,073.85
	PELOQUIN, PHILIP	EQUIP OP/LABORER II	61,421.21	7,246.01	68,667.22
	PINARD, ASHLEY	BUSINESS ADMIN PUBLIC WORKS	61,025.08	2,307.11	63,332.19
	ROCHON, NICHOLAS	EQUIP OPERATOR III/LABORER	63,400.00	8,192.79	71,592.79
	SALADINI, CRAIG	EQUIP OPERATOR III/LABORER	65,897.15	7,069.78	72,966.93
	SAMMARCO, CHRISTOPHER	EQUIP OPERATOR III/LABORER	64,869.46	6,148.18	71,017.64
	STODDARD, CHRISTOPHER	DIRECTOR OF PUBLIC WORKS	112,105.76	4,119.00	116,224.76
	WHITTEN, STEVEN	HIGHWAY SUPERINTENDENT	97,012.40	246.00	97,258.40
	ASHLEY, PHYLLIS	TRANSFER STATION ASST OPERATOR	57,154.67	2,354.46	59,509.13
	UPPERMAN, CHRISTOPHER	TRANSFER STATION OPERATOR	65,268.80	2,520.40	67,789.20
<i>HIGHWAY DEPARTMENT TOTAL</i>			<i>1,125,895.83</i>	<i>110,705.70</i>	<i>1,236,601.53</i>

TREASURER

Dept	Employee	Title	Pensionable	Non-Pensionable	2021
			Earnings	Earnings	Earnings *
<u>LIBRARY</u>					
	ALVAREZ, SAMUEL	LIBRARY DIRECTOR	101,178.72	-	101,178.72
	BERNARDI, JULIE	LIBRARY TECHNICIAN	-	18,893.06	18,893.06
	CANTINO, JENNA	LIBRARY SENIOR TECHNICIAN	36,824.06	-	36,824.06
	CURRAN, ANDREA	LIBRARY SENIOR LIBRARIAN	41,566.89	4,999.20	46,566.09
	DELGADO, TRACY	LIBRARY TECHNICIAN	-	21,150.71	21,150.71
	FREDERICKSEN, JULIE	LIBRARY TECHNICIAN	13,363.44	-	13,363.44
	GRAHAM, HELEN	LIBRARY ASSISTANT DIRECTOR	61,122.62	-	61,122.62
	HAMILTON, JENNIFER	LIBRARY ASSISTANT	-	10,365.40	10,365.40
	HARDY-FARACI, CHERYL	LIBRARY TECHNICIAN	-	21,593.56	21,593.56
	HENRY, JEFFREY	LIBRARY ASSISTANT	-	12,417.08	12,417.08
	OUELLETTE-HADUCH, DIANN	LIBRARY SENIOR LIBRARIAN	63,383.23	166.98	63,550.21
	PALMER, SUSAN	LIBRARY OFFICE COORDINATOR	56,341.96	-	56,341.96
	SILL, JEANNE	LIBRARY SENIOR TECHNICIAN	55,752.12	180.18	55,932.30
	TOTTEN, AMY	LIBRARY ASSISTANT	-	11,344.17	11,344.17
	YAMASHITA, ATSUKO	LIBRARY PROCESSING CLERK	-	13,513.88	13,513.88
	<u>LIBRARY DEPARTMENT TOTAL</u>		<u>429,533.04</u>	<u>114,624.22</u>	<u>544,157.26</u>
<u>LIGHT</u>					
	ADLEY, CHRISTOPHER	LELD METER TECHNICIAN	79,682.40	8,106.87	87,789.27
	BAILEY, EILEEN	LELD BUSINESS SERVICES REP	52,733.38	17,203.12	69,936.50
	BONILLA, LUIS	GROUNDMAN/ APPRENTICE	8,327.20	-	8,327.20
	BURNHAM, TODD	LELD LEAD LINEMAN	129,103.14	33,590.59	162,693.73
	CERULLO, MATTHEW	LELD MECHANIC-FLEET SUPERVISOR	93,506.40	10,285.49	103,791.89
	DUFOUR, HALEIGH	LELD BUSINESS SERVICES REP	54,608.40	-	54,608.40
	DUTCHER, MICHAEL	LELD LINEMAN 2ND CLASS	81,438.43	12,912.62	94,351.05
	EDWARDS, SCOTT	LELD POWER SUPPLY ANALYST	-	62,810.64	62,810.64
	FIORELLO, JOSEPH	LELD LINEMAN 3RD	38,828.30	7,921.18	46,749.48
	FITZGERALD, SANDRA	LELD BUSINESS SERVICES REP	68,442.00	-	68,442.00
	FLYNN, THOMAS	LELD ELECTRICAL ENGINEER	68,734.30	-	68,734.30
	GIOUMBAKIS, EVANGELOS	LELD LEAD LINEMAN	127,789.68	26,205.08	153,994.76
	GUILLOT, THOMAS	LELD LINEMAN 1ST	104,045.38	27,201.89	131,247.27
	HANCOCK, ALICIA	LELD BUSINESS SERVICES REP	17,760.00	-	17,760.00
	HUNT, ROBERT	LELD LEAD LINEMAN	127,157.10	33,850.32	161,007.42
	HUNT, TYLER	LELD SUMMER GIS ASSISTANT	-	11,111.00	11,111.00
	KETCHEN, DAVID	LELD ASST GENERAL MANAGER	155,626.45	3,641.58	159,268.03
	KILEY, SARA	LELD EXEC ASST	30,673.68	594.95	31,268.63
	LANCIANI, JOHN	LELD SR ENGINEERING TECHNICIAN	134,893.06	11,209.74	146,102.80
	LAVERTY, PATRICK	LELD ENG AND OPS MANAGER	130,302.15	-	130,302.15
	LAWLER, NICHOLAS	LELD GENERAL MANAGER	228,200.03	24,601.34	252,801.37
	LIZOTTE, DAVID	LELD GENERAL LINE FOREMAN	146,699.98	2,995.55	149,695.53
	LIZOTTE, JACKSON	LELD LINEMAN 2ND CLASS	39,567.18	3,925.26	43,492.44
	LUTHER, ALEXANDER	LELD MECHANIC-FLEET SUPERVISOR	80,480.40	3,545.40	84,025.80
	LYONNAIS, MELISSA	LELD BUSINESS OFFICE SUPV	94,807.68	1,811.20	96,618.88
	MAMMONE, EVAN	LELD LINEMAN 2ND CLASS	27,509.60	8,729.55	36,239.15
	MCFARLAND, MATTHEW	LELD DISTRIBUTION SUPV	130,228.09	2,643.96	132,872.05
	PATTERSON, DANIEL	LELD FLEET AND FACILITY TECH	-	35,126.72	35,126.72
	PINARD, JAKE	LELD SUMMER GIS ASSISTANT	-	8,895.00	8,895.00
	REARDON, CONNOR	LELD ENERGY EFFICIENCY ENG	69,601.93	1,120.03	70,721.96
	ROOKS, ERICA	LELD BUSINESS MANAGER	149,065.80	8,839.31	157,905.11
	ROOKS, ROBERT	LELD LINEMAN 1ST	116,753.36	21,305.59	138,058.95
	SNYER, TREVOR	LELD LEAD LINEMAN	129,433.92	28,890.55	158,324.47
	STEWART, WILLIAM	LELD UTILITY WORKER	-	27,134.24	27,134.24
	WIRZBICKI, DAVID	LELD PROCUREMENT COORDINATOR	78,862.80	3,868.97	82,731.77
	WOODWARD, LAURA	LELD STAFF ACCOUNTANT	47,449.27	1,059.83	48,509.10
	<u>LIGHT DEPARTMENT TOTAL</u>		<u>2,842,311.49</u>	<u>451,137.57</u>	<u>3,293,449.06</u>

**TREASURER**

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non-Pensionable Earnings</i>	<i>2021Earnings*</i>
<b>PARKS AND RECREATION</b>					
	CARBUCK, RACHELE	PRCE COMM ED TEEN PROG COORD	37,665.66	4,409.97	42,075.63
	DAY, ALICIA	PRCE DIRECTOR	84,368.88	-	84,368.88
	DEBRAGA, BRENT	PRCE RECREATION COORDINATOR	3,319.22	-	3,319.22
	KAZANJIAN, JON	PRCE RECREATION COORDINATOR	61,433.25	194.41	61,627.66
	MICHALSKI, TIMOTHY	PRCE ASSISTANT DIRECTOR	74,690.96	-	74,690.96
	REIP, ABIGAIL	ADMINISTRATIVE ASSISTANT	21,017.37	-	21,017.37
	SENGHAS, SAMUEL	PRCE RECREATION COORDINATOR	8,463.30	-	8,463.30
	STRAFACE, MEGAN	ADMINISTRATIVE ASSISTANT	6,100.09	-	6,100.09
	ADLEY, HANNAH	PRCE SPECIAL COURSE COUNSELOR	-	7,021.31	7,021.31
	ANNESE, ALYSSA	PRCE CAMP LEAD COUNSELOR I	-	3,337.95	3,337.95
	ARORA, ARAV	PRCE JR CAMP COUNSELOR	-	3,858.73	3,858.73
	ASSELIN, KATHERINE	PRCE LIFEGUARD II	-	3,242.11	3,242.11
	AUSTIN, STELLA	PRCE PROGRAM AIDE I	-	4,990.27	4,990.27
	BELICIO, MARIA	SEASONAL CAMP NURSE	-	7,032.75	7,032.75
	BELL, EMILY	PRCE SR CAMP COUNSELOR	-	4,342.24	4,342.24
	BROWNSON, GRETA	PRCE LIFEGUARD I	-	3,452.06	3,452.06
	CARTER, ROGER	PRCE CAMP LEAD COUNSELOR I	-	5,087.80	5,087.80
	CHILDESS, DWIGHT	PRCE LIFEGUARD I	-	3,394.95	3,394.95
	CHRISTMAS, DANIEL	PRCE JR CAMP COUNSELOR	-	3,497.80	3,497.80
	CONNERS, ISABEL	PRCE AQUATICS DIRECTOR	-	8,300.37	8,300.37
	CROWLEY, MARY	PRCE PROGRAM AIDE I	-	3,681.68	3,681.68
	DOUCETTE, NICOLE	PRCE SEASAOINAL PRG INSTRUCTOR	-	4,987.54	4,987.54
	DRESSEL, AMBER	PRCE SR CAMP COUNSELOR	-	3,566.64	3,566.64
	FLAHERTY, ABIGAIL	PRCE CAMP LEAD COUNSELOR I	-	3,866.18	3,866.18
	FRENCH, ALLISON	PRCE LIFEGUARD I	-	40.76	40.76
	FREUND, HALEY	PRCE PROGRAM AIDE I	-	4,469.99	4,469.99
	FRISOLI, JASON	PRCE SPECIAL COURSE COUNSELOR	-	5,830.75	5,830.75
	GIBBONS, LEO	PRCE SAILING COORD	-	7,050.78	7,050.78
	GIBBONS, LIAM	PRCE RECREATION ATTENDANT	-	2,519.34	2,519.34
	HOENSHELL, CATHRYN	PRCE CAMP LEAD COUNSELOR I	-	5,206.67	5,206.67
	HORNBECK, PAIGE	PRCE SR CAMP COUNSELOR	-	5,408.10	5,408.10
	HORNBECK, PAYSON	PRCE SR CAMP COUNSELOR	-	4,547.17	4,547.17
	KAZANJIAN, THOMAS	PRCE LIFEGUARD I	-	4,293.38	4,293.38
	KEARNEY, THOMAS	PRCE LIFEGUARD I	-	4,805.86	4,805.86
	KIVLIN, KARRINGTON	PRCE CAMP LEAD COUNSELOR I	-	3,887.40	3,887.40
	LAFOREST, LUKE	PRCE LIFEGUARD I	-	2,372.10	2,372.10
	LEVASSEUR, BRIANNA	PRCE JR CAMP COUNSELOR	-	3,529.40	3,529.40
	LEVENSAILOR, HANNAH	PRCE ASST CAMP DIR	-	7,337.88	7,337.88
	MARCOPUL, JENNA	PRCE CAMP SPECIALIST	-	4,518.73	4,518.73
	MASTORAKOS, MARIA	PRCE SR CAMP COUNSELOR	-	3,211.77	3,211.77
	MASTORAKOS, OLIVIA	PRCE CAMP SPECIALIST	-	4,874.36	4,874.36
	MERCIER, ZACHARY	PRCE SAILING INSTRUCTOR	-	4,665.66	4,665.66
	MIGLANI, KIERA	PRCE RECREATION ATTENDANT	-	90.04	90.04
	MITCHELL, WOLFE	PRCE LIFEGUARD I	-	4,023.53	4,023.53
	MONTGOMERY, EVAN	PREC PROGRAM AIDE II	-	2,872.29	2,872.29
	MURPHY, BENJAMIN	PRCE SR CAMP COUNSELOR	-	4,437.14	4,437.14
	MURPHY, WILLIAM	PRCE JR CAMP COUNSELOR	-	4,159.13	4,159.13
	NUGENT, ALESSANDRA	PRCE SAILING INSTRUCTOR	-	3,869.38	3,869.38
	O'KEEFFE, PAIGE	PRCE PROGRAM AIDE I	-	4,945.18	4,945.18
	PANDOLFO, JACQUELINE	PRCE LIFEGUARD I	-	3,342.30	3,342.30
	PORTANTE, CECILIA	PRCE AQUATICS DIRECTOR	-	8,632.33	8,632.33
	PORTANTE, ISABELLA	PRCE RECREATION ATTENDANT	-	2,187.37	2,187.37
	RAY, JAMES	PRCE CAMP DIRECTOR	-	8,043.48	8,043.48
	RITCHIE, RYAN	CE INSTRUCTOR I	-	7,027.20	7,027.20
	ROSA, DENNIS	PRCE SPECIAL COURSE COUNSELOR	-	144.61	144.61
	SCHNEIDER, ANNE	CE INSTRUCTOR I	-	5,582.68	5,582.68
	SIMPSON, KATHRYN	PRCE JR CAMP COUNSELOR	-	3,939.18	3,939.18
	TAYLOR, ZACHARY	PRCE SAILING INSTRUCTOR	-	4,050.48	4,050.48
	TULLY, THEONA	PRCE LIFEGUARD I	-	2,586.30	2,586.30
	WARNOCK, ABIGAIL	PRCE SR CAMP COUNSELOR	-	3,768.94	3,768.94
	WHITE, SARAH	PRCE SR CAMP COUNSELOR	-	2,950.92	2,950.92
	WOODWARD, JOHN	PRCE LIFEGUARD I	-	3,343.52	3,343.52
<b>PARKS AND RECREATION DEPARTMENT TOTAL</b>			<b>297,058.73</b>	<b>236,830.86</b>	<b>533,889.59</b>

TREASURER

Dept	Employee	Title	Pensionable Earnings	Non-Pensionable Earnings	2021 Earnings *
<u>PLANNING</u>					
	RHEAUME-PACITTI, LUCIA	DEPARTMENT CLERK	-	20,788.08	20,788.08
	TOOHILL, MAREN	TOWN PLANNER	96,758.88	-	96,758.88
	<i>PLANNING DEPARTMENT TOTAL</i>		<i>96,758.88</i>	<i>20,788.08</i>	<i>117,546.96</i>
<u>POLICE</u>					
	ABU, ILYAS	POLICE OFFICER	67,924.08	45,622.21	113,546.29
	BOWEN, JESSE	POLICE OFFICER	68,878.54	16,188.15	85,066.69
	BUSSIERE, EDMOND	POLICE SERGEANT	97,912.76	31,625.68	129,538.44
	CAMELO, DERRICK	POLICE SERGEANT	88,290.94	20,573.72	108,864.66
	CASEY, BRIAN	POLICE OFFICER	76,633.68	65,786.74	142,420.42
	CORCORAN, PAUL	POLICE OFFICER RESERVE	-	2,241.00	2,241.00
	DRISTILARIS, JOHN	POLICE OFFICER RESERVE	-	14,427.12	14,427.12
	FERNANDEZ, PABLO	POLICE SERGEANT	103,226.40	19,806.19	123,032.59
	FERREIRA, JAMES	POLICE OFFICER RESERVE	-	50,052.64	50,052.64
	JANAKOS, JOHN	POLICE DETECTIVE	93,903.04	11,682.14	105,585.18
	JOHNSON, ALEX	POLICE OFFICER	45,509.91	18,095.68	63,605.59
	JONES, BRIAN	POLICE OFFICER	70,171.41	15,097.11	85,268.52
	KILEY, BRYAN	POLICE OFFICER	68,629.92	46,426.41	115,056.33
	LANDRY, DOUGLAS	POLICE SERGEANT	88,447.89	53,802.51	142,250.40
	MAGLIOZZI, NICOLE	EXEC ASST PUBLIC SAFETY	1,840.64	3,566.24	5,406.88
	MATTSON, KIMBERLY	POLICE OFFICER	10,912.84	1,482.00	12,394.84
	MERCHANT, ZACHARY	POLICE OFFICER RESERVE	-	4,677.12	4,677.12
	MICHEL, ERIC	POLICE OFFICER	71,701.60	11,326.23	83,027.83
	MORINE, JAMES	POLICE OFFICER	67,559.74	38,585.77	106,145.51
	O'DONOGHUE, PATRICK	POLICE DETECTIVE	82,483.24	12,076.41	94,559.65
	PATTERSON, JEFFREY	POLICE DEPUTY CHIEF	127,525.92	4,668.00	132,193.92
	PINARD, MATTHEW	POLICE CHIEF	179,126.24	1,204.80	180,331.04
	PRITCHARD, HEATHER	EXEC ASST PUBLIC SAFETY	53,662.59	168.36	53,830.95
	RENTSCHLER, FREDERICK	POLICE OFFICER RESERVE	-	16,018.39	16,018.39
	RHODES, HEATHER	POLICE OFFICER RESERVE	-	37,121.03	37,121.03
	RICHARD, JARED	POLICE OFFICER	69,208.38	40,805.26	110,013.64
	RICHARD, RYAN	POLICE OFFICER	72,233.58	37,710.84	109,944.42
	SCOLA, MARC	POLICE SERGEANT	88,503.50	15,981.68	104,485.18
	WODZINSKI, MEGAN	POLICE OFFICER	68,174.12	38,131.48	106,305.60
	<i>POLICE DEPARTMENT TOTAL</i>		<i>1,762,460.96</i>	<i>674,950.91</i>	<i>2,437,411.87</i>

**TREASURER**

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non-Pensionable Earnings</i>	<i>2021 Earnings *</i>
<u>SCHOOLS</u>					
	ABRUZZESE, JOHN	COACH	-	4,245.00	4,245.00
	BLANCHARD, MICHAEL	COACH	-	4,245.00	4,245.00
	CRORY, MICHAEL	COACH	-	4,245.00	4,245.00
	DEOLLISS, BETHANY	COACH	-	3,545.00	3,545.00
	DIPETRO, MICHAEL	COACH	-	4,245.00	4,245.00
	ELLIS, ANNELEE	COACH	-	3,545.00	3,545.00
	FERRANTE, CARLO	COACH	-	7,693.14	7,693.14
	HARDY, ALLISON	COACH	-	3,475.00	3,475.00
	HASTINGS, RICHARD	COACH	-	5,518.00	5,518.00
	HUNT, JUDITH	SCORE KEEPER	-	1,468.43	1,468.43
	KALDENBERG, CASEY	COACH	-	12,182.00	12,182.00
	KONTOFF, JANE	COACH	-	4,245.00	4,245.00
	LIZOTTE, KEVIN	COACH	-	5,518.00	5,518.00
	MORRISON, NANCY	GAME TICKET SALES	-	991.00	991.00
	MURRAY, NICHOLAS	COACH	-	2,775.00	2,775.00
	NAYLOR, WILLIAM	COACH	-	7,020.00	7,020.00
	OGILVIE, NATALIE	GAME TICKET SALES	-	1,776.00	1,776.00
	PARKINSON, MARK	COACH	-	3,475.00	3,475.00
	SAUCIER, MARC	COACH	-	8,490.00	8,490.00
	STEARNS, PATRICK	COACH	-	3,545.00	3,545.00
	SUNDQUIST, LANETTE	COACH	-	8,575.00	8,575.00
	VROMAN, ANDREW	COACH	-	3,226.00	3,226.00
	WHITCOMB, TIMOTHY	COACH	-	7,693.14	7,693.14
	WHITE, BRITTANY	COACH	-	2,419.00	2,419.00
	WILSON, RYAN	COACH	-	3,130.00	3,130.00
	WINKELMANN, ALEXANDER	COACH	-	3,475.00	3,475.00
	ZIMMERMAN, WILLIAM	COACH	-	1,974.60	1,974.60
	ABETZ, WENDY	CAFETERIA WORKER	-	7,380.14	7,380.14
	BERA, AUDREY	CAFETERIA WORKER	-	11,907.62	11,907.62
	BOTKO, LEAH	FOOD SERVICES DIRECTOR	16,923.12	3,673.09	20,596.21
	CARAVOULIAS, SUZANNE	CAFETERIA WORKER	1,333.23	7,355.30	8,688.53
	DEVOGEL, MICHELLE	CAFETERIA WORKER	18,646.25	1,000.00	19,646.25
	FRIDAY, NANCY	CAFETERIA SUBSTITUTE	-	4,071.38	4,071.38
	GRIFFIN, JEAN	CAFETERIA MANAGER	9,980.36	1,000.00	10,980.36
	KELLY, MARYLOUISE	CAFETERIA MANAGER	32,027.74	1,225.84	33,253.58
	MAK, CHING	CAFETERIA WORKER	15,280.92	1,000.00	16,280.92
	MCGRATH, FRANCINE	CAFETERIA SUBSTITUTE	-	256.50	256.50
	MODICA, ARLYN	CAFETERIA WORKER	18,575.12	1,000.00	19,575.12
	N'CHO, ATCHAPO	CAFETERIA WORKER	-	1,172.01	1,172.01
	NELSON, CELESTE	CAFETERIA WORKER	14,847.09	1,000.00	15,847.09
	NYSTROM, LAURIE	CAFETERIA WORKER	13,690.55	1,144.00	14,834.55
	OVERCASH, JOHN	FOOD SERVICES DIRECTOR	40,260.15	3,807.70	44,067.85
	PETERSON, KRISTIN	CAFETERIA MANAGER	11,538.42	727.98	12,266.40

TREASURER

Dept	Employee	Title	Pensionable Earnings	Non-Pensionable Earnings	2021 Earnings *
	SHIMMEL, ALICE	CAFETERIA MANAGER	25,944.26	1,066.30	27,010.56
	VENDITTI, EMILY	CAFETERIA WORKER	-	11,604.10	11,604.10
	WERLING, DIANE	CAFETERIA MANAGER	22,090.62	1,144.00	23,234.62
	AVERSO, TINA	ADMINISTRATIVE ASSISTANT	68,636.88	1,141.66	69,778.54
	BRYANT, SAMANTHA	PAYROLL COORDINATOR	59,838.95	2,140.31	61,979.26
	CLENCHY, KELLY	SUPERINTENDENT OF SCHOOLS	195,013.78	2,000.00	197,013.78
	COMEAU, KEITH	ASSISTANT PRINCIPAL	110,572.55	1,817.00	112,389.55
	CORROW, BETTINA	ADMINISTRATIVE ASSISTANT	44,364.90	1,784.66	46,149.56
	CRÔTEAU, NATALIE	TECHNOLOGY COOR	84,165.68	2,500.00	86,665.68
	DEACON, REBECCA	ASSISTANT PRINCIPAL	103,625.34	1,000.00	104,625.34
	DONOVAN, LAURA	SUMMER SCHOOL PENSIONABLE	-	1,406.00	1,406.00
	EVERHART, JASON	SCHOOL PRINCIPAL	117,927.63	1,000.00	118,927.63
	HARRINGTON, JOHN	SCHOOL PRINCIPAL	149,989.07	1,000.00	150,989.07
	HEALY, ROBIN	ACCOUNTS PAYABLE MANAGER	75,635.69	2,703.15	78,338.84
	HUSSON, DIANNE	AP CLERK SCHOOL	-	19,478.44	19,478.44
	JOHNSON, NOELLE	SUMMER SCHOOL NO PENSION	-	1,800.00	1,800.00
	KANE, MICHELLE	SCHOOL PRINCIPAL	124,895.77	1,000.00	125,895.77
	LEVANGIE, MATTHEW	ASSISTANT PRINCIPAL	100,103.96	1,000.00	101,103.96
	LORD, JULIE	TECHNOLOGY COOR	84,165.64	1,500.00	85,665.64
	MARK, STEVEN	BUSINESS MANAGER	122,237.97	1,500.00	123,737.97
	MULONE, DOROTHY	EXECUTIVE ADMINISTRATIVE ASST	68,404.09	8,479.32	76,883.41
	O'NEIL, BRITTANY	SUMMER SCHOOL NO PENSION	-	2,978.50	2,978.50
	OTERO, COURTNEY	SUMMER SCHOOL PENSIONABLE	-	2,225.00	2,225.00
	RICARD, SAMANTHA	SUMMER SCHOOL NO PENSION	-	1,327.50	1,327.50
	RILEY, DAVID	ENERGY EDUCATION MANAGER	-	27,704.85	27,704.85
	ROMANO, ANDREA	ASSISTANT PRINCIPAL	98,865.35	1,000.00	99,865.35
	SNOW, LYN	DIRECTOR OF PUPIL PERS SERV	135,251.55	1,000.00	136,251.55
	STEELE, ELIZABETH	CURRICULM DIRECTOR	125,123.40	1,000.00	126,123.40
	TEMPLE, CHERYL	SCHOOL PRINCIPAL	128,643.77	1,000.00	129,643.77
	TERRASI, MARISSA	SUMMER SCHOOL NO PENSION	-	2,960.00	2,960.00
	AGUIAR, CHRISTOPHER	SCHOOL CUSTODIAN	11,627.67	955.50	12,583.17
	DEE, PETER	SCHOOL CUSTODIAN	38,522.89	16,601.95	55,124.84
	DOIRON, CHRISTOPHER	SCHOOL CUSTODIAN	26,882.90	1,634.05	28,516.95
	ETHIER, ALBERT	SCHOOL CUSTODIAN	6,888.20	1,823.17	8,711.37
	FERNANDEZ, FERNANDO	SCHOOL CUSTODIAN	59,121.35	23,246.34	82,367.69
	HADLEY, TAMARA	SCHOOL CUSTODIAN	38,340.40	5,242.46	43,582.86
	JOHNSON, TIMOTHY	SCHOOL CUSTODIAN	12,481.21	719.11	13,200.32
	MARR, DAVID	SCHOOL CUSTODIAN	38,340.54	1,667.06	40,007.60
	MEAGHER, WILLIAM	SCHOOL MAINTENANCE	59,990.08	23,019.34	83,009.42
	PENNEY, STEPHEN	SCHOOL CUSTODIAN	27,905.80	2,438.31	30,344.11
	RENO, LEO	SCHOOL CUSTODIAN	1,248.00	-	1,248.00
	ROY, RICHARD	SCHOOL CUSTODIAN	38,258.80	7,099.60	45,358.40

**TREASURER**

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non-Pensionable Earnings</i>	<i>2021 Earnings *</i>
	RYAN, SHAWN	SCHOOL CUSTODIAN	36,980.05	3,201.56	40,181.61
	SOLOMONIDES, KAREN	SCHOOL CUSTODIAN	7,800.00	702.01	8,502.01
	SUMMERS, ARTHUR	SCHOOL CUSTODIAN	27,684.07	2,998.32	30,682.39
	ANDERSON, JILLIAN	SCHOOL SECRETARY	14,598.34	-	14,598.34
	BENULLO, NANCY	SCHOOL SECRETARY	47,918.66	1,166.50	49,085.16
	BREEN, JOHN	OUT OF DISTRICT COORDINATOR	9,238.10	27,714.28	36,952.38
	CABRAL, KEVIN	APPL BEHAVR ANL ASST	43,003.88	1,000.00	44,003.88
	CAMERO, CHRISTOPHER	TECHNOLOGY	36,019.50	1,250.00	37,269.50
	CELLA, LESLIE	OUT OF DISTRICT COORDINATOR	39,148.58	1,000.00	40,148.58
	DIONNE, DEBRA	ADMIN ASST TO PRINCIPAL	56,243.20	1,500.00	57,743.20
	ETHIER, MARY	OCCUPATIONAL THERAPIST	41,435.00	1,000.00	42,435.00
	FARAGO, CONSTANCE	ADMIN ASST TO PRINCIPAL	28,967.06	1,387.27	30,354.33
	GARVEY, JOAN	SCHOOL SECRETARY	46,358.62	1,000.00	47,358.62
	GILMAN, ALLISON	SPED TEAM CHAIR	88,682.95	1,000.00	89,682.95
	GILMORE, CHRISTINE	SCHOOL SECRETARY	35,961.08	1,000.00	36,961.08
	HAZEN, STARLA	TUTOR	29,848.00	1,000.00	30,848.00
	HEVENOR, KRISTINA	TUTOR	21,963.21	1,000.00	22,963.21
	HICKMAN, NOAH	TECHNOLOGY	19,518.72	250.00	19,768.72
	HORNBECK, PAUL	SCORE KEEPER	-	1,163.01	1,163.01
	JARVIS, MICHAEL	SPED TEAM CHAIR	94,188.99	7,651.39	101,840.38
	KEMPTON, JUNE	ADMIN ASST TO PRINCIPAL	49,530.62	4,246.00	53,776.62
	LEBLANC, LAURIE	TUTOR	32,656.10	1,000.00	33,656.10
	MANDEL, JILL	PHYSICAL THERAPIST	38,665.87	1,878.76	40,544.63
	MCGOVERN, MILDRED	CROSSING GUARD	-	9,770.29	9,770.29
	MOURA-CONLON, PAULA	PHYSICAL THERAPIST	17,366.87	-	17,366.87
	MUSE, AMANDA	BOARD CERT BEHAV ANALYST	33,295.14	-	33,295.14
	NARDI-WILLIAMS, SHANE	MENTAL HEALTH COUNSELOR	43,990.31	1,000.00	44,990.31
	O'NEILL, BRIAN	TECHNOLOGY	34,262.28	2,223.50	36,485.78
	O'NEILL, TRACEY	SUBSTITUTE TEACHER	-	1,669.50	1,669.50
	PARE, JOAN	SCHOOL SECRETARY	38,292.56	1,000.00	39,292.56
	RIETH, JENNIFER	OCCUPATIONAL THERAPIST	65,283.20	1,000.00	66,283.20
	SANNELLA, MARY	SCHOOL SECRETARY	8,191.58	2,715.91	10,907.49
	SAYLOR, ANNETTE	ADMIN ASST TO PRINCIPAL	32,115.97	4,500.00	36,615.97
	SULLIVAN, CHARLES	TECHNOLOGY	52,732.01	1,500.00	54,232.01
	SULLIVAN, KATHLEEN	DISTRICTWIDE SCHOOL NURSE	51,912.44	5,887.58	57,800.02
	TAYLOR, NANCY	BOARD CERT BEHAV ANALYST	2,686.60	-	2,686.60
	TURCOTTE, TODD	SCORE KEEPER	-	4,330.00	4,330.00
	UVELLO, CHRISTINE	OCCUPATIONAL THERAPIST	35,069.80	1,000.00	36,069.80
	WODZINSKI, CLAIRE	ADMIN ASST TO PRINCIPAL	47,218.10	1,400.00	48,618.10
	YORK, AMY	OCCUPATIONAL THERAPIST	52,283.56	1,000.00	53,283.56
	BEER, JESSICA	SUBSTITUTE LONG TERM	-	18,068.16	18,068.16
	BELL, MEGAN	SUBSTITUTE TEACHER	-	14,645.93	14,645.93
	BENNETT, JACEE	SUBSTITUTE TEACHER	-	82.88	82.88
	BENULLO, JASON	SUBSTITUTE TEACHER	-	27.70	27.70
	BORACCINI, MICHELLE	SUBSTITUTE LONG TERM	-	4,880.70	4,880.70
	BROOKS, JOANN	SUBSTITUTE LONG TERM	-	739.81	739.81
	BUSSIERE, MACEY	SUBSTITUTE TEACHER	-	3,863.81	3,863.81
	CARLSON, ALEXA	SUBSTITUTE LONG TERM	-	12,610.27	12,610.27
	CAVALLO, DIANE	SUBSTITUTE TEACHER	-	8,675.35	8,675.35
	CLARK, JAMES	SUBSTITUTE TEACHER	-	831.58	831.58
	CLARK, TASHA	SUBSTITUTE TEACHER	-	1,433.85	1,433.85

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non-Pensionable Earnings</i>	<i>2021 Earnings *</i>
	COHEN, NOREEN	SUBSTITUTE TEACHER	-	614.26	614.26
	COVERDALE, KATHERINE	SUBSTITUTE LONG TERM	-	11,459.59	11,459.59
	CRORY, COURTNEY	SUBSTITUTE LONG TERM	-	165.76	165.76
	DEACON, TYLER	SUBSTITUTE LONG TERM	-	1,138.32	1,138.32
	DUNN, ERICA	SUBSTITUTE TEACHER	-	87.75	87.75
ELLIOTT-MONTGOMERY, CYN-	THIA	SUBSTITUTE TEACHER	-	263.25	263.25
	ERICKSON, JULIE	SUBSTITUTE TEACHER	-	175.50	175.50
	GENTILE, CAITLYN	SUBSTITUTE TEACHER ASSIST	-	5,867.38	5,867.38
	GROSKIN, DEBRA	SUBSTITUTE TEACHER	-	758.63	758.63
	GUTIERREZ DE LAGE, ERIKA	SUBSTITUTE LONG TERM	-	23,758.71	23,758.71
	HILBERG, ALEIGHA	SUBSTITUTE TEACHER	-	2,450.45	2,450.45
	KANDRA, CHRISTOPHER	SUBSTITUTE TEACHER	-	2,018.26	2,018.26
	KINGSLEY, CASSONDRA	SUBSTITUTE TEACHER	-	2,169.21	2,169.21
	LAVALLEE, KRISTINA	SUBSTITUTE TEACHER	-	833.64	833.64
	LELIEVRE, KRISTEN	SUBSTITUTE TEACHER ASSIST	11,165.33	1,343.98	12,509.31
	MAREK, NATHALIE	SUBSTITUTE TEACHER	-	618.72	618.72
	MARSH, ELLEN	SUBSTITUTE TEACH RETIREE	-	6,420.98	6,420.98
	MARTINEC, SENA	SUBSTITUTE TEACHER	-	3,123.46	3,123.46
	MASSON, ERIN	SUBSTITUTE TEACHER	-	4,229.55	4,229.55
	MCCARTHY, ALISON	SUBSTITUTE LONG TERM	-	12,337.35	12,337.35
	MCGRATH, KAITLIN	SUBSTITUTE TEACHER	-	891.29	891.29
	MYERS, THOMAS	SUBSTITUTE TEACHER	-	1,886.63	1,886.63
	O'BRIEN, RHEA	SUBSTITUTE LONG TERM	-	9,184.37	9,184.37
	PACE, MARGAUX	SUBSTITUTE LONG TERM	-	10,864.92	10,864.92
	PAINTER, THEODORE	SUBSTITUTE TEACHER	-	4,330.00	4,330.00
	PALMER, KAYLA	SUBSTITUTE TEACHER	-	526.50	526.50
	PLETCHER, JENNIFER	SUBSTITUTE TEACHER	-	5,836.92	5,836.92
	SCHATIA, ELIZABETH	SUBSTITTUE NURSE	-	438.75	438.75
	STOCKTON, JOHN	SUBSTITUTE LONG TERM	-	29,423.65	29,423.65
	SUNDQUIST, ZACHARY	TD SUBSTITUTE	-	507.52	507.52
	TETO, EMMA	SUBSTITUTE TEACHER	-	918.03	918.03
	VESEY, LYNN	SUBSTITUTE TEACHER	-	3,412.63	3,412.63
	WOLF, CINDY	SUBSTITUTE TEACHER	-	877.51	877.51
	YUEN, NICOLE	SUBSTITUTE TEACHER	-	708.77	708.77
	AUSTIN, JANET	TEACHER ASSISTANT	1,507.45	-	1,507.45
	AUTIO, CATHY	TEACHER ASSISTANT	25,485.64	1,000.00	26,485.64
	BECKER, KELLEY	TEACHER ASSISTANT	25,574.63	1,000.00	26,574.63
	BEHAN, MICHELE	TEACHER ASSISTANT	31,788.83	1,149.68	32,938.51
	BENTLEY, LISA	TEACHER ASSISTANT	25,055.80	7,377.00	32,432.80
	BLOM, MATTHEW	TEACHER ASSISTANT	25,090.52	2,684.80	27,775.32
	CEGALIS, SARAH	TEACHER ASSISTANT	25,194.98	1,000.00	26,194.98

TREASURER

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non-Pensionable Earnings</i>	<i>2021 Earnings *</i>
	CHANDLER, TONI	TEACHER ASSISTANT	26,890.65	1,000.00	27,890.65
	CHUM, MOLYDA	TEACHER ASSISTANT	4,711.92	-	4,711.92
	CIARFELLA, KATHLEEN	TEACHER ASSISTANT	25,275.96	3,300.00	28,575.96
	COURT, CATHY	TEACHER ASSISTANT	24,757.65	1,000.00	25,757.65
	DENEHY, STEPHANIE	TEACHER ASSISTANT	25,134.27	3,000.00	28,134.27
	DINOIA, JENNIFER	TEACHER ASSISTANT	20,585.14	1,000.00	21,585.14
	DOLAK, PATRICIA	TEACHER ASSISTANT	25,385.41	1,000.00	26,385.41
	DONARUMA, DARLENE	TEACHER ASSISTANT	19,830.40	1,000.00	20,830.40
	DONOVAN, STEPHEN	TEACHER ASSISTANT	2,474.55	6,741.51	9,216.06
	FITZPATRICK, KERRYN	TEACHER ASSISTANT	19,376.68	2,503.72	21,880.40
	GALLACHER, KYLA	TEACHER ASSISTANT	22,272.06	1,000.00	23,272.06
	GENTILE, KIMBERLY	TEACHER ASSISTANT	22,179.70	1,000.00	23,179.70
	GRAHAM, CHRISTINE	TEACHER ASSISTANT	24,829.51	2,300.00	27,129.51
	HALL, SACHIKO	TEACHER ASSISTANT	25,744.65	2,684.80	28,429.45
	HEALY, GRACE	TEACHER ASSISTANT	25,343.42	4,000.00	29,343.42
	HOGAN, ALEXANDRIA	TEACHER ASSISTANT	9,006.94	361.08	9,368.02
	JOHNSON, DANETTE	TEACHER ASSISTANT	21,276.53	1,000.00	22,276.53
	KADDY, JOSHUA	TEACHER ASSISTANT	5,045.09	361.08	5,406.17
	KAUFMAN, JESSA	TEACHER ASSISTANT	9,145.71	1,300.00	10,445.71
	KEIROUZ, SUSAN	TEACHER ASSISTANT	2,023.92	899.52	2,923.44
	LANDFORS, ALLISON	TEACHER ASSISTANT	25,276.13	1,000.00	26,276.13
	LANDRY, KAYLA	TEACHER ASSISTANT	25,090.72	1,000.00	26,090.72
	LEDUC, CATHERINE	TEACHER ASSISTANT	24,521.53	1,000.00	25,521.53
	LLOYD, TREVOR	TEACHER ASSISTANT	7,364.70	1,000.00	8,364.70
	LNU, SAPNA	TEACHER ASSISTANT	4,375.79	-	4,375.79
	LUCIANO, ABIGAIL	TEACHER ASSISTANT	24,913.86	1,000.00	25,913.86
	LYONS, CONNOR	TEACHER ASSISTANT	11,409.86	3,011.90	14,421.76
	MAYLOTT, CAROLINE	TEACHER ASSISTANT	29,694.34	2,706.91	32,401.25
	MCINNIS, TRICIA	TEACHER ASSISTANT	25,523.92	1,000.00	26,523.92
	MCKEEMAN, ELISABETH	TEACHER ASSISTANT	25,432.76	1,000.00	26,432.76
	MCNAUGHT, ERICA	TEACHER ASSISTANT	22,764.37	1,544.00	24,308.37
	MORENO, LINDA	TEACHER ASSISTANT	8,433.00	2,007.66	10,440.66
	MUELLER, JENNIFER	TEACHER ASSISTANT	2,717.30	-	2,717.30
	MULONE, ALYSSA	TEACHER ASSISTANT	9,448.26	219.38	9,667.64
	NAGAR, MANISHA	TEACHER ASSISTANT	631.80	-	631.80
	NICHOLS, SUSAN	TEACHER ASSISTANT	25,267.56	2,300.00	27,567.56
	OLDENQUIST, DONNA	TEACHER ASSISTANT	27,183.29	1,000.00	28,183.29
	OLIVER, HANNAH	TEACHER ASSISTANT	3,506.49	-	3,506.49
	ORTUNO, ANDREW	TEACHER ASSISTANT	14,115.65	3,419.00	17,534.65
	RAMIREZ, CONNIE	TEACHER ASSISTANT	24,885.27	1,000.00	25,885.27
	RICHTER, KAREN	TEACHER ASSISTANT	25,456.89	2,300.00	27,756.89
	RITCHIE, PERRI	TEACHER ASSISTANT	20,925.40	1,000.00	21,925.40
	ROBUCCIO, NICO	TEACHER ASSISTANT	-	13,809.51	13,809.51

# TREASURER

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non-Pensionable Earnings</i>	<i>2021 Earnings *</i>
	SCANZILLO, JOANNA	TEACHER ASSISTANT	25,897.04	2,684.80	28,581.84
	SCARINGELLA, JOANN	TEACHER ASSISTANT	25,660.83	1,000.00	26,660.83
	SIMMONS, ANDREA	TEACHER ASSISTANT	24,882.57	1,000.00	25,882.57
	SKODA, MARY	TEACHER ASSISTANT	24,992.83	1,544.00	26,536.83
	SMITH, MARISSA	TEACHER ASSISTANT	4,285.38	650.00	4,935.38
	STEELE, MADELEINE	TEACHER ASSISTANT	4,829.85	-	4,829.85
	STOCKWELL, KOREE	TEACHER ASSISTANT	13,173.03	12,705.21	25,878.24
	STRYZHENKO, YULIYA	TEACHER ASSISTANT	17,514.01	1,000.00	18,514.01
	TATRO, DANIELLE	TEACHER ASSISTANT	7,566.67	-	7,566.67
	TULLEY-LEONE, MARTHA	TEACHER ASSISTANT	25,348.00	1,000.00	26,348.00
	ABATE, PAMELA	SCHOOL TEACHER	97,925.94	1,000.00	98,925.94
	ALLEN, JONATHAN	SCHOOL TEACHER	75,928.74	1,000.00	76,928.74
	ALLISON, JENENE	SCHOOL TEACHER	88,506.84	2,690.00	91,196.84
	BACKMAN, NELINA	SCHOOL TEACHER	84,439.90	1,000.00	85,439.90
	BARRY, ELIZABETH	SCHOOL TEACHER	97,343.68	1,817.50	99,161.18
	BEARDEN, DANIELLE	SCHOOL TEACHER	97,422.57	1,000.00	98,422.57
	BENSON, MELISSA	SCHOOL TEACHER	11,384.25	3,903.08	15,287.33
	BERLINGER, SARAH PARROTT	SCHOOL TEACHER	102,624.46	2,380.00	105,004.46
	BRIDGE, HILARY	SCHOOL TEACHER	97,978.45	1,190.00	99,168.45
	BRISARD, CHERYL	SCHOOL TEACHER	68,469.34	1,000.00	69,469.34
	CHRISTY, CHRISTOPHER	SCHOOL TEACHER	94,557.28	3,126.55	97,683.83
	DECOSTE, ADAM	SCHOOL TEACHER	12,210.62	2,876.50	15,087.12
	DUFFY, JACQUELYN	SCHOOL TEACHER	50,544.48	1,000.00	51,544.48
	ELDRIDGE, MATTHEW	SCHOOL TEACHER	27,650.97	-	27,650.97
	ELMORE, JULIE	SCHOOL TEACHER	108,024.26	1,120.00	109,144.26
	FEUDO, JENNIFER	SCHOOL TEACHER	68,019.89	1,150.00	69,169.89
	FINNERTY, VALERIE	SCHOOL TEACHER	113,239.49	1,000.00	114,239.49
	FOUSTOUKOS, MICHAEL	SCHOOL TEACHER	84,491.88	1,000.00	85,491.88
	GILLEN, MARGARET	SCHOOL TEACHER	75,832.06	3,090.00	78,922.06
	GILLEN, MICHAEL	SCHOOL TEACHER	92,283.83	1,000.00	93,283.83
	HARVEY, SUSAN	SCHOOL TEACHER	103,876.73	1,127.50	105,004.23
	HIRTH, MICHELE	SCHOOL TEACHER	94,557.28	1,250.00	95,807.28
	HIRTLE, ZACHARY	SCHOOL TEACHER	105,737.26	8,924.70	114,661.96
	HOGAN, DANIEL	SCHOOL TEACHER	70,090.52	1,000.00	71,090.52
	HOSSFELD, EMILY	SCHOOL TEACHER	103,038.40	1,000.00	104,038.40
	KELLEY, ELIZABETH	SCHOOL TEACHER	106,529.26	1,135.00	107,664.26
	KERN, LAURA	SCHOOL TEACHER	98,458.96	1,000.00	99,458.96
	KRAMPF, JODI	SCHOOL TEACHER	85,711.34	1,846.51	87,557.85
	LYNN, MICHAEL	SCHOOL TEACHER	116,668.61	1,480.00	118,148.61
	MCCOOK, KATHERINE	SCHOOL TEACHER	94,406.56	1,690.00	96,096.56
	MCMAHON, MAUREEN	SCHOOL TEACHER	87,121.33	1,136.25	88,257.58
	MICHAUD, DENNIS	SCHOOL TEACHER	-	66,832.72	66,832.72
	MISKINIS, WILLIAM	SCHOOL TEACHER	95,114.16	2,859.18	97,973.34
	MOORE, SARAH	SCHOOL TEACHER	60,624.20	1,000.00	61,624.20
	NOLAN, JANET	SCHOOL TEACHER	89,955.95	3,003.76	92,959.71
	ORZECH, PAUL	SCHOOL TEACHER	101,949.30	1,000.00	102,949.30
	PASCUCCI, DAVID	SCHOOL TEACHER	100,711.34	6,885.60	107,596.94
	PERRY, MEREDITH	SCHOOL TEACHER	107,085.96	2,000.00	109,085.96

**TREASURER**

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non-Pensionable Earnings</i>	<i>2021 Earnings</i>
				*	
	PORELL, CHRISTINE	SCHOOL NURSE	70,288.43	1,325.50	71,613.93
	REGO, ELIZABETH	SCHOOL TEACHER	91,539.89	1,000.00	92,539.89
	SANFORD, WENDY	SCHOOL TEACHER	58,902.31	1,000.00	59,902.31
	SMITHLIN, ZACHARY	SCHOOL TEACHER	57,332.67	1,000.00	58,332.67
	TOMBENO, RICHARD	SCHOOL TEACHER	80,022.44	1,000.00	81,022.44
	TURNER, TRACY	SCHOOL TEACHER	108,415.59	4,768.07	113,183.66
	WALSH, RYAN	SCHOOL TEACHER	29,991.79	-	29,991.79
	ABBOTT, JENNIFER	SCHOOL TEACHER	82,878.07	1,000.00	83,878.07
	BALLARD, HOLLY	SCHOOL TEACHER	102,125.26	1,162.68	103,287.94
	BRIDEAU, DUSTIN	SCHOOL TEACHER	18,530.64	-	18,530.64
	BUONACORE, TRICIA	SCHOOL TEACHER	92,578.68	1,690.00	94,268.68
	BUSA, JESSICA	SCHOOL TEACHER	29,125.53	16,677.64	45,803.17
	CAFARELLI, NICOLE	SCHOOL TEACHER	22,413.39	1,000.00	23,413.39
	CORMIER, JESSICA	SCHOOL TEACHER	64,990.48	1,000.00	65,990.48
	DANIELLO, SARAH	SCHOOL TEACHER	93,662.90	1,000.00	94,662.90
	DEBENEDICTIS, SARAH	SCHOOL TEACHER	39,184.08	1,000.00	40,184.08
	DENNIS, JOSEPH	SCHOOL TEACHER	62,516.13	1,000.00	63,516.13
	DERY, JOANNE	SCHOOL TEACHER	71,386.99	1,000.00	72,386.99
	DICKMAN, BARBARA	SCHOOL TEACHER	67,196.52	1,000.00	68,196.52
	DIONNE, CHRISTAL	SCHOOL TEACHER	51,177.94	1,000.00	52,177.94
	DURKIN, AMY	SCHOOL TEACHER	55,043.40	1,000.00	56,043.40
	GILIBERTO, ANGELA	SCHOOL TEACHER	15,677.64	-	15,677.64
	GILLETTE, GREGORY	SCHOOL TEACHER	90,062.95	1,000.00	91,062.95
	GILMORE, LIAM	SCHOOL TEACHER	76,427.58	1,000.00	77,427.58
	GOFF, JENNIFER	SCHOOL TEACHER	63,547.68	1,000.00	64,547.68
	GRESCO-CAULFIELD, ANGELA	SCHOOL TEACHER	67,738.92	1,000.00	68,738.92
	HARRIS, JENNIFER	SCHOOL TEACHER	32,774.48	-	32,774.48
	HICKS-DEJARDINS, TORI	SCHOOL TEACHER	98,803.96	1,000.00	99,803.96
	KAMPERSAL, SHARON	SCHOOL TEACHER	57,123.59	1,000.00	58,123.59
	LEONARD, MATTHEW	SCHOOL TEACHER	51,270.25	1,000.00	52,270.25
	MAILHOT, BRIANNA	SCHOOL TEACHER	65,725.37	1,154.04	66,879.41
	MANHEIMER, AMY	SCHOOL TEACHER	82,355.38	1,000.00	83,355.38
	MCCARTHY, KATHLEEN	SCHOOL NURSE	75,308.43	1,221.93	76,530.36
	MELBY, CHRISTOPHER	SCHOOL TEACHER	15,677.64	-	15,677.64
	MORGAN, ELIZABETH	SCHOOL TEACHER	102,125.26	1,000.00	103,125.26
	MOTT, NATALIE	SCHOOL TEACHER	5,308.15	1,400.00	6,708.15
	O'SULLIVAN, CONNOR	SCHOOL TEACHER	33,089.64	1,000.00	34,089.64
	PAGINGTON, ANDREA	SCHOOL TEACHER	88,682.95	1,000.00	89,682.95
	RICE, KARA	SCHOOL TEACHER	36,568.22	1,000.00	37,568.22

TREASURER

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non-Pensionable Earnings</i>	<i>2021 Earnings</i>
					*
	SCLAR, DANYA	SCHOOL TEACHER	102,242.26	2,244.01	104,486.27
	SHELDON, ASHLEY	SCHOOL TEACHER	62,008.72	1,000.00	63,008.72
	SHOEMAKER, TODD	SCHOOL TEACHER	98,991.68	1,690.00	100,681.68
	STANTON, JESSICA	SCHOOL TEACHER	76,494.86	1,000.00	77,494.86
	TETREAULT, AMY	SCHOOL TEACHER	104,430.76	1,000.00	105,430.76
	TOMPKINS, ALLYSON	SCHOOL TEACHER	15,677.64	-	15,677.64
	TRACANNA, DIANE	SCHOOL TEACHER	105,382.76	1,000.00	106,382.76
	ANGELO, SARA	SUBSTITUTE LONG TERM	8,081.01	16,162.02	24,243.03
	BARRY, NICOLE	SCHOOL NURSE	53,299.64	5,395.44	58,695.08
	BURNDRETT, CHRISTINA	SCHOOL TEACHER	95,406.28	1,000.00	96,406.28
	COLLINS, ERIN	SCHOOL TEACHER	40,441.99	1,000.00	41,441.99
	COOPRIDER, KRISTEN	SCHOOL TEACHER	39,616.89	1,000.00	40,616.89
	COTTER, KATHRYN	SCHOOL TEACHER	61,900.75	1,000.00	62,900.75
	DALE, KATHARINE	SCHOOL TEACHER	73,136.37	1,000.00	74,136.37
	DAVIS, MELISSA	SCHOOL TEACHER	57,339.25	1,000.00	58,339.25
	DOKUS, JUDITH	SCHOOL TEACHER	102,370.26	1,000.00	103,370.26
	DONLON, KIMBERLY	SCHOOL TEACHER	100,018.66	1,000.00	101,018.66
	DUVAL, CAROLYN	SCHOOL TEACHER	64,799.20	6,494.56	71,293.76
	FIORI, TERESA	BOARD CERT BEHAV ANALYST	54,974.23	5,649.22	60,623.45
	FRANCESCHI, MEREDITH	SCHOOL TEACHER	53,684.71	1,000.00	54,684.71
	GANSENBERG, TIMOTHY	SCHOOL TEACHER	70,356.41	1,070.00	71,426.41
	GERMAIN, ZOE	SCHOOL TEACHER	27,329.13	18,714.43	46,043.56
	HEMMIS, KRISTEN	SCHOOL TEACHER	71,974.66	1,000.00	72,974.66
	JONES, JENNIFER	SCHOOL TEACHER	87,796.59	1,000.00	88,796.59
	KRISTIE, KERRY	SCHOOL TEACHER	75,223.88	1,000.00	76,223.88
	LEIGHTON, RACHEL	SCHOOL TEACHER	93,628.68	1,000.00	94,628.68
	LOVE, HEATHER	SCHOOL TEACHER	102,125.26	1,000.00	103,125.26
	MACGREGOR, HEIDI	SCHOOL TEACHER	96,071.84	1,000.00	97,071.84
	MASON, JESSICA	SCHOOL TEACHER	21,447.00	-	21,447.00
	MCKINLEY, RITA	SCHOOL TEACHER	96,931.30	1,000.00	97,931.30
	METCALFE, AMY	SCHOOL TEACHER	69,540.01	1,000.00	70,540.01
	MITCHELL, SUSAN	SCHOOL TEACHER	82,137.94	2,000.00	84,137.94
	OBERLE-HALL, EVAN	SCHOOL TEACHER	45,795.05	1,250.00	47,045.05
	PATTERSON, NICOLE	SCHOOL TEACHER	91,768.12	1,000.00	92,768.12
	PETERSON, CYNTHIA	SCHOOL TEACHER	7,301.92	-	7,301.92
	RAPOSA, LAURA	SCHOOL TEACHER	96,329.28	1,000.00	97,329.28
	SCHOFFEL, JESSICA	SCHOOL TEACHER	98,697.96	1,000.00	99,697.96
	SEPPA, EMILY	SCHOOL TEACHER	13,675.85	-	13,675.85
	SINGER, PATRICIA	SCHOOL TEACHER	27,072.64	1,000.00	28,072.64
	SMITH, MICHELE	SCHOOL TEACHER	95,299.68	1,000.00	96,299.68
	SOARES, ANNMARIE	SCHOOL TEACHER	89,715.58	1,000.00	90,715.58
	TECCE, TRACY	SCHOOL TEACHER	61,794.16	1,000.00	62,794.16
	TURBIDE, LISELOT	SCHOOL TEACHER	41,170.65	1,000.00	42,170.65

**TREASURER**

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non-Pensionable Earnings</i>	<i>2021 Earnings *</i>
	WEILAND, RACHEL	SCHOOL TEACHER	54,181.04	1,000.00	55,181.04
	WEINBERG, RANDI	SCHOOL TEACHER	94,672.51	4,318.75	98,991.26
	WOOD, SYDNEY	SCHOOL TEACHER	43,362.64	1,000.00	44,362.64
	BARTH, MICHELLE	SCHOOL TEACHER	96,329.28	1,000.00	97,329.28
	BELL, BETH	SCHOOL TEACHER	95,374.28	1,000.00	96,374.28
	BRAZINSKI, ANN	SCHOOL TEACHER	62,055.17	1,000.00	63,055.17
	BULLOCK, ALLYSON	SCHOOL TEACHER	101,068.96	1,000.00	102,068.96
	COCHIS, ROSARIA	SCHOOL TEACHER	97,133.79	1,000.00	98,133.79
	CODYER, AMY	SCHOOL TEACHER	34,790.82	1,848.27	36,639.09
	DUARTE, RACHEL	SCHOOL TEACHER	73,299.07	1,000.00	74,299.07
	DUSSI, JESSICA	SCHOOL TEACHER	50,467.50	1,000.00	51,467.50
	DYADKO, ANNA	SCHOOL TEACHER	20,722.48	2,590.31	23,312.79
	EMERSON, ASHLEY	SCHOOL TEACHER	48,846.76	1,000.00	49,846.76
	FURBUSH, BELIA	SCHOOL TEACHER	72,303.73	1,000.00	73,303.73
	GARLISI, SHAYNA	SCHOOL TEACHER	59,172.54	1,000.00	60,172.54
	GILES, KAREN	SCHOOL TEACHER	99,620.96	1,000.00	100,620.96
	GOULDRUP, CYNTHIA	SCHOOL TEACHER	68,432.11	2,924.30	71,356.41
	HARTE, KELLI	SCHOOL TEACHER	81,802.49	1,000.00	82,802.49
	HOGAN, SARA	SCHOOL TEACHER	97,886.30	1,000.00	98,886.30
	HOLM, VANESSA	SCHOOL TEACHER	90,670.58	1,000.00	91,670.58
	HUTCHINS, CRYSTAL	SCHOOL TEACHER	92,355.68	1,000.00	93,355.68
	JOHNSON, TRACEY	SCHOOL TEACHER	65,755.54	1,000.00	66,755.54
	KENNEY, PERRY	SCHOOL TEACHER	102,242.26	1,000.00	103,242.26
	KOOB, SARAH	SCHOOL TEACHER	92,355.68	1,000.00	93,355.68
	MAMOS, KRISTEN	SCHOOL TEACHER	98,690.07	1,000.00	99,690.07
	MASSE, DOMINIQUE	SCHOOL TEACHER	20,522.32	35,402.90	55,925.22
	MATHURIN, JUSTINE	SCHOOL TEACHER	68,396.52	1,000.00	69,396.52
	MAWN, REBECCA	SCHOOL TEACHER	102,125.26	1,000.00	103,125.26
	MOORE, BETH	SCHOOL TEACHER	75,928.74	1,000.00	76,928.74
	PETTENGILL, SUE	SCHOOL TEACHER	102,348.40	1,350.00	103,698.40
	PHILPOT, MARY	SCHOOL NURSE	62,953.09	10,178.39	73,131.48
	PRATT, CHERYL	SCHOOL TEACHER	95,512.28	1,000.00	96,512.28
	ROPER, REBECCA	SCHOOL TEACHER	75,200.28	1,000.00	76,200.28
	SAWOSIK, TERYL	SCHOOL TEACHER	86,686.93	1,000.00	87,686.93
	SHAW, KAREN	SCHOOL TEACHER	39,804.02	1,000.00	40,804.02
	SHERIDAN, HANNAH	SCHOOL TEACHER	50,467.50	1,000.00	51,467.50
	SHIRE-SUSSER, SHERRI	SCHOOL TEACHER	71,133.93	1,000.00	72,133.93
	SLOAN, MELISSA	SCHOOL TEACHER	60,950.33	1,000.00	61,950.33
	STURTZ, RAINA	SCHOOL TEACHER	65,483.55	1,000.00	66,483.55
	SUNDBERG, JENNIFER	SCHOOL TEACHER	70,356.41	1,000.00	71,356.41
	WARD, CASEY	SCHOOL TEACHER	62,020.68	1,000.00	63,020.68
	ANNESE, VICKI	TD KINDERGARTEN COORDINATOR	29,141.32	1,639.41	30,780.73
	BOWEN, ALEV	TD GROUP LEADER	26,100.50	1,000.00	27,100.50
	BOWEN, KALVIN	TD ASSISTANT	-	3,896.26	3,896.26

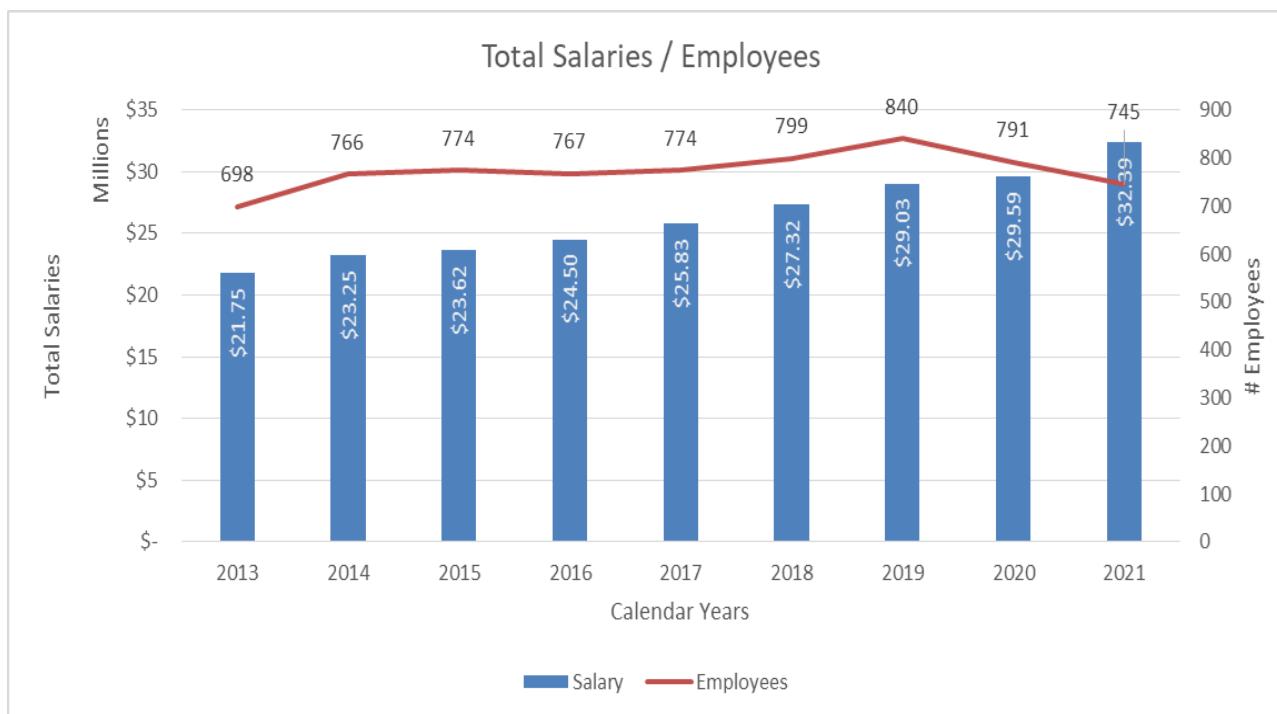
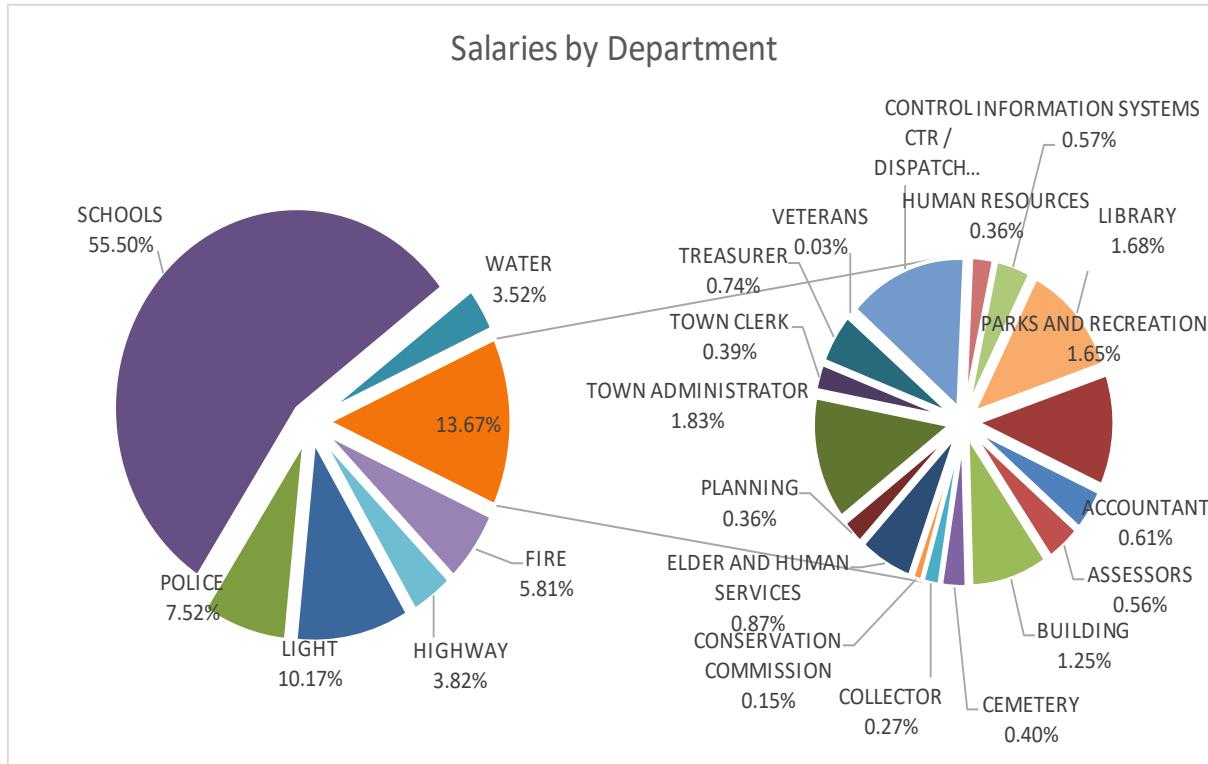
**TREASURER**

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non-Pensionable Earnings</i>	<i>2021 Earnings *</i>
	BOWEN, KARYA	TD COORDINATOR	20,848.95	1,025.71	21,874.66
	CALCAGNI, CYNTHIA	TD GROUP LEADER	-	3,646.11	3,646.11
	COTE, ALEXANDER	STUDENT ASSSITANT	-	2,066.25	2,066.25
	CUSANO, MADELYN	STUDENT ASSSITANT	-	874.13	874.13
	DINOIA, JULIA	STUDENT ASSSITANT	-	1,076.63	1,076.63
	DRINKWATER, SARAH	TD GROUP LEADER	-	411.84	411.84
	FLYNN, KIM	TD SUBSTITUTE	-	3,022.50	3,022.50
	GREENOUGH, GRACE	TD ASSISTANT	-	4,757.00	4,757.00
	HULL, MARTHA	TD DIRECTOR	47,623.50	1,000.00	48,623.50
	JOHNSON, CAROLINE	TD ASSISTANT	-	621.00	621.00
	MILLER, CHRISTOPHER	TD ASSISTANT	-	7,664.32	7,664.32
	MOREHOUSE, TYLER	STUDENT ASSSITANT	-	776.25	776.25
	MORRISSEY, HENRIETTA	TD ASSISTANT DIRECTOR	18,418.99	-	18,418.99
	RIDGE, ERIN	TD ASSISTANT	-	644.66	644.66
	SHAUGHNESSY, LISA	TD GROUP LEADER	19,293.96	1,000.00	20,293.96
	ST. GELAIS, KAITLYN	STUDENT ASSSITANT	-	585.00	585.00
	WEBBER, KATHERINE	TD ASSISTANT	-	9,153.09	9,153.09
	WETHERBEE, MARNA	TD DIRECTOR	31,285.68	-	31,285.68
<i>SCHOOLS DEPARTMENT TOTAL</i>			<i>16,762,325.30</i>	<i>1,214,394.74</i>	<i>17,976,720.04</i>

## TREASURER

Dept	Employee	Title	Pensionable Earnings	Non-Pensionable Earnings	2021 Earnings *
<b><u>TOWN ADMINISTRATOR</u></b>					
	ANSALDI, ANTHONY	TOWN ADMINISTRATOR	154,952.80	11,092.35	166,045.15
	DICKERSON, DIANNE	EXEC ASST TOWN ADMINISTRATOR	67,997.69	-	67,997.69
	LAYDON, JOSEPH	ASSISTANT TOWN ADMINISTRATOR	113,662.16	-	113,662.16
	MCDOWELL, DAWN	EXEC ASST TOWN ADMINISTRATOR	4,498.56	-	4,498.56
	RICHARDS, SAMUEL	ON CALL CLERK	-	16,624.99	16,624.99
	FEDELE, MARILYN	MEETING CLERK CLERK SCHED B	-	2,264.40	2,264.40
	CRORY, MARK	LCTV EXECUTIVE DIRECTOR	96,608.88	-	96,608.88
	DOLAK, KIRBY	LCTV PROGRAM SUPERVISOR	73,816.83	-	73,816.83
	REID, JUDITH	LCTV VIDEO PROD COORD	37,204.15	-	37,204.15
	DECOSTE, CHARLES	SELECT BOARD MEMBER	-	4,500.00	4,500.00
	GLAVEY, PAUL	SELECT BOARD MEMBER	-	2,000.00	2,000.00
	KNOX, JOSEPH	SELECT BOARD MEMBER	-	2,000.00	2,000.00
	NAPOLI, CYNTHIA	SELECT BOARD MEMBER	-	2,000.00	2,000.00
	NORDHAUS, MATTHEW	SELECT BOARD MEMBER	-	4,000.00	4,000.00
	<b>TOWN ADMINISTRATOR DEPARTMENT TOTAL</b>		<b>548,741.07</b>	<b>44,481.74</b>	<b>593,222.81</b>
<b><u>TOWN CLERK</u></b>					
	CRORY, DIANE	TOWN CLERK	92,353.28	4,413.00	96,766.28
	CLYDE, SANDRA	ASSISTANT TOWN CLERK	25,052.70	3,792.13	28,844.83
	<b>TOWN CLERK DEPARTMENT TOTAL</b>		<b>117,405.98</b>	<b>8,205.13</b>	<b>125,611.11</b>
<b><u>TREASURER</u></b>					
	DEROSA, ANA-MARIA	ASST TREASURER	76,546.02	-	76,546.02
	FILIPE, CYNTHIA	FINANCE & PAYROLL COORDINATOR	58,754.88	118.72	58,873.60
	O'BRIEN, SEAN	TOWN TREASURER	103,920.59	-	103,920.59
	<b>TREASURER DEPARTMENT TOTAL</b>		<b>239,221.49</b>	<b>118.72</b>	<b>239,340.21</b>
<b><u>VETERANS</u></b>					
	BOROSKI, JOHN	VETERANS' AGENT	-	8,685.74	8,685.74
	HUNT, JAMES	VETERAN TAX PROGRAM	-	471.75	471.75
	JOWERS, MARY	VETERAN TAX PROGRAM	-	127.50	127.50
	WILSON, GARY	VETERAN TAX PROGRAM	-	688.50	688.50
	<b>VETERANS DEPARTMENT TOTAL</b>		<b>0.00</b>	<b>9,973.49</b>	<b>9,973.49</b>
<b><u>WATER</u></b>					
	DENARO, PAUL	LWD PROD SUPERVISOR/ENGINEER	126,991.07	9,161.13	136,152.20
	FRASER-ROMILLY, MARGARET	LWD OPERATIONS ASSISTANT	71,789.00	1,868.97	73,657.97
	GODFREY, COREY	WATER DISTRIBUTION MANAGER	136,893.81	10,337.50	147,231.31
	MCGLOUGHLIN, DAVID	LWD UTILITY SPECIALIST	91,140.03	16,221.33	107,361.36
	MORSE, MICHAEL	LWD EQUIPMENT OPERATOR	101,543.22	20,703.77	122,246.99
	NELSON, STEVEN	LWD PRODUCTION OPERATOR	83,384.72	17,590.89	100,975.61
	PERRON, MARK	LWD UTILITY SPECIALIST	91,098.55	19,458.08	110,556.63
	SILVERMAN, MATTHEW	LWD ENVIRONMENTAL ANALYST	64,241.50	2,932.50	67,174.00
	VANCOTT, JUSTIN	LWD SYSTEM MANAGER	80,638.43	11,773.85	92,412.28
	VEASIE, JAY	LWD FOREMAN	33,622.40	41,563.48	75,185.88
	WOITOWICZ, ALLAN	LWD UTILITY SPECIALIST	90,186.01	18,416.96	108,602.97
	<b>WATER DEPARTMENT TOTAL</b>		<b>971,528.74</b>	<b>170,028.46</b>	<b>1,141,557.20</b>
	<b>Total Salaries - 2021</b>		<b>28,522,499.97</b>	<b>3,870,197.80</b>	<b>32,392,697.77</b>
<p><i>* Total Earnings include base salary, overtime, details and stipends and may include work in other departments not reflective of the title alone</i></p>					

## TREASURER



**Commissioners of Trust Funds**  
**2021 Annual Report**

**Market Overview**

The S&P 500 Index finished the year at 4776.18, a year over year increase of 29% for the 2021 calendar year. The S&P U.S. Aggregate Bond Index decreased 1.67% on the year. Overall, 2021 was another impressive year of growth, with a continued rebound from pandemic market lows. During 2021, the Federal Reserve continued the trend from 2020, with a target rate of 0.0% to 0.25%.

**Trust Fund Activity**

The Littleton Trust Funds (The Fund) began the year with a balance of \$6,296,648 and finished the year with a balance of \$6,690,638. The Funds' investment income in 2021 was \$394,548. During 2021 there were capital contributions of \$23,724. Contributions were \$23,724 to the Cemetery Perpetual Care fund. Disbursements from The Fund for budgetary and scholarships totaled \$101,500. 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 7 scholarships totaling \$15,000 from the Kimball II Fund in 2021.

**Commissioner Comments**

In 2021 The Fund's portfolio performance reflects an increase of 11.43% exceeding two of the three benchmark performance targets by 20 basis points for The Fund. The performance to benchmark is consistent with The Fund performance in the past. The income earned, which is a combination of income from the Fund's investments positions as well as Capital Gains distributed from the activity within the investments, was \$394,548 for 2021. This is a 72% improvement over 2020.

We wish to thank the Scholarship Selection Committee members Larry Wenz, Fred Faulkner, Mary Herndon and Steven Gentile who screened the many applicants and provided the Commissioners with excellent recommended candidates.

The Commissioners work in partnership with the Town Treasurer, Sean O'Brien on reporting and processing scholarships.

Commissioners of Trust Funds  
David Stevens, Fred Faulkner and Tyler Gray



## TRUST FUND BALANCES

FUND	Principal Ac-	Expendable Funds Account Balance as of 12/31/21 *	Total Trust Fund Balance 12/31/2021	2021 Income
	count Balance as of 12/31/2021			
Cemetery Perpetual Care	\$310,528	435,735	\$746,263	\$44,257
J. Goldsmith Common School	\$5,383	16,914	\$22,297	\$1,316
C. Hildreth	\$69,289	215,022	\$284,311	\$16,777
L. Johnson High School	\$9,203	28,336	\$37,539	\$2,217
F. M. Kimball	\$97,259	213,423	\$310,682	\$18,366
M. H. Kimball	\$192,870	458,048	\$650,918	\$38,380
B. Sampson Education	\$206,201	455,120	\$661,321	\$39,107
L. H. Zappy	\$8,600	26,575	\$35,175	\$2,083
B. Sampson Relief of Animals	\$32,577	113,587	\$146,165	\$8,618
A. Tuttle Lyceum	\$46,521	92,244	\$138,765	\$8,194
Reuben Hoar Library	\$539,066	1,182,841	\$1,721,907	\$101,093
F.M. Kimball II Fund	\$151,437	335,273	\$486,710	\$28,513
Doris Warren Education Fund	\$139,763	304,790	\$444,553	\$26,353
Clancy Lyceum	\$3,721	7,225	\$10,946	\$646
FB Morrison Charitable Fund	\$500,000	493,088	\$993,088	\$58,085
TREAD	\$0	-	\$0	\$545
<b>Totals</b>	<b>\$2,312,418</b>	<b>\$4,378,221</b>	<b>\$6,690,638</b>	<b>\$394,548</b>

## TRUST FUND INVESTMENTS

### COMMISSIONER OF TRUST FUNDS

<b>TRUST FUND INVESTMENTS</b>					
<b>NUMBER OF SHARES</b>		<b>MARKET VALUE 12/31/2021</b>	<b>Dividend Per Share</b>	<b>Estimated Annual Income</b>	
<b>Preferred / Other Stocks</b>					
10,224.577	Destra Flaherty & Crumrine Preferred and Income Fund	\$193,040	0.75	\$7,663	
	<b>Total Preferred / Other Stocks</b>	<b>\$193,040</b>		<b>\$7,663</b>	
<b>Exchange Traded Funds</b>					
11,543.101	Wisdomtree US Largecap	\$762,306	1.31	\$15,164	
	<b>Total Exchange Traded Funds</b>	<b>\$762,306</b>		<b>\$15,164</b>	
<b>Mutual Funds</b>					
12,728.854	Alger Focus Equity Fund	\$743,620	0.00	\$0	
20,684.902	American Century Mid Cap Value	\$372,121	0.29	\$6,065	
24,836.863	American Century Small Cap Value	\$275,937	0.06	\$1,490	
6,153.828	Blackrock Mid Cap Growth Equity	\$295,014	0.00	\$0	
3,237.438	Neuberger Berman Small-Cap Growth Fund Institutional CI	\$154,652	0.00	\$0	
	<b>Total Mutual Funds</b>	<b>\$1,841,344</b>		<b>\$7,555</b>	
<b>International / Global Equity Mutual Funds</b>					
6,084.347	Brown International Small Company	\$169,570	0.00	\$0	
7,315.574	Causeway International Small Cap	\$96,858	0.49	\$3,603	
21,889.560	Cullen Emerging Market High Dividend	\$260,705	0.32	\$6,934	
75,172.750	Janus Henderson Global Equity Income	\$523,202	0.50	\$37,514	
8,957.343	John Hancock International Growth	\$312,163	0.31	\$2,778	
	<b>Total International / Global Equity Mutual Funds</b>	<b>\$1,362,498</b>		<b>\$50,829</b>	
<b>Alternatives</b>					
8,438.550	JPMorgan Hedged Equity Fund CI I	\$227,756	0.25	\$2,118	
19,624.523	American Beacon Futures	\$204,880	0.47	\$9,137	
10,685.642	American Beacon Income Fund	\$106,536	0.20	\$2,141	
	<b>Total Alternative Mutual Funds</b>	<b>\$539,172</b>		<b>\$13,396</b>	
<b>Domestic Bond Mutual Funds</b>					
19,222.058	Artisan High Income	\$191,836	0.55	\$10,550	
18,972.751	Guggenheim Total Return Bond Fund	\$541,862	0.78	\$14,792	
13,485.765	Performance Trust Strategic Bond Fund	\$305,918	0.81	\$10,921	
19,767.185	Voya Intermediate Bond Fund	\$202,613	0.30	\$5,835	
9,262.311	Fidelity Inflation Protected Bond Fund	\$103,367	0.53	\$4,920	
10,342.109	Voya Securitized Credit Fund	\$100,732	0.28	\$2,850	
9,904.991	Shelton Tactical Credit Fund	\$109,648	0.46	\$4,517	
	<b>Total Domestic Bond Mutual Funds</b>	<b>\$1,555,976</b>		<b>\$54,385</b>	
<b>International Bond Mutual Funds</b>					
26,804.240	Janus Henderson Developed World	\$263,485	0.16	\$4,242	
7,296.000	Lord Abbett Emerging Markets	\$110,534	0.60	\$4,347	
	<b>Total International Bond Mutual Funds</b>	<b>\$374,019</b>		<b>\$8,589</b>	
<b>Money Market Mutual Funds</b>					
59,541.680	Fidelity Govt Money Market Capital Reserves	\$62,278	0.00	\$62	
	<b>Total Money Market Mutual Funds</b>	<b>\$62,278</b>		<b>\$62</b>	
	<b>Total Accrued Interest</b>	<b>\$0</b>			
	<b>Total Trust Funds</b>	<b>\$6,690,638</b>		<b>\$157,643</b>	

## TRUST FUND INVESTMENTS

<u>Fund</u>	<u>Additions</u>	<u>Disbursements</u>	<u>Reason for Disbursement</u>
Cemetery Perpetual Care	\$23,724		FY21 Cemetery Budget
J. Goldsmith Common School			Donation to Littleton Public Schools
C. Hildreth			Donation to Littleton Public Schools
L. Johnson High School			Donation to Littleton Public Schools
F. M. Kimball		\$11,000	Scholarship Awards
M. H. Kimball			Donation to Littleton Public Schools
B. Sampson Education		\$19,000	Scholarship Awards
L. H. Zappy			Donation to Littleton Public Schools
B. Sampson Relief of Animals			Elder & Human Services program
A. Tuttle Lyceum		\$4,747	Disbursement to Littleton Lyceum
Reuben Hoar Library		\$46,548	FY21 Library Budget
F.M. Kimball II Fund			\$8,500 Scholarship Awards
Doris Warren Education Fund		\$15,000	Scholarship Awards
Clancy Lyceum			\$374 Disbursement to Littleton Lyceum
FB Morrison Charitable Fund		\$48,000	Scholarship Awards
TREAD		\$179,135	
<b>Totals</b>	<b>\$23,724</b>	<b>\$332,304</b>	



## Board of Assessors

The Assessing Department is responsible for accurately determining the fair market value of all Real Estate and Personal Property located within the Town of Littleton as of January 1st of the calendar year for the fiscal year that 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 Select Board.

Although the main function of the department is the record maintenance of all Real and Personal property, there are many other functions carried out by the office. Other functions include:

- **Abatements**

- Real Estate
- Personal Property
- 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/Maintenance**

- **Abutter's Lists**

- **Various reporting information for real estate and personal property**



Fiscal Year 2021 was an interim year. Littleton is rapidly changing and in no other year has it been as apparent as this year.

Home prices continue to see an increase, with the average assessed value increasing 6.4% to \$518,250.

Commercial properties continue to see a decline, with the biggest news being IBM would soon be leaving Littleton. This comes at a time when the commercial sector has already taken a hit due to on-line shopping and Covid.

Industrial is holding its own with all eyes on Littleton. Amazon took up residence at 151 Taylor street, and thus begins the realization of how access to both route 2 & interstate 495 make Littleton an ideal spot for Distribution warehouses.

We continue to be out on permit and sale inspections ensuring that our information is as accurate and up to date as possible. Due to Covid a temporary break was taken in cyclical inspections with the intent to be back out in spring 2022.

If you have any questions regarding your valuation, or you need assistance with the abatement filing process, please call our office at 978-540-2410.

## Parcel Count for Major Classes

	Single	Single Family		Condo	Commercial/	Com/Ind
	Family	Values	Condo	Values	Industrial	Values
2022	3,079	1,595,690,500	179	66,503,800	182	379,604,300
2021	3,050	1,484,916,400	174	57,361,600	182	401,456,200
2020	3,029	1,409,649,400	152	54,537,000	184	373,514,400
2019	3,005	1,308,082,800	149	51,797,300	183	344,973,400

## Historic Tax Rates

Fiscal Year	Res	CIP
2022	17.71	28.05
2021	17.70	27.44
2020	17.77	28.49
2019	18.24	28.27
2018	18.14	28.03
2017	18.15	28.37

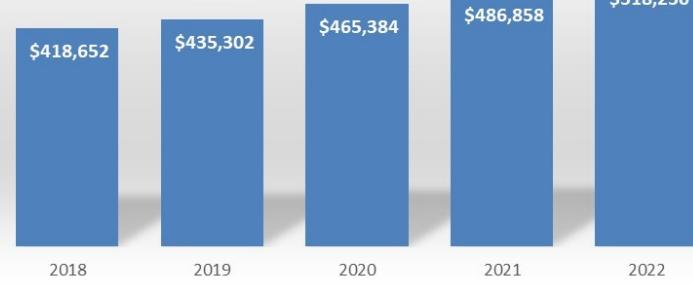
## Exemptions for FY2021

Clause	Count	Value
17(Surviving Spouse)	4	\$1,414.00
22(Veterans)	38	\$28,176.24
22E(Veteran/Spouse)	10	\$17,480.19
37A(Blind)	4	\$3,419.55
41C(Elderly 70+)	6	\$5,841.62
CPA	6	\$314.15
<b>TOTALS</b>		<b>\$56,645.75</b>
Senior Work Off	119	\$66,439.08
Veterans Work Off	13	\$6,400.42
		<b>\$72,839.50</b>

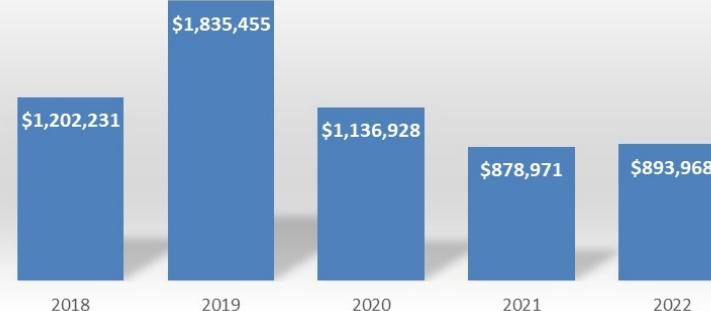
Respectfully Submitted,  
 Fred Freund, Chair  
 Maureen Adema, Vice Chair  
 Pamela Campbell, Clerk  
 Debra Brine  
 Peter Barbella



## Average Single Family Home Values



## New Growth Revenue



## SCHEDULE OF TAXES RECEIVABLE -Year Ended June 30, 2021

### REAL ESTATE

Fiscal Year	Outstanding July 1, 2020 & Committed FY21	Collected/Liened to Treasurer	Abated	Refunded	Balance
2021	\$41,572,784.00	\$40,568,864.00	\$126,906.00	\$45,229.00	\$922,243.00
2020	\$750,770.00	\$646,241.00		\$80,262.00	\$184,791.00
<b>TOTAL</b>	<b>\$42,323,554.00</b>	<b>\$41,215,105.00</b>	<b>\$126,906.00</b>	<b>\$125,491.00</b>	<b>\$1,107,034.00</b>

### PERSONAL PROPERTY

Fiscal Year	Outstanding July 1, 2020 & Committed FY21	Collected/Liened to Treasurer	Abated	Refunded	Balance
2021	\$2,556,233.00	\$2,548,622.00		\$80,156.00	\$87,767.00
2020	\$20,130.00	\$7,660.00			\$12,470.00
2019	\$17,391.00	\$55.00			\$17,336.00
2018	\$3,233.00				\$3,233.00
2017	\$2,981.00				\$2,981.00
2016	\$10,181.00				\$10,181.00
2014	\$1,402.00				\$1,402.00
2013	\$11,231.00				\$11,231.00
<b>TOTAL</b>	<b>\$2,622,782.00</b>	<b>\$2,556,337.00</b>	<b>\$0.00</b>	<b>\$80,156.00</b>	<b>\$146,601.00</b>

### MOTOR VEHICLE EXCISE

Fiscal Year	Outstanding July 1, 2020 & Committed FY21	Collected/Liened to Treasurer	Abated	Refunded	Balance
2021	\$1,710,810.00	\$1,406,639.00		\$7,094.00	\$311,265.00
2020	\$345,584.00	\$320,434.00	\$12,214.00	\$13,825.00	\$26,761.00
2019	\$26,478.00	\$14,349.00	\$1,513.00		\$10,616.00
2018	\$7,014.00	\$2,539.00	\$77.00		\$4,398.00
2017	\$4,369.00	\$680.31			\$3,688.69
2016	\$6,039.00	\$215.00			\$5,824.00
2015	\$7,331.00	\$156.00			\$7,175.00
2014	\$4,870.00	\$79.00			\$4,791.00
2013	\$2,944.00	\$11.67			\$2,932.33
2012	\$1,735.00				\$1,735.00
2011	\$2,480.00	\$105.00			\$2,375.00
2010	\$2,356.00	\$84.00			\$2,272.00
2009	\$2,110.00				\$2,110.00
2008	\$773.00				\$773.00
<b>TOTAL</b>	<b>\$2,124,893.00</b>	<b>\$1,745,291.98</b>	<b>\$13,804.00</b>	<b>\$20,919.00</b>	<b>\$386,716.02</b>

**COMMUNITY PRESERVATION ACT SURCHARGE**

Fiscal Year	Outstanding July 1, 2020 & Committed FY21	Collected/Liened to Treasurer	Abated	Refunded	Balance
2021	\$347,567.00	\$336,701.00	\$1,419.00	\$139.00	\$9,586.00
2020	\$6,691.00	\$5,066.00			\$1,625.00
<b>TOTAL</b>	<b>\$354,258.00</b>	<b>\$341,767.00</b>	<b>\$1,419.00</b>	<b>\$139.00</b>	<b>\$11,211.00</b>

**SEPTIC BETTERMENT ASSESSMENT (INCLUDES INTEREST)**

Fiscal Year	Outstanding July 1, 2020 & Committed FY21	Collected/Liened to Treasurer	Abated	Refunded	Balance
2021	\$17,122.00	\$17,122.00			\$0.00
2020	\$2,053.00	\$2,053.00			\$0.00
<b>TOTAL</b>	<b>\$19,175.00</b>	<b>\$19,175.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**STREET BETTERMENT ASSESSMENT (INCLUDES INTEREST)**

Fiscal Year	Outstanding July 1, 2020 & Committed FY21	Collected/Liened to Treasurer	Abated	Refunded	Balance
2021	\$1,993.00	\$1,827.00			\$166.00
2020					\$0.00
<b>TOTAL</b>	<b>\$1,993.00</b>	<b>\$1,827.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$166.00</b>

**WATER BETTERMENT ASSESSMENT (INCLUDES INTEREST)**

Fiscal Year	Outstanding July 1, 2020 & Committed FY21	Collected/Liened to Treasurer	Abated	Refunded	Balance
2021	\$83,347.00	\$33,757.00			\$49,590.00
2020	\$29,890.00	\$29,890.00			\$0.00
<b>TOTAL</b>	<b>\$113,237.00</b>	<b>\$63,647.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$49,590.00</b>

**ELECTRIC LIEN (INCLUDES INTEREST)**

Fiscal Year	Outstanding July 1, 2020 & Committed FY21	Collected/Liened to Treasurer	Abated	Refunded	Balance
2021	\$39,097.00	\$20,720.00			\$18,377.00
2020					\$0.00
<b>TOTAL</b>	<b>\$39,097.00</b>	<b>\$20,720.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$18,377.00</b>

**WATER LIEN (INCLUDES INTEREST)**

Fiscal Year	Outstanding July 1, 2020 & Committed FY21	Collected/Liened to Treasurer	Abated	Refunded	Balance
2021	\$17,141.00	\$12,692.00			\$4,449.00
2020					\$0.00
<b>TOTAL</b>	<b>\$17,141.00</b>	<b>\$12,692.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,449.00</b>



## Building Department 2021 Annual Report

The Building Department consists of:

Ed Mullen – Building Commissioner

Mike Kenney – Building Inspector

Bill Morehouse – Inspector of Wires

Edward Sullivan – Gas/Plumbing Inspector

Janet Fairchild – Office Coordinator

During calendar year 2021, the Building Department saw changes and improvements. The department grew with the successful addition of Mike Kenney, who joined the department in February 2021.

As an effort to streamline record access for the residents, the department has scanned the majority of the existing building plans and stored them online.

In addition to the plans, there is ongoing work on the file jackets containing other documents such as Permits & Inspections, to scan and store them in View Point, the electronic database used by the Town of Littleton. Residents will have capability of viewing existing records online.

Although COVID19 created a challenge in working conditions, the Building Department had a very busy and productive work schedule, resulting in:

- **Permits Issued** (Building, Gas, Electrical, Plumbing, and Mechanical) – 2181
- **Inspections Conducted** – 3312
- **Revenues Collected** - \$614,156.90

### 2022 Goals include:

- Complete and Review the job descriptions for:
  - Director of Land Use & Buildings
  - Assistant Director of Land Use & Buildings
  - Assistant Town Planner/Economic Development Coordinator
  - Public Health Coordinator
  - Assistant Conservation Agent
  - Public Health Nurse
- Continue Implementation of Land Use & Buildings
- Complete Relocation of Land Use & Buildings to the first floor of the Town offices building

Respectfully submitted

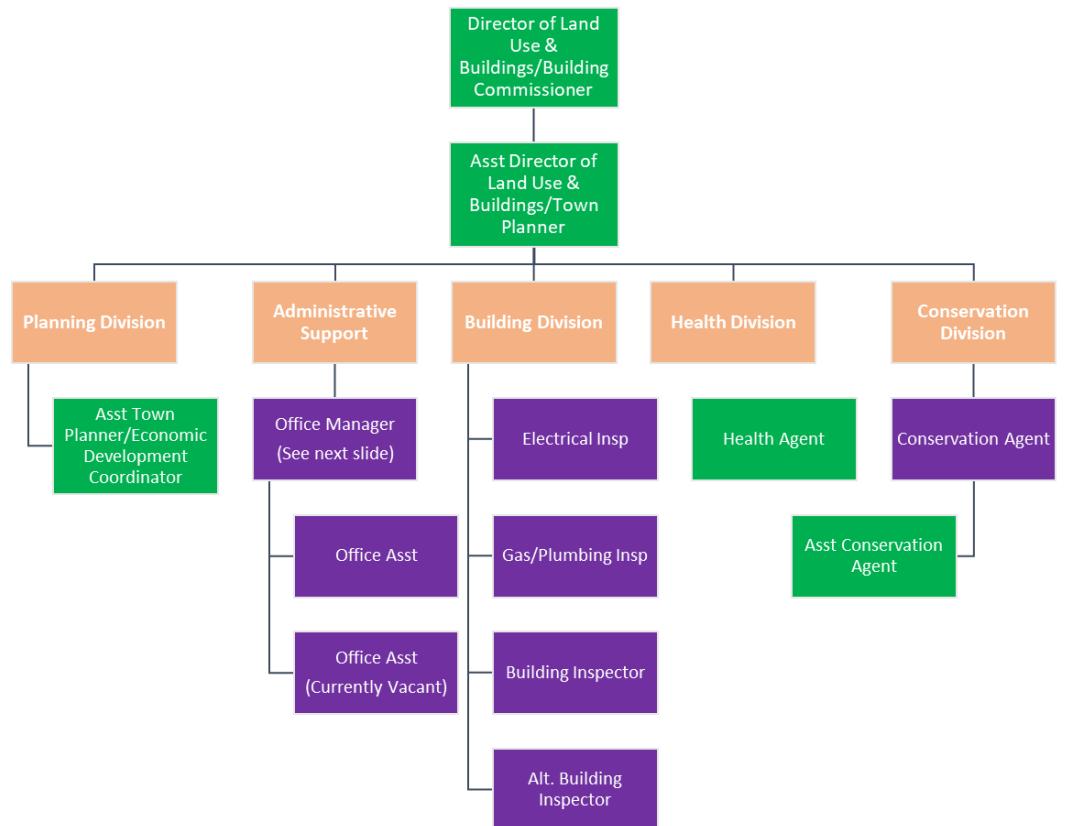
Ed Mullen, Building Commissioner

Email [emullen@littletonma.org](mailto:emullen@littletonma.org)

Phone # 978-540-2420



## Department of Land Use and Buildings



## Next Steps

- **Office Manager position was established at the 2021 Annual Town Meeting**
  - **Administrative Assistant for Building, Board of Health, and Zoning was hired into the Office Manager Role (Completed)**
- **Prepare job descriptions for classifications and reclassifications to be reviewed by HR Department**
- **Grade the positions**

Current Title	Proposed Title	Need
Conservation Coordinator	<b>Conservation Agent</b>	Job Description showing before and after
Administrative Assistant to Conservation	<b>Assistant Conservation Agent</b>	Job Description showing before and after
None	<b>Assistant Town Planner/Economic Development Coordinator</b>	Job Description
None	<b>Health Agent</b>	Job Description
Town Planner	<b>Assistant Director of Land Use &amp; Buildings/Town Planner</b>	Job Description showing before and after
Building Commissioner	<b>Director of Land Use &amp; Buildings/Building Commissioner</b>	Job Description showing before and after

## Funding for Classifications and Reclassifications

### Town Building Fee Comparison

Town	Res Fee per \$1,000	Com Fee per \$1,000	Minimum Fee
Groton	\$ 12.00	\$ 12.00	\$ 150.00
Westford	\$ 12.00	\$ 15.00	\$ -
Townsend	\$ 12.00	\$ 12.00	\$ -
Ayer	\$ 12.50	\$ 14.00	\$ 140.00
Acton	\$ 14.75	\$ 14.75	\$ 75.00
Harvard	\$ 10.00	\$ 12.00	\$ 360.00
Carlisle	\$ 13.00	\$ 13.00	\$ 100.00
Concord	\$ 12.00	\$ 12.00	\$ 30.00
Littleton	\$ 13.00	\$ 13.00	\$ 100.00
<b>Littleton is now equal or above the Average permit fee</b>			
*for exact permit fee schedules please refer to the town website			

### Realized Permit Fee Analysis



### 8 Month Review

- Residential and Commercial Rate @ \$13/\$1,000 of estimated value
- Minimum Fee of \$100 to cover costs of inspectors and overhead
- Fees waived on Municipal projects



## LITTLETON 2021

**Nashoba Associated Boards of Health** continues to serve the Littleton Board of Health in meeting the challenges of environmental and public health needs in your community. As your Health Agent, entering the second year of the pandemic, this office continued our adaptation to the changes brought on by COVID-19 while we continued to provide the normal public health services for your communities

- Informed, educated and stayed current with the information from the Department of Public Health to assist residents, schools and businesses.
- Inspected businesses for compliance, upon complaint, in accordance with the ever-changing guidance from the Governor, Department of Labor Standards and Executive Office of Environmental Affairs and provided interpretation and education to improve compliance.
- Provided guidance to our existing licensed businesses to help them operate safely during the pandemic.
- Added public health nursing staff to help with contact tracing and outreach.
- We have provided COVID-19 vaccination clinics, along with our well adult and flu clinics.
- Our VNA continued their home health activities throughout the pandemic adjusting to the requirements imposed by COVID-19

We look forward to continuing our work with the **Littleton Board of Health** to meet the public health, environmental and nursing needs of your community as the pandemic continues, including assistance with the roll out of the COVID-19 vaccine.

## **2021 HIGHLIGHTS**

### **Environmental Health Department**

The Nashoba Sanitarian is available in the Littleton office, and as Town Hall has re-opened, we have returned to office hours as needed.

### [Food Service Licensing and Inspections](#) 55

This office licenses, inspects, responds to complaints and conducts follow up on concerns in licensed operations. Many of the inspection done this year were in response to COVID complaints; also affecting

## **NASHOBA ASSOCIATED BOARDS OF HEALTH**

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

inspections: some businesses were closed or closed part of the year (schools).

### [Recreational Permitting and Inspections](#) 17

This office licenses, inspects and responds to complaints for recreational camps for children, bathing beaches and public and semi-pools. We provide for the sampling of bathing beaches on a weekly basis. Many camps didn't open and most town beach did not open due to the required operating COVID-19 standards.

### [Housing & Nuisance Investigation](#) 36

This office inspects dwellings for compliance with the State Sanitary Code, upon complaint and prior to occupancy. We issue orders to corrective actions, re-inspect and initiate legal action if necessary. **Similarly**, complaints from residents concerning unsanitary conditions or pollution are investigated.

### [Title 5 related work – On-site Sewage Disposal](#)

Application for soil testing (testing necessary for the design of a sewage disposal system) 41

Tests performed (perc tests and soil evaluation holed witnessed) 130

Applications for sewage disposal plans filed 34

Sewage disposal system plans reviewed 44

Sewage disposal system permits issued 32

    New construction 16

    Existing construction 16

Sewage disposal system inspections 108

Sewage disposal system consultations 40

**Private Well related services:**

Well permit issued	<b>6</b>
Water Quality/ Well Construction	<b>10</b>

*(Private wells are regulated by local regulations: construction plans are reviewed, well sampled and results reviewed interpreted)*

**Rabies Clinics – Animals Immunized**

(Due to COVID-19, limited clinics were held in 2021)

**Nashoba Nursing Service & Hospice**

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.

Nashoba's Certified Home Care Aides provide assistance with daily activities of daily living including bathing dressing, exercises and meal preparation.

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.

Nursing Visits **868**

Home Health Aid Visit **176**

Rehabilitative Therapy Visit **506**

**Community Health Nursing**

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

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

This year was very different due to COVID-19. This office provided the following services for District.

- Conducted contact tracing for our member communities and managed the contact tracing efforts of the Contact Tracing Collaborative.
- Served as a resource for individuals and businesses interpreting the ever-changing information on the disease and the State's response to the pandemic.

- Instructed individuals who tested positive and those who were close contact on the processes of Isolation and Quarantine, providing release letters for those who completed each process.
- Worked with the State laboratory to identify and manage clusters of disease/exposures in the District.
- We served as a resource for daycare facilities regarding infections in their facilities and interpreting the ever-changing guidance.
- Worked with the school nurses in the District - providing information, offering advice and supporting contact tracing in the schools.
- Collaborated with all municipal staff, including Councils on Aging to address questions on COVID-19, exposures and actions which may be necessary to address these exposures.
- Conducted flu clinic in your community, the State didn't require vaccinations for school children this year.
- We administered 289 flu shots through our annual clinics.
- Conducted COVID-19 vaccine clinics open to Littleton residents.

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.

**Communicable Disease Number of Cases:**

Babesiosis	3
Calicivirus/Norovirus	1
Giardiasis	1
Hepatitis C	2
Human Granulocytic Anaplasmosis	3
Influenza	13
Lyme Disease	14
Novel Coronavirus (SARS, MERS, etc)	844
Salmonellosis	1

**Dental Health Department**

Due to the challenges presented by COVID-19 the Dental Program was suspended in March.



## 2021 Review



2021 was a year of change for the Littleton Fire Department. In June Chief Scott Wodzinski retired after more than 30 years of service to the Town of Littleton. He had many accomplishments in his 9 years as Chief including our new fire station. Deputy Chief Tom Clancy took over as Interim Chief.



A roll over on 495 on Labor Day resulted in the occupants being rescued via a ladder. Motor vehicle accidents increased as traffic began to get back to normal.



A section of Route 2 east kept us busy this summer each time it rained. One Friday in July during a heavy rain storm, we responded to the same area 6 times between 8 am and 12pm for motor vehicle accidents. The road had recently been resurfaced and poor drainage was the culprit. It was repaired in late Fall.



A structure fire on Florence Street in May was our only serious structure fire with property loss. No one was injured but the house had to be torn down. An extension cord was the cause of the blaze.

COVID-19 restrictions receded in the Summer and came back again in late Fall with a new variant. FD personnel are doing their best to stay healthy.

## FIRE DEPARTMENT



Pictured above, lightning struck a home on Mannion Place.

We were fortunate enough to be able to obtain several cars to utilize for auto extrication training for both the full time and on-call staff. Through grant funding and a gift from LELWD, we were able to purchase battery operated vehicle extrication tools. The cordless tools enable faster deployment and greater range on scene than the traditional hydraulic hose tools. Special thanks to CBK Towing for donating the vehicles.



### Training

2021 Provided us with many opportunities for training. We were able to conduct ice rescue training early in the year. Department members used Tower 1 to simulate reaching a victim. With the large lakes in town, this training is essential.

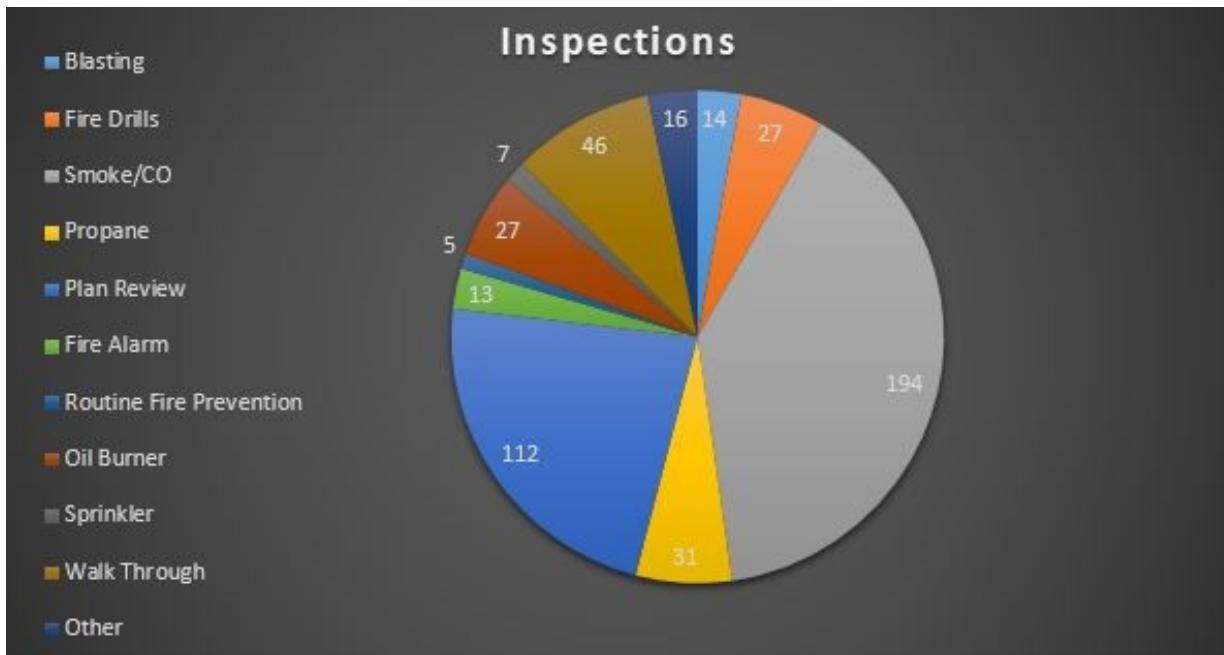
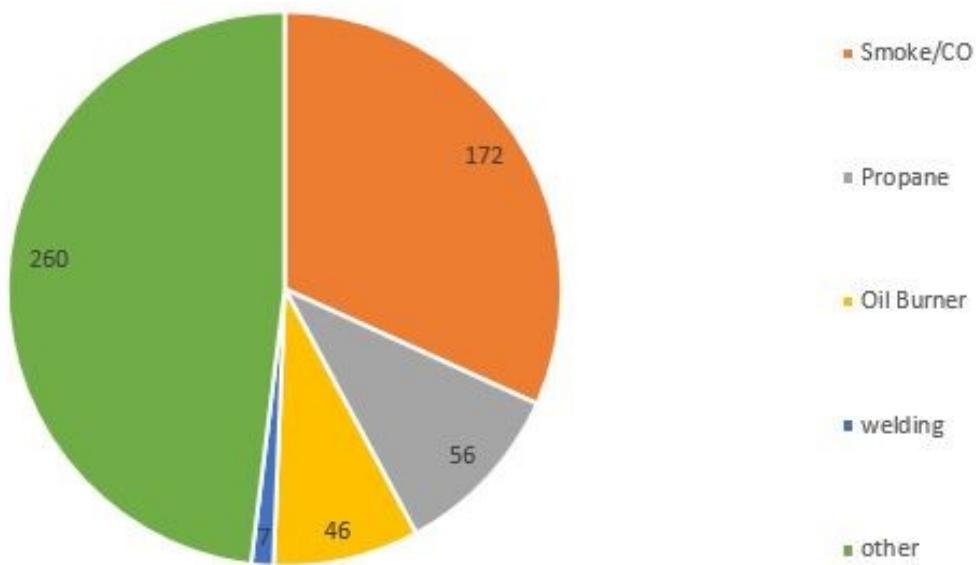
Pictured below, companies draft water from a pond behind Monarch drive and pump it into Tower 1. In areas with no hydrants, this is our water supply.



Firefighters continually train to improve their skills in firefighting and emergency medical techniques. As a paramedic level provider, we provide Advanced Life Support to the citizens of Littleton 24/7, 365 days a year. Every two years, EMT's must take a 20 or 40 hour recertification course, depending upon their level of EMT. There are another additional 20 hours of credit that must be attained as well.

**Fire Prevention**

The Fire Prevention Officer, currently Interim Chief Clancy, continued to be busy with the ongoing development of several properties in town including Blue Bird Way, Couper Farm, Durkee Farm and Webber Village. Home sales continued to be strong in 2021. Every home sold in Massachusetts is required to have working smoke and carbon monoxide detectors. As the Town Common area begins its revitalization plans, the Fire Prevention office will see an increase in activity over the coming years.

**Permits**

## Statistical Summary

In 2021 Littleton Fire Department Responded to 2085 Calls. There were an additional 756 non-emergent calls for service. 2021 saw an increase of nearly 11% in responses compared to 2020.

Littleton Fire Department Call Responses									
Incident Type	2013	2014	2015	2016	2017	2018	2019	2020	2021
Medicals (Non-Fire)	769	826	941	970	926	1067	1126	1064	1194
Other Fire Incidents	91	159	123	208	258	114	227	239	236
Fire Alarm Investigations	136	177	188	204	212	307	251	190	213
Motor Vehicle Accidents (MVA)	127	152	173	158	152	183	204	145	209
Service Calls	58	12	52	83	90	117	80	65	69
Carbon Monoxide Investigations	33	25	19	33	29	20	8	23	27
Flammable Gas Release	45	28	37	31	25	18	20	17	19
Lock Outs	28	40	37	33	21	16	26	14	14
Smoke Scares	27	20	24	26	15	39	22	32	26
Electrical Hazards	19	17	21	16	11	7	16	22	17
Car Fires	14	6	6	6	10	12	13	7	8
Cover Assignments	15	14	27	21	10	75	61	11	13
Structure Fires	9	7	11	13	9	17	10	11	12
Brush Fires	26	13	25	14	6	1	5	14	13
MVAs with Entrapment	3	0	3	5	3	5	2	6	2
Oil Burner Malfunctions	5	5	3	1	2	1	2	2	2
Flammable Liquid Spills	8	8	5	5	2	5	9	7	6
Illegal Burning	10	9	19	10	1	3	13	16	2
Chimney Fires	2	0	7	3	0	1	0	0	1
Citizen Complaints	2	2	2	2	0	2	0	3	2
<b>Total</b>	<b>1427</b>	<b>1537</b>	<b>1723</b>	<b>1842</b>	<b>1782</b>	<b>2010</b>	<b>2095</b>	<b>1888</b>	<b>2085</b>

## Department Roster

<b>Fire Chief</b> Thomas Clancy (Interim)	<b>Executive Assistant</b> Kim Kouvo
<b>Deputy Chief/Fire Prevention</b> Thomas Clancy	
<b>On Call Officers</b> <b>Captain</b> -Joe Rock <b>Captain</b> -Jim Cahill	<b>On Call Staff</b> FF/Paramedic Al Gentile FF/EMT Sean Parlon EMT-Kevin Larsen FF/EMT Brian Chabot FF/EMT Derek Dirubbo FF Brandon Fowle FF/Paramedic Richard Duong FF/Paramedic Dan Kane FF/EMT Theresa Rock EMT Mackenzie Rock
<b>Lieutenant</b> -David McGloughlin <b>Lieutenant</b> -Tom Kneeland	
<b>Specialists</b> Photographer John McNamara	<b>Career Staff</b> <b>Lieutenant</b> -Keith Dunn FF/EMT Dan Sawicki FF/EMT Tyson David FF/EMT Mike Deblasio <b>Lieutenant</b> - Sean Coffey <b>Lieutenant</b> - Terence Gardner FF/EMT Brian St. Gelais <b>Lieutenant</b> Tim Powers FF/EMT Matt Maciel FF/Paramedic-Shawn Foster FF/Paramedic Shawn Carlin FF/Paramedic-Matt Ross FF/Paramedic-Joe Reger FF/Paramedic-Stevie Leblanc
<b>Chaplin</b> Rev. Jen Munroe-Nathans	

## FIRE DEPARTMENT





Artwork by Katie Roorda

## POLICE DEPARTMENT

## PUBLIC SAFETY

### MISSION OF THE DEPARTMENT

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



### DEPARTMENT OVERVIEW

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

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

## 2021 Littleton Police Department

### **MESSAGE FROM THE CHIEF**

It is with great pleasure that I present the Littleton Police Departments 2021 Annual Report. This was the fourth year that I was able to serve the residents of Littleton as your Chief of Police.

The challenges that we faced in 2020 held on and caused us to have to deal with them again in 2021. Luckily for me, the team that we have in place at Littleton Police Department is spectacular and they persevered through all challenges they faced. The police department is currently at 21 sworn police officers including Deputy Chief Patterson and myself. The Communications Center is comprised of 8 full time and 2 part time Communications Officers. We have 1 Executive Assistant, Heather Pritchard, who has completed her first year with our team.

Due to new mandates, in Police Reform, we have disbanded the Part Time Reserve Officer program. I would like to recognize and thank the part-time reserve officers that are no longer working with the Littleton Police Department Reserve Officer program: Heather Rhodes, James Ferreira, Brian Buck, John Murphy, and Ashley Pinard. All of them were able to assist in public events, road details and some even helped out on patrol. This is a big loss for Littleton as we will have to fill their posts with full-time certified police officers.

As we move into 2022, I look back and see our accomplishments, trainings, and events but I am more looking forward to getting back to the community events that COVID has put a damper on in 20/21. Coffee with a Cop, Veterans breakfast, Police Department open house, and of course our beloved Student Police Academy will be back summer of 2022.

Respectfully Submitted,

Matthew Pinard, Chief of Police



***Chief Matthew Pinard***

**Communications Center:**

The Communication's Center call volume rose by 25% over 2020. The fire and medical call volume rose up 10%. This is just one sure sign of Littleton's growth given the ongoing pandemic. In the Communication's Center we faced personnel shortages in 2021 just like 2020 as positive COVID cases continued through the entire year. Thanks to the part time employees we hired last winter we were able to endure these shortages while saving money on overtime. Special thanks to Communications Officer Zaferacopoulos who worked 686 of these overtime hours. That alone saved the town 25K in overtime costs! Due to his hard work and perseverance we have hired him into a full time position. This has now allowed us to have two Communications officers working on the desk from 0700 – 2300 hrs. This has also allowed us to give the Communications Supervisor 2 much needed administrative shifts to focus on his many other tasks.

Upgrades in 2021 in the Communications Center include newer computers, which are more reliable as well as faster. We have also updated our town wide phone system which will be much better after we got through the "growing pains". Thanks to our IT department who seem to be available whenever we need them!

We in the Communications Center look forward to the challenges 2022 will bring and strive to stay at the top of our game for the residents of Littleton.



911 Center

**Firearms Licensing :**

Over the past year we have processed a total of 188 new/renewal firearm license applications. All of which we were able to complete while overcoming the obstacles that COVID-19 has placed in front of us. While processing each candidate's application we begin by manually entering each one into MIRCS. Then the new applicants are scheduled to come to the station for an in person interview where they are photographed, and fingerprinted. Afterward we conduct a thorough background investigation on each candidate to screen out any who would be statutorily disqualified or unsuitable. Each background investigation includes running the applicants fingerprint through AFIS (Automated Fingerprint Identification System), a check of the applications mental health history through the Department of Mental Health, a check of our department's in house records, and a check of their criminal history through Board of Probations Records and the use of the Interstate Identification Index. Along with processing new and renewal applications we continue to monitor our subsequent activity notifications daily.

In 2021, we processed a total of 76 new/renewal Dealer licenses. Each dealer typically has three separate licenses to process. Each dealer then submits to a standard background investigation. Once our dealers have received their license they are then inspected once a year as per law to ensure that they are in compliance with the condition of MGL 140-123. In 2021 we conducted a total of 55 dealer inspections (the most out of any city or town in the state). The overseeing of our licensing unit is certainly a group effort and could not have been completed without the assistance of Sgt. Marc Scola, Dispatch Supervisor William Harrold, Sgt. Douglas Landry, Officer Brian Jones, and Officer Eric Michel.

**K9**

**Program**

If you can believe it, Vojak will be turning eight as we start the year 2022! He has proudly and happily been with us for seven years now. 2021 was marked with continued success with LPD's favorite furry guy.

The year was compiled with continued trainings and

certifications. Vojak traveled to Pittsfield for a national certification with the North American Police Work Dog Association with K9's all over New England. The continued certification is an extremely high standard to prove this good boy has kept up his training and is invaluable in the court room. After four strenuous and long days, Vojak walked away with certifications in tracking, building searches, area searches and narcotics detection.



Just a short few of his accolades this year included locating an individual who had broken into a business, assaulted the owner and fled on foot. Vojak tracked to a neighbor's house where he was found hiding under brush and cover. He located an elderly male lost in the deep woods and quite a few others who needed

assistance. Vojak was involved in multiple narcotics arrests in Littleton and its neighboring communities. Two of the motor vehicle stops yielded trafficking weight charges and the seizure of thousands of dollars.

With a busy year behind him he looks forward to 2022 in hopes to see all his friends in town, showing off his skills for the student academy cadets and his visits to the schools. "Šťastné časy pred námi". Which loosely means "happy times ahead" in Vojak's home of Slovakia.

#### ***Training***

2021 brought a different look to the state mandated recertification in-service training

comprised of 32 hours of academy time and 8 hours of department selected training. The academy hours were replaced with online trainings consisting of instruction in First Responder/CPR, Implicit Bias, Domestic Terrorism, Defensive Tactics, Responding to Pandemics and Similar Emergencies, Longevity in Law



Enforcement and Incident Stress Debriefing. We then provide an 8 hour training in Defensive Tactics practical training for our department selected training. Our Communications Officers were also required to complete 16 hours of in-service training online for 2021 as well.

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 2021 we sent



patrol officers and sergeants to some of the following trainings:

- Stress and Resiliency for Law Enforcement
- Vehicle Weight and Dimensions Enforcement
- Introduction to Drug Investigations for Patrol Officers
- Massachusetts Top Gun
- Advanced Sexual Assault Investigations
- Undercover Operations and Drug Investigations
- Basic Motorcycle Course
- Peer Support Training
- Race Relations Immersive

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

- Crisis Intervention Training
- Massachusetts Public Safety Academy
- Intentional Leadership
- FBI Trilogy Series Training

We would like to recognize Sgt. Fernandez and Sgt. Landry for completing the three FBI-LEEDA Series T

We would like to recognize Sgt. Fernandez and Sgt.



Landry for completing the three FBI-LEEDA Series Trainings and earning their Trilogy Award in 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.

In addition, LPD officers completed mandated annual training and re-certification for use of Taser. Taser is a non-lethal conducted energy tool used to temporarily incapacitate individuals engaging in assaultive behavior against police and or other citizens. When applied properly, Taser is a use of force tool providing a window of opportunity for officers to place violent individuals in to custody. Annual training consists of review of weapon nomenclature and operating procedures, to include safety guidelines, drawing, ready positions, aiming and firing. Training consist of both classroom and physical scenario based drills. During training officers are placed in to stress inducing situations which requires officers to utilize their verbal communication skills, efficiently utilize time and distance, and consider all tools and options available to them to ensure the best and safest outcome for all involved persons. First time certified new users of Taser have the option to be tased themselves. This experience provides the officer with first-hand knowledge of the effects of the Taser, allowing for better understanding and ultimately use of the tool.

#### ***Littleton Police Criminal Investigation Division***

The Littleton Police Department's Investigation Division consists of 3 detectives. One of these three

detectives is collaterally assigned to the Littleton School District as a school resource officer and works primarily in the school district as a resource for the schools and as a resource for students and families. Detectives in Littleton are tasked with conducting investigations into a variety of criminal activity that occurs in and around Littleton and criminal activity that involves and affects residents of Littleton. These investigations and follow ups require a great deal of time for interviewing, conducting surveillance, and pursuing leads developed during the course of the investigations. The in-depth reports for these types of investigations are often complex and at times 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 and for that fact have to be familiar with many types of investigative techniques and criminal activity.



The Criminal Investigation Division for the Littleton Police Department investigated a variety of crimes in 2021 and facilitated the prosecution of a majority of those more serious cases. In 2021, Detectives investigated/ followed up on many serious assaults that occurred in Littleton and several assaults with deadly weapons. In all the assault cases reported in 2021, detectives were able to identify and charge offender(s) for those incidents and many of the cases remain in the court system presently. In 2020 investigators were noticing an increase in reported fraud cases and 2021 was no different. Reports of identity fraud and "check washing", cases were at a high and kept Littleton police busy with the follow ups to those cases. Thankfully, a high percentage of those cases reported to Littleton Police resulted in the identification of offenders and the application of

criminal complaints. Detectives in Littleton dedicated many hours in chasing down leads and information and working with the financial institutions. In 2021 Littleton Detectives, facilitated the apprehension of two out of state fugitives that were ultimately brought back to Massachusetts for prosecution on their cases.

In 2021 Littleton police detectives continued to work several investigations into the sale and distribution of narcotics in and around Littleton Massachusetts. Based off these investigations and efforts several search warrants and arrests were made in and around the Littleton area. 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 Police also seized several illegally possessed firearms throughout 2021 and continue to facilitate in the prosecution of those offenders and those cases. 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 that was either missing or stolen. 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.



### Department of Public Works:

DPW administration consists of a DPW Director, Highway Superintendent, and a Business Manager. The Highway Department consists of 6 full time staff members and a mechanic.



2021 was the first year that the DPW participated in "Trunk or Treat", the spooky Bobcat was a hit and we plan to make this an annual tradition.

### 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:

- 2022 F-750 truck

### Pavement Management:

The Highway Department received \$392,913 in Chapter 90 funds, and another \$740,000 in Town funds. This funding is used to maintain 64 miles of public roads in Littleton. In 2021 we completed micro surfacing, Cape Seal, and mill and overlay on approximately 5 miles of town roads.

Reclamation and Paving was conducted on:

- Westchester Drive
- The remaining portion of Gilson Road.

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

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



### Winter Operations:

The Highway Department plows and treats 64 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 20 contracted pieces were used. There were 15 weather events the highway department had to respond to in 2021. During those weather events, the Town used approximately 2,000 tons of salt. Town and Contract equipment traveled a total of approximately 41,000 miles to plow and treat the town in 2021. This equates to over 1,500 man hours.

### **Parks Department:**

The Parks Department consists of 3 full time staff members 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.

In 2021 the parks department implemented the use of a Turf Tank robot to paint the lines on the sports fields. This machine will be a huge help to our parks department in both reducing the budget and freeing up the staff for other projects.



### **Transfer Station:**

The Transfer Station consists of 2 staff. In 2021, 1,689 residential vehicle sticker permits were issued.

In 2021 the transfer station received the Recycling Dividend Grant for \$5,250. These funds helped us to purchase new recycling containers to be used with the roll off trash truck.

In 2021 the Town generated the following:

## **2021**

### **Waste**

- 864.08 Tons – Municipal Solid Waste
- 134.33 Tons – Construction and Demolition Materials

### **Recyclables**

- 82.95 Tons – Glass
- 97.17 Tons – Metal
- 75.06 Tons – Plastic
- 208.23 Tons - Cardboard/Paper

The new Roll Off Trash Truck was put in service this year and the DPW staff now hauls all of the waste and recycling from the transfer station.



### **Hazardous Waste Disposal:**

Littleton is a member of the Devens Regional Household Hazardous Collection Center. Being a member entitles residents and businesses to dispose of unwanted hazardous products. The facility is open 10 months per year from March through December on the first Wednesday and Saturday of each month.

Location: 9 Cook Street, Devens, MA 01434

Phone: (978)501-3943

Website: [www.info@DevensHHW.com](mailto:www.info@DevensHHW.com).

Respectfully Submitted,

Chris Stoddard, P.E.

Director of Public Works, Town of Littleton



The Board of Electric Light Commissioners is pleased to present the annual report of the Electric Light Department for the calendar year 2021.

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. Throughout the pandemic, the department remained 100% operational to ensure the power stayed on for the community.

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



### Did You Know...

- LELD serves about 8300 customers in Littleton and Boxborough.
- LELD installed over 6800 AMI Meters.
- LELWD was founded in 1912.
- LELWDs EV chargers saved 19,542kg of GHG emissions in 2021.



In 2021, LELWD planted 161 Sycamore 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 CO<sub>2</sub> for cleaner air quality. Over the programs 6 year lifetime, LELWD has planted 890 trees!

The Green Rewards Program continues to save customers electricity and money. In 2021, the program saved 95,948 kWh and has saved residents \$49,820 in energy conservation measures through rebates on heating and cooling systems, home improvements, and electrification.



A review of residential rates charged by municipal and investor owned utility companies show that LELD's rates are consistently significantly lower than our neighbors. In fact, LELD's electric rate was again one of the lowest in the state for 2021. For purposes of comparison, a Littleton customer using 750 kWh per month has a monthly bill of \$98.29. The same usage in Ayer, served by National Grid, would cost \$189.51; while in Concord, served by Concord Municipal Light, would cost \$135.01. 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.

To continue the MLP Solar Rebate Program into 2021, the Littleton Electric Light Department added \$25,000 to the initial pledge of \$80,000 in solar rebates. This brought LELWD's total pledge to \$105,000. The DOER matched this contribution to offer LELWD customers with \$210,000 in solar rebates. All the funds in the program were used by residents by June of 2021. The program added 182 kW of solar across 19 LELWD customers. This program was a success in making solar technology more affordable for LELWD customers and to support the adoption of renewable energy.

In 2021, LELWD offered new rebates to residential customers for tankless water heaters and battery powered yard equipment. Incentivizing the adoption of cordless (battery) equipment is an electrification

method that can help customers lower their carbon footprint and reduce the use of fossil fuels (gasoline and oil). There are several other benefits with battery powered equipment such as reduced noise, less maintenance, less weight, and no fumes!

LELWD installed its' fifth level 2 electric vehicle charger as part of the electric vehicle program.



LELWD customers have access to charge their vehicles for free at the LELWD stations while the public must pay to charge. LELWD's electric vehicle program also offers \$300 rebates for residential home charging upgrades and a monthly credit to those who charge during off-peak hours. There have been 152 customers who have taken advantage of the electric vehicle program.

Crews proactively began to install wildlife protection on all three phase equipment throughout various locations in the town. Prior to adding wildlife protection, squirrels were the leading cause of outages in our distribution system. Porter Road was

converted from open wire to spacer cable, which helps maximize reliability. Crews also upgraded the open wire on Gilson Road and the Matawanakee area to tree wire. Tree wire is a covered wire that helps prevent faults due to tree branch contact. In order to improve reliability throughout King Street, LEED replaced aging infrastructures and poles. These reliability driven projects add a tremendous amount of protection to neighborhoods to prevent future outages.

In 2021, LEED provided annual financial and in-kind contributions to the town and continued to support many programs and initiatives. Grants were given to the Littleton Fire Department for some apparatus equipment and the Council of Aging to provide emergency assistance kits for short term situations such as loss of power, snow storms or flooding . Other grants involved the school, public safety, and the Denise M. Pagacik Memorial Scholarship. LELWD also donated 3 Thanksgiving dinner baskets to families in need and line crews lit up the Littleton Common for the annual holiday tree lighting event.

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



LELWD strung the holiday lights on Littleton Common to prepare for the tree-lighting ceremony.

Respectfully submitted,

**Board of Electric Light Commissioners**

James Karr, Chairman

Scott Larsen, Vice-Chairman

Dick Taylor, Secretary/Clerk

Ivan Pagacik, Member

Bruce Trumbull, Member





The Board of Water Commissioners is pleased to present the annual report of the Water Department for the calendar year 2021.

LWD continued to remain 100% operational during the pandemic to ensure water supplies were uninterrupted and continued the primary focus to provide clean and reliable drinking water to the community.

In 2021, LWD replaced 255 meters to help improve accuracy and help detect leaks, saving customers money and most importantly conserving water! These meters will connect to our new AMI network which will coexist with Electric meters.

With the installation of the 3.5-mile Spectacle Pond Transmission main wrapping up, construction began at the new Whitcomb Avenue Water Treatment Plant, which will filter PFAS, iron, and manganese from the drinking water supply. Replacement of the Whitcomb Avenue wells, and a complete renovation of the pump station was completed in June 2021. These wells and the pump station are now providing a more reliable water supply to the town and will soon be tied into the treatment plant.

LWD completed the installation of a 10-inch water main on Great Road to connect from the Lawrence Street intersection to the Beaver Brook Road Intersection in 2021. The new water main connects a portion of the distribution system that did not previously contain water main. This installation will improve fire flow capacity, water quality and overall system hydraulics .



Whitcomb Ave Well Site, Groundbreaking Ceremony, June 2021

## Did You Know...

- LWD provides water to over 3,300 properties within our distribution system.
- LWD staff works 365 days a year to produce clean safe drinking water for our customers, even through a pandemic.
- LWD replaced 255 water meters in 2021.



Cedar Hill Construction Site, December 2021

Construction of the new Cedar Hill storage tank began in the spring of 2021. The Cedar Hill tank is critical to the water department's ability to meet the daily demand of our customers, as well as maintain proper pressure in the Long Lake neighborhood. The new tank volume will be 500,000 gallons.

LWD began implementing a comprehensive water valve and hydrant maintenance program in 2021. We will continue to implement this program in the upcoming year to improve system reliability.

With a continued focus on improving water system reliability, LWD has begun planning to replace the water main on Warren Street, Whitcomb Avenue and priority areas within the new sewer district, which will begin construction in the Fall of 2022.

In addition to the development on the Cobbs Well Project LWD has began investigating new sources of water supply in the Beaverbrook watershed.

The department's accomplishments are chronicled in our annual Water Quality Report, which affirms our water is of the highest quality. As the stewards of an exemplary water quality program, we proudly present this report, which validates our efforts to provide clean, safe drinking water to our customers.

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

Respectfully submitted,

**Board of Water Commissioners**

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





## Elder and Human Services 2021

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

**Hours:** 8:00a - 4:00p, Monday - Friday

**Telephone:** 978-540-2470

**Email:** Ltretiak@littletonma.org

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

### Department 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.

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 Elder and Human Services Department offers programs, services, clinics, and meals 5 days a week where the professional staff has oversight. The Elder and Human Services staff consists of the Director, an Assistant Director, an Outreach Coordinator, a part-time Administrative Assistant, 6 Van Driver positions, and over many active volunteers. We also help to place over 100 Senior Tax Work Off Program participants all of whom

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



### The Council on Aging

**Board:** The Council on Aging Board exists for the benefit of senior residents and operates under the "best practices" for councils on aging endorsed by the Massachusetts Executive Office of Elder Affairs. The Council on Aging Board acts in an advisory capacity; focuses on identifying the needs of the senior population; educates the community on the issues, advocates on their behalf and recruits active members of the COA. The COA Board members are:

MARJORIE C PAYNE	CHAIR
ANITA HARDING	VICE CHAIR
SUSAN S MELANDER	
DAVID SILL	
ANNE LEE ELLIS	
GARY WILSON	
MARILYN FEDELE	
MARK RAMBACHER	
LORILEI RICHARDSON	

**The Senior Center:** The Senior Center is the focal point for aging services in our community and acts as a gateway for information and services that support and enable a multi-generational group to maintain health, independence, and the highest level of functioning in many aspects of life. Although the Senior Center is where the EHS Department is housed, the functions of the EHS/COA Department are not confined by walls. We fulfill our mission as a true community partner by delivering programs and services in a variety of places wherever needed throughout the town. The Senior Center saw 8,574 check-in's through the 2021 calendar year, a time frame during which Covid-19 closed the building to the public and scaled back our in-person activities and events.



## Operating Throughout COVID-19

The Department of Elder and Human Services has operated under a new framework since March 2020 due to the COVID-19 pandemic. While it was necessary for Town building closures and program cancellations in 2020, the Department continued to meet the need by providing service to the community by transitioning to a remote service model through to July 2021. We focused on combating the public health concern of social isolation, as well as serving as an access point to provide important services and supports. Our grab-and-go programs were very successful. Staff worked with new and existing individuals who needed assistance not limited to errands, transportation, access to food, and technology assistance. In addition to services, many of our social and recreational programs have transitioned to a hybrid model on Zoom and in person to increase accessibility based on comfort level. As the landscape continues to evolve and shift we will adapt and continue to offer our services.

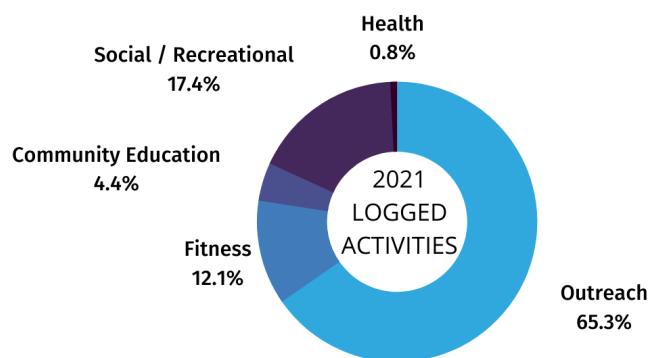
## Programs and Services

In calendar year 2021, the EHS Department recorded at least 8,574 total check-ins, in outreach and in programs, from at least 960 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 Coordinator serves as an information resource for seniors, the disabled, and all other individuals and families in need of services regardless of their income or socioeconomic status. We provide help with obtaining heating subsidies, food stamps, mental health referrals, facilitating support groups, assisting with housing, and access to health insurance. We play an advocacy role for seniors and other town residents at the local, state, and federal level. We logged 5,559 outreach contacts in 2021.



### Nutrition Programs:

The Senior Diner, in partnership with Minuteman Senior Services, serves lunch every weekday and

# LITTLETON ELDER & HUMAN SERVICES

Dedicated to a healthy town and a strong community!

## OUTREACH AND SOCIAL SERVICES

Over 60: 4,154, with 759 unduplicated  
Under 60: 1,283 with 289 unduplicated

Most Needed Services:  
General Info Services  
Case Management & Advocacy  
Food Shopping Assistance  
Financial Management



## FITNESS AND WELLNESS

Fitness and wellness sign ins: 1,026:

Most popular fitness classes:  
Stretch n Flex  
Tai Chi  
Gentle Flow Yoga



## PROGRAMS AND ACTIVITIES

8,574 sign-in's in total  
960 unduplicated people

Most popular reoccurring social events:  
Bingo  
Mystery Bags  
MahJongg



## NUTRITION PROGRAM

Meals on Wheels delivered: 4,000  
Meals on Wheels unique individuals served: 47  
On-site Community Meals served: 150.



OUTREACH SERVICES ARE AVAILABLE TO ALL LITTLETON RESIDENTS, REGARDLESS OF AGE.

WWW.LITTLETONMA.ORG/ELDER-AND-HUMAN-SERVICES  
TELEPHONE: 978-540-2470



## Current Services Provided to Residents

### Community Outreach

- Assistance with in-home services (HHA, PCA)
- Case management
- Medicare / Health insurance
- Prescription Advantage
- Critical Home Repair
- Elder abuse/ neglect reports
- Fuel assistance
- Referrals to area agencies
- Property tax relief
- SHINE (Serving Health Insurance Needs of Everyone)
- AARP tax preparation
- Equipment Loan
- Program development
- Volunteer coordination
- Senior Tax Work Off Program
- Regional Van Transportation Services
- Advocacy
- Mental Health referrals
- Littleton Coalition Against Addiction

### Social, Fitness, & Educational Programs

- Tai Chi
- Gentle Yoga
- Line dancing
- Technology classes
- Creative Writing
- Art classes
- Bridge Group
- Bingo
- Craft classes
- Musical Presentations
- Historical Lectures
- Mahh Jong
- Men's and Women's Breakfasts
- Book & A Bite
- Loving Stitches Knitting Group
- Stretch and Flex
- Intergenerational Internships
- Strength training
- Hiking and Walking Groups

### Health & Wellness Programs

- Blood pressure clinics
- Hearing clinics
- Meals on Wheels
- Congregate Meals
- Balance & Gait Clinic
- Brains and Balance classes
- Caregiver Support Group
- Life Ahead Recovery Group
- Anxiety Group
- Living Alone & Living Well Group
- Glucose Checks
- Health Presentations
- Therapeutic Massage
- Reflexology / Reiki
- Flu Clinics
- Podiatry Clinic
- Littleton Social Club dementia program
- Wellness Fairs

assembles and packages Meals on Wheels for daily delivery. In 2021, residents received home delivered meals in the community while our congregate meal program was on hold due to Covid-19 until the end of the year. A total of 4,533 home delivered meals were served in the community during FY21. In response to Senior requests for more "home-style" meals, a home-made soup & sandwich lunch, prepared by volunteers, is provided on Thursdays. Men's and Women's Breakfasts are offered once a month onsite.

#### Transportation:

Our EHS/COA vans provide transportation at no cost, or nominal cost, for medical, social, and recreational reasons. We provided 1,100 rides in 2021 for 64 unique riders, even going to Boston and Burlington for medical reasons.



### Special Projects

#### 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.

In September 2021 the Select Board voted to publicly recognize September as National Recovery Month. It is important to EHS and the Coalition Against Addiction for the community of Littleton to feel safe and welcomed in working towards recovery, speaking out about the realities of addiction and celebrating their recovery.

#### Expansion in our Rental & Mortgage Assistance Programs

New in 2021 was the creation of the Littleton Emergency Mortgage Assistance Program (LEMP) managed by the Littleton Affordable Housing Trust (AHT), through the Elder and Human Services Department. This program is funded, in part, by the Community Preservation Act (CPA). This program aims to provide temporary emergency mortgage assistance to those qualified property owners living in low to moderate income housing. This support is for those who are in need of help to pay their mortgage.

Also new is the Emergency Rental



Assistance Program. In response to the loss of income to households due to Covid-19, this program has been created and funded by the Town of Littleton Affordable Housing Trust utilizing its Community Preservation Act or other non-federal funds. This program seeks to be efficient and responsive. It is temporary in nature with the opportunity to extend assistance based on eligibility.

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

The objective of the LRAP is to assist households with incomes that are less than those of households aided by Chapter 40B affordable housing. The LRAP assistance offsets participants' rental costs and reduces the risk of homelessness. In a wider sense, it enables cost-burdened households to expend funds on other necessary items, such as medical costs, transportation, and education. This program is intended to help households afford expenditures that will permanently improve their circumstances and will enable them to be self-sufficient. Ongoing contact with the EHS office is a requirement of the program.

### New Building Project

The Council On Aging Board spent 2021 advocating for a senior center building and raising awareness for the need at a variety of public events, such as high school football games, Fall town meeting, and fairs. During the June 2021 Town Meeting, residents approved funding the design services and feasibility study for a new Senior Center building, which would

be the home of the EHS/COA Dept. In November 2021 the first conceptual designs by LLB Architects were presented jointly to the COA Board and the Select Board and received very positive reception. The goal is for construction

funds to be approved at a town meeting in 2022 to move to the next step of the project.



COA Members & TA Ansaldi

### 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.

### Elder and Human Services Staff



COA & Friends Board Members

Liz Tretiak, Director of Elder & Human Services

Nicole Sarvela, Asst Director of Elder & Human Services

Amy DeMichele, Outreach Coordinator

Sue Raymond, Administrative Assistant

Neil Campbell, Van Driver

Rich Kent, Van Driver



Rich and Neil, EHS Drivers



Donna and Toni, RN Volunteers

## LITTLETON COMMUNITY TELEVISION



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 (BXBT-TV) we are responsible for budgeting, managing, and maintaining the recording, playback of defined meetings and the broadcast equipment. The primary focus of live broadcasting has been on covering the Select Board's regularly scheduled Grange Hall meetings and the Annual and Special Town meetings held in the Blanchard Gymnasium.

### Boxborough Community Access Station (BXBT-TV)

Based on defined BXBT-TV Policies and Procedures and the yearly IMA, LCTV's Video Production Supervisor, Kirby Dolak, is responsible for budgeting, managing, and maintaining the recording, playback of defined meetings and the broadcast equipment. The primary focus of live broadcasting for the current fiscal year has been on covering the Select Board, Planning Board, and Finance Committees' regularly scheduled meetings and the Annual and Special Town meetings.

### BXB-TV Staff

LCTV's Video Production Supervisor, Kirby Dolak, is supported by two hourly Media Production Technicians for meeting coverage and LCTV's Video Production Coordinator Judy Reid. Office support and liaison is provided by the TA's Office Administrator Cheryl Mahoney.

### 2021 BXBT-TV Accomplishments

Successfully continued to provide Zoom based virtual meetings with use of LCTV's Streaming services to make the Zoom virtual meetings also live on Boxborough's Comcast Channel 9 and Verizon channel 39.

Developed security procedures with the Boxborough Police Department and Town Hall Staff to deal with Zoom bombing.

Provided additional meeting coverage by taping and post-production work of the Live or delayed broadcast Planning Board and Finance Committee meetings.

Updated 2020 video PSA of Regency Town meeting for 2021.

Liaised with Town Departments on a variety of policy and procedure documents on use of BXBT-TV, virtual security and process management.

On-site recording and Post-Production of the November 2021 Veteran's Monuments dedication and remembrances ceremonies.

### BXB-TV Fiscal Year 2023 Goals and Objectives

Continue to manage and operate BXBT-TV using available cable franchise fees. Consult on the CY 2021 cable franchise agreement re-negotiations team as an ex-officio member. Develop a 10 year Capital Plan as a basis for franchise negotiations for future BXBT-TV equipment needs.

Continue to consult on FCC changes and 5G municipal impacts.

Continue to provide Select Board, Planning Board, and Finance Committee coverage virtually, as well as Hybrids from the Grange Hall, and delayed broadcast of the Boxborough Building Committee meetings.



## LCTV

### LCTV's Government Channel Content

LCTV provides regular coverage of the Select Board, School Committee, Planning Board, Finance Committee, Zoning Board of Appeals, Board of Health, Conservation Commission, Library Trustees, Council on Aging, the Permanent Municipal Building Committee, and the Park and Rec Commission. This year we continued to be instrumental in the scheduling of meetings through Zoom, In-person, and in "hybrid" formats.

As normal, LCTV covered both the Annual and Special Town Meetings. LCTV broadcasts those meetings "live" on our Government Channel and streamed the



meeting "live", as well. Again this year, the Annual Town Meeting was held outdoors on Alumni Field. The Fall Special

Town Meeting was moved indoors and to a new location, the Littleton High School Gymnasium. This meeting was also broadcast "live" on our Government Channel and streamed "live" so that residents who did not feel comfortable attending could be informed of the proceedings. In addition,



prior to the Fall Special Town Meeting, LCTV produced the Special Town Meeting Preview Show. This

annual edition took on a different format featuring various Department Heads and town officials highlighting certain warrant articles. In the past this town meeting preview show would gather around 45 views on our On-Demand channel. This year the show had over 450!

During election season, LCTV kept you informed by providing coverage of the Annual Candidate's Night event. Like last year, this event was conducted in a virtual environment, VIA Zoom.



LCTV Government Channel has been a reliable and timely source for the town to get updates and information during the pandemic. Through video and electronic messaging, residents have come to rely on LCTV as a valuable resource. In addition to local information, we carry the MA Department of Health messaging and videos as well as the Governor's press conferences as part of our regular Government programming. Our department partners with Littleton Town Clerk, Diane Crory, to periodically produce programs called "From the Clerk's Office". This show is a way for the Town Clerk to disseminate important and timely information to the residents of Littleton.

"Watts & Drops" is a series that was started in 2019 and continues to inform and educate residents on issues related to our Light and Water Department. Issues such as PFAS concerns, the plans for a water treatment facility and the proposed Public Sewering project are some of the topics that have been discussed. LCTV worked again this year with LELWD to provide live forums regarding their ATM and STM warrant articles.

We all know that there was a new library built and opened in 2021. LCTV also provided the funds for outfitting the Sturtz Community Meeting Room with equipment that allows us to broadcast "live" from that location.



LCTV covered the following important town events. Fire Chief Wodzinski's retirement ceremony was covered from start to "literally" the end. This production of the Chief's last day concluded with a ride along with the Chief as he was escorted to his home in a fire engine. All along the 15 mile route to his home various fire, police, and safety personnel from other communities lined the route and saluted Wodzinski as the procession went by.

Another event was The 20th Anniversary of 9-11



Ceremony held at the Fire Station. It was a moving and somber occasion.

In December, LCTV helped Senator Jamie Eldridge host the 41st Annual Senior Conference.

This was the second year the event was held virtually, the difference this year was that it was headquartered at the new Reuben Hoar Library. LCTV was in charge of all the technical aspects of this "live" event, including streaming it to 15 other communities in Massachusetts.

As a town department, LCTV supports other departments in training, publicity, and outreach. Coverage of groundbreaking ceremonies like the Water Treatment Plant, and the Reuben Hoar Library



Ribbon Cutting Ceremonies are examples. We also helped the LELWD with covering their "mock" accident in Boxborough.

This training exercise will help current and future public works employees be safe on the job. Many hours have been spent in helping boards and committees become familiar with hosting and running Zoom meetings.

### LCTV's Education Channel Content

LCTV works closely with Littleton Public Schools to assist in promoting and publicizing information pertaining to the district. During the winter and

spring Littleton High School sports seasons, when Covid-19 restrictions did not allow fan attendance at sporting events, LCTV stepped in and broadcast all the home games for Varsity Girls and Boys Basketball, Varsity Boys Hockey, and Varsity Spring Football. Again this year, LCTV was relied upon to help organize and



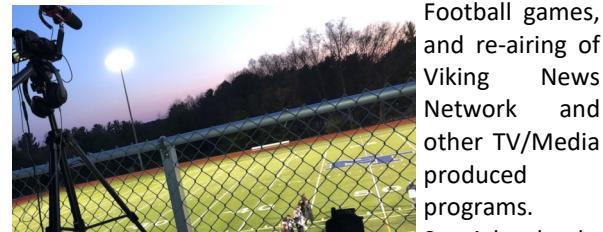
broadcast an outdoor commencement ceremony for the class of 2021. This was held on Alumni Field and was broadcast and streamed "live" so that family, relatives, friends, and fellow students could all celebrate in the occasion together - remotely. When some COVID-19 restrictions were lifted this Fall, LCTV continued to broadcast both home and away Fall Football including the first high school football game played at Polar Park in Worcester.



LCTV also broadcast other events where audience participation was limited. The National Honor Society Ceremony and the Scholarship Awards Ceremony. Both of these events were done "live" from the Littleton High School Cafeteria.

In December, LCTV and its volunteers covered both the Littleton High School and the Littleton Middle School Winter Concerts. Replays of which can be found on our video on demand and YouTube Channels.

In 2021, LCTV explored collaborating with Nashoba Valley Technical High School by becoming a member of the TV/Media Arts Advisory Council, providing coaches camera footage for several Spring and Fall



Football games, and re-airing of Viking News Network and other TV/Media produced programs.

Special thanks to one of our LCTV volunteers, Littleton Middle School alum, and now NT TV/Media student, Damon Abetz, for promoting this collaboration.



### LCTV's Public Channel Content

LCTV has a wide variety of programming on our Public Access Channel. Shows are produced "in-house" by Littleton residents with technical assistance from LCTV staff. Littleton Common, and Small Town have continued productions. These two programs have been the anchors of LCTV for over 10 years each.



The Elder and Human Affairs Department has their monthly show called "Highlights". Anita Harding and Susan Melander host this very informative show that focuses on the goings on at the COA/EHS. Some more recent additions to the programming are Dave Does Stuff and Critter Corner. Dave shows you about card games, trivia shows, or just all the different types of snow. In Critter Corner, Dr. Brooks provides information about heart worm, ticks, pet nutrition and even birds.



LCTV has worked with many non-profit groups like the Littleton Rotary Club and local houses of worship



to get their messages out to a wider audience. We helped promote events like the Appleman Triathlon, Unitarian

Fall Festival, The Vax Bus, Stop the Stigma Campaign, Holiday Bazaar, and the Holiday Tree Lighting

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

### LCTV Growth

LCTV is hoping to replace their van in 2022 as we will say goodbye to "the Marshmallow", as it was aptly called. We also hope to begin broadcasting various boards and committees from the Sturtz Community Room at the new library.



### **LCTV's YouTube Channel**

<https://www.youtube.com/c/lctv01460>

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

In 2022 LCTV is hoping to be able to offer free video production workshops to train residents how to produce a show of their own to air on our public channel. We encourage anyone who has an interest in becoming a producer, or just learning some new skills to **call the studio at 978-540-2488** to be put on a waiting list for when classes become available again.

### **Contributors:**

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



Littleton Community Television

Television for a  
Growing Community

### **LCTV website**

[https://www.littletonma.org/littleton-community-television](http://www.littletonma.org/littleton-community-television)

### **LCTV on YouTube**

<https://www.youtube.com/c/lctv01460>

### **LCTV on demand**

<https://littleton.vod.castus.tv/vod>



## PARKS, RECREATION, & COMMUNITY EDUCATION



### Parks & Recreation Commission:

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

The Commission focuses on meeting appropriate community-based needs that are cost efficient and within the reach of the overall community resource base while providing the highest level of participant satisfaction. All individuals with special conditions are entitled to participation and all efforts are made to make reasonable accommodations when needed. Commission meetings are open to the public and posted at Town Hall and on the Department's website—[www.littletonma.org/parks-recreation](http://www.littletonma.org/parks-recreation).

Meetings are generally held on the second Tuesday of every month in the Community Room in the Littleton Police Department at 7:00pm. Since March 2020 the commission meetings have been taking place online via Zoom due to the Coronavirus pandemic. These meeting are recorded and rebroadcasted by LCTV.

The Park and Recreation Commission members for 2021 concluded as: Fred Freund, Chairman; Kevin Mitrano, Vice-Chair; Mike Levasseur, member; Aaron Morse, member; and Solomon Marini, member.

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

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

## Major Departmental Operations:

In 2021 PRCE's organizational chart included: the PRCE Director, Assistant Director, three Program Coordinators and an Office Administrator. We upgraded the position of the Administrative Assistant to an Office Administrator in May 2021. The needs of this position have increased over time and now include assistance with Payroll, AP warrants, and cash, check and credit card turnovers. The Community Education and Teen Program Coordinator left in September 2021 to pursue her career in education and in FY 2020 we decided to eliminate the role of the Teen Program Leader all together. This allowed us to hire two new program coordinators in Fall 2021. This brought our level staffing back to normal operations after reductions made due to the Coronavirus pandemic. We ended December 2021 with five full time employees and one part time employee.

This was the second year of program operations being effected by COVID 19 policies and protocols. We worked closely with the Littleton Public Schools and the Board Health through out the year to maintain the safety of our programs operations. On June 15, 2021 the Commonwealth rescinded all emergency orders and COVID-19 guidelines. Our department made the choice to operate under the same guidelines as the previous summer to ensure the safety of our participants and staff. To this day we are still following CDC and DESE guidelines to do our part to minimize the spread of the Coronavirus.

### Park Renovations:

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

In 2021 we completed the installation of the fencing sections and landscaping around the Long Lake parking lot and removed the old snack shack from the site. Additional parking for boat trailers was created on the State boat ramp. Outdoor showers were plumbed outside the bathhouse for seasonal public use. Additionally, new kayaks were purchased and available for the public to rent and for our summer programs to use.

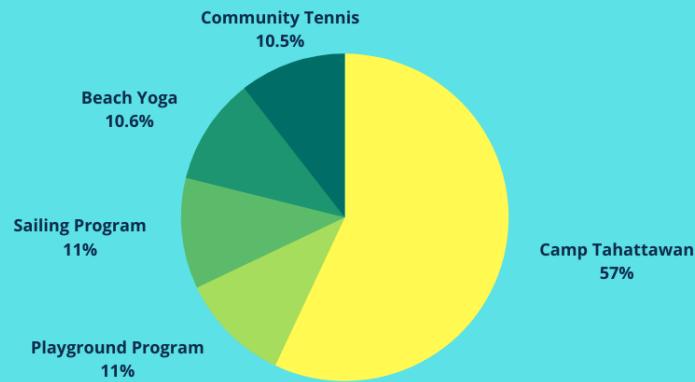
#### **Fay Park - 19 Foster Street**

The Highway Parks staff graded and reseeded a majority of Fay park to alleviate drainage issues at the park.



PARKS, RECREATION, & COMMUNITY EDUCATION

### FY 2021 TOP 5 PROGRAMS



### FY 2021 ANNUAL PRCE NET \$48,935



### HOLIDAY HELPERS 2021

- 45 kids enrolled
- 582 requested items fulfilled
- \$24,973.00 in donated wants and needs given away

### YOUTH SCHOLARSHIP FUND 2021

#### Programming funded:

- 5 weeks of Camp T
- 1 week of Playground Program
- 2 months of RISE (teen afterschool program)
- 1 Long Lake Beach Pass
- **Total amount funded = \$2,390**

### FISCAL YEAR 21 STATISTICS

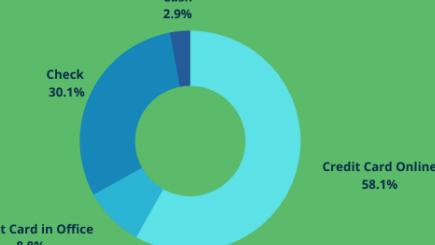
#### 592 PROGRAMS OFFERED

Programs Canceled 9.1%



#### MYREC TRANSACTIONS

Cash 2.9%



#### LONG LAKE SEASON PASS HOLDERS



#### PROGRAM PARTICIPANTS

30% Non-Residents

70% Residents



### ***300 King Street***

The PRCE staff installed fencing at 300 King Street to eliminate parking on grass areas and to assist in keeping the usage capacity down. A program Kiosk was also installed at the park to assist the department in advertising programs and events.



*New fencing at 300 King Street*



*New information kiosk at 300 King Street*

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

The first half of 2021 the PRCE department was not able to run any special events due to the pandemic. With the combination of the Commonwealth emergency guidelines rescinded and the availability of vaccinations for adults we were able to start running special events again in Summer 2021. We had large attendance numbers for Touch-A-Truck, Oktoberfest, and Trunk or Treat.

#### **The events for 2021 included:**

January: All Events canceled dues to COVID-19

February: All Events canceled dues to COVID-19

March: All Events canceled dues to COVID-19

April: All Events canceled dues to COVID-19

May: All Events canceled dues to COVID-19

June: All Events canceled dues to COVID-19

July:

Appleman Triathlon

August:

Third Thursday with VAXBus

September:

Touch- A -Truck



October:

Oktoberfest

Trunk Or Treat



November:

- Adult Flag Football League Championship
- Youth Flag Football Championship



*Congratulations to the Buccaneers! Winners of the 1st Annual fall youth flag football league*

December:

- 1st annual Holiday Helpers Bowl A Thon



- Holiday Helpers

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

***School Year Programs:***

The COVID Pandemic continued to effect the programming that we offered in this calendar year. We did not offer RISE, our teen afterschool program at all in 2021. In January, February, and March 2021 we continued to offer the Monitored Remote Learning Program (MRLP) that was housed at O'Neil Cinemas. At the end of March the Littleton Public Schools decided to terminate hybrid remote

schooling and returned to in-classroom education leading to PRCE shutting down the MRLP since it was no longer needed by the Town.

During the school year, our Community Education Division normally offers a wide range of learning opportunities for the adult learner. Students from Littleton and surrounding towns registered for unique and trending classes. We also offer youth programs through our Littleton Enrichment Afterschool Programs (LEAP) that are geared toward science, technology, engineering, arts, and math. In the 2021 calendar year we were only able to offer in-class LEAP and Community Education classes in Fall 2021. For the first six months of the year we focused on virtual and outdoor programming only.



One area that we concentrated on providing programming through out the school year was on early release, half days ,and February and April School vacation weeks. The numbers for February vacation program were much higher than in previous years. We ran two separate groups on alternating programming to order to incorporate the additional numbers.

The department normally offers a Teen Afterschool program called R.I.S.E ( Reaching for Independence and Social Enrichment). This program was cancelled indefinitely due to a lack of space that could safely allow it to run. Hopefully be able rehabilitate and use space in the old library and then will rebrand the program and prepare to restart it for the 2022-2023 school year.



## Summer Season:

Our 2021 summer season also operated similar to last summer since we continued with COVID-19 protocol; even though the emergency orders from the Commonwealth were rescinded prior to camp starting, we still required children to wear masks indoors.

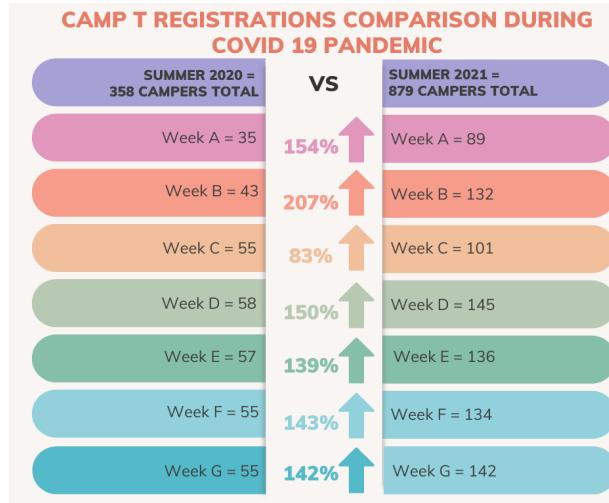
Our Littleton Enrichment Afterschool Programs (Summer LEAP) was cancelled for the most part this summer. We had a few enrichment programs available but we scheduled mostly outdoor sports camps. This summer we offered 26 weeklong sports camps spread out over June, July, and August. These programs brought in 308 participants which is the highest amount of participants that we have had in summer sports camps to date.



The US Sailing program was able return to normal operations in June, July, and August. The youth sailing program serves children ages 8 to 14 and they learn the essentials and skills to sail a sunfish sailboat. When not sailing, participants learned knot tying, team building activities, and the parts of the boat.



In the second year of running Camp Tahattawan during the COVID 19 pandemic we saw an overall 145% increase in participation from Summer 20 to Summer 21. Part of this is attributed to the removal of the capacity limits that we implemented in 2020.



The other part was the increase in trust of our programs safety protocols and families needing social development for their children after a year of remote learning. Lastly, we brought back the Camp Nurse position this summer and have decided that we will continue filling this position in future years.

Our Teen Adventures program was based out of a classroom in Shaker Lane this summer and were able return to the normal operations of daily field trips. The field trips were focused on outdoor experiences like rail trail bike rides, hikes to Wachusett and Watatic, river canoeing, and surfing; mixed with exciting field trips like Boda Borg, Canobie Lake, water country, and high ropes courses.



At the end of summer we offered a second year of the playground program along side of Tahattawan Explorations. The Playground program is an alternative to the field trip based TX program. This allowed families the option to let their children have a safe and fun outdoor program experience without the travel of TX. The playground program was based out of 300 King (Castle in the Trees), Long Lake Beach, and Fay Park. We programmed out each day with structured activities and free play time. We also turned basketball courts at 300 King into a pop up splash park with sprinklers.

Overall we were able to bring back many programs and events towards the end of the 2021 calendar year and return to mostly normal operations. As mentioned last year, access to these programs and events were more important than in pre-pandemic years. They helped the community battle issues with physical and mental wellbeing stemming from isolation, lack of social interaction, and ultimately depression due to the self quarantining from the Coronavirus Pandemic.

One of our goals is to say that that every resident of Littleton has participated in at least one event or program offered by the PRCE department. It is important for us to provide community building services to the Town of Littleton. This has been another hard year for all of us but we are here to help the Littleton community get through these difficult times and help shed light on the end of the tunnel.

Lastly, we'd like to thank all of the support and donations that we have had for the Holiday Helpers Program and the Youth Scholarship Program throughout 2021. Most notably the Mat Edwards family, the Denise Flaherty Pagacik Scholarship Fund, the Mighty Oak Foundation, and Amazon Delivery Station DK01.



**Denise Flaherty Pagacik Scholarship Fund Donation**



**Amazon Delivery Station DK01 Donation**

We are very thankful and honored that we get to provide recreation programming and services for the Town of Littleton. We appreciate the continued support from the Littleton residents and surrounding communities and as always we thrive of your feedback. Please contact us with any suggestions that you think would allow our department to serve our community in the best way possible.



**Fall 2021 Youth Flag Football League**



**Parks and Rec Adventures**



**On-site Archery Programs**



**Camp Tahattawan**



## A New Chapter for the Library!

In November of 2021, our dream of a new library was finally realized! We want to thank the Littleton community for sticking with us through the many years it took to make our new Library a reality. So many of you donated your time to raising awareness of our need for a larger space.

### What can you find in our new Library?

- Comfy reading spaces with beautiful views
- A colorful new children's room with story-craft area
- A Dedicated Teen room
- Four Quiet Study Rooms
- Larger meeting rooms with LCTV access
- A patio for outdoor events
- Year round book sales in our Friends of the Library Book Sale Room



The new library is much larger and brighter than the previous library. Daily attendance and circulation has already increased since our opening with over 600 people entering the library every week. In the upcoming year you will see more expansive programming including author talks, arts and crafts programs, music performances, and additional programming for children, teens, and seniors. Quiet study rooms can be used for studying, small group meetings, and for people working from home. Patrons can spend the day in our comfy reading chairs enjoying a good book, newspaper, or just to look at the views. Our new much larger art gallery space provides local artists the opportunity to display their work to the public. This spring, you will see more outdoor programming on our beautiful 1300 square foot patio.

To offset the utility costs for the building and achieve a more energy efficient (LEED certified) building, we plan to install solar panels with help from a \$110,000 earmark from the state. We've already received four of the five payments toward our \$5.8 million dollar grant from the state, with the final payment due in a year. With the support of 489 local residents and businesses, we exceeded our \$1 million dollar fundraising goal by over \$100,000.

# RHL by the Numbers

## Holdings

- ⇒ **70,000 Books**
- ⇒ **6,000 Audiobooks**
- ⇒ **7,000 DVDs/Blu-rays**
- ⇒ **300,000 eBooks**
- ⇒ **Streaming Services**
- ⇒ **Educational databases in every subject**
- ⇒ **Newspaper subscriptions both in print and online**
- ⇒ **A Library of Things**
- ⇒ **20+ museum passes**



A view of the fiction stacks and new books display.

## Total Circulation

**137,893**

## Registered Patrons

**7,918**

## Hours Open

**1,409**

## Total Program Attendance

**2,993**



A view of the sledding hill from one of our comfy reading nooks.

## Thank you to our donors and the #BuildingCommunity01460 supporters!

We'd like to offer a special thanks to the following donors for their generous donations.

### \$50,000+ Supporters

Judy Grande    John C. Morrison and Eunice B. Morrison Charitable Foundation    The Rambacher Family

### \$25,000+ Supporters

Emily M. Squires    Rotary Club of Littleton

### \$10,000+ Supporters

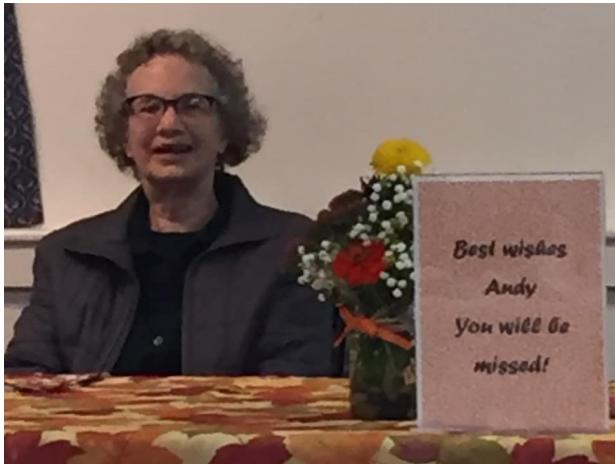
Aaryan, Asha, Saurabh Calla and Purvi Trivedi	The Collins/Pudans Family
Main Street Group Foundation	Matt, Lindsay, and Eleanor Edwards
The Helen Hauben Foundation	The Heer Family
Kathleen Cole and Carolyn Hotchkiss	Robert & Anna Hueston
The Livingston Family	Main Street Bank
Anonymous	The Sanderson Family
Steven and Dorothy Sussman	Joyce Williams
Gore Charitable Foundation	Masala Bay
Richard Witter	



## Library Staff

Long time Head of Circulation, Andrea Curran, retired this year after 30+ years at the library. Andy's commitment to the library will never be forgotten. She was always there for every patron to answer a question or help them to find a book. We'll miss Andy being on the staff, but we know she'll continue to offer support to the new library whenever possible.

We'd also like to welcome our new Young Adult Librarian, Catherine Sebastian back to the Reuben Hoar Library. Catherine previously worked here three years ago as a Library Technician. She is excited to work with the teen population in Littleton to create new programming.



Library Director: Sam Alvarez

Assistant Director: Helen Graham

Office Coordinator: Susan Palmer

Head of Circulation: Andrea Curran/Jenna Cantino

Children's Librarian: Diann Haduch

Young Adult Librarian: Catherine Sebastian

Senior Library Technician: Jeanne Sill

Library Technician: Cheryl Hardy-Faraci

Library Technician: Julie Bernardi

Library Technician: Tracy Delgado

Library Technician: Julie Fredericksen

Library Assistant: Jennifer Hamilton

Library Assistant: Jeff Henry

Library Assistant: Amy Totten

Processing Clerk: Atsuko Yamashita



## Library Trustees

Chair: Katrina Wilcox Hagberg

Secretary: Kristine Asselin

Treasurer: Kimberly Harriman

Member: Mark Rambacher

Member: Meera Gill

Member: Wendy Isaac



## FRIENDS OF THE REUBEN HOAR LIBRARY



## Friends of the Reuben Hoar Library

The Friends of the Reuben Hoar Library is a nonprofit organization with over 200 members who support and volunteer to raise funds to augment the library's operating budget. Among their gifts were the purchase of thirty museum passes and a subscription to the New York Times online.

They support both the Summer and Winter Reading programs, as well as other Children, Teen, and Adult programs held throughout the year. The Friends were especially helpful with their fundraising support and the move into the new library.

### The Friends of the Library Board Members in 2022:

Chair: Janice Consentino

Vice-Chair: Megan Rank

Treasurer: Sarah Rambacher

Corresponding Secretary: Kathy Krystofik

Membership: Jennifer Pletcher

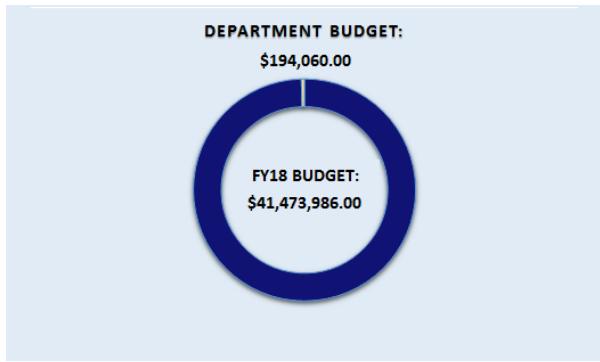
Member-at-Large: Judy Grande

Member-at-Large: Barbara Floss

Member-at-Large: Steve Byan



<b>FY 22 Financial Data</b>	
<b>Category</b>	<b>Amount</b>
<b>Payroll</b>	
Library Director	\$99,623.00
Assistant Director	\$59,376.00
Staff Wages	\$378,644.00
<b>Total:</b>	<b>\$537,643.00</b>
<b>Expenses:</b>	
Books & Materials	\$140,500.00
Office Supplies	\$1,000.00
Processing Supplies	\$4,000.00
Programming	\$2,000.00
Programming Supplies	\$1,000.00
Postage	\$100.00
MVLC Assessment	\$37,000.00
<b>Total:</b>	<b>\$185,600.00</b>
<b>State Grants</b>	
Building Grant (received as of Dec. 2021)	\$4,675,796.00
MBLC State Aid	\$17,302.14
LSTA Grant	\$13,989.00
<b>Total:</b>	<b>\$4,707,087.14</b>
<b>Friends of the Library</b>	
Museum Passes	\$11,075.00
Programming	\$7,450.00
<b>Total:</b>	<b>\$18,525.00</b>
<b>Donations</b>	
Gift Funds	\$6,857.48



## VETERANS SERVICE OFFICER'S

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

## MISSION OF THE OFFICE

The Veterans Services office is in the Small Meeting Room located in the Library at 37 Shattuck St. Enter the Town Office Entrance and the first door on the right, before the elevator is the entrance.. You will find me there every Monday and Thursday from 8:30am to noon.

The Town of Littleton's Veterans Services Department serves as an advocate for all veterans and their dependents. The department advises residents as to the availability of federal and state services and benefits to which they are entitled. Provides financial assistance to qualifying veterans, surviving spouses and their dependents, under the provisions of M.G.L. Ch. 115 and CMR 108. The VSO is able to assist with locating jobs with our state partners at the Career Centers.

I work with the National Archives and/or the Massachusetts Records Office to obtain discharge papers. Expedited service is available for any immediate needs.

As your VSO, I am here to assist Veterans and their Widows/Widowers in receiving all the state, federal and local benefits allowed by law. The financial benefit to Littleton, according to VA records for 2021, is that 100 recipients in town receive an aggregate of over \$135,000 annually. Additionally, MGL Ch.115 has authorized Littleton to spend over \$90,000 on its Veterans with 75% of that being reimbursed from the state to the town. Not sure if you are eligible? Ask me. I will do my best to ensure you receive all the benefits that you are entitled to.

According to the 2021 Street Listing, Littleton has over 500 veterans who may be eligible for benefits along with surviving spouses of veterans. The largest group of veterans is Vietnam-era veterans with Korean-era veterans, Global War on Terror era right behind them in numbers. The area VA medical facilities have been ramped up to support returning troops with special programs that address physical and psychological concerns encountered during their time in the service. We have some of the best VA medical centers in Boston, Bedford, and Manchester, NH. In addition there are community-based clinics scattered throughout New England. Our veterans are reporting excellent care from the VA.

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

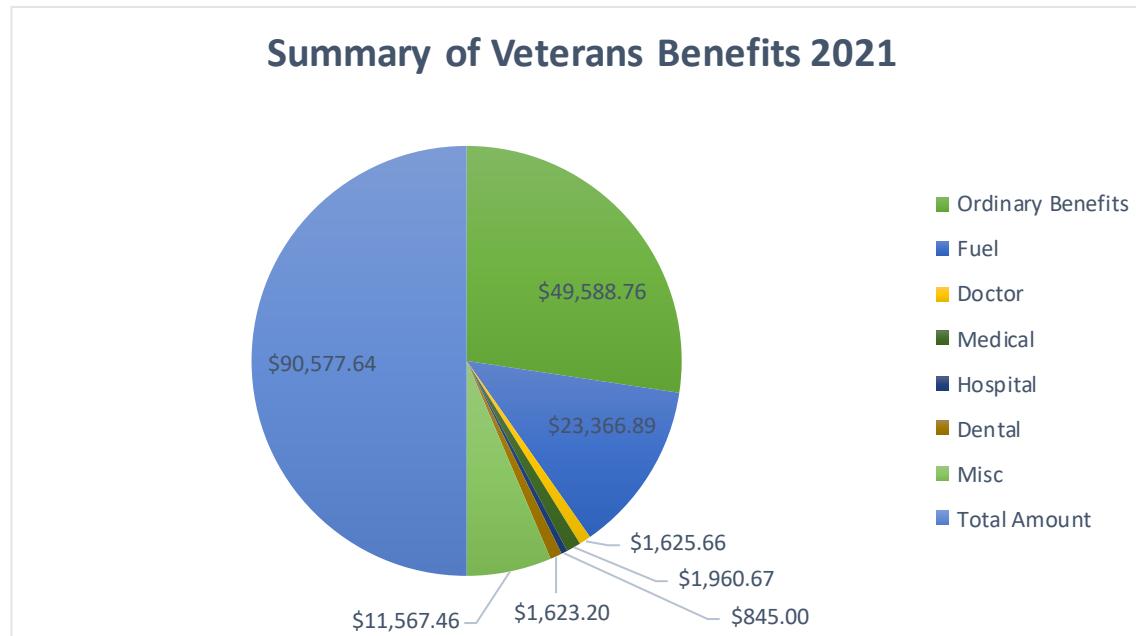
### REMEMBER THE VETERANS WHO HAVE PASS THIS PAST YEAR.

Name	Branch	ERA
Cummins, James	Army	Korea
Dallaire, Geerard J.	Army	Vietnam
Doiron, Charles C.	Navy	Peace Time
Ewing, William H.	Army	Peace Time
Goddard, Ronald P.	Air Force	Korea
Gordon, Frank J.	Army	WW2
Gruskowski, Margaret I	Army	WW2
Shea, Paul A.	Air Force	Vietnam
Smith, Clarence O.	Army	Vietnam
Stoddard, Edmund L.	Army	Peaceime
Ursch, Andrew H.	Marine	Desert Storm
Williams, Robert	Navy	WW2

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. Updated Veterans graves listing and maps. Identified graves that do not have any Veteran Marker or Medallion. In process of ordering and will install them when received. A huge thank you to the Scouts , the American Legion Post 249 members, the Veterans of Foreign Wars members, and the citizens who come out every year to help place flags on the over 700 graves in Littleton Cemeteries.

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

Respectfully submitted. John F. Boroski,  
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It has been yet another unique year! The pandemic caused by COVID-19 continued to pose challenges to our educational system; however, with continued collaboration with students, staff, and families we were able to overcome these challenges and offer effective programming and support to our students. After starting the 2020-2021 academic year off using hybrid and remote models of delivery, we continued to closely monitor health metrics within our schools, community, and state. On March 9th, the Department of Elementary and Secondary Education released guidance for the full return of students to the classroom. The Commissioner of Education recommended a phased-in approach and issued guidance stating that we were to provide a full return to in-person learning for K-5 learners by April 5th, for our learners in grades 6-8 by April 28th, and 9-12 during the month of May. We were happy to share with our school community that after much work and collaboration, we were able to bring our students back to in-person learning earlier than the dates set forth by the Department of Elementary and Secondary Education.

On Monday, March 29th, we welcomed back students in grades K through 8 to the Shaker Lane, Russell Street, and Littleton Middle Schools for five days of in-person learning. On Monday, April 12th, we welcomed back students in grades 9 through 12+ to Littleton High School. Our administrative team, educators, and staff planned and prepared diligently and quickly for the return dates. While we welcomed many students back to in-person learning five days a week, families still had the option to utilize our remote learning model through the end of the 2020-2021 school year. The shift from hybrid to in-person learning was no easy feat and we greatly appreciated the efforts that every individual made to integrate our students back in to full time in-person learning. It was a very busy couple of weeks with all four schools returning to in-person learning five days a week. It was wonderful to see so many students back in our classrooms, though in a way it felt like we had a second start to the school year as everyone adjusted to either new routines or maintaining

routines with more students present. While we adjusted to a different type of learning last spring, we continued to witness violence and racial injustices within our nation. Littleton Public Schools reiterated and continues to reiterate our commitment to celebrating diversity in all of its forms, and that racism has no place here. Our staff and students continue to learn, discuss, and share ways in which we can become a more culturally proficient and responsive school community.

As the 2020-2021 academic year wrapped up, the Department of Elementary and Secondary Education affirmed that remote learning would not be an option the following year. This helped to increase the hope that we would come back in the fall to a more typical school year. However, variants of COVID-19 dimmed those hopes as we approached the fall. In September of 2021, the health metric data supported the decision to begin the 2021-2022 academic year with in-person learning five days a week with continued mitigation strategies. Such mitigation strategies included mask wearing, air purifiers, physical distancing when feasible, increased use of outdoor space, and pooled testing. Weekly monitoring of state, local, and district data has continued to support in-person learning. It continues to take an all hands on deck mindset and we recognize and appreciate the resilience of students, staff, and families.

As a school district, we commit ourselves to the analysis of student achievement data to inform curriculum and to target individualized instruction within our classrooms. From year to year, our administrators and educators consistently focus on data analysis to monitor individual student and sub-group academic growth. After not administering MCAS exams in 2020, in the spring of 2021, the Department of Elementary and Secondary Education administered MCAS exams to grades 3 through 8 as well as MCAS for math, ELA and biology at the high school level. The MCAS assessments for grades 3 through 8 were adjusted to be half of a typical exam, allowing the state to gather diagnostic data while allowing students and educators more instructional time. The MCAS at the high school level remained unchanged as they reinstated the graduation requirement for future graduation classes.

While we have experienced significant disruption in education over the past year and a half, the data from the 2021 Grade 10 MCAS continues to clearly demonstrate how over time within the Littleton Public Schools nearly all of our students are able to meet the standards set forth by the Department of Elementary and Secondary Education. On the 2021

Grade 10 ELA MCAS, 84% of Littleton students were Meeting or Exceeding Expectations, with 26% scoring at the Exceeding Expectations Level. On the Grade 10 Math MCAS, 81% of Littleton students were Meeting or Exceeding Expectations, with 23% scoring at the Exceeding Expectations Level. Our administration and educators continue to be involved in detailed and extensive data analyses of the spring 2021 MCAS, while also preparing students in grade 9 to take the Next Generation MCAS in Science as a computer-based test for the first time this spring.

Considering the change in MCAS over the past two years, we continue to rely on MAP Growth Assessments to identify individual skill acquisition and determine how to best support each student. The MAP Growth battery of assessments developed by Northwest Evaluation Association (NWEA) continues to be used in grades two through eight, and this year in grade nine for reading only. 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. Administrators and staff use the results of these assessments to inform classroom instruction and intervention programming as well as student placement. MAP Growth is administered three times a year, fall, winter, and spring.

Access to quality professional development is essential in providing staff with opportunities to keep abreast of best practices as well as fostering an environment that is committed to excellence. Our school district continues to embrace the importance of staff development at the district, school, and individual levels especially with the recent pivot to different learning modalities. Over the past summer, staff engaged in opportunities to educate themselves through individual coursework on a variety of topics including Global Ecology, Creating an Anti-Racist Classroom, ADD/ADHD Strategies and Interventions, Psychology of Sport and Exercise, using Google Classroom for

Teaching and Learning, and Emotional Learning - Strengthening Hearts and Minds.

Additional professional development opportunities offered during the summer included the option to participate in two district-offered professional development opportunities. One of which was a mini course titled Sheltered English Immersion. During this mini course, participants reviewed strategies that are helpful for all students, especially those for whom English is not their first language. The second professional development offering included an opportunity to participate in a book study. In collaboration with Ayer-Shirley Regional School District, we offered a book study that explored the concept of UDL (Universal Design for Learning), through a lens of equity with the book titled *Equity by Design*. This professional development opportunity was followed up by our Cross-District Professional Development day that occurred on November 2, 2021, when we welcomed, virtually, authors of *Equity by Design*, Dr. Katie Novak and Mirko Chardin to join us for a portion of the day.



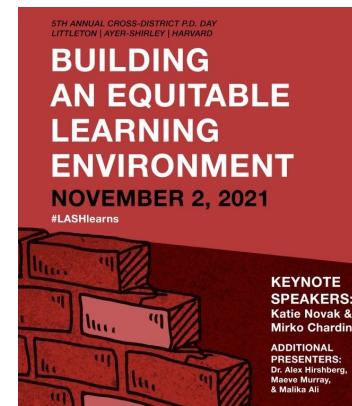
The September 1, 2021 Opening Day for faculty and administration brought all staff together to learn from and be inspired by Adam Welcome. Mr. Welcome is an educator, principal, director, author, and speaker, who supports a kids first mindset. He shared an inspiring message about connecting with students and integrating innovative strategies that will engage and empower students. It has been wonderful to see the positive impact that he had on our district.

District-based trainings this year have focused on creating meaningful connections and supporting mental health and Universal Design for Learning. This past fall, we welcomed members of the CAST organization, Kasia Derbisezewska and Jennifer Pusateri, to work with faculty. Our objective in working with Kasia and Jennifer was to provide an introduction to the UDL framework and how it can be employed in the classroom to have a positive impact on our students.

Additionally, this fall our faculty were able to learn from NAMI Massachusetts, the National Alliance of Mental Illness, Massachusetts. The mission of NAMI Massachusetts is to improve the quality of life for people diagnosed with mental health conditions and their families. NAMI seeks to improve the public's awareness and understanding of mental health conditions and ensure that all people impacted by a mental health condition receive the support they need in a timely fashion. In consideration of the on-going pandemic, NAMI provided invaluable information and reminders of how we can engage and respond to the needs of ourselves and our students.

This is the fifth year that Littleton Public Schools have joined with Harvard Public Schools and the Ayer-Shirley Regional School District to offer cross-district PD. This year's in-service day focused on *Building an Equitable Learning Environment* and offered a keynote by authors and speakers, Dr. Katie Novak and Mirko Chardin. Additionally, there were presentations by Dr. Alex Hirshberg, who spoke about trauma-informed practices, and Maeve Murray and Malika Ali who spoke about cultural proficiency and social emotional learning. On this day, educators had the opportunity to collaborate with job alike colleagues to share practices and ideas. This collaborative day for educators PreK through 12+ was hosted virtually by Harvard Public Schools.

In addition to providing professional development to our staff, we feel that it is equally important to provide informational presentations to our caregivers and families. This affords us the opportunity to collaborate and connect with those that are closest to our students. On Tuesday, February 9th, we welcomed Dr. Nicole Christian-Brathwaite, a nationally recognized Board-Certified Adult, Child and Adolescent Psychiatrist and the CEO and Founder of Well Minds Psychiatry and Consulting Company, PLLC. During her presentation, Dr. Christian-Brathwaite shared information and insights on toxic stress and trauma-informed care with caregivers who are parenting during unpredictable times. On Tuesday, May 4th, we collaborated with Massachusetts Partnerships for Youth and offered a presentation titled Safe and Healthy Relationships. This presentation provided an overview of teen dating relationships and how to identify the signs of healthy and unhealthy relationships. Lastly, on Tuesday, December 14th, we welcomed representatives from NAMI Massachusetts to provide a presentation and conversation titled In Our Own Voice, during which speakers with lived experiences of a mental health condition shared their experiences and how they found pathways to hope and healing.



District-wide upgrades in technology remained a key factor in utilizing implementation strategies tailored toward effective teaching and learning throughout the pandemic. We have continued with a 1:1 program for grades 2 through 12. We have returned to a 2:1 model in our youngest grades in order to support collaborative creation. In doing this our technology team has worked diligently to support device maintenance as well as provide professional development on device function, use, and programs. We are fortunate to have a technology team that is consistently working on how to improve our systems while supporting every individual and device in the district.



Budget considerations continued to be a focus throughout the year. The opportunity to access federal CARE funding and ESSR funding had a huge impact on curving costs related to the pandemic. Our technology infrastructure and vision to implement 1:1 technology also prevented us from having to expend significant funds throughout the year to ensure that students and staff had the technology that was required to offer hybrid and remote learning options. As a result, our ability to contain costs throughout the pandemic, the School Committee recommended a minimal budget increase for the FY22 year. The approved FY22 budget allowed us to continue to provide quality programming for our students. This was a direct result of the hard work of our School Committee, administration, and staff. With the current forecast for our FY23 budget, we should be able to maintain our current level of staffing and services with a moderate increase in funding. I would like to thank our staff, 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 extra-curricular offerings that have provided invaluable educational experiences. We were fortunate to begin another school year with a number of co-curricular activities despite the limitations created by the pandemic. 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.

We realize that the pandemic has impacted and continues to impact all of us in unique ways. I remain confident that our combined efforts will help us succeed during these times. Through the continued support of our parents/guardians, staff, students and community we will provide the necessary learning opportunities for our students to thrive and succeed.

Respectfully,  
Dr. Kelly R. Clenchy  
Superintendent of Schools





Looking back at 2021, we accomplished a tremendous amount as a school and kept a steady focus on safety, caring, and support while maintaining sustained attention to health/wellness, academic growth, and social/emotional learning. We benefited from each member of our community doing their part and sharing responsibility for the health and well-being of each other.

Returning to school after the holiday break in January 2021, we began the New Year with a brief remote learning period for all students from January 4-8 and resumed our hybrid learning model on January 11th. The LHS hybrid learning model had commenced the previous September and consisted of different student cohorts attending in person on Monday, Tuesday, Thursday, and Friday and all students attending remotely on Wednesday.

As we all know, Wednesday, January 6, 2021 was an historic and memorable day due the shocking attack on our nation's Capitol, and we appreciate the assistance of our educators in helping students to process this disturbing event during the following days.

Despite another year with so much disruption and disconcerting news related to pandemic precautions, protests, and politics, 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. A fine example of this positive environment was LHS's participation in The Great Kindness Challenge in January and the special recognition as a Kindness Certified School in February 2021.

Moving ahead into March, the Class of 2021 participated in a Senior Sunrise activity in March, and the school held Virtual Spring Parent-Teacher Conferences in March.

LHS returned to five day in-person learning on April 12, 2021 with a remote option for students who preferred it. Considering the various changes and challenges, it felt a bit like the first day of school in September. As the school year proceeded from April to June and students and families felt more comfortable about being in-person for school, we experienced a gradual increase in the number of in-person students. We express our continual gratitude to everyone who made the extra effort to welcome and navigate so many of our students back to school. Their time, attention, caring support and flexibility are so appreciated. Once again, we were reminded during this pandemic of the wonderful community we have at LHS.

Light up  
the world  
with  
kindness.

#PositiveSignThursday  
#TigerPride

January 27, 2022

**At a May 2021 School Committee meeting, we shared some accomplishments over the course of the 2020-2021 school year:**

**Curriculum, Instruction and Assessment**

- Provided detailed curriculum presentations from Curriculum Coordinators
- Offered Dual Enrollment courses in partnership with Middlesex Community College in Environmental Science, English, Latin, French, and Statistics
- Continued the Seal of Biliteracy
- Offered new electives: Sociology, Global Studies, Race and Membership, Industrial Design, Pre-Algebra, Intro to Videography
- Incorporated Financial Algebra in Intermediate Algebra & its Applications
- Emphasized Civics and projects in US History II
- Added culturally inclusive lessons and elements to lessons. For example, an Environmental Science course included an "environmental justice" lesson about inequitable exposure to poor environmental conditions based on socioeconomic and racial factors
- Provided more meaningful hands-on lab experiences
- Offered performance-based assessments, projects, presentations, research papers instead of a typical Mid-Year and Final Exam week
- Piloted ELA MAP testing for grades 9-11 to gather and use data to inform instructional decisions and reading recommendations
- Continued ALEKS, an online adaptive learning program, in all Math classes except for AP Calculus and AP Statistics
- Transitioned to more Project Based Learning for end of unit assessments

**LHS Library Media Center**

- Created and implemented new policies including curbside pick-up for remote students, a new online book reservation system, physical space reconfiguration, individual student and class online research instruction via Google Meet, safe tech integration, and more
- Updated the library print collection with a heavy focus on inclusion and embracing diversity, promoting independent reading, and supporting the curriculum
- Tech integration and collaboration was achieved through the innovative use and instruction of new green screens, individual lapel microphones and other recording equipment/ editing software purchased courtesy of the Kimball Grant
- Innovative use of the green screen and Adobe Photoshop program by the yearbook class/ club to create sports' team photos for yearbook and the athletic department
- Started planning for the next round of the Kimball Grant, with a focus on establishing a VR/ eSports Club/Team, increasing tech integration, and continuing to improve the library layout to allow for a more collaborative, innovative, and flexible environment



Further along in the spring semester, the Class of 2021 enjoyed somewhat modified, yet traditional senior events including a Prom on May 7th at the Colonial Inn in Gardner and a wonderful Graduation Ceremony at Alumni Field on June 4, 2021.

Instead of the traditional spring musical, LHS Drama premiered a special student movie production, *Romeo & Juliet*, on Wednesday, July 16 at O'Neil Cinemas in Littleton. Students and staff members were incredibly creative despite COVID restrictions.

LHS extended best wishes to Science Teacher Dr. Dan Hogan upon his retirement in June 2021. We also said farewell to accomplished veteran science teacher Ms. Cheryl Brisard who left in the summer to become a school administrator in another district. Dan and Cheryl left LHS with an amazing legacy and we are so grateful for their years of excellent teaching and dedicated service.

September 2021 saw a return to full in-person learning for all with no available remote option. We implemented a significant new bell schedule with fewer classes per day, longer class sessions, new class rotations, additional learning time hours. We also now have a daily Flex Block for student enrichment, community connection, co-curricular activity, academic support, and advisory period. Special thanks go to the district and school-based leadership teams, custodial/maintenance crews, school nurses, cafeteria and support staff members, technology teams, and teachers for all the teamwork and flexibility in preparing for the return to full in-person learning.

LHS students enjoyed a fun filled outdoor Homecoming Dance on October 16th. It was an extra special dance experience after a year without one. As part of his annual Athletic Update, LPS Athletic Director Mike Lynn reported, "As we all know, the 2020-2021 school year was not a typical year for LHS Athletics. Due to the COVID-19 pandemic, sports were modified and the year was organized into a 4-season structure. Regardless of the challenges presented by the COVID-19 pandemic, 2020-2021 was another strong year for LHS Athletics. We won 7 Pod Championships, 2 District Championships, and 1

Sectional Championship. All things considered, our participation numbers were strong with 254 of our 434 students playing at least one sport equating to a 59% actual participation rate and we had 487 total participants in our programs."

Fall 2021 brought a resumption of the traditional three season sports schedule and increased student participation. Boys' Cross country won league, district and divisional championships. Girls' Cross Country, Soccer and Field Hockey were League Champions.

LHS sends special appreciation to Athletic Director and Head Coach Mike Lynn, who concluded his final season coaching this past Fall and finished with 150 wins as the LHS Football Coach. Additionally, it was so nice to celebrate the arts in-person again with the Band performances at Suites & Sweets on November 10, a school theater performance, *Stage Door*, November 19-21, and a Band and Chorus Winter Concert on December 7th.

With ten school-based and over twenty available online AP Courses, Littleton High School has re-



ceived the College Board's AP Honor Roll recognition multiple times. LHS provided an Advanced Placement (AP) results presentation to the School Committee in December highlighting that Littleton High School had 32 AP Scholars (7 Scholars with Honor; 11 Scholars with distinction) after AP tests in May 2021.

You may have heard or read that Boston Magazine in September 2021 ranked LHS as *the 4th Best High School in Greater Boston*. While we remain cautious with rankings and comparisons among schools, it is nice to be recognized as such a high performing school. We appreciate the outside validation of the quality of our high school, and the dedicated efforts of so many to offer an outstanding educational experience.

We continued to make adjustments throughout 2021 in response to COVID-19 and revised and updated guidance from MA DESE and DPH. For example, we experienced extensions of the indoor mask mandate for schools on August 24th, September 27th, October 26th, 2021 and January 10, 2022. In addition, the weekly testing/safety check program continues as an important mitigation strategy to minimize the spread of COVID-19.

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

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

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





The Littleton Middle School community is made up of approximately 400 students in grades six, seven and eight. Each grade level team meets daily to collaborate around instructional practices in English Language Arts, mathematics, science, social studies, world language and special education, as well as working with the administrative team to address student academic and behavioral progress. We also have a Unified Arts team that teaches health, physical education, computer education, art, band, chorus and general music to students in all three grades. The entire student population is supported by educators working with each other to provide additional opportunities for growth in literacy, mathematics, organization, special needs instruction: English Language Learning, speech/language therapy, occupational therapy, Literacy Lab, and Math Lab. Our students benefit greatly from this model as it provides everyone a community within a community to guide students toward success.



At LMS we recognize the importance of educating the "whole child." While the 2020 school year required us to pause our clubs and athletic programs, we are very excited to offer these opportunities this year. We will provide our students with a wide variety of extra-curricular clubs and athletic programs that allow them to develop and apply new or growing knowledge and skills. We will also provide a variety of events for students to become active and supportive members of their school and local communities. Student organizations and middle

School staff members are responsible for putting together numerous community service projects each year. LMS families demonstrate tremendous generosity with our Food Drive and The Giving Tree to benefit local food banks and homeless shelters and with our Veteran's Day Celebration to honor local veterans.

We are committed to providing and maintaining a safe, welcoming, engaging, challenging, and well-rounded learning environment for all members of our learning community that is focused on growth and continuous improvement. Students have opportunities to explore their musical, artistic, theatrical and technical talents and interests. They are also afforded opportunities to give back to the community with their participation in the Community Service Club, National Junior Honor Society and Student Council.

Our middle school students continue to demonstrate academic strengths and growth in all of the major content areas. Our MCAS results remain strong and our students continue to demonstrate their knowledge and abilities in a variety of ways including traditional assessments, project-based learning, interdisciplinary units and technology integration. In an effort to continuously improve our ability to meet our students' needs, we continue to use Measures of Academic Progress. MAP tests are web-based assessments that students take to help us determine the child's instructional level. The assessments are given at three points during the year, fall, winter and spring, to measure academic growth. These assessments provide specific student progress data to teaching teams throughout the school year. The data is accessible immediately after the students complete the assessments, and it is used to drive instruction and teaching practices specific to each class.

Because of the unwavering dedication of staff, students and community members to provide the highest possible academic and social-emotional education experience, we were

recognized as a New England League of Middle Schools "Spotlight School" and one of only six schools in the state of Massachusetts. We are extremely proud of this status and work diligently to maintain the ideals of that designation.

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



The LMS School Council, made up of staff and community members, continues to be instrumental in assisting with the development and implementation of the school improvement plan. This group guides and monitors the progress made in our school improvement goal areas, including updating our school handbook, and is charged with updating the School Improvement Plan for the 2021-2022 school year.

I continue to be amazed at the passion our staff and group members bring to Littleton Middle School every single day. There is no better place to work or a finer place to learn than LMS.

Thank you for the trust and support you provide all of us at LMS and we will continue to work tirelessly to be deserving of such a wonderful community.

Respectfully,  
Jason D. Everhart  
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 380 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.

This year the team at RSS continues to face the challenges presented by the COVID-19 pandemic but with months of experience behind us. Our mitigation strategies from the previous year proved to be successful, so we were able to begin the year in September with many of the teaching strategies that make RSS so special back in place. It was wonderful to see students in class meetings on the rug, desks configured in small learning groups and the table groupings being used regularly. All of the required safety protocols for mask wearing, hand washing and sanitizing, and physical distancing in classrooms stayed in place and helped to keep everyone safe and healthy.



The team at Russell Street School continues to be committed to ongoing professional growth and providing a complete academic and social/emotional educational experience for each child. We continue to focus on the goals in our School Improvement Plan. The RSS School Improvement Plan aligns with Littleton Public Schools Strategic Plan standards listed below:

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

The RSS staff is focused on providing the best education possible to all of our learners while closely monitoring the emotional well-being of our students as well. We have received training and implemented the Lucy Calkins writing program in all three grades as well as Universal Design for Learning (UDL). We have started a complete review of our mathematics curriculum. We continue to concentrate on school-wide initiatives including:

- Intervention block (WIN – "What I Need")
- DEI: Diversity, Equity and Inclusion
- Social/emotional learning and trauma informed instruction
- Mathematics curriculum review
- The STRIPEs Initiative

We have high expectations for all members of our community as both academic learners and citizens. Standards for conduct and learning are set high, and students are provided the support necessary to find success and build confidence in their academics as well as art, music, physical education and technology.

We have a very active library at RSS. Over the last few years a tremendous effort has been made to review the books available in the RSS library and to purchase current titles. We have a tremendous parent community who participate throughout our school in many ways and enrich the learning experiences of children. Together, we strive to foster an atmosphere of mutual respect, tolerance, and optimism wherein each child can develop a positive self-image. Our focus on social development is fostered through our STRIPEs Initiative. Students are able to earn stripes and be recognized for their efforts in Safety, Take responsibility, Respect, Integrity, Perseverance, and Empathy. This is a great way to create a positive environment within the school.



We continue to focus on social-emotional learning at RSS. More than ever before it is important for us to maintain an environment that fosters the social and emotional learning of all children. Teachers have emphasized the importance of taking mask breaks in the fresh air, taking breaks to disconnect from the screen and connecting with friends in a safe way. In addition, we are committed to focusing on diversity, equity and inclusion in our school community. This year we are continuing our focus on DEI. Members of the RSS staff, along with other staff members and community volunteers, are participating on the DEI committee to discuss and plan inclusive practices for the schools and district.

We have an excellent Parent/Teacher Association at Russell Street School. This dedicated group of individuals works extremely hard to enrich the experience our students receive at school through funding a variety of projects and hosting family friendly activities. Many of our students and families have participated in BINGO Nights and virtual dance parties thanks to the RSS PTA. They also coordinated with The Silver Unicorn Bookstore to provide several very successful book fairs for our RSS families. In addition, the PTA has generously funded

many projects and initiatives to provide enrichment for our students. From flexible seating for classrooms to field trips to school-wide enrichment activities, the PTA has been instrumental in maintaining strong programming for students. We value a well-rounded educational experience for the children of Russell Street School, and the PTA and our RSS families play a major role in helping us make this a reality.

We realize the importance of the role technology plays in providing students with the skills they will need to be successful in life and career. Our STEM integration specialist has worked tirelessly with our technology department to teach and model the tools and programs that our teachers need to educate our students. We have had two virtual STEM nights for families so far this year and some very popular tech projects that our students have been very enthusiastic about. These virtual activities provided a platform for families to work together to complete a project at home and share it virtually with other participants. These events are extremely well-attended and successful, and we are grateful to the STEM team for creating and implementing them.



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. In this unprecedented time, we have had to lean on parents to play a tremendous role in the day to day education of their children. We cannot thank you enough for all that you have done. In addition, we thank the greater community, our LPS colleagues, and the School Committee. Our extraordinary partnership has made it possible for us to provide the very best educational experiences for every child.

Respectfully,  
Cheryl A. Temple



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

Shaker Lane houses the integrated preschool program for three and four-year-old children. This school year, our inclusive preschool programming offering is different than years past due to safety guidelines in place as a result of the COVID-19 global pandemic. This includes desks that are 6 feet apart, individual toy bins, and individual materials just to name a few modifications. We currently offer one half-day program for three-year-olds, one four-day half-day program for four-year-olds, and two four-day full-day programs for three and four-year-olds. This year we added a program to support preschool and kindergarten students who need more individualized instruction. Our PACE, Personalized Academic and Comprehensive Program is designed to accommodate students who require a more specially designed environment for instruction. 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, cognitive development, language acquisition and social development. Skill acquisition

is developed through a combination of play, small and large group activities (not as much this year), 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.

We are excited to offer a full-day kindergarten program to all of our students this year. This has been a tuition-reduced phase-in program over the past few years. A full-day kindergarten program offers students more social and academic time to provide a solid base to build upon in the years to come. We also have a Transitional program for students who have completed our Kindergarten program and may not be developmentally ready to enter grade one.

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

Social and Emotional Learning is a focus at Shaker Lane that we re-evaluate each year. The HEART Program which encompasses Honesty, Effort, Acceptance, Respect, and Taking Responsibility continues to be the moral code we thread throughout our day. These ideals are a clear representation of what we believe in as a school community. Our staff continues to instruct students with the Second Step program. This evidence-based curriculum incorporates lessons on skills for learning, empathy, emotion management, and problem-solving. Over the past two years, we have implemented a new model of instruction to complement the Second Step program. At the start of the school year, our School adjustment counselor continues to deliver 6 lessons from the Social Thinking Curriculum that support the

Collaborative for Academic, Social and Emotional Learning (CASEL) core competencies. These lessons are delivered to each K-2 classroom over a 6-week period to help continue to support the social-emotional development of our students.

Our Community Meetings continue to focus on HEART. We have conducted these virtually this year with recordings from students and staff. Each year we focus our Community Meetings on ways we can help the communities in and around Littleton through compassion projects. This year we participated in the Coats for Kids Drive through Anton's Cleaners, Jordan's Furniture, and Enterprise Bank. 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 the 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 the community informed about what's happening at school through weekly newsletters, teacher blogs, Twitter, newspaper articles, open houses, curriculum nights, parent/teacher conferences, and other special events/presentations throughout the year. As this year incorporates remote learning from home, it is important now more than ever that our communication between school and home is consistent.



We have a very strong base of volunteers at Shaker Lane and are grateful to them for all that they do. It has been wonderful to have volunteers back in our building this year. Our Fall Book Fair was a success and we want to thank the Parent-Teacher Association (PTA) and families who made this event possible. In January, the PTA will be hosting a virtual favorite of last year, Shakey's Storytime. Staff members read to students virtually through Google Meet. Also back by popular demand in January will be the Virtual Dance Party. Students and families enjoyed this virtual event last year displaying their dance moves. The 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. While in and out of school field trips are not taking place this year, we hope to take advantage of virtual field trips as the year progresses.

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. The district currently put together a curriculum review committee to evaluate math programs that best fit our district's needs. We hope to pilot a program during the 2022-2023 school year.



As part of a Balanced Literacy approach, we continue to focus our small group instruction on targeted levels of students' independent reading levels. We continue to invest in leveled readers to build K-2 classroom libraries allowing students to have "just right" books at their fingertips as well as administering the Fountas and Pinnell Benchmark Assessment System three times a year to obtain information to drive our instruction. The BAS comprehensive reading assessment provides staff with an in-depth evaluation of students'

comprehension, and use of reading strategies to decode. We are in year two of implementing our Fundations phonics program in Kindergarten and Grade 1 classrooms while adding in Grade 2 this year. Fundations is an explicit, systematic approach to phonics.

Some of our Professional Development sessions this year included:

- Administering AIMSWeb
- Universal Design for Learning
- Mental Health
- Lucy Calkins Writing

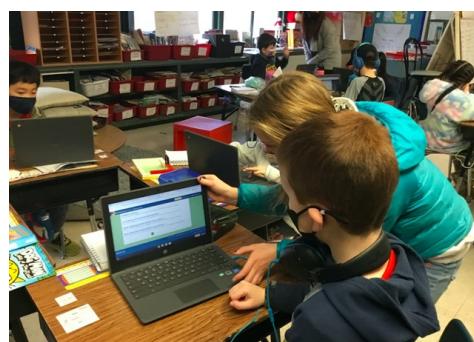
Shakey's Imagitorium is also back up and running after being offline last year. Our Makerspace design has incorporated a STEAM approach where students work collaboratively to create and solve problems. In the classroom, students continue to use a combination of iPads and Chromebooks across the curriculum. The pairing of this technology has enhanced our instruction in all curriculum areas. Recently, we have incorporated a Glowforge Lasercutter, 18 new Ozobot Evo Robots, and 6 OSMO Detective Agency Kits. We also have a student-run blog for Shakey's Imagitorium and began an Adopt-A-Bot program for K-2 classrooms where teachers "adopt" a retired robot as their class pet. There are also trimester based grade-level integrated STEM projects being developed in order to facilitate deeper learning for K-2 students. While working toward mastery of curriculum based objectives, students practice the 4 C's: Communication, Collaboration, Critical Thinking and Creativity. These projects include a Lasercut Community Mapping Project, a Cardboard Community Building Project, and STEM Challenge of the Month projects.

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



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

Respectfully,  
Michelle Kane  
Principal





## TOWN BOARDS & COMMITTEES LISTING

## COMMITTEES & COMMISSIONS

<b>Commission on Disabilities</b>		<b>Registrars of Voters</b>	
<b>Members</b>	<b>Term Expires:</b>	<b>Members</b>	
Diane Crory, <i>Chair</i>	2022	Diane Crory, <i>Town Clerk</i>	
George Sanders, <i>Vice Chair</i>	2023	Sandra Clyde	
Erich Manser	2022	Ellen Banks	
Luigi Iacoviello	2021		
Gary Wilson	2023		
<b>Conservation Commission</b>		<b>Cultural Council</b>	
<b>Members</b>	<b>Term Expires:</b>	<b>Members</b>	<b>Term Expires</b>
Chase Gerbig	2024	Heidi Montanari, <i>Resigned</i>	2022
Julia Rupp	2024	Jeanne M Bracken, <i>Chair</i>	2022
Carl Melberg	2024	Maura Newman,	2022
Sarah Seaward	2023	Bernard Zubrowski, <i>Resigned</i>	2022
Anna Mayor, <i>Resigned</i>	2023	Keyy McEachern	2024
Andrew Sammarco	2022	Kim Ahern, <i>Resigned</i>	2022
Kyle Maxfield	2022	Kymberlee Albertelli	2024
Mathew Cahill, <i>Resigned</i>	2023	Katie Bonner	2023
Bryan Crowley	2023	Erik Kraft	2023
		Julie Baker	2024
		Emily Giddings	2023
		Ray Nash	2022
<b>Permanent Municipal Building Committee</b>		<b>Agricultural Commission</b>	
<b>Members</b>	<b>Term Expires</b>	<b>Members</b>	<b>Term Expires</b>
Michael Scaduto	2023	Jamie Cruz ( <i>farmer</i> ), <i>Resigned</i>	2022
Brian Pasquale	2024	Gerry Cavallo ( <i>farmer</i> ), <i>Clerk</i>	2024
Richard Crowley	2024	Brad Mitchell	2024
Robert Romilly, <i>Vice Chair</i>	2022	William Pickard, <i>Chair</i>	2023
Stephen Moore, <i>Chair</i>	2025	Andrew Sammarco	2022
Timalyn Rassias, <i>School</i>	2025	Scott Matheson	2024
Bartlett Harvey	2023	G. Tommy Jensen	2022
<b>Finance Committee</b>		<b>Zoning Board of Appeals</b>	
<b>Members</b>	<b>Term Expires</b>	<b>Members</b>	<b>Term Expires</b>
Allen McRae, <i>Resigned</i>	2023	Sherrill Gould, <i>Chair</i>	2022
Gary Wilson	2023	Cheryl Cowley Hollinger, <i>Vice Chair</i>	2024
Gregg Champney	2024	Rod Stewart	2022
Geraldine Bertozi	2022	Eli Constantinou, <i>Alt</i>	2023
Thomas Porell, <i>Clerk</i>	2024	Marc Saucier, <i>Clerk</i>	2022
Tyler Gray	2023	Jillian Shaw, <i>Alt</i>	2024
Alvin Rasmus	2024	John Sewell	2023
Steve Venuti	2023	Kathleen O'Connor, <i>Alt</i>	2024
		John Field, <i>Alt</i>	2022

<b>Personnel Board</b>		<b>Community Preservation Committee</b>	
<b>Members</b>	<b>Term Expires</b>	<b>Members</b>	<b>Term Expires</b>
Gary Wilson, <i>Vice Chair</i>	2021	Andrew Sammarco <i>ViceChair (ConsCom)</i>	
Sandra Clyde, <i>Emp Rep</i>	2022	Michael LeVasseur <i>(Park &amp; Rec)</i>	
Anita Harding, <i>Chair</i>	2023	Linda Stein <i>(Historical)</i>	
Paul Glavey, <i>SelectBoard</i>	2021	Bartlett Harvey <i>(Housing)</i>	
Bill Schmidt	2021	Fred Falkner <i>(FinCom)</i>	
Kathy Miller	2021	Samuel Bell <i>(BoS)</i>	2023
Anthony Ansaldi, <i>TA</i>		Mit Wanzer	2022
		Carolyn Mueller	2023
		Jeffrey Yates	2022
<b>Council on Aging</b>		<b>Historical Commission</b>	
<b>Members</b>	<b>Term Expires</b>	<b>Members</b>	<b>Term Expires</b>
Mary Hunt, <i>Resigned</i>	2022	Andrew Watt	2024
Anne Lee Ellis	2023	Andrew Sammarco, <i>Vice Chair</i>	2024
Marilyn Fedele	2024	Linda Stein, <i>Chair</i>	2023
Marjorie C Payne, <i>Chair</i>	2024	John Leger	2022
Mark Rambacher	2022	Donna White	2022
David Sill	2023	Jonathan Liebowitz	2023
Susan Melander	2022	Rachael Robinson, <i>Clerk</i>	2024
Anita Harding	2023		
Lorilei M Richardson	2024		
Gary C Wilson	2022		
<b>LCTV Advisory Committee</b>		<b>Clean Lakes Committee</b>	
<b>Members</b>	<b>Terms Expires</b>	<b>Members</b>	<b>Term Expires</b>
William Vales	2022	Leon Weaver, <i>Spectacle Pond Member</i>	2024
Barbara McRae	2022	Steve Sussman, <i>Mill Pond Member</i>	2022
Nancy L. Hilsinger	2022	Timothy Wanzer, <i>Mill Pond Alternate</i>	2024
Leslie Glorioso <i>Clerk</i>	2024	John Folsom, <i>Long Lake Member, Chair</i>	2024
Allen McRae <i>Chair</i>	2023	Charles Bush, <i>Lake Matawanakee Member</i>	2024
Heidi MacGregor	2023	Greg Pennini, <i>Spectacle Pond Alt</i>	2023
Adam DeCoste	2024	Stephen Hadden, <i>Lake Matawanakee Alt</i>	2023
		Corey Godfrey, <i>Ex Officio</i>	
		David Barr, <i>Citizen @ Lg</i>	2024
		Cammy Bean, <i>Long Lake Alt</i>	2022
		Edward T Collins, <i>Citizen @ Lg</i>	2022
		Michael G Proulx, <i>Mill Pond Member</i>	2022
		Lisa R Winter, <i>Citizen @ Lg</i>	2022
<b>Open Space and Recreation Plan Implementation Committee</b>		<b>Shade Tree Committee</b>	
<b>Committee</b>		<b>Members</b>	
<b>Members:</b>		Kim Ahern	
Peter Church		Steven Whitten, <i>Tree Warden</i>	
Vera Cohen		Jeannette Kingsley	
Andrew Sammarco, <i>Chair</i>		Mathew Cahill	
Samuel Bell		Katie Carruth	
Aaron Morse			
Mathew Cahill			

**Bicycle & Pedestrian Advisory Committee**

***Members***

Jonathan Isaac, *Chair*  
 Nikolaus Bates-Haus, *Secretary*  
 Paulo Loureiro  
 Gerry Cavallo  
 Vanessa Strong  
 Richelle Dupont  
 Michael Gruar

**Sustainability Committee**

***Members***

Erin Healy  
 Donald MacIver  
 Sarah Rambacher  
 Heidi Montanari  
 Renato Mikio Nakagomi, *Chair*  
 Margaret Gibbs  
 Corinne Elizabeth Gamache  
 Megan Rank

**Economic Development Committee**

***Members***

Charles DeCoste  
 Vanessa Strong  
 John Bergeron  
 Leona Turgeon  
 Linda Bee  
 Brendan Davis  
 Shannon McNulty  
 Ray Nash

**Affordable Housing Trust Fund Board of Trustees**

***Members***

Cynthia Napoli, *Select Board*  
 Mildred McGovern, *Housing Authority*  
 Angus Michael, *Resident w Specific Experience*  
 Susan Melander, *COA Member*  
 Bartlett Harvey, *Resident w Specific Experience*  
 Mark Montanari, *Resident w Specific Experience*  
 Matthew Nordhaus, *Town Administrator Designee*

**Littleton Common Committee**

***Members***

Jennifer Cameron  
 Katie Carruth  
 Megan Rank, *Clerk*  
 Joseph Ficociello, *Chair*  
 Laura Evans  
 Kim Ahern

**Master Plan Implementation Committee**

***Members***

Laura Anne Yates	2023
Jonathan Liebowitz	2022
Delisa Laterzo	2022
Jennifer Banks	2024
Michael Gruar	2024
Matt Hunt	2023
Joseph Knox	2022

**Transportation Advisory Committee**

***Members***

Nicholas Pellegrino  
 Marilyn Fedele  
 Tyler Gray  
 Michael Gruar  
 Jonathan Isaac  
 Gary Lacroix  
 Delisa Laterzo  
 Paulo Loureiro  
 Cynthia Napoli  
 George Sanders  
 Paul Glavey, *Alternate*  
 Mark Montanari, *Alternate*  
 Gary Wilson, *Alternate*  
 Diane Crory, *Alternate*

**Nagog Orchard Ad Hoc Working Group**

***Members***

Cynthia Napoli  
 Jennifer Clancy  
 Paul Glavey  
 Amy Tarlow-Lewis  
 Will Pickard  
 Sarah Seaward  
 Joseph Laydon

### **Special Weighers & Sealers**

#### **W. J. GRAVES CONSTRUCTION**

Steve Baronoski  
Ed Nowers

#### **BRIGHTON COMMISSION**

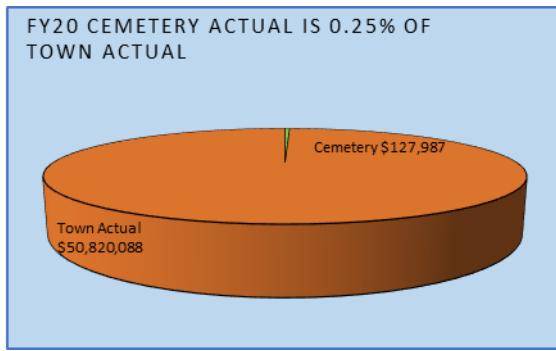
Tom Wood  
Michele Roche  
Ronald Pollock  
Peter Wormell

#### **CONSTABLES**

Ronald J. Raffi	2024
David J. Allen	2024
Keith Leighton	2024
Andrew Sammarco	2024
Gregory Balzotti	2023

#### **AGGREGATE INDUSTRIES**

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



The year 2021 proved to be another challenging one for the Commission, as it continued to carry out its mission within the constraints of the Covid-19 pandemic. Like many other organizations, most of our business meetings were held virtually via Zoom. Our building was also closed to the public for much of the year, and later open with a mask mandate, in compliance with local Board of Health and CDC guidelines.

Throughout the year, our department performed 32 full burials and 18 cremation burials at Westlawn. At present, approximately 92% 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 and enhancements to the property under our care.

In an effort to begin protecting and preserving the historic 18th and 19th century gravestones within the old section of Westlawn, the Commission once again collaborated with the Historical Commission to apply for funding from the Community Preservation Committee in order to perform a formal condition assessment of the monuments within this unique and important portion of the cemetery.



Unfortunately, a large number of these gravestones are currently in a very poor state. Many are broken into pieces, falling over, delaminating, covered in heavy lichen, or suffering from other forms of degradation. The first step in reversing this severe deterioration was to formally assess and inventory each stone within this section. The gravestone assessment was performed by professional gravestone preservationists, Fannin and Lehner of Concord, Ma. This work consisted of the firm: (1) reviewing necessary back-

## MISSION:

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

ground documentation pertaining to the site, (2) examining and photographing every gravestone/monument within the given area, (3) compiling a master list of gravestones/monuments, and (4) plotting the gravestones/monuments on a detailed plot plan to identify those in need of preservation/conservation work. The overall condition assessment report generated from this work will help to guide future phases of conservation efforts on site. Funds were also secured within the CPA grant to begin preservation work on a limited number of gravestones simultaneously by the same firm. Fannin and Lehner was able to professionally clean, cap, re-set, drill/pin, adhesive repair, and infill an initial 9 historic gravestones on site during this secondary portion of the project. We look forward to continuing to partner with the Historical Commission in order to preserve these culturally and historically significant treasures for future generations of Littleton residents.

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 grave lots in the coming years. This year, the Commission was pleased to begin the creation of more grave spaces along a one acre, undeveloped portion of the Sullivan loop. In the early summer months, this area was cleared and graded as a first step in developing it for future use. These efforts will be the first phase in an overall expansion plan for the cemetery. As we enter calendar year 2022, the Commission will be formally laying out this new expansion of the grounds, using a landscape architect. Afterwards, grave lots will be plotted and pinned, and will become available for purchase by the public. This, and further expansions in the Sullivan Loop area of the cemetery, would not be possible without the generous land bequest from the estate of Charlotte Hartwell in 2017.

In addition to these enhancements, a handful of dangerous, dead trees were also removed from Westlawn to prevent them from threatening our visitors. We are currently developing a tree care and management plan to preserve tree health, and to treat diseased and dying specimens on site.

This year, Westlawn Cemetery was once again used as the site for the Town's annual Memorial Day ceremony, with flags being placed on every military grave at the cemetery by dozens of volunteers to honor our Veterans. Westlawn was also utilized by the Boy Scouts for the flag retirement ceremonies.

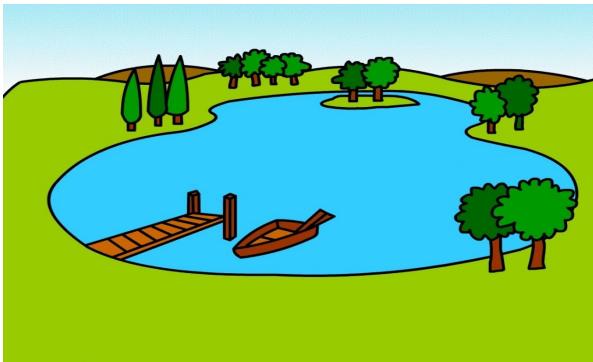
In July, it was with great sadness that the Commission learned of the passing of former Commissioner Janet Sullivan. For many years, Janet was a true public servant, lending her time and talent to a number of organizations around town. While on the Board, she was a fierce advocate for the protection of Westlawn, and for the professional and comprehensive management of this department. We will always remember her strong dedication to our mission, her kindness and wit, and her unwavering volunteer spirit. She will be greatly missed.

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. This also goes out to our Senior Volunteers, John Shepple, David Jowers, and Bruce Russell, who provide much appreciated and helpful support to our staff. We would also like to thank all of the other Town agencies and boards that have assisted our department throughout the year, with a special thanks to the Littleton Electric Light and Water Departments, Director of Public Works, Chris Stoddard, and DPW Superintendent Steven Whitten. We would also like to extend our sincere thanks to Veterans' Agent, John Boroski, as well as Susan Fougestadt.

As always, we are here to serve you. Please do not hesitate to contact our department with any questions or concerns.

Respectfully submitted by the Littleton Cemetery Commission,  
Andrew Sammarco, Chair  
Carolyn Mueller, Clerk  
Ivan Pagacik





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

#### **Matt Silverman Takes the Helm**

The year began with Littleton Water Department (LWD) environmental analyst and new CLC advisor Matt Silverman presenting his first PowerPoint list of committee objectives and projects via Zoom. It was the second year of the pandemic, which everyone wished would end. That wasn't to be – but watching each topic and task flash across the screen was stirring. 2021 saw the CLC at full membership, eager to see results and ready to face the challenges ahead.

#### **SOLitude Treats Invasives**

SOLitude Lake Management's 2020 post-season report was reviewed. Their low bid for 2021 was accepted and they were again contracted to treat the dozens of acres of in-water invasive plants – primarily fanwort and curly-leaf pondweed – that reoccur annually in Spectacle Pond and Long Lake.

#### **Lake and Stream Sampling Includes Forge Pond**

2021 saw a return to monthly water quality sampling, which had been suspended for a year due to the pandemic. The testing started in May and ran through September. Dissolved oxygen, temperature, pH, conductivity, fecal coliform, total nitrogen, total phosphorous, total suspended solids, and chlorophyll A amounts were recorded in Long Lake, Forge Pond (Lake Matawanakee), Spectacle and Mill Pond. The results will be added to our database, graphed and reviewed in 2022.

#### **Wetland Park Improvements**

Cleanout of the forebay at Long Lake's Wetland Park (a.k.a. the Frog Pond) was planned for this year. The work was long overdue since it has been done only once since the site's creation in 2005. An estimated 6 – 18" of nutrient-rich sediment and accompanying invasive plant growth was to be removed to return the engineered wetland to working order. The work was planned for spring, but equipment availability, staging and costs were prohibitive. Analysis of the composition of the dredged material and establishing a disposal location seemed to be two sticking points. Trucking the wet spoils would require the added expense of a sealed container, since we lack an acceptable dewatering location nearby.

We're finding that the environmental industry's growth, accompanied by its more stringent regulation has complicated many CLC objectives. It cuts both ways. While we must applaud increased conscientiousness, the prohibitions and additional costs complicate projects that need doing. Matt will continue to grapple with these issues and expects to have this work done in the new year.

#### **Stony Brook Network Improvements**

Spectacle Pond's outlet valve was upgraded this year as part of the Stony Brook Flow Restoration Project. The diameter was increased from 12" to 14" and it was fitted with remotely activated controls linked to the LWD's supervisory control and data acquisition system. Final steps will be completed under the new grant in 2022. The CLC also upgraded electronics and cellular antennas to 4G technology at Mill Pond, Spectacle Pond and Forge Pond monitoring stations to keep the project's systems up to date.

#### **Dredging Planned at Forge Pond**

The CLC partnered with the Westford Healthy Lakes and Ponds Collaborative to fund the dredging of the Forge Pond channel outlet. Years of streamflow through the outlet has created a sandbar that reduced the water depth in the channel. Removing the sandbar will allow lower and more consistent winter drawdowns for more effective control of invasive plants. Planned for the fall, the work was delayed until January 2022.

#### **No Drought, but an Algae Bloom Closes Town Beach**

We'll remember July for its rainfall – the most on record in central Massachusetts. In Littleton's



Photo – Mill Pond in August

Photo by Jon Folsom

waterways the contrast with the previous summer was dramatic as there had been a pronounced drought in 2020. Water levels were back up, but that did not mean all was well. At Long Lake on August 6 there was an algal bloom that closed the Town Beach. A mass of cyanobacteria (often called blue-green algae) was discovered between the docks and the beach. Not that it hasn't happened before. The late summer heat and Long Lake's high phosphorus content contribute to growth of many aquatic plants, including algae. In fact, the higher rainfall could have been a contributing factor. The lake is replenished primarily by runoff – which is a primary source of phosphorous.

The physical presence of cyanobacteria was cause enough to close the beach. Cyanobacteria produces toxins that are dangerous even at low concentrations in surface waters. It can cause skin and nasal irritation; ingestion can make you sick, affecting your liver. The Littleton Department of Health called for testing. Water samples were taken, and lab tests were conducted. The resulting analysis found that the algal bloom was no health threat, but it took days to learn that, and the closure ruined people's beach plans.

The CLC is investigating ways to limit algal blooms. We consulted with Dominic Meringolo of SOLitude Lake Management, a senior environmental engineer

and phosphorus management specialist. Following on that discussion, we're researching monitoring equipment and considering preventative treatment options. We've learned that prevention might have adverse side effects on in-lake wildlife and chemical treatment can be complicated. Long term, we'll continue improvements at Long Lake to lower excessive phosphorus levels and improve water quality. Cleanup of the Wetland Park will be a start, but more will need to be done to detain runoff and pollutants before they reach Long Lake.

#### Plans for Mill Pond Get Poor Reception

At the outset of the year the CLC was looking forward to receiving the long-awaited Draft Feasibility Study for Habitat Restoration at Mill Pond. This time, slated for release in June, the plan would see the dredging of Basin I, perimeter improvements to Basin II, and suppression of invasive phragmites through the creation of emergent woodlands in an upper basin of the Mill Pond network – an area that for years has been no more than a marsh. The spoils from the dredging would be pumped to the upper basin to displace the invasives and, when dewatered, would become the foundation for the emergent woodlands. No small undertaking, the project would require 2 years of dredging, private and public land transfers, endorsement from the neighborhood and the town, state and local stakeholders, and an estimated \$5.2 million. Littleton's portion of the costs would be about \$2 million in cash and in-kind services.

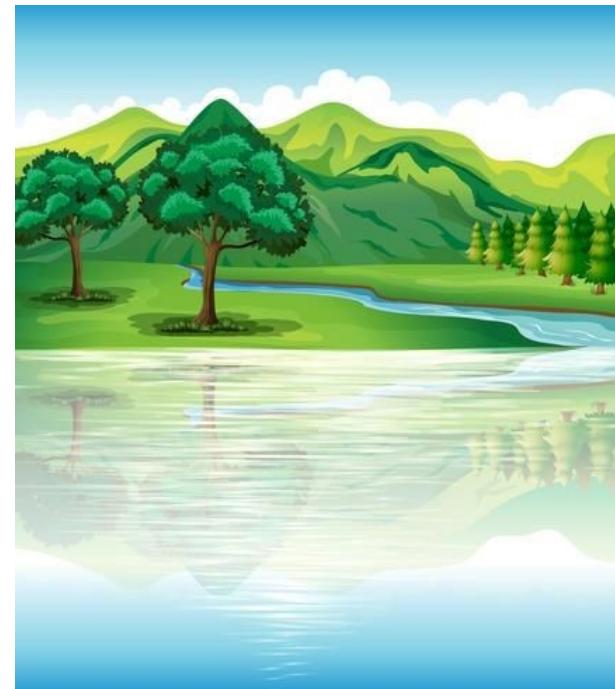
In late April Adam Burnett, US Army Corps of Engineers (USACE) Project Manager for the Mill Pond Restoration held a meeting with representatives of the Environmental Protection Agency (EPA), Massachusetts Division of Fisheries and Wildlife (MassWildlife), and the Department of Environmental Protection (MassDEP). These agencies greenlight projects of this type. But not this time. Misgivings were expressed about pumping the spoils to the upland location and the likelihood of nutrients and dredged material seeping back into the restored basins. They questioned if converting the upland basin to emergent woodland habitat would be an ecological restoration. It was feared that the basins would surely silt up as they had before. If the project was to proceed, it would have to be reconceived. The CLC's advisor Matt Silverman and LWD Water & Sewer Superintendent Corey Godfrey worked with Adam Burnett over the summer to reconsider earlier plans and to seek alternative approaches to the project as presented.

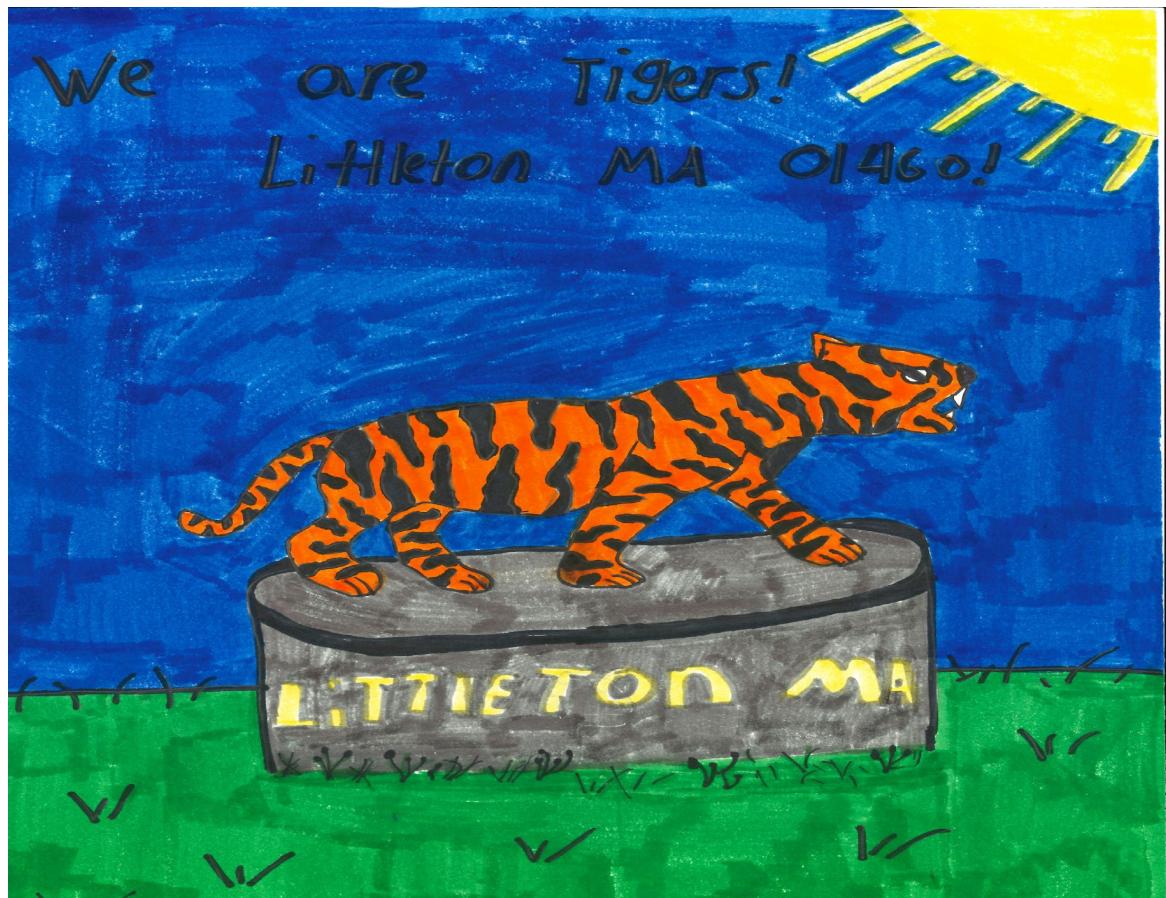
In October Adam attended a meeting of the CLC to address options. The meeting confirmed that projects like the restoration of Mill Pond are falling from favor in Washington D.C. Likewise at the state level, there was more enthusiasm from the stakeholder agencies for dam removal and stream restoration than for salvaging the pond. Alternatives like trucking the dredged material to a different location or partnering with a third party to receive the spoils would be far more expensive and likely prohibit USACE participation. It went unsaid, but it's clear that partnering with the Army Corps is the only way the project is viable, since they are providing two thirds of the funds. And mothballing the project for any amount of time might mean decades before it qualifies for funding, if ever.

The CLC met for a second time in October to assess the situation. It was agreed, we would like to continue our partnership with the USACE and see the cleanup of Mill Pond completed. As protracted as this process has become – we've been working with Adam Burnett for 20 years – there was never any suggestion until this year that the project would not be approved. Clearly, we needed to bring this to the attention of the Select Board. Perhaps we could engage the help of Congresswoman Lori Trahan.

In early December the CLC was discussing how to proceed. The Mill Pond neighborhood will need to be told about the setbacks. And they need to be consulted regarding next moves. Perhaps smaller measures could be taken for more immediate, incremental improvements? Would a drawdown and partial removal of plant material be beneficial? Hydro-raking? A Mill Pond Subcommittee was formed to prepare an action plan and consider alternatives to present to the CLC, and Matt will continue to meet with Adam Burnett to seek a path forward.

Respectfully,  
Jon Folsom CLC Chair





## Community Preservation Committee

### MISSION

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

Specifically:

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

### Community Preservation Committee (As of 12/31/21)

**Carolyn Mueller, Chairman**  
(Select Board appointee)

**Mit Wanzer, Clerk**  
(Select Board appointee)

**Sam Bell**  
(Select Board appointee)

**Gregg Champney**  
(Finance Committee representative)

**Bartlett Harvey**

(Housing Authority representative)

**Anna Hueston**  
(Planning Board representative)

**Mike Levasseur**

(Parks, Recreation, & Community Ed rep)

**Andrew Sammarco**

(Conservation Commission representative)

**Linda Stein**

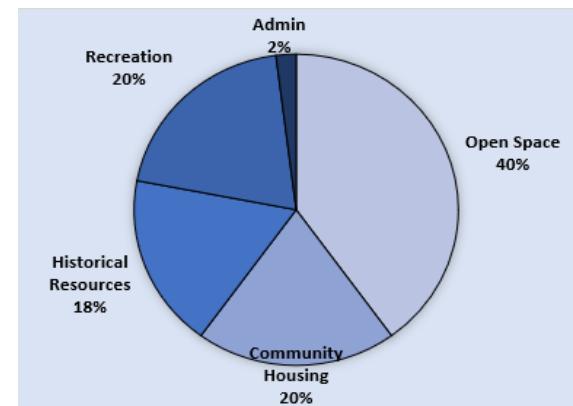
(Historical Commission representative)

The Committee held open meetings on: 2/17, 3/3, 4/21, 6/9, 8/25, 10/20, and 12/1/2021 all via Zoom in accordance with the town Covid-19 policy.

In 2021 CPA funds from the 1% property surcharge were \$346,581 for FY2021. The state match was higher than expected, and higher than the last few years, coming in at a rate of 39.37% of the raised CPA funds (all by the property surcharge). The funds were made available for transfer to the CPC Open Space, Admin, Historic Resource, Recreation, and Community Housing reserve categories, as directed by annual town meeting vote on June 12, 2021 and special town meeting on October 25, 2021.

The CPC voted on the following allocation of the CPC budget for 2020 (FY2021):

Category	Percent of 2020 (FY2021)
	CPC Funds Allocated
Open Space	40%
Community Housing	20%
Recreation	20%
Historic Resources	18%
Administrative	2%



The Community Preservation Committee continues to be presented with variety of projects that enhance the town of Littleton and the lives of its citizens. Funding projects that would otherwise tax the budgets of its constituents, the Committee members take pride in their role in shaping the town.

**2021 (FY2022) Project Recommended by the CPC and Approved at June 12, 2021 Annual Town Meeting & October 25, 2021 Special Town Meeting**

## Community Housing

### **Affordable Housing Trust Fund**

The relationship established in 2019 between the CPC and the formed Affordable Housing Trust Fund (AHTF) continues to fund the AHTF. In 2021, the AHTF saw an increase in the number of applicants for the Rental Assistance Program and double their payouts from the previous year. In response to the Covid pandemic, an Emergency Rental Program was funded to assist households affected by lost income. Funds allocated to the Community Housing category will continue to be transferred annually to the AHTF by town meeting vote. For 2021 (FY2022), the CPC voted to recommend to Annual Town Meeting that \$76,000.00 and at Special Town Meeting that \$9,389.00 be transferred from the CPC Community Housing category to the AHTF. The AHTF will provide an annual accounting to the CPC for any expenditures made during a given year.



## Recreation

### **Wellington Couper Trail Connector Project**

The CPC voted to recommend to Annual Town Meeting that \$17,670.00 be approved from the Recreation category for the trail to connect the Couper Farm subdivision (off Great Road) to the Wellington Drive Development off Goldsmith Street. The construction of a pedestrian bridge, technically on the Wellington Drive property, will cross a small stream and connect trails constructed on each development. An easement has been granted to the town and the trails will serve the community as a whole, not just residents of the two developments. This portion of the project was a part of a larger request to the state.

## Historic Resources

### **Westlawn Cemetery Gravestone Conditions Assessment and Rehabilitation Project**

The CPC voted to recommend to ATM that \$9,950.00 be approved from the Historic Resources category to perform the Westlawn Cemetery Gravestone Conditions Assessment. The Cemetery Commissioners and Historical Commission were the applicants for the project. The funds were to be used to do a baseline condition assessment of the historic section of Westlawn; as in the past, the firm of Fannin & Lehner will provide a list and map of stones that are in need of attention and prioritize conservation. In addition, they will do a first phase of work on approximately 7-10 monuments. This will be the first assessment and conservation done at Westlawn. The comprehensive condition assessment cost is \$6,500.00 with the remaining \$3,950.00 to be used for conservation.



### **Cloverdale and Town Forest Boardwalk Project**

The CPC voted to recommend to Special Town Meeting that \$13,500.00 be approved from the Un-designated fund to the Recreation Reserves to fund the Cloverdale and Town Forest Boardwalk Project. The Cloverdale parcel consists of open lightly wooded rolling terrain and an open pasture surrounded by mature pines on the westerly side and wet meadow on the northerly side. The easterly side is mostly wooded and brush covered. A gentle trail winds around the perimeter of the property providing nice views of the meadow and the abundant wildlife that resides within. The longest boardwalk, at 370 feet, provides up close views of wildlife. This project provides additional access for the community.

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



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 is supported by the Conservation Agent.

The Commission reviews all Massachusetts Department of Environmental Protection filings as they are submitted. Public hearings are held and site inspections are made to the respective properties. Throughout the year, the Commission receives and reviews a steady stream of Applications:

- 21 Notices of Intent to perform activities within one hundred feet of a wetland
- 20 Orders of Conditions were granted
- 10 Certificates of Compliance were issued for projects satisfactorily completed
- 4 Requests were reviewed for Determination of Applicability.
- 3 Enforcement Orders were placed on landowners in violation of the WPA/local wetlands bylaw by the Commission.
- 11 other actions included Land Use Permits, Extensions, and Amendments.

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 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.



Monitoring erosion and construction projects

The Commission also holds Conservation Restrictions (CRs) on 14 properties and owns 2 properties on which CRs are held by other conservation organizations. These CRs require annual inspections to confirm that they are in compliance with their respective restrictions and conditions.



Littleton Little Town Tree Hunt

Major 2021 accomplishments for the Commission and the Town included boardwalk construction at Cloverdale, Newtown Hill (Williams Trail) and Town Forest, with the help of Eagle Scouts and the Trail Crew. Scouts and the Trail Crew also opened up and improved trails conditions, most notably through Town Forest and some clean up on Williams Trail. With the help from DPW a new parking lot was put in at Brown's Woods, and with the help of Littleton Electric Light and Water Department (LELWD) new signs and kiosks were placed at Newtown Hill/Williams Trail, Long Lake Park and Hartwell. Working with the Library, the plantings at the new library were specifically selected to be native plants that provide important pollinator support.

Due to the ongoing pandemic, Conservation land stewards and Conservation Trust members did not conduct public tours on our properties. However, many socially distanced events and programs still occurred on our properties:

- The Hiking Challenge
- Friends of the Library Story Walks
- The annual Littleton Little Town Tree Hunt.
- Eagle Scout and Girl Scout projects benefitted our open spaces.
- Townspeople continued to utilize the Yapp and Newtown Hill community gardens.
- At Long Lake Park and other conservation

properties, the Conservation Trust's bird box/habitat program, orchestrated by Trustee Dustin Neild once again resulted in the hatching of dozens of baby blue birds, wood ducks, and tree swallows.

- Entranceway signs, kiosks, and trail signs continue to be replaced/installed. Two training were held by SVT for people interested in becoming Weed Warriors to help manage invasive species throughout the town.
- The spring amphibian crossing rescue program was conducted on Fort Pond Road with social distancing. During night time spring rains salamanders and frogs cross the roads to migrate to their vernal pool breeding grounds, with hundreds being killed by traffic. Over 100 dedicated volunteers helped carry 100's of wood frogs, peepers, spotted salamanders, and the rare blue spotted/Jefferson complex salamanders.

We look forward to the continued successes of these and other programs.



Native Pollinator Plants at the new library



Training to be a Weed Warrior

**The Commission would like to recognize and thank the LCT/Commission Land Stewards and all volunteers for their efforts throughout the year:**

Jim O'Neil (Director), Cammy Bean, Sam Bell, Dan Boudillion, Ann Broomhead, Bill Brown, Richard Buckles, Jessica Caligan, Tim Caligan, Jim Campbell, Melissa Cranmer, Andy Curran, Chris D'Orizio, Sarah Gill D'Orazio, Rick Findlay, Sara Hallahan, Bartlett Harvey, Keith Hevenor, Dan Hurley, Erin Jade, John Jacobson, Clayton Keller, Delisa Laterzo, Dwight Long, Brian Manning, Sol Marini Juliana Miller, Aaron Morse, Chris Mountain, Dustin Neild, Pat O'Donoghue, Daniel Parvanov, Will Picariello, Tim Rank, Tom Rank, Dave Raymond, Kim Raymond, Carl Rivenburg, Matthew Ruel, Evelyn Sablone, Andrew Sammarco, Ed Santoro, Jeff Simmons, Peter Thompson, Mit Wanzer, Cal Yapp, and John Zimmer.

Thank you to all of the town departments that have aided the Commission in performing its mission throughout the year; especially the Highway Department and Director of Public Works, Chris Stoddard, and Operations Manager, Steve Whitten. We were very appreciative of the LELWD, which assisted with the installation of new Conservation land signage as well as mowing. We would also like to thank our Conservation Agent, Amy Green, for her continued expertise and dedication to our department, and all of the work that she performs on our behalf on a daily basis, in the office and out in the field.

The Commission would like to make special note of the retirement this year of James Pickard, who had served on the Commission for over 40 years, most of them as Chairman. His knowledge of the town and deep understanding of Conservation issues will be greatly missed. A trail at Oak Hill has been named in his honor.

The Commission would also like to thank Anna Mayor for her 8 years of service on the Commission. Her knowledge, especially with regard to water quality issues, has been a huge benefit to the Commission.



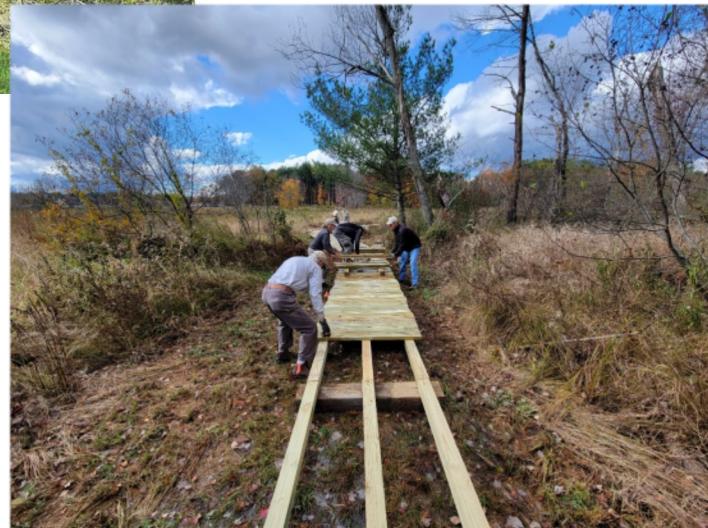
Troop 19 at Williams Trail



*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.*



Eagle Scout Griffin Cupp and crew at Cloverdale



Cloverdale Boardwalk Build



Eagle Scout Brandon LaVoie and crew at Town Forest

**Respectfully Submitted by the Commission:**

Bryan Crowley

Chase Gerbig

Kyle Maxfield

Carl Melberg

Julie Rupp

Andrew Sammarco

Sarah Seaward

## HISTORICAL COMMISSION



The Littleton Historical Commission serves as the Town's agency responsible for the preservation of 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, restoration, and rehabilitation projects; as well as other activities that seek to showcase and preserve our unique past. The Commission also administers the Town's Demolition Delay bylaw.

The year 2021 proved to be another challenging year for the Commission, as it continued to carry out its mission within the constraints of the Covid-19 pandemic. Like many other organizations, most of our monthly meetings were held virtually via Zoom. The Commission held a smaller annual Patriots' Day ceremony outdoors at Liberty Square due to COVID-19, following COVID restriction guidelines. The Commission also continued to assist and advise a number of citizens, companies, and municipal boards regarding historical matters, as well plan and conduct a variety of projects that reflect the Town's rich character.

This year, the Commission reviewed several demolition permit applications. The Commission did not identify any significant historical or archaeological resources at these sites and thus did not issue any demolition delays.

The Commission began working with the Conservation Commission on plans for a kiosk at the newly acquired Brown's Woods open space conservation land at 119 Tahattawan Road. The kiosk will include information on site and Town history. The Commission also began collaborating with the Park & Recreation Department to help identify a new name for the 300 King Street site that will reflect the history of the site.

Under our historic house sign program, the Commission facilitated obtaining new or replacement historic signs for approximately six historic home residences. In addition, we obtained cost estimates for restoring historic granite markers or plaques on these markers throughout Town that have fallen into disrepair and prioritized which markers should be replaced first.

## COMMITTEES & COMMISSIONS

Gravestone conservation/restoration work (Phase 1) began at the Westlawn Cemetery using Community Preservation Committee funds approved at Spring Town Meeting for this work. The Commission contracted with preservation consultants Fannin and Lehner of Concord, Massachusetts to perform the work which consisted of developing a Conditions Assessment report to assist in prioritizing which gravestones to restore first, and professionally cleaning, re-setting, capping, pinning, adhesive repairing, and in-filling several gravestones at the site. It also included documentation of all conservation activities performed.



For the historic farmhouse at 12 Robinson Road, in 2021 we worked with the Town Counsel's office to help develop language for a required historic preservation deed restriction for the site and provided input for a RFP for possible sale of the property.



A Commission member continued to serve on the Master Plan Implementation Committee in 2021, and several members attended a public meeting regarding potential future development of the IBM site including preservation of the historic Tuttle House. Two members attended a virtual Preservation Massachusetts conference on historic preservation.

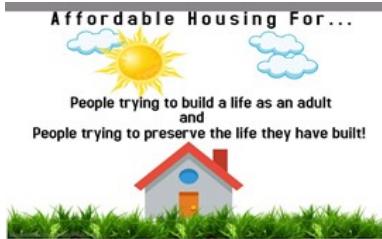
The Commission would like to acknowledge the passing of Ron Goddard, who served for many years as a respected member of the Historical Commission.

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, and especially the Littleton Historical Society and its Curator, Carolyn Mueller. The Commission looks forward to our continued work with you to ensure that our Town's history is protected and preserved for future generations.



Respectfully submitted by the Littleton Historical Commission,

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



## LITTLETON AFFORDABLE HOUSING TRUST FUND

The Littleton Affordable Housing Trust (LAHT) was created to advocate for, and increase the affordable housing stock in Littleton, using primarily CPA money and money donated to the trust by developers as payments in lieu of building affordable units.

In 2021 the LAHT utilized consulting services to create the Population Projections, Demographics, Housing Needs – Summary. This report is comprised of information available from the Master Plan, HPP, Littleton Needs Assessment, and the two housing visioning plans (Littleton Common and Station Village). It states that according to the UMass Donahue Institute (UMDI) projections, between the years 2010 – 2035, the population groups aged 20-40 & 55+ are projected to grow from just over half of the population to 60% of the population (the 55+ age group itself making up 45% of the population). The report concludes that creating more reasonably priced rental housing, designed to attract both younger workers with no children, small families, or older households wishing to downsize, would not only provide needed rental opportunities, but would allow seniors to downsize, thus freeing up existing single-family homes. This may, in turn, help slow the steep increase in home prices as the supply increases.

In 2021 the LAHT also created “concept goals” based upon 100 rental units that includes the type of housing unit (i.e., studio/1br/2br) income limit and rental price as a tool to help provide developers with an example of the type and number of affordable rental units that would benefit the Town of Littleton. The LAHT will continue to monitor, update, and share this information on a regular basis.

The LAHT is grateful for the ongoing support it receives from the CPC. The CPC continues to approve 100% of its annual allocations for Housing to fund the LAHT. In 2021, with the help of Littleton’s Elder and Human Services Department (EHS), the Trust provided assistance to struggling renters in town through two successful programs. The Littleton Rental Assistance program (LRAP) is designed to aid housing-cost burdened renters by providing \$250 per month to the landlord as partial rent payment. The term is for one year of help; applicants can re-apply for up to three years total. In FY 2021 LRAP was budgeted at \$60,000 and payments totaled \$43,750.00

The second program is the Littleton Emergency Rental Program (ERAP) which began in the spring of 2020 as a response to the Covid-19 pandemic. The qualifications to participate, and administration of the program, are similar to LRAP, but the intent is to assist households that have lost income due to the economic results of the disease. Aid is related to apartment and household size, and is limited to three months duration, with the possibility to re-apply. Aid ranges from \$950/month to \$1350/month depending on number of bedrooms. In FY 2021 ERAP was budgeted at \$50,000 and payments totaled \$18,250.00. Funding for the ERAP program was reimbursed to the Trust through the Federal CARES Act.

A new project the LAHT plans to begin in the Spring of 2022 is partnering with Habitat for Humanity to utilize a portion former Mary Brown property at 119 Tahattawan Road and build a duplex. The LAHT also received a donation of the old farmhouse and barn on a 5-acre parcel of the Durkee estate near the rail station and will solicit assistance to partner with state agencies to create affordable housing at this location as well.

As of January 4, 2022, the Trust balance was \$417,597.73. The Trust expects to receive additional income in the form of payments in lieu from the Jones Meadow Development (\$45,000); Webber Village Development (\$51,000); and Couper Farm Development (\$350,000). The Trust plans to process these donations through the CPC to receive the benefit of the state’s match and increase the amount of these donations up to 18%! This money will be used to continue the mission of the LAHT to create and preserve affordable housing in the Town of Littleton.

## LITTLETON AFFORDABLE HOUSING TRUST FUND

### FINANCIALS:

#### FY 2022 Expenses to date

Consulting	Regional Housing	1,338
LRAP	July 2021	2,000
LRAP	Aug 2021	2,000
LRAP	Sept 2021	0
LRAP	Oct 2021	4,500
LRAP	Nov 2021	3,000
LRAP	Dec 2021	2,500
LRAP	Jan 2022	2,500
LRAP	Feb 2022	2,500
		<b>19,000 TOTAL</b>
ERAP	Oct 2021	6,850
ERAP	Nov 2021	6,650
ERAP	Dec 2021	4,750
ERAP	Jan 2022	2,850
ERAP	Feb 2022	1,900
		<b>23,000 TOTAL</b>
	By CARES ACT	10,100

<u>Revenues</u>	<u>FY 2021</u>	<u>FY 2022</u>
Interest on account	916	290
CPA transfers	67,832	85,389
Gift (First Church)	625	0
<b>Totals</b>	<b>69,373</b>	<b>85,679</b>
<u>Expenses</u>		
Consulting	2,026	1,338
LRAP	22,000	19,000
ERAP	0	23,000
Transfers out (119 Tahattawan)	200,000	0

#### Trust Fund Members

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

Anthony Ansaldi (Town Administrator)

Susan Melander (Member of COA)

Angus Michael (member with specific experience),

Mark Montanari (member with specific experience)

Matthew Nordhaus



## LITTLETON CULTURAL COUNCIL

The Littleton Cultural Council (LCC), whose members are appointed by the Select Board, supports community cultural projects through its grant program. Funds are received from the Massachusetts Cultural Council (MCC), whose mission is “to promote excellence, access, education and diversity in the arts, humanities, and interpretive sciences in order to improve the quality of life for all Massachusetts residents and to contribute to the economic vitality of our communities.” In recent years the Town of Littleton has nearly doubled the amount of grant funds available for local distribution.

In fraught economic times, some taxpayers think culture is a frill. But imagine a world without music, without books, without exuberant dancing. Who among us has said, “Look at that gorgeous new sewer pipe?” Culture educates our world view. Culture lifts our spirits. Culture brightens our town. The MCC estimates the pre-pandemic economic value of culture in the Commonwealth at \$2.3 billion dollars annually, improving our quality of life and offering creative expression.



Dyed hand image by Ann-Marie LaBollita, grant recipient for “Fabric Dying for Beginners.” Photo from annmarielabollita.com

The COVID effect on the arts community has been devastating. While our annual grant cycle has continued as usual, much of the programming we support has been impacted. Our artists have been flexible in moving their programs to virtual platforms or postponing in-person demonstrations until a break

in the pandemic statistics allowed gatherings. We especially appreciate the local organizations that continue to provide cultural events for us: the schools, the library, the Council on Aging, Life Care Nashoba Valley, the Littleton Lyceum, and Parks and Recreation.

For FY21, the LCC helped fund local artists working in Littleton and area towns. We were presented with some insight into other cultures (Indian and Chinese dance and music). We fostered local writers through Seven Bridge Writers’ Collaborative groups at the Reuben Hoar Library. We fostered drama through the Cannon Theatre and the annual Shakespeare performance at the Francis Parker Charter School. We supported women struggling with cancer through a program at the Virginia Thurston Healing Center in Harvard. The LCC helped provide art displays at the Fitchburg Art Museum and a special exhibit at the Groton History Center.



Grant Recipient Maitreyee Chakraborty’s “Kids’ Music and Dance Fest with Classical Music and Tagore’s Music.” Picture from: <https://www.facebook.com/ChakrabortyMaitreyee>

Our grantees are chosen with respect to their impact on all ages of Littleton folks and a variety of forms of expression. Some lucky local folks also enjoyed a hands-on fabric dyeing workshop, snuck in between pandemic surges. We were especially pleased to assist some local teens in learning computer graphics skills.

Our most covid-related project is advancing and we anticipate that the painted rocks from the conservation trails will morph almost magically into a labyrinth near the Castle in the Trees playground this spring, weather and pandemic permitting. We promise a Grand Opening when the time is right.

For FY21, the LCC granted funds in the amount of \$5800 from the state as well as \$5000 from the town. Artists of all stripes can apply for FY23 awards on the Massachusetts Cultural Council page this fall. We always welcome ideas for public art in Littleton.

M. Jeanne Bracken, Chair  
 Kymberlee Albertelli, Co-Chair  
 Katie Bonner, Treasurer  
 Kerry McEachern, Secretary  
 Erik Kraft  
 Julie Baker  
 Emily Giddings  
 Ray Nash  
 M. Goo Newman



Chinese New Year celebration by Chinese Family Network. Grant recipient for "Chinese New Year Event."

2021 was a busy year for the Permanent Municipal Building Committee (PMBC). We completed two major projects: The new Library and major repair work at the Police Station. We also began site investigation for the High School Roof replacement above the Administrative offices and assisted with a new heating and climate control system for the Houghton Building.

#### **PMBC Projects during 2021**

##### **POLICE STATION** (PMBC managers Bob Romilly, Brian Pasquale and Steve Moore)

In January 2019, mortar sections were observed falling from between the decorative concrete units at the top band of the police station. The front entrance was temporally screened with scaffolding to prevent falling debris from striking individuals entering the building. Water infiltration was causing damage to the interior wood casing in a number of areas inside the building.

##### **Commencement of exterior block, brick and mortar work**

In early Spring, the contractor, The Waterproofing Co. (TWC), mobilized and began demolition and replacement work. Work was originally scheduled to begin in the fall of 2020, but due to the COVID19 pandemic, material availability was greatly affected and a decision was made, jointly with the Chief, Vertex, PMBC and the Waterproofing Co. to postpone installation until the Spring of 2021, allowing time to procure materials and obtain approvals on submittals.

Following completion of the exterior work, TWC began the task of replacing the oak window casings and trim work inside the building. Work was done with minimal disruption to the operations of the department by prefabricating the casing work in the garage area. The completed project exceeded expectations and this town structure is now in very good condition.

##### **SCHOOL PROJECTS:**

##### **High School:** (PMBC manager, Brian Pasquale and School Dept. manager, Steve Marks.)



*Failed mortar joints*

At Spring Town Meeting, Residents approved to allocate \$800,000 for the replacement of the roof at the administration building at the High School. Steve Marks and Brian Pasquale worked with the engineering firm, Russo Barr, to perform a study of the roof and received its report in late 2021. This report will form the basis of design for procurement of a design engineer to prepare bid documents and provide construction phase services for the work. It is anticipated the advertisement for the design firm will be in late February.

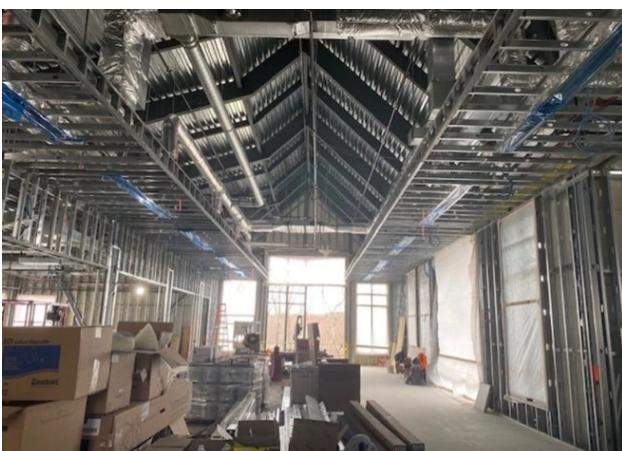
##### **LIBRARY:** (PMBC managers Steve Moore, Bartlett Harvey)

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

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

Excavation and foundation work commenced in Spring of 2020 and proceeded through completion of the project in September 2021. The completion schedule was slightly impacted by COVID 19 Supply Chain material delays – mostly furniture and shelving. The work was completed on budget, approximately \$14.5M, with change orders accounting for about 0.5% of the original cost, mostly due to owner requested changes.

**HOUGHTON BUILDING:** (PMBC Project Manager: Rich Crowley)



*Progress photos*

In the Summer of 2021, the Air Conditioning unit malfunctioned and PMBC was asked to assist with the procurement of a new system. Rich Crowley met with the Trustees and various contractors and determined the current 25 year old system needed to be replaced and that the building had two distinct environmental zones requiring a modern approach for the preservation of the collection storage areas. Rich developed the scope of work allowing the Historical Commission to procure the appropriate system.

## 2022 Projects

Currently there are two projects pending with PMBC: the High School Roof, identified above, and the new Senior Center (The Shattuck Center). Both are in preliminary design.

## THANK YOU

Thank you to Marilyn Feedle who is our scribe and alternate historian.

We also acknowledge the great assistance and support received from: the Select Board, Anthony Ansaldi, Joe Laydon, Dianne Dickerson, Dawn McDowell, Aleesha Benjamin, Steve Mark, Chris Stoddard, Michelle Reynolds, Cindy Filipe, Acting Fire Chief Tom Clancy, Town Clerk Diane Crory, Police Chief Matt Pinard, Deputy Police Chief Patterson and our library director Sam Alvarez and the Library Trustees.

Also, a separate acknowledgement and shout out/thank you to Kirby Dolak, and his team, for shepherding us through our Zoom meetings during the COVID19 pandemic, regulating us to meeting virtually for most of the year.

Thank you also to our consultants and contractors including, but not limited to: The Vertex Companies (Bryan Fors), Commodore Builders, CBI, the Waterproofing Co, Gale Associates, and Greenwood Industries.

Respectfully Submitted from the Committee: Steve Moore, Chairman; Bob Romilly, Vice Chairman; Mike Scaduto, Clerk; Rich Crowley, Brian Pasquale, Tamalyn Rassias (School Board Representative) and Bartlett Harvey.



### Littleton Planning Board—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
Jeffrey Yates, Vice Chair	2025
Bartlett Harvey, Clerk	2026
Anna Hueston, Member	2023
Delisa Laterzo, Member	2024

Planning Board members serve the Town as elected officials, volunteering their time, energy, and talents to serve not only on the Planning Board, but also on the Affordable Housing Trust, Community Preservation Committee, Master Plan Implementation Committee, Transportation Advisory Council, Littleton Station Area Committee (sun-setted in 2021), and the newly-formed Transfer of Development Rights Working Group.

**Highlights:** Response to several “planning emergencies” drove much of the work of the Planning board in 2021. Short-term and successful initiatives included responses to the decision of IBM to leave their long-term software campus at 550 King Street – and the REIT that owned that property’s decision to sell it – and the State’s Rapid Recovery Planning Program to address economic recovery from COVID-19.

Thanks to the community leadership, involvement and hard work by Littleton residents, and staff support across numerous Departments, the Town adopted the new **“King Street Common”** zoning district to allow mixed-use redevelopment of the

former IBM campus. We are looking forward to working with the new property owner, Lupoli Companies to support the redevelopment of this site consistent with community goals as outlined in the Littleton Master Plan, and the Littleton Common Revitalization Roadmap.

In addition, Littleton adopted the **Rapid Recovery Plan for Littleton Common Commercial District Revitalization** that recommends ten projects to support Economic Development in and near Littleton Common.

Littleton’s work on developing and adopting **Form Based Code** for the Littleton Common area was recognized on a State-wide level, earning the **American Planning Association – Massachusetts Chapter “Planning Project Award for 2021”**.

This accomplishment was made possible by Town Meeting voters, and residents who participated in the process to provide input on how Littleton Common area should look, feel, and function. The community was well-served by the work of the Planning Board



and consultants Jesse Yang and Tim Love at Utile and code writer Dan Bartman.

The next step in spurring redevelopment or new development to create a mixed-use, walkable, and environmentally sound town center is to address infrastructure needs – the Town Meeting vote to fund final design and construction of Town Sewer, the

rezoning for the new King Street Common District, and the rezoning of 25 Robinson Road to allow for redevelopment of 5 parcels owned by Northern Bank are all significant steps forward in this process.

**Meetings and Permitting:** Planning Board agendas in 2021 included an active permitting schedule for commercial and residential development proposals and oversight of residential construction.

We continued navigating the in-person, remote, and hybrid public meeting process, meeting statutory timelines, and moving forward with ongoing planning initiatives during a pandemic – as we make steady progress towards reaching the goals of the Town.

The Planning Board held **21** regular meetings during 2021.

Commercial development proposals included:

- Amazon on Taylor Street
- Adult Use Marijuana Establishments on Ayer Road and Great Road
- Site updates for 30 Taylor Street.

There were no new applications for residential subdivisions in 2021, but buildout continues on the following:

- Croft Corner
- Kaye Estates
- Gray Farm
- Wellington Drive
- ANR lots along Grimes Lane

The Planning Board utilizes construction oversight services provided by consultants for all new subdivision roadways.

**Construction at the Hager Homestead Senior Residential Development** got underway in the fall of 2021. This unique development, approved under the Senior Residential Development bylaw, includes 24 units of senior housing in 1 and 2-bedroom units, with universal design, a common house for gatherings and meals, community gardens, open space, and a public access easement to connect the Town Offices with the Castle in the Trees recreation area.

This development will include 11 units of affordable housing, ranging from 60% to 150% of the Area Median Income – the advertising and sales of the affordable units will likely occur late in 2022 or early 2023.

**Planning Process:** The Planning Board encourages developers and property owners to meet with the Planning Board early in the development planning process to allow for communication of the Town's goal to foster economic development that is consistent with community character.

**Goals for 2022** include a continued commitment to responding quickly to new applications, working closely with property owners during project permitting and construction, unlocking the economic development potential of the Littleton Station and Foster Street/Taylor Street areas to meet MBTA Communities requirements, continuing discussions on Transfer of Development Rights, and permitting for King Street Common/550 King Street.

**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, either in person, remotely via Zoom, or hybrid – depending on current conditions.

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

We also use the website to post all pertinent application materials to share application materials as openly as practicable.

Please feel free to call the Planning Board Office at 978-540-2425 or email Maren Toohill, the Town Planner at [MToohill@littletonma.org](mailto:MToohill@littletonma.org) with any questions.

Respectfully Submitted by the Littleton Planning Board:

Mark Montanari, Chair  
Jeffrey Yates, Vice Chair  
Bartlett Harvey, Clerk  
Anna Hueston, Member  
Delisa Laterzo, Member

**Master Plan Implementation Committee  
(MPIC)**

**2021 ANNUAL REPORT**

**What is the Master Plan?**

Originally conceived in 2002 as roadmap for future development, a revised Littleton Master Plan was developed in 2017. Funding came from a \$50,000 grant from the EECA and \$80,000 from the Town. After a bid process, the Town hired a collaboration of three entities (with prior collaborative experience) to consult and lead us in this endeavor.

The three entities individually specialized in Environmental Impact, Architecture & Planning, and Economics.

The creation of the Plan is the result of over two years of thoughtful, productive work by Littleton residents, town staff, and professional consultants. Several open invitations were sent to all residents to meet in person and participate in hands-on interactive sessions.

With the input of hundreds of residents at a series of five town-wide meetings, the Master Plan was developed to help carry Littleton to the year 2030.

The Master Plan is comprised of 67 established goals that are broken down into eight “key themes.” The themes are:

- Littleton Common
- Planned Growth
- Thriving Town
- Community Health & Well Being
- Equitable Development
- Building Local Capacity
- Legacy and Active Government

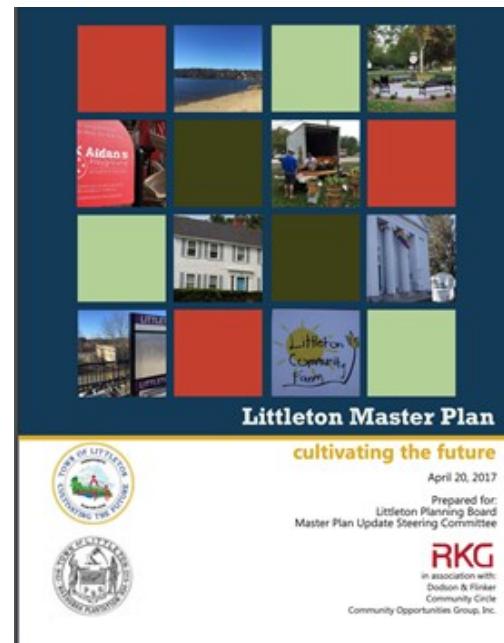
A PDF version of the 200+ page document can be found at <https://www.littletonma.org/planning-board/pages/littleton-master-plan>

**Who Stewards the Master Plan?**

The Master Plan is promoted and guided by the Master Plan Implementation Committee (MPIC). The committee's membership is comprised seven (7) Littleton residents and town board members for staggered three-year terms. Members apply to and are appointed by the Select Board. Current members can be seen at <https://www.littletonma.org/master-plan-implementation-committee-mpic>.

**The Master Plan Progress Report**

The Master Plan calls for MPIC to publicly report on the progress the Town is making to meet the 67 established goals. You can find a copy of the Progress Report that highlights the milestones, benchmarks, and achievements that the town has met can be viewed at <https://www.littletonma.org/planning-board/pages/littleton-master-plan>.



**MPIC Members and their term expiration dates:**

Laura Anne Yates, Chair	2023
Delisa Laterzo, Vice-Chair	2022
Jennifer L Banks, Clerk	2024
Joseph Knox	2022
Michael J Gruar	2024
Jonathan Liebowitz	2022
Matthew Hunt	2023





As 2020 passed to 2021, Littleton Public Schools remained in a Hybrid model for the majority of its 1,658 students where students attended in person two days a week while receiving remote instruction the other three school days. Many families chose to keep their children fully remote for the duration of the 2021-2022 school year. As we entered the second year of the Covid-19 pandemic there was frustration and exhaustion among parents, students, and faculty. Most had hoped we would have already returned to "new normal" that more closely resembled public education prior to the Covid-19 outbreak. At the end of 2020 we saw a glimmer of hope as the first vaccines rolled out. By April, many educators who wished to be vaccinated were able to do so and by the end of the school year students 12 years and older were eligible for vaccination. As we learned more about the virus and how it spread we were able to adapt our mitigation strategies. With the introduction of vaccines, weekly testing for students who opted in and a better understanding of the virus we were able to finally start getting back closer to the way things were. By the end of March 2021 we were able to bring back all students to full-time in-person learning who wished to do so. As the weather improved and winter turned to spring, sports and extra-curricular activities such as school plays were able to proceed with some minor modifications such as Romeo and Juliet performed outside at Castle in the Trees Playground by students wearing masks. The Littleton High School football team was able to play a modified spring football season in place of the fall season that had been cancelled. Despite the challenges of the 2020-2021 school year students and faculty ended the school year on a far brighter note than on which it had begun. In June Littleton High School graduated 109 seniors of which 108 planned on attending some form of post-secondary education.

As we entered summer many foresaw a school return in the fall of 2021 more closely resembling the fall of 2019 and for the most part it was. With remote learning no longer an option all students returned to in-person learning five days a week. The School Committee had hoped to make masks optional for vaccinated students but the emergence of the Delta variant at the end of the summer postponed

implementation of any new policy regarding masks. Despite the more transmissible variant, schools in Littleton were able to proceed as planned in most regards. Classrooms were once again at full capacity and extracurricular activities were in full swing. With increased testing and high vaccination rates we witnessed less students and staff being forced to quarantine due to close contact with infected individuals. As 2021 came to a close, students five and older became eligible for vaccination. At the same time a new variant, Omicron, had entered the picture. While Omicron appears to be even more transmissible, early indications suggest it may be less virulent. Whatever the future of the virus has in store for us, the School Committee and administration of Littleton Public Schools feel confident they are in a good position to navigate any new challenges we may face.

The Littleton School Committee approved an appropriated budget of \$22,590,000.00 for FY2022. This was a 2.8% increase over the previous year's appropriations. With some uncertainty on how the pandemic will impact the budget over the next few years the School Committee again worked closely with the Finance Committee and Selectboard to create a conservative budget. Through adept management of the budget, Littleton School Committee was able to see its goal of implementing free full-day kindergarten for all students come to fruition beginning in the fall of 2021.

The finish of the 2020-2021 school year saw the retirements of Annette Saylor (Administrative Assistant, 23 years), Daniel Hogan (Teacher, 12 years), Barbara Dickman (Teacher, 8 years), Justine Mathurin (Guidance Counselor, 30 years) and Janet Austin (Teaching Assistant, 13 years). The School Committee would like to acknowledge and thank all of them for their combined 86 years of service to the students of Littleton.

Last spring's Town elections resulted in one new member being elected to the School Committee: Jen Gold. Jen has children in the Littleton elementary and middle schools and brings the perspective of a parent in combination with experience in business to the board. With the decision of long-term Chairman, Mike Fontanella, to not seek re-election after five terms the School Committee re-organized after the election with Matt Hunt being elected Chairman, Justin McCarthy as Vice-Chair and Timalyne Rassias as Secretary.

The School Committee would like to thank former member and Chairman Mike Fontanella for his 15 years of service to the Town of Littleton. Mike dedicated countless volunteer hours to the betterment of Littleton Public Schools. His business savvy, attention to detail and ability to collaborate with members of other town boards is a major reason for the success of Littleton Public Schools in recent years. The School Committee will greatly miss the knowledge and experience Mike brought to the board and we wish him and his family the best in future endeavors.

Though 2021 presented some unique obstacles to overcome, our teachers and faculty rose to the occasion to minimize the negative impacts of the pandemic on our students and families. As we look to 2022, Littleton Public Schools are focused on meeting the educational and emotional needs of our student body and helping them to reach their full potential.

Respectfully submitted by the Littleton School Committee:

Matt Hunt, Chair -- 2022  
Justin McCarthy, Vice-Chair – 2024  
Timalyne Rassias, Secretary – 2023  
Brad Austin – 2023  
Jen Gold-- 2024



## Littleton Transportation Advisor Council Report

**Mission:** The Littleton Transportation Advisory Council (TAC) was established in 2018 as a byproduct of the 2017 Littleton Master Plan to establish collective goals and priorities for improving all means of transportation in the town. The TAC is truly a 'council' – as it includes appointed representatives from the boards and committees that have a stake in transportation matters: Select Board, Planning Board, Finance Committee, Bicycle and Pedestrian Advisory Committee (BPAC), Disability Committee, and Council of Aging, as well as at-large members appointed by the Select Board. The bi-monthly TAC meetings typically include input from the Town Planner, Elder Services, and the Department of Public Works on transportation-related items of interest and discussions of issues and concerns related to transportation matters and initiatives in the town and neighboring communities. The chairman of the TAC also serves as a focal point for transportation-related issues that periodically come up in the town.

Noteworthy accomplishments in 2021 include:

- Members of the TAC advanced efforts on a proposal first raised at a TAC meeting in 2019 - to develop a network of safe routes for pedestrians and bicyclists to connect to the other communities in the region. In 2021 the idea transformed into a regional network called the Nashoba Regional Greenways which would connect shared-use paths, community centers, and attractions in 15 communities along the Route 2 corridor west of Rte. 128. In 2021, with the endorsement of the Littleton Select Board, secured a Technical Assistance Program (TAP) Funding Grant from the Metropolitan Area Planning Commission (MAPC) to further advance development of the network. See image below of the proposed network in Littleton.

- Provided input to town officials on the Amazon distribution facility development and successfully lobbied for applying mitigation funds for pedestrian improvements along Taylor Street and development of a Bicycle-Pedestrian Master Plan.
- Provided input to the town's Local Rapid Recovery Plan (LRRP) report advocating for a wayfinding signage concept plan for both Great Road / 2A but also for regional bicycle paths as well (such as those promoted by the Nashoba Regional Greenways)
- Took a lead role in planning efforts for a pedestrian trail bridge across the brook that will connect the Couper Farm to a new development along Goldsmith Street.
- Obtained approval from the Select Board to expand the number of At-Large members to include up to 3 alternate members.
- Transitioned leadership from Gary Lacroix to Nicholas Pellegrino

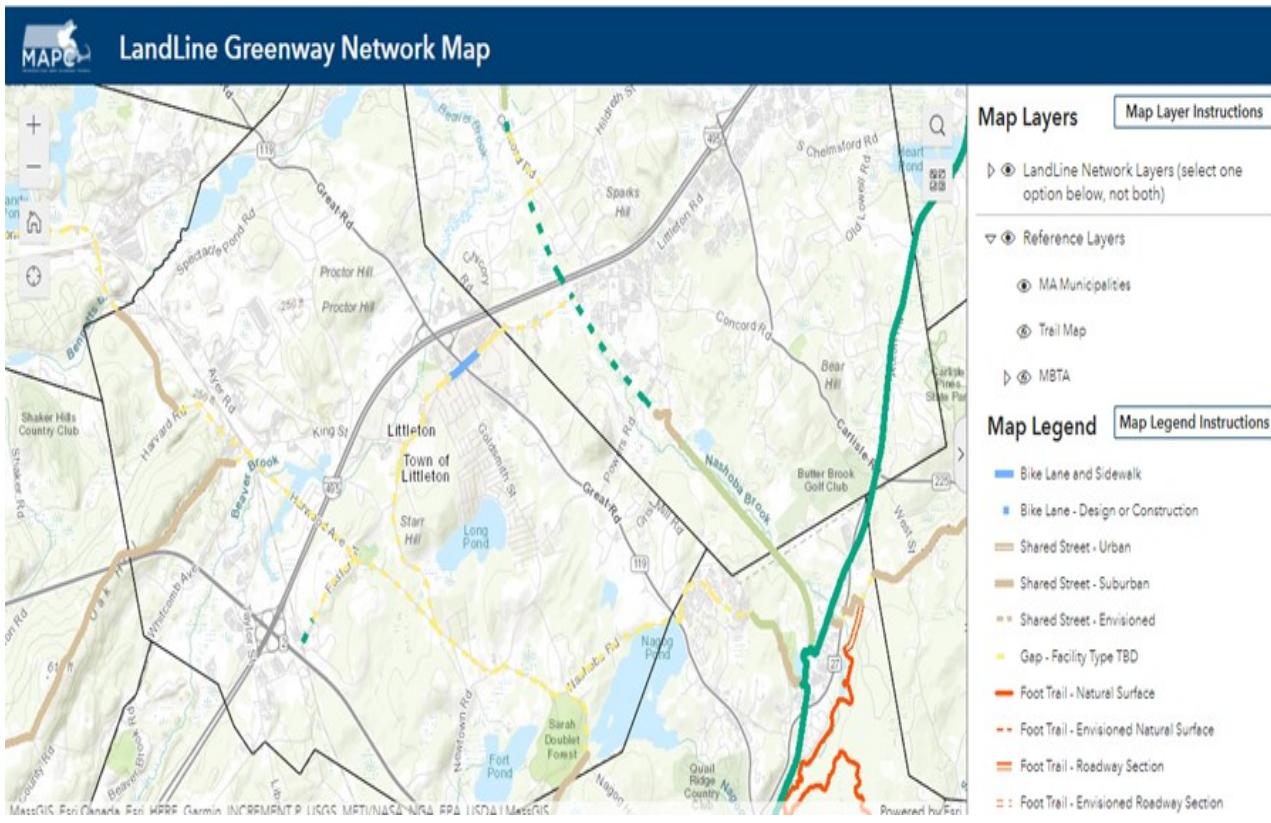
Priorities for 2022 include:

- Continuing to maintain productive dialogue amongst the members
- Advance work on the Bicycle/Pedestrian Master Plan
- Continue to support the efforts of the NRG
- Provide input on transportation impacts/ improvements from re-development of the IBM property and the Common area.

Current members of the TAC include:

Nicholas Pellegrino, Chair (at large member)  
Gary Lacroix (at large member)  
Michael Gruar (at large member)  
Joseph Know (Select Board)  
Jeffrey Yates (Planning Board)  
Tyler Gray (Finance Comm)  
George Sanders (Disability Comm)  
Marilyn Fedele (Council on Aging)  
Luigi Iacovello (at large – alternate member)

## LITTLETON TRANSPORTATION ADVISORY COUNCIL



**The Zoning Board collects application fees intended to cover Publication and Posting, as required by Statute. In 2021, application fees collected by the board totaled \$1,600.00.**

**Expenses for the year were \$6,159.68. These expenses included salaries and supplies.**

The Zoning Board of Appeals conducted business as usual following the Governor's orders allowing for remote access, with the support of the Town's efficient implementation, and thanks to the outstanding assistance and timely response from Littleton Community Television, who provided internet access and services, and patiently "trained" us all in the use of this new technology. I am grateful that the change to remote was made so seamless for Board members and the public by these wonderful people.

**In 2021 the following petitions were heard and decided by the Board:**

No appeals were submitted.

**Two (2) Variance Request applications were submitted:**

- Two (2) Variances —(2) GRANTED as to dimensional variance for pre-existing non-conforming lots and structures.

**BOARD MEMBERSHIP**

**Members:**

- Sherrill Gould, Chair
- Cheryl Cowley-Hollinger, Vice-chair
- Marc Saucier, Clerk
- Rod Stewart
- John Sewall
- 

**Alternates:**

- Kathleen O'Connor
- Jillian Shaw
- John Field
- Eli Constantinou

**Administrative Assistant:** Janet Fairchild

Respectfully submitted,  
SHERRILL R. GOULD, CHAIRPERSON





## ELECTED TOWN OFFICIALS

POSITION	EXPIRATION YEAR	ADDRESS
<b>MODERATOR</b>		
Timothy D Goddard	2023	62 Edsel Road
<b>TOWN CLERK</b>		
Diane Crory	2022	74 King Street
<b>BOARD OF ASSESSORS</b>		
Pamela Campbell	2024	51 Boxboro Road
Debra J Brine	2024	51 Boxboro Road
Peter Barbella	2022	52 Goldsmith Street
Maureen Griffin Adema	2022	5 Old Farm Road
Frederick J Freund	2023	45 Birch Road
<b>SELECT BOARD</b>		
Charles J DeCoste	2024	609 Newtown Road
Joseph Knox	2022	10 Brandy Hollow
Paul J Glavey	2022	54 New Estate Road
Matthew Nordhaus	2023	43 Starr Hill
Cynthia L Napoli	2023	47 Springfield Drive
<b>BOARD OF ELECTRIC LIGHT COMMISSIONERS/</b>		
<b>BOARD OF WATER COMMISSIONERS</b>		
Dick Taylor	2024	109 Goldsmith Street
Bruce Trumbull	2024	29 Mill Road
James Karr	2023	12 Elizabeth Street
Ivan Pagacik	2022	123 Whitcomb Avenue
Scott Larsen	2023	24 Ernies Drive
<b>SCHOOL COMMITTEE</b>		
Justin McCarthy	2024	7 Stoney Stream Lane
Jennifer Gold	2024	259 Harwood Avenue
Mathew J Hunt	2022	133 Mill Road
Bradley Ellis Austin	2023	8 Adams Street
Timalyn Rassias	2023	272 Harwood Avenue
<b>PLANNING BOARD – 5 YEAR TERM</b>		
Mark J Montanari	2022	36 Tahattawan Rd
Anna M Hueston	2023	55 Jennifer Street
Jeffrey Yates	2025	22 Robinson Road
Delisa Laterzo	2024	127 Spectacle Pond Road
Bartlett Harvey	2026	32 Lake Warren Drive
<b>TRUSTEES OF THE REUBEN HOAR LIBRARY</b>		
Kimberly Harriman	2024	8 Brant Lane
Wendy Isaac	2024	79 Nashoba Road
Mark Rambacher	2022	205 Hartwell Avenue
Katrina Wilcox Hagberg	2023	156 Hartwell Avenue
Kristine Carlson Asselin	2023	19 Rita Lane
Meera Gill	2022	149 Hartwell Avenue

## GENERAL INFORMATION

## ELECTED TOWN OFFICIALS (continued)

POSITION	EXPIRATION YEAR	ADDRESS
<b>PARK AND RECREATION COMMISSIONERS</b>		
Kevin M Mitrano	2023	78 Tahattawan Road
Michael G LeVasseur	2022	51 Grist Mill Road
Fred Freund	2022	45 Birch Road
Solomon Marini	2024	149 Hartwell Avenue
Aaron Morse	2024	14 Colburn Lane
<b>CEMETERY COMMISSIONERS</b>		
Carolyn L Mueller	2024	11 Gray Farm Road
Andrew J Sammarco	2022	20 Forest Road
Ivan Pagacik	2023	123 Whitcomb Avenue
<b>BOARD OF HEALTH</b>		
Kevin E Baker	2024	8 E Roxbury Drive
Daniel Kane	2024	15 Whitetail Way
Matt Wayson (Interim)-Appointed	2022	16 Moore Lane
Gino Frattalone	2023	26 Harwood Avenue
Michael Zeldin	2022	11 Loe Anne Street
<b>BOARD OF COMMISSIONERS OF TRUSTEE FUNDS</b>		
Tyler Gray	2023	5 Cobb Lane
David Stevens	2022	4 Masonbrook Lane
Fred Faulkner	2024	141 Harwood Avenue
<b>HOUSING AUTHORITY -- 5 YEAR TERM</b>		
Mildred McGovern	2022	239 Ayer Rd
Bartlett Harvey	2026	32 Lake Warren Dr
Gino Frattalone	2025	26 Harwood Avenue*
Matthew Nordhaus	2023	43 Starr Hill
Benjamin Hankins	2024	19 Shattuck Street**
*Commonwealth Appointee		
**Resident Elected		

## FEDERAL & STATE OFFICIALS

### President of the United States

**Joseph R. Biden Jr.**  
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 511-C  
Boston, MA 02133  
James.Eldridge@masenate.gov

### Representative in General Court

**James Arciero**  
(617) 722-2575  
2nd Middlesex District  
MA State House  
24 Beacon Street, Room 277  
Boston, MA 02133  
James.Arciero@mahouse.gov

LET'S GO  
LITTLETON



## TOWN APPOINTED OFFICIALS

## GENERAL INFORMATION

<b>TOWN ADMINISTRATOR</b> Anthony M. Ansaldi, Jr.	<b>BUILDING COMMISSIONER</b> Edward Mullen
<b>ASSISTANT TOWN ADMINISTRATOR</b> Joseph Laydon	<b>BUILDING INSPECTOR</b> Mike Kenney
<b>TOWN COUNSEL</b> Miyares & Harrington	<b>INSPECTOR OF WIRES</b> Bill Morehouse
<b>LABOR COUNSEL</b> Darren Kline—KP Law	<b>ASSISTANT WIRING INSPECTOR</b> Joe Gervais
<b>DIRECTOR OF FINANCE &amp; BUDGET</b> Aleesha Nunley Benjamin	<b>PLUMBING/GAS INSPECTOR</b> Edward Sullivan
<b>TOWN TREASURER</b> Sean O'Brien	<b>DEPUTY PLUMBING/GAS INSPECTOR</b> Joseph Cormier Jr.
<b>CHIEF ASSESSOR</b> Katherine Miller	<b>GRAVES REGISTRATION OFFICER</b> Thomas Bailey
<b>POLICE CHIEF</b> Matthew J Pinard	<b>NASHOBA VALLEY TECH. H.S.</b> Charles Ellis, District Representative Carl Melberg, Littleton Alternate
<b>DEPUTY POLICE CHIEF</b> Jeffrey Patterson	<b>VETERANS AGENT</b> John Boroski
<b>TAX COLLECTOR</b> Deborah Richards	
<b>INFORMATION SYSTEMS MANAGER</b> Nancy Glencross	
<b>DIRECTOR OF ELDER &amp; HUMAN SERVICES</b> Elizabeth Tretiak	
<b>ASSISTANT TOWN CLERK/ELECTION WARDEN</b> Kimberly Prehl	
<b>FIRE CHIEF</b> Thomas Clancy (Acting)	
<b>DEPUTY FIRE CHIEF</b> Thomas Clancy	
<b>MAINTENANCE SUPERVISOR</b> George Dumas	
<b>DIRECTOR OF PUBLIC WORKS</b> Christopher Stoddard, Resigned 2021	
<b>HIGHWAY OPERATIONS MANAGER</b> Steve Whitten	



## DIRECTORY main number 978-540-2400

Accounting	Town Accountant	978-540-2440
Appeal of Zoning Decision	Board of Appeals	978-540-2420
Assessments	Board of Assessors	978-540-2410
Birth, Death, and Marriage Certificates	Town Clerk	978-540-2401
Building Permits	Building Commissioner	978-540-2420
Cemeteries	Cemetery Commissioners	978-540-2480
Conservation Issues	Conservation Commission	978-540-2428
Dog Licenses	Town Clerk	978-540-2401
Dog Problems	Dog Officer	978-540-2300
Education Information	School Superintendent's Office	978-540-2500
Elderly Information	Council on Aging	978-540-2470
Elections and Voting Registration	Town Clerk	978-540-2401
Electricity	Light and Water Department	978-540-2222
<b>Fire &amp; Ambulance</b>		
<b>Emergencies</b>	<b>Fire Department</b>	<b>9 1 1</b>
Fire Permits-General Calls	Fire Department	978-540-2302
Garbage and Refuse	Board of Health	978-540-2430
Gas Permits	Gas Inspector	978-540-2423
Health and Sanitation	Board of Health	978-540-2430
Highways and Streets	Highway Department	978-540-2670
Housing for the Elderly	Housing Authority	978-486-8833
Information Technology Office	Information Systems Manager	978-540-2477
Library	Reuben Hoar Library	978-540-2600
Marriage Licenses	Town Clerk	978-540-2401
Nurse (Town)	Board of Health	978-540-2430
<b>Police &amp; Ambulance</b>		
<b>Emergencies</b>	<b>Police Department</b>	<b>9 1 1</b>
Police General Calls & Info	Police Department	978-540-2300
Planning Board	Planning Board	978-540-2425
Plumbing Permits	Plumbing Inspector	978-540-2423
Recreation	Park & Recreation	978-540-2490
<b>Schools</b>		
	Shaker Lane Elementary	978-486-3959
	Russell Street Elementary	978-540-2520
	Middle School Russell St	978-486-8938
	High School	978-952-2555
	Superintendent	978-540-2500
Nashoba Valley Technical High School	Main Office	978-692-4711
Select Board	Town Administrator	978-540-2460
Tax Collections	Tax Collector	978-540-2405
Transfer Station Stickers	Transfer Station	978-540-2671
Treasurer	Town Treasurer	978-540-2450
Veterans Services	Veterans Agent	978-540-2485
Vital Records	Town Clerk	978-540-2401
Water	Light and Water Department	978-540-2222
Wiring Permits	Wiring Inspector	978-540-2420
Zoning	Building Commissioner	978-540-2420



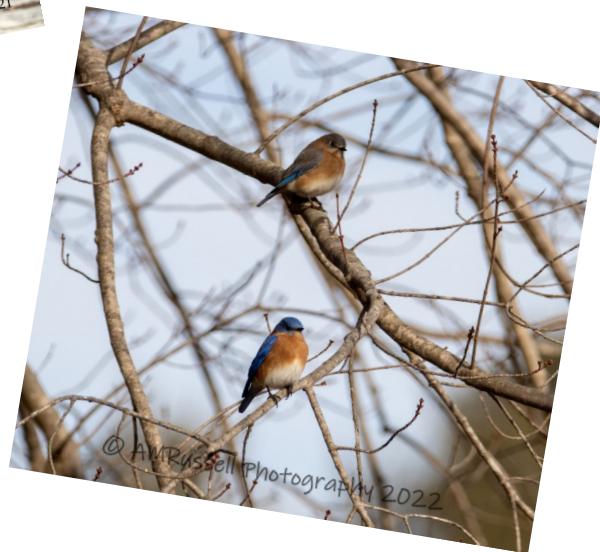
## PHOTOS FROM RESIDENTS

*Thank you to Littleton Residents: Brijesh Chawla, Raymond A. Merkh Jr., Ajit Moghe, Heidi Murphy, Pascal Rungo, Alyssa Russell, Alex Smith, Claire Soja, and Don Stevens, who kindly submitted the photos for inclusion in this report).*

PHOTOS FROM RESIDENTS



PHOTOS By Alyssa Russell

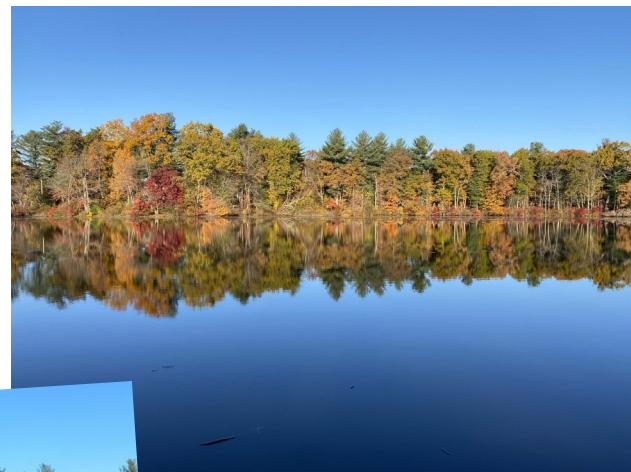


## PHOTOS By Don Stevens

Trot Road in August

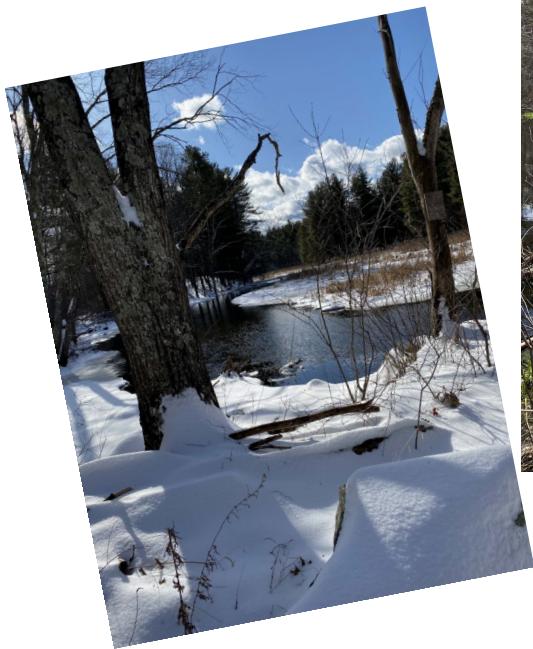


Mill Pond in October

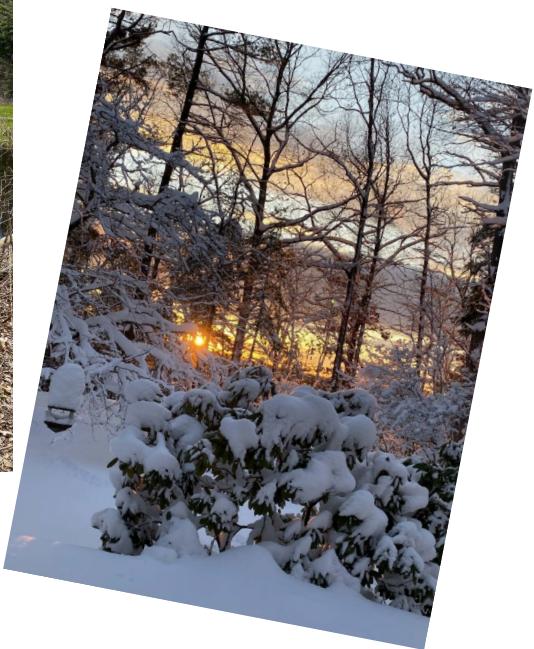


## PHOTOS By Claire Soja

Hartwell Family Preserve



Winter Sunset



**PHOTOS FROM RESIDENTS— Ajit Moghe**



Star Trails over Long Lake

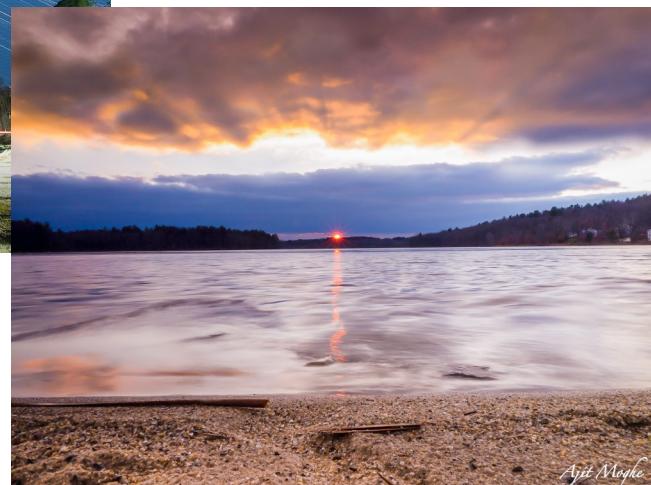


*Ajit Moghe*

Barn on Dahlia Road During a Blizzard

*Ajit Moghe*

Sunset over Long Lake



*Ajit Moghe*

Sunset over Freezing Long Lake



*Ajit Moghe*

Geminids Meteor Shower over Long Lake

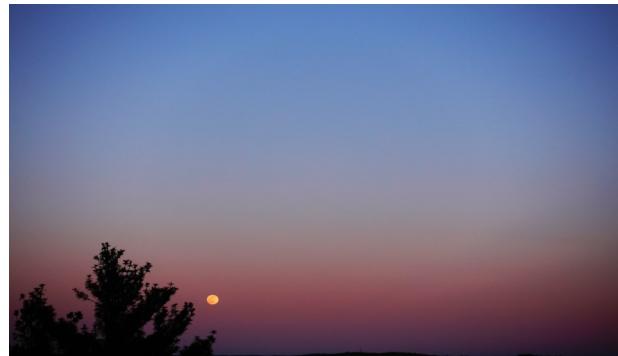


*Ajit Moghe*

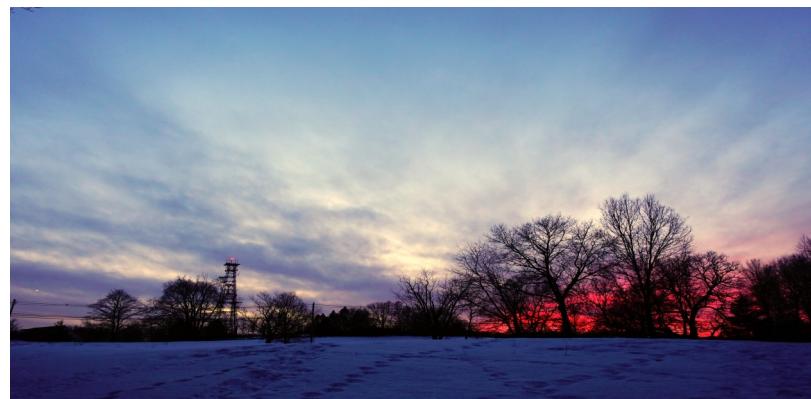
Photos By Raymond A. Merkh Jr.



Sunset from Newtown Hill

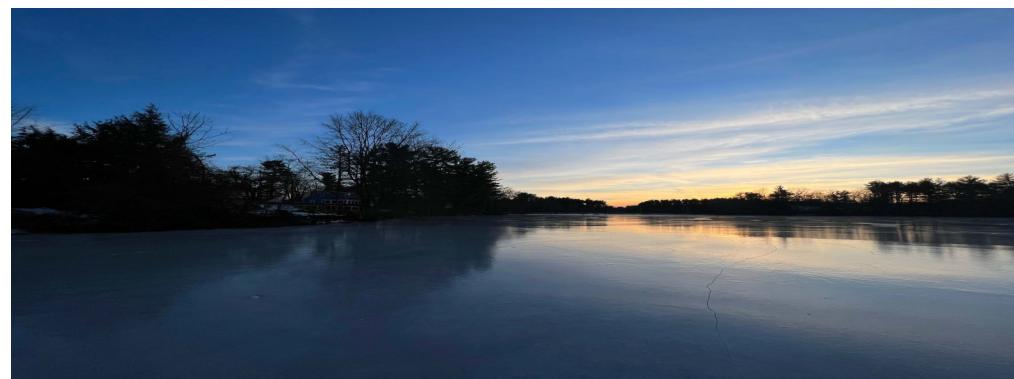


Sunset from Lookout Rock, Oak Hill Conservation Land



Yapp Conservation Land

Photos By Pascal Rungo—Mill Pond



Town of Littleton, Massachusetts

**PHOTOS FROM RESIDENTS—LITTLETON TRAILS—Alex Smith**



**PHOTOS FROM RESIDENTS— Heidi Murphy**



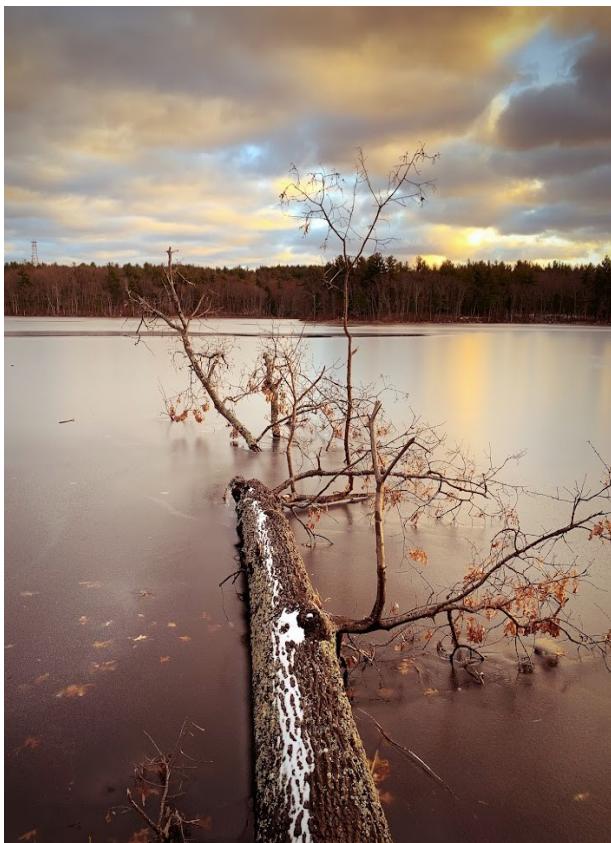
Wild Life At Long Lake

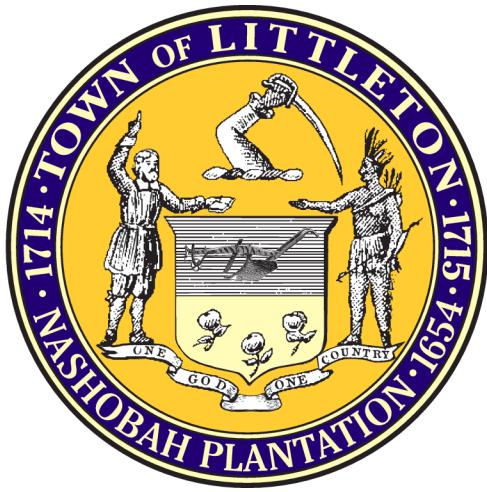


**PHOTOS FROM RESIDENTS—LITTLETON LONG LAKE—Brijesh Chawla**



**PHOTOS FROM RESIDENTS—Brijesh Chawla**





## TOWN CLERK

**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 2021:

Number of Births: 103

Number of Marriage Intentions filed: 35

Number of Deaths: 123

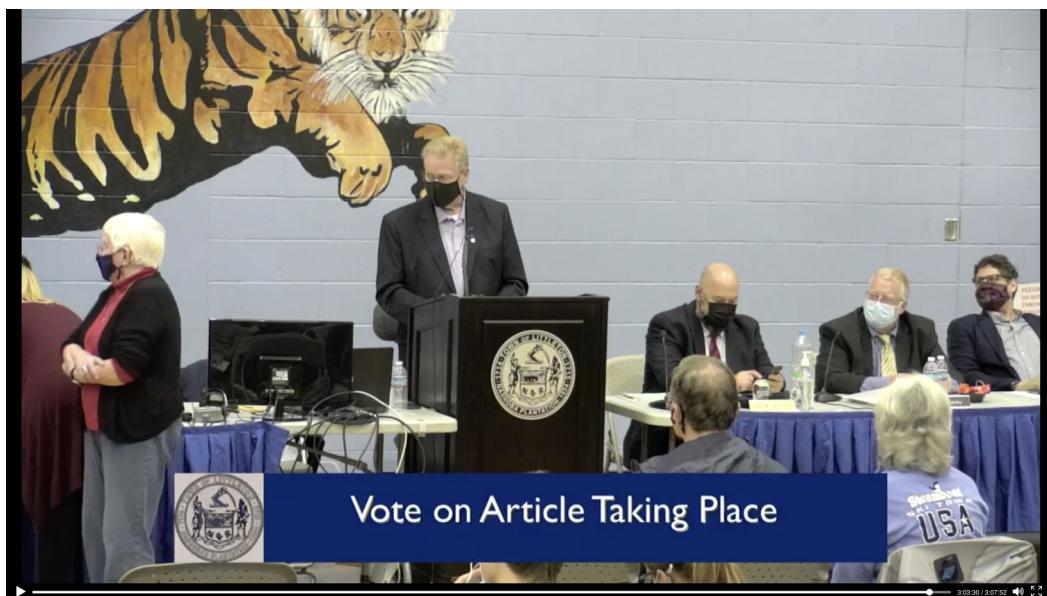
Dogs Licensed in 2021: 850 (Unlicensed over 330)

Population: 9850 (Verifiable through State System)

Registered Voters: 7377; 83 (Inactive voters)

According to 2020 Federal Census Population: 10,140

The results of ALL Local Elections and Town Meetings held in 2021 follow:



**SATURDAY, MAY 8, 2021**  
**ANNUAL TOWN ELECTION**  
**TOWN OF LITTLETON, MASSACHUSETTS**

ANNUAL TOWN ELECTION

OFFICIAL BALLOT

SATURDAY, May 8, 2021

Held at 56 King Street, Littleton High School Gymnasium, Littleton, MA Precinct 1, Precinct 2, Precinct 3. The Warrant was properly executed, by Constable Matthew Pinard, Chief of Police.

The ballot boxes were set at zero and checked by the Littleton Police Department to state that there were no ballots in any of the boxes. Zero tapes were run and hung in the polling location. Election Warden, Sandra Clyde, declared the polls open at 8:00AM and so declared closed at 8:00PM.

**OFFICIAL BALLOT**  
**ANNUAL TOWN ELECTION**  
**LITTLETON, MASSACHUSETTS,**  
**MAY 8, 2021**

<b>SELECT BOARD</b>		<b>BOARD OF HEALTH</b>		<b>PLANNING BOARD</b>	
Three Year Term	VOTE FOR ONE	Three Year Term	VOTE FOR TWO	Five Year Term	VOTE FOR ONE
<b>CHARLES J DeCOSTE</b> 1085 609 Newtown Rd	Candidate for Re-Election	<b>KEVIN E BAKER</b> 847 210 Hartwell Ave	Candidate for Re-Election	<b>BARTLETT HARVEY</b> 1060 146 Mill Rd	
<b>CHRISTINE BRAZAS NORDHAUS</b> 43 Starr Hill 347		<b>LOUISE C NICHOLS</b> 756 153 Harwood Ave	Candidate for Re-Election		(Write-In) 426
(Write-In) 54		<b>DANIEL KANE</b> 791 15 Whitetail Way			
		(Write-In) 578			
<b>BOARD OF ASSESSORS</b>				<b>SCHOOL COMMITTEE</b>	
Three Year Term	VOTE FOR TWO			Three Year Term	VOTE FOR TWO
(Write-In) <b>PAMELA CAMPBELL</b> 23		<b>HOUSING AUTHORITY</b>		<b>JUSTIN McCARTHY</b> 1029 7 Stoney Stream Ln	Candidate for Re-Election
(Write-In) <b>DEB BRINE</b> 23		Five Year Term	VOTE FOR ONE	<b>JENNIFER GOLD</b> 806 259 Harwood Ave	
<b>BLANKS/SCATTERINGS</b> 2926		<b>BARTLETT HARVEY</b> 1061 146 Mill Rd	Candidate for Re-Election	<b>JENNIFER ANN WILSON</b> 735 63 Foster St	
		(Write-In) 425			(Write-In) 402
<b>CEMETERY COMMISSIONERS</b>		<b>LIBRARY TRUSTEES</b>			
Three Year Term	VOTE FOR ONE	Three Year Term	VOTE FOR TWO		
<b>CAROLYN L MUELLER</b> 1116 8 E Roxbury Dr.	Candidate for Re-Election	<b>KIMBERLY H HARRIMAN</b> 1035 8 Brant Ln			
(Write-In) 370		<b>WENDY ISAAC</b> 1040 79 Nashoba Rd			
		(Write-In) 847			BLANKS/SCATTERINGS 1393
<b>ELECTRIC LIGHT COMMISSIONERS</b>					
Three Year Term	VOTE FOR TWO				
<b>DICK TAYLOR</b> 1089 109 Goldsmith St	Candidate for Re-Election	<b>PARK &amp; RECREATION COMMISSIONERS</b>		<b>WATER COMMISSIONERS</b>	
(Write-In) 827		One Year Term	VOTE FOR TWO	Three Year Term	VOTE FOR TWO
<b>BRUCE S TRUMBULL</b> 1056 29 Mill Rd	Candidate for Re-Election	<b>SOLOMON MARINI</b> 1012 149 Hartwell Ave		<b>DICK TAYLOR</b> 1075 109 Goldsmith St	Candidate for Re-Election
		<b>AARON D MORSE</b> 1031 14 Colburn Ln		<b>BRUCE S TRUMBULL</b> 1045 29 Mill Rd	Candidate for Re-Election
		(Write-In) 929			(Write-In) 852
		<b>1486 TOTAL BALLOTS CAST</b>			

**YOU HAVE COMPLETED VOTING!**

TOWN CLERK  
TOWN MEETING WARRANT RESULTS

JUNE and OCTOBER

**WARRANT RESULTS FOLLOW  
FOR  
ANNUAL & SPECIAL TOWN MEETINGS**

Annual Town Meeting—June 12, 2021



TOWN OF LITTLETON

SATURDAY, JUNE 12, 2021

ANNUAL TOWN MEETING

TOWN OF LITTLETON

The Moderator, Timothy Goddard opened the Annual Town Meeting at 9:00am at the Alumni Field, 55 Russell Street in said Littleton on Saturday, the twelfth day of June, 2021. The Moderator led us in the Pledge of Allegiance and when complete he stated that the warrant had been properly posted and served.

The Moderator then recognized the Select Board for presentations. Madam Chair, Cynthia Napoli called upon Maddie Colson and recognized her for her art work on the Town's 2020 Town Report and presented her with a gift certificate for her fine work. Clerk, Paul Glavey then recognized Fire Chief Scott Wodzinski who would be retiring June 30<sup>th</sup> after 32 years of dedicated service to the Town, having first served as a member of the Fire Explorer Post. Vice-Chair, Chuck DeCoste then read a proclamation from the Commonwealth of Mass/Rep Arciero and also from the State Senate & Senator Eldridge. Scott said thank you it has been an honor and a pleasure to serve the Town. Chuck then went on to recognize Mike Fontanella with a proclamation from Representative Arciero/House of Representative as he stated that he had already received one from the Senate earlier in the year. Mike said thank you it has been fulfilling, fortunate and rewarding to work for the Town.

Tim then went on to talk about the preliminary items of the Town Meeting. He discussed the "Call of the Articles" and how it works. That it is a way to improve the process of Town Meeting and that the procedure has been in place since October 2017. He also asked that everyone be sure that they had a copy of the Town Meeting Handout for there were many changes to articles as well as limitations to the amount of time persons could speak.

He then went on to do a reading of the articles stating if persons wanting to hold or discuss any article simply say hold and they would be pulled from the "Call of the Articles" as they need to be 9/10ths to pass.

***Those articles so declared passed by Consent, so moved, seconded and passed by unanimous vote: Articles 1, 2, 3, 5, 6, 7, 8, 9, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 34, 35, 38.***

**ARTICLE 1**  
**Town Officers**

Unanimously voted by the Call of the Articles that the following officers by chosen for the year 2021: Fence Viewers: Timothy Harrison Whitcomb, Joseph Knox; Field Driver: Raymond C. O'Neil; Measurers and Weighers of Grain, Hay, Coal and Livestock: Ron Polack & Peter Wormell.

**ARTICLE 2**  
**Annual Report**

Unanimously voted by the Call of the Articles that the Town receive the reports of the Town Officers and Committees as contained in the 2020 Annual Town Report.

**ARTICLE 3**  
**Bills of Prior Years**

Unanimously voted by the Call of the Articles that the Town will vote to transfer a sum of \$177.00 from the Board of Health FY2021 appropriation to pay a FY2020 bill owed by the Board of Health for rabies testing to the Family Friends Veterinary Hospital, to pay from the Park, Recreation & Community Education FY2022 Enterprise budget the sum of \$2,604.00 to pay a FY2020 bill owed by PRCE for equipment rentals and to pay from the Building Department FY2021 appropriation the sum of \$120.00 to pay a FY2020 bill owed by the Building Department for inspectional services to Patrick Sands.

**ARTICLE 4**  
**FY 2022 Operating Budget**

Moved and seconded, declared a vote (on all items not held) to raise and appropriate \$49,998,122, transfer from Undesignated Fund Balance \$650,000 for a total of \$50,648,122 and transfer from the funds specified herein to defray the expenses of the various department of the Town as specified herein and to fix the salary and compensation of all elected officials for the Fiscal Year beginning July 1, 2021.

Line Item: Selectmen Salaries and wages held & discussed—Ayes have it declared a vote, motion passes.

Line Item: DPW-Wastewater/Stormwater Management held & discussed--Ayes have it declared a vote.

## TOWN OF LITTLETON

Functional Area	Voting	FY2020	FY2021	FY2022
Department	Line	Actual	Budget	Recommended
<b><u>GENERAL GOVERNMENT</u></b>				
<b>TOWN REPORT / TOWN MEETING</b>				
Expenses		<u>14,000</u>	<u>16,000</u>	<u>22,500</u>
<b>Total TOWN REPORT / TOWN MEETING</b>		14,000	16,000	22,500
<b>MODERATOR</b>				
Expenses		<u>100</u>	<u>100</u>	<u>100</u>
<b>Total MODERATOR</b>		100	100	100
<b>SELECTMEN</b>				
Salaries & Wages		329,598	14,000	14,000
Expenses		23,870	28,300	28,300
MAGIC/MAPC Assessments & Grant Match		<u>0</u>	<u>0</u>	<u>0</u>
<b>Total SELECTMEN</b>		353,468	42,300	42,300
<b>TOWN ADMINISTRATOR</b>				
Salaries & Wages		0	327,771	379,790
Expenses		<u>32,000</u>	<u>11,600</u>	<u>12,500</u>
<b>Total TOWN ADMINISTRATOR</b>		32,000	339,371	392,290
<b>FINANCE COMMITTEE</b>				
Salaries & Wages		800	800	800
Expenses		<u>500</u>	<u>500</u>	<u>500</u>
<b>Total FINANCE COMMITTEE</b>		1,300	1,300	1,300
<b>RESERVE FUND</b>				
Expenses		<u>150,000</u>	<u>311,893</u>	<u>295,000</u>
<b>Total RESERVE FUND</b>		150,000	311,893	295,000
<b>TOWN ACCOUNTANT</b>				
Salaries & Wages		182,142	187,421	215,504
Expenses		<u>53,084</u>	<u>22,680</u>	<u>20,280</u>
<b>Total TOWN ACCOUNTANT</b>		235,226	210,101	235,784
<b>AUDIT</b>				
Expenses		<u>40,000</u>	<u>45,000</u>	<u>45,000</u>
<b>Total AUDIT</b>		40,000	45,000	45,000
<b>ASSESSOR</b>				
Salaries & Wages		195,155	203,454	204,394
Expenses		<u>42,502</u>	<u>31,490</u>	<u>41,190</u>
<b>Total ASSESSOR</b>		237,657	234,944	245,584
<b>TREASURER</b>				
Salaries & Wages		298,656	333,928	236,158
Expenses		<u>6,850</u>	<u>8,305</u>	<u>23,025</u>
<b>Total TREASURER</b>		305,506	342,233	259,183
<b>TAX COLLECTOR</b>				
Salaries & Wages		101,832	105,534	84,419
Expenses		<u>16,200</u>	<u>19,200</u>	<u>24,950</u>
<b>Total TAX COLLECTOR</b>		118,032	124,734	109,369
<b>TOWN COUNSEL</b>				
Expenses		<u>250,000</u>	<u>250,000</u>	<u>260,000</u>
<b>Total TOWN COUNSEL</b>		250,000	250,000	260,000
<b>HUMAN RESOURCES</b>				
Salaries & Wages		0	77,611	143,975
Expenses		<u>0</u>	<u>43,345</u>	<u>138,345</u>
<b>Total HUMAN RESOURCES</b>		0	120,956	282,320
<b>INFORMATION SYSTEMS</b>				
Salaries & Wages		170,700	175,788	179,204
Expenses		<u>454,555</u>	<u>461,576</u>	<u>470,200</u>

TOWN OF LITTLETON

Functional Area	Voting	FY2020	FY2021	FY2022
Department	Line	Actual	Budget	Recommended
<b>Total INFORMATION SYSTEMS</b>		625,255	637,364	649,404
<b>TAX TITLE</b>				
Expenses		<u>10,000</u>	<u>16,000</u>	<u>16,000</u>
<b>Total TAX TITLE</b>		10,000	16,000	16,000
<b>TOWN CLERK</b>				
Elected Salaries		84,323	87,822	90,935
Salaries & Wages		46,485	47,960	51,797
Expenses		<u>3,800</u>	<u>5,500</u>	<u>5,500</u>
<b>Total TOWN CLERK</b>		134,608	141,282	148,232
<b>ELECTIONS &amp; REGISTRATIONS</b>				
Salaries & Wages		3,000	3,000	3,000
Expenses		<u>9,200</u>	<u>19,200</u>	<u>19,200</u>
<b>Total ELECTIONS &amp; REGISTRATIONS</b>		12,200	22,200	22,200
<b>CONSERVATION COMMISSION</b>				
Salaries & Wages		44,605	47,159	48,331
Expenses		<u>1,450</u>	<u>2,150</u>	<u>1,600</u>
<b>Total CONSERVATION COMMISSION</b>		46,055	49,309	49,931
<b>PLANNING BOARD</b>				
Salaries & Wages		111,220	113,838	115,490
Expenses		<u>1,175</u>	<u>4,845</u>	<u>4,600</u>
<b>Total PLANNING BOARD</b>		112,395	118,683	120,090
<b>APPEALS BOARD</b>				
Salaries & Wages		4,920	5,120	5,300
Expenses		<u>1,000</u>	<u>1,000</u>	<u>400</u>
<b>Total APPEALS BOARD</b>		5,920	6,120	5,700
<b>VOTED TOTAL GENERAL GOVERNMENT</b>				
Salaries & Wages	<b>1</b>	<b>1,573,436</b>	<b>1,731,206</b>	<b>1,773,097</b>
Expenses	<b>2</b>	<b><u>1,110,286</u></b>	<b><u>1,298,684</u></b>	<b><u>1,429,190</u></b>
<b>VOTED TOTAL GENERAL GOVERNMENT</b>		<b>2,683,722</b>	<b>3,029,890</b>	<b>3,202,287</b>
<b>PUBLIC SAFETY</b>				
<b>POLICE</b>				
Salaries & Wages		1,762,680	2,053,414	2,123,380
Expenses		<u>124,871</u>	<u>181,000</u>	<u>185,700</u>
<b>Total POLICE</b>		1,887,551	2,234,414	2,309,080
<b>FIRE / EMS DEPARTMENT</b>				
Salaries & Wages		1,675,215	1,819,469	1,859,804
Expenses		<u>202,705</u>	<u>288,240</u>	<u>240,990</u>
<b>Total FIRE / EMS DEPARTMENT</b>		1,877,920	2,107,710	2,100,794
<b>DISPATCH</b>				
Salaries & Wages		478,205	553,824	579,045
Expenses		<u>5,950</u>	<u>5,950</u>	<u>1,500</u>
<b>Total DISPATCH</b>		484,155	559,774	580,545
<b>BUILDING DEPARTMENT</b>				
Salaries & Wages		300,070	298,330	359,121
Expenses		<u>6,060</u>	<u>5,930</u>	<u>11,980</u>
<b>Total BUILDING DEPARTMENT</b>		306,130	304,260	371,101
<b>EMERGENCY MANAGEMENT</b>				
Expenses		<u>1,000</u>	<u>6,458</u>	<u>6,671</u>
<b>Total EMERGENCY MANAGEMENT</b>		1,000	6,458	6,671
<b>CROSSING GUARDS</b>				
Salaries & Wages		<u>5,000</u>	<u>25,000</u>	<u>5,000</u>

TOWN OF LITTLETON

Functional Area	Voting	FY2020	FY2021	FY2022
Department	Line	Actual	Budget	Recommended
		<b>Total CROSSING GUARDS</b>	5,000	25,000
<b>CANINE CONTROL</b>				
Expenses		34,000	34,000	34,000
		<b>Total CANINE CONTROL</b>	34,000	34,000
<b>VOTED TOTAL PUBLIC SAFETY</b>				
Salaries & Wages	3	4,221,170	4,750,037	4,926,350
Expenses	4	374,586	521,578	480,841
		<b>VOTED TOTAL PUBLIC SAFETY</b>	4,595,756	5,271,615
<b>PUBLIC WORKS</b>				
<b>DPW</b>				
Salaries & Wages		905,690	791,094	810,148
Expenses		424,575	111,304	100,285
		<b>Total DPW</b>	1,330,265	902,398
<b>ROADWAY REPAIRS</b>				
Expenses		730,000	826,800	826,800
		<b>Total ROADWAY REPAIRS</b>	730,000	826,800
<b>PARKS</b>				
Salaries & Wages		179,415	186,116	192,014
Expenses		37,000	79,550	80,600
		<b>Total PARKS</b>	216,415	265,666
<b>SNOW &amp; ICE</b>				
Salaries & Wages		68,000	68,000	68,000
Expenses		132,000	132,000	132,000
		<b>Total SNOW &amp; ICE</b>	200,000	200,000
<b>TRANSFER STATION</b>				
Salaries & Wages		0	133,882	138,969
Expenses		0	346,113	443,600
		<b>Total TRANSFER STATION</b>	0	479,995
<b>STREET LIGHTING</b>				
Expenses		25,000	18,200	18,200
		<b>Total STREET LIGHTING</b>	25,000	18,200
<b>DPW - Wastewater/Stormwater Management</b>				
Expenses		110,000	141,550	246,550
		<b>Total Wastewater/Stormwater Mgmt</b>	110,000	141,550
<b>CLEAN LAKES</b>				
Expenses		46,000	66,000	0
		<b>Total CLEAN LAKES</b>	46,000	66,000
<b>B&amp;M CROSSING</b>				
Expenses		2,809	2,825	2,900
		<b>Total B&amp;M CROSSING</b>	2,809	2,825
<b>CEMETERY DEPARTMENT</b>				
Salaries & Wages		117,800	125,210	132,278
Expenses		17,800	19,200	15,750
		<b>Total CEMETERY DEPARTMENT</b>	135,600	144,410
<b>VOTED TOTAL PUBLIC WORKS</b>				
Salaries & Wages	5	1,270,905	1,304,302	1,341,409
Expenses	6	1,525,184	1,743,542	1,866,685
		<b>VOTED TOTAL PUBLIC WORKS</b>	2,796,089	3,047,844
<b>HEALTH &amp; HUMAN SERVICES</b>				
<b>HEALTH DEPARTMENT</b>				

TOWN OF LITTLETON

<b>Functional Area</b>	<b>Voting</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>
<b>Department</b>	<b>Line</b>	<b>Actual</b>	<b>Budget</b>	<b>Recommended</b>
Salaries & Wages		22,120	25,239	26,048
Expenses		<u>2,587</u>	<u>1,330</u>	<u>1,330</u>
	<b>Total HEALTH DEPARTMENT</b>	24,707	26,569	27,378
<b>NASHOBA ASSOCIATED BOARD OF HEALTH</b>				
Expenses		<u>26,250</u>	<u>27,562</u>	<u>26,250</u>
	<b>Total NASHOBA ASSOCIATED BOARD OF HEALTH</b>	26,250	27,562	26,250
<b>ANIMAL INSPECTOR</b>				
Salaries & Wages		<u>2,450</u>	<u>0</u>	<u>0</u>
	<b>Total ANIMAL INSPECTOR</b>	2,450	0	0
<b>NURSING SERVICES</b>				
Expenses		<u>9,975</u>	<u>11,497</u>	<u>9,975</u>
	<b>Total NURSING SERVICES</b>	9,975	11,497	9,975
<b>MENTAL HEALTH SERVICES</b>				
Expenses		<u>16,500</u>	<u>16,500</u>	<u>20,000</u>
	<b>Total MENTAL HEALTH SERVICES</b>	16,500	16,500	20,000
<b>ELDER AND HUMAN SERVICES</b>				
Salaries & Wages		205,305	236,733	242,798
Expenses		<u>25,810</u>	<u>23,555</u>	<u>24,005</u>
	<b>Total ELDER AND HUMAN SERVICES</b>	231,115	260,288	266,803
<b>VETERANS AGENT</b>				
Salaries & Wages		7,850	8,007	8,087
Expenses		<u>11,560</u>	<u>11,910</u>	<u>11,910</u>
	<b>Total VETERANS AGENT</b>	19,410	19,917	19,997
<b>VETERAN BENEFITS</b>				
Expenses		<u>185,000</u>	<u>190,000</u>	<u>175,000</u>
	<b>Total VETERAN BENEFITS</b>	185,000	190,000	175,000
<b>DISABILITY COMMISSION</b>				
Expenses		<u>0</u>	<u>1,200</u>	<u>1,200</u>
	<b>Total DISABILITY COMMISSION</b>	0	1,200	1,200
<b>VOTED TOTAL HEALTH &amp; HUMAN SERVICES</b>				
Salaries & Wages	<b>7</b>	237,725	269,979	276,933
Expenses	<b>8</b>	<u>277,682</u>	<u>283,554</u>	<u>269,670</u>
	<b>VOTED TOTAL HEALTH &amp; HUMAN SERVICES</b>	<b>515,407</b>	<b>553,533</b>	<b>546,603</b>
<b>CULTURE AND RECREATION</b>				
<b>REUBEN HOAR LIBRARY</b>				
Salaries & Wages		520,800	531,443	550,828
Expenses		<u>164,725</u>	<u>185,225</u>	<u>185,600</u>
	<b>Total REUBEN HOAR LIBRARY</b>	685,525	716,668	731,103
<b>PATRIOTS DAY</b>				
Expenses		<u>50</u>	<u>0</u>	<u>0</u>
	<b>Total PATRIOTS DAY</b>	50	0	0

TOWN OF LITTLETON

<b>Functional Area</b>	<b>Voting</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>
<b>Department</b>	<b>Line</b>	<b>Actual</b>	<b>Budget</b>	<b>Recommended</b>
<b>MEMORIAL DAY</b>				
Expenses		<u>750</u>	<u>750</u>	<u>750</u>
	<b>Total MEMORIAL DAY</b>	750	750	750
<b>HISTORICAL COMMISSION</b>				
Expenses		<u>700</u>	<u>4,480</u>	<u>4,480</u>
	<b>Total HISTORICAL COMMISSION</b>	700	4,480	4,480
<b>CULTURAL COUNCIL</b>				
Expenses		<u>0</u>	<u>5,600</u>	<u>5,600</u>
	<b>Total CULTURAL COUNCIL</b>	0	5,600	5,600
<b>SHADE TREE COMMITTEE</b>				
Expenses		<u>0</u>	<u>5,000</u>	<u>3,500</u>
	<b>Total SHADE TREE COMMITTEE</b>	0	5,000	3,500
<b>VOTED TOTAL CULTURE AND RECREATION</b>				
Salaries & Wages	<b>9</b>	520,800	531,443	550,828
Expenses	<b>10</b>	<u>166,225</u>	<u>201,055</u>	<u>199,930</u>
	<b>VOTED TOTAL CULTURE AND RECREATION</b>	<b>687,025</b>	<b>732,498</b>	<b>750,758</b>
<b>OTHER GENERAL GOVERNMENT</b>				
<b>MUNICIPAL BUILDING COMMITTEE</b>				
Salaries & Wages		0	5,000	5,000
Expenses		<u>40,000</u>	<u>25,000</u>	<u>20,000</u>
	<b>Total MUNICIPAL BUILDING COMMITTEE</b>	40,000	30,000	25,000
<b>PUBLIC BUILDINGS</b>				
Salaries & Wages		166,816	68,581	66,189
Expenses		<u>370,000</u>	<u>370,450</u>	<u>405,100</u>
	<b>Total PUBLIC BUILDINGS</b>	536,816	439,031	471,289
<b>PROPERTY &amp; LIABILITY INSURANCE</b>				
Expenses		<u>376,000</u>	<u>420,000</u>	<u>471,500</u>
	<b>Total PROPERTY &amp; LIABILITY INSURANCE</b>	376,000	420,000	471,500
<b>CENTRAL COMMUNICATIONS</b>				
Expenses		<u>105,000</u>	<u>115,000</u>	<u>121,262</u>
	<b>Total CENTRAL COMMUNICATIONS</b>	105,000	115,000	121,262
<b>FUEL</b>				
Expenses		<u>135,000</u>	<u>135,000</u>	<u>145,000</u>
	<b>Total FUEL</b>	135,000	135,000	145,000
<b>VOTED TOTAL OTHER GENERAL GOVERNMENT</b>				
Salaries & Wages	<b>11</b>	166,816	73,581	71,189
Expenses	<b>12</b>	<u>1,026,000</u>	<u>1,065,450</u>	<u>1,162,862</u>
	<b>VOTED TOTAL OTHER GENERAL GOVERNMENT</b>	<b>1,192,816</b>	<b>1,139,031</b>	<b>1,234,051</b>
<b>EDUCATION</b>				
<b>LITTLETON SCHOOL DEPARTMENT</b>				
Education Budget		<u>21,117,881</u>	<u>21,969,762</u>	<u>22,590,000</u>
	<b>Total LITTLETON SCHOOL DEPARTMENT</b>	21,117,881	21,969,762	22,590,000
<b>TECHNICAL SCHOOL EXPENDITURES</b>				
Education Budget		<u>502,080</u>	<u>636,116</u>	<u>675,000</u>
	<b>Total TECHNICAL SCHOOL EXPENDITURES</b>	502,080	636,116	675,000
<b>VOTED TOTAL EDUCATION</b>				
Education Budget	<b>13</b>	<u>21,619,961</u>	<u>22,605,878</u>	<u>23,265,000</u>
	<b>VOTED TOTAL EDUCATION</b>	<b>21,619,961</b>	<b>22,605,878</b>	<b>23,265,000</b>
<b>EMPLOYEE BENEFITS</b>				
<b>EMPLOYEE/RETIREE BENEFITS</b>				

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Functional Area	Voting Line	FY2020 Actual	FY2021 Budget	FY2022 Recommended
Department				
Unemployment		100,000	100,000	190,000
Medicare		325,000	335,000	375,000
Life Insurance		0	24,000	24,000
Short/Long Term Disability		23,000	23,000	23,000
Medical / Health Insurance		4,684,348	4,634,359	4,837,032
County Retirement		2,247,212	1,956,186	2,443,511
Longevity		25,000	0	0
Other		75,000	20,000	20,000
Tuition Reimbursement		0	0	0
Workers Comp Insurance		0	<u>150,000</u>	<u>175,000</u>
<b>Total EMPLOYEE/RETIREE BENEFITS</b>		<b>7,479,560</b>	<b>7,242,545</b>	<b>8,087,543</b>

**VOTED TOTAL EMPLOYEE BENEFITS**

Expenses	<b>14</b>	<b>7,479,560</b>	<b>7,242,545</b>	<b>8,087,543</b>
<b>VOTED TOTAL EMPLOYEE BENEFITS</b>		<b>7,479,560</b>	<b>7,242,545</b>	<b>8,087,543</b>

**DEBT SERVICE**

<b>710 LONG TERM DEBT</b>		3,094,509	3,223,702	3,062,091
<b>720 SHORT TERM DEBT</b>		<u>998,838</u>	<u>353,442</u>	<u>535,481</u>
<b>Total DEBT SERVICE</b>		<b>4,093,347</b>	<b>3,577,144</b>	<b>3,597,572</b>

**VOTED TOTAL DEBT SERVICE**

Expenses	<b>15</b>	<b>4,093,347</b>	<b>3,577,144</b>	<b>3,597,572</b>
<b>VOTED TOTAL DEBT SERVICE</b>		<b>4,093,347</b>	<b>3,577,144</b>	<b>3,597,572</b>

**TRANSFERS TO/FROM GENERAL FUND**

**TRANSFERS INTO GENERAL FUND**

Transfer In - From: Ambulance Revolving Fund To: Fire/EMS Department	<b>16</b>	-650,000	-650,000	-525,000
Transfer In - From: Wetland Fund To: Conservation	<b>17</b>	-8,000	-8,000	0
Transfer In - From: Inspectional Services Revolving Fund To: Building Department	<b>18</b>	-125,000	-125,000	0
Transfer In - From: Wastewater Settlement To: Debt Service	<b>19</b>	-17,274	-17,274	-17,274
Transfer In - From: Oak Hill Cell Tower To: Debt Service	<b>20</b>	-30,238	-29,206	-28,175
Transfer In - From: Newtown Hill Cell Tower To: Debt Service	<b>21</b>	-35,010	-33,773	-32,535
Transfer In - From: Bond Premium To: Debt Service	<b>22</b>	-23,315	-19,109	-17,183
Transfer In - From: Clean Lakes Fund To: Clean Lakes	<b>23</b>	-46,000	-66,000	0
Transfer In - From: Sale of Cemetery Lots /Openings To: Cemetery Department	<b>24</b>	-30,897	-30,897	0
Transfer In - From: Debt Exclusion Stabilization To: Debt Service	<b>25</b>	-295,891	-164,204	-161,137
Transfer In - From: Community Preservation To: Debt Service	<b>26</b>	-88,988	-86,388	-76,138
Transfer In - Cable Studio Benefits		-60,488	0	0
Transfer In - Cemetery Perpetual Care		-13,000	0	0
Transfer In - Library Trust Fund		-15,000	0	0
Transfer In - Recreation Enterprise Fund		-55,528	0	0
<b>Total TRANSFERS INTO GENERAL FUND</b>		<b>-1,494,629</b>	<b>-1,229,851</b>	<b>-857,442</b>

**TRANSFERS OUT OF GENERAL FUND**

Transfer Out - OPEB Trust Fund	<b>27</b>	2,212,373	2,648,610	1,961,465
Transfer Out - TREAD Tax Relief	<b>28</b>	25,000	25,000	0

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Transfer Out - Recreation Enterprise	<b>29</b>	230,000	245,000	245,000
<b>Total TRANSFERS OUT OF GENERAL FUND</b>		2,467,373	2,918,610	2,206,465

**FUNDING SUMMARY**

Salaries & Wages	7,990,852	8,660,548	8,939,806
Expenses (including transfers out of General Fund)	18,520,243	18,852,162	19,300,758
Education	<u>21,619,961</u>	<u>22,605,878</u>	<u>23,265,000</u>
<b>Total Operating Budget</b>	<b>48,131,056</b>	<b>50,118,588</b>	<b>51,505,564</b>
Transfers into General Fund	-1,494,629	-1,229,851	-857,442
<b>Net Operating Budget</b>	<b>46,636,427</b>	<b>48,888,738</b>	<b>50,648,122</b>

**ARTICLE 5**  
**Departmental Revolving Funds**

Unanimously voted by the Call of the Articles that the Town:

(1) Pursuant Section 18-11(C) of the Town's General Bylaws and Section 53E1/2 of Chapter 44 of the Massachusetts General Laws, set the limit on the total amount that may be spent from each departmental revolving fund for the fiscal year beginning July 1, 2021, as follows:

<i>Revolving Fund</i>	<i>Expenditure Limit FY 2022</i>
Alarm Box Repairs	\$5,000
CPR Courses	\$2,000
Sealer of Weights & Measures	\$20,000
MART Bus fees	\$80,000
Elder and Human Services (EHS)	\$50,000
Spectacle Pond Cell Tower ("Clean Lakes")	\$100,000
Legal Advertisements	\$5,000
Composting Bins	\$5,000
LCTV Boxborough IMA	\$90,000
School Department Transportation	\$150,000
School Department One to One Technology	\$150,000
Community Gardens	\$1,000

And

(2) Pursuant to M.G.L. c.44, §53E½, rescind established departmental revolving funds by deleting the following revolving funds from §18-14 of the General Bylaws:

<i>A Revolving Fund</i>	<i>B Authorized Department</i>	<i>C Monies Received</i>	<i>D Expenses for which funds may be used</i>	<i>E Restrictions or conditions</i>	<i>F Reporting requirements</i>	<i>G Fiscal years each fund shall operate</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	Salaries or wages of full-time employees shall be paid from the annual budget appropriation of the Building Inspector and not from the Fund		Fiscal Year 2019 and subsequent years

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<b>A Revolving Fund</b>	<b>B Authorized Department</b>	<b>C Monies Received</b>	<b>D Expenses for which funds may be used</b>	<b>E Restrictions or conditions</b>	<b>F Reporting requirements</b>	<b>G Fiscal years each fund shall operate</b>
Pet Cemetery	Cemetery Commission	Fees charged and received by the Cemetery Commission for Pet Cemetery fees	Contractual services or expenses related to those services	Salaries or wages of full-time employees shall be paid from the annual budget appropriation of the Cemetery Budget and not from the Fund		Fiscal Year 2019 and subsequent years
Cemetery Revolving	Cemetery Commission	Allow a portion of receipts received from sales of lots	Expenses related to the maintenance of lots	Salaries or wages of full-time employees shall be paid from the annual budget appropriation of the Cemetery Budget and not from the Fund		Fiscal Year 2019 and subsequent years
Permitting Software	Select Board	A portion of receipts received from land use permit fees	Expenses associated with maintenance fees of permitting software			Fiscal Year 2019 and subsequent years
Police Cruiser Sales	Select Board	Proceeds resulting from the sale or disposal of surplus or retire police vehicles	Expenses associated with purchasing Police replacement vehicles	Purchase must be authorized under the Annual Capital Plan		Fiscal Year 2019 and subsequent years

**ARTICLE 6**  
**FY 2022 Water Enterprise Fund Operating Budget**

Unanimously voted by the Call of the Articles that the Town will appropriate \$5,391,458 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, 2021 (detail below).

<b>I. Water Enterprise Revenues</b>	<b>FY2021 Budget</b>	<b>FY2022 Budget</b>
User Charges	\$3,726,296	\$4,044,398
Other Departmental Revenue	\$82,650	80,475
Enterprise Available Funds	\$331,726	\$1,266,585
Investment Income	0	0
<b>Total Revenues</b>	<b>\$4,140,672</b>	<b>\$5,391,458</b>
<b>II. Costs Appropriated for the Enterprise Fund</b>		
Salaries and Wages	\$1,150,000	\$1,180,500
Expenses	\$1,526,369	\$1,544,525
Capital Outlay – Equipment	\$50,000	\$125,000
Capital Outlay – Improvements	\$330,000	\$1,395,000
Reserve Fund	\$200,000	\$200,000
Debt Principal and Interest	\$884,303	\$946,433
Budgeted Surplus	0	0
<b>Total Costs Appropriated for Enterprise Fund</b>	<b>\$4,140,672</b>	<b>\$5,391,458</b>
<b>III. Costs Appropriated for General Fund to be Charged to the Enterprise Fund</b>		
Indirect Costs	\$0	\$0
Benefits	0	\$0
Pension Costs	0	\$0
<b>Total Costs Appropriated for the General Fund</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Costs</b>	<b>\$4,140,672</b>	<b>\$5,391,458</b>

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**ARTICLE 7**  
**FY 2022 Sewer Enterprise Fund Operating Budget**

Unanimously voted by the Call of the Articles that the Town appropriate \$246,550 or any other sum or sums of money from the Sewer Enterprise Fund to finance the operation of the Sewer Department for the fiscal year beginning July 1, 2021 (detail below), or to take any other action related thereto.

<b>I. Sewer Enterprise Revenues</b>	<b>FY2021 Budget</b>	<b>FY2022 Budget</b>
User Charges	\$0	\$246,550
Transfer from General Fund	\$141,550	0
Enterprise Available Funds	0	0
Investment Income	0	0
<b>Total Revenues</b>	<b>\$141,550</b>	<b>\$246,550</b>
<b>II. Costs Appropriated for the Enterprise Fund</b>		
Salaries and Wages	\$44,500	\$44,500
Expenses	\$97,050	\$122,050
Capital Outlay – Equipment	0	0
Capital Outlay – Improvements	0	0
Reserve Fund	0	0
Debt Principal and Interest	0	\$80,000
Budgeted Surplus	0	0
<b>Total Costs Appropriated for Enterprise Fund</b>	<b>\$141,550</b>	<b>\$246,550</b>
<b>III. Costs Appropriated for General Fund to be Charged to the Enterprise Fund</b>		
Indirect Costs	\$0	\$0
Benefits	0	0
Pension Costs	0	0
<b>Total Costs Appropriated for the General Fund</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Costs</b>	<b>\$141,550</b>	<b>\$246,550</b>

**ARTICLE 8**

**FY 2022 Park, Recreation & Community Education Enterprise Fund Operating Budget**

Unanimously voted by the Call of the Articles that the Town voted appropriate \$1,098,367 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, 2021 (detail below).

<b>I. PRCE Enterprise Revenues</b>	<b>FY2021 Budget</b>	<b>FY2022 Budget</b>
User Charges	\$895,185	\$809,367
Transfer In from Recreation Fund	0	0
Transfer In from General Fund	\$245,000	\$245,000
Enterprise Available Funds	\$45,963	\$44,000
Investment Income	4500	\$500
<b>Total Revenues</b>	<b>\$1,186,648</b>	<b>\$1,098,367</b>
<b>II. Costs Appropriated for the Enterprise Fund</b>		
Salaries and Wages	\$675,727	\$658,650
Expenses	\$510,921	\$439,717
Transfer to General Fund – Field Maintenance	0	0
Capital Outlay – Equipment	0	0

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Capital Outlay – Improvements	0	0
Reserve Fund	0	0
Debt Principal and Interest	0	0
Transfer to General Fund	0	0
Budgeted Surplus	0	0
<b>Total Costs Appropriated for Enterprise Fund</b>	<b>\$1,186,648</b>	<b>\$1,098,367</b>
<b>III. Costs Appropriated for General Fund to be Charged to the Enterprise Fund</b>		
Indirect Costs	\$0	\$0
Benefits	0	0
Pension Costs	0	0
<b>Total Costs Appropriated for the General Fund</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Costs</b>	<b>\$1,186,648</b>	<b>\$1,098,367</b>

**ARTICLE 9**  
**FY 2022 Capital Items from Available Funds**

Unanimously voted by the Call of the Articles that the Town voted to raise and appropriate \$237,000, transfer from the Undesignated Fund Balance \$1,334,500, and transfer from Park, Recreation and Community Education \$30,000, or any other sum or sums of money, for the following capital projects and purchases itemized and described below, and for costs incidental and related thereto;

<b>Department</b>	<b>Name of Capital Asset/Project</b>	<b>Project Description</b>	<b>Total Cost</b>
Accounting	Chart of Accounts	This funds the redesign for the chart of accounts, with which we have received grant funding to help subsidize the project.	\$55,000
Cemetery	Expansion phase 1	This funds a portion of the phase 1 expansion at Westlawn, including, but not limited to tree removal, materials, lot pinning etc. The remainder will be covered by the Trust funds	\$90,000
Highway	Dump Truck	This funds the replacement of a 1993 Mack dump/plow truck	\$175,000
Highway	Roads	This funds 25% of design costs for the intersection of Beaver Brook Road and Great Road,	\$200,000
PMBC-School	Facility planning	This funds a long term facility planning study at Shaker Lane	\$45,000
PMBC-School	High School	This funds the roof replacement at the high school over the admin wing/cafe	\$800,000
Police	Cruiser	This funds the replacement of car 35 which has approximately 100,000 miles. This car was due for replacement two years ago.	\$65,000
PRCE	Statistically valid survey	This funds a survey for PRCE to learn what services and facilities the department should be focusing on in the future.	\$30,000
Transfer Station	Stabilization transfer	This funds an annual transfer to the capital stabilization fund to start to build a balance to replace the truck in 20 years	\$10,000
School	Russell Street phone system	This funds the replacement of the RS phone system to standardize the phone system across the district	\$25,000
School	Central office phone system	This funds the replacement of the phone system for the central office, currently on the town hall phone system, which is being changed	\$10,000
School	Maintenance Van replacement	This funds the replacement of a 2006 ford with over 110,000 miles and this showing signs of deterioration	\$35,000

TOWN OF LITTLETON

Department	Name of Capital Asset/Project	Project Description	Total Cost
School	Middle School paging system	This funds the replacement of the MS system to tie all of the schools together	\$43,000
School	Shaker Lane paging system	This funds the replacement of the Shaker Lane system which is obsolete and repair parts are not available	\$18,500
<b>Total Capital Spending</b>			<b>\$1,601,500</b>

**ARTICLE 10**  
**Senior Center Project**

Ayes have it passes by the necessary two thirds majority vote that the Town will:

- (1) Borrow \$1,000,000 for the purpose of funding the design services for the new Senior Center, including any costs related and incidental thereto, and to meet this appropriation, authorize the Treasurer, with the approval of the Select Board, to borrow said sum 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, and further, that, in accordance with M.G.L. c. 44, §20, the premium received by the Town upon the sale of any bonds or notes authorized by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to pay project costs and the amount authorized to be borrowed pursuant to this vote shall be reduced by the amount of any such premium so applied; and
- (2) Transfer \$80,162.89, or any other sum or sums of money, from the following unspent capital appropriations, which will thereby exhaust all of the available funds from the original appropriation, for the purposes of funding the feasibility study for the new Senior Center, including any costs related and incidental thereto;

Town Meeting Date	Transfer From: Capital Project	Remaining Balance	Transfer in/(out)
5.2.11 Art#8	Highway pole barn	\$38,478.44	\$(38,478.44)
10.30.17 Art#12	HS curb & sidewalk	\$6,904.89	\$(6,904.89)
5.7.18 Art#8	Cemetery Master Plan	\$2,075.00	\$(2,075.00)
5.7.18 Art#8	Highway 8 wheel dump truck	\$3,393.62	\$(3,393.62)
5.7.18 Art#8	Highway plotter/scanner	\$7,941.72	\$(7,941.72)
5.6.19 Art#8	Cemetery Mower replacement	\$2,851.00	\$(2,851.00)
5.6.19 Art#8	Highway High school sidewalk	\$642.76	\$(642.76)
5.6.19 Art#8	Highway wide mower	\$301.46	\$(301.46)
5.6.19 Art#8	Highway 6 wheel dump truck	\$6,708.00	\$(6,708.00)
5.6.19 Art#8	Highway 1 ton dump truck	\$3,866.00	\$(3,866.00)
5.6.19 Art#8	Highway mower	\$2,000.00	\$(2,000)
10.28.19 Art#1	Bills of prior year	\$5,000.00	\$(5,000.00)
		<b>Total Transfers</b>	<b>\$(80,162.89)</b>
	<b>Transfer To: Capital Project</b>	<b>Project Description</b>	<b>Transfer in/(out)</b>
	Senior Center	<i>To fund the Feasibility Study for the Senior center project</i>	<b>\$80,162.89</b>

**ARTICLE 11**  
**Host Community Agreement – Northbridge, LLC.**  
**Transfer of Available Funds for Capital Projects**

Unanimously voted by the Call of the Articles that the Town transfer from the Undesignated Fund Balance \$1,110,000, or any other sum or sums of money, to be expended by the respective departments or officers indicated, for the following capital projects and purchases itemized and described, and for costs incidental and related thereto;

Department	Name of Capital Asset/Project	Project Description	Total Cost
Police	Communication	This funds a necessary project to upgrade and replace the public safety communications	\$400,000
Highway	Taylor Street	This funds Taylor Street complete streets initiatives such as, but not limited to sidewalks, crossing lights, etc.	\$350,000
Water Enterprise	Infrastructure	This funds needed investments in the water infrastructure	\$330,000
Elder & Human Services	Bicycle & Pedestrian Master Plan	This funds a review of transportation issues, but not limited to, bicycles, sidewalks, trails, etc.	\$30,000
		<b>Total Capital Spending</b>	<b>\$1,110,000</b>

**ARTICLE 12**  
**FY2022 Community Preservation Budget**  
*[2/3rds vote required]*

Unanimously voted by the Call of the Articles that the Town hear and act on the report of the Community Preservation Committee on the Fiscal Year 2022 Community Preservation Budget, to appropriate or reserve from FY 2022 Community

## TOWN OF LITTLETON

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: \$7,600
2. Open Space Debt Service: \$64,788 (Yapp \$5,700, Cobb \$20,888 & Williams \$38,100)
3. Historic Resources Debt Service: \$11,450 (Houghton \$11,450)
4. Open Space Reserves: \$87,312
5. Historic Resources Reserves: \$56,950
6. Housing Reserves: \$76,000 to be transferred to the Littleton Affordable Housing Trust
7. Recreation Reserves: \$76,000
8. From Historic Reserves \$9,950 to fund the Westlawn cemetery gravestone conditions assessment & rehabilitation project
9. From Recreation Reserves \$17,670 to fund the Wellington Couper Trail Connector project

### ARTICLE 13

#### **Amend Prior TM Vote for Long Lake Renovation Project – Article 8, May 6, 2019 ATM**

Unanimously voted by the Call of the Articles that the Town amend Article 8 of the May 6, 2019 Town Meeting, which authorizes the use of funds from the CPA Recreation Reserve for the Long Lake Renovation Project, as shown (additions indicated by underline and deletions indicated by strikethrough):

Long Lake Renovation Project - \$120,000 from the CPA Recreation Reserve for Long Lake Renovation Project; as follows:

The Park & Recreation Commission has requested \$120,000 for renovations at Long Lake, including updating the bathhouse with low flow toilets, outdoor showers and changing stalls; new picnic area created away from parking lot; updating and relocating of the Snack Shack with a new prefabricated structure to allow with outdoor cooking for more food offerings and additional life guard space/seasonal storage; ADA/AAB accessibility with seasonal walkways and availability of water wheelchairs; and reconfigured dock area for boating programs and public boaters, and creation of a dedicated fishing area to include all engineering cost and trades work as required.

### ARTICLE 14

#### **FY 2022 Compensation Grid**

Unanimously voted by the Call of the Articles that the Town amend the Personnel Bylaw and Classification and Compensation Plan, Chapter 33 of the Town Code, as recommended by the Personnel Board as follows:

By amending Schedule A Permanent Full and Part-time Employees, effective July 1, 2021, by applying a one percent (1%) salary schedule adjustment, and by adopting Schedules and Schedules B, B-1, B-2, C, C-1, and D as shown below:

**TOWN OF LITTLETON**  
**TOWN OF LITTLETON, MASSACHUSETTS**  
**FY 2022 CLASSIFICATION & COMPENSATION PLAN**  
**SCHEDULE A, Permanent Full and Part-time Employees**

Salaries shown are hourly and annual based on 52 weeks / year.

Gr	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5 Employees	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
1	16.81 35,091.76	17.23 35,977.49	17.66 36,884.31	18.11 37,812.22	18.56 38,761.21	19.03 39,731.30	19.50 40,722.47	19.99 41,734.74	20.48 42,768.09	21.00 43,843.62
2	17.98 37,538.06	18.43 38,487.06	18.90 39,457.14	19.37 40,448.32	19.86 41,460.58	20.35 42,493.93	20.86 43,548.37	21.38 44,644.99	21.92 45,762.70	22.46 46,901.49
3	19.24 40,174.16	19.73 41,186.43	20.22 42,219.78	20.73 43,274.22	21.24 44,349.75	21.78 45,467.45	22.32 46,606.25	22.88 47,766.13	23.45 48,968.19	24.04 50,191.34
4	20.58 42,978.97	21.10 44,054.50	21.62 45,151.12	22.17 46,289.92	22.73 47,449.80	23.29 48,630.77	23.88 49,853.92	24.47 51,098.16	25.09 52,384.58	25.71 53,692.08
5	22.03 45,994.67	22.58 47,154.56	23.15 48,335.53	23.72 49,537.59	24.32 50,781.83	24.93 52,047.16	25.55 53,354.66	26.19 54,683.26	26.85 56,054.03	27.51 57,445.89
6	23.57 49,221.26	24.16 50,444.41	24.77 51,709.74	25.38 52,996.15	26.02 54,324.75	26.66 55,674.43	27.33 57,066.29	28.02 58,500.33	28.71 59,955.46	29.43 61,452.76
7	25.22 52,658.73	25.85 53,966.24	26.49 55,315.92	27.16 56,707.78	27.84 58,120.73	28.53 59,575.86	29.25 61,073.16	29.98 62,591.56	30.72 64,152.13	31.49 65,754.88
8	26.99 56,349.27	27.66 57,762.22	28.35 59,196.26	29.06 60,672.48	29.78 62,190.87	30.53 63,751.44	31.30 65,354.19	32.08 66,978.03	32.88 68,644.04	33.69 70,352.24
9	29.01 60,567.03	29.73 62,085.43	30.48 63,646.00	31.24 65,227.66	32.02 66,851.50	32.81 68,517.51	33.63 70,225.70	34.47 71,976.07	35.33 73,768.62	36.21 75,603.35
10	31.91 66,619.52	32.70 68,285.53	33.52 69,993.73	34.36 71,744.10	35.22 73,536.65	36.10 75,371.37	37.00 77,248.27	37.93 79,188.44	38.87 81,170.79	39.84 83,195.32
11	35.73 74,612.17	36.62 76,467.99	37.54 78,387.07	38.48 80,348.33	39.44 82,351.76	40.43 84,418.47	41.44 86,527.35	42.48 88,699.49	43.54 90,913.82	44.63 93,191.41
Senior Management										
12	42.17 88,045.74	43.22 90,238.98	44.30 92,495.48	45.41 94,815.24	46.54 97,177.19	47.70 99,602.40	48.89 102,090.88	50.12 104,642.63	51.37 107,257.64	52.65 109,935.91
13	49.76 103,904.52	51.01 106,498.44	52.28 109,155.63	53.58 111,876.08	54.92 114,680.89	56.30 117,548.97	57.70 120,480.31	59.15 123,496.01	60.62 126,574.98	62.14 129,738.30
14	55.73 116,368.00	57.13 119,278.25	58.55 122,251.77	60.01 125,309.65	61.52 128,451.88	63.05 131,657.38	64.63 134,947.23	66.25 138,321.44	67.90 141,780.00	69.60 145,322.92
15	62.42 130,328.78	63.98 133,597.55	65.58 136,929.58	67.22 140,345.96	68.89 143,846.70	70.62 147,452.89	72.39 151,143.43	74.19 154,918.32	76.05 158,798.66	77.95 162,763.36

**GRADE 1**

*No positions assigned*

**GRADE 2**

Cemetery Laborer

**GRADE 3**

Library Assistant

Library Processing Clerk

**GRADE 4**

Building Maintenance Custodian

Department Clerk

Financial Technician

**GRADE 5**

Assessing Clerk

Cemetery Groundskeeper

Library Technician

LCTV – Video Production Coordinator

Administrative Clerk – Tax Collector

**GRADE 6**

Administrative Assistant – Building

Administrative Assistant – Conservation

Administrative Assistant – Elder & Human Services

Administrative Assistant – Human Resources

Administrative Assistant – Parks & Recreation

P/T Communications Officer

Senior Library Technician

Teen Program Leader

Recreation and Sports Coordinator

**GRADE 9**

Assistant Assessor

Assistant Human resources Administrator

Assistant Town Accountant

Building Maintenance Supervisor

Cemetery Superintendent

Children's Services/Senior Librarian

Conservation Coordinator

Elder and Human Services Outreach Coordinator and

Respite Care

Executive Assistant to the Town Administrator

Head of Circulation & Interlibrary Loan/Senior Librarian

Information Systems Support Technician

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LCTV Production Supervisor  
 Senior Librarian  
 Technical Services/Senior Librarian  
 Young Adult Services/Reference Services/ Senior Librarian

**GRADE 10**  
 Assistant Director of Elder and Human Services  
 Assistant Library Director  
 Assistant PRCE Director  
 Assistant Treasurer  
 Assistant Zoning Officer/Permit Coordinator/Business Administrator  
 Inspector of Wires  
 Plumbing & Gas Inspector

**GRADE 11**

Director of Elder and Human Services  
 Human Resources Manager  
 Littleton Community Television Executive Director  
 Parks, Recreation & Community Education Director  
*Police Lieutenant\**  
 Tax Collector  
*Town Clerk\*\**  
 Town Engineer  
 Town Planner

**GRADE 12**

Building Commissioner/Zoning Enforcement Officer  
 Chief Assessor/Appraiser  
 Highway Superintendent  
 Information Systems Manager  
 Town Treasurer/ Assistant Director of Finance and Budget  
*Deputy Fire Chief\**  
*Deputy Police Chief\**  
*Library Director\**

**GRADE 13**

Assistant Town Administrator  
*Director of Finance and Budget / Town Accountant\**  
 Director of Public Works  
*Fire Chief\**

**GRADE 14**

*Chief of Police\**

**GRADE 15**

*Town Administrator\**

*Management contract (\*) and elected (\*\*) positions not subject to this Bylaw.*

**Schedule B**

On-Call Meeting Clerk, \$13.50, Veteran's Agent, \$17.56

**Schedule B-1, Other Employees**

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
<b>1 hourly</b>	\$13.50	13.63	13.77	13.90	14.08
<b>2 hourly</b>	\$15.61	\$15.92	\$16.24	\$16.56	\$16.89

**GRADE 1**

COA Dispatcher

**GRADE 2**

COA Van Driver

**Schedule B-2, Temporary/Seasonal Employees**

GRADE	STEP 1	STEP 2	STEP 3	STEP 4
<b>1 hourly</b>	\$15.21	15.51	15.82	16.14
<b>2 hourly</b>	\$16.27	16.60	16.93	17.27
<b>3 hourly</b>	\$17.41	17.76	18.12	18.48
<b>4 hourly</b>	\$18.63	19.00	19.38	19.77

**GRADE 1**

*No positions assigned*

**GRADE 2**

Seasonal Highway Laborer

**GRADE 3**

Engineering Technician

**GRADE 4**

Seasonal Truck Driver/Laborer

**Schedule C, Park & Recreation Department**

Seasonal/Temporary / Fee-based positions (hourly) – effective **January 1, 2021**

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GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
<b>1 hourly</b>	13.50	13.66	14.00	14.35	14.71
<b>2 hourly</b>	13.66	14.00	14.35	14.71	15.08
<b>3 hourly</b>	14.00	14.35	14.71	15.08	15.46
<b>4 hourly</b>	14.35	14.71	15.08	15.46	15.85
<b>5 hourly</b>	15.00	15.38	15.76	16.15	16.55
<b>6 hourly</b>	15.68	16.07	16.47	16.88	17.30
<b>7 hourly</b>	16.39	16.80	17.22	17.65	18.09
<b>8 hourly</b>	17.13	17.56	18.00	18.45	18.91
<b>9 hourly</b>	17.90	18.35	18.81	19.28	19.76
<b>10 hourly</b>	18.71	19.18	19.66	20.15	20.65
<b>11 hourly</b>	19.55	20.04	20.54	21.05	21.58
<b>12 hourly</b>	20.43	20.94	21.46	22.00	22.55

**GRADE 1**

Program Aide I  
Camp Junior Counselor  
Recreation Attendant

**GRADE 2**

Program Aide II

**GRADE 3**

Camp Senior Counselor

**GRADE 4**

Intern

Snack Hut Manager

**GRADE 5**

Camp Lead I

Lifeguard I

**GRADE 6**

Camp Lead II

Program Coordinator

Sailing Instructor

Lifeguard II

**GRADE 7**

Camp Specialists  
Aftercare Coordinator

**GRADE 8**

Head Lifeguard  
Camp Assistant Director  
Sailing Coordinator

**GRADE 9**

Seasonal Programs Instructor

**GRADE 10**

Special Course Coordinator

**GRADE 11**

Preschool Instructor

**GRADE 12**

Aquatics Director  
Camp Director

**Schedule C-1, Community Education**

GRADE	STEP 1	STEP 2	STEP 3
<b>1 hourly</b>	13.50		
<b>2 hourly</b>	14.00	14.35	14.71
<b>3 hourly</b>	20.00	20.50	21.01
<b>4 hourly</b>	25.00	25.63	26.27
<b>5 hourly</b>	30.00	30.75	31.52
<b>6 hourly</b>	35.00	35.88	36.77

**GRADE 1**

CE Teacher's Aide

**GRADE 2**

CE Assistant

**GRADE 3**

CE Instructor 1

Custodian

**GRADE 4**

CE Instructor 2

Nurse

**GRADE 5**

CE Instructor 3

**GRADE 6**

CE Instructor 4

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**Schedule D, Fire Department On-Call**

On-Call Stipend \$4.00/hour

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
<b>1 hourly</b>	\$13.50					
<b>2 hourly</b>	\$15.77	\$16.09	\$16.41	\$16.74	\$17.07	\$17.41
<b>3 hourly</b>	\$16.40	\$16.73	\$17.06	\$17.40	\$17.74	\$18.09
<b>4 hourly</b>	\$17.05	\$17.39	\$17.74	\$18.09	\$18.45	\$18.82
<b>5 hourly</b>	\$17.55	\$17.90	\$18.26	\$18.56	\$18.93	\$19.31
<b>6 hourly</b>	\$18.08	\$18.44	\$18.81	\$19.19	\$19.57	\$19.96
<b>7 hourly</b>	\$18.63	\$19.00	\$19.38	\$19.77	\$20.17	\$20.57
<b>8 hourly</b>	\$19.19	\$19.57	\$19.96	\$20.36	\$20.77	\$21.19
<b>9 hourly</b>	\$19.77	\$20.17	\$20.57	\$20.98	\$21.40	\$21.83
<b>10 hourly</b>	\$19.96	\$20.36	\$20.77	\$21.19	\$21.61	\$22.04
<b>11 hourly</b>	\$21.97					

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

**GRADE 1**

On-Call/Per Diem Probationary Firefighter or EMT

**GRADE 2**

*No positions assigned*

**GRADE 3**

On-Call/Per Diem Firefighter

On-Call/Per Diem EMT

**GRADE 4**

On-Call/Per Diem Firefighter/EMT

**GRADE 5**

*No positions assigned*

**GRADE 6**

*No positions assigned*

**GRADE 7**

On-Call/Per Diem Firefighter/EMT (advanced EMT certification)

**GRADE 8**

On-Call/Per Diem Lieutenant

**GRADE 9**

On-Call/Per Diem Captain

**GRADE 10**

On-Call/Per Diem Deputy Chief

**GRADE 11**

On-Call/Per Diem Firefighter/Paramedic

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**ARTICLE 15**  
**FY2021 Retained Earnings**

Unanimously voted by the Call of the Articles that the Town will transfer a sum \$15,000 from Retained Earnings to cover the FY 2021 deficit.

**ARTICLE 16**  
**Fund Collective Bargaining Agreements**

Unanimously voted by the Call of the Articles that the Town will raise and appropriate or transfer from available funds a sum or sums of money for the purpose of funding any new collective bargaining agreements between the Town and its employee unions:

<b>Collective Bargaining Agreement</b>	<b>Dept./Budget</b>	<b>Amount</b>
Littleton Dispatch Unit, MassCOP, Local 204A	Dispatch	\$7,051
AFSCME Council 93, Local 1703	Highway/Transfer Station/Parks	\$9,079
Littleton Police Unit, MassCOP, Local 204	Police	\$29,490

**ARTICLE 17**  
**Use of Debt Exclusion Stabilization Fund for FY 2022 Excluded Debt**

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Unanimously voted by the Call of the Articles that the Town will transfer from the Debt Exclusion Stabilization Fund established by Article 12 of the May 2, 2016 Special Town Meeting for the purpose of reducing the amount of existing debt service and/or the amount of debt needed to be placed when final bonding occurs for borrowing authorizations, both having been exempted from the provisions of Proposition 2½, an amount of up to \$161,136.68 to apply to pay for excluded debt service for the fiscal year beginning July 1, 2021.

**ARTICLE 18**  
**Stabilization Fund**

Unanimously voted by the Call of the Articles that the Town will transfer from the Undesignated Fund Balance the sum of \$150,000 to the Stabilization Fund in accordance with the provisions of M.G.L. c.40, §5B, or to take any other action related thereto.

**ARTICLE 19**  
**Capital Stabilization Fund**

Unanimously voted by the Call of the Articles that the Town will transfer from the Undesignated Fund Balance the sum of \$308,500 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 M.G.L. c.40, §5B,.

**ARTICLE 20**  
**Acceptance of Paragraph 4 of Section 5B of Chapter 30**  
**Dedicated Revenue Stream to Stabilization Fund**

Unanimously voted by the Call of the Articles that the Town will adopt the local option provision of the fourth paragraph of Chapter 40, Section 5B of the General Laws allowing a municipality to dedicate a particular fee, charge or other receipt to a stabilization fund,.

**ARTICLE 21**  
**FY 2022 Conservation Commission Open Space Budget**

Unanimously voted by the Call of the Articles that the Town will expend from the Oak Hill Cell Tower Fund (which fund is intended for use by the Conservation Commission for conservation lands purposes, pursuant to votes of the May 5, 1997 Annual Town Meeting, the September 28, 1998 Special Town Meeting, the May 6, 2002 Special Town Meeting, and the November 14, 2012 Special Town Meeting) the amount of \$17,000 to be used for projects under the direction and charge of the Conservation Commission.

**ARTICLE 22**  
**Senior Citizens and Veterans Tax Work-off Abatement Programs**

Unanimously voted by the Call of the Articles that the Town will request the Board of Assessors to commit the following sums, or other 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 23**  
**Adjusted Income and Asset Limits for Tax Abatements**

Unanimously voted by the Call of the Articles that the Town will vote to accept to accept General Laws Chapter 59, Section 5, Clause 41D, which authorizes an annual increase in the income (gross receipts) and asset (whole estate) limits for exemptions granted to senior citizens under General Laws Chapter 59, Section 5, Clause 41C by the percentage increase in the U.S.

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Department of Labor, Bureau of Labor Statistics, Consumer Price Index for the previous year as determined by the Commissioner of Revenue, to be effective for exemptions granted for any fiscal year beginning on or after July 1, 2021.

### **ARTICLE 24** **Free Cash to Fund Highway Chapter 90 Deficit**

Unanimously voted by the Call of the Articles that the Town will transfer \$22,565 from Undesignated Fund Balance to cover a deficit from the FY 2020 Chapter 90 fund,

### **ARTICLE 25** **FY2022 LCTV Receipts Reserved for Appropriation from the Public, Education and Government Access Fund**

Unanimously voted by the Call of the Articles that the Town will appropriate \$316,192 from the Receipts Reserved for Appropriation from the Public, Education and Government (PEG) Access and Cable Related Fund (as established under M.G.L. c.44, §53F½ by vote of the November 2, 2015 Special Town Meeting, and which has a current balance of approximately \$464,232) to the LCTV Enterprise Fund for the operation of the Littleton Community Television cable television studio, as follows: \$214,458 for salaries, \$65,110 for employee/retirement benefits, \$36,624 for operating expenses.,

### **ARTICLE 26** **Mill Pond Dredging – Rescind Vote and Transfer of Funds**

Unanimously voted by the Call of the Articles that the Town will rescind the vote taken under Section VIII.E of Article 8 of the May 6, 2019 Annual Town Meeting, which authorized the transfer of \$60,200 from the Spectacle Pond Cell Tower Clean Lakes Fund, said sum to be expended by the Clean Lakes Committee as part of the Town's share of the Mill Pond Dredging Project, and to transfer said sum back into the Spectacle Pond Clean Lakes Fund.,

### **ARTICLE 27** **General Bylaws Amendments – Cemeteries**

Unanimously voted by the Call of the Articles that the Town will amend the General Bylaws as follows:

1. By striking the text of Section 72-14 and replacing it with "Food, alcoholic beverages, and empty containers are inconsistent with the proper keeping of the grounds and are not allowed on graves and will be removed."
2. By inserting after the first sentence of Section 72-20, "Camping and hunting are prohibited within cemetery bounds."

### **ARTICLE 28** **General Bylaws Amendments** **"Treasurer" to "Treasurer/Collector" and** **"Assistant Treasurer" to "Assistant Treasurer/Collector"**

By hand count 157 total votes cast, 90 Ayes, 67 Nos motion passes by the necessary simple majority to amend the General Bylaws by:

1. Replacing the title "Treasurer" with "Treasurer/Collector" and by replacing the title "Assistant Treasurer" with "Assistant Treasurer/Collector" everywhere such terms appear, and as indicated below:
  - Section 18-3
  - Section 35-1
  - Section 35-3
  - Section 72-26
  - Section 84-3
  - Section 115-3
  - Section 136-1
  - Section 136-2
2. Amending Section 2 of Section 17-1, as shown (additions indicated by underline and deletions indicated by strikethrough):

The DFB shall also serve in the capacity of and have all the powers and duties presently vested in one of the following positions, as determined by the Town Administrator subject to approval of the Select Board: Town Accountant, or Treasurer/Collector, or Tax Collector. The following positions and the respective staff shall become part of the Department and report to the DFB: Town Accountant, Town Treasurer/Collector, Tax Collector, and Chief Assessor.

3. Amending Section 3A of Section 17-1, as shown (additions indicated by underline and deletions indicated by strikethrough):

The Director of Finance and Budget shall have direct authority over and conduct performance reviews for the following current and future department heads unless otherwise specified in by law or statutes as structured below. The department heads shall be appointed by, and can be removed by, the Director of Finance and Budget and the Town Administrator subject to the approval of the Select Board.

(1) Town Accountant; and  
(2) Town Treasurer/Collector if appointed;

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(3) Town Tax Collector if appointed.

**ARTICLE 29**  
**Stormwater Management and Erosion Control Bylaw Amendment**

Passes by the necessary majority to amend the Stormwater Management and Erosion Control Bylaw, Chapter 38, Article II, of the Town's General Bylaw as follows:

1. By revising the following definitions in Section 38-12, Definitions, as shown (additions indicated by underline and deletions indicated by strikethrough):

**COMMON PLAN OF DEVELOPMENT (or COMMON PLAN)** – ~~Any announcement or documentation (including but not limited to a contract, public notice or hearing, advertisement, drawing, plan, or permit application) or physical demarcation (including but not limited to boundary signs, lot stakes, survey or marking) indicating imminent or future plans to disturb earth regardless of how long the plans will take to complete. A “larger common plan of development or sale” is a contiguous area where multiple separate and distinct construction activities may be taking place at different times on different schedules under one plan. For example, if a developer buys a 20-acre lot and builds roads, installs pipes, and runs electricity with the intention of constructing homes or other structures sometime in the future, this would be considered a larger common plan of development or sale. If the land is parceled off or sold, and construction occurs on plots that are less than one acre by separate, independent builders, this activity still would be subject to stormwater permitting requirements if the smaller plots were included on the original site plan.~~

**LAND-DISTURBING ACTIVITY or DISTURBANCE OF LAND** – ~~Any activity that causes a change in the position or location of soil, sand, rock, gravel, or similar earth material. Action that alters the existing vegetation and/or underlying soil of a site, such as clearing, grading, site preparation (e.g., excavating, cutting, and filling), soil compaction, and movement and stockpiling of top soils.~~

2. By adding the following definitions to Section 38-12, Definitions, in alphabetical order:

**CRITICAL AREA** – Any of the following: An Outstanding Resource Water or Special Resource Water as designated in 314 CMR 4.00, a recharge area for a public water supply as defined in 310 CMR 22.02 (a Zone I, Zone II, or Interim Wellhead Protection Area for a groundwater source or a Zone A for a surface water source), a bathing beach as defined in 105 CMR 445.000, or a cold-water fishery as defined in 310 CMR 10.04.

**LOW-IMPACT DEVELOPMENT (LID)** – Systems and practices that use or mimic natural processes resulting in the infiltration, evapotranspiration or use of stormwater. LID includes (1) environmentally sensitive site design approaches such as minimizing impervious surfaces, fitting the development to the terrain, preserving and capitalizing on natural drainage systems, and reproducing pre-development hydrologic conditions, and (2) stormwater management systems modeled after natural hydrologic features to manage rainfall at the source using decentralized micro-scale controls, such as bioretention facilities, rain gardens, vegetated rooftops, rain barrels, and permeable pavements.

3. By revising Section 38-14, Applicability, as follows (additions indicated by underline and deletions indicated by strikethrough):

This bylaw shall apply to all activities that result in disturbance of one or more acres of land. Except as authorized by the Board in a Stormwater Permit or as provided below, no person shall perform any activity that results in disturbance of an acre or more of land or is part of a larger common plan of development or sale that will ultimately disturb one or more acres of land. For projects that will require a Stormwater Permit, no site preparation activities, including clearing of vegetation, can begin until the permit is obtained.

- A. The following activities are exempt from the requirements of this Bylaw:

1. Normal maintenance and improvement of land in agricultural or aquacultural use, as defined by the Massachusetts Wetlands Protection Act (G.L. c. 131, § 40) and its implementing regulations (310 CMR 10);
2. Forestry activities, including harvesting forest products (as defined in G.L. c. 61, § 1), conforming at least to the minimum standards set forth in the Massachusetts Forest Cutting Practices Act (G.L. c. 132) and carried out pursuant to a Forest Management Plan approved by the Department of Conservation and Recreation; and
3. Normal maintenance of lawns and landscaping; and
3. Activities that:
  - a. Are subject to jurisdiction under the Wetlands Protection Act (including the stormwater management requirements of the Wetlands Protection Regulations);

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b. Demonstrate compliance with the Massachusetts Stormwater Management Standards, as reflected in an Order of Conditions issued by the Littleton Conservation Commission or the Massachusetts Department of Environmental Protection; and

c. Are in compliance with the Order of Conditions.

B. Effective Date: The amendment to this Bylaw made at the 2021 Littleton Annual Town Meeting will take effect after approval by the Office of the Attorney General and publication pursuant to G.L. c. 40, § 32. The amendment shall not apply to:

1. Stormwater Permits for which a complete application is submitted to the Planning Board by November 1, 2021, as long as the permitting process is not suspended for more than one year by the proponent and the project is not revised so significantly that the Planning Board deems a new application to be necessary; or
2. Projects under the jurisdiction of the Wetlands Protection Act (including the stormwater management requirements of the Wetlands Protection Regulations) for which a Notice of Intent is submitted by November 1, 2021 and an Order of Conditions approving the project (under that Notice of Intent) is issued by the Littleton Conservation Commission by May 1, 2022.

4. By revising Section 38-17, Stormwater Management Plan, as shown (additions indicated by underline and deletions indicated by strikethrough):

A. The Stormwater Management Plan shall contain sufficient information for the Board to evaluate the environmental impact, effectiveness, and acceptability of the measures proposed by the applicant for reducing adverse impacts from stormwater post-construction, including Low Impact Development site planning and design strategies. The Stormwater Management Plan shall fully describe the project in drawings and narrative. ~~The Stormwater Management Plan may (but is not required to) follow the format and content of the "Stormwater Report" specified by the Massachusetts Department of Environmental Protection to document compliance with the Massachusetts Stormwater Standards.~~

B. The stormwater management measures described in the Stormwater Management Plan shall, at a minimum, be designed to meet Massachusetts Stormwater Management Standards 1-6 (for new development) or 7 (for redevelopment). In addition, Low Impact Development site planning and design strategies (as described in §38-12) shall be incorporated unless infeasible in order to reduce the discharge of stormwater. To the extent that the Town's NPDES stormwater discharge permit contains post-construction requirements that go beyond the Massachusetts Stormwater Management Standards, addition design requirements implementing the NPDES permit requirements may be adopted by the Planning Board in Rules and Regulations developed under § 38-13C. The Rules and Regulations may specify the precipitation estimates to be used when calculating stormwater runoff for drainage system design; the precipitation data set specified shall be one that is regionally appropriate and widely used, such as those published by the National Oceanic and Atmospheric Administration and the Northeast Regional Climate Center.

C. Site plan. The Stormwater Management Plan shall include a site plan, stamped and certified by a qualified Professional Engineer registered in Massachusetts, containing the following information:

1. Names, addresses, and telephone numbers of the owner, applicant, and person(s) or firm(s) preparing the plan;
2. Title, date, north arrow, scale, legend, and locus map;
3. The site's existing and proposed topography with contours at two-foot intervals;
4. The existing site hydrology, including any existing stormwater conveyances or impoundments;
5. Estimated seasonal high groundwater elevation (November to April) in areas to be used for stormwater retention, detention, or infiltration;
6. The existing and proposed vegetation and ground surfaces with runoff coefficient for each;
7. A drainage area map showing pre- and post-construction watershed boundaries, drainage area and stormwater flow paths;
8. Identification of all critical areas and tributaries to critical areas within the geographic area shown on the plan;
8. 9. Drawings of all components of the proposed drainage system; and
9. 10. Such other information as is required by the Board.

5. By revising Section 38-21.D as shown (additions indicated by underline and deletions indicated by strikethrough):

D. Recovery of costs. If the Board undertakes work to correct or mitigate any violation of this Bylaw, the Department or Board shall (within 30 days after completing the work) notify the violator and the owner(s) of the property (if different) in writing of the costs incurred by the Town, including administrative costs, associated with that work. The violator and the property owner(s) shall be jointly and severally liable to pay the Town those costs within 30 days of the receipt of that notice. The violator and/or the property owner(s) (if different) may file a written protest objecting to the amount or basis of

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costs with the Board within 30 days of receipt of the notice. If the amount due is not received by the Town by the expiration of time in which to file such a protest, or within 60 days after the final decision of the Board or (if appealed to court) a court of competent jurisdiction resolving that protest, the amount of the Town's costs shall constitute a municipal charge for purposes of G.L. c. 40, § 58, and be a special assessment against the property and shall constitute a lien may be imposed upon the property pursuant to G.L. c. 40, § 58. Interest shall accrue on any unpaid costs at the statutory rate, as provided in G. L. c. 59, § 57.

6. By revising the term "Board of Selectmen" in Sections 38-21.E and 38-21.F to "Select Board."

**ARTICLE 30**  
**Planning Board**  
**Littleton Station 40R**  
[Simple Majority]

**Article passed over as the Planning Board voted to pull from Town Meeting at this time.**

To see if the Town will vote to amend (1) the Zoning Map to establish a Smart Growth Zoning District, pursuant to Chapter 40R of the Massachusetts General Laws, and (2) the Zoning Bylaw to adopt a new section or section governing such district; or to take any other action related thereto.

**ARTICLE 31**  
**Senior Residential Development/Apartments Amendments**  
[Simple Majority]

Motion on the floor to amend SECTION 3 – SENIOR APARTMENT add the words "or older" after 55, so moved, seconded and passed by the necessary majority.

Motion on the floor to amend SECTION 7 – INDEPENDENT LIVING UNITS delete the word "meals" after the statement: "... minimum level of basic services which shall include" so moved, seconded and passed by the necessary majority.

Moved, seconded and passed by the necessary majority to amend the Zoning Bylaw as follows:

1. By amending §173-149(H) to read as follows:

Senior Residential Developments under this bylaw are subject to Article XXIX, Inclusionary Housing. Notwithstanding anything contained in Article XXIX, for any Senior Residential Development fifty (50) percent of the total number of 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. Section 173-205 shall not apply to Senior Residential Developments. All other requirements of Article XXIX shall remain fully applicable to Senior Residential Developments.

2. By amending §173-205(C) to read as follows:

**C.** Exemptions. This Article **XXIX** shall not apply to rehabilitation of a building or structure all of or substantially all of which is destroyed or damaged by fire or other casualty. However, any rehabilitation or repair that increases the density, bulk, or size of such building or structure above that which existed prior to the damage or destruction thereof shall comply with this article.

3. By amending §173-2, inserting a new defined term, Senior Apartment, to read as follows:

**SENIOR APARTMENT**

A dwelling unit in Senior Residential Development, in which at least one member of the family is aged 55, or disabled, and having a minimum livable floor area of 500 square feet and a maximum of 1,200 square feet (meaning the heated floor area of the building above finished grade, excluding non-dwelling areas such as attic space or a garage).

4. By inserting a new section, §173-153 Senior Apartments, to read as follows:

**A.** Pursuant to this bylaw, the Planning Board may grant a Special Permit for a Senior Residential Development comprised exclusively of Senior Apartments.

**B.** Senior Apartments, permitted as Senior Residential Development under §173-153, may be developed with a maximum density of 20 units per acre provided that the application conforms to the following requirements.

**(1)** Senior Apartment dwelling units may be permitted in the form of cottage dwellings, townhouses, or multifamily dwellings, as those terms are defined in §173-2, provided that the proposal complies with all of the basic requirements of §173-148, with the exception of the prescribed maximum unit density which shall be 20 units per acre.

TOWN OF LITTLETON, MASSACHUSETTS

- (2) All Senior Apartments shall be affordable housing units which shall range from 30% to 60% of AMI and the mix of affordability range of these units shall be at the discretion of the Planning Board.
- (3) Senior Apartments shall be required to have in residence at least one person who:
  - (a) Has reached the age of 55 within the meaning of M.G.L. c. 151B, §4, par. 6, and 42 USC §3607(b)(2)(C); or
  - (b) Is disabled within the meaning of 42 USC §12102.
- (4) All deeds, condominium unit deeds, trusts, or other documents referring to permitted Senior Apartment units shall incorporate the affordability, age, and disability restrictions required by Sections 173-153(B)(3)-(4) of this bylaw.
- (5) Senior Apartments shall be a variety of Studio, One-Bedroom, and Two-Bedroom units, the mix of which shall be subject to the approval of the Planning Board.
- (6) Senior Apartments shall incorporate universal design principles.

C. All requirements of Article XXIII Senior Residential Development, not herein modified, shall remain fully applicable to a Senior Residential Development Special Permit for Senior Apartments.

5. By amending §173-148(F)(2), to read as follows:

(2) Independent living units and Senior Apartment units: one space per unit.

6. By amending §173-26, footnote 2, to read as follows:

<sup>2</sup> A special permit for a nursing home in a residential area shall not be granted unless the plans, in accordance with which the nursing home is to be constructed, show that it will comply with the following conditions: no structure is to be erected within 600 feet of a street line or within 200 feet of a side line or rear line; ingress and egress are onto a street over a way or a right-of-way with a width of 50 feet or more; and no building facade or roof has length exceeding 150 feet without a horizontal break of at least three feet.

7. By amending §173-2, so that the definition of Independent Living Unit reads as follows:

**INDEPENDENT LIVING UNITS**

Multifamily buildings in a Senior Residential Development that are designed and intended for occupancy principally by people age 55 years and over, with units that provide a minimum level of basic services which shall include meals, housekeeping, grounds maintenance, security, and common areas and common facilities for events and activities benefiting residents of the development.

**ARTICLE 32**  
**Marijuana Delivery**

Planning Board stated that they held their meeting and approved the zoning by-law.

Passed by the necessary 2/3rds vote to amend Chapter 173, the Zoning Bylaw, as follows:

1. By adding the following definitions to Section 173-2 in their appropriate alphabetical order:

**Marijuana Delivery Agreement**

A contract between a Marijuana Establishment and a Marijuana Delivery Licensee or Marijuana Establishment with a Delivery Endorsement to deliver marijuana or marijuana products from the Marijuana Establishment directly to consumers and as permitted, Marijuana Couriers to patients and caregivers, under the provisions of a Marijuana Delivery License.

**Marijuana Delivery Endorsement**

An authorization granted to a licensed Marijuana Establishment to perform deliveries directly from the establishment to consumers.

**Marijuana Delivery Licensee**

Either a Marijuana Courier or a Marijuana Delivery Operator authorized to deliver marijuana and marijuana products directly to consumers and as permitted, Marijuana Couriers to patients and caregivers.

**Marijuana Courier**

An entity licensed to deliver marijuana and Marijuana Products directly to Consumers from a Marijuana Retailer, or directly to qualified patients from an RMD, but is not authorized to sell marijuana or marijuana

TOWN OF LITTLETON, MASSACHUSETTS

products directly to consumers, qualified patients or caregivers and is not authorized to wholesale, warehouse, process, repackage, or white label.

**Marijuana Delivery Operator**

An entity licensed to purchase at wholesale and warehouse finished marijuana products acquired from a Marijuana Cultivator, Marijuana Product Manufacturer, Microbusiness or Craft Marijuana Cooperative, and white label, sell and deliver finished marijuana products, marijuana accessories and marijuana branded goods directly to consumers, but is not authorized to repackage marijuana or marijuana products or operate a storefront under this license.

2. By adding the bolded phrase to Subpart D of Section 173-194, as shown:

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, **and to limit the overall number of Marijuana Delivery Licensees that may be located within the Town to two.**

3. By striking the word “and” from Section 173-196B(6), by adding the word “and” after the phrase “Marijuana Micro-business;” in Section 173-196B(7), and adding the following new Subpart (8) to Section 173-196B, in the appropriate numerical order;

(8) Marijuana Delivery Licensee, including Marijuana Courier and Marijuana Delivery Operator.

4. By striking “on Marijuana Retailers” from the header of Section 173-197;

5. By striking Section 173-197B and adding the following new Subparts to Section 173-197, as follows:

- B. The number of Delivery Licensees that may be located within the Town shall not exceed two.
  - C. No Marijuana Establishment may deliver or cause the delivery of cannabis or marijuana products to consumers, including delivery of cannabis or marijuana products pursuant to a Delivery Endorsement or a Marijuana Delivery Agreement, unless specifically authorized by a special permit granted by the SPGA in accordance with this Bylaw or, for any Marijuana Establishment holding an existing special permit that is silent as to delivery, by a modification of such existing special permit granted by the SPGA. Such special permit or modification to an existing special permit, as applicable, shall be obtained prior to the commencement of any delivery activity.
  - D. All Marijuana Establishments are prohibited from offering cannabis or marijuana products for consumption on the premises.

6. By renumbering Subpart (14) of Section 173-198C, as Subparts (15), and by inserting, after Subpart (13), the following:

- (14) In addition to what is otherwise required to be shown on a site plan pursuant to Article IV, an applicant that proposes to provide delivery of cannabis or marijuana to consumers located off site (home delivery) shall include on the plans submitted to the SPGA any loading area to be used in connection with the home delivery operation, whether conducted by the Marijuana Establishment itself or a Marijuana Delivery Licensee, and/or the area where the Marijuana Establishment will park vehicles used for home delivery, including overnight parking. The applicant shall also provide a narrative description of how cannabis or marijuana will be loaded onto such vehicles for delivery. Additional traffic flow data shall be available upon request of the SPGA.

7. By adding the bolded sentences to Section 173-199C, as shown:

- 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. **All delivery of cannabis or marijuana shall comply with the requirements of § 173-197C.**

8. By adding the bolded phrase to Subpart D of Section 173-199, as shown:

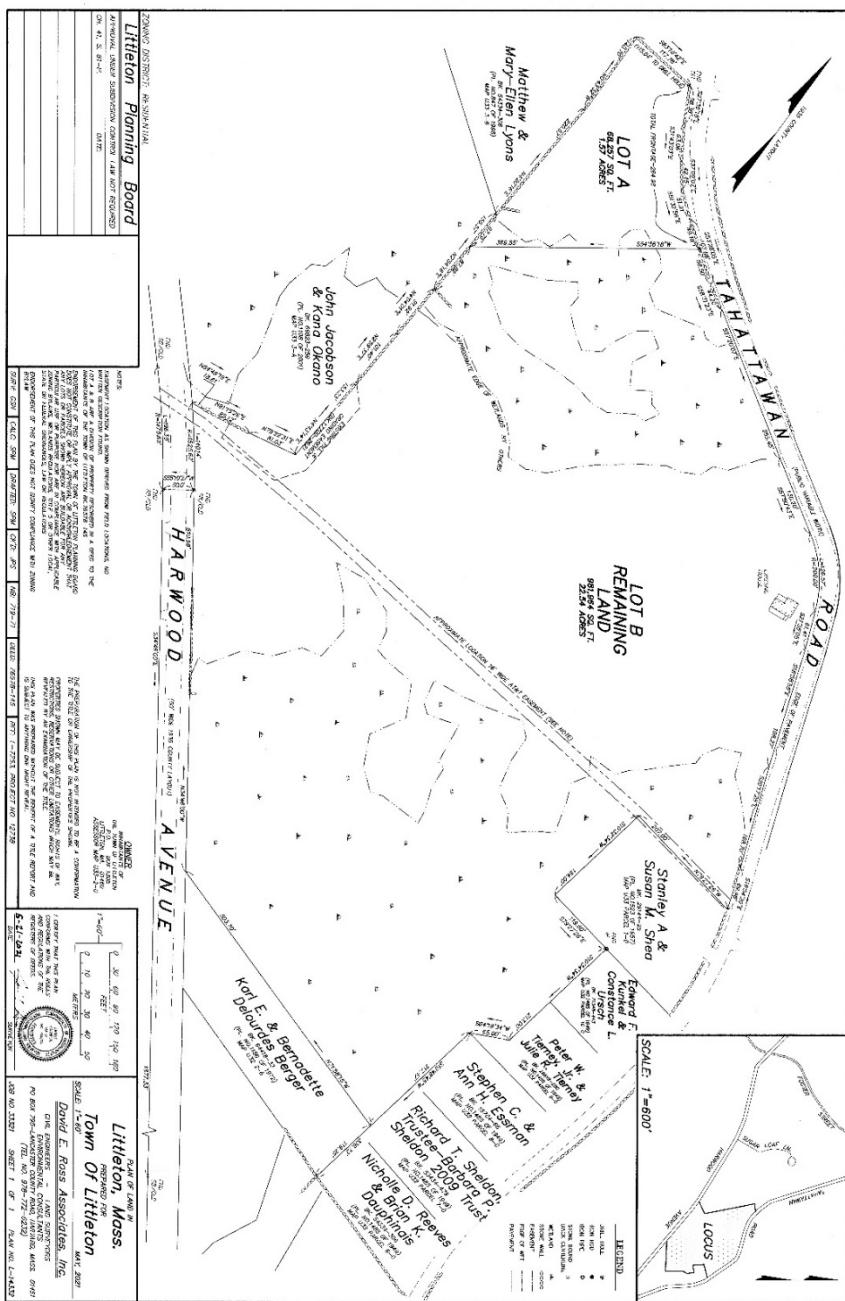
- D. The SPGA shall not issue any special permit that would cause the Town to exceed the limits on Marijuana Retailers **or Marijuana Delivery Licensees** set forth in § 173-197.

**ARTICLE 33**  
**Transfer of Land to Affordable Housing Trust Fund**

Unanimously voted that the Town will transfer to the Littleton Affordable Housing Trust Fund, for community housing purposes, an approximately 1.6 acre parcel of land shown generally as “Lot A” on a plan of land entitled “Lot Concept Plan

## TOWN OF LITTLETON, MASSACHUSETTS

119 Tahattawan Road Littleton, Massachusetts" dated May 29, 2020, a copy of said plan available with the Town Clerk; and in furtherance of the vote taken under article 8 of the October 17, 2020 Special Town Meeting.



### ARTICLE 34 Sale of Small Lots

Unanimously voted by the Call of the Articles that the Town will vote to add the following an up to 4,800 square foot portion of the 0.25 acre parcel U14-102-0 abutting Manchester Drive to the Tax Title Abutter Lot Sales Program" established by Article 10 of the November 14, 2011 Special Town Meeting; and, further, to transfer the care, custody, management and control of the balance of the 0.25 acre parcel U14-102-0 and the entirety of the 0.15 acre parcel U14-101-0 to the Conservation Commission for open space purposes, and provided further that the 4,800 square-foot portion of the 0.25-acre parcel U14-102-0 that is unsold as of July 1, 2022 shall automatically be transferred to the care, custody, management and control of the Conservation Commission for open space purposes;

### ARTICLE 35 Land Use Department

Unanimously voted by the Call of the Articles that the Town will establish a Land Use Department or a Department of Municipal Inspections by (1) accepting Section 13 of Chapter 43C of the Massachusetts General Laws, which grants municipalities the authority to provide for a consolidated department of municipal inspections; (2) amending the General and Zoning Bylaws to create a Land Use Department or a Department of Municipal Inspections; (3) authorizing the Town to withdraw from the Nashoba Associated Boards of Health; or (4) authorizing the Select Board to petition the General Court for special legislation establishing a Land Use Department or a Department of Municipal Inspections within the Town of Littleton;

TOWN OF LITTLETON, MASSACHUSETTS

**ARTICLE 36**

**Zoning & General Bylaws Amendments:**

**Rename the "Highway Department" to "Department of Public Works"  
and "Highway Superintendent" to "Department of Public Works Director"**  
[2/3rds vote required]

Declared a 2/3rds vote, so passes that the Town will amend the General and Zoning Bylaws, as follows:

- A. By striking the term "Highway Department" where such term appears in Articles 3 and 38 of the General Bylaws, and inserting, in place thereof, the term "Department of Public Works";
- B. By striking the term "Highway Department" where such term appears in Section 173-96 of the Zoning Bylaws, and inserting, in place thereof, the term "Department of Public Works";
- C. By striking the term "Head of the Highway Department" where such term appears in Article 3 of the General Bylaws, and inserting, in place thereof, the term "DPW Director"; and
- D. By striking the term "Highway Superintendent" where such term appears in the Articles 181 and 183 of the General Bylaws, and inserting, in place thereof, the term "DPW Director".

**ARTICLE 37**

**Soil Removal Bylaw Amendments**

Unanimously voted, so declared passed that the Town will amend the Chapter 147 entitled Soil Removal within the General Bylaws, as follows (additions indicated by underline and deletions indicated by strikethrough):

**Chapter 147 SOIL EARTH REMOVAL**

**§ 147-1. Permit required.**

The removal of soil, loam, sand and gravel from any parcel of land not in public use in the Town of Littleton, except as hereinafter provided may be allowed only after a written permit therefor is obtained from the ~~Board of Selectmen~~ Select Board after a public hearing of which due notice is given.

**§ 147-2. Exception.**

No permit shall be required for the removal of soil, loam, sand or gravel from any parcel of land for the following activities provided below:

- A. Building Permit: ~~W~~hen removal is incidental to and in connection with the issuance of a building permit for the construction of a building on the parcel, the volume of earth to be removed without an earth removal permit shall not exceed 1,000 cubic yards.
- B. Subdivision or Special Permit: ~~Removal by approval of a definitive subdivision plan under the Subdivision Control Law or through the issuance of a special permit when such removal is necessary for the construction of an approved street and associated infrastructure.~~

**§ 147-3. Conditions imposed by ~~Selectmen~~ Board.**

In issuing a permit under this chapter, the ~~Board of Selectmen~~ Select Board may impose such conditions not specifically provided for herein as it may deem necessary for the adequate protection of the neighborhood and the Town. Any conditions imposed by the Board shall be attached to and made a part of the permit. The Board may, in its discretion, require a bond, certified check or other security for compliance with said conditions or as evidence of good faith as to the completion of any proposed construction.

**§ 147-4. Revocation of permits.**

The Board may, after a public hearing on proof of violation of any condition, revoke any permits so issued.

**ARTICLE 38**

**Resolution Declaring the Town of Littleton to be a Pollinator Friendly Community**

*[Non Binding]*

Unanimously voted by the Call of the Articles that the Town will approve the following resolution to declare the Town of Littleton to be a pollinator friendly community.

**RESOLUTION**

Declaring the Town of Littleton to be a Pollinator Friendly Community

WHEREAS The Town of Littleton recognizes that a balanced ecosystem and safe water supply are vital to the health of the town and its citizens; and as such are also in need of protection from exposure to pesticides.

WHEREAS The Town of Littleton recognizes that it is in the best interest of the environment and public health to take precautionary action to protect our citizens and ecosystem by reducing the use of toxic pesticides in Littleton; and

TOWN OF LITTLETON, MASSACHUSETTS

WHEREAS, bees and other insects pollinate vegetables, herbs, and fruits and are a necessary component of a healthy food system and ecosystem; and

WHEREAS, locally grown crops such as apples, blueberries, strawberries, squash, tomatoes, and more, depend upon bee and pollinators; and

WHEREAS, extensive research has documented the dramatic decline of native population of bumblebees, butterflies, and other pollinators; and

WHEREAS, extensive research has documented pesticides such as neonicotinoids along with other systemic pesticides cause illness and death to bees and pollinators; and

WHEREAS, alternative land management practices are available that dramatically increase pollinator forage and habitat while decreasing maintenance costs; and

WHEREAS, the monetary and social costs of maintaining pollinator-friendly landscapes can be less expensive than costs associated with maintaining chemically-treated monocrop landscapes; and

WHEREAS, the Town of Littleton has a documented tradition of support for those who labor upon farm, field, and forest, for their livelihood and the economic well-being of themselves and others; and

WHEREAS, the Town of Littleton has a dedicated history of community interest and support of protection of the natural landscape for the health, education, and enjoyment of all persons who dwell and visit within;

NOW, THEREFORE, BE IT RESOLVED by the participants of Town Meeting of the Town of Littleton, Massachusetts, that the Town of Littleton is hereby declared a Pollinator Friendly Community.

BE IT FURTHER RESOLVED that the Town encourages adoption of practices that protect and promote the health of pollinators including the planting and conservation of native species of flowering plants, shrubs, and trees upon which pollinators depend for forage; and converting lawns to organic and chemical-free maintenance or to other ground overs; and

BE IT FURTHER RESOLVED that the Town urge all residents, neighborhoods, property owners, businesses, and institutions, to reconsider, reduce, or eliminate the use of hazardous pesticides and to seek alternative means whenever possible of controlling harmful insects and plants without harming beneficial pollinators; and

BE IT FURTHER RESOLVED that the Town shall endeavor to sponsor or encourage educational programs, lectures, and demonstration projects, such as a pollinator garden, to assist citizens and businesses in making Littleton Pollinator Friendly.

Before dissolving the Town meeting, Town Moderator thanked all those that put together the evening including, but not limited to, LCTV, Fire, Police, Select Board, Town Clerk and volunteers as well as those that were in attendance.

Town Moderator, Timothy Goddard asked for a motion to dissolve. A motion was made and seconded and the Town Meeting was declared dissolved at 11:02PM

ATTEST:

A TRUE COPY

Diane Crory

Town Clerk

TOWN OF LITTLETON, MASSACHUSETTS

Hereof fail not and make due return of the Warrant with your doings thereon to the Town Clerk at the time and place of meeting aforesaid.

***SELECT BOARD OF LITTLETON***

---

***Chairman***

---

***Vice Chairman***

---

***Clerk***

---

***Member***

---

***Member***

---

***Date of Execution***

---

A TRUE COPY ATTEST:

---

Constable, Town of Littleton

***CONSTABLE'S CERTIFICATION***

I hereby certify under the pains and penalties of perjury that I posted an attested copy of this Warrant at the Town Office Building on Shattuck Street, at the Post Office at Littleton Common, at the Post Office at Littleton Depot, at the Baptist Church, at the Unitarian Church, at the Catholic Church, at the Congregational Church, and at the Mormon Church, in said Town, on the date attested. I further certify that this Warrant was posted in accordance with the Code of the Town of Littleton and the provisions of M.G.L. c.39, §10.

Attest: \_\_\_\_\_

Constable

*Date:* \_\_\_\_\_

**TOWN OF LITTLETON**  
**MONDAY, OCTOBER 25, 2021 AT 7:00 PM**  
**SPECIAL TOWN MEETING**  
**TOWN OF LITTLETON**

The Moderator, Timothy Goddard opened the Annual Town Meeting at 7:00pm at 56 King Street Littleton High School Gymnasium in said Littleton on Monday, the twenty-fifth day of October, 2021. The Moderator led us in the Pledge of Allegiance and when complete he stated that the warrant had been properly posted and served

Tim then went on to talk about the preliminary items of the Town Meeting. He discussed the "Call of the Articles" and how it works. That it is a way to improve the process of Town Meeting and that the procedure has been in place since October 2017. He also asked that everyone be sure that they had a copy of the Town Meeting Handout for there were many changes to articles as well as limitations to the amount of time persons could speak.

He then went on to do a reading of the articles stating if persons wanting to hold or discuss any article simply say hold and they would be pulled from the "Call of the Articles" as they need to be 9/10ths to pass.

***Those articles so declared passed by Consent, so moved, seconded and passed by unanimous vote:***

**1, 2, 3, 4, 5, 8, 10, 13 and 15.**

**ARTICLE 1**  
**Bills of Prior Years**

Unanimously voted by the Call of the Articles, pursuant to Massachusetts General Laws Chapter 44, section 64 to transfer a sum or sums of money from available funds to pay unpaid bills from prior fiscal years.

- Locke Lord \$2,500.00 for Treasury Department to be charged to 00017209-592500
- Tyler Technologies \$2,300.00 for Accounting Department to be charged to 00011467-530160
- MIIA \$3,284.00 for Town Administrator's Office to be charged to 00011937-574030
- NSI Security System Solutions \$312.50 for the Town Administrator's Office to be charged to 00011917-524059
- LWD \$1,643.51 for Park and Recreation Department to be charged to 63005700-524045
- Pioneer Manufacturing Company in the amount of \$1,277.50 for Park and Recreation Department to be charged to 63005700-535034
- Galaxie Central Vacuum System \$1,157.00 for the Police Department to be charged to 00011917-524059
- Carousel Industries of North America, LLC in the amount of \$ 2,084.79 for the IT Department to be charged to 00011557-530200
- WB Mason in the amount of \$33.55 for the Building Department to be charged to 00015107-542000

**ARTICLE 2**  
**Amend FY2022 Operating Budget**

Unanimously voted by the Call of the Articles to amend the FY2022 Operating Budget for the Fiscal Year commencing July 1, 2021, as adopted under Article 4 of June 12, 2021; and to raise and appropriate \$69,969 to cover the budget adjustments of various departments of the Town by adding said sums to the amount appropriated under Article 4 of the June 12, 2021 Annual Town Meeting, for the operation of the Town and its government.

<b>Dept</b>	<b>Line Item</b>	<b>FY22 Budget</b>	<b>Adjustment</b>	<b>FY22 Adjusted Budget</b>
<i>Detail of Budget Adjustments</i>				
<b>Town Accountant</b>				
	Salaries & Wages	\$123,496	\$6,742	\$130,238
	Salaries & Wages	\$4,200	\$1,080	\$5,280
	Expenses	\$14,000	\$15,000	\$29,000
<b>Human Resources</b>				
	Salaries & Wages	\$ 80,370	\$26,891	\$107,261
<b>Elder &amp; Human Services</b>				
	Salaries & Wages	\$78,408	\$12,506	\$90,914
<b>Transfer Station</b>				
	Salaries & Wages	\$113,731	\$3,750	\$117,481
	Salaries & Wages	\$16,500	\$3,500	\$20,000
	Expenses	\$43,400	\$500	\$43,900

<b><i>Voted Budget Line Changes from above adjustments</i></b>				
<b>Voted Total General Government</b>				
1	Salaries & Wages	\$1,773,097	\$34,713	\$1,807,810
2	Expenses	\$1,429,190	\$15,000	\$1,444,190
<b>Voted Total Public Works</b>				

**TOWN OF LITTLETON**

5	Salaries & Wages	\$1,341,409	\$7,250	\$1,348,659
6	Expenses	\$1,866,685	\$500	\$1,867,185
<b>Voted Total Health &amp; Human Services</b>				
7	Salaries & Wages	\$276,933	\$12,506	\$289,439
Net Operating Budget		\$50,648,122	\$69,969	\$50,718,091

**ARTICLE 3**  
**Debt Exclusion Stabilization Fund**

Unanimously voted by the Call of the Articles that the Town transfer from the Undesignated Fund Balance the sum of \$150,000 to be deposited in the Debt Exclusion Stabilization Fund established by Article 12 of the May 2, 2016 Annual 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 two-and-one-half, so called; said fund as authorized by Chapter 40, Section 5B of the General Laws.

**ARTICLE 4**  
**Appropriation of Bond/BAN Excess Premium**

Unanimously voted by the Call of the Articles that the Town will appropriate all or a portion of \$777.33, representing the net premiums of \$388.17 paid to the Town upon the sale of the Town's \$10,423,000 Bond Anticipation Note dated November 20, 2020, net premium of \$389.16 paid to the Town upon the sale of the Town's \$10,834,400 Bond Anticipation Note dated June 25, 2021, to pay costs of the following projects: \$271.13 to the Library Construction project authorized by the vote of the Town passed by Article 13 of the October 28, 2019 Special Town Meeting; \$121.38 to the Whitcomb Avenue Well Field and Treatment Plant authorized by the vote of the Town passed by Article 19 of the May 7, 2018 Annual Town Meeting; \$124.72 to the PFAS Water Treatment project authorized by the vote of the Town passed by Article 12 of the October 28, 2019 Special Town Meeting; \$182.54 to the Sewer Design project authorized by vote of the Town passed by Article 10 of the October 28, 2019 Special Town Meeting; and \$77.56 to the Cedar Hill Water Tank project authorized by the vote of the Town passed by Article 26 of the June 13, 2020 Annual Town Meeting. Any such premium may be applied to such projects and the amount authorized to be borrowed pursuant to this vote shall be reduced by the amount of any such premium so applied.

**ARTICLE 5**  
**Community Preservation Committee – FY2022 Community Preservation**

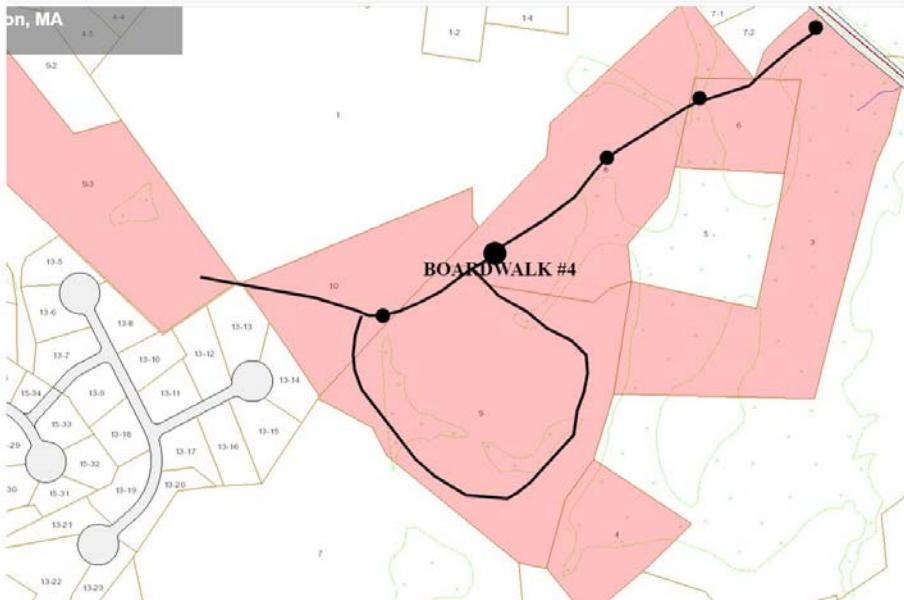
Unanimously voted by the Call of the Articles that the Town will (1) hear and act on the report of the Community Preservation Committee on the FY2022 Community Preservation Budget; and (2) appropriate or reserve from the FY2022 Community Preservation Fund annual revenues and reserves the following amounts, as recommended by the Community Preservation Committee, with each item considered a separate appropriation:

1. Open Space Reserves: \$18,778.00
2. Historic Resources Reserves: \$8,450.10
3. Housing Reserves: \$9,389.00 to be transferred to the Littleton Affordable Housing Trust
4. Recreation Reserves: \$9,389.00
5. Administration: \$938.90

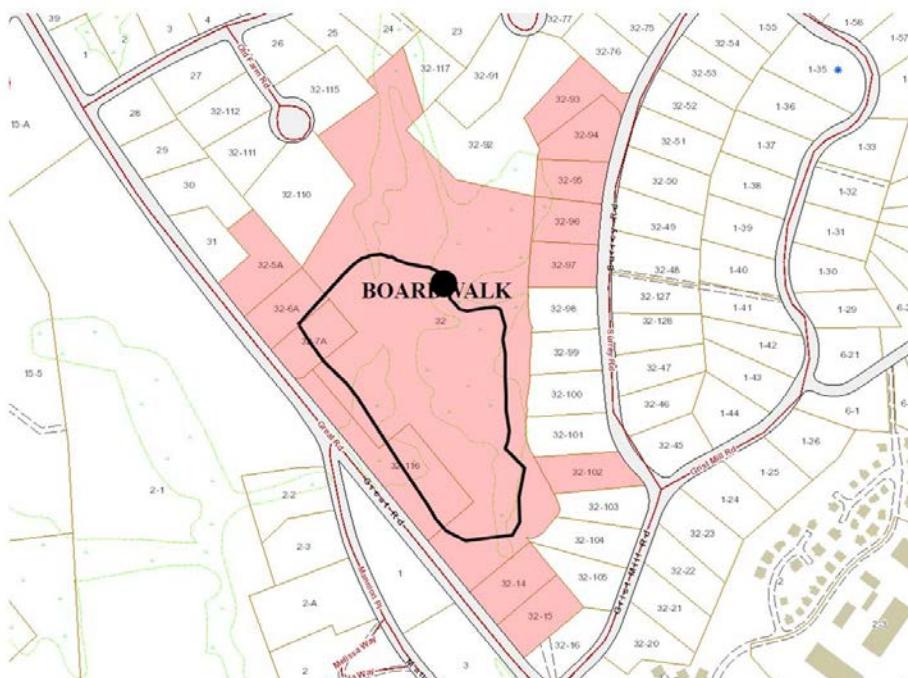
And, further, which appropriation is in addition to those funds previously appropriated under Article 12 of the June 12, 2021 Annual Town Meeting; and to appropriate from the Undesignated Fund to the Recreational Reserves \$13,500.00 to fund the Cloverdale and Town Forest Boardwalk Project.

## TOWN OF LITTLETON

## Town Forest Boardwalk #4 Location



## Cloverdale Boardwalk Location



## **ARTICLE 6**

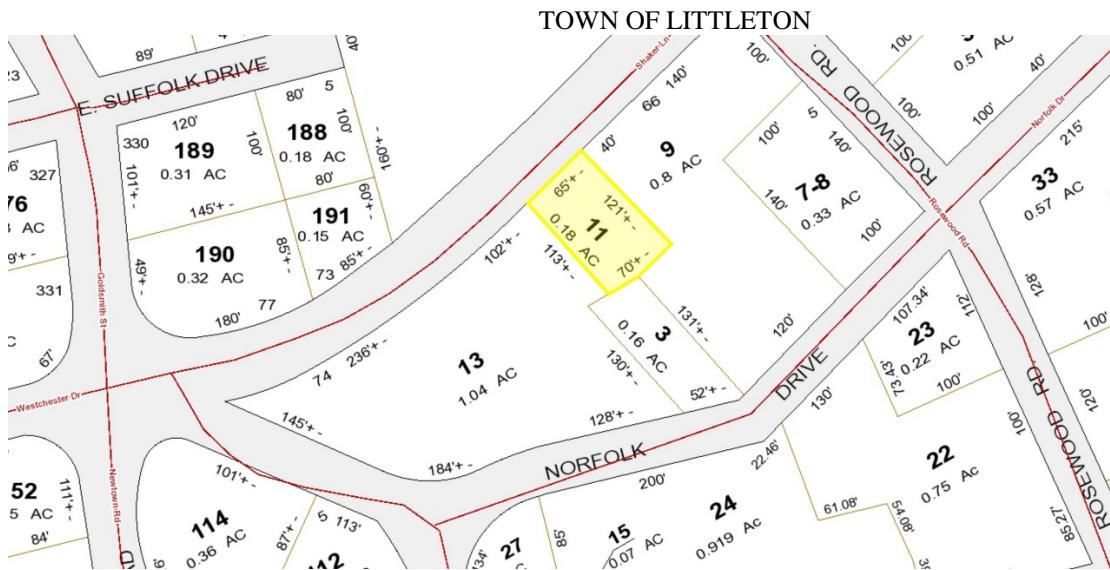
### **Fund Collective Bargaining Agreement**

**NO AFFIRMATIVE ACTION TAKEN**

To see if the Town will vote to raise and appropriate or transfer from available funds a sum or sums of money for the purpose of funding any new collective bargaining agreements between the Town and its employee unions, or to take any other action in relation thereto.

## ARTICLE 7

Article passes unanimously that the Town authorize the Select Board to sell a parcel of land shown on Assessors Map U14, Parcel 11-0 on Shaker Lane, in accordance with Massachusetts General Laws Chapter 30B and on such terms and conditions as are acceptable to the Board.



## ARTICLE 8

### Personnel Bylaw and Classification and Compensation Plan Amendments

Unanimously voted by the Call of the Articles that the Town amend the Personnel Bylaw and Classification and Compensation Plan, Chapter 33 of the Town Code, as recommended by the Personnel Board as follows:

(1) By amending §33-21 of the Personnel Bylaw entitled "Holidays" as follows (additions indicated by underline and deletions indicated by strikethrough):

A. All benefit eligible employees shall receive holiday pay for the following ~~11~~ 12 holidays:

- New Year's Day
- Martin Luther King Day
- President's Day
- Patriot's Day
- Memorial Day
- Juneteenth
- Fourth of July
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving
- Christmas

(2) By amending Schedule A, Permanent Full and Part-time Employees as follows (additions indicated by underline and deletions indicated by strikethrough):

- Grade 7: Payroll and Finance Coordinator
- Grade 8: Payroll and Finance Coordinator; Office Coordinator/ Administrative Assistant Department of Land Use
- Grade 10: Assistant Treasurer/Collector
- Grade 11: Human Resources Manager; Tax Collector
- Grade 12: Town Treasurer/ Collector & Assistant Director of Finance and Budget; Human Resources Director

(3) By amending Schedules B, B-1, C-1 and D, as shown in **bold** below, as follows:

**Schedule B:** On-Call Meeting Clerk, **\$14.25**, Veteran's Agent, **\$17.74**

**Schedule B-1, Other Employees**

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
<b>1 hourly</b>	<b>\$14.25</b>	<b>\$14.54</b>	<b>\$14.83</b>	<b>\$15.12</b>	<b>\$15.42</b>
<b>2 hourly</b>	<b>\$17.81</b>	<b>\$18.17</b>	<b>\$18.53</b>	<b>\$18.90</b>	<b>\$19.28</b>

**Schedule C, Park & Recreation Department**

Seasonal/Temporary / Fee-based positions (hourly) – effective **January 1, 2022**

October 25, 2021 Special Town Meeting Warrant

TOWN OF LITTLETON

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
<b>1 hourly</b>	<b>14.25</b>	<b>14.40</b>	<b>14.69</b>	<b>15.05</b>	<b>15.43</b>
<b>2 hourly</b>	<b>14.40</b>	<b>14.69</b>	<b>14.99</b>	<b>15.28</b>	<b>15.59</b>
<b>3 hourly</b>	<b>14.69</b>	<b>14.99</b>	<b>15.28</b>	<b>15.59</b>	<b>15.90</b>
<b>4 hourly</b>	<b>14.99</b>	<b>15.28</b>	<b>15.59</b>	<b>15.90</b>	<b>16.30</b>
<b>5 hourly</b>	<b>15.86</b>	<b>16.09</b>	<b>16.53</b>	<b>16.98</b>	<b>17.40</b>
<b>6 hourly</b>	<b>16.50</b>	<b>16.82</b>	<b>17.28</b>	<b>17.75</b>	<b>18.19</b>
<b>7 hourly</b>	<b>17.23</b>	<b>17.58</b>	<b>18.06</b>	<b>18.55</b>	<b>19.01</b>
<b>8 hourly</b>	<b>18.01</b>	<b>18.37</b>	<b>18.87</b>	<b>19.39</b>	<b>19.87</b>
<b>9 hourly</b>	<b>18.82</b>	<b>19.20</b>	<b>19.73</b>	<b>20.27</b>	<b>20.78</b>
<b>10 hourly</b>	<b>19.67</b>	<b>20.06</b>	<b>20.61</b>	<b>21.18</b>	<b>21.71</b>
<b>11 hourly</b>	<b>20.56</b>	<b>20.97</b>	<b>21.55</b>	<b>22.14</b>	<b>22.69</b>
<b>12 hourly</b>	<b>21.49</b>	<b>21.91</b>	<b>22.52</b>	<b>23.13</b>	<b>23.71</b>

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**Schedule C-1, Community Education**

GRADE	STEP 1	STEP 2	STEP 3
<b>1 hourly</b>	<b>14.25</b>	<b>14.53</b>	<b>14.82</b>
<b>2 hourly</b>	<b>15.00</b>	<b>15.30</b>	<b>15.61</b>
<b>3 hourly</b>	20.00	20.50	21.01
<b>4 hourly</b>	25.00	25.63	26.27
<b>5 hourly</b>	30.00	30.75	31.52
<b>6 hourly</b>	35.00	35.88	36.77

**Schedule D, Fire Department On-Call**

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
<b>1 hourly</b>	<b>\$14.25</b>					
<b>2 hourly</b>	<b>\$15.77</b>	<b>\$16.09</b>	<b>\$16.41</b>	<b>\$16.74</b>	<b>\$17.07</b>	<b>\$17.41</b>
<b>3 hourly</b>	<b>\$16.40</b>	<b>\$16.73</b>	<b>\$17.06</b>	<b>\$17.40</b>	<b>\$17.74</b>	<b>\$18.09</b>
<b>4 hourly</b>	<b>\$17.05</b>	<b>\$17.39</b>	<b>\$17.74</b>	<b>\$18.09</b>	<b>\$18.45</b>	<b>\$18.82</b>
<b>5 hourly</b>	<b>\$17.55</b>	<b>\$17.90</b>	<b>\$18.26</b>	<b>\$18.56</b>	<b>\$18.93</b>	<b>\$19.31</b>
<b>6 hourly</b>	<b>\$18.08</b>	<b>\$18.44</b>	<b>\$18.81</b>	<b>\$19.19</b>	<b>\$19.57</b>	<b>\$19.96</b>
<b>7 hourly</b>	<b>\$18.63</b>	<b>\$19.00</b>	<b>\$19.38</b>	<b>\$19.77</b>	<b>\$20.17</b>	<b>\$20.57</b>
<b>8 hourly</b>	<b>\$19.19</b>	<b>\$19.57</b>	<b>\$19.96</b>	<b>\$20.36</b>	<b>\$20.77</b>	<b>\$21.19</b>
<b>9 hourly</b>	<b>\$19.77</b>	<b>\$20.17</b>	<b>\$20.57</b>	<b>\$20.98</b>	<b>\$21.40</b>	<b>\$21.83</b>
<b>10 hourly</b>	<b>\$19.96</b>	<b>\$20.36</b>	<b>\$20.77</b>	<b>\$21.19</b>	<b>\$21.61</b>	<b>\$22.04</b>
<b>11 hourly</b>	<b>\$24.97</b>					

<b>ARTICLE 9</b> <b>Select Board/ Personnel Board</b> <b>Amendment of Personnel Bylaws</b>
--

Passes by the necessary majority vote to amend the General Bylaws by deleting Sections 33-1 through 33-41 in their entirety and inserting, in place thereof, a new Personnel Bylaw containing Section 33-1 through 33-19, the text of which is on file with the Town Clerk as follows:

**TOWN OF LITTLETON**  
**PERSONNEL BY-LAW**

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§33-1	Authorization/Amendment
§33-2	Personnel Advisory Committee: Membership;Appointment; Terms
§33-3	Organization Structure: Meetings
§33-4	Meetings of Personnel Advisory Committee
§33-5	Personnel Advisory Committee Authority
§33-6	Applicability of the Personnel By-Law
§33-7	Definitions
§33-8	Professional Development
§33-9	Classification Plan: Mandatory Classification; Employee Categories
§33-10	Job Descriptions
§33-11	Classification Plan and Compensation Plan
§33-12	Step Increases
§33-13	Benefits
§33-14	Annual Salary Schedule Review & Adjustment
§33-15	Movement, Re-classification, and Working Out of Classification of Employees

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- §33-16 Pay Rate for New Personnel
- §33-17 Performance Reviews
- §33-18 Reduction in Force (RIF)
- §33-19 Severability

### **§ 33-1. AUTHORIZATION/AMENDMENT**

Pursuant to the authority contained in Article LXXXIX of the Constitution of the Commonwealth and Sections 108A and 108C of Chapter 41 of the General Laws, the Town of Littleton establishes plans, which may be amended from time to time by vote of the town at Town Meeting:

- A. Authorizing a Classification Plan classifying positions in the service of the Town, other than those filled by popular election, those under the jurisdiction of the School Committee, those covered by collective bargaining agreements with the Town, and those with individual contracts with the Town, into groups and classes doing substantially similar work or having substantially equal responsibilities;
- B. Authorizing a Compensation Plan for positions in the Classification Plan;
- C. Providing for the administration of said Classification and Compensation Plans;
- D. Establishing certain working conditions and fringe benefits for employees occupying positions in the Classification Plan. The Classification Plan and/or Compensation Plan and/or other provisions of this By-Law may be amended by vote of the Town at either an Annual or Special Town Meeting. No amendment shall be considered or voted on by Town Meeting unless the Personnel Advisory Committee has first considered the proposed amendment; and,
- E. Notwithstanding the authority described above to establish and amend the Plans identified in §33-1 a., b., c. and d. of this Bylaw, the Personnel Advisory Committee may recommend, by a majority vote, to add or change a position or grade to the position listings at the bottom of Schedules A, B, B-1, C, C-1 and D

The Personnel Advisory Committee, of its own motion, may propose an amendment to the plans or other provisions of this By-Law.

The Personnel Advisory Committee shall report at least annually its recommendations on any proposed amendment to the Select Board.

### **THE PERSONNEL ADVISORY COMMITTEE**

#### **§33-2. MEMBERSHIP; APPOINTMENTS; TERMS**

The Town establishes a Personnel Advisory Committee which shall be advisory to the Human Resources Department and Select Board on matters of personnel policies and practices which affect the employees under the Compensation and Classification Plan of the Town of Littleton. The members of the Personnel Advisory Committee shall assist the HR Department to review and make recommendations to the Select Board, Town Meeting or other Boards or Committees on all current and proposed personnel policies and procedures, classification plan, compensation schedules and other matters, which directly affect the non-union employees of the Town as stated within this bylaw.

The Personnel Advisory Committee shall consist of three citizens, with preference to residents who have human resource or municipal experience. All appointments to the Personnel Advisory Committee shall be made by the Select Board for three-year overlapping terms so arranged that the term of at least one member shall expire each year.

#### **§33-3. ORGANIZATIONAL STRUCTURE: MEETINGS**

The Personnel Advisory Committee shall have a Chairperson who shall preside over meetings, a Vice Chair who shall take over for the Chairperson in that person's absence and a Clerk who shall be responsible for taking minutes of meetings. The membership shall vote on these positions.

- A. The Personnel Advisory Committee shall meet at least quarterly with minutes of such meetings taken and forwarded to the Select Board and filed with the Town Clerk.

#### **§33-4. MEETINGS OF PERSONNEL ADVISORY COMMITTEE**

- A. The Personnel Advisory Committee shall meet as necessary or at least annually with, Select Board and the Finance Committee.
- B. The Personnel Advisory Committee shall post all meeting dates and times and these will be public meetings.

#### **§33-5. PERSONNEL ADVISORY COMMITTEE AUTHORITY**

The Personnel Advisory Committee shall work to support the Office of the Town Administrator and the Human Resource Department in issues related to personnel and human resources and serve in an advisory capacity.

The Personnel Advisory Committee shall support the HR Department and Town Administrator in the preparation and maintaining of an Employee Handbook which shall contain various personnel related policies and benefits. The Employee

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Handbook will be reviewed on a regular basis by Staff and the Personnel Advisory Committee to ensure compliance with various labor laws and regulations and to ensure benefits reflect market conditions and consistency among all town employees.

The Personnel Advisory Committee shall review, when a position becomes vacant, at the request of a department head, or at the request of the HR Director, the work of all positions subject to the provisions of this By-law. The Personnel Advisory Committee shall recommend to the HR Department changes in said positions as well as adjustments to salaries as it deems advisable, subject to appropriation of funds. Such reviews shall be made at such intervals, as the Personnel Advisory Committee deems necessary and, to the extent that the Personnel Advisory Committee considers practicable, shall include all occupational groups in the Classification Plan.

At the Town Administrator's request, the Personnel Advisory Committee shall have the authority to recommend, to the Select Board, individual employee classifications and wages within the context of the By-Law whenever inequities exist.

On or before January 1<sup>st</sup> of each year, the Personnel Advisory Committee shall meet with the Select Board to discuss any changes in the Compensation Plan for the forthcoming year as well as any matters related to the Classification or Compensation Plans, which said Board, deems appropriate to be considered by the town. The Personnel Advisory Committee in conjunction with Appointing Authority and the Town Administrator shall develop, maintain, and modify from time-to-time written personnel policies not inconsistent with the By-Law.

### **§33-6. APPLICABILITY OF THE PERSONNEL BY-LAW**

This chapter shall apply to all Town of Littleton departments and to all positions of all employees in the service of the Town, whether benefit eligible, non-benefit eligible or seasonal, other than the School Department, Light and Water Departments, and other than those positions which are covered by separate agreement between any association of employees and the Town or any individual employee and the Town and developed through collective bargaining, except that all provisions of this chapter shall be applicable in so far as any collective bargaining agreement may refer to this chapter and to the extent applicable by statute or in the absence of any other provision.

The Town adheres to the policy of employment-at-will, which permits the Town or the employee to terminate the employment relationship at any time. Unless otherwise informed by written contract, Town employees are all employees-at-will.

The rights afforded herein shall be construed to be in addition to those rights secured by state and federal laws and regulations.

The Town agrees that, in all personnel matters, it will continue its policy of not discriminating against any person on any legally recognized basis.

As may be required, changes or additions to the Personnel By-law may be made at Town Meeting when necessary.

### **§33-7. DEFINITIONS**

As used in the By-law, the following terms shall have the meaning indicated:

- A. Absence - Any time an employee is not at work during a scheduled work period.
- B. Administrative Authority -The elected or appointed official or board having jurisdiction over a function or activity.
- C. Appointing Authority -Any person(s), Board, Committee, Commission, or Trustees who has the right to hire or discharge employees.
- D. Benefit Eligible Employee -Any employee regularly working at least 20 hours per week [see MGL c.32B, §2(d)] whose position is listed on Schedule A or Schedule B of the Classification and Compensation Plan.
- E. Classification Plan- Ranking of all jobs specifications/titles approved by the Personnel Advisory Committee and appearing as Schedule A to these By-Laws.
- F. Compensation Plan -Specified ranges of pay for each job classification included in the Classification Plan, appearing as Schedule A through D to these By-Laws.
- G. Employee -Any person who is paid by the town for services rendered to the town, excluding elected officials, persons with collective bargaining agreements, individuals with contracts, independent contractors, and persons under the direction of the School Committee.
- H. Grade -A ranking of the value of various jobs.
- I. Job Classification -A particular job classification within the Classification Plan.
- J. Non-Benefit Eligible Employee -Any employee who works less than 20 hours each week not eligible for benefits under MGL c.32B.
- K. On-Call or Temporary Employee- Any non-benefit eligible employee whose duration of employment with the Town is on an on-call or temporary basis.
- L. Position - Employment in Town service with duties and responsibilities.
- M. Range- The minimum and maximum rates for a particular grade.

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- N. Rate - A sum of money designated as compensation for personal services on an hourly, daily, weekly, monthly, annual or other basis.
- O. Seasonal Employee - Any employee whose duration of employment with the Town is of a seasonal or emergency nature, or specified limited amount of time (not to exceed five (5) continuous months).
- P. Step Rate - A rate in a range of a grade.
- Q. Town - The Town of Littleton, Massachusetts.
- R. Professional Development - A strategic approach to ensure that the necessary talent and skills will be available when needed and that essential knowledge and abilities will be maintained.

### **§33-8. PROFESSIONAL DEVELOPMENT**

The Town is committed to providing the highest levels of excellence in the provision of all service. In order to sustain this level of excellence, it is imperative that the department/employee retain the highest levels of performance and adaptability in a changing work environment.

### **§33-9. CLASSIFICATION PLAN**

#### **A. MANDATORY CLASSIFICATION**

No person shall be appointed, employed or paid as a Town employee in any position under the Classification Plan and Compensation Plan under any title other than that of the class of which position is allocated unless authorized in conformance with §33-1.e.

#### **B. EMPLOYEE CATEGORIES**

All positions subject to the provisions of the Personnel By-law of the Town shall fall into one of the following categories:

- a. Benefit Eligible
- b. Non-Benefit Eligible
- c. Seasonal
- d. On-Call or Temporary

These categories will determine an employee's eligibility for benefits as specified by this By-Law

### **§33-10. JOB DESCRIPTIONS**

The Human Resources Department shall maintain written descriptions of the jobs or positions in the Classification Plan. These descriptions shall be written by the Appointing Authority and recommended for approval by the Personnel Advisory Committee. The descriptions shall include the grade, definitions describing the essential elements of the work, distinguishing features of the work and such illustrative examples of duties as may be deemed appropriate. The Personnel Advisory Committee may, upon the request of an Appointing Authority or on their own initiative, along with the Appointing Authority's input, recommend amendments to such job descriptions.

The HR Department shall retain copies of the current job descriptions. They shall be responsible for drafting any revisions and submitting them to the appointing authority prior to submitting to the Personnel Advisory Committee for approval.

The description of any position shall be construed solely as a means of identification. It shall not limit the duties and responsibilities of any position or modify, or in any way affect, the power of any appointing Authority as otherwise existing, to assign similar or related duties to, or to direct and control the work of any employee under the jurisdiction of such authority.

### **COMPENSATION/BENEFITS**

### **§33-11. CLASSIFICATION PLAN & COMPENSATION PLAN**

The Compensation Plan set forth in the By-Law, shall consist of the minimum and maximum salaries by grade and step for the positions in the Classification Plan. The Compensation Plan shall be reviewed and updated periodically, voted at the Town Meeting and be incorporated into the budget process.

### **§33-12. STEP INCREASES**

Step increases will be awarded on an annual basis on with at least a satisfactory performance evaluation or greater. When an employee reaches the top step of the grade they will no longer be eligible for a step increase.

### **§33-13. BENEFITS**

The policies and procedures for the benefits such as, but not limited to holidays, vacation leave, sick leave, longevity pay, health insurance, and life insurance shall be contained within the Littleton Employee Handbook.

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**§33-14. ANNUAL SALARY SCHEDULE REVIEW & ADJUSTMENT**

The Personnel Advisory Committee will annually consider and vote to recommend adjusting the Classification and Compensation Schedule.

**§33-15. MOVEMENT, RE-CLASSIFICATION, AND WORKING OUT OF CLASSIFICATION OF EMPLOYEES**

- A. When a current employee is hired to a position with a higher-rated grade, they shall enter it at the step which provides an increase in salary. They may also receive a one-step rate increase at the time if the Appointing Authority recommends that qualifications and performance warrant it.
- B. If the employee is transferred to a job at the same grade, they shall remain at their current step.
- C. If the employee is transferred to a lower grade job, they shall enter it at their own step or at the maximum step for the job, whichever is lower.
- D. When an eligible employee is temporarily assigned to function in a position in a higher grade for a period of 6 business days or more due to an absence or unavailability and they assume the approved delegated duties and responsibilities of that position they are entitled to an increase in compensation equal to the minimum of the assigned position's grade or to a step in that grade that results in an increase over their current rate of pay of at least 10%. Upon completion of the temporary assignment, the employee reverts to their original grade and step.

**§33-16. PAY RATE FOR NEW PERSONNEL**

- A. An appointing authority may assign a new employee, only for the purposes of pay in any case where the employee's prior experience in the work warrants such action. Hiring an employee at a rate above Step 3 requires the approval of the Select Board.
- B. The appointing authority may negotiate benefits to permit competitive hiring, subject to appropriation and the approval of the Select Board.

**§ 33-17. PERFORMANCE EVALUATIONS**

All employees covered by this bylaw shall have a performance evaluation annually.

**§ 33-18. REDUCTION IN FORCE (RIF)**

In the event that, it becomes necessary to reduce the number of employees or their hours under the Personnel By-law, the Town of Littleton, in determining which of its employees are to be terminated, will take into consideration the departmental needs, the qualifications of such employees and the quality of their past performance.

Where, in the opinion of the appointing authority, the qualifications and quality of performance of employees are equal, employees will be terminated in the order of reverse seniority as employees of the department.

The employee will be notified whenever possible four (4) weeks in advance of the layoff or reduction in schedule, insofar as practicable.

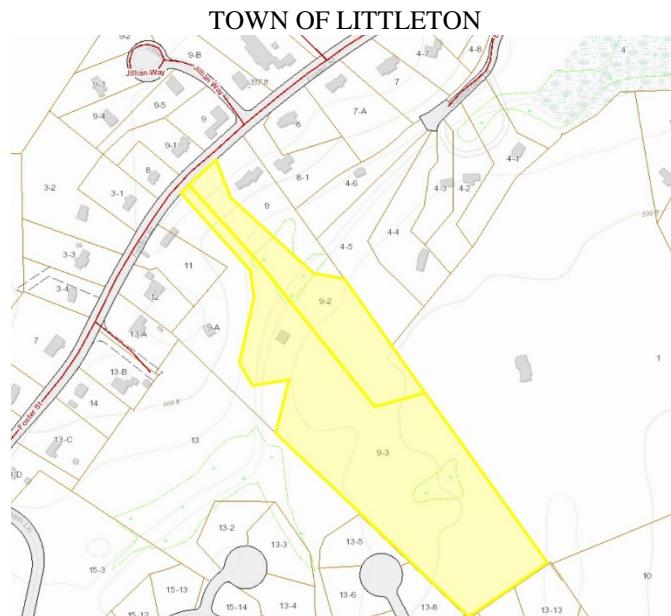
- A. An employee who has been laid off shall be entitled to recall rights to this same position for a period of two (2) years from the effective date of their layoff.
- B. An employee recalled within one year of his/her day of lay off will return with service accrued up to the time of the layoff.
- C. Recall notices shall be sent via certified or registered mail. Employees are required to keep the Town informed of their current mailing addresses.
- D. An employee who is recalled must report to work within 14 calendar days of the date of mailing the recall notice or some other mutually agreed upon time.

**§33-19. SEVERABILITY**

In the event that any provision of this chapter, or application thereof, shall be held to be invalid by the proper authorities, this shall not be construed to affect the validity of any other provision, or application thereof, of this chapter.

**ARTICLE 10**  
**Transfer of Land to Conservation Commission**

Unanimously voted by the Call of the Articles that the Town will pursuant to G.L. c.40, §15A transfer the care, custody, management, and control of 204 Foster Street, an approximately 4.62 acre parcel shown as Assessors Map Parcel R08-9-2, and 206 Foster Street, an approximately 14.45 acre parcel shown as Assessors Map Parcel R08-9-3, from the Select Board to the Conservation Commission for open space and passive recreation purposes, including the construction of a parking lot to support those purposes.



## ARTICLE 11

### Zoning Bylaw Amendments – 550 King Street

The Planning Board stated that they held their hearing on October 7, 2021. The Town Moderator so declared the article passed by the more than necessary 2/3rds vote.

Amendment on the floor so passed by simple majority: 143-232 Add to the first paragraph "If the criteria are found inadequate, unsuitable, or insufficient, the planning board shall not issue the special permit."

1. Insert in Section 173-22A(1) under the category of "Mixed Use Districts", immediately below the existing entry for the Village Common (VC) District, a new entry for the King Street Common (KC) District.

2. Insert new Article XXXI. King Street Common Zoning District, to read as follows:

#### Article XXXI. King Street Common Zoning District

##### § 173-226. Purpose.

The King Street Common Zoning District is hereby established to promote:

- Recommendations of the Littleton Master Plan;
- Recommendations of the Littleton Common Revitalization Plan;
- A mix of uses, including commercial, retail and multifamily residential, to create a village environment and to reduce auto dependence;
- Appropriate infill development compatible with current market demands;
- Integrated physical design and synergies between activities;
- Development that will provide goods and services within villages and neighborhoods;
- To meet the intent and purpose of Article XIV Aquifer and Water Resource Protection District through the use of low impact and light imprint development techniques and other appropriate measures for stormwater management and groundwater protection;
- Housing choices in Littleton; and
- A pedestrian-friendly environment, prioritizing sidewalk continuity.

##### § 173-227. Applicability.

A. The King Street Common Zoning District includes 550 King Street, Assessors' Map U08, Parcel 10-0. The benefits and obligations of the zoning bylaw shall apply only to proposals for development on those parcels located entirely within the boundary of the King Street Common Zoning District.

B. Except as specifically provided for in this Article, the following sections of this Chapter do not apply to real property located within the King Street Common Zoning District:

a)	Article VI	Intensity of Use Regulations
b)	§ 173-32	Parking Requirements
c)	§ 173-43	Screening
d)	Article XIX	Open Space Development
e)	Article XX	Shared Residential Driveways
f)	Article XXIV	Mixed Use

C. Should the provisions of this Article conflict with those found elsewhere in this Chapter, the provisions of this Article shall apply.

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### **§ 173-228. Permitting.**

- A. Site plan review by the Planning Board is required for the creation of, addition to, or substantial alteration of any structure or parking in the King Street Common Zoning District, subject to Article IV Site Plan Requirements.
- B. All projects involving 5 acres or more within the King Street Common Zoning District, shall require a Master Planned Development special permit under § 173-89, including for Mixed Use and Multifamily Residential Development projects. Such projects shall be subject to the provisions of §173-89 and all additional requirements of this Article. This type of special permit shall be known as the Master Planned Development Special Permit. Site Plan Review is required for any project that has received a Master Planned Development Special Permit. A site plan meeting all of the requirements in § 173-16\_thru 19, may, at the applicant's option, be submitted for review and approval at the same time as the master planned development application.
- C. It is important to review a project in its totality to maximize cohesion and to understand project impacts. For all projects in the King Street Zoning District, the Planning Board shall consider the entirety of a project, including any likely future expansion, and not separate phases or segments. Projects may be constructed in phases but the phases of a project shall be presented and reviewed together by the Planning Board. Projects shall not be segmented to avoid compliance with this Article.

### **§ 173-229. Permitted Uses.**

To facilitate the creation of a village environment within the King Street Common Zoning District, Applicants are encouraged to propose a mix of uses, which shall include Residential Uses. Within the King Street Common Zoning District multiple buildings and multiple uses are permitted on a single lot. The permitted uses within the King Street Common Zoning District are:

#### **Residential Uses**

- Multifamily dwelling
- Mixed Use
- Nursing home
- Senior Residential Development

#### **Commercial Uses**

- Major Commercial Use
- If not a Major Commercial Use:
  - Office
  - Bank
  - Data-processing center
  - Theatre or cinema
  - Retail sales, service
  - Restaurant
  - Medical Services Facility

#### **Industrial Uses**

- Major Industrial Use
- If not a Major Industrial Use:
  - Manufacturing
  - Research and development

#### **Institutional Uses**

- School
  - Exempt by statute (MGL C. 40 §3)
  - Other
- Church or other religious use
- Fraternal, charitable and nonprofit organization
- Library, museum, hospital
- Conversion of municipal building in accordance with §173-69.
- Municipal use

#### **Recreational Uses**

- Indoor sporting area, health club, bowling, tennis or similar uses
- Extensive recreation

#### **Accessory Uses**

- Roadside stands (agricultural)
- Home occupations
- Parking and parking structures in compliance with § 173-32
- Signs in compliance with Article VIII
- Wholesale and retail mercantile business accessory to manufacturing

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### Other customary accessory uses

No use or structure within the King Street Common Zoning District other than a bank may include a drive-through.

#### **§ 173-230. Concurrent review and granting of special permits.**

Applications for Special Permits for the Aquifer and Water Resource Districts (§ 173-61 thru 64), Major Commercial or Industrial Use (§ 173-86 thru 88) and all other necessary special permits shall be submitted and reviewed concurrently as part of the Master Planned Development approval process, or submitted and reviewed concurrently with the site plan approval process in cases where Master Planned Development approval may not be required.

#### **§ 173-231. Master planned development approval.**

The Planning Board as special permit granting authority may grant a master planned development special permit if it finds the criteria for approval, as outlined in this section and in § 173-89, and 173-7C, and, if applicable, in § 173-62 and 173-88B, and the purposes of this Article have been met. The special permit may include approval of both a schematic development plan, including phasing, and the proposed mix of uses in the development. The decision of the Planning Board for master planned development projects may be approval, approval with conditions, or denial of the requested special permit(s).

After approval of a master planned development, an Applicant may apply to make minor changes in a project involving minor utility or building orientation adjustments, or minor adjustments to parking or other site details that do not affect the overall buildout or building envelope of the site, or provision of open space. Such minor changes must be submitted to the Planning Board on redlined prints of the approved plan, reflecting the proposed changes. The Planning Board may authorize such changes at any regularly scheduled meeting without the need to hold a public hearing. The Planning Board shall set forth any decision to approve or deny such minor changes by motion and written decision and provide a copy to the Applicant for filing with the Town Clerk.

If the Planning Board determines that proposed changes to an approved master planned development constitute a major change in a project because of the nature of the change in relation to the prior approved plan, or because such change cannot be appropriately characterized as a minor change as described above, the Applicant shall be required to file an application to amend the approved plan, and the Planning Board shall hold a public hearing to review the changes in accordance with the all applicable criteria set forth in this Article and any other section of the Zoning By-law. The decision of the Planning Board to amend a master planned development project may be approval, approval with additional / differing conditions, or denial of the requested amendment.

#### **§ 173-232. General performance standards and criteria.**

The Planning Board shall consider the following general criteria before issuing a Special Permit for development within the King Street Common Zoning District:

- A. Adequacy of the site in terms of the size of the proposed use(s).
- B. Suitability of the site for the proposed uses(s).
- C. Adequacy of the provision of open space, its accessibility to the general public, and/or its association with adjacent or proximate open space areas.
- D. Impact on traffic and pedestrian flow and safety and access for emergency vehicles.
- E. Adequacy of pedestrian access to buildings and between public spaces.
- F. Proposal is complimentary to and reinforces the visual character of the King Street Common Zoning District and surrounding neighborhood.
- G. Adequacy of utilities, including sewage disposal, water supply and storm water drainage.
- H. Potential impacts on the Town's aquifer.
- I. Degree to which the proposed project complies with the goals of the latest Littleton Master Plan and the provisions of this Article.

#### **§ 173-233. Dimensional Requirements and Design Standards.**

In addition to the General Performance Standards and Criteria, all projects within the King Street Common Zoning District shall comply with the following Dimensional Requirements and Design Standards. The design standards are intended to promote quality development emphasizing the Town's sense of history as a farming community and desire for contextual, pedestrian-scaled projects. To provide additional guidance, the Planning Board may promulgate more detailed Design Guidelines. All applications made pursuant to this Article shall be subject to the following Dimensional Requirements and Design Standards.

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- A. Minimum lot area shall be 15,000 square feet.
- B. Front, rear and side yard setbacks for principal and accessory buildings and structures shall be 15 feet, except as follows:
  - a. Front yard setbacks along King Street shall be provided in accordance with § 173-220; and
  - b. For Master Planned Development projects, interior lot lines shall not have setback requirements.
- C. Minimum lot frontage shall be 100 feet.
- D. Maximum lot coverage by buildings shall be 50%, and maximum lot coverage by buildings and paved areas combined shall be 80%;
  - a. For Master Planned Development projects, lot coverage shall be calculated using the total area of the Master Plan.
- E. Maximum density for multifamily residential units shall be 20 units per acre;
  - a. For Master Planned Development projects, density shall be calculated using the total area of the Master Plan.
- F. No single retail use shall exceed 20,000 SF.
- G. Parking shall be provided in accordance with § 173-224.A. For uses not listed in § 173-224.A, parking shall be provided in accordance with § 173-32.
- H. All buildings or portions of buildings located within 255 feet of the King Street right-of-way line or 100 feet of any other public way excluding I-495 shall comply with the provisions of Article XXX, Village Common Form Based Code, except as follows:
  - a. To promote an amenity-rich village environment with a mix of uses, the maximum height of buildings shall be as follows:
    - i. Residential Use buildings containing a mix of uses ("mixed use") containing Commercial Uses on the street level, or street level and lower floor(s), and Residential Uses on upper floor(s) shall have a maximum height of 4-stories or 50 feet, whichever is less;
    - ii. Commercial Use buildings shall have a maximum height of 2.5-stories or 35 feet, whichever is less;
    - iii. Institutional Use buildings shall have a maximum height of 3-stories or 50 feet, whichever is less;
    - iv. Accessory parking structures shall have a maximum height of 35 feet and shall be set back a minimum of 100 feet from King Street. Parking structures must also be screened from King Street by buildings and by landscaping or other screening techniques; and
- All other buildings shall be governed by Article XXX.
- b. Floor-to-floor height requirements in the Form Based Code may be waived by the Planning Board at its discretion;
- c. The requirements of § 173-221.J.a may be waived by the Planning Board at its discretion; and
- d. Where frontage along King Street exceeds 500 feet, the Planning Board may waive, at its discretion, the 60% minimum façade build out requirement in the Form Based Code to avoid "strip developments" and to promote a streetscape with visual interest while also preserving or creating greenspaces and/or village gathering areas.
- I. All buildings or portions of buildings located further than 255 feet from the King Street right-of-way line or 100 feet from any other public way excluding I-495 shall comply with the following standards and requirements:
  - a. Maximum Building Height. The maximum height of a Residential Use building shall be 6-stories or 75 feet, whichever is less. The maximum height of a Commercial, Industrial, Institutional or Recreational Use building shall be 4-stories or 60 feet, whichever is less;
  - b. Pedestrian and bicycle accommodations - Sidewalks and walkways shall be designed to encourage use by pedestrians and shall serve to provide important linkages between uses onsite and the public ways. Crosswalks shall be provided to facilitate pedestrian circulation and to slow traffic, the use of texture changes or raised crosswalks is encouraged wherever pedestrian ways intersect roads or high-traffic corridors within parking lots. Bicycle parking shall be provided at every building and should be located within 50 feet of a building entrance where feasible;

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- c. Screening from a public way - When abutting a public way, screening elements shall be utilized to separate public and private spaces while complementing the design of the streetscape. Fences located along a street right-of-way shall be designed so pedestrians can look through or over them;
- d. Emergency vehicle access - Roadways and access drives shall provide suitable access for emergency vehicles;
- e. Shared driveways and cross-connections - Shared driveways and cross-connections should be utilized where feasible to simplify vehicular circulation patterns and reduce conflicts between cars and pedestrians;
- f. Parking lot design - Parking lots, except for drive aisles, should not be located within 10 feet of a public way, unless in the opinion of the Planning Board site specific conditions so require. Parking lots shall otherwise be designed in accordance with § 173-32.C;
- g. Building façades - Building façades more than 50 feet wide shall be broken down into a series of smaller elements or bays;
- h. General architectural style - “Traditional” architecture should be used with an understanding of historic design principles and use of materials. Simpler forms that are clearly discernible are favored over unnecessary complexity;
- i. Building massing - The scale of the façade must relate to the human-scaled streetscape, elements should be introduced along the streetscape to avoid uniformity of height;
- j. Roofs - Pitched roofs are not mandatory, but where used shall have a minimum pitch of at least 6:12 and incorporate traditional forms. Visible roofs shall incorporate traditional materials, including architectural asphalt shingles, standing-seam metal, slate, and synthetic wood, slate, or metal shingles. The design of strong eaves, cornices, parapets where appropriate is encouraged. Any necessary components such as mechanical equipment, which must be screened from view, gutters, leaders, etc. should be intentional and integrated into the roof and façade design;
- k. Building entrances - Building entrances shall have a hierarchy, expressed in the design of the façade. Buildings with multiple storefronts and / or entrances shall be designed to enhance the richness and texture of the pedestrian experience. Entrances shall be physically and visually accessible, welcoming and inviting;
- l. Windows - For new buildings, windows should be generally vertically proportioned and divided by mullions, as appropriate to the overall design of the building. Windows should be designed to reduce energy costs through good seals and insulation, low-emissivity glass, etc. Design for solar gain in winter, opening windows in summer, and natural lighting are not required but encouraged. Ground level storefronts and other non-residential uses facing a public way shall have a minimum transparency of 60%. Non-residential upper floors facing a public way shall have a minimum transparency of 40%;
- m. Building materials - Building façade materials including but not limited to brick, wood, cementitious fiber board, veneer stone, masonry, glass, terra cotta and cellular PVC materials are encouraged. Changes in plane, texture, shadowing, etc. are encouraged, if integrated into the overall design of the building. Trim and detailing should fit the architectural style of the building and be integrated with other elements. Trim details based on traditional architectural features such as eaves, porches, window bays, and balconies, shall not be simulated with flat trim on an otherwise flat façade or flush eave line;
- n. Porches, arcades and canopies – Porches, arcades, canopies and/or a front garden shall be provided to shelter building entrances / patios to enhance the arrival experience and promote pedestrian comfort and visual interest along the streetscape. Awnings and canopies should be designed with simple shapes, integrated into the design of the façade and consistent in character across multiple storefronts and with the building as a whole. Round or bullnose awnings are not permitted. Fixed or retractable awnings shall be no lower than 8 feet above the sidewalk and shall not be backlit;
- o. Towers, cupolas and chimneys – Decorative / secondary elements such as towers, cupolas, and chimneys should be appropriate to the architectural of the building and neighborhood. They should be used sparingly to highlight important buildings and provide for landmarks and focal points within a village;
- p. Service areas and equipment – Service areas, dumpsters, generators, transformers, etc. shall be carefully placed and screened with fences, walls or landscaping that complements the architecture of the building. Mechanical systems and HVAC equipment should be located to reduce noise pollution and screened from view. All service areas, equipment, transformers, dumpster enclosures shall be shown on the building and site plans during permitting;
- q. General landscaping – Quality plantings and site features should be used to reinforce the pattern of private

## TOWN OF LITTLETON

and public spaces and to provide screening and framing of spaces. Plants shall be A-Grade or Number 1 Grade and free of defects and shall be in accordance with the American Standard for Nursery Stock, ANSI Z60.1, latest edition, or the American Association of Nurserymen;

- r. Streetscape – To create a high-quality streetscape, street trees shall be planted along landscaped strips adjacent to public ways spaced 30 feet on center for large deciduous street trees and 20 feet on center spacing for small deciduous street trees. Street trees shall be planted at least 5 feet from fire hydrant, six feet from street signs, seven feet from curb cuts and 30 feet from stop signs. The edges of street tree planting beds must be at least two feet from gas, electric, water and sewer lines. Tree pits to support street trees shall be at least 5 feet wide and 10 feet in length and shall be permeable to air and water;
- s. Parking lot landscaping – Parking lots should be planted with large shade trees and landscaped to provide shade and visual relief, minimize the amount of glare, noise and heat, block wind and support safe patterns of circulation. Parking lot landscaping shall incorporate the following:
  - i. At least 5% of the interior of any parking lot shall be maintained with landscaping. Trees and shrubs shall be planted in islands and / or medians at least ten feet in width. All parking spaces shall be located within 100 feet of a shade tree or within 60 feet of an ornamental tree. Where covered or structured parking won't allow for interior plantings, the required number of trees and minimum area of other landscaping shall be used to supplement plantings in adjacent areas;
  - ii. Shade trees shall be at least 3 inches in caliper when installed, measured at 12 inches to 18 inches above the ground. Evergreen shrubs shall be at least 24 inches in height and minimum three-gallon container size at the time of installation; and
  - iii. Parking lots visible from streets or public ways should be screened with attractive fences and plantings. Shrubs, plantings, hedges or walls shall provide an opaque screening between the parking area and adjacent streets or public pedestrian ways for the first three feet of height within three years of planting.
- t. Landscaping adjacent to multi-family residential and commercial buildings – Landscape plantings should be used to bring human-scale to larger buildings while enhancing the character of the site. Landscaping strips of at least 4 feet in width shall be used between curbs and the buildings for at least 50% of the building perimeter. The landscaping strip between the curb and the building shall be increased to six feet in width if there will be a bumper overhang from adjacent parking spaces;
- u. Lighting – Lighting shall be provided to allow for reasonable comfort and security, with an average illumination of 1-2 footcandles and a maximum of 5 footcandles to reduce "hot spots". Lighting shall employ full cut-off fixtures with color-corrected lamps to minimize glare, reduce light trespass and avoid polluting the night sky. While commercial or community facilities are open, a minimum of 0.5 footcandles and a maximum to minimum ratio of 15:1 footcandles should be provided. While commercial or community facilities are closed, a minimum of 0.2 footcandles and a maximum to minimum ratio of 20:1 footcandles should be provided. Wall mounted and pole mounted fixtures shall be no higher than 20 feet above grade. The use of LED lighting is encouraged, while high pressure sodium vapor or mercury vapor lamps shall not be permitted; and
- v. Signage – Signage shall comply with § 173-35. For master planned development projects, a signage master plan shall also be developed by the Applicant and submitted to the Planning Board. The Planning Board shall at its discretion allow additional signage than is allowed in § 173-35 if it is deemed to be beneficial for the purposes of placemaking and wayfinding. Upon a master plan approval for signage, individual sign permits shall be administered by the Building Department.

### **§ 173-234. Relationship to Aquifer and Water Resource District.**

- A. This purpose of this section is to balance environmental constraints in Littleton's Aquifer Water Resource Districts with appropriate redevelopment of commercial sites. Much of the King Street Common Zoning District is located within the Aquifer District;
- B. The permitted uses listed in § 173-229 are allowed within the King Street Common Zoning District, including areas within the Aquifer District;
- C. Within the King Street Common Zoning District a maximum lot coverage by buildings shall be 50%, 80% when adding buildings and paved areas by special permit. To grant the Aquifer and Water Resource District special permit for the additional lot coverage, the Applicant must demonstrate that the criteria of § 173-62.B has been met and that the development incorporates current Massachusetts Department of Environmental Protection (MassDEP) best management practices for stormwater management, and the Storm Water Quality Control and Storm Water Quality Practices outlined in the Town of Littleton Low Impact Design / Best Management Practices Manual. Further, for projects that propose an increase in impervious area, 100% of the runoff from the increase in impervious area shall be infiltrated onsite for up to a 10-year storm event, such that the volume and rate of runoff for the proposed project shall not increase from the pre-development condition. The Board may, at its discretion, require a review by Town

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Council to confirm full compliance with the aforementioned stormwater management requirements.

3. Insert in Section 173-2, in appropriate alphabetical order, the following new defined terms:

## MEDICAL SERVICES FACILITY

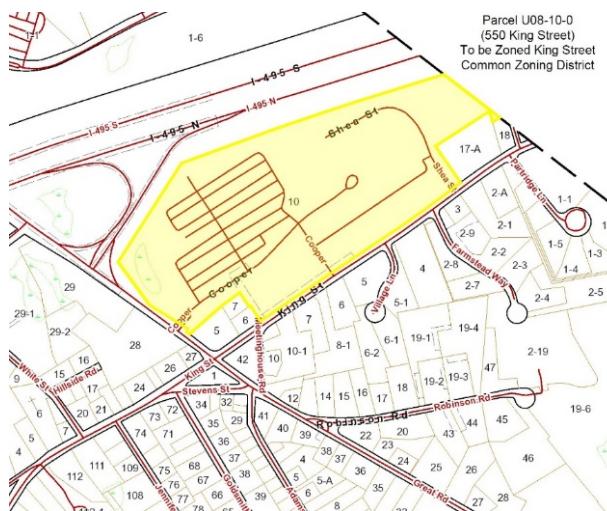
Premises with occupancy limited to doctor's offices, dentist's offices, and other medical professional offices, or a facility providing medical, surgical or dental services including urgent care to persons not accommodated overnight therein, whether or not owned or affiliated with a hospital.

## NURSING HOME

Any institution or facility providing nursing care which is licensed under M.G.L. Chapter 111, Section 71.

4. Re-zone Assessor's Parcel U08-10-0 from the Village Common, Industrial A, Industrial B and Business Districts so that said property is located entirely within the King Street Common District, without affecting the applicability of any overlay zoning districts to said property.

5. Amend the Zoning Map to include the King Street Common District and to show Assessor's Parcel U08-10-0 as located entirely within said district, all as shown on the map entitled "King Street Common Zoning District" dated September 14, 2021 on file with the Town Clerk.



## ARTICLE 12

**Littleton Sewer System Expansion – Littleton Common Area Construction Funding**

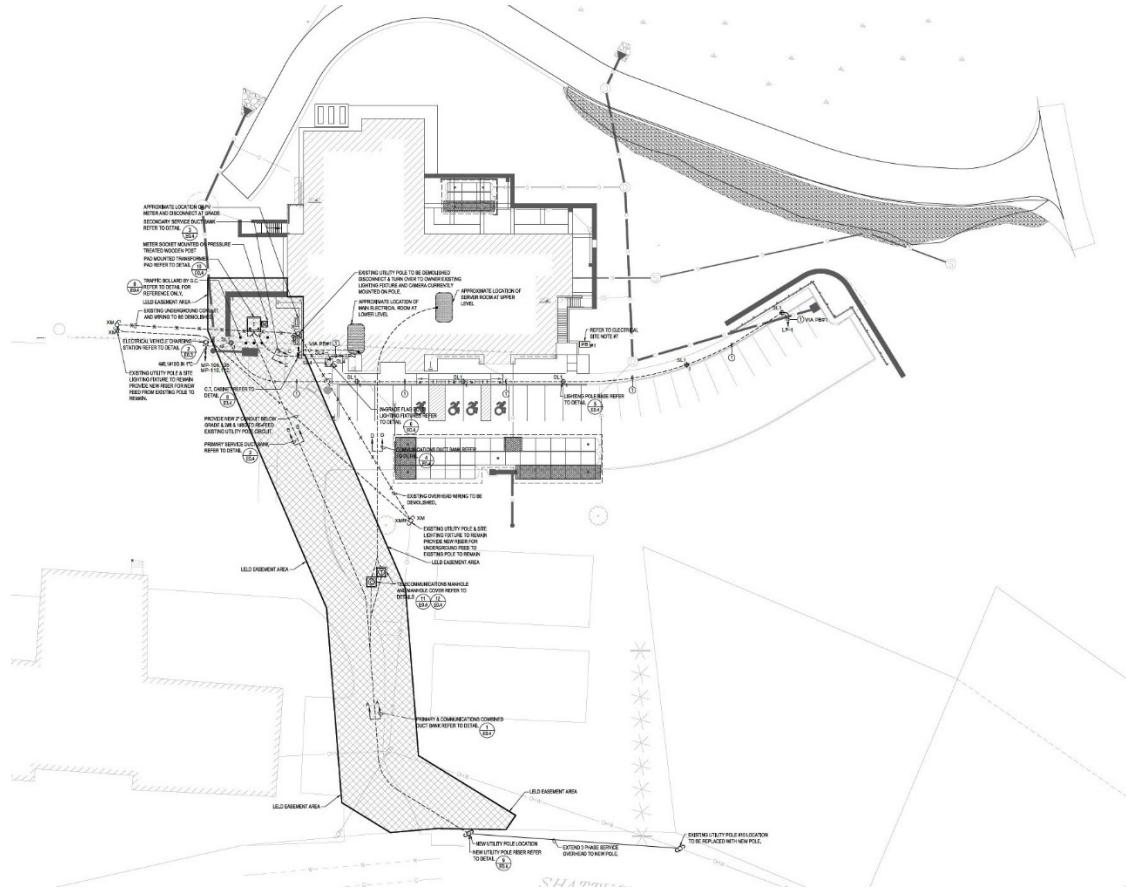
So declared a unanimous vote by Town Moderator, Timothy Goddard, meeting the necessary two-thirds vote that the Town appropriate \$25,000,000 to pay costs of constructing the Littleton Sewer System Expansion – Littleton Common Area and for the payment of all other costs incidental and related thereto, that to meet the appropriation, the Treasurer, with the approval of the Select Board, is authorized to borrow said amount under and pursuant to M.G.L. c. 44, §7(1), §8(14), or any other enabling authority, and to issue bonds or notes of the Town therefor. All or any portion of the borrowing authorized by this vote may be obtained through the Massachusetts Clean Water Trust (the “Trust”) in accordance with M.G.L. c.29C, as amended, and the Treasurer, Select Board, and any other town official or officials as the Select Board may designate are authorized to file for and accept any financing and financial assistance for the project that may be available to the Town from the Trust, or from any other sources. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with M.G.L. c. 44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount. The Select Board and any other appropriate officials or boards of the Town are authorized to assess and collect betterments and/or assessments to offset the costs of this project.

## ARTICLE 13

## **Grant of Easement to Littleton Electric Light Department for Library**

Unanimously voted by the Call of the Articles that the Town authorize the Select Board to grant to the Littleton Electric Light Department certain real property rights over the Shattuck Street Property that are required for utility infrastructure as described in that certain plan entitled "The New Reuben Hoar Library Littleton, MA – LEED Easement Rights" and in a Memorandum of Understanding between the Select Board and the Littleton Electric Light Department dated May 26, 2021; further, that said rights may be granted by transferring the care, custody, management, and control of an easement over the Shattuck Street Property to the Littleton Electric Light Department to be used for said utility infrastructure.

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### ARTICLE 14 Rezoning of 25 Robinson Road

The Planning Board held their hearing on October 7<sup>th</sup> to recommend the rezoning article. Town Moderator, Timothy Goddard, declared a two-thirds vote. Voice count was challenged by voter Brian Tarbox and then seven other voters stood in his support, calling for a hand count. Yes votes 94, No votes 43, total votes 137 two-thirds necessary votes 91 so declared passed by Town Moderator Goddard that the Town will vote to rezone 25 Robinson Road (Map U07, Parcel 20-0) by removing said parcel from the Residential (R) District and adding it to the Village Common (VC) District.

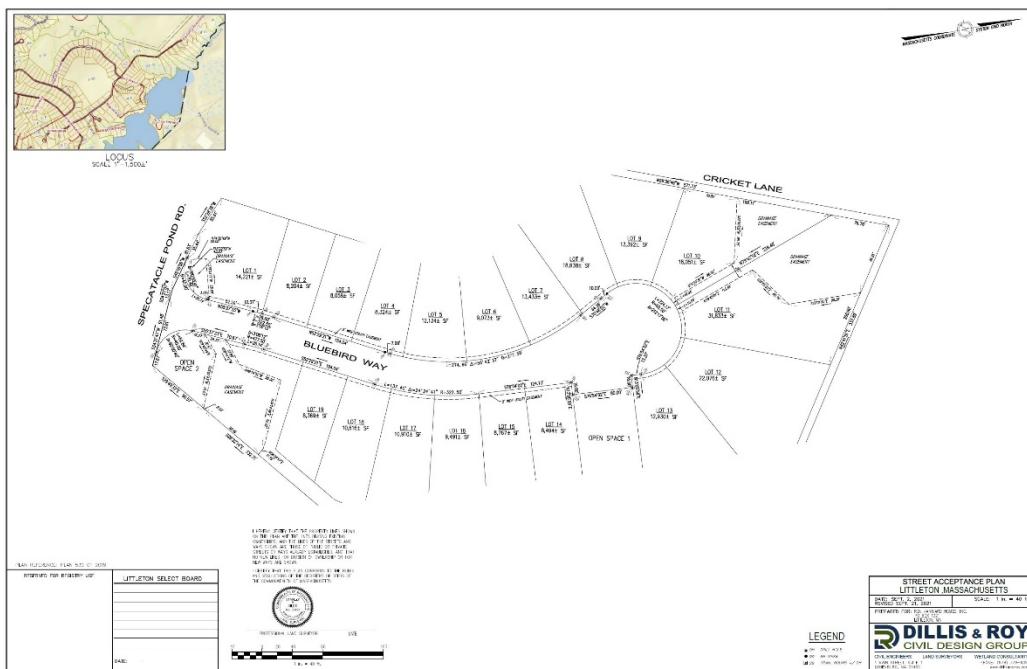
### ARTICLE 15 Road Acceptance – Bluebird Way

Unanimously voted by the Call of the Articles that the Town will vote to accept, as a Town way, the laying out by the Select Board of the following private way and to acquire said private way by gift, purchase, or eminent domain the land, rights, and easements therein for drainage, utility, or other purposes:

The private way known as Bluebird Way, as shown on a plan entitled "Definitive Subdivision Plan, Littleton, Massachusetts, Lot Layout Plan, Jones Meadow, 1" =40 ft." dated December 5, 2018 with a latest revision date of June 4, 2019, prepared by Ducharme & Dillis, Civil Design Group, Inc, which plan is recorded with Middlesex South District Registry of Deeds as page 4 of Plan # 530 of 2019.

And where said copies of the plans referenced herein shall be made available for inspection at the Town Clerk's office at least 7 days prior to this Special Town Meeting.

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**Motion to dissolve was stated, moved, seconded and unanimously voted and the Town Meeting was declared dissolved by Town Moderator Timothy Goddard.**

A TRUE COPY ATTEST: **Diane Crory**