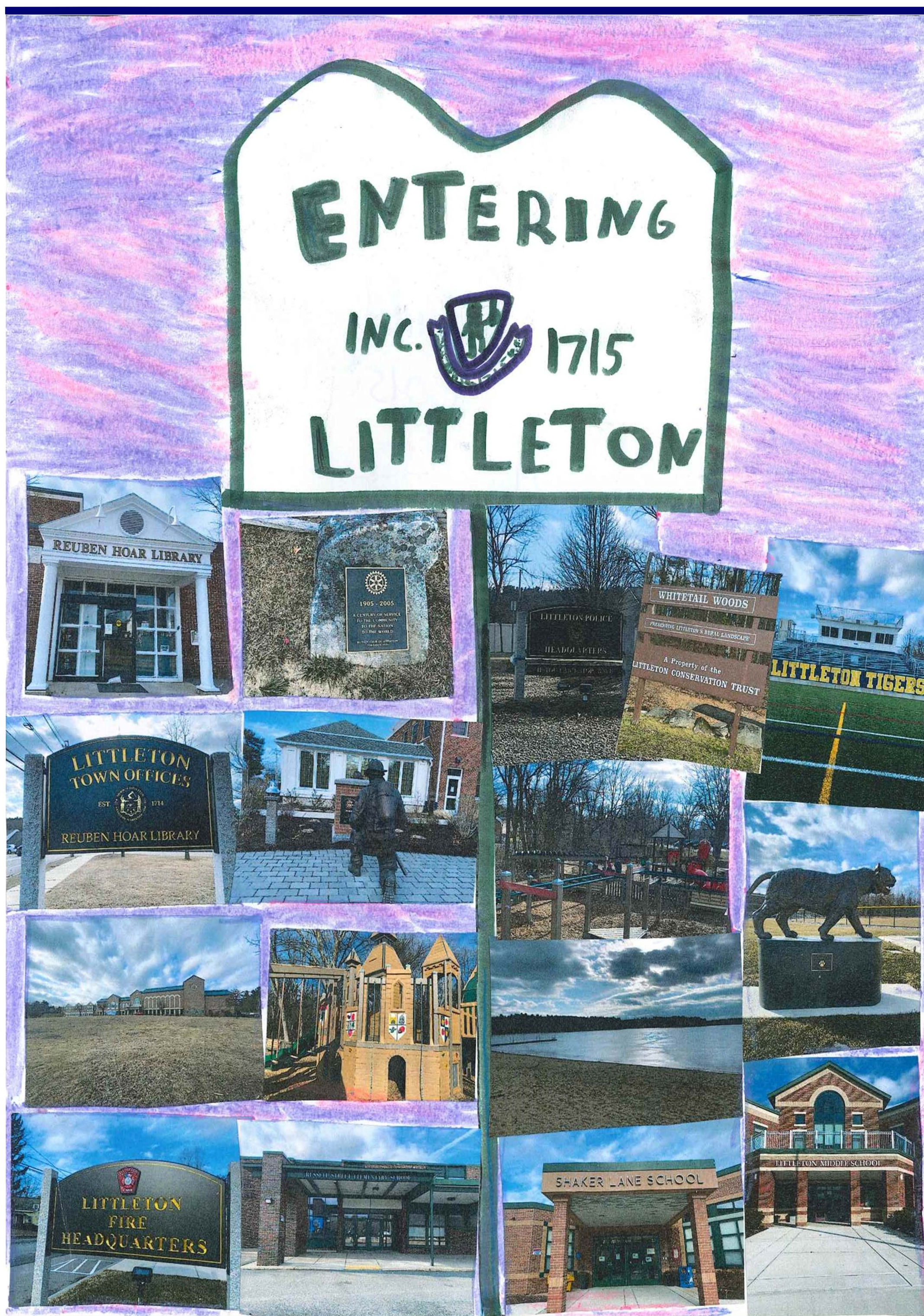


TOWN OF  
**LITTLETON**  
MASSACHUSETTS



2020 Annual Report



# TOWN OF LITTLETON, MASSACHUSETTS



# 2020

## ANNUAL TOWN REPORT

*Including financial reports for the fiscal year ending June 30, 2020*

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.

### **STUDENT ART— COVER**

Thank you to Littleton Public School student Maddie Colson. The Town of Littleton chose Maddie's artwork to be placed on the cover of the 2020 Annual Town Report. Maddie created this artwork in Mrs. Tecce's Art Class during the 2019-2020 School Year.

### **THANK YOU**

Thank you to all of the Departments, Boards, Committees, and Commissions for their contributions to this report. We are especially grateful to Diane Crory, Kirby Dolak, Dorothy Mulone, Lucia Pacitti, 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 Earl Banks, Kathleen Marie (Kilpatrick) Knox, Mary Lee Stenstrom, and Carolyn Webster.



DEDICATION



Earl Banks  
1934—2020

Earl Banks was a lifelong resident of the Town of Littleton when he passed in December at the age of 86. He made his home in Littleton with his wife Ellen of 63 years and their Children Kenneth, Dwayne, Cynthia, and Patrice. Family was everything to Earl.

Earl was an amazing man staying busy with his many “hobbies” never allowing his hands to be idle. In 1959 he opened Earl’s Texaco and it remains open to this day in the same location, but is now known as Banks Automotive. At an early age, Earl was very involved in Boy Scouts. His dedication to the scouts led him to become a Scout Leader and a Scout Master for many years, bringing him to World and National Jamborees at which he won multiple awards. He became the curator of the Scouting Spirit Museum on New Estate Road.

Serving our Community, Earl was past president of the Historical Society. He was an integral part as founder and advisor of Littleton’s Explorer Post 1 for the Littleton Fire Department, a very proud time in his life molding many young people to become fire fighters. Earl himself became a member of the Littleton Fire in 1960 and remained on the Department for 37 years before retiring in 1997. In 1995 he was named Fire Fighter of the Year from the Commonwealth of Massachusetts.

Earl will surely be missed by all those whose lives he touched. Thanks for making Littleton a better place to call home.



## DEDICATION



Kathleen Marie (Kilpatrick) Knox

1953-2020

Kathleen Knox left her family and this community far too soon when she passed at the young age of 66 on April 9, 2020 and has left a hole in their hearts and this community.

Kathy was the kind of person that everyone wanted to be like. Kind and caring, always helping those that needed help. It didn't matter if she knew you for a minute or her lifetime, she would be there for you. She was known for her generosity and open door policy.

Kathy set up many fundraisers with the help of others for those in need and all were done so successfully that when others were considering doing one, they would look to Kathy for advice or assistance for they knew with her help it would also be successful.

Success, this was true of her personal life, as well as, her professional life. Being a realtor brought her great joy to be able to find the right "house" for a new couple or family. To see how happy they were as she handed over the keys to what would be their new home; especially if it was here in Littleton, her beloved Town.

To Kathy family was everything. Her husband Joe of 48 years was the love of her life and she supported him in everything he did, he had no greater supporter than her.

Kathy contributed to the Town whenever asked. Most well known for her support of the Tercentenary General Committee. Anyone will tell you that the Tercentenary Ball was a huge success due to the hard work of Kathy, her dedication, her strive to make it the most memorable night of anyone's life and the support and dedication her committee gave her.

Joe, Stephanie, Kimberly and Jonathan thanks for sharing Kathy with us and allowing us to be a part of her life for all these years. She has made Littleton a better place to live in.



DEDICATION



Mary Lee Stenstrom  
1932 — 2020

Mary Lee Stenstrom a name known by most anyone you talk to in the Town of Littleton, passed at the age of 88 on December 29, 2020. She moved to Littleton in 1951 with her parents, where she met and fell in love with the “boy next door.” They were married in 1956 and the rest is history, Littleton History. Raising six children in Littleton comes with its perks as you get to enjoy so much, sporting events, school functions and growing up on the beautiful “Stenstrom homestead”. The property had multiple barns, with many horses that the family rode in shows. Mary Lee loved watching her children compete in their horse shows, she taught them their horsemanship skills. Many of her children, grandchildren, and great grand children, still reside in Littleton, where her legacy lives on.

Mary instilled many important values, while raising her children. Love of family, neighbor, faith, country, and strong work ethic were paramount, to Mary Lee. She was a hard worker herself, holding down many jobs along-side raising her family, one such job was working at the Harwood Station Post Office. Not only did she work several jobs, but she also did much volunteering. Mary Lee didn’t know the words, “idle time”. Her time was also spent serving the Town. The first of many the Littleton Scholarship Trust Committee, a committee that is still instrumental in providing monies to graduates and post-graduates of Littleton, a very noteworthy and hardworking committee that does so much for our youth. The Mill Pond Association, that strived to clean up Mill Pond, is still in existence and works on different projects. She volunteered for The Nashoba Tech Booster Club, a fitting committee to assist the youth sports. She was also known for helping with the coverage of the School Committee Meetings. She covered sports events for the Littleton Independent, to be sure the athletes received the accolades she felt they deserved. She was the Assistant Leader of the first ever 4H Hack & Tack horse Club.

A well rounded individual, whose faith, dedication and love of family and this Town goes without saying, but never too busy to help whenever asked. Mary Lee will be missed by those who knew her and whose lives she touched, for they were better for having known her.

MARY LEE STENSTROM

DEDICATION



## DEDICATION



Carolyn Webster

1929-2020

Carolyn Webster lived all but 5 years of her 91 years of life here in Littleton. She grew up and graduated from LHS going on to Becker College and graduating Valedictorian of her class. Her faith, love for Littleton and family is what made her want to preserve the history of it all, as well as all those that lived here.

Carolyn was the longest-tenured member of Littleton's First Baptist Church, having independently decided to make it her church home when she was just ten years old. She served as Administrative Coordinator, Church Moderator, Lifetime Deacon, as well as, special needs Sunday School teacher with husband Bert, and on regional and national American Baptist associations.

Carolyn was a caring and giving person who opened her home to many young men. The many that benefitted from a stay in her home, even nicknamed it "Boys Town." The family had a cottage in PEI, where family enjoyed countless visits and memories to last a lifetime. They shared their PEI cottage with so many visitors it earned her a Declaration from PEI's Premier as an Honourary Islander.

Despite the many hats Carolyn wore her love of family and friends was insurmountable. Being able to trace her ancestry to a 1639 arrival in America and two Acton Minutemen at the battle of the Old North Bridge gave Carolyn a passion for history, and for telling stories through her writing talent. She was a Littleton Historical Society curator. Her knowledge of local history was recorded in several Littleton publications. She wrote insightful essays for church and reflections on her beloved PEI.

Littleton's history has been preserved because of Carolyn. We should all take a moment to read about our Town's history, to thank her and her family for the beautiful words that have been written because of her knowledge, for capturing it, the desire to write about it and for allowing us to be a small part of Littleton's history. Thank you Carolyn you have made Littleton a place to remember.





# TOWN OF LITTLETON

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

## SELECT BOARD

The year 2020 was unlike anything we have experienced in our community. It was a time of uncertainty, fear, transition, and resiliency; which highlighted the strength of our leadership, dedication of our Town employees, and compassion of our residents. Littleton is changing and as our community continues to evolve, Town employees, elected Boards, and volunteers are working harder than ever to guide us through this time of transition and growth.

The Board is proud of its close collaboration with our administrative staff and finance team to ensure that Littleton retains a very healthy financial prospectus for the town; consistently excellent bond ratings, and a track record of doing so without resorting to operational tax overrides, and with only rare debt exclusions. Anticipated fluctuations in revenue due to the pandemic were addressed by revising the approved budget and instituting a spending freeze. This conservative approach was embraced by the Select Board and Finance Committee and has proven to have a positive impact as revenues exceeded projections while expenditures remained well below previous years. Finances continue to be managed in a manner which respects Littleton's taxpayers; while providing needed services and keeping an eye on the town's long-term prospects. Our ability to do this is a direct result of the collegial spirit of cooperation between town boards, especially with our colleagues on the Finance Committee, School Committee, and Planning Board.

We are proud of our outstanding contingent of town employees who never wavered throughout the pandemic and ensured that the needs and services of our community were met on a daily basis. The Select Board and Town Administration worked closely with our Board of Health and Emergency Response management team to ensure the health, safety and welfare not only our residents, but also of our employees while they continued to work and provide the same level of professionalism and excellent service to the residents of Littleton.

The Board was pleased to welcome Anthony Ansaldi back to our community. Mr. Ansaldi's knowledge, understanding, and appreciation for Littleton was a void felt by the Board and we are proud to be working with him again. Our Assistant Town Administrator, Joseph Laydon joined our team in January 2020. His relevant knowledge and experience are an asset to our community and we appreciate the way he handled many challenges we faced this past year because of the COVID-19 pandemic.

The Board would like to congratulate Steve Venuti on his retirement. Mr. Venuti served as our Town Treasurer for many years and his level of knowledge and experience will be missed. The Board would also like to congratulate Ann Essman, on her retirement. Ms. Essman served as our Assistant Treasurer and HR Administrator for a number of years and the Board appreciates the many years she devoted to our employees and community.

The Board would like to congratulate Brigitte Bell, who joined our team as our HR Manager. Brigitte brings to the position her experience with the Town of Tyngsboro, where she worked as an HR Coordinator. as well as her experience in the private sector working for Federal Express in its employee relations group.

The Board would also like to congratulate Sean O'Brien, who joined our team as our new Town Treasurer/ Assistant Finance Director. Sean brings to the position his experience as the Assistant Finance Director for the Town of Natick and Senior Budget and Operations Analyst for the Town of Concord.

## GENERAL GOVERNMENT



Both Ms. Bell and Mr. O'Brien are passionate about Littleton and we welcome the experience, fresh perspective and enthusiasm, they bring to our team.

A key goal of the Select Board is working closely with the Sewer Commissioners for the revitalization of the Littleton Common with the Common Sewer Project. Authority for the project was transferred to the Sewer Commissioners because of the resources and expertise which are needed to progress this project.

Another key focus of the Board is the creation of a long-awaited space for our Council on Aging and Elder and Human Services Department. After looking at repurposing buildings such as the DCU Building on Great Road and the Indian Hill Arts Center on King Street, LLB Architects (who have been working closely with the Board on this initiative for nearly two years) brought forward a proposal to create a stand-alone center on the slope site behind Shattuck Street. Although there is no definitive cost of this project, the Town has already planned for this project when residents voted to dedicate \$3M toward funding this project last year.

Affordable housing remains an important initiative of the Select Board and we are proud of the action taken by the Affordable Housing Trust and Elder and Human Services Department to expand its rental voucher program to include an emergency rental voucher program which provided relaxed qualification guidelines and expedited application review to provide assistance to more families struggling with financial difficulty caused by the COVID-19 pandemic.

Collaboration between the Select Board and the Planning Board to revitalize the Littleton Station Area continues to progress with the proposed creation of a 40R district. This zoning change will help ensure residents and town officials work collaboratively with developers to create the type of housing needed to diversify our housing stock, generate more affordable units and bring opportunity for much needed economic growth and development in that area of town.

2020 marked the beginning of the construction of the long-awaited new Library which is taking shape on Shattuck Street. This project is scheduled to be completed in the Fall of 2021.

The Board is very proud of the cooperation between boards and committees to preserve 24 acres of open space on Tahattawan Road owned by the Brown Family. This acquisition was made possible due to the collaborative efforts of the Select Board, Conservation Commission, Affordable Housing Trust, Community Preservation Commission, Littleton Conservation Trust, and the Littleton Water Department; but the acquisition was solidified when the town was awarded \$763,050 from the Baker-Polito Administration for Watershed Protection for Climate Resiliency through its Municipal Vulnerability Preparedness Program. The purchase of this property was significant due to the ecological land conservation, protection of a wildlife corridor, and the connectivity of open space between the Prouty Land as well as Long Lake Park.

The Select Board is proud to represent Littleton. We are extremely grateful for our hardworking and dedicated staff and employees. As a community we should be proud of the way we faced and overcame the challenges of 2020 together. We masked-up, zoomed-in and looked out for one another on many levels. The Year 2020 is one we will never forget, but it was also a great reminder why Littleton is such an incredible and special community.

Respectfully submitted,

Cindy Napoli, Chair

Charles DeCoste, Vice-chair

Paul Glavey, Clerk

Joseph S. Knox

Matthew Nordhaus





## Message from Town Administrator

The year 2020 began with great optimism. The Town had begun the FY21 Budget with the ability to provide needed support to departments and the design and permitting process for the new library was progressing towards a spring ground breaking. 2020 changed with the global pandemic brought on by the Coronavirus.

COVID-19 reshaped the world and our Town of Littleton. Recognizing the potential fiscal impacts presented by COVID-19, the Town instituted a spending freeze and took other cost controlling measures to ensure that we adhered to the approved FY2020 budget. For FY 2021, the previously prepared budget was revised based on revised revenue projects that may be impacted by COVID-19 such as reduced meals tax, hotel room tax, and state aid. With the new expectation of reduced revenues the Select Board and Finance Committee made approximately \$1.0 million in budget cuts and put significant funding aside in the general and capital stabilization funds to help ensure financial stability for the Town. To date, outside of contractual obligations, like bond payments, pension, health insurance the vast majority of expenses have been related to COVID-19 which is covered under our CARES and FEMA reimbursements.

COVID-19 also impacted the operations and services of the Town. With the Governor's declaration of the State of Emergency, Town Offices were also closed and many municipal operations were being done remotely. While buildings were closed to the public, Police, Fire, DPW remained operational due to adherence to safety procedures. Municipal Offices welcomed back staff in May and opened to the public in August. COVID-19 also delayed Annual Town Meeting. Littleton held the 2020 Annual Town Meeting outdoors on Alumni Field on June 19, 2020. Fall Special Town Meeting was also held on Alumni Field on October 19, 2020.

### Organization

2020 saw a number of changes to departments and staff within Town Offices. The year began with welcoming Joseph Laydon as Assistant Town Administrator and Ed Mullen as Building Commissioner/ZOE. Joe joined the Littleton team with nearly 20 years' experience as a planner and also having served as a community development director. Ed, a former Littleton Planning Board member, joined the team with over 20 years' experience in construction of which 6 years are as a city/town building official. The Town also welcomed Ashley Shaheen as the Director of Elder and Human Services, replacing Elizabeth Tretiak who left in April.

2020 also saw the retirements of Assistant Treasurer/ HR Administrator Ann Essman and Town Treasurer Steven Venuti. Their retirements resulted in the separation of human resource, payroll, and other financial functions. With Town Meeting's approval of the FY2021 budget, a new HR department was approved and Brigitte Bell was hired as the Town's first HR Manager. Valerie Into moved from the Assessing Department to the HR Administrator position. Ana DeRosa and Sean O'Brien joined the Town in October as the Assistant Treasurer and Treasurer/ Assistant Finance Director respectively.

2020 also saw the departure of Nina Nazarian as Town Administrator in August after a mutually agreed upon separation with the Select Board. Joe Laydon was appointed Interim Town Administrator serving from August until the end of November upon the selection the new Town Administrator.

The Town welcomed back former Assistant Town Administrator Anthony M. Ansaldi, Jr. as Littleton's new Town Administrator. Anthony, who had left in 2019 to become the Wenham Town Administrator, was selected out of an initial candidate pool of 40 to be Littleton's Town Administrator.

### Projects

#### Smart Sewer

One of the most notable projects for the Town is the Littleton Common smart sewer project. The project aims to address housing and economic development in the town center, and also provide energy and environmental benefits. In 2020, through approval from Littleton town meeting voters, the Board of Selectmen petitioned the state legislature for a special act to establish a special smart sewer district and to transfer the project to the Littleton Water Commissioners. The Littleton Electric Light and Water Department

(LELWD) was identified as being a naturally well-equipped and capable organization to plan, construct and administer the future sewer system, subject to further funding approval by town meeting.

*Reuben Hoar Library / Municipal Space Needs/ Senior Center*

Approved by Littleton voters on October 28, 2019, the \$13.1 million library project continued into 2020 with final design, permitting, and selection of contractors occurring early in the year. A ground breaking ceremony was held on July 9, 2020 for the new Reuben Hoar Library to the north of the current Shattuck Street Building. Construction progressed through the year and the anticipated date of completion is October 2021..

In 2019, the Board of Selectmen contracted with the architectural firm of Lerner Ladds Bartels (LLB) and with the Vertex Companies as the Town's Owners Project Manager, to perform a review of the Town's space needs, exclusive of the Library. LLB presented findings in February 2020, including an analysis of the DCU building at 255 Great Road. Work continued through the year; expanding the scope to examine the Indian Hill facility.

*Green Communities*

The Town was once again awarded a maximum allowable Green Communities grant by the Massachusetts Department of Energy Resources for facility improvements to reduce energy consumption. The grant was for \$200,000. The Town and Schools partnered on energy reduction projects of LED Lighting and HVAC projects at Littleton High School, Littleton Middle School, and Littleton Russell Street School, and LED lighting for the Town Hall Multi-purpose Room; which are projected to produce annual energy savings of \$78,932. Littleton was designated as a Green Community in 2015.

*119 Tahattawan—Brown Property Purchase*

The Town successfully acquired land at 119 Tahattawan Road for open space, affordable housing, and general municipal purposes. Comprising 23.67 acres, the majority of the site was acquired for open space protection and includes demolition of the existing house, removal of impervious surfaces and cesspool, and restoring the property to a natural setting. The project will benefit water quality, improve biodiversity, and provide for recreation opportunities. The purchase was primarily funded through a \$763,050 Municipal Vulnerabilities Grant. I'd like to thank Amy Green, Conservation Administrator for her work in successfully securing the grant funds that made the purchase possible. To assist in the acquisition of the property, the Affordable Housing Trust (AHT) voted to contribute trust funds in exchange for a limited affordable housing component of the property. In addition to AHT Funds, the Town utilized CPA funds to acquire the property.

Respectfully submitted,

Anthony M. Ansaldi Jr., Town Administrator

Joseph Laydon, Assistant Town Administrator

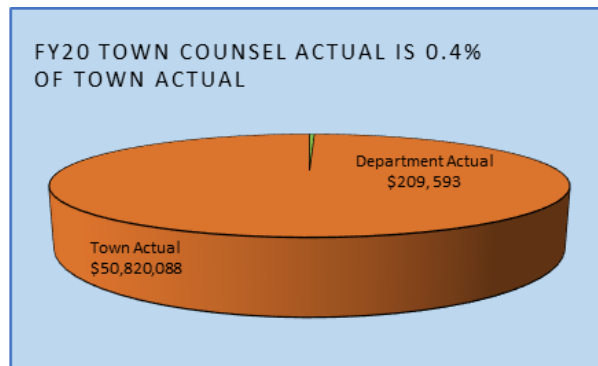


Anthony Ansaldi—Town Administrator



Joseph Laydon—Assistant Town Administrator





***The following is a list of the 2020 Judicial and Administrative appeals:***

1) [ROBERT OTTO et al. v. LITTLETON PLANNING BOARD et al.](#), Middlesex Superior Court No. 1981CV01141.

In this case, the Plaintiffs appealed the decision of the Planning Board to issue a special permit to the Water Department for the construction of a new water treatment plant on Whitcomb Avenue. The Plaintiffs also brought suit against the Water Department alleging that the use of the property for a water treatment plant violated Article 97 of the Massachusetts Constitution. The parties settled the case. A stipulation of dismissal has been filed in the case; the Court has not yet acted on it.

2) [MATTHEW FIELD et al. v. LITTLETON ZONING BOARD OF APPEALS](#), Middlesex Superior Court No. 2081CV01686.

In this case, the owners of 9 Ayer Road have appealed the decision of the ZBA to affirm, in part, a zoning enforcement order issued by the Building Commissioner. This case remains pending.

3) [BOARD OF SELECTMEN et al. v. MATTHEW FIELD et al.](#), Middlesex Superior Court No. 20-1157.

In this case, the Select Board and Building Commissioner sought an injunction against the owner of 9 Ayer Road to stop the earth removal operation that was being conducted without a permit under the soil removal bylaw. After this case was filed, the property owner applied for and was issued an earth removal permit. Accordingly, the Plaintiffs have moved for leave to withdraw this case without prejudice.

4) [HOMELIT REALTY TRUST v. LITTLETON PLANNING BOARD](#), Middlesex Superior Court No. 2081CV01860.



In a decision dated July 16, 2020, the Planning Board granted a special permit and definitive subdivision approval for an open space development located at 195 Tahattawan Road. Homelit Realty Trust, the owner of property that abuts this open space subdivision, appealed the Planning Board's decision to Superior Court. This case remains pending.

5) [KENNETH and JODI MACDONALD v. KRISTEN KAZOKAS and LITTLETON CONSERVATION COMMISSION](#), Middlesex Superior Court No. 17-2814.

The Conservation Commission granted permits, under the Littleton Wetlands Bylaw and Regulations and the Massachusetts Wetlands Protection Act, for a homeowner to install a new septic system and well, upgrade an existing driveway, and possibly expand an existing cottage (subject to further approval by the Commission). In this case, abutters to the property have appealed the Commission's decision under the local bylaw. This case remains pending.

6) [IN THE MATTER OF KRISTEN KAZOKAS](#), Massachusetts Department of Environmental Protection Office of Appeals and Dispute Resolution No. WET-2017-022.

This proceeding concerns the permit under the Massachusetts Wetlands Protection Act described above. Abutters requested a Superseding Order of Conditions from MassDEP; MassDEP issued an SOC affirming the Commission's decision. The abutters then filed an administrative appeal with MassDEP. In September 2019, the MassDEP Commissioner issued a Final Order of Conditions upholding the SOC (with some small modifications to the plans). The abutters appealed that decision to court (*MacDonald v. DEP and Littleton Conservation Commission*, Middlesex Superior Court No. 1981CV03069). The complaint was served on the Conservation Commission in January 2020. Town Counsel succeeded in having the Conservation Commission dismissed from the case because the Commission was not a proper defendant to a challenge to a permit issued solely by MassDEP. Thus, the Town's involvement in this case has concluded.

7) KENNETH and JODI MACDONALD v. KRISTEN KAZOKAS and LITTLETON CONSERVATION COMMISSION, Middlesex Superior Court No. 2081CV02098.

This is a challenge to a minor amendment to the permit issued by the Conservation Commission that is the subject of Middlesex Superior Court No. 17-2814 (discussed above). In this case, the same abutters have challenged the permit amendment. This case remains pending.

8) 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.

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

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

10) CONCORD v. LITTLETON WATER DEPARTMENT, Supreme Judicial Court, SJC-12947.

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 sued Littleton arguing that the 1884 statute has been superseded by the newer Water Management Act providing for State regulation of water withdrawals over 100,000 gallons. The Land Court ruled in Concord's favor and Littleton and the Town of Acton – which holds similar statutory rights to Nagog Pond— appealed to the Supreme Judicial Court (SJC). The SJC held oral

arguments in December 2020 and the case remains pending before that Court.

11) AJAC 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.

12) 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.

13) 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.

**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.**

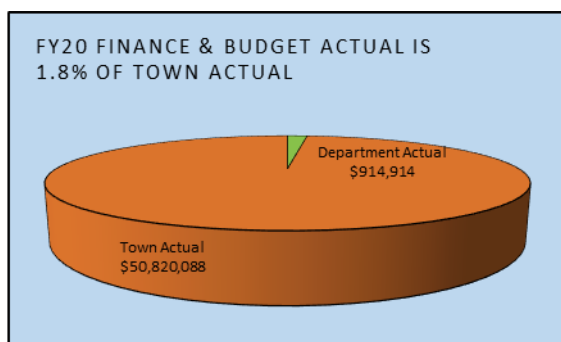
*We believe that each matter that comes before Town Counsel deserves careful thought, and we strive to provide the Town with personal, direct, and responsive legal counsel, diligent attention to the Town's needs, and good humor.*

Thomas J. Harrington

Miyares and Harrington

LLP Littleton Town Counsel





### DEPARTMENT DESCRIPTION

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

The Department is responsible for complying with a myriad of municipal finance laws and regulations as well as meeting the financial reporting requirements of the Federal and State government. These financial controls are essential in order to properly safeguard taxpayer dollars. Much of the activity of the Department of Finance involves the day to day management of the Town's finances including for 2020; \$45 million expended from the general fund budget, \$6.5 million in special revenue, \$43.5 million in enterprise funds (water and recreation), as well as trust and capital project funds. The Department also monitors and reviews the capital spending activity of all departments. The Department processes the payroll including all monthly, quarterly and annual reports for Town and School employees. On a bi-weekly basis the Department processes hundreds of invoices for payment to vendors, for services and supplies, procured by Town departments.

### FY2020 HIGHLIGHTS

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

5/7/20- Standard and Poor's reaffirmed the Town's AAA rating, with a stable outlook during the COVID-19 pandemic; when many other communities were seeing a down grade. The rating reflected their view that the town's very strong economy, supported by a wealthy property tax base and high income, in addition to the maintenance of very strong budgetary flexibility, with available reserves averaging more than 20% in the past three fiscal years attributed to the reaffirmation. They also noted strong positive financial performance and strong financial management. S&P defines its AAA rating as "Extremely strong capacity to meet financial commitments. Highest Rating."

### DEPARTMENTAL CHANGES

In FY20 a new comprehensive budget document was created to allow increased transparency around expenses, revenues and reserves.

In FY21 we had two key retirements in the Finance Department; Steve Venuti and Ann Essman our Treasurer and Assistant Treasurer. They have been invaluable members, the contributions they have made are numerous. We welcomed Sean O'Brien as the new Treasurer and Ana DeRosa as the new Assistant Treasurer. As recommended in our outside audit we also split Human Resources from the Treasurer's department.

### OPERATING BUDGET

Town Operating budgets had to be revised as a result of the COVID-19 pandemic and we ended up cutting almost \$1.0 million from the FY21 budget in the spring. There was uncertainty regarding the State Aid levels, which the State did end up funding. In Fiscal 2020 the Town's net state increased by 1.09% - or \$58,968 - compared to FY2019 actual amounts received for both Town and School State Aid Accounts.

Consistent new growth revenues have helped mitigate some of the impact of relatively flat state aid revenues. The tax levy increase of 5.3% (2.5% plus new growth) for FY2020 was driven in large part to a large increase in new Residential Housing stock. The tax levy is the major source of funding for the Town Operations, representing 74.7 % of the total available recurring revenue.

needs and transferred \$1.0 million to General Stabilization. The Town in FY19 transferred \$3.0 million from the capital stabilization fund, to a dedicated Senior Center Stabilization fund. The Town also continued to work towards funding its OPEB obligations, with a total of \$2.6 million transferred to the Trust for Post Employment Benefits.

#### **EXCLUDED DEBT SERVICE**

By previous design, the Town has funded the Debt Exclusion (DE) Stabilization account in a manner for use as an offset to raising the full amount of revenue allowed – directly reducing the tax rate in order to effect savings to the residents. For FY20 our funding strategy reduced the debt down by using \$164K to pay-down the debt, saving the taxpayer.

#### **THANK YOU**

I want to thank the Residents, the Boards and Committees, and all the Employees for their continued 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 over the year.

Cheryl Herrick-Stella

Director of Finance and Budget/Town Accountant



DEPARTMENT	FY2020 ACTUAL	FY2021 BUDGET
<b>113 TOWN MEETING</b>		
Expenses	20,529	<u>17,700</u>
<b>Total 113</b>	<b>20,529</b>	<b>17,700</b>
<b>114 MODERATOR</b>		
Personal Services	0	0
Expenses	<u>100</u>	<u>100</u>
<b>Total 114</b>	<b>100</b>	<b>100</b>
<b>122 SELECTMEN / TOWN ADMINISTRATOR</b>		
Personal Services	349,709	341,771
Expenses	42,286	33,095
MAGIC/MAPC Assessments & Grant Match	<u>4,858</u>	<u>12,000</u>
<b>Total 122</b>	<b>396,853</b>	<b>386,866</b>
<b>131 FINANCE COMMITTEE</b>		
Personal Services	109	800
Expenses	<u>465</u>	<u>500</u>
<b>Total 131</b>	<b>574</b>	<b>1,300</b>
<b>132 RESERVE FUND</b>		
Expenses	<u>101,000</u>	<u>184,855</u>
<b>Total 132</b>	<b>101,000</b>	<b>184,855</b>
<b>135 FINANCE AND BUDGET</b>		
Personal Services	748,684	830,337
Expenses	112,599	111,983
Audit	<u>53,631</u>	<u>45,000</u>
<b>Total 135</b>	<b>914,914</b>	<b>829,069</b>
<b>151 LEGAL</b>		
Expenses	<u>209,593</u>	<u>282,859</u>
<b>Total 151</b>	<b>209,593</b>	<b>282,259</b>
<b>152 HUMAN RESOURCES</b>		
Personal Services	0	77,611
Expenses	0	43,345
	0	120,956
<b>155 INFORMATION SYSTEMS</b>		
Personal Services	170,698	175,788
Expenses	<u>419,939</u>	<u>461,928</u>
<b>Total 155</b>	<b>590,637</b>	<b>637,716</b>

## TOWN ACCOUNTANT

DEPARTMENT		FY2020	FY2021
		ACTUAL	BUDGET
<b>161 TOWN CLERK</b>			
	Elected Salaries	84,322	87,822
	Personal Services	41,603	47,960
	Expenses	<u>2,730</u>	<u>5,500</u>
	<b>Total 161</b>	128,655	141,282
<b>162 ELECTIONS &amp; REGISTRATIONS</b>			
	Personal Services	2,842	3,000
	Expenses	<u>8,736</u>	<u>19,200</u>
	<b>Total 162</b>	11,578	22,200
<b>171 CONSERVATION COMMISSION</b>			
	Personal Services	44,689	47,159
	Expenses	604	2,150
	Transfer In - Wetland Fund	<u>-8,000</u>	<u>-8,000</u>
	<b>Total 171</b>	37,293	41,309
<b>175 PLANNING BOARD</b>			
	Personal Services	107,100	113,838
	Expenses	<u>1,044</u>	<u>4,845</u>
	<b>Total 175</b>	108,144	118,683
<b>176 APPEALS BOARD</b>			
	Personal Services	5,081	5,120
	Expenses	<u>271</u>	<u>1,000</u>
	<b>Total 176</b>	5,352	6,120
<b>191 BUILDING MAINTENANCE</b>			
	Personal Services	65,187	73,581
	Expenses	<u>370,690</u>	<u>424,042</u>
	<b>Total 191</b>	435,187	497,623
<b>193 GENERAL INSURANCE</b>			
	Expenses	<u>311,546</u>	<u>425,500</u>
	<b>Total 193</b>	311,546	425,500
<b>910 EMPLOYEE/RETIREE BENEFITS</b>			
	Expenses	6,592,383	<u>7,379,405</u>
	<b>Total 910</b>	6,592,383	7,379,405



DEPARTMENT	FY2020 ACTUAL	FY2021 BUDGET
<b>210 POLICE / DISPATCH</b>		
Personal Services	2,232,258	2,632,237
Expenses	<u>138,977</u>	<u>226,450</u>
<b>Total 210</b>	2,371,235	2,858,687
<b>220 FIRE / EMS DEPARTMENT</b>		
Personal Services	1,605,973	1,819,469
Expenses	158,039	295,461
Transfer In -Ambulance Fees	<u>-650,000</u>	<u>-650,000</u>
<b>Total 220</b>	1,114,012	874,008
<b>241 BUILDING DEPARTMENT</b>		
Personal Services	262,627	298,330
Expenses	19,680	5,990
Transfer In - Inspectional Revolving	<u>-125,000</u>	<u>-125,000</u>
<b>Total 241</b>	157,307	167,596
<b>300 SCHOOL DEPARTMENT</b>		
Budget	<u>20,927,216</u>	<u>21,969,762</u>
<b>Total 300</b>	20,927,216	21,969,762
<b>301 TECHNICAL SCHOOL EXPENDITURES</b>		
Expenses	<u>502,080</u>	<u>636,116</u>
<b>Total 301</b>	502,080	636,116
<b>420 HIGHWAY DEPARTMENT</b>		
Personal Services	740,826	905,690
Expenses	270,823	413,659
Streetlights	16,787	25,000
Park Maintenance Personal Services	172,013	179,415
Park Maintenance Expense	23,320	37,000
Wastewater/Stormwater	134,475	110,000
B&M Crossing	2,806	2,809
Gasoline	83,469	135,000
Transfer In - PRCE Enterprise Field fees	<u>0</u>	<u>0</u>
<b>Total 420</b>	1,444,519	1,808,573
<b>422 ROADWAY REPAIRS</b>		
Expenses	<u>647,217</u>	<u>730,000</u>
<b>Total 422</b>	647,217	720,000

DEPARTMENT	FY2020 ACTUAL	FY2021 BUDGET
<b>423 SNOW &amp; ICE</b>		
Personal Services	87,876	68,000
Expenses	<u>242,569</u>	<u>132,000</u>
<b>Total 423</b>	330,445	200,000
<b>450 CLEAN LAKES</b>		
Expenses	46,000	46,000
Transfer In - Clean Lakes Account	<u>-46,000</u>	<u>-46,000</u>
<b>Total 450</b>	0	0
<b>491 CEMETERY DEPARTMENT</b>		
Personal Services	116,970	125,310
Expenses	11,017	19,200
Transfer In - Cemetery Trust	-13,000	-13,000
Transfer In - Sale of Cemetery Lots	-12,000	-30,897
Transfer In - Graves	<u>-18,897</u>	<u>0</u>
<b>Total 491</b>	84,090	100,513
<b>510 HEALTH DEPARTMENT</b>		
Personal Services	22,390	25,239
Expenses	360	1,330
Assessment - Nashoba BOH	21,126	27,562
Assessment - Nashoba Nursing	9,975	11,497
Assessment - Eliot Clinic	4,000	8,000
Assessment - SANS Program	13,000	25,500
Animal Inspector	<u>0</u>	<u>0</u>
<b>Total 510</b>	70,851	99,128
<b>541 ELDER AND HUMAN SERVICES</b>		
Personal Services	182,034	236,733
Expenses	22,511	23,555
Transfer out to TREAD Tax Relief	<u>0</u>	<u>0</u>
<b>Total 541</b>	204,545	260,288
<b>543 VETERANS SERVICES</b>		
Personal Services	8,099	8,007
Expenses	10,573	11,910
Veteran Benefits	<u>112,755</u>	<u>190,000</u>
<b>Total 543</b>	194,060	209,917




DEPARTMENT	FY2020 ACTUAL	FY2021 BUDGET
<b>610 REUBEN HOAR LIBRARY</b>		
Personal Services	509,736	531,443
Expenses	118,735	148,525
Merrimack Valley Assessment	36,588	36,700
Transfer In - Library Trust Fund	<u>-19,000</u>	<u>0</u>
<b>Total 610</b>	646,059	716,668
<b>630 PARK AND RECREATION DEPARTMENT</b>		
Personal Services	0	0
Expenses	0	0
Recreation Enterprise subsidy	<u>663,851</u>	<u>245,000</u>
<b>Total 630</b>	663,851	245,000
<b>690 OTHER CULTURE &amp; RECREATION</b>		
Historical	4,394	4,480
Memorial Day	270	750
Patriot's Day	0	0
Cultural Council	0	5,600
Shade Tree Committee	<u>0</u>	<u>5,000</u>
<b>Total 690</b>	4,664	15,830
<b>700 DEBT</b>		
<b>710 LONG TERM DEBT</b>	2,305,440	3,257,779
<b>720 SHORT TERM DEBT</b>	446,777	319,365
Transfer In - Self Help Grant	0	0
Transfer In - Wastewater Settlement	-17,274	-17,274
Transfer In - Oak Hill Cell Tower	-30,238	(29,206)
Transfer In - Newtown Hill Cell Tower	-35,010	-33,773
Transfer In - Bond Premium	-23,315	-19,109
Transfer In - Community Preservation	-88,988	-86,388
<b>Total 700</b>	4,058,708	3,391,394

## TOWN ACCOUNTANT


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Town of Littleton  
CONSOLIDATED BALANCE SHEET FOR 2020 13

 LITTLETON Massachusetts

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OBJ	OBJ DESCRIPTION	NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>			
102100	PRITY CASH- SCHOOLS	.00	400.00
102110	PRITY CASH - TIGERS DEN	.00	2,000.00
102500	PRITY CASH - CLERK	.00	92.00
102600	PRITY CASH - COLLECTOR	.00	140.00
104000	CASH & INVESTMENTS - TREASURER	23,231.58	17,685,819.50
121013	Personal Prop Tax Rec 2013	.00	11,230.68
121014	Personal Prop Tax Rec 2014	.00	1,401.83
121016	Personal Prop Tax Rec 2016	.00	10,181.43
121017	Personal Prop Tax Rec 2017	.00	2,981.36
121018	Personal Prop Tax Rec 2018	.00	3,232.68
121019	Personal Prop Tax Rec 2019	.00	17,391.13
121020	Personal Prop Tax Rec 2020	.00	20,130.02
122016	Real Estate Tax Rec 2016	.00	143.69
122019	Real Estate Tax Rec 2019	.00	90,626.00
122020	Real Estate Tax Rec 2020	.00	772,496.17
123016	Allowance for Overlay 2016	.00	16,800.00
123018	Allowance for Overlay 2018	.00	-531,757.50
123019	Allowance for Overlay 2019	.00	-430,714.26
123020	Allowance for Overlay 2020	.00	-274,832.94
124000	Tax Liens Rec	.00	500.00
125001	ASSESSOR I & E RECEIVABLE	.00	31,974.82
125300	Deferred Property Tax Rec	.00	772.71
126008	Motor Vehicle Excise Rec 2008	.00	2,110.44
126009	Motor Vehicle Excise Rec 2009	.00	2,356.05
126010	Motor Vehicle Excise Rec 2010	.00	2,479.59
126011	Motor Vehicle Excise Rec 2011	.00	1,734.70
126012	Motor Vehicle Excise Rec 2012	.00	2,943.23
126013	Motor Vehicle Excise Rec 2013	.00	4,870.31
126014	Motor Vehicle Excise Rec 2014	.00	7,330.82
126015	Motor Vehicle Excise Rec 2015	.00	6,039.08
126016	Motor Vehicle Excise Rec 2016	.00	4,368.57
126017	Motor Vehicle Excise Rec 2017	.00	7,013.90
126018	Motor Vehicle Excise Rec 2018	.00	26,478.77
126019	Motor Vehicle Excise Rec 2019	.00	165,589.02
126020	Motor Vehicle Excise Rec 2020	.00	155,91.67
142020	Water Assessments 2020	.00	134.11
142119	Street Assessments 2019	.00	1,109.99
142220	Septic Assessments 2020	.00	943.49
143420	Septic Int. Assessments 2020	-571.66	1,519.76
144000	WATER BETTERMENT NYD	-1,433.88	18,041.91
144100	STREET BETTERMENT NYD	-11,858.22	138,732.75
144200	SEPTIC BETTERMENT NYD	.00	-1,969.03
145200	SEPTIC BET IN NYD	.00	378,771.84
188000	Tax Forclosures	.00	
<b>TOTAL ASSETS</b>			<b>18,325,564.46</b>
<b>LIABILITIES</b>			
202000	Accounts Payable	.00	-974,040.05

<div> <div>01/22/2021 16:11 4083mreynolds</div> <div> <div>Town of Littleton CONSOLIDATED BALANCE SHEET FOR 2020 13</div> <div> <div>LITTLETON Massachusetts</div> <div>P 2 gibalaht</div> </div> </div> </div>			
OBJ	OBJ DESCRIPTION	NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>LIABILITIES</b>			
211000	Accrued Payroll	-00	-2,249,581.16
252000	Tailings & Unclaimed Items	-00	-7,302.09
252100	Tailings & Unclaimed Items - C	-00	-2,224.83
252200	Tailings & Unclaimed Items - M	-00	-2,675.50
252300	TAILINGS & UNCLAIMED ITEMS	-00	-180.59
252400	TAILINGS & UNCLAIMED ITEMS	-00	-1,843.30
258600	Performance Bonds	-00	-451,410.69
261000	Def Rev - Property Taxes	-00	428,237.10
262200	Def Rev - Tax Title	-00	-269,588.94
262300	Def Rev - Forclosures	-00	-378,771.84
263000	Def Rev - Motor Vehicle Excise	-00	-234,088.67
265000	Def Rev - Special Assessments	-00	-225.78
265700	DEF Rev - Septic	-00	-2,053.48
268000	Def Rev - DEF RE TAX	13,863.76	-23,927.03
269000	Def Revenue Betterment NYD	-00	-156,725.29
<b>TOTAL LIABILITIES</b>		<b>13,863.76</b>	<b>-4,326,402.14</b>
<b>FUND BALANCE</b>			
321100	Fund Bal Res - Encumbrances	-941,963.80	-1,346,968.00
324000	Fund Bal Reserve - Expnd FC	-2,400.00	-3,820,286.00
325000	Fund Bal Res - Betty Cash	-00	-2,632.00
325701	Fund Bal Res - Bond Premium RS	-00	-65,594.38
325703	Fund Bal Res - Bond Premium Po	-00	-41,181.98
359000	Unassigned Fund Balance	-1,936,680.10	-8,850,836.93
359200	PA Appropriation deficit	-00	128,340.97
381500	BUDGETARY Estimated Revenue	-6,794,597.89	-00
381600	BUDGETARY Appropriations	51,435,870.26	-00
382000	Budgetary Fund Balance	-44,445,270.26	-00
391000	Revenue Control	52,669,292.79	-00
391000	Expenditure Control	-49,873,586.47	-00
394000	ENCUMBRANCE CONTROL	-941,963.80	-30.00
394500	ENCUMBRANCE CONTROL PO	941,963.80	30.00
<b>TOTAL FUND BALANCE</b>		<b>-23,231.58</b>	<b>-13,999,162.32</b>
<b>TOTAL LIABILITIES + FUND BALANCE</b>		<b>-9,367.82</b>	<b>-18,325,564.46</b>

\*\* END OF REPORT - Generated by Michelle Reynolds \*\*

TOWN ACCOUNTANT



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## Treasurer's Report

### Outstanding Bond Debt as of June 30, 2020

<u>Date of Issue</u>	<u>Issue</u>	<u>Original Amount</u>	<u>Current Balance</u>	<u>Maturity Date</u>
<u>Light Department</u>				
<u>Sub Total - Light Department Debt</u>		-	-	
<u>Water Department</u>				
12/7/2012	Water Tank - refunding	652,000.00	170,000.00	1/15/2023
3/29/2018	Nashoba Rd - refunding	87,000.00	50,000.00	3/15/2023
8/1/2014	Capital Improvements Well #2	118,300.00	70,000.00	8/15/2026
2/1/2010	Water Capital Improvements	191,088.00	78,000.00	2/1/2029
8/1/2014	Cobbs Well	178,800.00	120,000.00	8/15/2031
8/1/2014	Well #2 Design	194,700.00	140,000.00	8/15/2033
8/1/2014	Water Capital Improvements	274,200.00	200,000.00	8/15/2034
8/1/2014	Well #2 Redevelopment	3,720,000.00	2,775,000.00	8/15/2034
5/18/2018	Water Betterment	803,900.00	720,000.00	5/15/2038
<u>Sub Total - Water Department Debt</u>		6,219,988.00	4,323,000.00	
<u>Town Debt - Inside Prop 2 1/2</u>				
11/15/2002	Septic Loan Program #2	189,473.68	11,387.81	8/1/2020
12/7/2012	Police Land - refunding	228,000.00	45,000.00	1/15/2022
12/7/2012	High School - refunding	3,833,000.00	580,000.00	1/15/2023
3/29/2018	Land Acquisition - Hartwell-refunding	145,000.00	90,000.00	3/15/2023
3/29/2018	Land Acquisition - Prouty-refunding	144,000.00	95,000.00	3/15/2024
2/1/2010	Land Acquisition - Lucy's	150,000.00	44,000.00	2/1/2029
2/1/2010	Building Renovation-Houghton Roof	195,000.00	78,000.00	2/1/2029
4/15/2011	Cobbs Land	323,955.00	165,000.00	4/15/2031
4/15/2011	Goldsmith Street	1,094,400.00	595,000.00	4/15/2031
4/13/2017	Septic Loan Program #3	282,674.00	247,620.00	1/15/2037
3/29/2018	Land Acquisition - Box-borough Rd	300,000.00	240,000.00	3/15/2028
3/29/2018	Alumni Field	2,355,000.00	1,890,000.00	3/15/2028
5/18/2018	Fire Station Construction	5,650,100.00	5,080,000.00	5/15/2038
<u>Sub Total - Town Debt - Inside Prop 2 1/2</u>		14,890,602.68	9,161,007.81	

TREASURER

FINANCE AND BUDGET

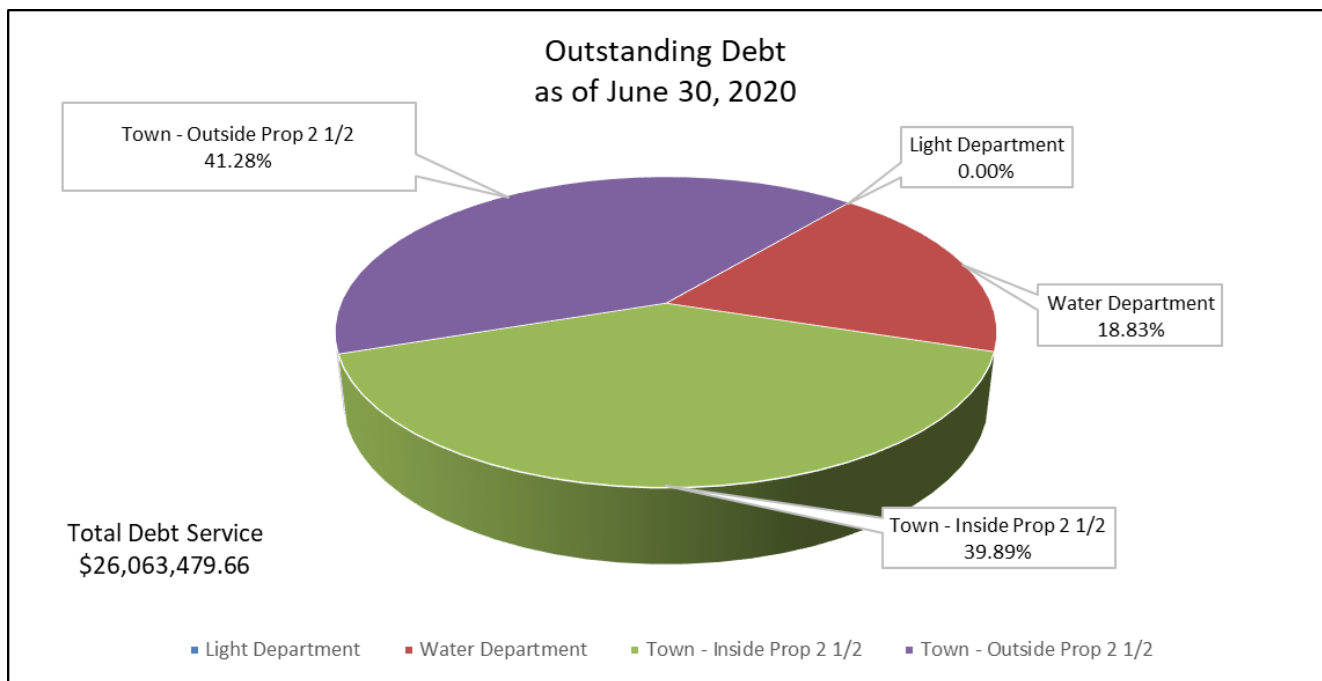
Town Debt - Outside Prop 2 1/2

Land Acquisition - Morrison - re- 12/7/2012funding	724,000.00	-	1/15/2020
Waste Water Treatment Fac- 3/29/2018refunding	566,000.00	400,000.00	3/15/2025
Middle School - refunding 3/29/2018	3,235,000.00	2,485,000.00	3/15/2027
Police Station Design 2/1/2010	300,000.00	105,000.00	2/1/2028
Middle School - Low Interest Loan 1/23/2008	2,142,297.00	964,032.00	11/1/2028
Police Station Construction 2/1/2010	6,023,303.00	2,445,000.00	2/1/2029
Russell St School - Design 4/15/2011	232,800.00	110,000.00	4/15/2031
Russell St School - Construction 4/15/2011	5,428,845.00	2,970,000.00	4/15/2031
<b>Sub Total - Town Debt - Outside Prop 2 1/2</b>	<b>18,652,245.00</b>	<b>9,479,032.00</b>	
<b>Total - Town Debt</b>	<b>33,542,847.68</b>	<b>18,640,039.81</b>	
<b>Total - All Debt</b>	<b>39,762,835.68</b>	<b>22,963,039.81</b>	

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

State	Shaker Lane	207,863.00
CPA Funds	Houghton Roof	97,573.00
CPA Funds	Land Acquisition - Lucy's Land	54,022.00
CPA Funds	Cobbs Land	204,263.00
CPA Funds	Land Acquisition - Boxborough Rd	282,300.00
Cell Tower Funds	Land Acquisition - Hartwell	96,300.00
Cell Tower Funds	Land Acquisition - Prouty	103,450.00
<b>Total - Town Debt Reimbursements</b>	<b>-</b>	<b>1,045,771.00</b>
<b>Net Town Debt remaining (Inside Prop 2 1/2)</b>		<b>8,115,236.81</b>

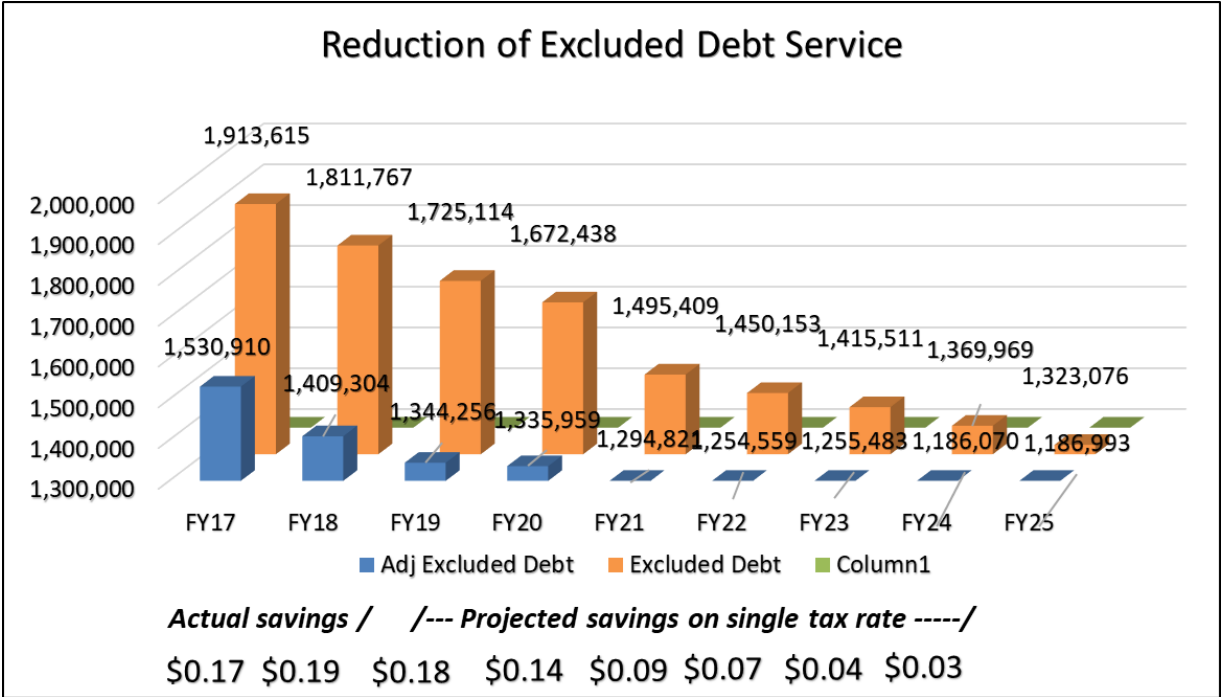




Debt Exclusion Stabilization

Town meeting has authorized the use of the Debt Exclusion Stabilization account to pay a portion of the debt service outside of Proposition 2 1/2 using funds from inside Proposition 2 1/2. This directly reduces the tax rate paid by residents and businesses. The Debt Exclusion stabilization fund usage in FY20 was \$295,891.

TREASURER



Funds under care of the Town Treasurer as of June 30, 2020

General Fund, Revolving Funds, Grants, Bonds & Other Funds	\$ 44,940,511.74
OPEB Trust Fund - Town, Light & Water Departments	14,547,175.61
Stabilization, Debt Exclusion Stabilization, Sr Center & Capital Stabilizations	6,331,693.02
Water Enterprise Fund	1,539,404.54
Light Department Operating Funds	5,972,046.66
Light Department Depreciation Fund	2,708,834.37
Light Department Rate Stabilization Fund	3,351,530.78
Light Department Retirement Trust Fund	1,244,901.43
Trust Funds managed by the Trust Fund Commissioners	5,837,647.16
	<u>\$ 86,473,745.31</u>
Cash Balance June 30, 2019	\$ 72,415,750.25
Cash Receipts	\$ 113,358,129.99
Cash Disbursements	<u>\$ (99,300,134.93)</u>
Ending Cash June 30, 2020	<u>\$ 86,473,745.31</u>

The above report reflects the cash and bond balances of the Town as of June 30, 2020.

Respectfully submitted

Sean O'Brien  
Treasurer

**Employee Total Earnings - January-December 2020**

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non- Pensionable Earnings</i>	<i>2020 Earnings *</i>
<u>ACCOUNTANT</u>					
	HERRICK-STELLA, CHERYL	DIRECTOR OF FINANCE AND BUDGET	105,114.25	4,200.00	109,314.25
	MANCHUSO, JANICE	FINANCE TECHNICIAN	-	9,194.26	9,194.26
	REYNOLDS, MICHELLE	ASSISTANT ACCOUNTANT	62,169.33	411.35	62,580.68
<i>ACCOUNTANT DEPARTMENT TOTAL</i>			<i>167,283.58</i>	<i>13,805.61</i>	<i>181,089.19</i>
<u>ASSESSORS</u>					
	JORNET, CELIA	ASSISTANT ASSESSOR	39,127.83	4,396.99	43,524.82
	KUMAR, CHRISTINE	ASSISTANT ASSESSOR	7,389.20	-	7,389.20
	MILLER, KATHERINE	CHIEF ASSESSOR	94,274.40	-	94,274.40
	SULLIVAN, TERESA	ASSESSING CLERK FIELD LISTER	23,427.83	1,592.47	25,020.30
<i>ASSESSORS DEPARTMENT TOTAL</i>			<i>164,219.26</i>	<i>5,989.46</i>	<i>170,208.72</i>
<u>BUILDING</u>					
	COBLEIGH, MICHELLE	ASST ZONING OFFICER	54,392.65	6,561.18	60,953.83
	CORMIER, JOSEPH	ALTERNATE INSPECTOR	-	1,054.68	1,054.68
	FAIRCHILD, JANET	ADMINISTRATIVE ASSISTANT	50,179.01	2,538.27	52,717.28
	GERVAIS, JOSEPH	ALTERNATE INSPECTOR	-	1,523.37	1,523.37
	MOREHOUSE, WILLIAM	INSPECTOR OF WIRES	56,511.93	-	56,511.93
	MULLEN, EDWARD	BUILDING COMMISSIONER	89,793.12	-	89,793.12
	SULLIVAN, EDWARD	INSPECTOR OF WIRES	40,266.53	-	40,266.53
<i>BUILDING DEPARTMENT TOTAL</i>			<i>291,143.24</i>	<i>11,677.50</i>	<i>302,820.74</i>
<u>CEMETERY</u>					
	BAILEY, THOMAS	CEMETERY SUPERINTENDENT	62,780.00	2,830.40	65,610.40
	TAYLOR, LAURIE	CEMETERY GROUNDSKEEPER	54,591.29	2,372.58	56,963.87
<i>CEMETERY DEPARTMENT TOTAL</i>			<i>117,371.29</i>	<i>5,202.98</i>	<i>122,574.27</i>
<u>COLLECTOR</u>					
	INTO, VALERIE	ADMINISTRATIVE CLERK	-	26,186.93	26,186.93
	RICHARDS, DEBORAH	TAX COLLECTOR	79,989.82	-	79,989.82
<i>COLLECTOR DEPARTMENT TOTAL</i>			<i>79,989.82</i>	<i>26,186.93</i>	<i>106,176.75</i>
<u>CONSERVATION COMMISSION</u>					
	GREEN, AMY	CONSERVATION COORDINATOR	46,279.02	-	46,279.02
<i>CONSERVATION COMMISSION DEPARTMENT TOTAL</i>			<i>46,279.02</i>	<i>0.00</i>	<i>46,279.02</i>



	Dept	Employee	Title	Pensionable Earnings	Non- Pensionable Earnings	2020 Earnings *
TREASURER	<u>CONTROL CTR / DISPATCH</u>					
		BERNSTEIN, MAX	COMMUNICATIONS OFF-PT	-	933.60	933.60
		BUCK, BRIAN	COMMUNICATIONS OFFICER	58,910.36	24,365.52	83,275.88
		CARROLL, JOSEPH	COMMUNICATIONS OFFICER	57,635.75	16,766.28	74,402.03
		DEVLAMINCK, NICHOLE	COMMUNICATIONS OFFICER	55,435.32	8,515.63	63,950.95
		HARROLD, WILLIAM	COMMUNICATIONS SUPERVISOR	63,671.24	27,942.77	91,614.01
		MELANSON, KRISTEN	COMMUNICATIONS OFF-PT	-	933.60	933.60
		MURPHY, JOHN	COMMUNICATIONS OFFICER	64,111.44	32,649.46	96,760.90
		PRIEST, DANIELLE	COMMUNICATIONS OFF-PT	-	2,890.56	2,890.56
		RACETTE, KYLA	COMMUNICATIONS OFFICER	56,622.61	7,489.39	64,112.00
		RAY, MICHAEL	COMMUNICATIONS OFF-PT	-	13,950.56	13,950.56
		WALES, JONATHAN	COMMUNICATIONS OFF-PT	-	14,800.24	14,800.24
		YOUNG, KELLY	COMMUNICATIONS OFFICER	56,058.07	13,335.94	69,394.01
		ZAFERACOPOULOS, ADAM	COMMUNICATIONS OFF-PT	-	933.60	933.60
		<u>CONTROL CTR / DISPATCH DEPARTMENT TOTAL</u>			<u>412,444.79</u>	<u>165,507.15</u>
ELDER AND HUMAN SERVICES		ALO, SHIRLEY	EHS SENIOR TAX PROGRAM	-	637.50	637.50
		ARAUJO, ELLEN	EHS SENIOR TAX PROGRAM	-	637.50	637.50
		BAILEY, HELEN	EHS SENIOR TAX PROGRAM	-	637.50	637.50
		BANKS, ELLEN	EHS SENIOR TAX PROGRAM	-	637.50	637.50
		BELL, SAMUEL	EHS SENIOR TAX PROGRAM	-	637.50	637.50
		BERTOLINO, ANGELA	EHS SENIOR TAX PROGRAM	-	637.50	637.50
		BOLDRIGHINI, GLADYS	EHS SENIOR TAX PROGRAM	-	637.50	637.50
		BOWLES, CATHERINE	EHS SENIOR TAX PROGRAM	-	637.50	637.50
		BRADLEY, SHIRLEY	EHS SENIOR TAX PROGRAM	-	637.50	637.50
		BUCKLES, RICHARD	EHS SENIOR TAX PROGRAM	-	637.50	637.50
		CASALE, SANDRA	EHS SENIOR TAX PROGRAM	-	637.50	637.50
		CHI, HOWARD	EHS SENIOR TAX PROGRAM	-	637.50	637.50
		CHILDS, MARTHA	EHS SENIOR TAX PROGRAM	-	637.50	637.50
		CHRISFIELD, JANE	EHS SENIOR TAX PROGRAM	-	637.50	637.50
		CONVERSE, MARILYN	EHS SENIOR TAX PROGRAM	-	637.50	637.50
		CORBIN, SHARON	EHS SENIOR TAX PROGRAM	-	637.50	637.50
		COSTIN, DIANE	EHS SENIOR TAX PROGRAM	-	637.50	637.50
		CUMMINGS, MARGARET	EHS SENIOR TAX PROGRAM	-	637.50	637.50
		CYR, BEVERLY	EHS SENIOR TAX PROGRAM	-	637.50	637.50
		DELEGGE, THOMAS	EHS SENIOR TAX PROGRAM	-	637.50	637.50
		DESTEFANO, BARBARA	EHS SENIOR TAX PROGRAM	-	637.50	637.50
		DESTEFANO, CHARLES	EHS SENIOR TAX PROGRAM	-	605.63	605.63
		DISPENSA, KAREN	EHS SENIOR TAX PROGRAM	-	637.50	637.50
		DONNELLY, DEBORAH	EHS SENIOR TAX PROGRAM	-	637.50	637.50
		DONNELLY, JAMES	EHS SENIOR TAX PROGRAM	-	637.50	637.50
		DOUGLAS, DIANE	EHS SENIOR TAX PROGRAM	-	637.50	637.50
		FILL, CHERYL	EHS SENIOR TAX PROGRAM	-	637.50	637.50
		FISHER, LAWRENCE	EHS SENIOR TAX PROGRAM	-	1,013.63	1,013.63
		FISHER, LYNDA	EHS SENIOR TAX PROGRAM	-	159.38	159.38
		FRANZEK, CYNTHIA	EHS SENIOR TAX PROGRAM	-	637.50	637.50
		FRATTALLONE, PAMELA	EHS SENIOR TAX PROGRAM	-	637.50	637.50
		FREDETTE, ANDRE	EHS SENIOR TAX PROGRAM	-	1,173.00	1,173.00

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non- Pensionable Earnings</i>	<i>2020 Earnings *</i>
	GIRARD, PAULETTE	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	GLEASON, RICHARD	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	GODDARD, RONALD	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	GORSKI, IRENE	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	GREENWOOD, MARY ANN	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	GREGORY, BERNICE	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	HALLORAN, JOYCE	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	HARDING, ANITA	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	HARLAND, ELLEN	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	HILSINGER, NANCY	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	HOFELDT, REINA	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	HOLIAN, MARK	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	HORLOR, KARYN	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	HRONIK, MARY	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	INGHAM, JOAN	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	IRWIN, DAVID	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	JESENSKY, ANTHONY	EHS SENIOR TAX PROGRAM	-	1,045.50	1,045.50
	JOHNSON, RUTH	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	JOWERS, DAVID	EHS SENIOR TAX PROGRAM	-	1,102.88	1,102.88
	KAMB, BARBARA	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	LARSEN, MARGARET	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	LINDMARK, SUSAN	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	LORD, LINDA	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	LYNN, JUDITH	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	LYONS, JANE	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	MACIVER, DONALD	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	MAGNUSSSEN, ANTOINETTE	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	MARTINEC, ROBERT	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	MARTINO, ARLEEN	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	MAY, DELORES	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	MCCUMBER, CHRISTINA	EHS SENIOR TAX PROGRAM	-	204.00	204.00
	MCCUMBER, JOSEPH	EHS SENIOR TAX PROGRAM	-	433.50	433.50
	MCDONNELL, JOAN	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	MCGRATH, PHYLLIS	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	MCLAUGHLIN, ROBERT	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	MCPHERSON, MARY	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	MEIER, LOIS	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	MENANO, AVELINO	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	MITRANO, GAIL	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	MONAHAN, CORRINE	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	NEWMAN, JOYCE	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	OLDEN, ELAINE	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	PAYNE, MAJORIE	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	PICKARD, MARY	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	POTTS, BOYD	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	PROTASOWICKI, DELIA	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	QIAN, NAN-XIN	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	QUINN, REBECCA	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	RICE, ABIGAIL	EHS SENIOR TAX PROGRAM	-	637.50	637.50

TREASURER

## TREASURER

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non- Pensionable Earnings</i>	<i>2020 Earnings *</i>
	RIGOLI, BEVERLY	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	RILEY, MARGARET	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	ROBINSON, PATRICIA	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	ROEMER, KATHLEEN	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	ROMILLY, DONNA	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	RUSSELL, BRUCE	EHS SENIOR TAX PROGRAM	-	969.00	969.00
	RUSSELL, LESLIE	EHS SENIOR TAX PROGRAM	-	178.50	178.50
	RUSSELL, MARSHA	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	SAMMARCO, JEANINE	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	SANDERS, GEORGE	EHS SENIOR TAX PROGRAM	-	1,275.00	1,275.00
	SCHAUBERGER, PATRICIA	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	SHETHAR, ALAN	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	SMITH, BETTY	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	SPINOZZI, ROBERT	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	STETSON, ELEANOR	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	STEWART, JEAN	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	STEWART, SHEILA	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	STREETER, RAYMOND	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	SULLIVAN, JANET	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	SUSSMAN, STEVEN	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	SWEATT, ANNE	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	UNKEL, BETSY	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	VALES, WILLIAM	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	WAITE, DONALD	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	WENZ, LAURANCE	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	WHITCOMB, DAVID	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	WHITE, DONNA	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	WIELINSKI, SUSAN	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	ZOTO, MARGARET	EHS SENIOR TAX PROGRAM	-	637.50	637.50
	CAMPBELL, NEIL	EHS VAN DRIVER	-	2,965.23	2,965.23
	DEE, LAURIE	EHS VAN DRIVER	-	4,501.56	4,501.56
	DEMICHELE, AMY	EHS OUTREACH COORDINATOR	62,780.00	-	62,780.00
	KENT, RICHARD	EHS VAN DRIVER	-	10,758.26	10,758.26
	MONAHAN, WILLIAM	EHS VAN DRIVER	-	1,391.04	1,391.04
	PALMER, SAMUEL	EHS VAN DRIVER	-	4,003.88	4,003.88
	RAYMOND, SUSAN	ADMINISTRATIVE ASSISTANT	-	26,685.68	26,685.68
	SARVELA, NICOLE	ASSIST DIRECTOR EHS	69,510.56	-	69,510.56
	SHAHEEN, ASHLEY	DIR ELDER AND HUMAN SERVICES	23,212.80	2,901.60	26,114.40
	STENSTROM, JOHN	EHS VAN DRIVER	-	5,533.19	5,533.19
	TRETIK, ELIZABETH	DIR ELDER AND HUMAN SERVICES	23,328.00	3,098.25	26,426.25
<i>ELDER AND HUMAN SERVICES DEPARTMENT TOTAL</i>			<i>178,831.36</i>	<i>133,111.21</i>	<i>311,942.57</i>



<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non-Pensionable Earnings</i>	<i>2020 Earnings *</i>
<u>FIRE</u>					
	CARLIN, SHAWN	FIREFIGHTER/EMT	64,299.00	13,173.59	77,472.59
	CLANCY, GEORGE	FIRE DEPUTY CHIEF	104,718.98	2,248.00	106,966.98
	COFFEY, SEAN	FIRE LIEUTENANT	78,033.60	44,740.44	122,774.04
	DAVID, TYSON	FIREFIGHTER/EMT	70,493.41	17,899.60	88,393.01
	DEBLASIO, MICHAEL	FIREFIGHTER/EMT	68,593.80	17,791.80	86,385.60
	DUNN, KEITH	FIRE LIEUTENANT	74,433.90	5,423.53	79,857.43
	FOSTER, SHAWN	FIREFIGHTER/EMT	3,588.25	6,331.05	9,919.30
	GARDNER, TERENCE	FIRE LIEUTENANT	74,174.62	35,403.32	109,577.94
	KOUVO, KIMBERLY	EXEC ASST PUBLIC SAFETY	57,552.49	6,856.19	64,408.68
	LEBLANC, STEVIE	FIREFIGHTER/EMT	60,231.47	14,889.27	75,120.74
	MACIEL, MATTHEW	FIREFIGHTER/EMT	63,315.28	27,012.78	90,328.06
	POWERS, TIMOTHY	FIRE LIEUTENANT	73,567.83	10,581.18	84,149.01
	REGER, JOSEPH	FIREFIGHTER/EMT	62,912.43	29,613.78	92,526.21
	REKOS, PAUL	FIREFIGHTER/EMT	66,954.61	29,871.60	96,826.21
	ROSS, MATTHEW	FIREFIGHTER/EMT	59,681.57	16,659.02	76,340.59
	SAWICKI, DANIEL	FIREFIGHTER/EMT	56,924.50	11,045.14	67,969.64
	ST GELAIS, BRIAN	FIREFIGHTER/EMT	66,740.63	6,840.92	73,581.55
	WILLIAMS, BRADFORD	FIREFIGHTER/EMT	63,071.71	11,805.47	74,877.18
	WODZINSKI, SCOTT	FIRE CHIEF	132,274.72	4,200.00	136,474.72
	WRIGHT, STEPHEN	FIREFIGHTER/EMT	57,564.35	13,761.87	71,326.22
	BELTRAMI, DONALD	ON CALL FIREFIGHTER/EMT	-	230.97	230.97
	CAHILL, JAMES	ON CALL FIRE CAPTAIN	-	3,552.07	3,552.07
	CHABOT, BRIAN	ON CALL FIREFIGHTER/EMT	-	1,666.23	1,666.23
	DENEHY, MICHAEL	ON CALL FIRE LIEUTENANT	-	79.84	79.84
	DIRUBBO, DEREK	ON CALL FIREFIGHTER/EMT	-	66.88	66.88
	DITULLIO, STEPHAN	ON CALL FIREFIGHTER	-	3,483.60	3,483.60
	DUONG, RICHARD	ON CALL FF/PARAMEDIC	-	3,443.03	3,443.03
	FOWLE, BRANDON	ON CALL FIREFIGHTER	-	1,891.38	1,891.38
	GENTILE, ALAN	ON CALL FF/PARAMEDIC	-	749.10	749.10
	JOHANSON, RYAN	ON CALL FIREFIGHTER/EMT	-	250.80	250.80
	KANE, DANIEL	ON CALL FIREFIGHTER/EMT-ADV	-	1,285.10	1,285.10
	KNEELAND, THOMAS	ON CALL FIRE LIEUTENANT	-	3,435.26	3,435.26
	MULONE, STEVEN	ON CALL FIREFIGHTER/EMT	-	100.32	100.32
	PARLON, SEAN	ON CALL FIREFIGHTER/EMT	-	3,191.73	3,191.73
	ROCK, JOSEPH	ON CALL FIRE CAPTAIN	-	1,947.80	1,947.80
	ROCK, TERESA	ON CALL FIREFIGHTER/EMT-ADV	-	969.37	969.37
	<b>FIRE DEPARTMENT TOTAL</b>		<b>1,359,127.15</b>	<b>352,492.03</b>	<b>1,711,619.18</b>

TREASURER

Dept	Employee	Title	Pensionable Earnings	Non-Pensionable Earnings	2020 Earnings *	
SOURCES						
	BELL, BRIGETTE	HUMAN RESOURCES MANAGER	16,158.64	-	16,158.64	
	HUMAN RESOURCES DEPARTMENT TOTAL		16,158.64	0.00	16,158.64	
INFORMATION SYSTEMS						
	GLENCROSS, NANCY	INFORMATION SYSTEMS MANAGER	108,063.28	-	108,063.28	
	MCLAUGHLIN, THOMAS	INFORMATION SYSTEM TECHNICIAN	64,347.52	-	64,347.52	
	INFORMATION SYSTEMS DEPARTMENT TOTAL		172,410.80	0.00	172,410.80	
LABORER	ANDERSON, BENJAMIN	EQUIP OPERATOR III/LABORER	50,723.15	4,252.37	54,975.52	
	ARNOTT, ANTHONY	EQUIP OP/LABORER II	52,356.75	8,137.92	60,494.67	
	BERNARD, SHAWN	WORKING FOREMAN	73,976.53	8,506.06	82,482.59	
	DEVOGEL, JAMES	GENERAL FOREMAN	77,664.95	11,791.20	89,456.15	
	KELSON, DEREK	WORKING FOREMAN	69,074.10	10,085.90	79,160.00	
	MACFADGEN, WILLIAM	HIGHWAY MECHANIC	67,436.40	6,294.73	73,731.13	
	MCKELVIE, BRUCE	EQUIP OPERATOR III/LABORER	58,114.33	4,958.75	63,073.08	
	PELOQUIN, PHILIP	EQUIP OP/LABORER II	54,406.24	6,576.94	60,983.18	
	PINARD, ASHLEY	BUSINESS ADMIN PUBLIC WORKS	13,917.76	22,941.67	36,859.43	
	ROCHON, NICHOLAS	EQUIP OPERATOR III/LABORER	57,833.02	7,093.69	64,926.71	
	SALADINI, CRAIG	EQUIP OPERATOR III/LABORER	59,012.82	5,709.13	64,721.95	
	SAMMARCO, CHRISTOPHER	EQUIP OPERATOR III/LABORER	58,168.23	6,176.45	64,344.68	
	STODDARD, CHRISTOPHER	DIRECTOR OF PUBLIC WORKS	107,740.64	-	107,740.64	
	TOCCI, CATHERINE	BUSINESS ADMIN PUBLIC WORKS	36,011.56	6,228.98	42,240.54	
	WHITTEN, STEVEN	HIGHWAY SUPERINTENDENT	89,059.04	257.77	89,316.81	
	ASHLEY, PHYLLIS	TRANSFER STATION ASST OPERATOR	52,123.08	1,745.97	53,869.05	
	UPPERMAN, CHRISTOPHER	TRANSFER STATION OPERATOR	59,596.79	1,875.57	61,472.36	
		HIGHWAY DEPARTMENT TOTAL		1,037,215.39	112,633.10	1,149,848.49

TREASURER

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non- Pensionable Earnings</i>	<i>2020 Earnings *</i>
<i>LIBRARY</i>					
	ALVAREZ, SAMUEL	LIBRARY DIRECTOR	93,574.40	-	93,574.40
	BERNARDI, JULIE	LIBRARY TECHNICIAN		- 16,552.79	16,552.79
	CANTINO, JENNA	LIBRARY SENIOR TECHNICIAN	30,044.36	-	30,044.36
	CURRAN, ANDREA	LIBRARY SENIOR LIBRARIAN	48,845.76	-	48,845.76
	DELGADO, TRACY	LIBRARY TECHNICIAN		- 20,293.64	20,293.64
	FREDERICKSEN, JULIE	LIBRARY TECHNICIAN	17,339.92	-	17,339.92
	GRAHAM, HELEN	LIBRARY ASSISTANT DIRECTOR	56,564.00	-	56,564.00
	HAMILTON, JENNIFER	LIBRARY ASSISTANT		- 10,486.15	10,486.15
	HARDY-FARACI, CHERYL	LIBRARY TECHNICIAN		- 21,808.23	21,808.23
	HENRY, JEFFREY	LIBRARY ASSISTANT		- 10,494.59	10,494.59
	OUELLETTE-HADUCH, DI-	LIBRARY SENIOR LIBRARIAN		-	59,599.32
	PALMER, SUSAN	LIBRARY OFFICE COORDINATOR	51,644.51	-	51,644.51
	SILL, JEANNE	LIBRARY SENIOR TECHNICIAN			52,229.18
	TOTTEN, AMY	LIBRARY ASSISTANT		- 9,379.72	9,379.72
	YAMASHITA, ATSUKO	LIBRARY PROCESSING CLERK		- 13,491.40	13,491.40
	<i>LIBRARY DEPARTMENT TOTAL</i>		<i>409,730.03</i>	<i>102,617.94</i>	<i>512,347.97</i>

TREASURER

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non-Pensionable Earnings</i>	<i>2020 Earnings *</i>
<b>TREASURER</b>	<u>LIGHT</u>				
	ADLEY, CHRISTOPHER	LELD METER TECHNICIAN	74,069.60	2,376.40	76,446.00
	BAILEY, EILEEN	LELD BUSINESS SERVICES REP	68,591.60	1,707.55	70,299.15
	BURNHAM, TODD	LELD LEAD LINEMAN	118,841.28	22,549.32	141,390.60
	CERULLO, MATTHEW	LELD MECHANIC-FLEET SUPERVISOR	87,420.40	7,409.60	94,830.00
	DUFOUR, HALEIGH	LELD BUSINESS SERVICES REP	47,168.00	515.63	47,683.63
	DUTCHER, MICHAEL	LELD LINEMAN 3RD	70,222.40	15,453.74	85,676.14
	EDWARDS, SCOTT	LELD POWER SUPPLY ANALYST	-	60,318.00	60,318.00
	FITZGERALD, SANDRA	LELD BUSINESS SERVICES REP	62,801.60	832.24	63,633.84
	FLYNN, THOMAS	LELD ELECTRICAL ENGINEER	15,000.00	-	15,000.00
	GIOUMBAKIS, EVANGELOS	LELD LEAD LINEMAN	120,418.80	23,928.47	144,347.27
	GUILLOT, THOMAS	LELD LINEMAN 2ND CLASS	82,194.80	13,053.54	95,248.34
	HUNT, ROBERT	LELD LEAD LINEMAN	120,125.76	24,823.92	144,949.68
	HUNT, TYLER	LWD INTERN	-	9,424.50	9,424.50
	KETCHEN, DAVID	LELD ASST GENERAL MANAGER	135,661.90	6,750.12	142,412.02
	LANCIANI, JOHN	LELD SR ENGINEERING TECHNICIAN	126,687.20	4,136.16	130,823.36
	LARSEN, SCOTT	LELD GENERAL LINE FOREMAN	55,689.30	44,300.00	99,989.30
	LAVERTY, PATRICK	LELD ENG AND OPS MANAGER	118,531.19	8,119.08	126,650.27
	LAWLER, NICHOLAS	LELD GENERAL MANAGER	194,740.16	17,456.97	212,197.13
	LIZOTTE, DAVID	LELD GENERAL LINE FOREMAN	135,872.80	1,937.52	137,810.32
	LIZOTTE, JACKSON	LELD LINEMAN 2ND CLASS	93,353.08	14,751.64	108,104.72
	LUTHER, ALEXANDER	LELD MECHANIC-FLEET SUPERVISOR	75,102.11	2,491.39	77,593.50
	LYONNAIS, MELISSA	LELD BUSINESS OFFICE SUPV	87,992.80	1,249.25	89,242.05
	MAMMONE, EVAN	LELD LINEMAN 2ND CLASS	82,313.60	13,254.02	95,567.62
	MC FARLAND, MATTHEW	LELD DISTRIBUTION SUPV	123,495.04	1,369.00	124,864.04
	PATTERSON, DANIEL	LELD FLEET AND FACILITY TECH	-	20,237.71	20,237.71
	REARDON, CONNOR	LELD ENERGY EFFICIENCY ENG	63,792.80	905.74	64,698.54
	ROOKS, ERICA	LELD BUSINESS MANAGER	136,416.40	-	136,416.40
	ROOKS, ROBERT	LELD LINEMAN 1ST	96,381.31	17,331.56	113,712.87
	SNYER, TREVER	LELD LEAD LINEMAN	119,838.38	21,556.32	141,394.70
	STEWART, WILLIAM	LELD UTILITY WORKER	-	27,411.12	27,411.12
	WIRZBICKI, DAVID	LELD PROCUREMENT COORDINATOR	74,068.80	3,939.52	78,008.32
	WOODWARD, LAURA	LELD STAFF ACCOUNTANT	46,098.72	667.37	46,766.09
	<b>LIGHT DEPARTMENT TOTAL</b>		<b>2,632,889.83</b>	<b>390,257.40</b>	<b>3,023,147.23</b>



<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non- Pensionable Earnings</i>	<i>2020 Earnings *</i>
<u>PARKS AND RECREATION</u>					
	CARBUTT, RACHELE	PRCE COMM ED TEEN PROG COORD	54,089.59	119.26	54,208.85
	CORBIN, ALEA	PRCE RECREATION COORDINATOR	5,562.61	179.02	5,741.63
	DAY, ALICIA	PRCE DIRECTOR	77,383.04	-	77,383.04
	JUDGE, KAITLIN	PRCE TEEN PROGRAM LEADER	35,180.35	1,180.61	36,360.96
	KAZANJIAN, JON	PRCE RECREATION COORDINATOR	39,719.40	0.70	39,720.10
	MICHALSKI, TIMOTHY	PRCE ASSISTANT DIRECTOR	69,059.54	-	69,059.54
	STRAFACE, MEGAN	ADMINISTRATIVE ASSISTANT	33,790.53	-	33,790.53
	ADEMA, COURTNEY	PRCE CAMP SPECIALIST	-	2,966.97	2,966.97
	ADEMA, MATTHEW	PRCE AQUATICS DIRECTOR	-	8,783.52	8,783.52
	ADLEY, HANNAH	PRCE PROGRAM AIDE I	-	821.66	821.66
	AUSTIN, STELLA	PRCE PROGRAM AIDE I	-	1,320.94	1,320.94
	BARRANCO, LAURA	PRCE SR CAMP COUNSELOR	-	94.22	94.22
	BELL, MEGAN	PRCE CAMP SPECIALIST	-	4,924.58	4,924.58
	BONETA, BRIANNE	PRCE SR CAMP COUNSELOR	-	645.95	645.95
	BROWNSON, GRETA	PRCE LIFEGUARD I	-	1,834.53	1,834.53
	CARTER, ROGER	PRCE CAMP LEAD COUNSELOR I	-	2,465.41	2,465.41
	CONNERS, ISABEL	PRCE HEAD LIFEGUARD	-	3,344.27	3,344.27
	DESISTO, SOPHIA	PRCE SR CAMP COUNSELOR	-	1,976.82	1,976.82
	DUTTON, ADAM	PRCE CAMP LEAD COUNSELOR I	-	2,528.76	2,528.76
	ELLIS, JACKSON	PRCE CAMP LEAD COUNSELOR I	-	1,040.72	1,040.72
	FLAHERTY, ABIGAIL	PRCE SR CAMP COUNSELOR	-	2,094.69	2,094.69
	GIBBONS, LEO	PRCE SAILING COORD	-	3,222.48	3,222.48
	GIBBONS, SARA	PRCE PROGRAM AIDE I	-	441.63	441.63
	GIBBONS, SELINA	PRCE SR CAMP COUNSELOR	-	3,346.73	3,346.73
	GODDARD, JOSEPH	PRCE AFTERCARE COORDINATOR	-	2,827.53	2,827.53
	HARTZEL, ABIGAIL	PRCE CAMP LEAD COUNSELOR I	-	2,606.76	2,606.76
	HOHMANN, CATHERINE	PRCE CAMP LEAD II	-	4,026.80	4,026.80
	HORNBECK, PAIGE	PRCE INTERN	-	2,421.76	2,421.76
	HORNBECK, PAYSON	PRCE SR CAMP COUNSELOR	-	4,445.03	4,445.03
	JAMES, THOMAS	CAMP CUSTODIAN	-	5,770.80	5,770.80
	KAZANJIAN, THOMAS	PRCE LIFEGUARD I	-	3,865.95	3,865.95

TREASURER

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non- Pensionable Earnings</i>	<i>2020 Earnings *</i>
	KEARNEY, THOMAS	PRCE LIFEGUARD I	-	3,153.99	3,153.99
	KRITZER, ELI	PRCE SR CAMP COUNSELOR	-	1,822.02	1,822.02
	MACDONALD, SARA	PRCE LIFEGUARD I	-	1,722.45	1,722.45
	MARRESE, ALYSSA	PRCE SNACK HUT MANAGER	-	1,339.56	1,339.56
	MASTORAKOS, OLIVIA	PRCE CAMP SPECIALIST	-	4,085.48	4,085.48
	MAYOR, HYATT	PRCE SAILING INSTRUCTOR	-	5,240.78	5,240.78
	MERCIER, ZACHARY	PRCE SAILING INSTRUCTOR	-	5,316.47	5,316.47
	MEUSEL, WILLIAM	PRCE LIFEGUARD I	-	2,228.10	2,228.10
	MILLER, SARAH	SEASONAL CAMP NURSE	-	7,338.25	7,338.25
	MITCHELL, WOLFE	PRCE LIFEGUARD I	-	1,669.19	1,669.19
	MITTON, JENNIFER	PRCE PROGRAM AIDE I	-	423.22	423.22
	MURPHY, BENJAMIN	PRCE SR CAMP COUNSELOR	-	2,486.47	2,486.47
	NEWMAN, NATHANIEL	PRCE PROGRAM AIDE I	-	7,993.28	7,993.28
	NEWMAN, TIMOTHY	PRCE RECREATION ATTENDANT	-	2,017.70	2,017.70
	O'KEEFE, PAIGE	PRCE PROGRAM AIDE I	-	1,046.72	1,046.72
	PORTANTE, CECILIA	PRCE LIFEGUARD I	-	3,743.66	3,743.66
	RAY, JAMES	PRCE CAMP DIRECTOR	-	6,913.78	6,913.78
	RITCHIE, RYAN	PRCE CAMP SPECIALIST	-	4,620.46	4,620.46
	SIMPSON, RACHAEL	PRCE ASST CAMP DIR	-	6,184.09	6,184.09
	WARNOCK, ABIGAIL	PRCE SR CAMP COUNSELOR	-	85.40	85.40
	WARNOCK, JAKE	PRCE CAMP LEAD COUNSELOR I	-	4,488.26	4,488.26
	WOODWARD, JOHN	PRCE LIFEGUARD I	-	3,111.75	3,111.75
	<i>PARKS AND RECREATION DEPARTMENT TOTAL</i>		<i>314,785.06</i>	<i>146,329.18</i>	<i>461,114.24</i>
	<i>PLANNING</i>				
	RHEAUME-PACITTI, LUCIA	DEPARTMENT CLERK	-	16,219.77	16,219.77
	TOOHILL, MAREN	TOWN PLANNER	91,795.98	-	91,795.98
	<i>PLANNING DEPARTMENT TOTAL</i>		<i>91,795.98</i>	<i>16,219.77</i>	<i>108,015.75</i>

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non- Pensionable Earnings</i>	<i>2020 Earnings *</i>
<u>POLICE</u>					
	ABU, ILYAS	POLICE OFFICER	13,946.44	13,790.31	27,736.75
	BOWEN, JESSE	POLICE OFFICER	64,047.13	21,968.36	86,015.49
	BUDKA, THOMAS	POLICE OFFICER RESERVE	-		1,587.08
	BUSSIERE, EDMOND	POLICE SERGEANT	90,698.20	24,843.06	115,541.26
	CAMELO, DERRICK	POLICE SERGEANT	81,634.70	12,175.23	93,809.93
	CASEY, BRIAN	POLICE OFFICER	70,375.34	52,986.59	123,361.93
	CORCORAN, PAUL	POLICE OFFICER RESERVE	-		38,987.32
	DRISTILARIS, JOHN	POLICE OFFICER RESERVE	-		44,989.25
	FERNANDEZ, PABLO	POLICE SERGEANT	96,396.61	22,713.58	119,110.19
	FERREIRA, JAMES	POLICE OFFICER RESERVE	-		314.76
	JANAKOS, JOHN	POLICE DETECTIVE	86,974.29	8,826.66	95,800.95
	JOHNSON, ALEX	POLICE OFFICER	65,150.19	35,277.57	100,427.76
	JONES, BRIAN	POLICE OFFICER	64,401.76	15,816.38	80,218.14
	KILEY, BRYAN	POLICE OFFICER	67,792.08	56,937.43	124,729.51
	LANDRY, DOUGLAS	POLICE SERGEANT	81,088.95	40,622.61	121,711.56
	MAGLIOZZI, NICOLE	EXEC ASST PUBLIC SAFETY		-	58,400.80
	MICHEL, ERIC	POLICE OFFICER	65,954.26	13,201.91	79,156.17
	MORINE, JAMES	POLICE OFFICER	42,386.32	17,590.05	59,976.37
	O'DONOGHUE, PATRICK	POLICE DETECTIVE	75,992.71	14,450.63	90,443.34
	PATTERSON, JEFFREY	POLICE DEPUTY CHIEF	117,931.60	5,720.00	123,651.60
	PINARD, MATTHEW	POLICE CHIEF	162,025.12	9,378.00	171,403.12
	RHODES, HEATHER	POLICE OFFICER RESERVE	-		9,458.54
	RICHARD, JARED	POLICE OFFICER	64,492.58	42,908.08	107,400.66
	RICHARD, RYAN	POLICE OFFICER	65,902.21	17,561.17	83,463.38
	SCOLA, MARC	POLICE SERGEANT	81,238.64	12,597.62	93,836.26
	WODZINSKI, MEGAN	POLICE OFFICER	63,304.52	37,033.74	100,338.26
	<b>POLICE DEPARTMENT TOTAL</b>		<b>1,580,134.45</b>	<b>571,735.93</b>	<b>2,151,870.38</b>

TREASURER

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non- Pensionable Earnings</i>	<i>2020 Earnings *</i>
<u>SCHOOLS</u>					
	ABRUZZESE, JOHN	COACH	-	500.00	500.00
	ARIMENTO, ELIZABETH	COACH	-	250.00	250.00
	ARIMENTO, JEFFREY	COACH	-	250.00	250.00
	BASSETT, CONNOR	COACH	-	744.48	744.48
	BLANCHARD, MICHAEL	COACH	-	500.00	500.00
	CRORY, MICHAEL	COACH	-	500.00	500.00
	DIPIETRO, MICHAEL	COACH	-	500.00	500.00
	ELLIS, ANNELEE	COACH	-	3,407.00	3,407.00
	FERRANTE, CARLO	COACH	-	744.48	744.48
	HARDY, ALLISON	COACH	-	250.00	250.00
	HASTINGS, RICHARD	COACH	-	5,410.00	5,410.00
	HUNT, JUDITH	SCORE KEEPER	-	1,500.50	1,500.50
	KALDENBERG, CASEY	COACH	-	4,006.00	4,006.00
	LEWIS, MARCUS	COACH	-	500.00	500.00
	LIZOTTE, KEVIN	COACH	-	5,410.00	5,410.00
	MORRISON, NANCY	GAME TICKET SALES	-	707.50	707.50
	MURRAY, NICHOLAS	COACH	-	2,372.00	2,372.00
	NAYLOR, WILLIAM	COACH	-	3,407.00	3,407.00
	OGILVIE, NATALIE	GAME TICKET SALES	-	672.50	672.50
	PARKINSON, MARK	COACH	-	250.00	250.00
	PROVOST, BRIAN	COACH	-	2,372.00	2,372.00
	SAUCIER, MARC	COACH	-	8,824.00	8,824.00
	STEARNS, PATRICK	COACH	-	4,162.00	4,162.00
	THURSTON, KELLY	COACH	3,407.00	-	3,407.00
	WHITCOMB, TIMOTHY	COACH	-	744.48	744.48
	WILSON, RYAN	COACH	-	2,721.00	2,721.00
	WINKELMANN, ALEXANDER	COACH	-	250.00	250.00



<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non- Pensionable Earnings</i>	<i>2020 Earnings *</i>
	ABETZ, WENDY	CAFETERIA WORKER	-	3,326.02	3,326.02
	BERA, AUDREY	CAFETERIA WORKER	-	6,754.54	6,754.54
	DEVOGEL, MICHELLE	CAFETERIA WORKER	15,139.85	485.74	15,625.59
	FRIDAY, NANCY	CAFETERIA SUBSTITUTE	-	1,459.54	1,459.54
	GRIFFIN, JEAN	CAFETERIA MANAGER	13,842.01	-	13,842.01
	KELLY, MARYLOUISE	CAFETERIA MANAGER	31,520.37	649.70	32,170.07
	MAK, CHING	CAFETERIA WORKER	12,916.45	-	12,916.45
	MCGRATH, FRANCINE	CAFETERIA SUBSTITUTE	-	864.00	864.00
	MODICA, ARLYN	CAFETERIA WORKER	14,963.04	485.74	15,448.78
	NELSON, CELESTE	CAFETERIA WORKER	15,609.54	400.00	16,009.54
	NYSTROM, LAURIE	CAFETERIA WORKER	12,439.78	905.08	13,344.86
	OVERCASH, JOHN	FOOD SERVICES DIRECTOR	57,167.23	1,000.00	58,167.23
	PALMER, APRILE	CAFETERIA WORKER	2,654.92	965.59	3,620.51
	SHIMMEL, ALICE	CAFETERIA MANAGER	23,073.39	-	23,073.39
	VENDITTI, EMILY	CAFETERIA WORKER	-	9,106.73	9,106.73
	WERLING, DIANE	CAFETERIA MANAGER	22,544.75	800.00	23,344.75
	AVERSO, TINA	ADMINISTRATIVE ASSISTANT	64,783.78	-	64,783.78
	BRYANT, SAMANTHA	PAYROLL COORDINATOR	51,790.78	319.88	52,110.66
	CLENCHY, KELLY	SUPERINTENDENT OF SCHOOLS	183,307.75	1,000.00	184,307.75
	COMEAU, KEITH	ASSISTANT PRINICPAL	104,262.93	1,160.67	105,423.60
	CORROW, BETTINA	ADMINISTRATIVE ASSISTANT	41,316.20	664.83	41,981.03
	CROTEAU, NATALIE	TECHNOLOGY COOR	79,636.53	1,500.00	81,136.53
	DEACON, REBECCA	ASSISTANT PRINICPAL	97,712.04	337.07	98,049.11
	DENNEY, KATHRYN	DRAMA PRODUCTION DIRECTOR	-	2,523.00	2,523.00
	EVERHART, JASON	SCHOOL PRINCIPAL	110,715.62	-	110,715.62
	HARRINGTON, JOHN	SCHOOL PRINCIPAL	141,917.55	-	141,917.55
	HEALY, ROBIN	ACCOUNTS PAYABLE MANAGER	71,446.78	2,249.76	73,696.54
	HUSSON, DIANNE	AP CLERK SCHOOL	-	684.00	684.00
	KANE, MICHELLE	SCHOOL PRINCIPAL	117,768.62	406.25	118,174.87
	LEVANGIE, MATTHEW	ASSISTANT PRINICPAL	40,570.32	-	40,570.32
	LORD, JULIE	TECHNOLOGY COOR	79,636.46	500.00	80,136.46
	MARK, STEVEN	BUSINESS MANAGER	114,204.53	1,000.00	115,204.53
	MUIR, JUSTINE	DIRECTOR OF PUPIL PERS SERV	85,114.38	4,547.99	89,662.37
	MULONE, DOROTHY	EXECUTIVE ADMINISTRATIVE ASST	67,756.80	17,254.26	85,011.06
	RILEY, DAVID	ENERGY EDUCATION MANAGER	-	25,526.20	25,526.20
	ROMANO, ANDREA	ASSISTANT PRINICPAL	106,785.08	291.23	107,076.31
	SCHUMAKER, AMANDA	SUMMER SCHOOL NO PENSION	-	3,940.50	3,940.50
	SNOW, LYN	DIRECTOR OF PUPIL PERS SERV	48,170.66	-	48,170.66
	STEELE, ELIZABETH	CURRICULM DIRECTOR	118,080.00	-	118,080.00
	TEMPLE, CHERYL	SCHOOL PRINCIPAL	121,721.29	-	121,721.29
	AGUIAR, CHRISTOPHER	SCHOOL CUSTODIAN	4,678.80	-	4,678.80
	DEE, PETER	SCHOOL CUSTODIAN	35,083.20	6,028.96	41,112.16
	DOIRON, CHRISTOPHER	SCHOOL CUSTODIAN	35,124.13	2,394.82	37,518.95
	ETHIER, ALBERT	SCHOOL CUSTODIAN	35,083.20	3,448.90	38,532.10
	FERNANDEZ, FERNANDO	SCHOOL CUSTODIAN	54,515.77	13,925.74	68,441.51
	GUERTIN, ROGER	SUBSTITUTE CUSTODIAN	-	6,616.00	6,616.00
	HADLEY, TAMARA	SCHOOL CUSTODIAN	35,083.54	4,216.08	39,299.62
	MARR, DAVID	SCHOOL CUSTODIAN	2,673.60	-	2,673.60
	MEAGHER, WILLIAM	SCHOOL MAINTENANCE	55,192.00	17,271.15	72,463.15
	RECTOR, DALE	SCHOOL CUSTODIAN	10,376.92	2,050.75	12,427.67

TREASURER

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non-Pensionable Earnings</i>	<i>2020 Earnings *</i>
	ROY, RICHARD	SCHOOL CUSTODIAN	1,336.80	75.20	1,412.00
	RYAN, SHAWN	SCHOOL CUSTODIAN	34,646.24	4,891.67	39,537.91
	SUMMERS, ARTHUR	SCHOOL CUSTODIAN	13,234.32	526.44	13,760.76
	BENULLO, NANCY	SCHOOL SECRETARY	41,883.72	238.53	42,122.25
	CABRAL, KEVIN	APPL BEHAVR ANL ASST	40,140.86	-	40,140.86
	CAMERO, CHRISTOPHER	TECHNOLOGY	48,152.00	500.00	48,652.00
	CELLA, LESLIE	OUT OF DISTRICT COORDINATOR	66,084.31	2,844.04	68,928.35
	CONNELLY, DAVID	TECHNOLOGY	15,991.50	346.50	16,338.00
	COTE, ALEXANDER	STUDENT ASSSITANT	-	1,085.63	1,085.63
	DIONNE, DEBRA	ADMIN ASST TO PRINCIPAL	50,980.80	500.00	51,480.80
	ETHIER, MARY	OCCUPATIONAL THERAPIST	40,707.61	-	40,707.61
	FARAGO, CONSTANCE	ADMIN ASST TO PRINCIPAL	43,750.35	-	43,750.35
	GARVEY, JOAN	SCHOOL SECRETARY	43,431.72	-	43,431.72
	GILMAN, ALLISON	SPED TEAM CHAIR	82,691.97	-	82,691.97
	GILMORE, CHRISTINE	SCHOOL SECRETARY	32,408.27	-	32,408.27
	HAZEN, STARLA	TUTOR	23,846.13	-	23,846.13
	HEVENOR, KRISTINA	TUTOR	20,372.05	-	20,372.05
	HORNBECK, PAUL	SCORE KEEPER	-	837.50	837.50
	JARVIS, MICHAEL	SPED TEAM CHAIR	8,719.30	-	8,719.30
	KEMPTON, JUNE	ADMIN ASST TO PRINCIPAL	44,510.16	3,121.00	47,631.16
	LEBLANC, LAURIE	TUTOR	31,409.45	676.00	32,085.45
	MANDEL, JILL	PHYSICAL THERAPIST	34,458.34	1,270.77	35,729.11
	MCGOVERN, MILDRED	CROSSING GUARD	-	9,450.34	9,450.34
	MONTEPELUSO, JUSTIN	TD SUBSTITUTE	-	253.50	253.50
	MOREHOUSE, TYLER	STUDENT ASSSITANT	-	2,716.69	2,716.69
	NARDI-WILLIAMS, SHANE	MENTAL HEALTH COUNSELOR	60,649.06	803.07	61,452.13
	O'NEILL, BRIAN	TECHNOLOGY	12,995.00	250.00	13,245.00
	O'NEILL, TRACEY	DRAMA PRODUCTION DIRECTOR	-	1,347.50	1,347.50
	PARE, JOAN	SCHOOL SECRETARY	29,658.19	-	29,658.19
	RIETH, JENNIFER	OCCUPATIONAL THERAPIST	60,833.70	229.26	61,062.96
	RUEL, MAYA	STUDENT ASSSITANT	-	191.25	191.25
	SAYLOR, ANNETTE	ADMIN ASST TO PRINCIPAL	43,921.92	-	43,921.92
	SHEA, STEPHANIE	PHYSICAL THERAPIST	12,805.83	-	12,805.83
	ST GELAIS, ANTHONY	STUDENT ASSSITANT	-	459.00	459.00
	SULLIVAN, CHARLES	TECHNOLOGY	49,676.57	500.00	50,176.57
	SULLIVAN, KATHLEEN	LPN SCHOOL	16,457.00	-	16,457.00
	TAYLOR, NANCY	BOARD CERT BEHAV ANALYST	72,675.46	-	72,675.46
	TURANO, GINNY	VAN MONITOR	-	11,254.25	11,254.25
	TURCOTTE, TODD	SCORE KEEPER	-	4,162.00	4,162.00
	UVELLO, CHRISTINE	OCCUPATIONAL THERAPIST	33,556.68	-	33,556.68
	YORK, AMY	OCCUPATIONAL THERAPIST	50,456.53	2,003.97	52,460.50

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non- Pensionable Earnings</i>	<i>2020 Earnings *</i>
	AVELLA, PAUL	SUBSTITUTE TEACHER	-	564.69	564.69
	BARRY, MICHELLE	SUBSTITUTE LONG TERM	-	2,750.80	2,750.80
	BENNETT, JACEE	SUBSTITUTE TEACHER	-	213.83	213.83
	BENULLO, JASON	SUBSTITUTE TEACHER	-	3,362.82	3,362.82
	BOETTCHER-SMITH, LISA	SUBSTITUTE TEACHER	-	1,096.55	1,096.55
	BOYER, JENNIE	SUBSTITUTE TEACHER	-	248.64	248.64
	BROOKS, JOANN	SUBSTITUTE LONG TERM	-	800.03	800.03
	BUSSIERE, MACEY	SUBSTITUTE TEACHER	-	559.71	559.71
	CAVALLO, DIANE	SUBSTITUTE TEACHER	-	4,203.03	4,203.03
	CHUM, DANNY	SUBSTITUTE LONG TERM	-	717.60	717.60
	CLARK, EMILY	SUBSTITUTE TEACHER	-	580.16	580.16
	CLARK, JAMES	SUBSTITUTE TEACHER	-	1,313.03	1,313.03
	COHEN, NOREEN	SUBSTITUTE TEACHER	-	744.42	744.42
	COURCY, JOY	SUBSTITUTE TEACHER	-	340.00	340.00
	CRORY, COURTNEY	SUBSTITUTE LONG TERM	-	13,402.64	13,402.64
	DECOSTE, ADAM	SUBSTITUTE LONG TERM	-	3,778.92	3,778.92
	DITCHAM, BAILEY	SUBSTITUTE LONG TERM	-	9,354.25	9,354.25
	DONOVAN, STEPHEN	SUBSTITUTE LONG TERM	-	10,000.93	10,000.93
	DUNN, ERICA	SUBSTITUTE TEACHER	-	82.88	82.88
	ERICKSON, JULIE	SUBSTITUTE TEACHER	-	165.76	165.76
	GOELLNER, JILLIAN	SUBSTITUTE LONG TERM	-	20,736.80	20,736.80
	GROSKIN, DEBRA	SUBSTITUTE TEACHER	-	956.25	956.25
	GUTIERREZ DE LAGE, ERIKA	SUBSTITUTE LONG TERM	-	1,214.40	1,214.40
	HARBISON, SUSAN	SUBSTITUTE LONG TERM	-	13,565.64	13,565.64
	HARRINGTON, SUSANNE	SUBSTITUTE TEACHER	-	5,843.59	5,843.59
	HARVEY, BARTLETT	SUBSTITUTE TEACHER	-	1,130.50	1,130.50
	HILBERG, ALEIGHA	SUBSTITUTE TEACHER	-	422.69	422.69
	LACHAPELLE, KAILYN	SUBSTITUTE TEACHER	-	458.33	458.33
	LINK, AALIYAH	SUBSTITUTE LONG TERM	-	82.88	82.88
	LYONS, CONNOR	SUBSTITUTE LONG TERM	-	8,252.40	8,252.40
	MAREK, NATHALIE	SUBSTITUTE TEACHER	-	34.81	34.81
	MARSH, ELLEN	SUBSTITUTE TEACH RETIREE	-	438.83	438.83
	MARTINEC, SENA	SUBSTITUTE TEACHER	-	1,186.58	1,186.58
	MASSE, DOMINIQUE	SUBSTITUTE LONG TERM	-	16,155.20	16,155.20
	MASSON, ERIN	SUBSTITUTE TEACHER	-	1,690.67	1,690.67
	MCGRATH, KAITLIN	SUBSTITUTE TEACHER	-	430.85	430.85
	MICHAUD, DENNIS	SUBSTITUTE LONG TERM	-	14,020.80	14,020.80
	MORENO, LINDA	SUBSTITUTE TEACHER	-	2,150.03	2,150.03
	O'BRIEN, RHEA	SUBSTITUTE LONG TERM	-	3,731.43	3,731.43

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<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non- Pensionable Earnings</i>	<i>2020 Earnings *</i>
	PAINTER, THEODORE	SUBSTITUTE TEACHER	-	2,995.20	2,995.20
	PANISH, PAMELA	SUBSTITUTE TEACHER	-	165.00	165.00
	PINARD, LAURA	SUBSTITUTE LONG TERM	-	30,643.03	30,643.03
	PLETCHER, JENNIFER	SUBSTITUTE TEACHER	-	735.38	735.38
	POULTER, GAIL	SUBSTITUTE TEACH RETIREE	-	42.50	42.50
	SCHAFER, JENNIFER	SUBSTITUTE TEACHER	-	12.75	12.75
	SCHATIA, ELIZABETH	SUBSTITTUE NURSE	-	447.09	447.09
	SCHMIDT, ELIZABETH	SUBSTITUTE TEACHER	-	161.28	161.28
	SHERMAN, CARLI	SUBSTITUTE LONG TERM	-	10,644.40	10,644.40
	STOCKTON, JOHN	SUBSTITUTE LONG TERM	-	6,348.00	6,348.00
	STRICKLAND, SHERRILL	SUBSTITUTE TEACH RETIREE	-	372.96	372.96
	TETO, EMMA	SUBSTITUTE TEACHER	-	1,342.70	1,342.70
	VACCARO, PAMELA	SUBSTITUTE TEACHER	-	78.70	78.70
	VESEY, LYNN	SUBSTITUTE TEACHER	-	650.82	650.82
	WACHASUNDER, ARCHISHA	SUBSTITUTE TEACHER ASSIST	-	490.50	490.50
	WOLF, DANIELLE	SUBSTITUTE TEACHER	-	1,744.08	1,744.08
	YSTUETA, MARY	SUBSTITUTE TEACHER	-	683.40	683.40
	YUEN, NICOLE	SUBSTITUTE TEACHER	-	121.00	121.00
	AUSTIN, JANET	TEACHER ASSISTANT	22,570.54	-	22,570.54
	AUTIO, CATHY	TEACHER ASSISTANT	23,634.04	-	23,634.04
	BECKER, KELLEY	TEACHER ASSISTANT	22,812.39	-	22,812.39
	BEHAN, MICHELE	TEACHER ASSISTANT	29,512.38	59.45	29,571.83
	BENTLEY, LISA	TEACHER ASSISTANT	19,485.56	2,721.00	22,206.56
	BLOM, MATTHEW	TEACHER ASSISTANT	23,778.53	-	23,778.53
	CARREIRO, ROSALINA	TEACHER ASSISTANT	15,888.57	-	15,888.57
	CEGALIS, SARAH	TEACHER ASSISTANT	23,737.24	-	23,737.24
	CHANDLER, TONI	TEACHER ASSISTANT	24,578.96	-	24,578.96
	CHUM, MOLYDA	TEACHER ASSISTANT	4,610.91	-	4,610.91
	CIARFELLA, KATHLEEN	TEACHER ASSISTANT	22,952.57	-	22,952.57
	CLARK, SANDRA	TEACHER ASSISTANT	12,374.54	-	12,374.54
	COURT, CATHY	TEACHER ASSISTANT	23,499.80	-	23,499.80
	DENEHY, STEPHANIE	TEACHER ASSISTANT	23,603.04	1,000.00	24,603.04
	DINOIA, JENNIFER	TEACHER ASSISTANT	18,229.09	-	18,229.09
	DOLAK, PATRICIA	TEACHER ASSISTANT	23,819.85	-	23,819.85
	DONARUMA, DARLENE	TEACHER ASSISTANT	17,615.22	-	17,615.22
	FUMIA, LISA	TEACHER ASSISTANT	4,646.27	-	4,646.27
	GALLACHER, KYLA	TEACHER ASSISTANT	7,568.48	-	7,568.48
	GENTILE, KIMBERLY	TEACHER ASSISTANT	19,147.99	-	19,147.99
	GERMAIN, ZOE	TEACHER ASSISTANT	30,104.20	14.66	30,118.86
	GRAHAM, CHRISTINE	TEACHER ASSISTANT	22,735.74	-	22,735.74
	HALL, SACHIKO	TEACHER ASSISTANT	25,074.44	-	25,074.44
	HEALY, GRACE	TEACHER ASSISTANT	22,019.66	1,000.00	23,019.66
	HEIM, VALERIE	TEACHER ASSISTANT	14,919.67	-	14,919.67
	JOHNSON, DANETTE	TEACHER ASSISTANT	19,699.58	-	19,699.58
	KAUFMAN, JESSA	TEACHER ASSISTANT	20,869.30	-	20,869.30



<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non- Pensionable Earnings</i>	<i>2020 Earnings *</i>
	LANDFORS, ALLISON	TEACHER ASSISTANT	23,025.27	-	23,025.27
	LANDRY, KAYLA	TEACHER ASSISTANT	23,027.72	-	23,027.72
	LEDUC, CATHERINE	TEACHER ASSISTANT	24,139.91	-	24,139.91
	LELIEVRE, KRISTEN	TEACHER ASSISTANT	16,982.94	-	16,982.94
	LUCIANO, ABIGAIL	TEACHER ASSISTANT	23,510.13	-	23,510.13
	LYNCH, JESSICA	TEACHER ASSISTANT	32,716.64	1,771.55	34,488.19
	MAYLOTT, CAROLINE	TEACHER ASSISTANT	26,956.00	-	26,956.00
	MCINNIS, TRICIA	TEACHER ASSISTANT	23,004.19	-	23,004.19
	MCKEEMAN, ELISABETH	TEACHER ASSISTANT	2,829.10	-	2,829.10
	MCNAUGHT, ERICA	TEACHER ASSISTANT	20,974.20	-	20,974.20
	MORTON, JUSTIN	TEACHER ASSISTANT	17,882.68	-	17,882.68
	NICHOLS, SUSAN	TEACHER ASSISTANT	22,632.49	-	22,632.49
	OLDENQUIST, DONNA	TEACHER ASSISTANT	26,292.43	-	26,292.43
	ORTUNO, ANDREW	TEACHER ASSISTANT	1,622.79	-	1,622.79
	RAMIREZ, CONNIE	TEACHER ASSISTANT	23,561.75	-	23,561.75
	RICHTER, KAREN	TEACHER ASSISTANT	23,004.20	-	23,004.20
	RITCHIE, PERRI	TEACHER ASSISTANT	5,864.62	-	5,864.62
	ROBINSON, STEPHANIE	TEACHER ASSISTANT	13,717.00	-	13,717.00
	SCANZILLO, JOANNA	TEACHER ASSISTANT	24,088.27	-	24,088.27
	SCARINGELLA, JOANN	TEACHER ASSISTANT	24,274.10	-	24,274.10
	SHEA, STANLEY	TEACHER ASSISTANT	2,112.55	-	2,112.55
	SIMMONS, ANDREA	TEACHER ASSISTANT	19,711.11	-	19,711.11
	SKODA, MARY	TEACHER ASSISTANT	23,551.43	-	23,551.43
	SMITH, MARISSA	TEACHER ASSISTANT	6,517.94	-	6,517.94
	STOCKWELL, KOREE	TEACHER ASSISTANT	-	18,985.69	18,985.69
	STRYZHENKO, YULIYA	TEACHER ASSISTANT	7,113.97	-	7,113.97
	TATRO, DANIELLE	TEACHER ASSISTANT	23,231.34	-	23,231.34
	TUCKER, ALEXIS	TEACHER ASSISTANT	1,131.20	-	1,131.20
	TULLEY-LEONE, MARTHA	TEACHER ASSISTANT	23,737.27	-	23,737.27
	WODZINSKI, CLAIRE	TEACHER ASSISTANT	28,269.87	400.00	28,669.87
	WRIGHT, MERILEE	TEACHER ASSISTANT	15,167.48	-	15,167.48
	ABATE, PAMELA	SCHOOL TEACHER	91,239.00	-	91,239.00
	ALLEN, JONATHAN	SCHOOL TEACHER	69,351.60	-	69,351.60
	ALLISON, JENENE	SCHOOL TEACHER	79,141.60	676.00	79,817.60
	BACKMAN, NELINA	SCHOOL TEACHER	77,944.00	-	77,944.00
	BARRY, ELIZABETH	SCHOOL TEACHER	88,706.00	676.00	89,382.00
	BEARDEN, DANIELLE	SCHOOL TEACHER	86,798.36	-	86,798.36
	BERLINGER, SARAH PARROTT	SCHOOL TEACHER	94,021.50	1,352.00	95,373.50
	BRIDGE, HILARY	SCHOOL TEACHER	93,892.00	1,483.00	95,375.00
	BRISARD, CHERYL	SCHOOL TEACHER	91,315.28	850.00	92,165.28
	CHRISTY, CHRISTOPHER	SCHOOL TEACHER	88,170.00	968.90	89,138.90
	CORREA, AMY	SCHOOL TEACHER	37,640.80	-	37,640.80
	DUFFY, JACQUELYN	SCHOOL TEACHER	44,344.32	135.00	44,479.32

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<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non- Pensionable Earnings</i>	<i>2020 Earnings *</i>
	ELMORE, JULIE	SCHOOL TEACHER	101,098.00	180.00	101,278.00
	FEUDO, JENNIFER	SCHOOL TEACHER	58,133.07	180.00	58,313.07
	FOUSTOUKOS, MICHAEL	SCHOOL TEACHER	77,894.42	-	77,894.42
	GILLEN, MARGARET	SCHOOL TEACHER	102,090.04	3,576.00	105,666.04
	GILLEN, MICHAEL	SCHOOL TEACHER	65,934.10	15,124.16	81,058.26
	GONZALEZ, CAROLINA	SCHOOL TEACHER	-	6,370.52	6,370.52
	HARVEY, SUSAN	SCHOOL TEACHER	85,315.92	1,225.69	86,541.61
	HIRTH, MICHELE	SCHOOL TEACHER	84,409.36	250.00	84,659.36
	HIRTLE, ZACHARY	SCHOOL TEACHER	96,392.53	4,538.26	100,930.79
	HOGAN, DANIEL	SCHOOL TEACHER	98,106.00	-	98,106.00
	HOSSFELD, EMILY	SCHOOL TEACHER	95,011.99	-	95,011.99
	KELLEY, ELIZABETH	SCHOOL TEACHER	99,553.00	635.00	100,188.00
	KERN, LAURA	SCHOOL TEACHER	88,548.48	-	88,548.48
	KRAMPF, JODI	SCHOOL TEACHER	15,508.19	29,619.44	45,127.63
	LYNN, MICHAEL	SCHOOL TEACHER	98,485.34	-	98,485.34
	MCCOOK, KATHERINE	SCHOOL TEACHER	86,172.40	-	86,172.40
	MCPAHON, MAUREEN	SCHOOL TEACHER	77,062.05	-	77,062.05
	MISKINIS, WILLIAM	SCHOOL TEACHER	86,267.36	135.00	86,402.36
	MOORE, SARAH	SCHOOL TEACHER	53,540.00	-	53,540.00
	NOLAN, JANET	SCHOOL TEACHER	83,940.00	1,073.70	85,013.70
	ORZECZ, PAUL	SCHOOL TEACHER	89,028.48	-	89,028.48
	PASCUCCI, DAVID	SCHOOL TEACHER	93,273.00	500.00	93,773.00
	PERRY, MEREDITH	SCHOOL TEACHER	101,440.00	1,500.00	102,940.00
	PORELL, CHRISTINE	SCHOOL NURSE	63,627.64	850.00	64,477.64
	REGO, ELIZABETH	SCHOOL TEACHER	80,017.05	500.00	80,517.05
	SANFORD, WENDY	SCHOOL TEACHER	79,271.32	-	79,271.32
	SMITHLIN, ZACHARY	SCHOOL TEACHER	50,175.04	-	50,175.04
	TOMBENO, RICHARD	SCHOOL TEACHER	94,336.00	676.00	95,012.00
	TURNER, TRACY	SCHOOL TEACHER	98,789.00	1,526.00	100,315.00
	WALSH, RYAN	SCHOOL TEACHER	47,343.48	-	47,343.48
	ABBOTT, JENNIFER	SCHOOL TEACHER	74,627.20	676.00	75,303.20
	BALLARD, HOLLY	SCHOOL TEACHER	95,272.02	-	95,272.02
	BUONACORE, TRICIA	SCHOOL TEACHER	88,310.00	1,352.00	89,662.00
	CAFARELLI, NICOLE	SCHOOL TEACHER	69,040.04	-	69,040.04
	COOK, YVONNE	SCHOOL TEACHER	61,351.57	-	61,351.57
	CORMIER, JESSICA	SCHOOL TEACHER	87,300.48	-	87,300.48
	DANIELLO, SARAH	SCHOOL TEACHER	85,392.12	676.00	86,068.12
	DEBENEDICTIS, SARAH	SCHOOL TEACHER	9,459.25	5,675.55	15,134.80
	DENNIS, JOSEPH	SCHOOL TEACHER	49,954.49	555.57	50,510.06
	DERY, JOANNE	SCHOOL TEACHER	63,128.98	-	63,128.98
	DICKMAN, BARBARA	SCHOOL TEACHER	95,584.00	-	95,584.00
	DIONNE, CHRISTAL	SCHOOL TEACHER	13,873.63	-	13,873.63
	DOLAN, AIDAN	SCHOOL TEACHER	30,699.68	-	30,699.68
	DURKIN, AMY	SCHOOL TEACHER	9,957.88	-	9,957.88

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non- Pensionable Earnings</i>	<i>2020 Earnings *</i>
	FINN, CHRISTINE	SCHOOL TEACHER	41,795.18	-	41,795.18
	FINNERTY, VALERIE	SCHOOL TEACHER	106,032.00	500.00	106,532.00
	FUMIA, BRIANNA	SCHOOL TEACHER	57,445.13	-	57,445.13
	GILLETTE, GREGORY	SCHOOL TEACHER	83,368.00	-	83,368.00
	GILMORE, LIAM	SCHOOL TEACHER	67,342.92	338.00	67,680.92
	GOFF, JENNIFER	SCHOOL TEACHER	56,455.84	676.00	57,131.84
	GRESKO-CAULFIELD, ANGELA	SCHOOL TEACHER	59,979.28	12,359.75	72,339.03
	HICKS-DESIARDINS, TORI	SCHOOL TEACHER	92,976.00	-	92,976.00
	LEONARD, MATTHEW	SCHOOL TEACHER	45,213.76	-	45,213.76
	MANHEIMER, AMY	SCHOOL TEACHER	79,238.75	-	79,238.75
	MCCARTHY, KATHLEEN	SCHOOL NURSE	67,747.64	-	67,747.64
	MORGAN, ELIZABETH	SCHOOL TEACHER	95,272.00	-	95,272.00
	MOTT, NATALIE	SCHOOL TEACHER	56,958.18	800.00	57,758.18
	OGDEN, LILLIAN	SCHOOL TEACHER	42,505.66	-	42,505.66
	O'SULLIVAN, CONNOR	SCHOOL TEACHER	50,175.04	-	50,175.04
	PAGINGTON, ANDREA	SCHOOL TEACHER	82,692.00	-	82,692.00
	RICE, KARA	SCHOOL TEACHER	32,765.22	-	32,765.22
	SCLAR, DANYA	SCHOOL TEACHER	95,387.00	1,376.00	96,763.00
	SHELDON, ASHLEY	SCHOOL TEACHER	52,576.20	-	52,576.20
	SHOEMAKER, TODD	SCHOOL TEACHER	91,208.48	676.00	91,884.48
	STANTON, JESSICA	SCHOOL TEACHER	70,536.00	-	70,536.00
	TETREAULT, AMY	SCHOOL TEACHER	98,249.50	850.00	99,099.50
	TRACANNA, DIANE	SCHOOL TEACHER	101,189.50	850.00	102,039.50
	BARRY, NICOLE	SCHOOL NURSE	46,984.24	-	46,984.24
	BURNDRETT, CHRISTINA	SCHOOL TEACHER	88,412.23	-	88,412.23
	COLLINS, ERIN	SCHOOL TEACHER	55,581.32	824.61	56,405.93
	COOPRIDER, KRISTEN	SCHOOL TEACHER	53,636.20	818.25	54,454.45
	COTTER, KATHRYN	SCHOOL TEACHER	52,960.20	818.25	53,778.45
	DALE, KATHARINE	SCHOOL TEACHER	66,156.52	177.84	66,334.36
	DAVIS, MELISSA	SCHOOL TEACHER	57,758.20	1,682.49	59,440.69
	DOKUS, JUDITH	SCHOOL TEACHER	96,635.00	759.16	97,394.16
	DONLON, KIMBERLY	SCHOOL TEACHER	94,339.00	750.66	95,089.66
	DUVAL, CAROLYN	SCHOOL TEACHER	53,945.68	7,868.19	61,813.87
	FRANCESCHI, MEREDITH	SCHOOL TEACHER	14,981.64	15,134.80	30,116.44
	GANSENBERG, TIMOTHY	SCHOOL TEACHER	62,939.20	219.72	63,158.92
	HEMMIS, KRISTEN	SCHOOL TEACHER	72,032.94	197.89	72,230.83
	JONES, JENNIFER	SCHOOL TEACHER	78,233.20	212.63	78,445.83
	KRISTIE, KERRY	SCHOOL TEACHER	67,342.92	182.71	67,525.63
	LEIGHTON, RACHEL	SCHOOL TEACHER	86,157.00	234.41	86,391.41

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<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non- Pensionable Earnings</i>	<i>2020 Earnings *</i>
	LOVE, HEATHER	SCHOOL TEACHER	95,168.00	259.16	95,427.16
	MACGREGOR, HEIDI	SCHOOL TEACHER	88,170.00	918.23	89,088.23
	MCKINLEY, RITA	SCHOOL TEACHER	85,483.26	227.30	85,710.56
	METCALFE, AMY	SCHOOL TEACHER	63,235.46	663.60	63,899.06
	MITCHELL, SUSAN	SCHOOL TEACHER	67,014.02	1,176.08	68,190.10
	OBERLE-HALL, EVAN	SCHOOL TEACHER	62,187.04	518.27	62,705.31
	PATTERSON, NICOLE	SCHOOL TEACHER	82,967.48	945.43	83,912.91
	RAPOSA, LAURA	SCHOOL TEACHER	89,106.00	242.23	89,348.23
	SCHOFFEL, JESSICA	SCHOOL TEACHER	92,071.00	1,100.66	93,171.66
	SINGER, PATRICIA	SCHOOL TEACHER	52,576.20	142.25	52,718.45
	SMITH, MICHELE	SCHOOL TEACHER	87,796.00	234.41	88,030.41
	SOARES, ANNMARIE	SCHOOL TEACHER	79,633.27	213.60	79,846.87
	STONE, BARBARA	SCHOOL TEACHER	72,777.48	759.16	73,536.64
	TECCE, TRACY	SCHOOL TEACHER	54,905.32	148.61	55,053.93
	TURBIDE, LISELOT	SCHOOL TEACHER	50,175.13	135.13	50,310.26
	WEILAND, RACHEL	SCHOOL TEACHER	46,984.24	1,652.85	48,637.09
	WEINBERG, RANDI	SCHOOL TEACHER	95,387.00	259.16	95,646.16
	WOOD, SYDNEY	SCHOOL TEACHER	26,436.28	12,174.69	38,610.97
	BARTH, MICHELLE	SCHOOL TEACHER	89,105.99	242.23	89,348.22
	BELL, BETH	SCHOOL TEACHER	87,841.71	242.23	88,083.94
	BRAZINSKI, ANN	SCHOOL TEACHER	54,911.36	148.43	55,059.79
	BULLOCK, ALLYSON	SCHOOL TEACHER	93,595.00	1,100.66	94,695.66
	BUMSTEAD, KIMBERLY	SCHOOL TEACHER	57,248.32	227.18	57,475.50
	CARLSON, ALEXA	SCHOOL TEACHER	15,023.27	170.72	15,193.99
	COCHIS, ROSARIA	SCHOOL TEACHER	89,220.97	1,092.23	90,313.20
	CODYER, AMY	SCHOOL TEACHER	46,984.63	184.88	47,169.51
	DUARTE, RACHEL	SCHOOL TEACHER	52,069.84	1,315.77	53,385.61
	DUSSI, JESSICA	SCHOOL TEACHER	14,206.80	-	14,206.80
	EMERSON, ASHLEY	SCHOOL TEACHER	12,772.56	1,419.22	14,191.78
	FURBUSH, BELIA	SCHOOL TEACHER	64,621.20	175.23	64,796.43
	GARLISI, SHAYNA	SCHOOL TEACHER	52,266.00	817.36	53,083.36
	GILES, KAREN	SCHOOL TEACHER	92,174.94	250.66	92,425.60
	GOULDRUP, CYNTHIA	SCHOOL TEACHER	62,939.20	170.72	63,109.92
	HARTE, KELLI	SCHOOL TEACHER	73,386.04	695.76	74,081.80
	HOGAN, SARA	SCHOOL TEACHER	89,417.97	742.23	90,160.20
	HOLM, VANESSA	SCHOOL TEACHER	84,428.91	227.18	84,656.09
	HURLEY, MICHELLE	SCHOOL TEACHER	64,413.48	750.66	65,164.14
	HUTCHINS, CRYSTAL	SCHOOL TEACHER	86,157.00	234.41	86,391.41

<i>Dept</i>	<i>Employee</i>	<i>Title</i>	<i>Pensionable Earnings</i>	<i>Non- Pensionable Earnings</i>	<i>2020 Earnings *</i>
	JANOCH, JEANNE	SCHOOL TEACHER	44,440.24	687.53	45,127.77
	JOHNSON, TRACEY	SCHOOL TEACHER	59,727.57	164.09	59,891.66
	KENNEY, PERRY	SCHOOL TEACHER	96,635.00	759.16	97,394.16
	KOOB, SARAH	SCHOOL TEACHER	85,325.00	234.41	85,559.41
	MAMOS, KRISTEN	SCHOOL TEACHER	75,283.61	1,722.01	77,005.62
	MATHURIN, JUSTINE	SCHOOL TEACHER	95,512.00	259.16	95,771.16
	MAWN, REBECCA	SCHOOL TEACHER	95,272.00	259.16	95,531.16
	MOORE, BETH	SCHOOL TEACHER	21,512.96	-	21,512.96
	PACKER, MARJORIE	SCHOOL TEACHER	61,976.80	242.23	62,219.03
	PETTENGILL, SUE	SCHOOL TEACHER	94,335.99	504.16	94,840.15
	PHILPOT, MARY	SCHOOL NURSE	55,357.04	-	55,357.04
	PRATT, CHERYL	SCHOOL TEACHER	89,106.00	242.23	89,348.23
	ROPER, REBECCA	SCHOOL TEACHER	65,969.72	177.84	66,147.56
	ROUSSEAU, STEPHANIE	SCHOOL TEACHER	61,040.80	242.23	61,283.03
	SAWOSIK, TERYL	SCHOOL TEACHER	77,879.44	211.53	78,090.97
	SHAW, KAREN	SCHOOL TEACHER	52,266.00	141.36	52,407.36
	SHERIDAN, HANNAH	SCHOOL TEACHER	12,430.95	1,775.85	14,206.80
	SHIRE-SUSSER, SHERRI	SCHOOL TEACHER	66,433.20	1,789.44	68,222.64
	SLOAN, MELISSA	SCHOOL TEACHER	13,801.59	-	13,801.59
	STURTZ, RAINA	SCHOOL TEACHER	57,758.20	109.54	57,867.74
	SUNDBERG, JENNIFER	SCHOOL TEACHER	62,939.20	170.72	63,109.92
	WARD, CASEY	SCHOOL TEACHER	51,319.44	134.10	51,453.54
	ANNESE, VICKI	TD KINDERGARTEN COORDINATOR	25,480.50	-	25,480.50
	BOWEN, ALEV	TD GROUP LEADER	23,739.22	-	23,739.22
	BOWEN, KARYA	TD GROUP LEADER	14,406.08	-	14,406.08
	CALCAGNI, CYNTHIA	TD GROUP LEADER	-	4,675.40	4,675.40
	DINOIA, JULIA	STUDENT ASSSITANT	-	754.50	754.50
	DONLON, MATTHEW	TD ASSISTANT	-	899.08	899.08
	DRINKWATER, SARAH	TD GROUP LEADER	-	6,368.96	6,368.96
	FRANCESCHI, LAUREN	TD SUBSTITUTE	-	1,040.00	1,040.00
	GREENOUGH, GRACE	TD ASSISTANT	-	2,645.25	2,645.25
	HULL, MARTHA	TD DIRECTOR	67,883.43	-	67,883.43
	JEUDY, KORI	TD GROUP LEADER	18,094.81	1,000.00	19,094.81
	JOHNSON, CAROLINE	TD ASSISTANT	-	419.73	419.73
	MAYNARD, CHERYL	TD GROUP LEADER	5,958.20	-	5,958.20
	MCGRATH, ANDREA	TD COORDINATOR	21,127.60	7.80	21,135.40
	MILLER, CHRISTOPHER	TD GROUP LEADER	-	3,086.72	3,086.72
	MORRISSEY, HENRIETTA	TD ASSISTANT DIRECTOR	24,308.30	-	24,308.30
	PERIVOLOTIS, SOFIA	TD ASSISTANT	-	709.50	709.50
	RANK, KATIE	TD ASSISTANT	-	2,661.58	2,661.58
	RAPOSA, DIANE	TD SUBSTITUTE	-	453.95	453.95
	RODENHIZER, JUDITH	TD SUBSTITUTE	-	1,902.75	1,902.75
	RUEL, ISABELLA	TD ASSISTANT	-	2,596.50	2,596.50
	SHAUGHNESSY, LISA	TD GROUP LEADER	15,878.72	-	15,878.72
	SMITH, ADRIENNE	STUDENT ASSSITANT	-	1,145.25	1,145.25
	SMITH, EMILY	TD SUBSTITUTE	-	162.24	162.24
	STALLINGS, LIANNA	STUDENT ASSSITANT	-	1,640.25	1,640.25
	SUNDQUIST, EMMA	TD ASSISTANT	-	533.25	533.25
	WARNER, LENA	TD ASSISTANT	-	469.82	469.82
	WARNER, LEXI	STUDENT ASSSITANT	-	2,065.50	2,065.50
	WEBBER, KATHERINE	TD ASSISTANT	-	8,625.92	8,625.92
<b>SCHOOLS DEPARTMENT TOTAL</b>			<b>15,582,910.39</b>	<b>696,476.71</b>	<b>16,279,387.10</b>

TREASURER



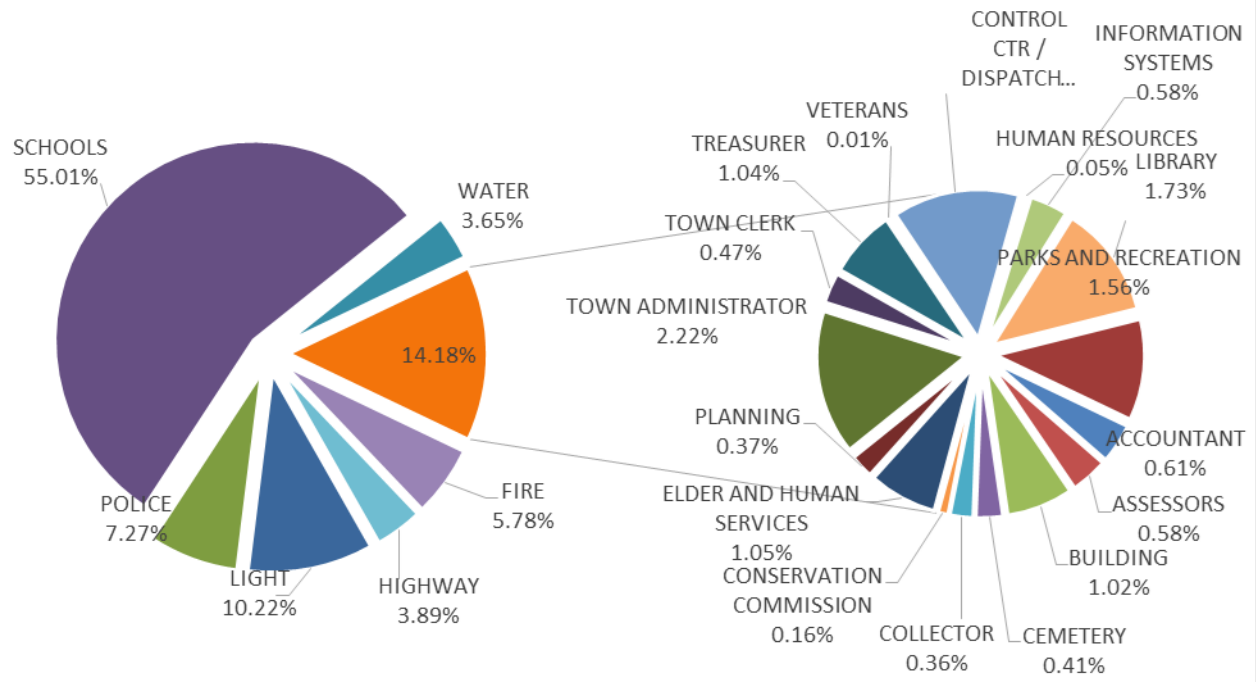
Dept	Employee	Title	Pensionable Earnings	Non- Pensionable Earnings	2020 Earnings *
<u>TOWN ADMINISTRATOR</u>					
	ANSALDI, ANTHONY	TOWN ADMINISTRATOR	5,673.08	642.31	6,315.39
	DICKERSON, DIANNE	EXEC ASST TOWN ADMINISTRATOR	63,499.50	1,164.35	64,663.85
	LAYDON, JOSEPH	ASSISTANT TOWN ADMINISTRA-	104,312.96	-	104,312.96
	NAZARIAN, NINA	TOWN ADMINISTRATOR	94,903.92	119,343.00	214,246.92
	RICHARDS, SAMUEL	ON CALL CLERK	-	9,570.24	9,570.24
	CRORY, MARK	LCTV EXECUTIVE DIRECTOR	91,647.68	-	91,647.68
	DOLAK, KIRBY	LCTV PROGRAM SUPERVISOR	69,479.46	848.36	70,327.82
	REID, JUDITH	LCTV VIDEO PROD COORD	23,250.70	-	23,250.70
	FEDELE, MARILYN	MEETING CLERK CLERK SCHED B	-	1,314.92	1,314.92
	DUMAS, GEORGE	MAINTENANCE SUPV	63,058.28	1,191.62	64,249.90
	BOROSKI, JOHN	VETERANS' AGENT	-	7,831.77	7,831.77
	TOWN ADMINISTRATOR DEPARTMENT TOTAL		515,825.58	141,906.57	657,732.15
<u>TOWN CLERK</u>					
	CRORY, DIANE	TOWN CLERK	85,405.92	4,162.00	89,567.92
	CLYDE, SANDRA	ASSISTANT TOWN CLERK	43,082.25	6,073.71	49,155.96
	TOWN CLERK DEPARTMENT TOTAL		128,488.17	10,235.71	138,723.88
<u>TREASURER</u>					
	DEROSA, ANA-MARIA	ASST TREASURER	8,364.00	2,788.00	11,152.00
	ESSMAN, ANN	ASST TREASURER	77,208.88	14,580.10	91,788.98
	FILIPE, CYNTHIA	FINANCE & PAYROLL COORDINA-	53,465.06	-	53,465.06
	HANLON, CAROL	ASSISTANT HR ADMINISTRATOR	28,295.20	1,296.88	29,592.08
	O'BRIEN, SEAN	TOWN TREASURER	7,372.80	7,372.80	14,745.60
	VENUTI, STEVEN	TOWN TREASURER	90,967.28	16,542.18	107,509.46
	TREASURER DEPARTMENT TOTAL		265,673.22	42,579.96	308,253.18

Dept	Employee	Title	Pensionable Earnings	Non-Pensionable Earnings	2020 Earnings *
<u>VETERANS</u>					
	FEDELE, RICHARD	VETERAN TAX PROGRAM	-	701.25	701.25
	HUNT, JAMES	VETERAN TAX PROGRAM	-	500.44	500.44
	JOWERS, MARY	VETERAN TAX PROGRAM	-	119.85	119.85
	MORRISON, BRUCE	VETERAN TAX PROGRAM	-	573.75	573.75
	PILLITTERI, DAVID	VETERAN TAX PROGRAM	-	701.25	701.25
	WILSON, GARY	VETERAN TAX PROGRAM	-	701.25	701.25
	VETERANS DEPARTMENT TOTAL		0.00	3,297.79	3,297.79
<u>WATER</u>					
	CLOUSE, TYLER	LWD ENVIROMENTAL ANALYST	-	1,155.00	1,155.00
	DENARO, PAUL	LWD PROD SUPERVISOR/ENGINEER	116,312.38	2,226.82	118,539.20
	FRASER-ROMILLY, MARGARET	LWD OPERATIONS ASSISTANT	67,004.80	4,705.14	71,709.94
	GODFREY, COREY	WATER DISTRIBUTION MANAGER	103,751.75	941.52	104,693.27
	HUNT, KEVIN	LWD SYSTEM MANAGER	101,323.82	9,268.86	110,592.68
	MCGLOUGHLIN, DAVID	LWD UTILITY SPECIALIST	85,420.20	14,845.79	100,265.99
	MORSE, MICHAEL	LWD EQUIPMENT OPERATOR	83,196.86	14,875.99	98,072.85
	NELSON, STEVEN	LWD PRODUCTION OPERATOR	80,667.23	13,379.52	94,046.75
	PERRON, MARK	LWD UTILITY SPECIALIST	82,088.33	12,079.62	94,167.95
	SILVERMAN, MATTHEW	LWD ENVIROMENTAL ANALYST	-	7,980.00	7,980.00
	VANCOTT, JUSTIN	LWD PRODUCTION OPERATOR	71,376.86	10,695.74	82,072.60
	VEASIE, JAY	LWD FOREMAN	95,661.52	4,975.13	100,636.65
	WOITOWICZ, ALLAN	LWD UTILITY SPECIALIST	79,059.00	16,650.88	95,709.88
	WATER DEPARTMENT TOTAL		965,862.75	113,780.01	1,079,642.76
Total Salaries - 2020			26,530,569.80	3,062,042.94	29,592,612.74

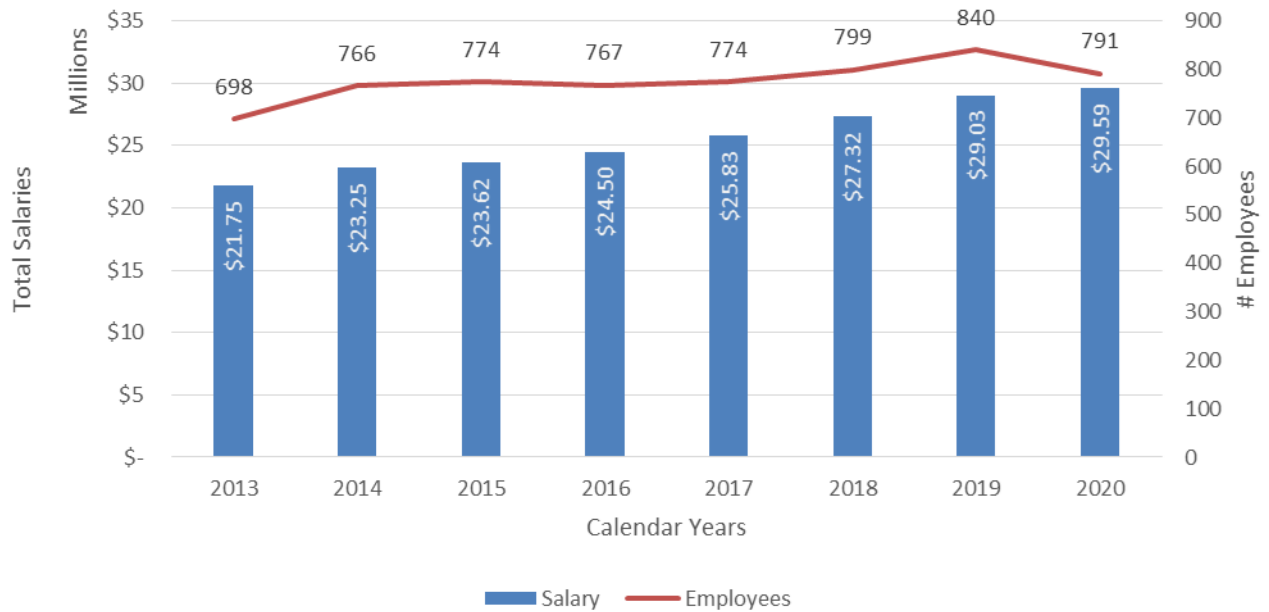
\* *Total Earnings include base salary, overtime, details and stipends and may include work in other departments not reflective of the title alone*

TREASURER

Salaries by Department



Total Salaries / Employees



## Commissioners of Trust Funds 2020 Annual Report

### Market Overview

The S&P 500 Index finished the year at 3,748.75, a year over year increase of 16.0% for the 2020 calendar year. The S&P U.S. Aggregate Bond Index increased 8.14% on the year. Overall, 2020 was another impressive year of growth, however, this was after a significant decline in the markets in March driven by the Covid-19 Pandemic. The S&P 500 saw a 53.8% growth from a market low of 2,437.98 in mid-March. During 2020, the Federal Reserve continued the trend from 2019, lowering the Federal Fund target twice in March; 0.5% and 1.0% landing on 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 \$5,615,193 and finished the year with a balance of \$6,293,648. The Funds' investment income in 2020 was \$229,536. During 2020 there were capital contributions of \$203,815. Contributions were \$54,200 to the Reuben Hoar Library Fund and \$149,615 to create a new TREAD fund. Disbursements from The Fund for budgetary and scholarships totaled \$168,938. 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 8 scholarships totaling \$45,000 from the Morrison Fund and 5 scholarships totaling \$13,000 from the Kimball II Fund in 2020.

### Commissioner Comments

In 2020 The Fund's portfolio performance reflects an increase of 11.43% coming in less than 2 percentage points below the three benchmark performance targets established for The Fund. The performance to benchmark is consistent with The Fund performance in the past. 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 \$229,536 for 2020. This is a 34% improvement over 2019 and more in line with prior years. The Commissioners are pleased to see the addition of a new fund to the Trust Portfolio in 2020. The TREAD fund, which stands for Tax Relief for Elders and the Disabled will earn income every year and help fund or add to the funds that are distributed by the Department of Elder and Human Services to help pay a portion of the real estate taxes of low-income elderly or disabled residents.

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

The Commissioners are tremendously grateful to Steve Venuti for his invaluable assistance to the Trust Commissioners in his role as Town Treasurer and we would like to wish him well as Steve retired in 2020. We look forward to working with Sean O'Brien, Town Treasurer.

Commissioners of Trust Funds  
David Stevens, Andrew Sammarco and Tyler Gray

## TRUST FUND BALANCES

### COMMISSIONERS OF TRUST FUNDS

FUND	Principal Account Balance as of 12/31/20	Expendable Funds Account Balance as of 12/31/20 *	Total Trust Fund Balance 12/31/2020	2020 Income
Cemetery Perpetual Care	\$286,804	358,123	\$644,927	\$23,886
J. Goldsmith Common School	\$5,383	14,596	\$19,979	\$738
C. Hildreth	\$69,289	185,477	\$254,766	\$9,401
L. Johnson High School	\$9,203	24,432	\$33,635	\$1,242
F. M. Kimball	\$97,259	190,947	\$288,207	\$10,651
M. H. Kimball	\$192,870	390,458	\$583,328	\$21,506
B. Sampson Education	\$206,201	403,525	\$609,725	\$22,577
L. H. Zappy	\$8,600	22,908	\$31,508	\$1,167
B. Sampson Relief of Animals	\$32,577	98,411	\$130,988	\$4,829
A. Tuttle Lyceum	\$46,521	82,152	\$128,674	\$4,747
Reuben Hoar Library	\$508,874	1,083,556	\$1,592,430	\$57,829
F.M. Kimball II Fund	\$151,437	293,072	\$444,509	\$16,364
Doris Warren Education Fund	\$139,763	272,087	\$411,850	\$15,285
Clancy Lyceum	\$3,721	6,429	\$10,150	\$374
FB Morrison Charitable Fund	\$500,000	435,320	\$935,320	\$34,745
TREAD	\$149,615	24,038	\$173,653	\$4,195
Totals	\$2,408,116	\$3,885,532	\$6,293,648	\$229,536



## TRUST FUND INVESTMENTS

COMMISSIONERS OF TRUST FUNDS

TRUST FUND INVESTMENTS				
NUMBER OF SHARES		MARKET VALUE 12/31/2020	Dividend Per Share	Estimated Annual Income
<b>Preferred / Other Stocks</b>				
9,437.022	Destra Flaherty & Crumrine Preferred and Income Fund	\$176,567	0.85	\$8,031
	<b>Total Preferred / Other Stocks</b>	\$176,567		\$8,031
<b>Exchange Traded Funds</b>				
6,396.355	Wisdomtree US Largecap	\$687,608	2.86	\$18,294
	<b>Total Exchange Traded Funds</b>	\$687,608		\$18,294
<b>Mutual Funds</b>				
11,480.806	Alger Focus Equity Fund	\$635,463	0.02	\$207
21,313.767	American Century Mid Cap Value	\$362,973	0.26	\$5,456
23,060.163	American Century Small Cap Value	\$201,085	0.04	\$1,015
2,677.085	Neuberger Berman Small-Cap Growth Fund Institutional CI	\$147,936	0.00	\$0
	<b>Total Mutual Funds</b>	\$1,347,456		\$6,678
<b>International / Global Equity Mutual Funds</b>				
8,874.812	Brown International Small Company	\$230,213	0.00	\$0
7,050.712	Causeway International Small Cap	\$79,673	0.41	\$2,898
24,771.890	Cullen Emerging Market High Dividend	\$283,638	0.24	\$6,044
72,378.518	Janus Henderson Global Equity Income	\$479,146	0.50	\$36,262
10,350.128	John Hancock International Growth	\$380,367	0.08	\$805
	<b>Total International / Global Equity Mutual Funds</b>	\$1,453,037		\$46,009
<b>Alternatives</b>				
6,946.669	JPMorgan Hedged Equity Fund CI I	\$166,512	0.27	\$1,848
5,852.280	Blackrock Mid Cap Growth Equity	\$257,676	0.00	\$0
9,627.580	Shelton Tactical Credit	\$103,015	0.33	\$3,206
	<b>Total Alternative Mutual Funds</b>	\$527,202		\$5,054
<b>Domestic Bond Mutual Funds</b>				
17,761.380	Artisan High Income	\$179,745	0.55	\$9,840
17,516.130	Guggenheim Total Return Bond Fund	\$520,229	0.76	\$13,260
11,521.940	Performance Trust Strategic Bond Fund	\$266,733	1.00	\$11,522
25,329.160	Voya Intermediate Bond Fund	\$269,756	0.37	\$9,321
7,955.765	Fidelity Advisor Corporate Bond Fund CI Z	\$103,345	0.35	\$2,777
8,017.910	Fidelity Advisor Limited Term Bond Fund CI Z	\$96,055	0.25	\$1,980
	<b>Total Domestic Bond Mutual Funds</b>	\$1,435,863		\$48,700
<b>International Bond Mutual Funds</b>				
24,454.190	Janus Henderson Developed World	\$245,765	0.18	\$4,500
6,025.790	Lord Abbett Emerging Markets	\$95,087	0.63	\$3,790
	<b>Total International Bond Mutual Funds</b>	\$340,852		\$8,290
<b>Money Market Mutual Funds</b>				
329,870.200	Fidelity Govt Money Market Capital Reserves	\$329,870	0.00	\$33
	<b>Total Money Market Mutual Funds</b>	\$329,870		\$33
	<b>Total Accrued Interest</b>	\$0		
	<b>Total Trust Funds</b>	\$6,298,455		\$141,088

## TRUST FUND INVESTMENTS

<i>Additions &amp; Disbursements from Funds - Yr ending December 31, 2020</i>			
<b>Fund</b>	<b>Additions</b>	<b>Disbursements</b>	<b>Reason for Disbursement</b>
Cemetery Perpetual Care	\$0	\$13,000	FY20 Cemetery Budget
J. Goldsmith Common School	\$0	\$300	Donation to Littleton Public Schools
C. Hildreth	\$0	\$2,500	Donation to Littleton Public Schools
L. Johnson High School	\$0	\$500	Donation to Littleton Public Schools
F. M. Kimball	\$0	\$11,000	Scholarship Awards
M. H. Kimball	\$0	\$9,000	Donation to Littleton Public Schools
B. Sampson Education	\$0	\$23,000	Scholarship Awards
L. H. Zappy	\$0	\$500	Donation to Littleton Public Schools
B. Sampson Relief of Animals	\$0	\$4,000	Elder & Human Services program
A. Tuttle Lyceum	\$0	\$6,243	Disbursement to Littleton Lyceum
Reuben Hoar Library	\$54,200	\$22,000	FY20 Library Budget
F.M. Kimball II Fund	\$0	\$27,000	Scholarship Awards
Doris Warren Education Fund	\$0	\$16,000	Scholarship Awards
Clancy Lyceum	\$0	\$492	Disbursement to Littleton Lyceum
FB Morrison Charitable Fund	\$0	\$35,000	Scholarship Awards
TREAD	\$149,615		
Totals	\$203,815	\$170,535	



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 Board of Selectmen.

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 List and various reporting information for real estate and personal property**

Year 2020 was an interim year. The market remained strong, with the average home value increasing 6.91% over 2019. Commercial/Industrial valuations saw an increase of 8.27%.

The Assessor's office has been very busy in the field as the amount of new construction and building permits has been substantial in numbers.

We have also been in various neighborhoods conducting cyclical inspections. Per State mandate every property in Town must be inspected at least once every 10 years. Your assistance and support is appreciated, as we try to ensure that all the information we have on file is fair and accurate. If you have any questions regarding your valuation, please call our office at 978-540-2410.

Historic Tax Rates		
Fiscal Yr	Res	CIP
2020	17.77	28.49
2019	18.24	28.27
2018	18.14	28.03
2017	18.15	28.37
2016	17.69	28.04
2015	18.10	29.89
2014	17.41	29.22
2013	16.98	27.23
2012	16.08	25.74
2011	15.33	24.40
2010	14.63	23.11

**Assessor's Office Hours:**

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

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

## Parcel Count for Major Classes

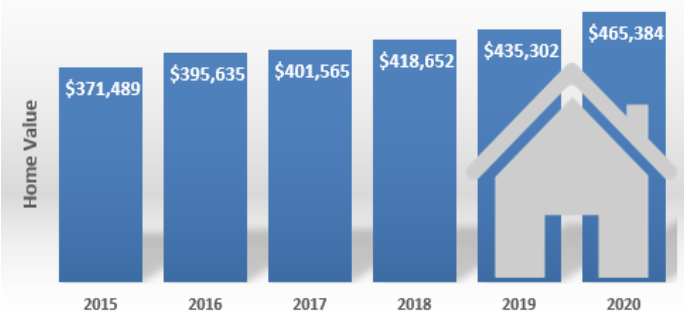
	Single Family	Single Family Values	Condo	Condo Values	Commer- cial/ Industrial	Com/Ind Values
2020	3050	1,484,916,400	174	57,361,600	182	401,456,200
2019	3,005	1,308,082,800	149	51,797,300	183	344,973,400
2018	2,942	1,231,673,800	147	47,233,900	180	320,033,800
2017	2,919	1,172,168,700	146	39,056,700	181	303,880,100

## Exemptions for FY2020

Clause	Count	Value
17(Surviving Spouse)	5	\$1,762.91
22(Veterans)	40	\$30,185.55
22E(Veteran/Spouse)	9	\$17,525.33
37A(Blind)	4	\$2,938.20
41C(Elderly 70+)	9	\$7,736.69
CPA	9	\$353.04
<b>TOTALS</b>		<b>\$60,501.72</b>
Senior Work Off	118	\$64,366.84
Veterans Work Off	13	\$6,900.68
		<b>\$71,267.52</b>



## Average Single Family Home Values



## SCHEDULE OF TAXES RECEIVABLE -Year Ended June 30, 2020

## REAL ESTATE

Fiscal Year	Outstanding July 1, 2019 & Committed FY20	Collected/Liened to Treasurer	Abated	Refunded	Balance
2020	\$40,092,812.00	\$39,152,061.00	\$259,345.00	\$69,346.00	\$750,752.00
2019	\$602,180.00	\$465,260.00	\$35,667.00	\$35,667.00	\$136,920.00
TOTAL	\$40,694,992.00	\$39,617,321.00	\$295,012.00	\$105,013.00	\$887,672.00

## PERSONAL PROPERTY

Fiscal Year	Outstanding July 1, 2019 & Committed FY20	Collected/Liened to Treasurer	Abated	Refunded	Balance
2020	\$1,744,511.00	\$1,658,453.00	\$137,024.00	\$71,095.00	\$20,129.00
2019	\$17,424.00	\$27.00			\$17,397.00
2018	\$4,714.00	\$1,509.00			\$3,205.00
2017	\$3,397.00	\$420.00			\$2,977.00
2016	\$10,297.00	-\$7,885.00	\$16,800.00	\$8,800.00	\$10,182.00
2014	\$1,402.00				\$1,402.00
2013	\$11,231.00				\$11,231.00
TOTAL	\$1,792,976.00	\$1,652,524.00	\$153,824.00	\$79,895.00	\$66,523.00

## MOTOR VEHICLE EXCISE

Fiscal Year	Outstanding July 1, 2019 & Committed FY20	Collected/Liened to Treasurer	Abated	Refunded	Balance
2020	\$1,622,093.00	\$1,435,696.00	\$27,348.00	\$6,722.00	\$165,771.00
2019	\$332,818.00	\$299,770.00	\$19,343.00	\$16,091.00	\$29,796.00
2018	\$15,396.00	\$8,389.00	\$1,556.00	\$1,562.00	\$7,013.00
2017	\$6,005.00	\$1,741.00	\$1,773.00	\$1,679.00	\$4,170.00
2016	\$6,275.00	\$99.00			\$6,176.00
2015	\$7,646.00	\$396.00			\$7,250.00
2014	\$4,951.00	\$304.00			\$4,647.00
2013	\$2,944.00				\$2,944.00
2012	\$1,735.00	\$320.00			\$1,415.00
2011	\$2,480.00	\$2,905.00			-\$425.00
2010	\$2,356.00	\$1,610.00			\$746.00
2009	\$2,532.00	\$421.00			\$2,111.00
2008	\$773.00	\$128.00			\$645.00
TOTAL	\$2,008,004.00	\$1,751,779.00	\$50,020.00	\$26,054.00	\$232,259.00

## COMMUNITY PRESERVATION ACT SURCHARGE

Fiscal Year	Outstanding July 1, 2019 & Committed FY20	Collected/Liened to Treasurer	Abated	Refunded	Balance
2020	\$331,860.00	\$322,741.00	\$2,870.00	\$139.00	\$6,388.00
2019	\$4,453.00	\$7,616.00	\$357.00	\$357.00	-\$3,163.00
TOTAL	\$336,313.00	\$330,357.00	\$3,227.00	\$496.00	\$3,225.00



**SEPTIC BETTERMENT ASSESSMENT (INCLUDES INTEREST)**

<b>Fiscal Year</b>	<b>Outstanding July 1, 2019 &amp; Committed FY20</b>	<b>Collected/Liened to Treasurer</b>	<b>Abated</b>	<b>Refunded</b>	<b>Balance</b>
2020	\$18,747.15	\$18,747.15			\$0.00
2019					\$0.00
<b>TOTAL</b>	<b>\$18,747.15</b>	<b>\$18,747.15</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**STREET BETTERMENT ASSESSMENT (INCLUDES INTEREST)**

<b>Fiscal Year</b>	<b>Outstanding July 1, 2019 &amp; Committed FY20</b>	<b>Collected/Liened to Treasurer</b>	<b>Abated</b>	<b>Refunded</b>	<b>Balance</b>
2020	\$2,169.88	\$2,169.88			\$0.00
2019					\$0.00
<b>TOTAL</b>	<b>\$2,169.88</b>	<b>\$2,169.88</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**WATER BETTERMENT ASSESSMENT (INCLUDES INTEREST)**

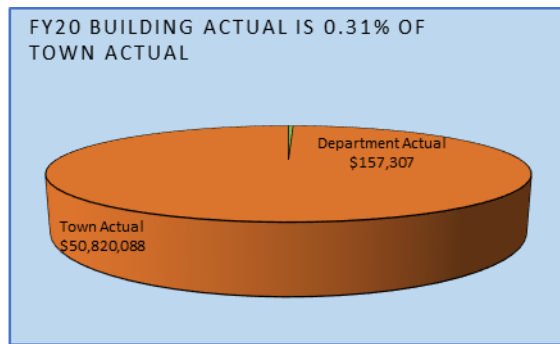
<b>Fiscal Year</b>	<b>Outstanding July 1, 2019 &amp; Committed FY20</b>	<b>Collected/Liened to Treasurer</b>	<b>Abated</b>	<b>Refunded</b>	<b>Balance</b>
2020	\$75,218.57	\$75,218.57			\$0.00
2019					\$0.00
<b>TOTAL</b>	<b>\$75,218.57</b>	<b>\$75,218.57</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**ELECTRIC LIEN (INCLUDES INTEREST)**

<b>Fiscal Year</b>	<b>Outstanding July 1, 2017 &amp; Committed FY18</b>	<b>Collected/Liened to Treasurer</b>	<b>Abated</b>	<b>Refunded</b>	<b>Balance</b>
2020	\$19,640.47	\$19,640.47			\$0.00
2019					\$0.00
<b>TOTAL</b>	<b>\$19,640.47</b>	<b>\$19,640.47</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**WATER LIEN (INCLUDES INTEREST)**

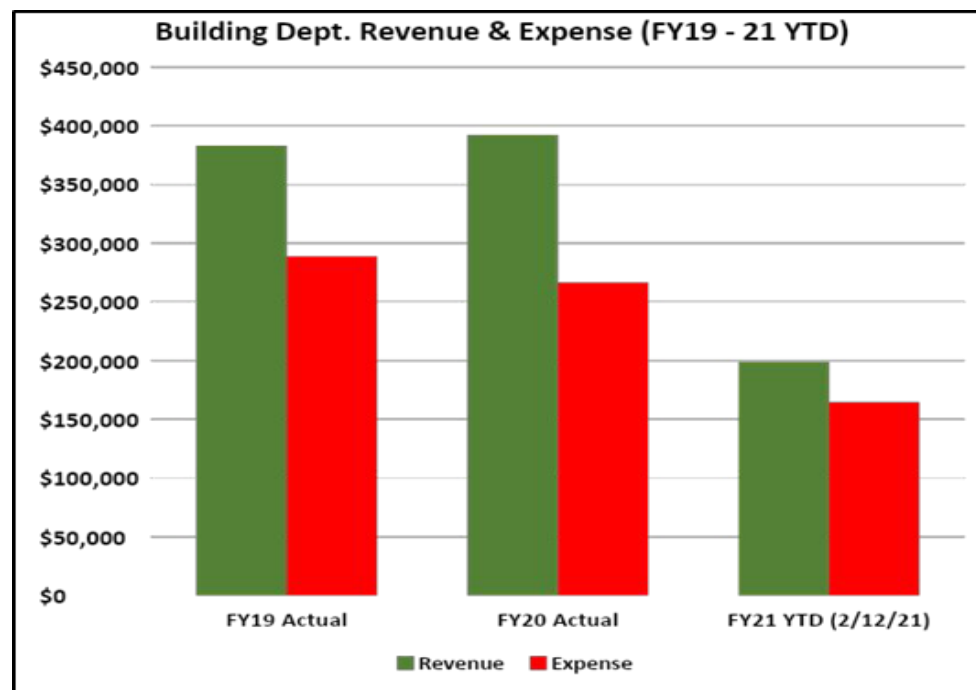
<b>Fiscal Year</b>	<b>Outstanding July 1, 2019 &amp; Committed FY20</b>	<b>Collected/Liened to Treasurer</b>	<b>Abated</b>	<b>Refunded</b>	<b>Balance</b>
2020	\$7,349.63	\$7,349.63			\$0.00
2019					\$0.00
<b>TOTAL</b>	<b>\$7,349.63</b>	<b>\$7,349.63</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>



## Building Permit Fees & Reorganization

Select Board February 22nd, 2021

### Historical Building Department Operations



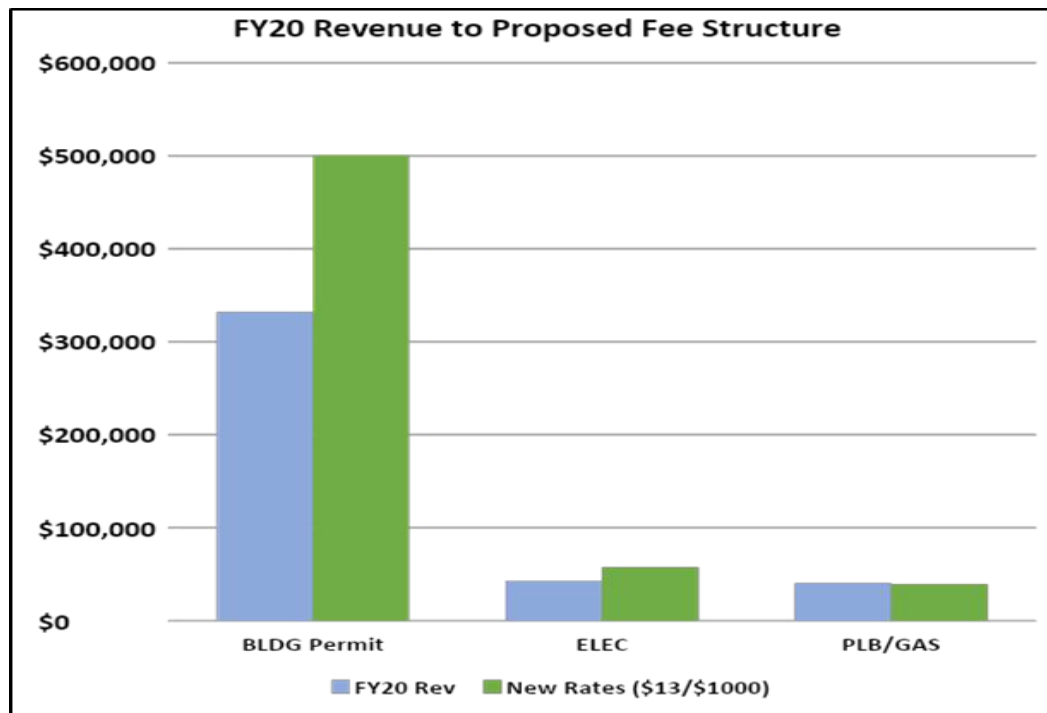
### Current Fee structure Highlights

- All permits: Residential, Commercial, Plumbing, Gas, Electric and Mechanical - \$13/\$1,000 of value
- Minimum Fees \$100 to cover cost and overhead

## TOWN BUILDING FEE COMPARISONS

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	\$7.00	\$10.00	\$50.00
	\$11.69	\$12.75	\$100.56
AVG Littleton Variance	\$4.69	\$2.75	\$50.56
*for exact permit fee schedules please refer to the memo			

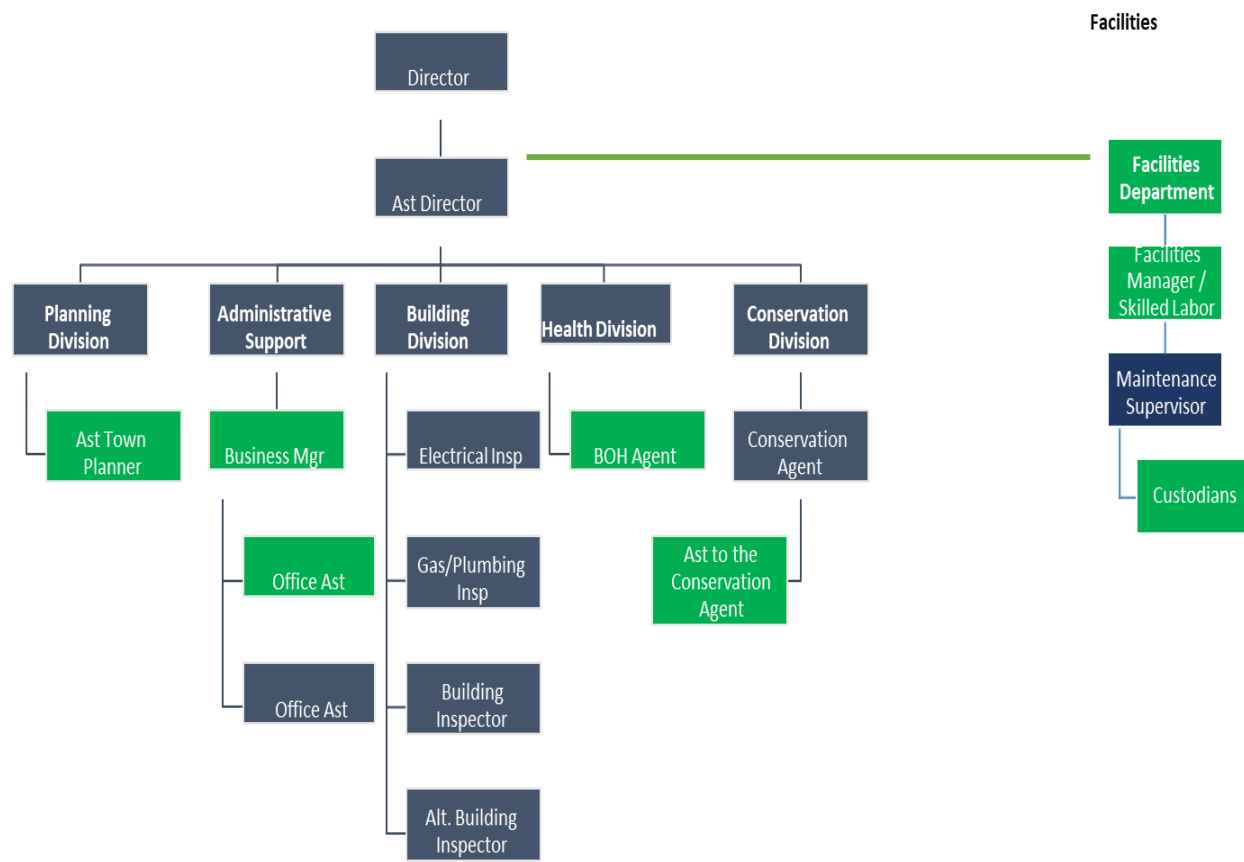
## NEW PERMIT FEE PROPOSAL ANALYSIS



Marginal Revenue Estimate of \$180k in FY20

- Residential and Commercial rate @ \$13/\$1,000 of estimated value
- Minimum fee of \$100 to cover costs of inspectors and overhead

## Department of Land Use & Buildings Concept Organization Chart



### Priorities by FTE:

1. Business Manager
2. Assistant to the Conservation Agent
3. Assistant to the Town Planner
4. Office Assistant (part time)
5. Board of Health Agent
6. Facilities Manager / Skilled Labor

**\*Business Manager would process payroll, billing, payments, scheduling, and direct incoming phone calls.**

**\*\*Assistants would prepare minutes and agendas undertaking mailings, and similar administrative tasks.**

## Noted Improvements

### Current Structure

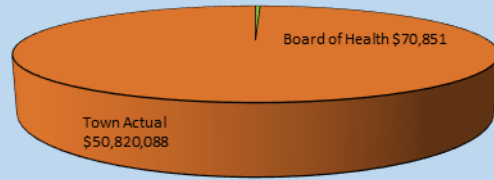
- Building, Planning, Conservation, and Health operating in silos
- Minimal Support
- Little Opportunity for cross-training
- No structure to support interoffice communication and cooperation

### New Structure

- Modernizes department
- Provides professional support services for Division Managers
- More opportunity to address needs and priorities of the town
- Assure all statutory requirements are being met



FY20 BOARD OF HEALTH ACTUAL IS  
0.14% OF TOWN ACTUAL



### LITTLETON 2020

**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. Shortly after the beginning of the year the Board was tasked with responding to the emerging COVID-19 pandemic and as your Health Agent our staff adjusted to provide the needed responses as listed below.

- 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.
- 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.

### **2020 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.

## **NASHOBA ASSOCIATED BOARDS OF HEALTH**

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

### Food Service Licensing and Inspections **40**

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

### Recreational Permitting and Inspections **14**

This office licenses, inspects and responds to complaints for recreational camps for children, bathing beaching 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 **3**

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) **39**

Tests performed (perc tests and soil evaluation holed witnessed) **107**

Applications for sewage disposal plans filed **53**

Sewage disposal system plans reviewed **84**

Sewage disposal system permits issued **49**

New construction **22**

Existing construction **27**

Sewage disposal system inspections **240**

Sewage disposal system consultations **3**

Private Well related services:

Well permit issued	5
Water Quality/ Well Construction	14

*(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, clinics were not held in 2020)

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.

<u>Nursing Visits</u>	1106
<u>Home Health Aid Visit</u>	46
<u>Rehabilitative Therapy Visit</u>	410

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.
- Facilitated the State's involvement in clusters at long term care facilities.
- 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 clinics in each community to address the State's requirement for school age children and make vaccinations available to everyone.
- We administered 327 flu shots through our annual clinics.
- Started planning to hold COVID-19 vaccine clinics.

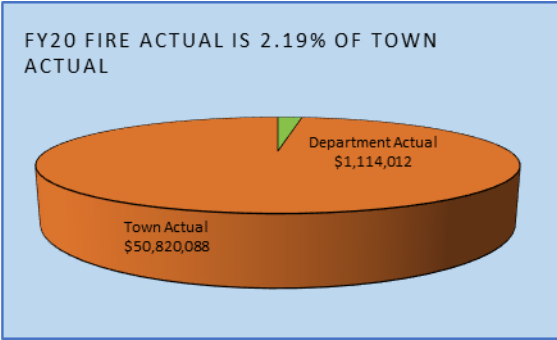
Nashoba reviewed, investigated and reported on the following cases of communicable diseases from your community. Though the daily reporting and investigating work is not always visible it is vital to protect the public from the spread of disease.

Communicable Disease Number of Cases:

Babesiosis.....	3
Group A streptococcus .....	1
Group B streptococcus .....	2
Human Granulocytic Anaplasmosis.....	3
Influenza.....	122
Legionellosis.....	1
Lyme Disease.....	21
SARS CoV-2 (COVID-19).....	300

Dental Health Department

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



## 2020 Review

Thank you to MEMA, FEMA, local businesses, residents and everyone else who donated PPE and



other supplies to the department when we were unable to obtain them at the onset of the COVID 19 public health emergency.



The COVID 19 pandemic brought on the need for enhanced PPE usage requiring additional training and newly implemented procedures for all COVID related or suspected department responses. .



Through enhanced PPE procedures, decontamination and social distancing we were able to keep our members healthy and our ambulances clean.



## FIRE DEPARTMENT

The COVID pandemic posed a challenge for the department to conduct regular training. We were able to conduct limited outdoor trainings and utilize zoom in order to socially distance while maintaining our skills.





While many of our annual events, including open house, had to be cancelled; we are grateful we were able to hold our popular Fire and Ice event.

Littleton Fire Department in conjunction with LEED conduct an annual live drill for emergency preparedness. This year it was a mock car accident which allowed members to practice many skills.



In 2020, the Littleton Fire Department responded to 1888 calls for service.

### Statistical Summary

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

FIRE DEPARTMENT

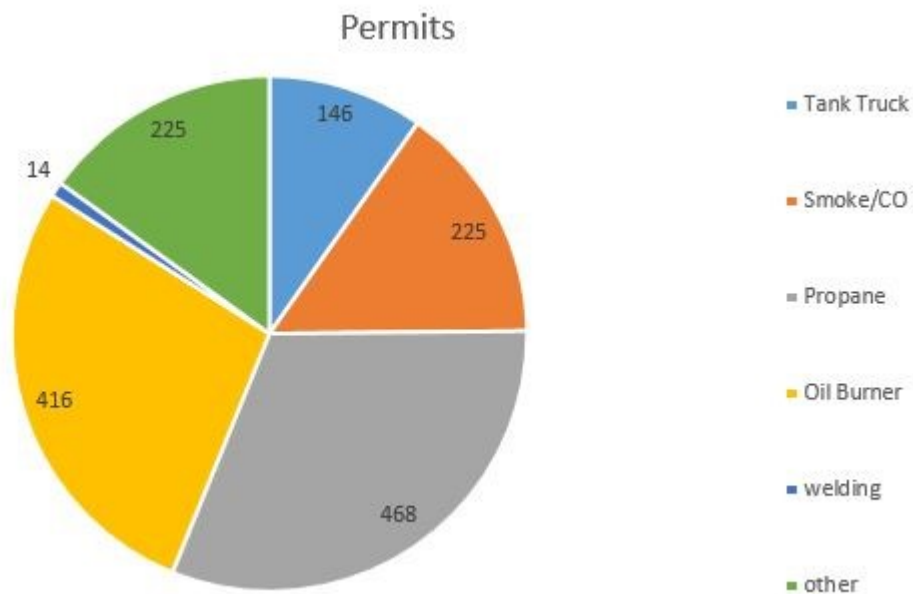
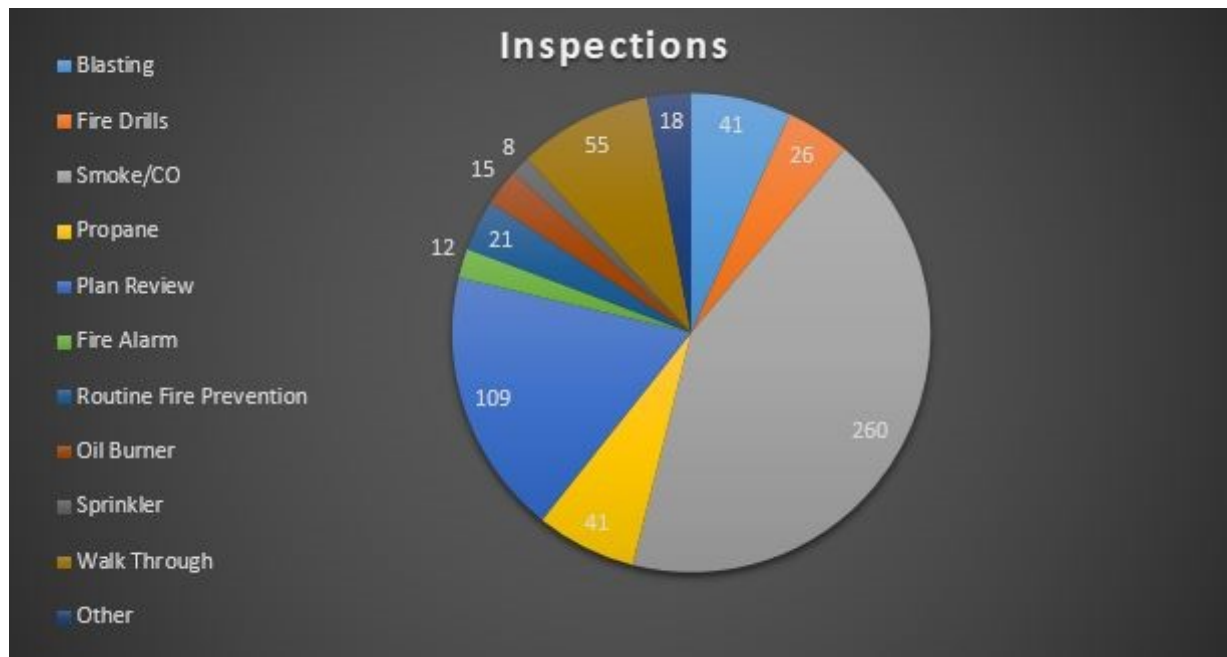


Our overall responses were down a little this year due to the pandemic.

### Fire Prevention

The Fire Prevention officer continued to be extremely busy in 2020. Conducting over 600 inspections and issuing almost 1500 permits

The many building projects in town continue to keep the fire prevention officer busy with necessary permitting and inspections



The fire department now utilizes an online program for burn permits as well as dumpster permits in conjunction with a building permit. This streamlines the process and is more convenient for many residents and contractors

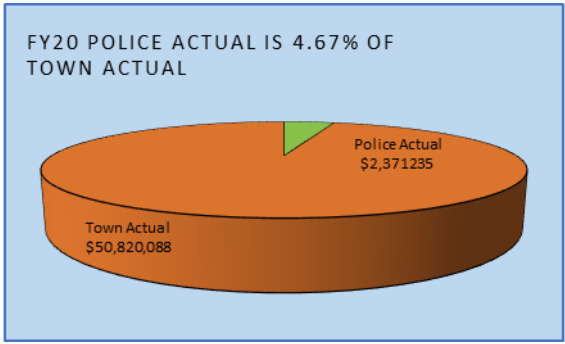
DEPARTMENT ROSTER

	<b>Fire Chief</b> Scott Wodzinski	<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>Lieutenant</b> -David McGloughlin  <b>Lieutenant</b> -Tom Kneeland	<b>On Call Staff</b> FF Stephan Ditullio 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 FF/Paramedic Ben Simmons	<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– Paul Rekos FF/Paramedic-Brad Williams FF/Paramedic-Stevie Leblanc  FF/Paramedic-Matt Ross  FF/Paramedic-Joe Reger
<b>Specialists</b> Photographer John McNamara <b>Senior volunteer</b> Toni Anderson <b>Chaplin</b> Rev. Jen Munroe-Nathans		

FIRE DEPARTMENT







Artwork by Katie Roorda

# Littleton Police Department

**MISSION OF THE DEPARTMENT**

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



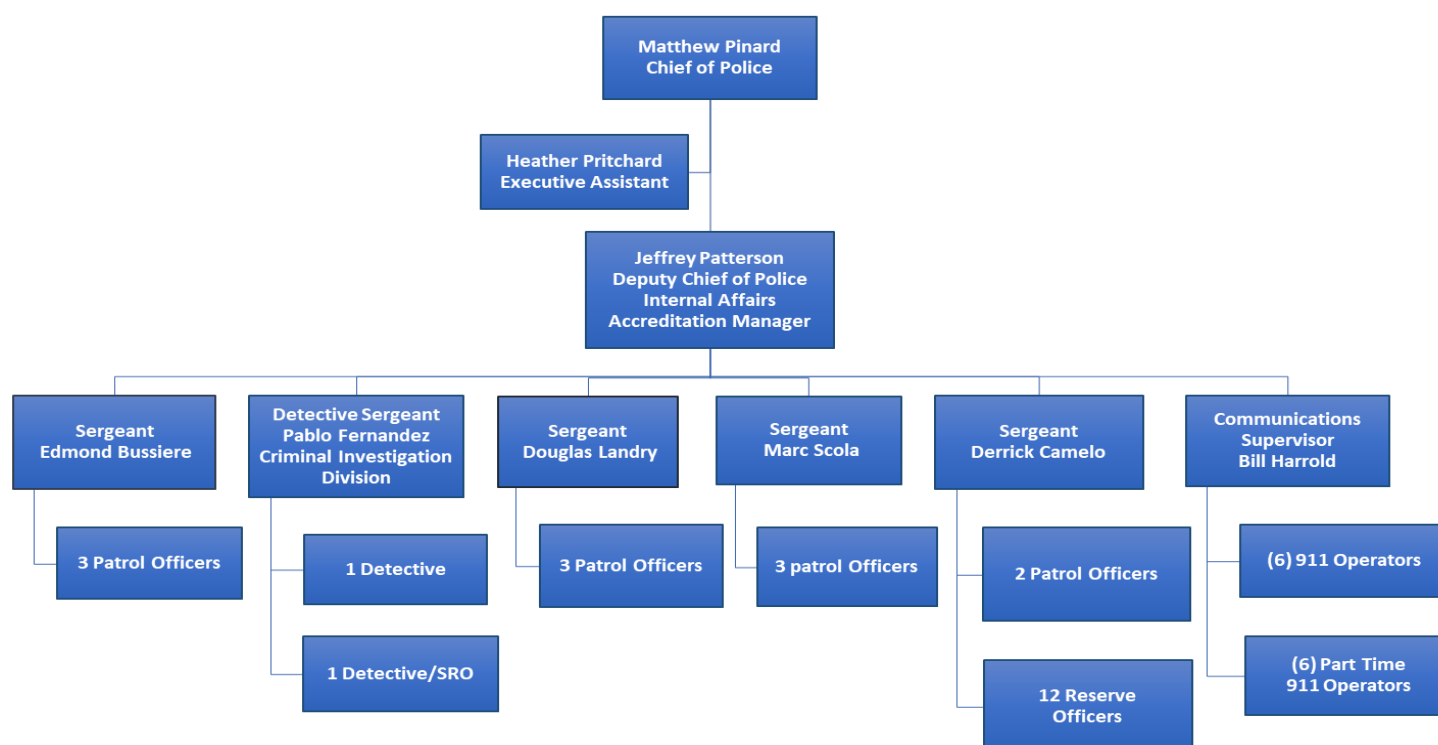
**DEPARTMENT OVERVIEW**

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

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

## 2020 Littleton Police Department

### POLICE DEPARTMENT



### MESSAGE FROM THE CHIEF

This past year has certainly been challenging for everyone. I have been proud to serve as Chief of Police for the Town of Littleton for more than three years now and as a full-time police officer for over two decades. I have never once experienced a pandemic like this, which has swept our nation. However, we have led the charge nationally by lowering the rate of fatal drug overdoses during the horrific opioid epidemic and I know that if we all stand together we can get through the pandemic as a whole. We have specialized training and policies in place for serving those within our community and we follow recommended practices. We teach our officers 21st Century policing approaches, we emphasize de-escalation measures, value diversity and prioritize restorative justice. We teach and model procedural justice and police legitimacy. All of these coupled with a great team has allowed our Police Department to become a certified and re-accredited police department. I am thankful for our team for helping to make this happen.

Respectfully Submitted,

Matthew Pinard, Chief of Police



**Chief Matthew Pinard**



**Communications Center:**

Our Communications Center started out short staffed in March losing three communications officers to horrific COVID related issues. This created many open shifts to fill, but as a fluid and very cohesive unit they worked together to make sure that all the open shifts were covered and that the town never even knew there was a shortage.

In 2020, we had 21,648 calls for service, which is up 1,000 from 2019. Our fire calls were also up from 2,084 in 2019 to 2,189 in 2020. This is certainly indicative of Littleton's growth.

There have been many improvements within Communications Center during 2020. We have put into place the RAPID SOS system, which along with NEXT GEN 911, assists locating a 911 caller much easier. This is especially helpful when a caller is unaware or unsure of their location. This also enables us to track them significantly faster than the 911 system alone when the caller is moving. This was made possible with the assistance of Communications Officer Joseph Carroll, who set up and trained everyone on the system.

We also completed our Criminal Justice Information System (CJIS) Audit. This occurs every 3 years and is very involved. I would like to recognize Dispatcher Kyla Racette for her hard work in making sure all of our personnel records were up to date. The IT department was also instrumental in getting us



**911 Center**

through this audit, specifically Nancy Glencross. She spent many hours updating our security requirements for CJIS. We passed the audit with excellent results.

At the end of 2020, we added three new part-time dispatchers who are now in the training process. They are doing an exceptional job. This will cut down on overtime hours for the full-time communication officers. I would like to recognize all the dispatchers for their hard work in training the new part-time dispatchers.

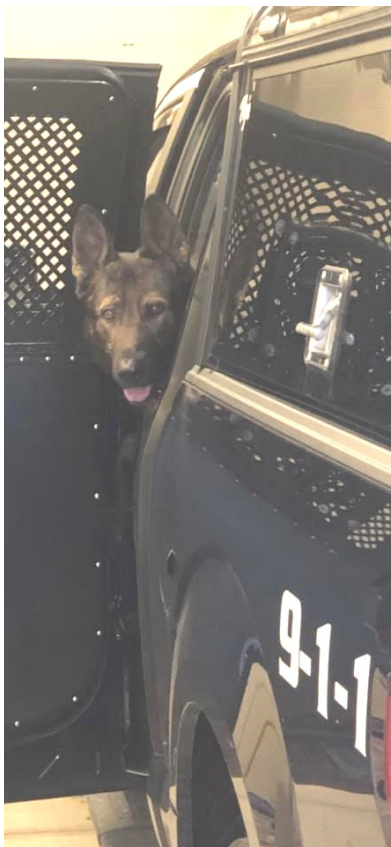
**Firearms Licensing :**

Over the past year, we have processed a total of 250 new/renewal firearm license applications. This is a substantial increase from last year's total of 172. All of which we were able to complete while overcoming the obstacles that COVID-19 had 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 first provided with a COVID-19 questionnaire, photographed, and fingerprinted. Afterward, we conduct a thorough background investigation on each candidate to screen-out any who would be statutorily disqualified or unsuitable. The 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 2020, 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 annually as per law to ensure that they are in compliance with the condition of MGL 140-123.

We also conducted a total of 36 dealer inspections, which is more than any city or town, statewide. The overseeing of our licensing unit is a group effort and could not be completed without the assistance of Sgt. Marc Scola, Dispatch Supervisor William Harold, Sgt. Douglas Landry, Officer Brian Jones and Officer Eric Michel.

#### ***K9 Program***



2020 was quite a year for Littleton's four-legged Slovakian sniffing machine. Thankfully Vojak got to see the third graders before the pandemic set in. It's one of his favorite trips of the year, which he hopes to continue. Despite things changing, he was still a busy fella for most of the year. I am sure it comes as no surprise to many of you, but per

usual, he was off the charts on his annual certification with the United States Police Canine Association.

A large majority of his monthly training remained in Littleton for the year. We were so thankful that LELD, Nashoba Valley Ski Area, Gervais Ford and DXC Technologies allowed us the use of their properties so that we could keep Vojak and other NEMLEC and Boston north K9's noses in top shape.

Vojak assisted Littleton Detectives in multiple narcotics investigations where individuals were indicted on narcotics distribution charges. He

assisted multiple area towns with search warrants, which resulted in arrests for narcotics distribution. He also assisted the department many times in locating missing individuals. Twice in less than twenty-four hours, endangered parties went missing from two separate local hospitals. In true Littleton form, Vojak



tracked and located both individuals who were then brought to safety. It has been a busy year despite the reduced traffic. Vojak will have his seventh birthday in February. He is hoping 2021 will bring health and happiness to all; so he can see all his friends at the Veterans' breakfasts, the schools, and around town soon.



#### ***Training***



LPD continued its commitment to veteran officer training during 2020. Ensuring officer safety by following proper Covid-19 protocols and then training in small groups, LPD again was able to meet and exceed the requirements for training set forth by the Massachusetts Police Training Council.



Firearms training and qualification was successfully completed by all officers. LPD's excellent relationship with The Harvard Sportsmen's Club again allowed us to complete necessary live fire training at their outstanding local facility. During training and specifically engineered drills, officers practice already learned skills while continuing to develop their own marksmanship, firearms manipulation, and tactics. A demanding qualification course for both pistol and rifle platforms are met annually.

LPD was also able to utilize our training Simunition firearms. These tools mimic live firearms and are operated just as officer's real firearms. They shoot a safe plastic projectile that leaves paint-type markings on targets. This training aid allows us the ability to train with firearms safely on site at LPD. Officers were able to use the Simunition guns during realistic scenario-based training. During these types of decision-making trainings, officers are forced to perform under induced stress, replicating what they may encounter while working the streets.

Similarly, LPD was also again assisted by the Middlesex Sheriff's Office with the use of their live fire training trailer. The MSO has a tractor trailer set up with a video training simulator inside. Officers enter the trailer and are put through several real-life scenario situations day to day. The officers are forced to act on demand and display proper responses under the supervision of the training officer. This is an invaluable training tool offered by the MSO which LPD is extremely grateful for the opportunity to utilize.



LPD continues to deploy Tasers with our officers on patrol. Each officer is professionally trained and certified annually in the use of the Taser. Taser continues to be a great, less lethal option and tool for LPD officers to utilize in the face of an assaultive individual. Furthermore, annual training in defensive tactics and use-of-force was completed with a great emphasis on available de-escalation techniques.

#### ***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, students and families.

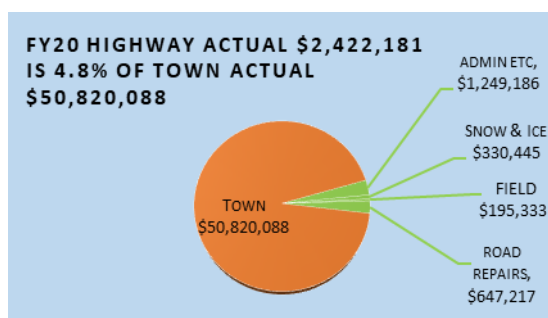
Detectives in Littleton are tasked with conducting investigations into a variety of criminal activity that occurs in and around Littleton and criminal activity that involves and affects residents of Littleton. These investigations and follow-ups require a great deal of time for interviewing, conducting 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 require the application of arrests 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 2020 and facilitated the prosecution of a majority of those more serious cases. Detectives followed up on many serious assaults, burglary and larceny cases that occurred in Littleton. Residents in Littleton also experienced a substantial increase in fraud related cases, which precipitated detectives in Littleton dedicating many hours investigating leads and information in regards to these cases.

In 2020, 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. Furthermore, these arrests and search warrants resulted in the seizure of dangerous narcotics, cash associated with drug sales, and motor vehicles associated with these drug sales. Littleton Detectives continue to work closely with area detectives in investigations related to narcotics activity. Since crime is not restricted to city or town lines, we must work closely with surrounding communities, as well as State and Federal agencies. The detective bureau works closely with other agencies to share information about crime patterns,

known offenders and to identify property. Many of the suspects that the detective's bureau investigates do not reside in the town and often cross over into other towns and states.





### Personnel:

The Highway Department's long time Business Administrator, Katie Tocci, retired in July after many years of dedicated service. We thank her for all of her years of service to the Town and the Highway Department and wish her well in retirement.

In September, we welcomed our new Business Administrator, Ashley Pinard. Highway Department administration consists of a DPW Director, Highway Superintendent, and a Business Administrator.

The Highway Department consists of 6 full time staff members and a mechanic.



### 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:

- 2021 Mack Roll off Dumpster truck
- 2020 F-750 truck
- 2020 F-550 Pick Up Truck

### Pavement Management:

The Highway Department received \$434,307 in Chapter 90 funds, and another \$740,000 in Town funds. This funding is used to maintain 62.2 miles of public roads in Littleton. In 2020 we completed micro surfacing, mill and overlay and full depth reclamation, and reconstruction on approximately 3 miles of town roads.

Reclamation and Paving was conducted on:

- Fletcher Lane and
- a portion of Gilson Road.

Reconstruction projects:

- Matawanakee Trail included drainage replacement
- Long Lake Neighborhood included: Long Lake Road, Meadowbrook Road, Lake View Drive, Pinecrest Road, and Evergreen 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 64.2 miles of public roads, 14 miles of sidewalks, 7 miles of private roads and all the municipal and public safety buildings, schools, and parks. Fifteen pieces of town equipment and 20 contracted pieces were used. There were 12 weather events the highway department had to respond to in 2020. 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 2020. 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 2020 the Parks Staff renovated the High school



Baseball field

### **Transfer Station:**

The Transfer Station consists of 2 staff. In 2020, 1,751 residential vehicle sticker permits were issued.

In 2020 the Town received the Central Mass Municipal Recycling Council Recognition Award for reaching their 30% waste reduction goal.

In 2020 the Town generated the following:

## **2020**

### **Waste**

- 1,132.82 Tons – Municipal Solid Waste
- 164.48 Tons – Construction and Demolition Materials

### **Recyclables**

- 70.05 Tons – Glass
- 54.85 Tons – Metal
- 227.43 Tons – Plastic
- 246.01 Tons - Paper/News



### **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 2020.

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 has about 60 miles of underground power lines!
- LELD has 603 solar panels on site.
- There are 4,963 LELD utility poles in our service territory.
- LELWD was founded in 1912.

In 2020, LELWD planted 140 Maple trees for customers as part of the Free Shade Tree Program. Mature trees can lower cooling cost in the summer and lower heating cost in the winter, all while consuming CO2 for cleaner air quality. Over the programs 5 year lifetime, LELWD has planted 729 trees!

The Green Rewards Program continues to save customers electricity and money. In 2020, the program saved 82,022 kWh and has saved residents \$27,700 in energy conservation measures through rebates on new appliance, heating and cooling systems, and home improvements.

In response to the pandemic, Littleton residents were offered a new platform for an online free home energy assessment; MyEnergyXpert. This allows



virtual ways for residents to continue to learn and save energy in their homes. Green Rewards continues to benefit our customers by saving money and natural resources.

A review of residential rates charged by municipal and investor owned utility companies show that LELD's rates are consistently significantly lower than our neighbors. In fact, LELD's electric rate was again one of the lowest in the state for 2020. For purposes of comparison, a Littleton customer using 750 kWh per month has a monthly bill of \$96.68. The same usage in Ayer, served by National Grid, would cost \$189.33; while in Concord, served by Concord Municipal Light, would cost \$118.62. LELD continues to keep these rates low, and at the same time reinvest into our local distribution system in order to improve overall system reliability.

LELD partnered with the Department of Energy Resources to make solar technology more affordable for customers to adopt in renewable energy. For 2020, LELD pledged \$80,000 to solar rebates which the DOER matched to create \$160,000 in total program funds. LELD's net metering program reached approximately 1,029 kW between residential and commercial customers. This makes the allowed net metering capacity for residential customers to go from 81% to 90% and the commercial cap from 39% to 49% subscribed.

Customers are able to take advantage of off-peak charging incentives, charging equipment rebates, education, and an EV specialist through LELWD Drives Electric. Customers can still charge for free while non-residents pay \$0.12 cents/kWh with a \$2/hr parking fee after charging at LELWD public charging stations. LELWD purchased its first all electric vehicle with the help from MassDEP through a MasseVIP grant. This helps set an example and educate residents on ways we can support our environment and adopt new technology.



**LELWD Drives Electric**

Crews proactively replaced all underground infrastructure in the Green Needles and Oak Ridge neighborhoods, which included underground cables and transformers. The old infrastructure was original to the neighborhood, dating back to the 1970's. Due to the original design, crews had to dig a new trench and lay new conduit and wire throughout the entire neighborhood. Pine Tree Park was also identified with unreliable infrastructure due to its 1970's age and design. This development had live front transformers that we replaced with dead front transformers to be safer and more reliable. Crews also replaced the



primary cable as it was starting to reach its end of life. These projects add a tremendous amount of reliability to neighborhoods to prevent future outages.

In 2020, LELD provided annual financial and in-kind contributions to the town and continued to support many programs and initiatives. Grants were given to PRCE and the Council of Aging to provide emergency assistance for those in need during the pandemic and the holiday season. Other grants involved the school, public safety, and the Denise M. Pagacik Memorial Scholarship. LELWD also donated six Thanksgiving dinner baskets to families in need and line crews lit up the Littleton Common for the annual holiday tree lighting event to be virtual.

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



LELWD plants trees at the Littleton High School as part of the Green Rewards Free Shade Tree Program.

Respectfully submitted,

**Board of Electric Light Commissioners**

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

LITTLETON ELECTRIC LIGHT DEPARTMENT

Littleton Electric Light Department	December 31, 2020	**unaudited**	
<u>Assets</u>		<u>Liabilities and Surplus</u>	
Utility Plant		Surplus	
Total Electric Distribution Plant	\$31,043,388	Unappropriated Surplus	\$43,423,639
Total Electric General Plant	\$19,691,671	Direct Charge to Surplus	-\$792,409
		Restricted for OPEB	\$3,056,313
TOTAL UTILITY PLANT	\$50,735,060	Current Surplus	\$3,079,058
Accum. Depreciation Distribution Plant	-\$11,559,418	TOTAL SURPLUS	\$48,766,602
Accum. Depreciation General Plant	-\$7,227,649		
		Long Term Liabilities	
TOTAL DEPRECIATION	-\$18,787,068	Bonds Payable	\$0
		Post Employment Benefits Payable	\$0
NET ELECTRIC PLANT	\$31,947,992		
		TOTAL LONG TERM LIABILITIES	\$0
Construction in Process			
		Current and Accrued Liabilities	
Fund Accounts		Accounts Payable	\$57,163
Depreciation	\$2,336,977	Miscellaneous Accrued Liabilities	\$2,243,031
Construction	\$2,989,687	Customer Deposits	\$189,400
Rate Stabilization	\$2,986,873		
Operating Cash	\$1,263,866	TOTAL CURRENT/ACCRUED LIABILITIES	\$2,489,594
Pension Fund	\$1,317,465		
OPEB Fund	\$3,056,313	RESERVED FOR UNCOLLECTIBLE ACCOUNTS	\$41,922
Customer Deposits	\$189,400		
		TOTAL LIABILITIES	\$2,531,516
TOTAL FUND ACCOUNTS	\$14,140,581	TOTAL LIABILITIES/SURPLUS	\$51,298,118
Current and Accrued Assets			
Accounts Receivable Rates	\$2,513,306		
Accounts Receivable Jobbings	\$14,092		
Grant Receivable	\$0		
Inventories	\$946,070		
Prepayments	\$1,736,078		
TOTAL CURRENT/ACCRUED ASSETS	\$5,209,545		
TOTAL ASSETS	\$51,298,118		





The Board of Water Commissioners is pleased to present the annual report of the Water Department for the calendar year 2020.

LWD remained 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.

The first step to a two-part plan to mitigate per- and polyfluoroalkyl substances (PFAS) was completed in early 2020. This short-term solution is the construction of the temporary transmission main on Great Road that connects and blends the Spectacle Pond and Beaver Brook wells in order to drop PFAS levels below the state standard of 20 ppt (parts per trillion).

LWD also completed the redesign of the new Whitcomb Avenue Water Treatment Plant, with MassDEP, to begin the long-term solution to mitigate PFAS. This new treatment plant will remove iron, manganese and PFAS from our two largest sources. The support from state legislature and the Littleton voters throughout 2020, has helped LWD's mission to sustain safe and reliable water supplies.

The Departments response to meet the growing customer demand has been successful through increasing our withdrawal permit at Beaverbrook Water Treatment Plant through MassDEP and by upgrading the wells that are no longer able to produce our permitted volume at the Whitcomb Avenue Well Field. LWD also completed the restoration of the Whitcomb Avenue Well Field to



Whitcomb Ave Well Site, Restoration, July 2020

## 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 487 water meters in 2020.

protect the water supply and endangered species in the area.



The Newtown Tank experienced a complete renovation with a full cleaning, painting, and installation of new safety equipment and a mixer to improve water quality. Plans are underway to replace the Cedar Hill Water Tank. The new Cedar Hill tank is designed by Tata & Howard and construction is scheduled for Spring of 2021, in order to be operational in 2022.

In 2020, LWD replaced 487 meters to help to improve accuracy and help to 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.

The department's accomplishments are chronicled in our annual Water Quality Report, which affirms our water is of the highest quality. As the stewards of an

exemplary water quality program, we proudly present this report, which validates our efforts to provide clean, safe drinking water to our customers.

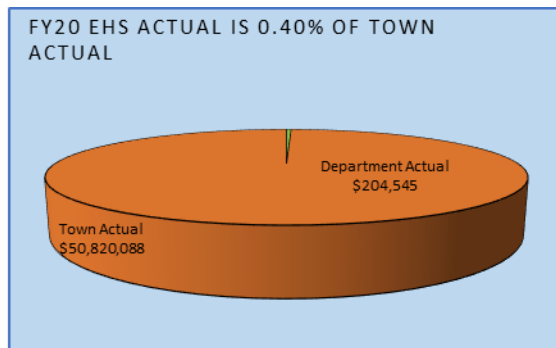
For more information, please visit our website, [www.lclwd.com](http://www.lclwd.com).

Respectfully submitted,

**Board of Water Commissioners**

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

Littleton Water Department	June 30, 2020	**audited**	
<b><u>Assets</u></b>		<b><u>Liabilities and Surplus</u></b>	
<u>Current and Accrued Assets</u>		<u>Current Liabilities</u>	
Cash and Cash Investments	\$3,545,486	Accounts Payable	\$73,396
Accounts Receivable	\$235,337	Legal Settlement Payable	\$58,000
Accrued Unbilled Revenues	\$297,841	Accrued Interest Payable	\$43,558
Merchandising and Jobbings	\$18,800	Bond Anticipation Notes Payable	\$3,492,000
Intergovernmental	\$5,390	Compensated Absences Payable	\$47,856
Materials and Supplies	\$88,333	Bonds Payable	\$375,464
<b><u>Total Current and Accrued Assets</u></b>	<b>\$4,191,187</b>	<b><u>Total Current Liabilities</u></b>	<b>\$4,090,274</b>
<u>Noncurrent Assets</u>		<u>Noncurrent Liabilities</u>	
Betterments Not Yet Due	\$800,400	Compensated Absences Payable	\$71,785
Capital Assets Not Being Depreciated	\$1,842,537	Other Post Employment Benefits Payable	\$823,275
Capital Assets Being Depreciated, Net	\$13,047,967	Net Pension Liability	\$1,499,819
		Bonds Payable	\$4,066,112
<b><u>Net Plant in Service</u></b>	<b>\$14,890,504</b>	<b><u>Total Noncurrent Liabilities</u></b>	<b>\$6,460,991</b>
<u>Construction in Progress</u>	\$0	<b><u>Total Liabilities</u></b>	<b>\$10,551,265</b>
<b><u>Total Noncurrent Assets</u></b>	<b>\$15,690,904</b>	<u>Deferred Inflows of Resources</u>	
<b><u>Total Assets</u></b>	<b>\$19,882,091</b>	Deferred Refunding Issue	\$13,410
		Other Post Employment Benefits Payable	\$52,333
<u>Deferred Outflows of Resources</u>		Pensions	\$95,359
Other Post Employment Benefits Paya-	\$228,064	<u>Net Assets</u>	
Pensions	\$303,046	Net Investment in Capital Assets	\$8,574,712
		Unrestricted Net Assets	\$1,126,122
<b><u>Total Assets and Deferred Outflows</u></b>	<b>\$20,413,201</b>	<b><u>Total Net Assets</u></b>	<b>\$9,700,834</b>
		Total Liabilities, Surplus and Deferred In-	<b>\$20,413,201</b>



#### **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 Council on Aging, where we have a "no wrong door" policy for those looking for assistance. We support residents of all ages by promoting health and wellbeing. As a town committed to the concept of an Age-Friendly Community, we are here to encourage and promote optimizing opportunities for health, participation and security to all ages in order to enhance quality of life for all residents throughout the spectrum of their aging.

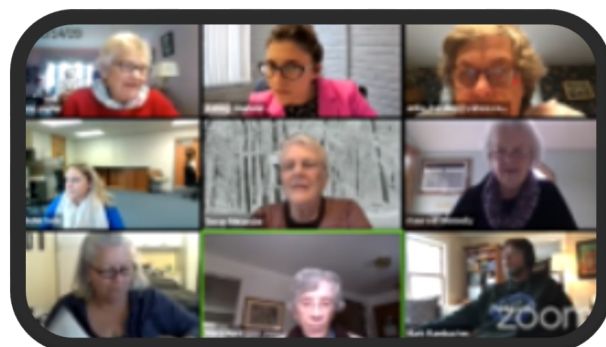


The Elder and Human Services Department offers programs, services, clinics, and meals five days a week where the professional staff has oversight. The Elder and Human Services staff consists of the Director, an Assistant Director, an Outreach Coordinator, a part-time Administrative Assistant, 6 Van Drivers,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

#### **Littleton Council on Aging Board**

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

#### **Virtual COA Board Meeting**



**The COA Board Members are:**

Marge Payne	Chair
Mary (Paddie) Hunt Resigned: November 2020	Vice Chair
Maureen Donnelly Appointed as Vice Chair: December 2020	Vice Chair
Anne Lee Ellis	Board Member
Anita Harding	Board Member
Susan Melander	Board Member
David Sill	Board Member
Robert Stetson Term Expired: May 2020	Board Member
Mary Pickard Resigned: June 2020	Board Member
Mark Rambacher Appointed: June 2020	Board Member
Wendy Sammarco Appointed: June 2020	Board Member

**The Council on Aging Board developed two subcommittees fall/winter of 2020:**

1.) Council on Aging Vision Subcommittee's mission is "to create and promote the development of a center for Littleton Community Services including EHS/COA". Members include Mark Rambacher, Chair and COA Board Member, Anne Lee Ellis, Secretary and COA Board Member, Susan Melander, COA Board Member, Anita Harding, COA Board Member and Marge Payne, Ex Officio

2.) Council on Aging Affordable Subcommittee's mission is "to promote, explore and improve housing for Littleton seniors". Members include Paddie Hunt, Chair and Member at Large, Susan Melander, COA Board Member and Secretary, David Sill, COA Board Member and Marge Payne, Ex Officio

**Friends of the Littleton Council on Aging**

The Friends of the Council on Aging provide fund-raising activities to support Littleton seniors. They sponsor various social and recreational activities. The Friends of the Littleton Council on Aging provide assistance for outreach needs and programming. Throughout COVID-19, the Friends organization has sponsored Grab Lunch and Go events at Il Fornos restaurant in Littleton. Each themed lunch event has served 75+ seniors.

**Elder and Human Services Staff**

2020 was a time of transition for the Elder and Human Services Department.

Liz Tretiak, Director of Elder and Human Services, left the Department in April 2020. Nicole Sarvela, Assistant Director of Elder and Human Services was appointed as Interim Director and served from April 2020 to early August 2020. Ashley Shaheen started in the position mid-August 2020. In August 2019 we welcomed Amy DeMichele as Outreach Coordinator. Sue Raymond joined the team in 2018 as Administrative Assistant. We are lucky to have so many van drivers supporting our department. Sadly, one of our long term bus drivers, Bill Monahan passed away in February 2020.

## Operating Throughout COVID-19

The Department of Elder and Human Service operated differently since March 2020 due to the COVID-19 pandemic. While it was necessary for Town building closures and program cancellations, the Department continued to meet the need by providing service to the community through transitioning to a remote service model to combat the public health concern of social isolation as well as serving as an access point to provide important services and supports. Staff worked with new and existing individuals who needed assistance with to include but not limited to errands, access to food and technology assistance. In addition to services several virtual programs were offered including support groups, such as Living Well and Aging Well, Social Anxiety Groups, educational, recreational offerings and a number of programs on LC-TV.



The Department also expresses our sincerest thanks to the community for the outpouring of support during these trying times.

## Programs and Services:

We continued to strive to offer a range of social, educational, wellness programs throughout the year. We are especially proud of our early dementia group, the Littleton Social Club, and our Caregiver Support Group which has been ongoing with strong attendance for several years. Our support group programs (Social Anxiety support group, Living Along group, Recovery Conversations) allowed us to provide support in a more effective manner than one-to-one meetings. We had a wide-range of wellness offerings: weekly blood pressure clinic; podiatry clinic; special talks on heart disease, dementia, and downsizing; flu, eye, and hearing clinics to name a few. With the assistance of the Littleton Cultural Council we were able to offer activity classes as well such as art and music presentations and performances. Social events such as teas, luncheons and parties

were sponsored by the Friends of the COA on a monthly basis. In-person programs and events, were suspended in March of 2020. Immediately, virtual programs, supportive in nature were offered, along with programming shown on LC-TV. In FY21, the EHS Department has an operations plan to slowly, steadily and safely welcome back programming within Town Hall. Safety measures and COVID-19 protocol will be followed. In calendar year 2020, the Elder and Human Services Department recorded at least 2,853 total visits.

## Outreach Services

Our Outreach Department continued to serve as an information resource for seniors, the disabled and all other individuals and families in need of services regardless of their income and socioeconomic status. We provided help with obtaining heating subsidies, food stamps, mental health referrals, facilitating support groups, housing assistance, and access to health insurance. COVID-19 has shed light on the public health concern of social isolation and loneliness. Outreach is vital to keep residents connected and provide support to social and emotional well-being. We play an advocacy role for seniors and other town residents at the local, state and federal level. There has been an overwhelming increase in demand on the outreach case load since the pandemic.

Dear Amy (Elder and Human Services Outreach Coordinator),

*I can't exaggerate the positive impact the Rental Assistance Program has made in Mom's life. She now has breathing room where before she was barely able to meet ends meet. It has made all the difference in her quality of life and peace of mind. We are so very grateful.*

-Daughter of Littleton Rental Assistance Participant





## Nutrition Programs:

The Senior Diner, in partnership with Minuteman Senior Services, serves lunch every weekday and assembles and packages Meals on Wheels for daily deliveries. Residents were served congregate meals on site and also received home delivered meals in the community. In response to senior requests for more “home style” meals, a weekly homemade soup-and-sandwich lunch, prepared by volunteers, continued to be provided on Thursdays. Men’s and Women’s Breakfasts were offered once a month on site. There was a 12 percent increase in Home Delivered Meals to seniors from FY19 to FY20 and the congregate meals count went down, due to COVID-19. Since COVID-19, there was a steady increase in the Home Delivered Meal program as many seniors were fearful to obtain their meals elsewhere. Our Outreach Department worked to identify volunteer community members to also assist with grocery shopping and provided assistance if volunteers were unavailable. Our drivers assisted with food pantry deliveries to those in the community throughout COVID-19 as food deliveries were considered a non-contact deliveries.

## Transportation:



We continued to provide van services for elders and people with disabilities. Running two vans every day, we provided rides to medical appointments, pharmacies, grocery stores, dialysis, and treatment programs. Our transportation program is a vital part of maintaining independence for Littleton seniors and the disabled who wish to ‘age in place’ and remain in their homes and their community for as long as possible. It is the only transportation resource for the many people in town who do not/cannot drive. March of 2020 transportation services were altered

due to COVID-19 restrictions. Transportation services to provide rides for essential trips resumed in August 2020 in limited capacity. We provided 1,065 rides in calendar year 2020, even going to Boston and Burlington for medical reasons.

*I just want to let you know that the drivers of the town van have been incredibly kind and helpful through this time of COVID ... Their kindness and service have been invaluable. - COA Passenger*

## Major Accomplishments:

### Cross-Departmental Collaborations

- Littleton Elder and Human Services along with Littleton Parks, Recreation and Community Education (PRCE) and Conservation developed a community connections website to provide activities, social interaction, and outdoor engagement during COVID-19 to promote staying safe and being healthy
- Thanks to the assistance of the Emergency Management Director, Scott Wodzinski, the COA Bus resumed transportation services in limited capacity for essential trips only! With new COVID-19 safety precautions the driver and passenger are practicing COVID-19 protocol. At the end of the day the bus receives special cleaning treatment thanks to Littleton firefighters.
- Ashton Applewhite, an influencer in aging, and author of *This Chair Rocks, A Manifesto Against Ageism* discussed her book through a virtual co-sponsored program between Elder and Human Services and Reuben Hoar Library. A follow up book discussion also took place.



## Littleton Emergency Rental Assistance Program

Elder and Human Services is responsible for administration of the Emergency Rental Assistance Program set-up in response to the loss of income to households due to COVID-19, this program has been created by the Town of Littleton Affordable Housing Trust. The program seeks to be efficient and responsive and is temporary in nature.

## CHNA15 Collaborative Grant

In 2020, the Department of Elder and Human Services along with Acton and Boxborough had applied for a CHNA15 Collaborative Grant and received \$30,000 to focus on best practices to address the needs of elders dealing with depression, isolation, substance abuse and mental well-being in Acton, Boxborough and Littleton. We were able to begin offering programs focused on these topics and continue to offer programming funded by this grant.

The Department of Elder and Human Services has continued to operate throughout the COVID-19 pandemic. Since March of FY20, the Department has adjusted operations based on the community need. In the near future, we plan to rebuild indoor programming to provide a variety of social, educational, recreational opportunities. Offering programming on a virtual platform will pave the way for program development, as now, we will be able to offer programs on two different platforms.



Let us get you where you need to GO!



Meet and Greet with Charlie and new HR Director  
Brigette Bell



Very Popular Grab and Go Events



Friends Sponsored Grab Lunch and Go Event



**We are here and will  
continue to be here  
for the Littleton  
community!**

...

*Dedicated to  
a healthy town and a strong community*



### Elder and Human Services

**Address:**

33 Shattuck St, Town Hall  
Second Floor

**Hours:** 9:00 a.m. - 4:00 p.m., Monday - Friday

**Telephone:** 978-540-2470

**Email:** [ashaheen@littletonma.gov](mailto:ashaheen@littletonma.gov)

**Website:**

[www.littletonma.org/elder-and-human-services](http://www.littletonma.org/elder-and-human-services)



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

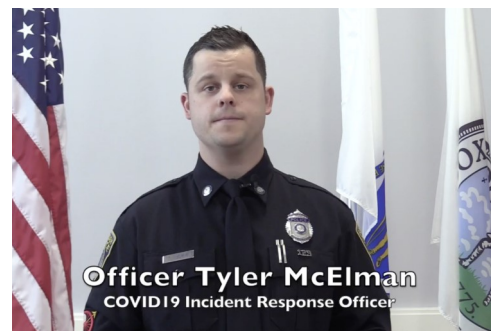
### Fiscal Year 2021 Accomplishments

- Since the start of the COVID Pandemic the operational roles and deliverables for BxB-TV have evolved from in-person Select Board meetings to virtual Zoom meeting coverage.
- We hope that Boxborough residents have been satisfied with the seamless integration of Zoom meetings with simultaneous broadcasts on Comcast and Verizon. Boxborough has been the beneficiary of pre-COVID acquired Littleton broadcast functionality. This allows the Select

Board Zoom meeting output to be used as a live input to BxB-TV's Comcast and Verizon channels. (Comcast 9, Verizon 39).

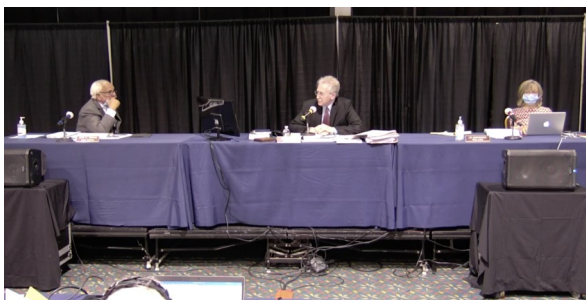


- Work with the By-laws Review committee on updating BxB-TV's policies and procedures that are posted in BxB-TV's Town departments' website pages.
- From the first days of COVID, BxB-TV had acquired the necessary video tech to also provide Town Hall staff with a stand-alone Zoom video suite (large flat screen monitor and internet-connect gear) that was setup in the Morse-Hilberg room.
- BxB-TV provided the Police and Fire departments with outreach opportunities in creating Public Service Announcements about changes in public safety procedures.

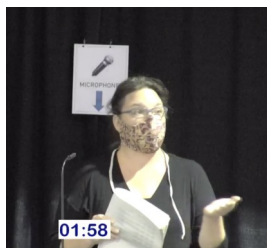


- Working with the Assistant TA, BxB-TV created timely Community Bulletin Board (CBB) COVID information. Much of the content was from the Massachusetts Department of Public Health that had the blessings of the Boxborough Safety Chiefs.

- BXB-TV worked with the Safety Departments, Town Hall Staff, the Moderator and New England Stagerworks to provide residents with a socially distanced, safe and secure Annual Town Meeting in the Boxborough Regency. Many thanks to Town Staff and the Regency Staff for their assistance with critical safety measures and hosting for that meeting.
- TA Ryan Ferrara in combination with Cheryl Mahoney Administrative Assistant, Town Clerk Liz Markiewicz and BXB-TV, created a virtual walk-thru of Annual Town meeting check-in and seating process to ensure residents expectations were set on the new processes and safety procedures.



6



- Create video for inclusion in the ABRSD graduation presentation; this included both the BFD and BPD congratulating Seniors and awarding BPD scholarships.
- Planning Board meeting coverage is now handled by Town Planner, Simon Carson (a cost savings to the BXBTV Media Technicians budget). Simon sends BXB-TV a copy of their Zoom meeting for post-production work and scheduling to the GOV (Comcast 9, Verizon 39) channels and to Boxborough On-Demand at <http://boxborough.vod.castus.tv>

## 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 were instrumental in creating the processes and procedures for virtual open meetings, as well as coordinating and scheduling meetings through Zoom. This was a technical challenge at first but we are proud of the accomplishment of keeping town residents informed by continuing to be able to broadcast the Zoom meetings "live" on LCTV and our newly enhance streaming platform. This enhancement allowed live Zoom meetings to



simultaneously be broadcast to our Comcast and Verizon channels.

As normal, LCTV covered both the Annual and Special Town Meetings. LCTV provides sound and video to all those in attendance. Due to COVID restrictions and





safety concerns, both of these meetings were held outdoors on Alumni Field.

These meetings were streamed “live” so that residents who did not feel comfortable attending could be informed of the proceedings.

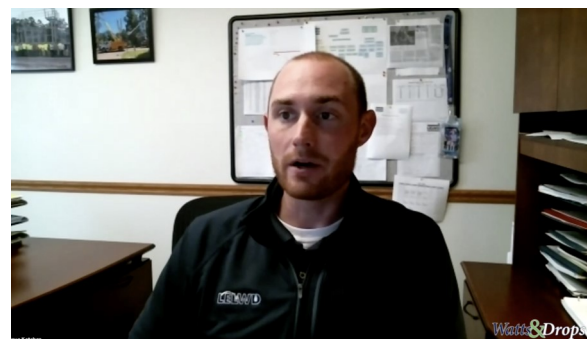
During election season, LCTV kept you informed by providing coverage of the Annual Candidate’s Night event but in a virtual environment.

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 daily 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 has also worked with LELWD to provide live forums regarding their ATM and STM warrant articles.



Because of COVID, LCTV has partnered with several agencies in town to help produce virtual editions of traditional favorites. Memorial Day, Veteran’s Day, The Annual Tree Lighting Ceremony, and the Annual Holiday Bazaar, were all done in a virtual format.



LCTV and Select Board Chair Cindy Napoli, combined forces to produce a “Year in Review” video which chronicled 2020 from a uniquely Littleton perspective.

As a town department, LCTV supports other departments in training, publicity, and outreach. Many hours have been spent in helping boards and committees become familiar with hosting and running Zoom meetings.

## Education Channel Content

LCTV works closely with Littleton Public Schools to assist in promoting and publicizing information pertaining to the district. This year LCTV was relied upon to help organize and broadcast an outdoor commencement ceremony for the class of 2020. This was also 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.



We have worked with the school committee to assist in broadcasting a series of public forums in late summer in anticipation of the start of the new school year, and what that would look like in this new COVID environment.



## Public Channel Content

LCTV has a wide variety of programming on our Public Access Channel. Shows that are produced "in-house" by Littleton residents include: Littleton Common, and Small Town. Although Town Hall was closed to the public for much of the year, we still have continued to safely loan out equipment, when needed, and produce socially-distanced studio productions.



LCTV has worked with non-profit groups like Loaves and Fishes and The Littleton Rotary Club and local houses of worship to get the messages out about food sources and resources to help them spread their message to a wider audience. LCTV was given a Gold Level award for its year-long contribution to L&F in providing timely updates on evolving food distribution processes and providing technical assistance of L&F first virtual Annual meeting.







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

Hopefully in 2021 LCTV will be able to continue 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 for when classes become available again.

## LCTV Growth

2020 has been spent preparing and planning for a new location for LCTV to be able to broadcast from. The New Library will house a meeting/community room that LCTV will be able to broadcast "live" from in 2021. We are excited about the opportunities this new library has for generating a wide variety of new programming for residents.



Respectfully Submitted by Mark Crory, Executive Director  
LCTV on behalf of William Vales, Chairman of the  
Littleton Cable Television Advisory Committee.

of

**Contributors:**

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

**LITTLETON CABLE TV ADVISORY COMMITTEE**

William Vales, Chairman  
Allen McRae  
Barbara McRae  
Carol Vales  
Nancy Hilsinger  
Heidi MacGregor  
Lesley Glorioso





## 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 2020 concluded as: Fred Freund, Chairman; Kevin Mitrano, Vice-Chair; Mike Levasseur, member; Sean Sullivan, 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 2020 PRCE's organizational chart included: the PRCE Director, Assistant Director (specializing in Aquatics and Special Events), Community Education and Teen Program Coordinator, Recreation and Sports Program Coordinator, Administrative Assistant, and Teen Program Lead. At the end of 2020 our Recreation and Sports Coordinator that left the year prior returned to the role in March 2020.

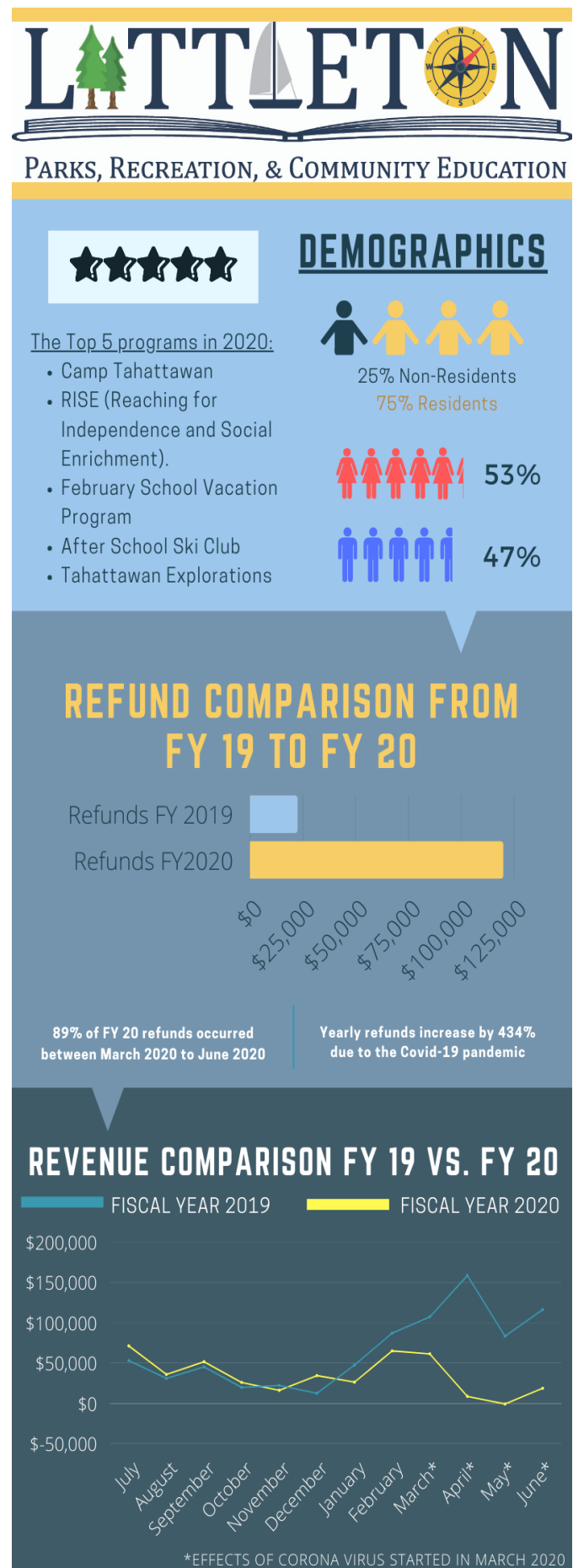
Fiscal year 2020 was a very challenging year for the department because of the COVID-19 pandemic. The department was not able to run any programming March, April, or May. In June we ran extremely modified summer programming reduced to about 25% capacity of our normal operations. We ended the year in an extreme deficit losing about \$300,000 in revenue and responsible to refund approximately \$119,000 to participants for programming that we had to cancel due to the pandemic. We minimized hours of full time staff, furloughed the seasonal staff and stopped all possible spending from March until the end of the fiscal year. Ultimately, at the 2020 Spring town meeting, the department had to ask the Town for \$433,851 out of free cash to balance out the estimated loss for the year. The request was approved at Town Meeting.

Another area of department operations that was very different this fiscal year was the coordination of our Assistant Director and Recreation and Sports Coordinator with the Massachusetts Parks and Recreation Association (MRPA) and the Commonwealth COVID-19 Advisory Committee to assist creating policy that would allow our summer programs and beach facility to operate in the safest manner possible. Our department also started a weekly COVID-19 recreation working group that included a member from the Board of Health, Park Commission, Select Board, the town's Board of Health agent, and Fire Chief along with our staff to discuss and create policies for our office, programs, and facilities. These meetings were recorded and rebroadcast by LCTV.

## Park Renovations:

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

In 2020, we have continued with the Long Lake beach renovations. To date we have made minor fixes to the retention wall, by the playground, installed new toilets and sinks that are low flow and have motion sensors, and we have installed a prefabricated building to replace and upgrade the old snack shack. We still have to get an engineer out to hook up the electricity and water but we hope to be fully operational by





***Prep pad for New Snack Shack at Long Lake***



***New Snack Shack installed at Long Lake Beach***

parking lot and remove the old snack shack from the site.

We also removed a dangerous pine tree at the beach this summer and worked with the Highway



***Long Lake Pine tree removed June 2020***

department to restore the storm water swale next to the boat ramp.

Lastly, we extended our goose patrol contract for a fourth year at long lake beach and continue to see significant improvement in the results with the

weekly water quality testing reports that we receive from Board of Health.

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

The swing sets was removed from Fay park with the intention of replacing it with a new one. The replacement still has not been completed due to the park lacking parking infrastructure to support it.

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

Our department held only three special events this fiscal year. After the COVID 19 pandemic we had to cancel all special events indefinitely. We had a successful Fire and Ice event that featured a synthetic ice rink, live band, Radio Roulette, bonfire, ice carving display, and an amazing fire dance performance by Sasha the Fire Gypsy.

The events for 2020 included:



#### January:

- Fire and Ice





February:

- Ties and Tiara's, Father-Daughter Dance

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:

All Events canceled dues to COVID-19

August:

All Events canceled dues to COVID-19

October:

All Events canceled dues to COVID-19



*Photo from 2019, since no photos were taken in 2020*

November:

- Adult Flag Football League Championship

December:

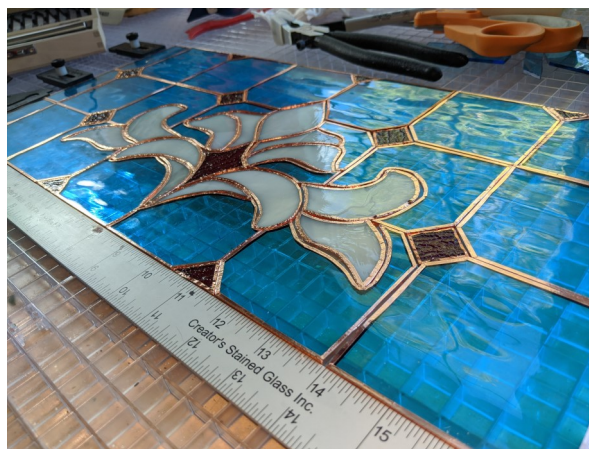
- Holiday Helpers program

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

## **School Year Programs:**

The COVID Pandemic really changed the programming that we offered in this calendar year. January and February 2020 operated as a normal with LEAP, Community Education, RISE, Adult Leagues and February School Vacation program all being operated. However March, April, May September, October, November and December 2020 either offered no programs or heavily modified programs

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 like Introduction to enameling, stained glass window making, photography, and morning yoga at Long Lake.



*Stained Glass Window Making*

This year we were only able to offer in-class Community Education programs in January and February of 2020. Once COVID-19 hit in March of 2020 we immediately cancelled all programs and refunded payment to all participants registered. Our second plan of action was to put out as many virtual programs as we could to give the public options to keep busy. Additionally we created a community connections website to help the public find ways to recreate in a safe and socially



distanced way.

Our after school youth enrichment programs for Grades K-8 also follow the school calendar, in addition, we also offer classes geared to ages K-12 on the weekends. The youth programs are always

changing in an effort to give children and parents a variety of enrichment options. We were in the same situation with being able to run programs in January and February but offered very few LEAP programs the rest of the school year. The programs that were



offered were all online.

The department offers a Teen Afterschool program called R.I.S.E ( Reaching for Independence and Social Enrichment). The teen program was also cancelled indefinitely due to a lack of space that could safely allow the program to run. We were able to run this program in January and February 2020 before the



pandemic hit.

We did add one program out of necessity for the families and school kids in town. The Littleton Public School system decided to operate a hybrid remote learning schedule to help reduced capacity of students in the school system. We created the Monitored Remote Learning Program in collaboration with LPS, and O'Neil Cinema at the Point. On remote days students can be dropped off at the theater and be monitored by PRCE staff throughout their school day so that parents and guardians can continue to work. The kids are spread



out in the movie theater so that they are more than six feet away from the next child. The program follows the same COVID protocols that we used at Camp this summer when the Commonwealth was in Phase II, Step II. We also cleaned and sanitized the theater every day.

The last school year program that we were able to run in September, October, November, and December of 2020 was the Park and Rec Adventures program. This is an outdoor environmental education program for kids in kindergarten through 5th grade. This program was designed for supervised nature exploration paired with games and crafts. The aim is to enrich children's outdoor time with fun, and create a positive relationship between them and the





outdoors!

### Summer Season:

Our 2020 summer season also operated much differently than previous years due to the COVID-19 pandemic. We were not even sure if we would be able to operate programs at all. The amazing staff at the PRCE department persevered and we were able to work with the Commonwealth and the COVID 19 working group in-town to get the most important programs up and running this summer. All of the programs that we did end up running were heavily modified to include guidance from the CDC through the Commonwealth of Massachusetts. All of our staff and participants had to wear face masks at all time, frequently wash or sanitize hands, and practice social distancing to minimize the spread of the virus. We also cut the program capacity by 75%.

Our Littleton Enrichment Afterschool Programs (Summer LEAP) was cancelled for the most part this summer. We were able to run a few weeks of socially distanced Minecraft club at Town hall. Outside of that we only offered modified week long sports camps



that took place outside.

The US Sailing program was able to be modified and also run 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. Camp Tahattawan was able to run this summer. The additional modifications included hiring a fulltime Camp Nurse and Custodian to the staff, all transportation and fieldtrips were canceled, and a



majority of the program took place outside underneath event tents.

Teen Adventures also ran this summer based out of Fay park instead of Town hall. The field trips were also cancelled for the summer; however they were replaced by scheduled hikes through out the trail



networks in town and beach days that focused on canoeing across the lake.

Camp T in the Park was an amended version of Tahattawan Explorations. Again all field trips and transportation were cancelled for this program and 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.

This summer we were not able to run the Junior Guard or Counselor-In-Training (CIT) programs at the beach and Camp T due to limiting the capacity for those programs in accordance with the



Commonwealth guidelines.

All other programs and special events were canceled indefinitely. Though we were only able to serve the public with limited and pared back offerings in 2020, we found that those offerings were more important than in normal years to help the physical and mental wellbeing of families dealing with isolation, lack of social interaction, and ultimately depression due to the self quarantining from the Coronavirus Pandemic.

Our goal is to say that that every resident of Littleton has taken or participated in at least one event or program offered by the PRCE department. This has been a very hard year for all of us but we are here to help the Littleton community get through these difficult times and enjoy the good times.

Lastly, we'd like to thank all of those who have participated in our programs. With you, life is always an adventure! We appreciate your continued support. Please contact us with any suggestions that you have – we are here to bring the types of learning opportunities that the community would like to see!



*Fire and Ice, January 2020*



*Ties and Tiara's—Father Daughter Dance*



*Adult Corn Hole League, Winter 2020*

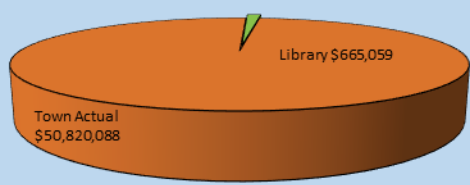


*Teen Adventures, Summer 2020*



*Camp T in the Park, Summer 2020*

FY20 LIBRARY ACTUAL IS 1.3% OF TOWN ACTUAL



# RHL

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

We continued that commitment to serving the Littleton community in 2020; even in the midst of the worldwide pandemic. This year we offered curbside and virtual services to our patrons in the form of virtual story times, book clubs, and other online programs. We also offered at home art kits, notary services and computer appointments. This was a tough year for everyone and we are extremely grateful for the support the Littleton community has shown us during these trying times.

**RHL by the Numbers**

128,763 Items Checked-Out	7,259 Reference Transactions	Open 40 Hours Per week	81,442 Visitors
148 Children's Programs	117 Adult Programs	42 Teen Programs	11,567 Electronic Materials Used
3,178 Total Attendance at Children's Programs	1,289 Total Attendance at Adult Programs	309 Total Attendance at Teen Programs	1,485 Service Hours Open

This year was very different from most at the Reuben Hoar Library. We found new ways to adapt to changing world events. This year over 128,000 items were circulated by the library. Over 7,000 reference transactions took place. We also saw over 4,000 attendees at our more than 300 virtual programs.

We also have four notaries on staff, fax machines, scanners, copiers, telescopes, hotspots, computers, laptops, newspapers, magazines, and a seed catalog available to the public. We also help patrons with their reference questions, genealogy research, and we provide assistance when applying for jobs online.

**Programming at the Library**

We've offered some great programs this year that have educated, entertained, and hopefully inspired. This year we had very successful Summer and Winter Reading Programs where both children and adults were encouraged to read with fun events and reading contests online. We continued our Little and Letters story time program, Toddler Story time and 2nd Grade Book Club.

For the adults we continued to offer book clubs, virtually this time. They include the Third



Wednesdays Book Club and Fantastical Book Club



where patrons can read and share their thoughts on some great novels and Science Fiction. We also handed out at home art kits.

The world is constantly changing and public libraries need to evolve to keep up with that change. A popular resource we continue to offer is a Wi-Fi Hotspot; patrons have taken it camping and to other locations where they wouldn't normally have Wi-Fi. We have six Kindles which are loaded with the newest best sellers and some classics, too. A telescope and Nintendo and Super Nintendo Classic systems all available to our patrons to check out for free.

### New Library Project

Construction on our new library continues with an expected completion date of September 2021. We



want to thank you for all the support you have shown us over the past few years to make our dream of a new library come true.

### Fundraising Events

The Library Trustees, staff, Friends of the Library, and Fundraising Committee under the direction of the Friends work to raise funds that will offset the costs of the project. Over the past year the committee has held several programs, including a virtual Library Mini-Golf event.

The #BuildingCommunity01460 pledge drive is a great way to help support our new library project. The goal is to raise \$250,000 in pledges from 250 homes. We've already raised over \$950,000 in donations and pledges. With the \$5.8 million provisional grant that we received from the Massachusetts Board of Library Commissioners and our approval at Special Town Meeting, we are well on our way to completing construction on our brand new library!

If you would like to donate, please visit [www.littletonlibraryproject.org](http://www.littletonlibraryproject.org) to learn how.

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

#### \$10,000+

Judith Grande	Emily M. Squires
Joyce Williams	Robert & Anna Hueston
Hans & Marianne Heer	David & Sandy Murray
The Sanderson Family	William Pudgens
The Rambacher Family	Bridget Collins
The Helen Hauben Foundation	
Kathleen Cole and Carolyn Hotchkiss	
Steven Sussman	
Richard Witter	

#### \$5,000+

Mary Donovan	Solomon Marini
Rob & Jenna Brownson	Mary Donovan
Bartlett & Susan Harvey	Bob & Christine Brown
George Sanders	Marjorie & Henry Harvey
John & Katrina Hagberg	Joe & Dale Cataldo
Meera Gill & Sol Marini	Vilma Sorgente
Digital Credit Union	
Henry Vincent Couper Charitable Foundation	
Paulo Loureiro & Jennifer Cameron	

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

those who made a pledge. For more information on donors, visit [www.littletonlibraryproject.org](http://www.littletonlibraryproject.org)

### Library Staff

Sam Alvarez (Library Director)  
Helen Graham (Assistant Director)  
Andy Curran (Circulation Librarian)  
Diann Haduch (Children's Librarian)  
Jeanne Sill (Senior Technician)  
Jenna Cantino (Senior Technician)  
Julie Bernardi (Library Tech)  
Julie Fredericksen (Library Tech)  
Tracy Delgado (Library Tech)  
Cheryl Hardy-Faraci (Library Tech)  
Jennifer Hamilton (Library Assistant)  
Jeffrey Henry (Library Assistant)  
Amy Totten (Library Assistant)  
Atsuko Yamashita (Processing Clerk)  
Susan Palmer (Office Coordinator)



REUBEN HOAR LIBRARY

### Friends of the Reuben Hoar Library

The Friends of the Reuben Hoar Library is a non-profit organization with over 200 members who support and volunteer to raise funds to augment the library's operating budget. Among their gifts in 2020 were the purchase of 29 museum passes and a continued subscription to the New York Times Online for patrons of the library. The Friends supported the Summer and Winter reading programs as well as other adult and children's programs throughout the year.





### Reuben Hoar Library Fund

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

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

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

ACCOUNT NUMBER	FUND NAME	BEGINNING MARKET VALUE	BEGINNING PRINCIPAL	BEGINNING EARNINGS	BEGINNING REALIZED GAIN/ LOSS	ENDING MARKET VALUE
<b>REUBEN HOAR - BOOK FUND</b>						
101	HOUGHTON FOUNDATION	\$16,124.73	\$5,000.00	\$3,163.40	\$6,371.04	\$16,062.69
102	AUGUSTUS K. FLETCHER FUNDS	\$3,385.11	\$1,000.00	\$814.19	\$1,222.92	\$3,372.15
103	LAWS FUND	\$3,385.11	\$1,000.00	\$814.19	\$1,222.92	\$3,372.15
104	GEORGE CHEYNE SHATTUCK FUND	\$7,231.04	\$2,000.00	\$1,980.14	\$2,507.49	\$7,203.34
105	JOHN MURRAY SPRAGUE FUND	\$3,385.11	\$1,000.00	\$814.19	\$1,222.92	\$3,372.15
106	VICTORY FUND	\$3,385.11	\$1,000.00	\$814.19	\$1,222.92	\$3,372.15
107	BRADFORD SAMPSON FUND	\$101,393.27	\$30,520.37	\$5,235.29	\$56,040.81	\$101,001.40
108	REUBEN S. & MARY ANN HOAR MEMORIAL	\$28,141.19	\$15,990.00	\$1,506.70	\$7,357.09	\$28,035.08
109	REITA I. BEAN FUND	\$10,461.85	\$3,862.00	\$624.50	\$4,865.49	\$10,421.92
110	JOHN HILTON STARR	\$55,758.56	\$20,000.00	\$6,059.91	\$23,638.44	\$55,546.39
111	DAVID F. ROWSE MEMORIAL	\$43,233.12	\$15,100.00	\$5,543.80	\$17,582.51	\$43,069.94
112	EDWARD POTTER SANDERSON	\$55,779.91	\$20,000.00	\$6,061.67	\$23,638.54	\$55,567.74
SUBTOTALS		\$331,664.11	\$116,472.37	\$33,432.17	\$146,893.09	\$330,397.10
<b>REUBEN HOAR - CHILDREN'S BOOK FUND</b>						
201	GEORGE W. SANDERSON FUND	\$3,358.34	\$1,000.00	\$807.59	\$1,205.47	\$3,345.48
202	CELIA M. HOUGHTON FUND	\$3,358.34	\$1,000.00	\$807.59	\$1,205.47	\$3,345.48
203	NATALIE R. CURRAN FUND	\$29,575.87	\$10,579.00	\$3,288.38	\$12,309.71	\$29,464.12
SUBTOTALS		\$36,292.55	\$12,579.00	\$4,903.56	\$14,720.65	\$36,155.08

**REUBEN HOAR - GENERAL FUND w/ PRINCIPAL PRESERVATION**

301	SUBSCRIPTION FUND	\$4,165.06	\$1,514.00	\$232.88	\$1,974.45	\$4,149.17
302	LIBERTY FUND - JOEL EMERY FLETCHER	\$2,963.72	\$750.00	\$941.83	\$967.25	\$2,952.37
303	LIBERTY FUND - SPRAGUE FUND	\$1,010.75	\$250.00	\$322.46	\$334.39	\$1,006.89
304	NAHUM HARWOOD FUND	\$4,446.21	\$2,000.00	\$248.31	\$1,725.54	\$4,429.25
305	ELIZABETH G. HOUGHTON FUND	\$16,633.98	\$5,000.00	\$3,305.75	\$6,555.10	\$16,570.54
306	ANNIE C. SMITH FUND	\$8,323.71	\$1,520.00	\$402.56	\$5,609.60	\$8,291.56
307	ANNA H. BROWN BEQUEST	\$2,030.08	\$500.00	\$648.05	\$673.31	\$2,022.31
308	EDNA L. YOUNG FUND	\$2,952.93	\$1,000.00	\$325.74	\$1,293.87	\$2,941.75
309	DOROTHY HEMMINGWAY MEMORIAL	\$2,509.84	\$631.00	\$798.46	\$822.35	\$2,500.22
310	THEODORE FLETCHER COBB MEMORIAL	\$19,960.18	\$5,000.00	\$6,353.70	\$6,554.34	\$19,883.74
311	GEORGE & ROSE WOOD FUND	\$312,691.97	\$82,300.00	\$96,283.47	\$101,960.70	\$311,494.34
312	WALTER CLANCY FUND	\$56,981.33	\$16,040.00	\$17,755.94	\$17,327.13	\$56,763.09
313	EUNICE MORRISON FUND	\$91,250.05	\$30,000.00	\$27,220.98	\$24,647.64	\$90,900.55
314	SECOND CENTURY - LIBRARIANS FUND	\$354,384.89	\$95,280.00	\$105,194.43	\$117,476.24	\$353,027.57
	SECOND CENTURY - DAVID GLUYAS WIL-					\$39,426.30
315	LIAMS	\$39,577.88	\$10,238.00	\$12,528.31	\$12,742.55	\$20,400.59
316	SECOND CENTURY - MARION BROWN AHERN	\$20,478.14	\$7,000.00	\$2,258.57	\$8,908.61	\$6,359.06
317	JOHN D. HOUGHTON FUND	\$6,384.11	\$2,500.00	\$669.37	\$2,698.74	
SUBTOTALS		\$946,744.83	\$261,523.00	\$275,490.81	\$312,271.81	\$943,119.30
<b>REUBEN HOAR - GENERAL FUND w/ NO PRINCIPAL PRESERVATION</b>						
401	SECOND CENTURY - UNSPECIFIED	\$161,028.82	\$45,692.00	\$41,263.27	\$57,653.18	\$160,411.49
402	GERTRUDE HOUGHTON FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
403	GENERAL CONTRIBUTIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
404	BUILDING FUND	\$87,704.23	\$47,607.54	\$34,749.90	\$556.43	\$87,350.28
405	RAMBACHER FAMILY FUND	\$28,995.04	\$25,000.00	\$1,434.11	\$71.25	\$28,881.88
SUBTOTALS		\$277,728.09	\$118,299.54	\$77,447.28	\$58,280.86	\$276,643.65
GRAND TOTALS		\$1,592,429.58	\$508,873.91	\$391,273.82	\$532,166.41	\$1,586,315.13

<b>ACCOUNTING METHOD : MARK-TO-MARKET</b>	<b>CURRENT ACCRUAL:</b>	\$0.00
	<b>TRANSFER IN TRANSIT:</b>	\$0.00
	<b>UNREALIZED GAIN/LOSS:</b>	\$148,230.44
	<b>MONTH ENDING STATE- MENT VALUE:</b>	<b>\$1,586,315.13</b>

The Bartholomew Report shown below represents funds available in trust as of February 1, 2021.

## Reuben Hoar FY21 Library Budget Report

REUBEN HOAR LIBRARY

Expenditures	FY21 Budget
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### Personnel Expenses

Library Director	\$96,215.04
Assistant Director	\$57,362.01
Library Staff	\$418,153.00
<b>Total:</b>	<b>\$571,730.05</b>

### Expenditures

#### Materials (MAR)

Town Materials	\$127,100.00
Library Trustees Materials	\$12,000.00
Friends Museum Passes	\$6,233.40
Donations/Gifts	\$5,743.38
<b>Total:</b>	<b>\$151,076.78</b>

Town Programming	
Programming	\$2,000.00
Programming Supplies	\$1,000.00

#### Trustee Programming

Programming	\$7,373.81
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#### Friends Programming/Databases

Programming	\$4,338.90
Library Insight	\$1,790.00
Heritage Quest/Proquest	\$1,031.68
New York Times	\$1,227.20
<b>Total:</b>	<b>\$8,387.78</b>

State Aid (FY19/20) Totals	\$11,725.72
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#### Town Expenses

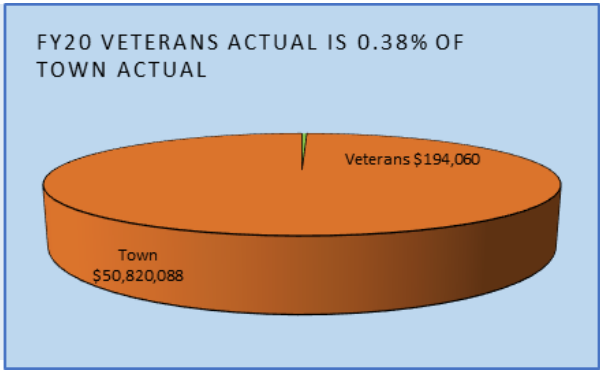
Office Supplies	\$1,000.00
Postage	\$150.00
Travel	\$1,200.00
Equipment Repairs/Services	\$100.00
Processing Supplies	\$4,000.00
<b>Total:</b>	<b>\$6,450.00</b>

MMDT		
	Ray Grande Scholarship	\$2,000.00
	<b>Total:</b>	\$2,000.00
MVLC		
	Membership Assessment	\$36,700.00
	eContent	\$2,881.00
	<b>Total:</b>	\$39,581.00
	<b>Total Income</b>	<b>\$772,775.61</b>









### 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 2020, is that 110 recipients in town receive an aggregate of over \$255,414 annually. Additionally, MGL Ch.115 has authorized Littleton to spend over \$80,000 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 2020 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.

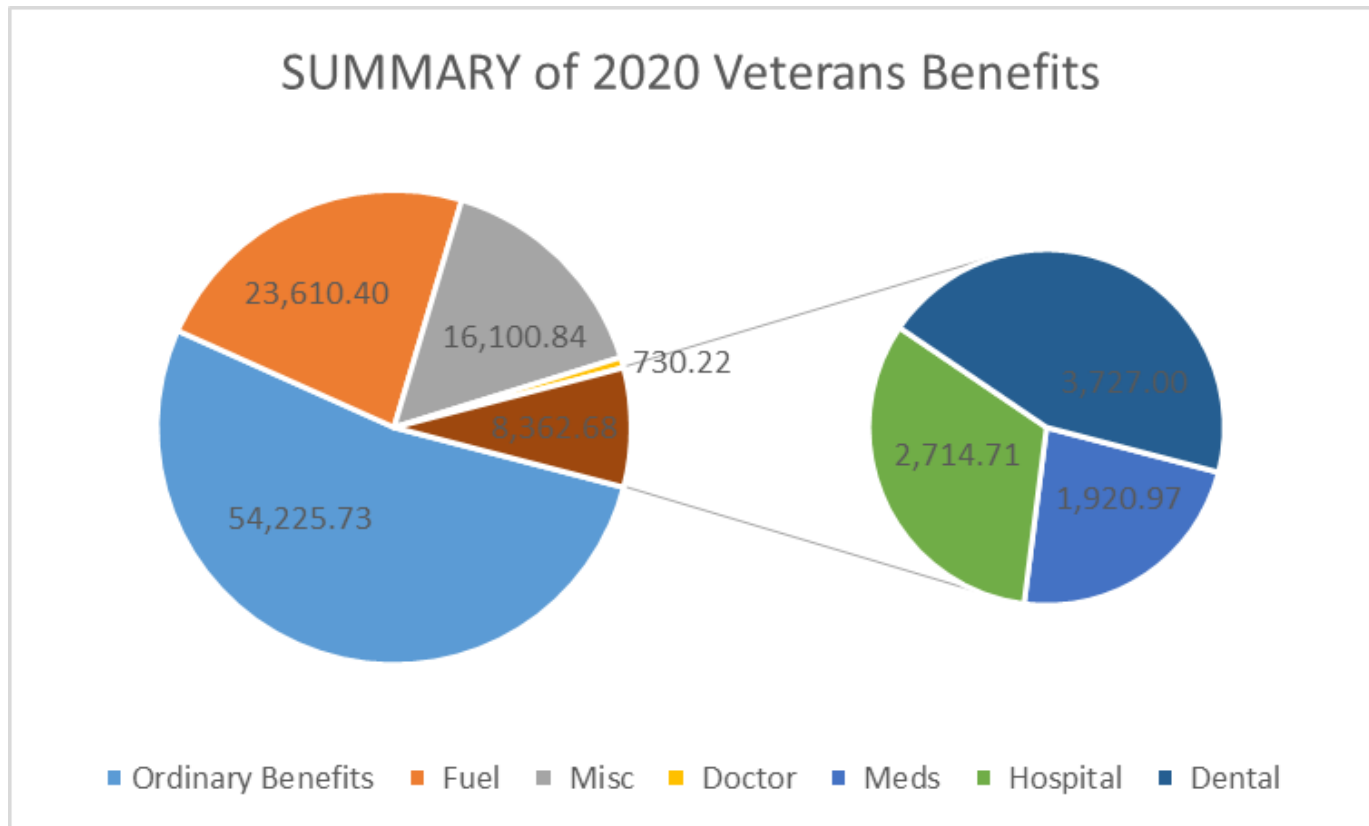
All veteran’s graves in town have been visited,

Name	Branch	ERA
Parks, John F.	Coast Guard	Korea
Ripley, Kenneth M.	Air Force	Vietnam
Soule, Donald W.	Army	Korea
Chase, Dorothea C.	Navy	
Roy, Robert	Air Force	Vietnam
Collins, Timothy	Army	
Knox, Stanley I.	Army	Korea
Bibbins, Lance	Navy	WW2
Lessa, Charles	Army	Vietnam
Spalding, David J.	Air Force	Desert Storm

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

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

Respectfully submitted. John F. Boroski,  
VSO, Littleton Phone: 978-540-2485





This has certainly been a unique and unprecedented year! The pandemic caused by COVID-19 disrupted our educational system at the district, state and national level in March of 2020. The disruption caused an abrupt shift beginning on March 13, 2020. On that day all Littleton Public Schools closed for what was going to be an extended school closure for a couple of weeks. However, our district as well as districts across the state were required to pivot to remote learning to the end of the 2019-2020 school year. During the first days of the school closures, our administrative team and educators worked diligently to provide a list of resources, including optional educational opportunities for our students and families. With more guidance from the Department of Elementary and Secondary Education, it was decided that beginning on April 6, 2020, we would shift to a distance learning model. Therefore, the list of resources initially released was transformed to a full platform where students and families could not only access community resources but also access lessons generated by their teachers. Our educators worked incredibly hard to create learning activities for our students that would allow them to continue to practice skills, enhance their knowledge, and dig deeper into the curriculum both on and offline. The unexpected shift from in-person to remote learning this spring was no easy feat and took tremendous effort and patience on everyone's behalf, for which we are incredibly grateful.

Furthermore, amidst the pandemic and its impact, we also witnessed tragic events around our nation, including the horrifying death of George Floyd, that served as a stark reminder that racism and hate are still a stain on the fabric of American society. The Littleton Public Schools have long maintained a commitment to celebrating diversity in all of its

forms, and are as steadfast now as we have ever been in our belief that racism has no place here, or anywhere. Our district's core mission is to foster a community of learners who strive for excellence and prepare each student to be a successful, contributing citizen in a global society. Ultimately, we want our students to understand their individual roles in addressing racism, and the important role individuals can take on in the larger effort to celebrate our diversity locally and beyond. Through all of the adaptations and adjustments that we have had to make in order to continue teaching and learning during this tumultuous year, we continue to pursue a future that is free of racism and a school system that is truly equitable for all.

Many lessons were learned from the spring upon which our Pandemic Response Task Force, consisting of educators, administrators, and parents, spent a lot of time reflecting and discussing. The hard work of the task force resulted in the generation of three learning plans, an in-person plan, a hybrid plan, and a remote plan for the 2020-2021 school year. The learning plans detail how students access educational lessons and activities as well as how the schools will support the social, emotional, and mental health of all students. In each learning plan, there is a special emphasis on the connections and relationships between staff and students. The three learning plans, required by the Department of Elementary and Secondary Education, allow the district the ability to transition between learning models as necessary, utilizing health metric data as a basis for change.

In September of 2020, the health metric data supported the decision to begin the 2020-2021 academic year in the hybrid plan. Weekly monitoring of state, local, and district data has continued to support the hybrid model, which allows for students to attend two full school days in-person and three full school days remotely. The shift has been one of pedagogical, technological, and mental fortitude. It has taken and continues to take the all hands on deck mindset. While we continue to adapt to the current model of teaching and learning, we have noted a significant increase in 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. Due to the COVID-19 pandemic in the spring of 2020, the MCAS exams were canceled statewide. Therefore, this past year we have relied on other assessment data including MAP Growth and curriculum-based assessments for diagnostic purposes to assess how our students are progressing.

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 grades nine through eleven 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. Due to the adjusted schedule in the spring of 2020, MAP Growth assessments were not taken the third time in the 2019-2020 school year. With proper updates and adjustments for the 2020-2021 school year, students will complete all three MAP Growth assessments.

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 from traditional in-person learning to hybrid and remote learning. Over the past summer, staff engaged in opportunities to educate themselves through individual coursework on a variety of topics including distance learning, technology, mindfulness, Google Apps, diversity, and equity. Additionally, many staff members participated in professional learning that

was facilitated by staff members within our district. One such offering was titled Equity Podcast PD, facilitated by two of our educators. During this PD staff members were able to listen to pre-selected podcasts that all had themes of equity and anti-racism. Through collective dialogue and reflection, staff discussed and brainstormed ways in which we can help our students have a deeper understanding of our society's challenges and equip students with the knowledge and perspective they need to confront those challenges head-on.

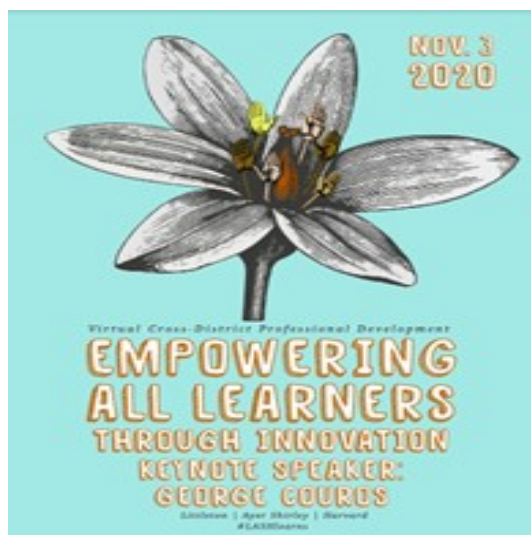
Another professional development offering within the district over the summer was provided by our technology team. Our technology team facilitated the Summer Technology Institute that provided a variety of sessions on topics such as software tools, applications, and implementation strategies focused on preparing our staff for the implementation of hybrid and remote learning models. We continue to provide professional development specific to the use of technology within the classroom, using it as a means to achieve learning rather than the product for learning.

An additional district offering over the summer afforded staff members the opportunity to participate in two book studies. In collaboration with Ayer-Shirley Regional School District, we offered book studies that explored the idea of innovation in education through George Couros' books titled *Innovate Inside the Box* and *The Innovator's Mindset*. This professional development opportunity was followed up by our Cross-District Professional Development day that occurred on November 3, 2020, when we welcomed, virtually, George Couros to join us for day.

In order to properly prepare for the reopening of schools for the 2020-2021 school year, our district planned ten full days of professional development. During these days staff were introduced to the updated health and safety protocols, hybrid technology approaches and device use, apps, and tools, models of hybrid teaching and learning, updates on modifications and accommodations, as well as time for staff to work on self-identified areas of need. We also welcomed a keynote from Dr. Kalise Wornum, owner of KW Diversity Inc. During her presentation, she provided an introduction to cultural

proficiency, a priority of our district that we have furthered through creating opportunities with Dr. Wornum throughout the fall and winter. Dr. Wornum has provided staff with a shared vocabulary and deep awareness of the impact we as educators have on creating and sustaining cultural proficiency within our schools. The ten days of professional development in September provided the necessary time for our staff and administration to be prepared to welcome students back into our school buildings on Wednesday, September 16th, for the first day of school.

This is the fourth 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 *Empowering All Learners Through Innovation* and offered a keynote by author and speaker, George Couros, as well as content-based sessions that allowed educators to collaborate with job alike colleagues to share practices and ideas. This collaborative day for educators PreK through 12+ was hosted virtually by Ayer-Shirley Regional School District.



District-wide upgrades in technology remain a key factor in effectively implementing our current hybrid model of teaching and learning. We have continued our 1:1 program at the high school and were able to successfully expand a similar 1:1 program at the middle school last year. This was beneficial when the pandemic started and we began to teach and learn at a distance. At the onset of the pandemic, we offered

devices and connectivity to any family in need allowing all students to remain connected to their teachers.

With the understanding that the 2020-2021 school year would include some form of hybrid and/or remote learning model, the technology department procured devices so that every student would be able to connect to their teachers and access their lessons on a daily basis whether they were in the school building or at home. Furthermore, the technology department acquired document cameras as a means of enhancing the learning experience for our students. Upgrades of the technology infrastructure and network speeds have accommodated the increased use of instructional devices within our district.



Budget considerations continue to be a focus throughout the year. As a result of continued increases in costs as well as limited growth in revenue, the School Committee recommended a required services budget. Through the actualization of the required services budget, we were able to continue to provide quality programming for our students. This was a direct result of the hard work of our School Committee, administration, and staff. With the current forecast for our FY22 budget, a lack of increase in State Revenue will continue to create challenges in our ability to maintain a level services budget. I would like to thank our 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 extracurricular offerings that have provided invaluable educational experiences. We were fortunate to begin the 2020-2021 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 all of us in unique ways. I'm confident that our combined efforts will help us succeed during these times. Through the continued support of our parents, staff, students and community we will provide the necessary learning opportunities for our students to thrive and succeed. There is light at the end of the tunnel- together we will get through this!

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



As we reflect upon a tumultuous year, we are reminded about what matters most and what a wonderful and supportive community we have in Littleton.

Given the pandemic, we began our school year in September with rapid change and adaptation: ten professional development days; new bell schedules; safety protocols; masks and other personal protective equipment items; remote and hybrid learning models; canceled or limited athletic seasons; google/zoom meetings; document cameras; live streaming sessions; HVAC inspections; air purifiers; outdoor classes; social distancing and special seating arrangements. The list of changes and adjustments could go on.

We witnessed and experienced increased challenges with workload, stress, anxiety, student engagement, and remote learning. With resourcefulness and resilience, our staff and community pulled together and launched robust remote and hybrid learning experiences. Throughout this past year, we benefited from each member of our community doing their part and sharing responsibility for the health and well-being of each other.

Special thanks go to the district and school-based Pandemic Planning task force committees, custodial/maintenance crews, school nurses, cafeteria and support staff members, technology teams, and teachers for all the teamwork and flexibility in developing and implementing the LPS reopening plan.

Despite a year with so much disruption and disconcerting news related to pandemic precautions, protests, and politics, Littleton High School experienced another active year full of student accomplishments in academics, arts, and athletics. Consistent with our mission, we maintain a

safe, caring, supportive, and academically challenging community that cultivates and models respect, responsibility, integrity, accountability, perseverance, and teamwork. We recognize and appreciate our talented faculty, motivated students, supportive parents and community members who keep Littleton High School a vibrant and thriving learning environment.

Littleton High School serves students in grades nine through twelve and is accredited by the New England Association of Schools & Colleges (NEAS&C). With ten school-based and over twenty available online AP Courses, Littleton High School has received the College Board's AP Honor Roll recognition multiple times. LHS provided an Advanced Placement (AP) Results presentation to the School Committee in December highlighting that Littleton High School had 34 AP Scholars (10 Scholars with Honor; 9 Scholars with distinction; 2 National Scholars) after AP tests in May 2020.

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





You may have heard or read that Boston Magazine in September 2020 ranked LHS as *the 2nd Best High School in Boston/Boston suburbs*. 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.

Littleton High School is committed to student learning, a caring environment, and educational excellence. As part of an annual review, the LHS School Leadership Team and School Council plans will update and attend to our School Improvement Plan goals in 2021. The following lists some areas to note:

- Expanding civic education
- Providing media literacy and financial literacy instructional units
- Incorporating best practices for cultural proficiency, equity, and inclusion
- Developing computer science curriculum
- Creating and implementing specific plans to address social emotional learning including responsible digital citizenship
- Continuing focused professional development: social emotional learning, diversity, equity, instructional technology, and assessment
- Increasing internship, work-study, dual enrollment opportunities for students
- Creating a *Vision of the Graduate* as part of the cyclical accreditation process with the New England Association of Schools & Colleges (NEAS&C)

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

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

Respectfully submitted,

John M. Harrington, Ed.D.

Principal



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

The 2020-2021 school year has presented numerous challenges for students and staff, but the entire LMS community has worked incredibly hard to create a safe, rigorous and caring experience. This summer we created task forces of teachers, administrators and families to thoughtfully develop protocols for student movement, cleaning and distancing. We designed a daily rotating schedule that reduced the number classes per day while offering our full complement of classes each week. The simplicity of the schedule also allows our students and staff to maintain the same routine each day regardless of in-person or remote learning. We created mini-block classes of 80 minutes for Unified Arts, expanded lunch time to allow for increased socialization and proper cafeteria cleaning, as well as staggered start/end times for classes to reduce the number of students in the hallways. Our educators adapted their instruction to provide live teaching for every class that meets the academic needs of both in-person and remote students. We are also working to address the social-emotional needs of our

students by developing future opportunities for peer interaction and increased connections with staff.

At LMS we recognize the importance of educating the “whole child.” While the 2020-2021 school year has required us to pause most of our extra-curricular clubs and athletic programs, we very much look forward to the time when we are able to resume these activities. 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 developing knowledge and skills. We will also provide a variety of opportunities for students to become active and supportive members of their school and local communities. Student organizations and middle school staff members are responsible for putting together numerous community service projects each year. LMS families demonstrate tremendous generosity with our Food Drive and The Giving Tree to benefit local food banks and homeless shelters and with our Veteran’s Day Celebration to honor local veterans.

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

Our middle school students continue to demonstrate academic strengths and growth in all of the major content areas. Although the Spring 2020 MCAS was cancelled, our students continue to demonstrate their knowledge and abilities in a variety of ways including: traditional assessments, project-based learning, interdisciplinary units and technology integration. In an effort to continuously improve our

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



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



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

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

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

Jason D. Everhart

Principal

Littleton Middle School





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 371 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 is facing the added challenge of the COVID-19 pandemic. In the spring of 2020, we created a Task Force of staff members who were responsible for the planning of multiple models of instruction to begin school in the fall. The Task Force worked tirelessly throughout the summer months. We began the school year on September 16<sup>th</sup> in a hybrid model. Four classes at each grade level have in-person learners. Approximately half of the students in each class attend school on Monday/ Tuesday and the other half attend on Thursday/ Friday. All students learn remotely on Wednesdays. Two classes at each grade level are learning in a fully remote model which parents selected for their child. Additionally, RSS identified twenty-four students who are considered high needs and invited them to attend school in-person for four days per week. In order to make this hybrid model possible, the district purchased a Chromebook for each student at RSS so that every student has the necessary technology to fully participate in the program. All of the required safety protocols were put in place for mask wearing, hand washing and sanitizing, and physical distancing in classrooms, throughout the school building and on our buses.

With all of this in place, the team at Russell Street School continues to be committed to ongoing professional growth and providing a complete educational experience for each child. Teachers are providing instruction to the students seated in front of them while synchronously teaching the students who are learning from home. We are very proud to have created a plan that allowed students back into the building on September 17<sup>th</sup> and that provides a very full day of synchronous instruction to all of our students. While teaching our students in a hybrid model during the COVID-19 pandemic is our top priority, 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.





While the RSS staff is primarily focused on providing the best education possible to all of our hybrid and remote learners, we continue to concentrate on school-wide initiatives including:

- Intervention block (WIN – “What I Need”)
- Focus on supporting students with extended writing tasks
- Focus on social/emotional learning
- New math curriculum
- The STRIPES Initiative

It has been a very busy four months, but the RSS team has risen to the challenge. We are proud of the way our staff has taken on this major challenge of teaching our students in a completely different model.

We have high expectations for all members of our community as both academic learners and citizens. Standards for conduct and learning are set high, and students are provided the support necessary to find success and build confidence in their academics as well as art, music, physical education and technology. We have a tremendous parent community who participate throughout our school in many ways and enrich the learning experiences of children. 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.

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. The RSS PTA purchased and assembled a packet for every RSS student to receive materials that would help them on their remote learning days. The bag included a small white board, dry erase markers and an eraser, magnets for a science unit and a plastic sheet cover to create a variety of write on and erase templates. In addition,

the PTA funded a virtual assembly with Amazing Hero Art. Rob Surette virtually visited the school in November and created a work of art that is now proudly displayed in the RSS cafeteria. They also coordinated with The Silver Unicorn Bookstore to provide a very successful book fair for our RSS families. 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 on their remote learning days. It has been an amazing undertaking since last March. Our technology program is becoming seamless and students are able to complete daily assignments and technology inspired projects on a regular basis. 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.



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 to make this model the success that it is. 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  
Principal



## SHAKER LANE SCHOOL

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 a four-day half-day program for three-year-olds, a four-day half-day program for four-year-olds, and two four-day full-day programs for three and four year olds. All our preschool classrooms provide secure, inviting success oriented environments that meet the cognitive, emotional, social and physical needs of the whole child at his or her level of development. In response to this philosophy, the program utilizes a developmental approach and provides experiences, which promote curiosity and develop cognitive, language, social and motor skills. Through teacher facilitation, the children are encouraged to actively explore their environment and acquire skills through a combination of play, small and large group activities (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.

This year, in kindergarten, we offered a half-day kindergarten program for for all families. Over the summer of 2020, the Shaker Lane School Task Force felt a half-day model would be more conducive for five and six year-old children with the safety restrictions put in place as a result of COVID-19. Students sit at individual desks that are six feet apart, have all individual materials, and participate in play activities that maintain six-feet of distance. 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.



## OUR SCHOOLS

Social and Emotional Learning is a focus at Shaker Lane that we re-evaluate each year. The HEART Program which encompasses Honesty, Effort, Acceptance, Respect and Taking Responsibility continues to be the moral code we thread throughout our day. These ideals are a clear representation of what we believe in as a school community. Our staff continue to instruct students with the Second Step program. This evidence based curriculum incorporates lessons on skills for learning, empathy, emotion management, and problem solving. Over the past two years, we have implemented a new model of instruction to complement the Second Step program. Our guidance counselor has developed 6 lessons from the Social Thinking Curriculum that support the Collaborative for Academic, Social and Emotional Learning (CASEL) core competencies. At the start of the year, these lessons are delivered to each K-2 classroom over a 6-week period to help continue to support the social emotional development of our students. To minimize the number of adults in classrooms our guidance counselor has these prerecorded lessons for teachers to watch with their students and facilitate discussion.

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 community.
- Sustain an accepting, respectful, and responsive culture that provides for a safe and secure learning environment.
- Provide all staff and students with access to current technology.



We believe the foundation for a strong home/school partnership is regular, open communication. We make every effort to keep parents and community informed about what's happening at school through weekly newsletters, teacher blogs, Twitter, newspaper articles, open houses, curriculum nights, parent/teacher conferences and other special events/presentations throughout the school year. 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. While we haven't been able to take advantage of in-person volunteers as in years past, volunteers have assisted with helping staff prepare materials. Our Fall Book Fair was conducted virtually and our annual Winterfest will take place virtually in March. In January, the Parent Teacher Association (PTA) hosted a Shakey's Storytime where staff members read to students virtually through Google Meet. 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.

As part of a Balanced Literacy approach we continue to focus our small group instruction on targeted levels of student's 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' reading fluency, comprehension and use of reading strategies to decode. We are in year two of implementing our Foundations phonics program in Kindergarten and Grade 1 classrooms while adding in Grade 2 this year. Foundations is an explicit, systematic approach to phonics.

Some of our Professional Development sessions this year included:

- Technology instruction for Virtual Teaching
- Understanding Cultural Diversity
- Trauma Informed Instruction and Schools

Shakey's Imagatorium last year proved to be a huge success with students and staff. 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. We have incorporated a Glowforge laser printer and wind tunnel into the Imagatorium since its opening. All K-2 students have received Imagatorium STEM bags to use for Novel Engineering. Students in first grade use the Augmented Reality App, Quiver, as part of their animals unit and second grade students met virtually with Visiting Scientists from Alnylam Pharmaceuticals to learn about the states of matter.

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. This year, both of these programs have been delivered to students in-person and through virtual lessons.

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





**Commission on Disabilities**

<b>Members</b>	<b>Term Expires:</b>
Diane Crory, <i>Chair</i>	2022
George Sanders, <i>Vice Chair</i>	2023
Erich Manser	2022
Luigi Iacoviello	2021
Gary Wilson	2023

**Registrars of Voters**

<b>Members</b>
Diane Crory, <i>Town Clerk</i>
Sandra Clyde
Ellen Banks

**Conservation Commission**

<b>Members</b>	<b>Term Expires:</b>
James Pickard, <i>Chair</i>	2021
Julia Rupp	2021
Carl Melberg	2021
Sarah Seaward, <i>Co-chair</i>	2023
Anna Mayor, <i>Assoc</i>	2023
Andrew Sammarco	2022
Kyle Maxfield	2022
Mathew Cahill, <i>Assoc</i>	2023
Bryan Crowley	2023

**Cultural Council**

<b>Members</b>	<b>Term Expires</b>
Heidi Montanari, <i>Chair</i>	2022
Jeanne M Bracken, <i>Co-chair</i>	2022
Maura Newman, <i>Secretary</i>	2022
Bernard Zubrowski	2022
Laura Yates, <i>Treasurer</i>	2021
Kim Ahern	2022
Kymberlee Albertelli	2021
Katie Bonner	2023
Erik Kraft	2023

**Permanent Municipal Building Committee**

<b>Members</b>	<b>Term Expires</b>
Michael Scaduto	2023
Brian Pasquale	2024
Richard Crowley	2024
Robert Romilly, <i>Vice Chair</i>	2022
Stephen Moore, <i>Chair</i>	2025
Timalyn Rassias, <i>School</i>	2025
Vacancy (2)	

**Agricultural Commission**

<b>Members</b>	<b>Term Expires</b>
Jamie Cruz ( <i>farmer</i> ), <i>Vice Chair</i>	2022
Gerry Cavallo ( <i>farmer</i> ), <i>Clerk</i>	2021
Brad Mitchell	2021
William Pickard, <i>Chair</i>	2023
Andrew Sammarco	2022
Scott Matheson	2021
G. Tommy Jensen	2022

**Finance Committee**

<b>Members</b>	<b>Term Expires</b>
Allen McRae, <i>Chair</i>	2023
Gary Wilson	2023
Gregg Champney	2021
Betsy Bohling, <i>Vice Chair</i>	2021
Thomas Porell, <i>Clerk</i>	2021
Tyler Gray	2023

**Zoning Board of Appeals**

<b>Members</b>	<b>Term Expires</b>
Sherrill Gould, <i>Chair</i>	2022
Cheryl Cowley Hollinger, <i>Vice Chair</i>	2021
Rod Stewart	2022
Eli Constantinou, <i>Alt</i>	2023
Marc Saucier, <i>Clerk</i>	2022
Jillian Shaw, <i>Alt</i>	2021
John Sewell	2023
Kathleen O'Connor, <i>Alt</i>	2021
John Field, <i>Alt</i>	2022

<b><u>Personnel Board</u></b>		<b><u>Community Preservation Committee</u></b>	
<b><i>Members</i></b>	<b><i>Term Expires</i></b>	<b><i>Members</i></b>	<b><i>Term Expires</i></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, <i>Chair (BoS)</i>	2022
		Carolyn Mueller	2023
		Jeffrey Yates	2021
<b><u>Council on Aging</u></b>		<b><u>Historical Commission</u></b>	
<b><i>Members</i></b>	<b><i>Term Expires</i></b>	<b><i>Members</i></b>	<b><i>Term Expires</i></b>
Mary Hunt, <i>Vice chair</i>	2022	Andrew Watt	2021
Anne Lee Ellis	2023	Andrew Sammarco, <i>Vice Chair</i>	2021
Maureen Donnelly	2021	Linda Stein, <i>Chair</i>	2023
Marjorie C Payne, <i>Chair</i>	2021	John Leger	2022
Mark Rambacher	2022	Donna White	2022
David Sill	2023	Jonathan Liebowitz	2023
Susan Melander	2022	Rachael Robinson, <i>Clerk</i>	2021
Anita Harding	2022		
Wendie Sammarco	2021		
<b><u>LCTV Advisory Committee</u></b>		<b><u>Clean Lakes Committee</u></b>	
<b><i>Members</i></b>	<b><i>Terms Expires</i></b>	<b><i>Members</i></b>	<b><i>Term Expires</i></b>
William Vales	2022	Leon Weaver, <i>Spectacle Pond Member</i>	2021
Barbara McRae	2022	Steve Sussman, <i>Mill Pond Member</i>	2022
Nancy L. Hilsinger	2022	Timothy Wanzer, <i>Mill Pond Alternate</i>	2021
Leslie Glorioso <i>Clerk</i>	2021	John Folsom, <i>Long Lake Member, Chair</i>	2021
Allen McRae <i>Chair</i>	2023	Charles Bush, <i>Lake Matawanakee Member</i>	2021
Heidi MacGregor	2021	Greg Pennini	2021
Carol Vales	2021	Stephen Hadden	2023
		Corey Godfrey, <i>Ex Officio</i>	
		David Barr	2021
<b><u>Open Space and Recreation Plan Implementation</u></b>			
<b><u>Committee</u></b>			
<b><i>Members:</i></b>			
Peter Church			
Vera Cohen			
Andrew Sammarco, <i>Chair</i>			
Samuel Bell			
Kevin Mitrano			
Mathew Cahill			

**Bicycle & Pedestrian Advisory Committee**

***Members***

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

**Economic Development Committee**

***Members***

Charles DeCoste  
 Vanessa Strong  
 John Bergeron  
 Carolyn Armstrong, *Chair*

**Littleton Common Committee**

***Members***

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

**Shade Tree Committee**

***Members***

Kim Ahern  
 Steven Whitten, *Tree Warden*  
 Jeannette Kingsley  
 Mathew Cahill  
 Katie Carruth  
 Vacancy (1)

**Sustainability Committee**

***Members***

Erin Healy  
 Brian Balukonis, *Vice Chair*  
 Donald MacIver  
 Sarah Rambacher  
 Heidi Montanari  
 Renato Mikio Nakagomi, *Chair*  
 Margaret Gibbs  
 Corinne Elizabeth Gamache  
 Megan Rank  
 Vacancy (2)

**Affordable Housing Trust Fund Board of Trustees**

***Members***

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

**Master Plan Implementation Committee**

***Members***

Laura Anne Yates	2023
Jonathan Liebowitz	2022
Megan Diane Ford	2021
Lyle D Webster	2021
Mike Fontanella	2020
Anna Hueston	2021



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

Steve Baronoski  
Ed Nowers

**BRIGHTON COMMISSION**

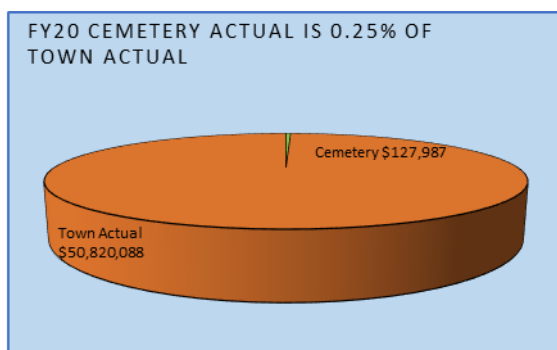
Tom Wood  
Michele Roche  
Ronald Pollock  
Peter Wormell  
Cindy McNiff

**CONSTABLES**

Ronald J. Raffi	2021
David J. Allen	2021
Keith Leighton	2021
Andrew Sammarco	2021
Gregory Balzotti	2021

**AGGREGATE INDUSTRIES**

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



## 2020

The Commission carried out its mission within the constraints of the Covid-19 pandemic. Like many other organizations, our monthly meetings were all held virtually via Zoom. Our building was also closed to the public for much of the year, in compliance with CDC guidelines..

At Westlawn Cemetery the department performed:

- 32 full burials
- and 12 cremation burials .

Once again, the Westlawn Cemetery was the site for the Town's annual Memorial Day ceremony, as well as flag retirement ceremonies by the Boy Scouts.

## IMPROVEMENTS

The Commission made a number of improvements to the cemetery building and grounds. In addition to these enhancements, a handful of dangerous, dead trees were removed from Westlawn to prevent them from threatening our visitors. In collaboration with the Historical Commission, we had a third round of tombstone conservation work carried out once again at the Old Burying Ground by Conservators Fannin and Lehner of Concord, Massachusetts. This firm professionally cleaned, capped, re-set, drilled/pinned, adhesive repaired, and infilled another great quantity of tombstones at this site. The Community Preservation Committee awarded a award for \$9,900 which funded this phase of the Project. We look forward to continuing our partnership with the Historical Commission to preserve this Littleton treasure.

## LOOKING AHEAD

Our department continues to plan for the future. At present, approximately 90% of the graves at the cemetery are either occupied or have been purchased. 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 continued to investigate the possibility of creating more grave spaces along a one acre, undeveloped portion of the Sullivan loop. This would be the first phase in an overall expansion plan

## 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.

for the cemetery. In the summer months, we hired the civil engineering firm, Stamski and McNary, to formally survey and demarcate this area. We are in the process of preparing an RFP (request for proposal) for this work; and hope to be able to bring this project forward in FY22.

## STAFF

In the spring, Janet Sullivan retired from the Commission after many years as a member. We thank her for her service to the Town. In June, Ivan Pagacik was elected into office to serve as a new Commissioner. We welcome him to the Board, and look forward to working with him in the years to come. For their continued dedication and excellent service to our department and to the townspeople, we extend our great appreciation to Cemetery Superintendent, Thomas Bailey, and Groundskeeper, Laurie Taylor. We would also like to thank all of the other Town agencies and Boards that have assisted our department throughout the year; especially Director of Public Works, Chris Stoddard, and Steven Whitten, Highway Department Superintendent.

Please do not hesitate to contact our department with any questions or concerns. We are here to serve you.

Respectfully Submitted by the Commission:

Andrew Sammarco, Chair  
Carolyn Mueller, Clerk  
Janet Sullivan

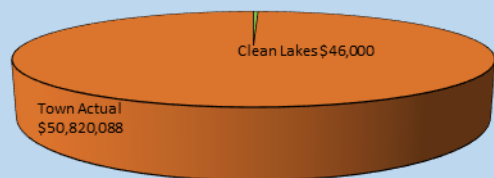


CEMETERY COMMISSION





FY20 CLEAN LAKES ACTUAL IS 0.09%  
OF TOWN ACTUAL



## 2020 at a glance

- Solitude Lake Management treated Spectacle Pond and Long Lake for invasive aquatic plants
- Stony Brook Streamflow Restoration Project is introduced to the community
- Drought alarms Boaters and creates concerns about the beaver dams at the outlet to Long Lake
- Seasonal water quality testing of Ponds & Streams is suspended due to the COVID-19 pandemic
- The CLC and Water Department hire a part-time Environmental Analyst
- Release of the US Army Corps of Engineers' Draft Feasibility Study to dredge Mill Pond is delayed

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

### Mill Pond Restoration

The US Army Corps of Engineers (USACE) conducted soil testing in proposed dredging areas to refine their approach to their plans to dredge Mill Pond. Their Draft Feasibility Study was expected this year after

numerous earlier delays, but the pandemic impacted progress and the study was not released. While the scope of the work continues to be refined, the CLC remains strong on the project and has budgeted for implementation.

### Stony Brook Flow Restoration Project

In April Geosyntec Consultants gave a presentation to the CLC, Westford Healthy Lakes and Ponds Initiative, lake associations from Mill Pond, Spectacle Pond, Lake Matawanakee/Forge Pond, Friends of Forge Pond and representatives from numerous state and local agencies on the capabilities of the flow monitoring system. Their objective is to achieve more natural flow conditions throughout the Stony Brook watershed while maintaining the stability of Littleton's three upland lakes and ponds. Further improvements and managed releases at lake outlets will help improve modeling and lead to workable solutions.

### The CLC and Water Department hire a part-time Environmental Analyst

A paid part-time Water Department employee has been hired to expedite projects and conduct activities for the CLC. Matt Silverman will divide his time between Clean Lakes' tasks and his work at the Water Department. CLC work: coordination, bid documents, supervision, management and research has come through the Water Department pro bono to date.

### Drought Alarms Boaters and creates Concerns about the Beaver dams at Long Lake

2020 was a year predominated by drought. It had been a mild winter leaving little snow melt. Spring, summer and fall saw just a trace of normal rains. It was winter again before precipitation levels evened out.

The lake leveler system at the beaver dams was lowered in the spring as planned. Over just the past twenty years, the beaver dams at Long Lake's outlet have held back so much volume that the lake was easily 18" higher than it was in 2000. A third of the Town Beach had slipped underwater and the boat launch was out of reach. Trees that were once well on shore were undermined and toppled into the lake. The CLC installed the lake leveler system to regain





Photo by Jon Folsom

### Photo – Long Lake Exposed Shoreline September 2020

Along Lakeshore Drive near the Wetland Park

some control.

By June, the lowered lake and the drought had become a concern to boaters who were unable to dock where they had in the past. The request was made to raise the lake leveler and return to 2019 depths. But since Long Lake is replenished only by runoff, adjusting the leveler would make no difference. No rainfall meant no rise in water level.

CLC advisor Corey Godfrey and chairman Jon Folsom paddled the lake and met with neighbors to discuss conditions in July. Concerns were voiced about boating, docks, algae blooms and wildlife - all of them claimed to be worse as a result of the lake leveler. While it was premature to confirm or refute such claims, there were some takeaways:

- This year's drought was the primary culprit as there were no rains to replenish the lake
- The lake leveler system cannot be easily adjusted or quickly changed, and might require state permission before reversing prescribed settings
- Long Lake enjoys its current depth due to the presence of the beaver dams. We are beholden to beavers for the facility that we enjoy. If the dams failed, or deteriorated, nothing could be

done to replace them, and the lake would likely drop another 2 -3 feet

- The lake leveler is the best available tool to preserve the dams since it can reduce pressure on them
- Future water quality testing will confirm or deny claims of harm

### From the Chair

It was the year of the pandemic. It made everything harder. Most things were delayed or suspended until it was safe again. Meetings were infrequent and online. We won't soon recover. But it was a year of progress just the same. Committee membership is up, and there were promotions and new hires. We all look forward to a time when this is behind us and we can resume operations unimpeded. We will miss one of our founding members, Steve Sussman, who passed away in September, long before his Mill Pond Restoration Project came to fruition.

With respect,

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 12/31/20)

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

**Andrew Sammarco**  
(Conservation Commission representative)

**Linda Stein**  
(Littleton Historical Commission representative)

**Carolyn Mueller**  
(Select Board appointee)

**Bartlett Harvey**  
(Littleton Housing Authority representative)

**Gerry Portante**  
(Planning Board representative)

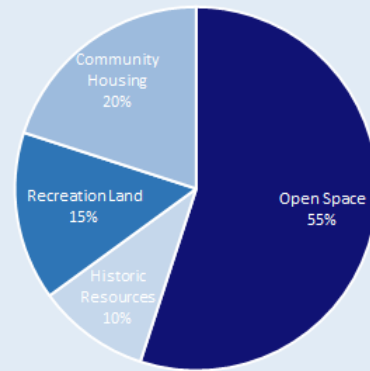
**Betsy Bohling**  
(Finance Committee representative)

**Sam Bell**  
(Select Board appointee)

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



### ALLOWABLE SPENDING CATEGORIES



The Committee held open meetings on: 1/15, 2/26, 5/8, 6/8, 8/17 and 9/9/2020.

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

In 2020 CPA funds from the 1% property surcharge were \$305,000 for FY2021. The only additional “Blended” funds (i.e., up to 3 %... ) for this year were Newtown Cell Tower Lease funds of \$45,000 which were made available for transfer to the CPC Open Space Reserve category, as directed by annual town meeting vote.

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	21%
Historic Resources	17%





**2020 (FY2021) Project Recommended by the CPC and Approved at June 13, 2020 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 2020, the AHTF received a number of requests for rental voucher which were disbursed to eligible applicants. The AHTF anticipates that it will continue to provide rental vouchers to qualified, selected housing applicants; acquire and develop property; participate with developers in housing projects; and take other actions in support of affordable housing. Funds allocated to the Community Housing category will continue to be transferred annually to the AHTF by town meeting vote. For 2020 (FY2021), the CPC voted to recommend to Town Meeting that \$67,832.00 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.

**2020 (FY2021) Projects Recommended by the CPC and Approved at October 17, 2020 Special Town Meeting**

**Historic Resources**

***Restoration of the Grange Fountain at the Depot***

The CPC voted to recommend to Special Town Meeting that \$9,500 be approved from the Historic Resources category to refurbish the Grange Fountain. The Littleton Historical Society were the applicants for the project. The funds were to be used to sandblast and repaint the fountain; recreate the plumbing access door panel; replace the lamp head and outfit it with a solar light; pressure wash the brick pavers and bollard posts; add planting urns for the Littleton Country Gardeners who have been using the fountain as a planter. The hope is to restore the fountain to its original function in 2021—a fountain fit for man and beast. The restoration project was completed in December 2020.



**Open Space**

***Browns' Woods Land Acquisition***

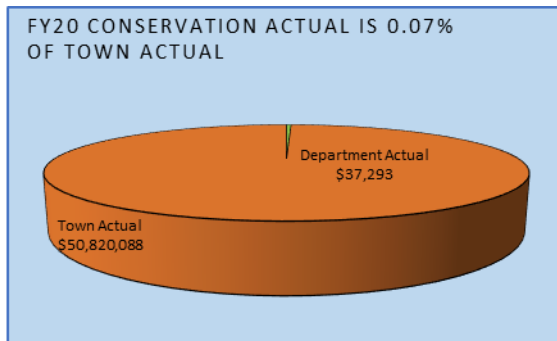
The CPC voted to recommend to Special Town Meeting that \$450,000 be approved from the Open Space category to be put toward the purchase of approximately 23 acres of land located at 119 Tahattawan Road. The land includes a mix of upland hardwoods and softwoods, forested and shrub wetlands, streams and a potential vernal pool. The property and the adjacent Long Lake area supports beaver, otter, muskrat, deer, fox, coyote, groundhog, raccoon, fisher, mink and stoat/ermine. Over 125 species of birds have been observed along Long Lake. The property would protect floodplains as well as the water quality and base flows for Long Lake.

An Action Grant from the state's Municipal Vulnerability Preparedness (MVP) program was awarded to Littleton for \$763,050 toward the acquisition.



**Looking Ahead**

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



The Littleton Conservation Commission serves as the Town's agency for local environmental protection, enforcing the Massachusetts Wetlands Protection Act (WPA), as well as the Littleton Wetlands Bylaw. The Commission also provides stewardship to and manages all Town-owned conservation lands.

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

- 28 Notices of Intent to perform activities within one hundred feet of a wetland
- 19 Orders of Conditions were granted
- 10 Certificates of Compliance were issued for projects satisfactorily completed
- 4 Requests were reviewed for Determination of Applicability.
- 8 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. 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.



A 2020 major accomplishment for the Commission and the Town was the receipt of a \$763,500 grant from the State's Municipal Vulnerability Preparedness program or the purchase of Browns' Woods. This award will provide a nature based solution for climate change impacts by protecting trees and waterways, as well as wildlife habitat and linkages with other open spaces.

Due to the 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. 59 teams completed the tree hunt at 18 properties...and certainly more people enjoyed without signing up.



- Eagle Scout projects by Littleton Girl Scout Troop 19 benefitted our open spaces
- Search dog training by a dedicated team of Mark 9 K-9 Search and Rescue volunteers
- The USDA again performed an important beetle study on the Commission's Mill Hill Property
- 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 Nield 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.

- A demonstration pollinator/native wildflower garden was put in at Cloverdale.
- 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.

**The Commission would like to recognize and thank the LCT/Commission Land Stewards and**

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 Littleton Electric Light and Water Department (LELWD), which assisted with the installation of new Conservation land signage as well as mowing. Highway and LELWD both assisted with the installation of a new trailhead parking lot on Boxborough Road. 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.

**all volunteers for  
their efforts  
throughout the  
year:**

Jim O'Neil  
(Director), Cammy  
Bean, Sam Bell, Dan  
Boudillion, Bill  
Brown, Richard  
Buckles, Jessica  
Caligan, Tim  
Caligan, Jim  
Campbell, Melissa

Cranmer, Andy Curran, Chris D'Orizio, Sarah Gill  
D'Orizio, Rick Findlay, Jeff Fuhrer, Mary Fuhrer,  
Andrew Halloran, Bartlett Harvey, Keith Hevenor,  
Dan Hurley, Erin Jade, Clayton Keller, Delisa Laterzo,  
Dwight Long, Brian Manning, Juliana Miller, Aaron



Morse, Chris Mountain, Russ Mullen, Dustin Neild, Pat  
O'Donoghue, Daniel Parvanov, Will Picariello, Doug  
Raihle, Tim Rank, Tom Rank, Dave Raymond, Kim  
Raymond, Carl Rivenburg, Sara Roth, Matthew Ruel,



Evelynn Sablone,  
Andrew Sammarco, ed  
Santoro, Jeff Simmons,  
Peter Thompson, Mit  
Wanzer, Cal Yapp, and  
John Zimmer.





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



**Respectfully Submitted by the Commission:**

Bryan Crowley

Kyle Maxfield

Carl Melberg,

James Pickard (Chair)

Julie Rupp

Andrew Sammarco

Sarah Seaward

Mat Cahill (Associate)

Anna Mayor (Associate)



The Littleton Historical Commission serves as the Town’s agency responsible for the preservation of the artifacts, places, buildings, and stories that have made, and continue to make, our Town a special place to live. Our Commission is charged with protecting these historic resources through public engagement and education; preservation, conservation and restoration projects, as well as through other activities that seek to showcase and preserve our unique past. The Commission also administers the Town’s Demolition Delay bylaw.

The year 2020 proved to be a challenging year for the Board, as it carried out its mission within the constraints of the Covid-19 pandemic. Like many other organizations, our monthly meetings were all held virtually via Zoom. In addition to not being able to meet face to face, the Commission was also unable to organize events such as our annual Patriots’ Day ceremony at Liberty Square and participate in the yearly Freedom’s Way National Heritage program. The Commission was pleased, however, to have had the opportunity to assist and advise a number of citizens and municipal agencies regarding historical matters, as well as to plan and carry out a wide array of projects to help benefit the Town’s rich character.

This year, the Commission made two determinations under its Demolition Delay bylaw. The Commission received an application from the Water Department to demolish its former monitoring station located at

257 King Street. After careful consideration, the Commission deemed this 1950s-era structure to not be historically significant to the Town and allowed for its demolition. The lot from which this building was removed will be returned to a natural state. The second determination was for the proposed demolition of a 1980s-era office building at 153 Taylor Street, to be used as a fleet parking area for the proposed Amazon Last-Mile Distribution Center at 151 Taylor Street. The Commission did not identify any significant historical or archaeological resources at this site.

Under the direction of member Jonathan Liebowitz, our historical plaque program went into full operation. This program allows for owners of historic homes and structures in Town to apply to the Commission via its webpage for a wooden plaque. These plaques provide the construction date and information on the background of the structure, as well as notable past owners. This year, Jonathan received twelve applications for plaques and facilitated obtaining new or replacement signs for residents’ historic homes.

In addition, we have identified historic granite markers throughout Town that have fallen into disrepair and need restoration or replacement. We hope to replace or repair a percentage of these important markers each year.



Gravestone conservation/restoration work (Phase 3) continued at the Old Burying Ground using previously allocated Community Preservation Committee funds. The Commission contracted with preservation consultants Fannin and Lehner of Concord, Massachusetts to perform the work which consisted of professionally cleaning, re-setting, capping, pinning, adhesive repairing, and in-filling gravestones at the site. It also included extensive documentation by Fannin and Lehner of all conservation activities performed.



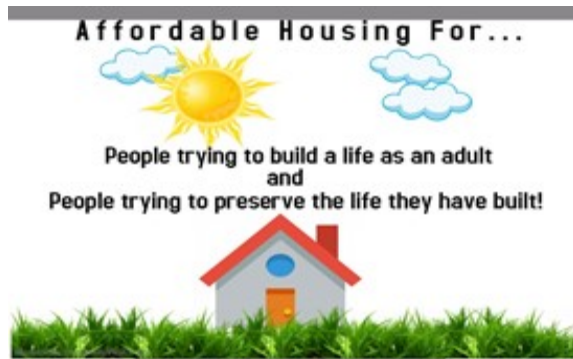
For the historic farmhouse at 12 Robinson Road, in 2020 we applied for listing on the National Register of Historic Places. This follows purchase of the property by the Town in 2018 and roof replacement and chimney rehabilitation in 2019. The National Register application was completed by the Commission's historic preservation consultant, Jenn Doherty; we should find out in 2021 if the property will be designated National Register status, which emphasizes the historic importance of structures and is a requirement for several key preservation grants. The Commission continued its involvement on the Ad Hoc Committee for 12 Robinson Road, which is working with the Select Board to draft historic preservation deed restriction language and to identify potential future uses of the property. A Commission member continued to serve on the Master Plan Implementation Committee in 2020.



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*



## 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. The CPC has agreed to use all of its annual allocations for Housing to fund the LAHT, which has been focused on rental units but is now also working with developers to provide both rental and ownership units.

LAHT has two active programs to assist struggling renters in town. The **Littleton Rental Assistance** program (LRAP) was started in December 2019, and is designed to aid housing-cost burdened renters by providing \$250 per month to the landlord as partial rent payment. Applicants are screened and vetted by the program's administrators, the Town Elder and Human Services Department (EHS), for income qualification and strength of ties to the town, an application format written jointly by EHS and LAHT. The term is for one year of help; applicants can re-apply for up to three years total. There are currently seven households participating. LRAP paid out \$7,750 in FY 2020 and \$14,250 to date in FY 2021.

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 LAHT, 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. There were six participants in January 2021, including one household that transferred from LRAP. Three participants will reach the end of their terms in March, but two more are expected to join. ERAP paid out \$5,900 from LAHT funds this January, and \$16,000 has been provided by the Federal CARES act, for \$21,900 total distributions. The town anticipates that CARES will also reimburse the January and succeeding distributions until the Federal program runs out, when ERAP will pick up the payments.

LAHT has joined with the Conservation Trust and the Select Board to buy the former Mary Brown property at 119 Tahattawan Road, with the understanding that a piece of that land will be set aside for one or two affordable housing units to be developed by LAHT. LAHT has committed \$200,000 towards the purchase of the primarily open space wooded parcel, and is waiting for a determination of an appropriate parcel. LAHT has also been offered the old farmhouse and barn on a 5 acre parcel of the Durkee estate near the rail station, and will solicit engineering services to conduct a feasibility study.



**FINANCIALS:****FY 2021 Expenses to date**

Legal	Town Counsel	261
Consulting	Regional Housing	1,765
LRAP	July 2020	1,500 (6 participants)
LRAP	Aug 2020	1,750 (7 participants)
LRAP	Sept 2020	1,500 (6 “)
LRAP	Oct 2020	1,750 (7 “)
LRAP	Nov 2020	200 (8 “)
LRAP	Dec 2020	2,000 (8 “)
LRAP	Jan 2021	2,000 (8 “)
LRAP	Feb 2021	<u>1,750</u> (7 “)
		14,250 (10 different participants)
<b>ERAP</b>	Jan 2021	5,900 (to be reimbursed0
	(By CARES Act	16,000, 8 different participants)

**Grand Total** **22,176**

Committed Mary Brown prop 200,000

Report from Accounting, 3-3-2021

<u>Revenues</u>	<u>FY 2020</u>	<u>FY 2021</u>
Interest on account	4,167	736
CPA transfers	525,546	67,832
Gift (First Church)		625
<b>Totals</b>	<b>529,713</b>	<b>69,193</b>
<u>Expenses</u>		
Consulting	2,800	2,026
LRAP	7,750	14,250
ERAP		net 0
Transfers out (119 Tahattawan)_____		<u>200,000</u>
<b>Totals</b>	<b>9,800</b>	<b>222,176</b>

**Trust Fund Members**

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

Anthony Ansaldi (Town Administrator)

Maureen Donnelly (member, Council on Aging)

Millie McGovern (member, Littleton Housing Authority)

Angus Michael (member with specific experience),

Mark Montanari (member with specific experience)

Matthew Nordhaus

## LITTLETON CULTURAL COUNCIL

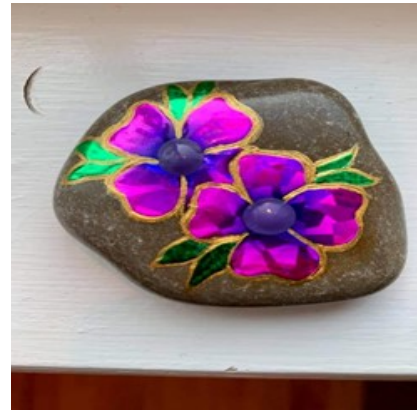
The Littleton Cultural Council (LCC), whose members are appointed by the Select Board, supports community cultural projects through its grant program. Funds are received from the Massachusetts Cultural Council (MCC), whose mission is “to promote excellence, access, education and diversity in the arts, 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.” The MCC is the largest grassroots cultural founding network in the nation supporting thousands of programs and artists. The MCC estimates the economic benefit of these grant for Massachusetts is \$2.3 billion.



In July 2020 the Select Board voted to give the LCC \$5000 to support culture in Littleton and it was approved via the next Town Meeting. The LCC is grateful to be able to use these funds for a project or projects in the town of Littleton.

A primary goal of the LCC is to foster public art. Some examples are outdoor wall murals and other highly visible installations. We are currently working with other town boards and Scout troops to create a maze at the Castle in the Trees playground site, delineating

the paths with hand painted stones gathered from Littleton’s hiking trails over the past few months. For the FY ’20 grant cycle, the LCC awarded grants in the amount of \$7155, choosing recipients after receiving applications from around the state. Our focus was on local impact, ranging from the Chinese acrobats at the Reuben Hoar Library to Hip Hop Dance Exercise for Seniors. Almost immediately after we had announced our grants, the pandemic struck. Most of the programs were in jeopardy.



Artists are a flexible lot, though, and those grantees where remote performances were possible pivoted to virtual events, from art demonstrations to dance programs. Several proposals simply did not translate into remote presentations, however; and some of those were cancelled. Others have been postponed to the current fiscal year. The MCC has been stellar in sorting out the various issues and responding to artisans.



For our current grant cycle year 2021, the LCC has received \$5800 from the MCC, in addition to \$2500 returned from earlier cycles which will be re-allocated this year.



There is the additional \$5000 from the Town, earmarked for the Rock Project by the Castle in the Trees



Our grant cycle begins each fall and in the interim, the MCC funds many programs and festivals beyond the local level. The LCC is especially interested in seeing public art and projects that impact school children. We look forward to fostering a more creative town and community. We hope that residents of the Town of Littleton will participate in the exciting events that are coming up in 2021.



Respectfully submitted,

Heidi Montanari, Chair  
(Myra) Jeanne Bracken, Co-chair  
Maura (Goo) Newman, Secretary  
Laura Yates, Treasurer  
Bernard Zubrowski  
Katie Bonner  
Kim Ahern  
Erik P. Kraft  
Kymberlee A. Albertelli

2020 was a busy year for the Permanent Municipal Building Committee (PMBC). Mid- year, our School Board representative, Daryl Baker, decided not to run for re-election. We wish to thank Daryl for his outstanding contributions to the committee through his fiscal management of the PMBC accounts and getting the PMBC set up on the town's server and setting up an electronic filing system. We added two highly qualified members, Bartlett Harvey and Timalyn Rassias (replacing Daryl Baker), bringing our membership, again to the full seven-member complement.

## **2020 PROJECTS**

### **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.



*Failed mortar joints*

### **Procurement of a Designer and Contractor for Phase 1 work:**

In early Spring, PMBC, working with our Owners Project Manager, the vertex Companies, advertised, interviewed and selected the design firm CBI to prepare and advertise bid documents for the project.

In late Summer, the Waterproofing Co. was selected as the firm to perform Phase 1 work, consisting of masonry repairs to two side elevations. 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 this decision, CBI was tasked with the preparation of documents for Phase 2 documents, for the remaining two elevations and window replacement, to be ready for advertisement in Jan/Feb 2021. Construction is scheduled to start in the Spring of 2021.

### **SCHOOLS**

(PMBC managers Daryl Baker & Timalyn Rassias— managed by Steve Marks, School Dept.)

A number of repairs were made to the Shaker Lane, Russell Street and High School.

### **LIBRARY**

(PMBC managers Steve Moore, Bartlett Harvey)

Following design funding approval, at the 2019 May Town Meeting, the 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 Johnson Roberts Architects, to advance the building design. As of the end of the year, the design was about 80% complete. The construction delivery method chosen for construction is the Construction Manager at Risk (CMr) model, where a contractor, through an RFQ and RFP process, is chosen to engage with the team prior to completion of design to provide its expertise on current pricing and make suggestions on materials. Commodore Builders was chosen as the CMr and has been instrumental in providing suggestions and recommendations.

**SEE THE TOPPING OFF CEREMONY video–**  
see U-Tube Link: (courtesy of LCTV)) [https://www.youtube.com/watch?v=rm4PMsmWD\\_k&feature=youtu.be](https://www.youtube.com/watch?v=rm4PMsmWD_k&feature=youtu.be)

Construction documents were completed by the end of February 2020 and the subcontractor prequalification process began.



*The first form for the lower level  
Foundation Wall August 17, 2020*

#### **DPW ROOF**

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

The roof system at the DPW facility is over 20 years old and is leaking. Following approval of funding at the May Town Meeting in 2019, DPW, working with Green International Consultants, produced contract documents, advertised the project and awarded the job in the Fall of 2019. Starting in the Summer of 2020, after obtaining all required approvals, Greenwood Industries started the roof replacement and completed the work in the Fall.

#### **LOOKING AHEAD: FY 2021 Projects**

Currently, the Library is scheduled for completion around August 2021 along with work at the Police Station. The Select Board will determine which School projects will be progressed in early 2021.

#### **THANK YOU**

Thank you to Marilyn Fedelle, our scribe and alternate historian. Thanks also to Alex Richards who assists with PMBC activities and document uploads to the town server.

We also acknowledge the great assistance and support received from: Joe Laydon, Dianne Dickerson, Cheryl Herrick-Stella, Steve Venuti, Steve Mark, Chris Stoddard, Michelle Reynolds, Cindy Filipe, Fire Chief Scott Wodzinski, Deputy Fire Chief Tom Clancy, Town Clerk Diane Crory, Sandy Clyde, 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..

**IN REMBERANCE** and with great gratitude, the committee wishes to acknowledge and thank our former chairman, friend and colleague, Joe Collentro, for his many years of dedicated service (and keeper/ teller of historical events). Joe passed away in January of 2021. He is the standard which we strive to achieve in our civic commitments. We miss you Joe! RIP

#### **Respectfully Submitted from the Committee:**

Steve Moore, Chairman

Bob Romilly, Vice Chairman

Mike Scaduto, Clerk

Rich Crowley

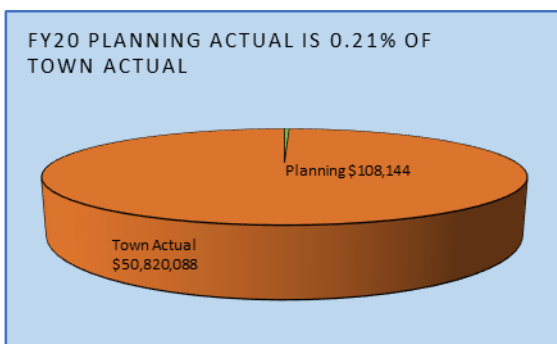
Daryl Baker (School Board Representative)

Brian Pasquale

Timalyn Rassias (School Board Representative)

Bartlett Harvey





### 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
Anna Hueston, Vice Chair	2023
Jeffrey Yates, Clerk	2025
Delisa Laterzo, Member	2024
Gerald Portante, Member	2021

Planning Board members serve the Town as elected officials, volunteering their time and energy to serve not only on the Planning Board, but also on the Affordable Housing Trust, Community Preservation Committee, Master Plan Implementation Committee, Transportation Advisory Council, and the newly-formed Littleton Station Area Committee.

### Highlights:

Highlights of the Planning Board's work in 2020 include planning initiatives funded with State Grants, an active permitting schedule for commercial and residential development proposals, and oversight of a significant amount of residential construction. Add in learning how to remotely navigate the public meeting process, statutory timelines, and moving forward with ongoing planning initiatives during a pandemic and Town Office staff turnover – we now better understand how to be flexible, and to listen to each other as we make steady progress towards reaching the goals of the Town as outlined in the Littleton Master Plan. Work under two prior Planning Grants moved forward in 2020 with the adoption of Form Based Code for the Littleton Common area, robust discussion on Transfer of Development Rights, and Smart Growth rezoning to support mixed-use development at the Littleton Train Station area.

**Form-Based Code:** Starting in the fall of 2018, and continuing through early summer 2020, the Planning Board and consulting team led by Utile - and partnering with Dan Bartman, conducted an extensive public outreach process to develop and adopt Form-Based Code for the Littleton Common area. Form-Based Code tailored to Littleton Common is designed to spur redevelopment in the Littleton Common that creates a mixed-use, inherently walkable, and environmentally sound town center that retains the characteristics of an established neighborhood and supports reuse of historic properties and resources.



Form-Based Code was adopted at the June 13, 2020 Town Meeting – thank you for supporting this forward-looking initiative. 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.

**Meetings and Zoning Bylaws:** The Planning Board held 23 regular meetings during 2020; Planning Board agendas were full of commercial and residential development proposals, work on Form-Based Code, Transfer of Development Rights, presenting the Littleton Station Village Vision Report and working to begin implementing the vision outlined in that report.

**Commercial Development:** Early 2020 brought review of 225 Taylor Street site for an office park/ research & development campus – although this site was initially approved in 2003, the market for new office/R &D space has been declining. The Planning Board may request an up-zone to allow mixed use and high-density residential as soon as Fall 2021. Spring 2020 included Planning Board approvals for the new **Reuben Hoar Library** site, while Fall 2020 approvals included a testing laboratory for Adult Use Marijuana at 160 Ayer Road, a new parking lot and associated improvements at 22 King Street, and Site



Plan approval for Nashoba Security at 474 Great Road. An application for Littleton's first **Adult Use Marijuana Retail establishment**, also located at 160 Ayer Road, was received in October, reviewed, and approved in January 2021. An application for Littleton's second Adult Use Marijuana Retail establishment at 531 King Street was received in December 2020; the Town anticipates this application will be replaced by an alternative site in the Beaver Brook industrial park early in 2021. An application for minor improvements at the 80 Ayer Road site was received in December 2020, reviewed, and approved in January 2021.

The biggest commercial development news came in the form of an application from property owner Northbridge for an **Amazon** warehouse and last-mile delivery operation. This application was received on September 4, 2020, and approved in January 2021 following an in-depth Public Hearing process that included review of the proposed traffic, groundwater quality impacts, and operations as a last-mile delivery facility. Features of the approval include a significantly smaller parking lot, commuter parking, electric delivery van capabilities, traffic mitigation and transportation demand management features, and donation of excess property at this site – located in the Aquifer protection overlay district – to the Water Department.

**Residential Development:** Two significant residential development proposals were approved by the Planning Board in 2020. The **Healy Corner** subdivision is a 17-lot open space development that provides a cluster of new homes near existing development and preserves significant open space that connects to the Town Forest, and could become an important trail link to the Foster Street commuter station area. Construction for this site has not started, as this decision is currently under appeal. As development moves forward, this site will include a significant donation to the Affordable Housing Trust, as required by Littleton's Inclusionary Housing Zoning Bylaw. The second residential development approved by the Planning Board in 2020 is the **Hager Homestead** Senior Residential Development; this unique development proposal, approved under the Senior Residential Development bylaw, includes 23 units of senior housing in 1 and 2-bedroom units,

with universal design, and 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. The Planning Board is pleased that this development will include 11 units of affordable housing, ranging from 60% to 150% of the Area Median Income, as required by Littleton's Senior Residential Development zoning bylaw.

Construction at numerous residential subdivision sites continues, with Chestnut Lane, Bennett Orchard/Edward Drive, Couper Farm Estates, Croft Corner, Durkee Farm Estates, Kaye Estates Gray Farm, and Wellington Drive all at various stages of construction in 2020. The Planning Board utilizes construction oversight services provided by consultants for all new subdivision roadways. Fall Town Meeting accepted Chestnut Lane, Edward Drive, Couper Farm Estates, Durkee Farm Estates and many of the Kaye Estates roadways, signaling completion of those developments. Two Senior Residential Developments (SRD) approved in 2019 are also currently under construction: Jones Meadow and Webber Village. The Jones Meadow SRD includes 19 units of age-restricted single-family "senior cottages", open space, improvements to nearby trails, and an onsite walking path and outdoor gathering area. The Webber Village SRD includes 17 units of single-family and duplex units, tennis courts, walking paths, garden boxes, and gazebo. The SRDs will include 4 affordable units. Littleton's Senior Residential Development bylaw allows for a varied range of housing choices to better meet local housing needs to support residents' ability to age in community.

**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 2021** 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, and continuing discussions on Transfer of Development Rights.

**Planning Board Office:** The Planning Board office, located in Room 303 of Town Hall, is open from 9:00 a.m. to 4:00 p.m. Mondays through Fridays; please call ahead 978-540-2425 for an appointment to assure focus on your question, particularly as access to Town Offices is limited. Planning Board meetings are held on Thursday evenings as posted, usually the first Thursday of the month, remotely via Zoom. 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 this information as openly as practicable.

2020 provided unique challenges on how to keep communications open. Thanks to hard work by dedicated Town Officials and staff, a new level of cooperation across Departments and between the Planning Board, Select Board, Littleton Station Area Committee, and Affordable Housing Trust members resulted in moving forward on Smart Growth initiatives to increase housing choice for current and future Littleton residents.

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  
Anna Hueston, Vice Chair  
Jeffrey Yates Clerk  
Gerald Portante, Member  
Delisa Laterzo Member

## MASTER PLAN IMPLEMENTATION COMMITTEE (MPIC)

### MISSION:

The 2017 Littleton Master Plan “Cultivating the Future” was approved by Town Meeting in May, 2017.

On June 5, 2017, the Board of Selectmen and Planning Board established the Master Plan Implementation Committee (MPIC).

MPIC is tasked with promoting and guiding the implementation of the 2017 Master Plan.

### MPIC Members and their term expiration dates:

Cindy Napoli, Chair	2022
Megan Diane Ford, Co-Vice Chair	2021
Laura Anne Yates, Co-Vice Chair	2023
Lyle D. Webster	2021
Jonathan Leibowitz	2022
Anna Hueston	2022
Mike Fontanella	2020

### PROGRESS

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

types that better meet the needs of Town residents of all ages.

The construction of a new, modern library started in 2020. This much anticipated event, which will see the library leave its Town Building home, opens the opportunity to address the space and mission needs for Elder and Human Services and Park and Recreation along the lines described in the Master Plan.

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

### LOOKING FORWARD

For 2021 and beyond, the MPIC will continue to support and persuade Town Boards and Departments in their work to implement priority recommendations of the Master Plan. Significant implementation efforts remain, including efforts to revitalize Littleton Common, and developing specific criteria and new tools for the Town’s priorities for preserving open space.

## Littleton Station Area Committee Report

The Littleton State Area Committee was formed to formulate a strategy for developing the Station Area (adjacent to 495 and the Littleton MBTA station) in accordance with Littleton's 2017 Master Plan and the 2020 Littleton Station Village Vision Plan. The committee met 11 times between August 2020 and February 2021.

After reviewing the Littleton Station Village Plan Map, the committee discussed the pros and cons of obtaining state funding via a 40R district versus a major special permit. In addition to upcoming state funded improvements to Foster Street the proximity of the MBTA station provided a strong incentive to pursue a 40R district. In addition, assistant Town Administrator Joe Laydon has substantial relevant experience, having worked on a 40R project in another town. It was decided to move forward with a 40R district, to reach out to the land owners in the area, and to pursue 40R only for the area north of the railroad tracks. Ultimately the goal was to bring a proposed bylaw to town meeting.

The Town Planner reached out to two consultants: Utile and Dodson & Flinker, to request development of design guidelines for the area. The committee chose to hire Dodson & Flinker, using funds remaining from the FY20 EEA Planning Assistance Grant. Dodson & Flinker, having worked on the Littleton Station Village Vision Plan, was selected. Initial discussions with Peter Flinker covered the committee's desire for specific densities of development and types of structures (cottages, townhomes, etc.). Mr. Peter Flinker delivered draft design standards on February 18th, 2021.

The committee discussed the development area with land owners Nate Long, identified rental housing as a need in Littleton, and expressed their desire for affordable units making up 25% of the total. The final recommendation was 20% affordable with 60% AMI, and 25% affordable with 80% AMI. The committee then reviewed the Littleton Station Village 40R proposal, which was presented to the Planning Board on January 28th, 2021.

### Committee Members:

Delisa Laterzo, Chair  
Mark Montanari, Vice Chair  
Matthew Nordhaus  
Chuck Decoste

<https://www.littletonma.org/littleton-station-area-committee>

([https://www.littletonma.org/sites/g/files/vyhlf806/f/uploads/littleton\\_station\\_village\\_report\\_final\\_no\\_appendix.pdf](https://www.littletonma.org/sites/g/files/vyhlf806/f/uploads/littleton_station_village_report_final_no_appendix.pdf))

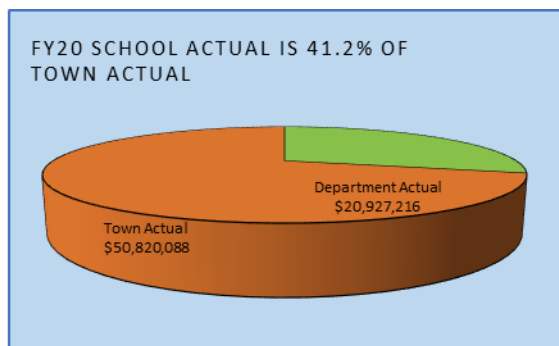
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[https://www.littletonma.org/sites/g/files/vyhlf806/f/uploads/littleton\\_station\\_1.28.21\\_ppt\\_presentation.pdf](https://www.littletonma.org/sites/g/files/vyhlf806/f/uploads/littleton_station_1.28.21_ppt_presentation.pdf)



LITTLETON STATION AREA COMMITTEE





The previous school year started out as they all do, with students, teachers and administrators working on day to day basis to take full advantage of what our public school system has been able to offer year over year: a strong curriculum that is delivered and consistently improved upon by our top-flight teaching staff and backed by the resources provided by a community that continually supports public education for all Littleton students and families. Starting with that foundation, it appeared that the story of the 2019-2020 school year would mirror most others with talk of test scores, curriculum development efforts and college matriculation information. February of 2020 brought a huge plot twist that no one was prepared for with news of a virus. Initial thoughts were that there might be some disruption but that like other viruses, the situation would be quickly brought under control and life would proceed accordingly. However, as the weeks went by, it became evident that the impact on our lives, and our schools, would be much more far-reaching than anyone could imagine. By March the District was closed to all in-person instruction and it quickly became evident that re-opening them at any point during the school year was not going to happen.

Teachers, administrators and other staff scrambled to respond to this unprecedented crisis. They initially provided families with recommendations for online resources they could access for the educational benefit of their children. Once the decision was made to keep schools closed for the rest of the school year, teachers quickly and tirelessly developed a distance-learning platform with online and offline lessons for students provided by their teachers. They followed up via email and other methods to contact and keep in touch with students all while confronting COVID-19's challenges with their own families and children. The Administration arranged to have school busses equipped with WiFi sent to different spots in Littleton with poor internet coverage to help support access to online learning resources for students and families. The Food Services staff started preparing free meals to be picked up by any family that wanted them. Twice a week, starting in the spring and running past the end of the school year through the summer, anyone could come by and pick up a package that

would provide multiple days of lunches and snacks, no questions asked. The efforts made by our staff to mitigate the negative impact of our school closings were considerable and admirable.

Ultimately, the school year did progress, albeit with modified expectations and adapted methods. Russell Street and Shaker Lane held drive-by "clap offs" for students moving on to new buildings in the next school year. 8<sup>th</sup> grade teachers and students created a video of speeches and academic award presentations to mark their graduation to the high school that was put online. The high school administration and teachers pushed hard and were able to take advantage of Alumni Field and hold a very rare outdoor in-person graduation later in the summer with parents able to attend as well.

The Littleton School Committee approved an appropriated budget of \$21,967,762 for FY2021. This was a 2.9% increase over the previous year's appropriation, the smallest increase in many years. Over 90% of that increase was to remain level staffed and serviced from the previous year. The School Committee worked closely with the Finance Committee and Select Board to create a conservative budget due to the uncertainty regarding the impact of the pandemic on state and local tax revenues and Local Aid funding. The impact of the pandemic on municipal budgets will in all likelihood be felt for the next few years and must be accounted for as Littleton moves forward addressing these types of challenges.

The finish of the 2018/2019 school year saw the retirements of Rosalina Carreiro (Teacher Assistant, 17 years), Marjorie Packer (Teacher, 16 years), Dale Rector (Custodian, 8 years) and Lisa Fumia (Teaching Assistant, 4 years). The School Committee would like to acknowledge and thank all of them for their combined 45 years of service to the students of Littleton.

Last spring's Town elections resulted in three new members being elected to the School Committee: Timalyn Rassias, Justin McCarthy and Brad Austin. All three have children in the Littleton schools spread across all four buildings providing the School Committee with a full scope of experiences as parents of students in the District. They also bring a wide breath of professional experience to the Committee. The School Committee re-organized after the election with Mike Fontanella being elected Chairman, Matt Hunt as Vice-Chair and Timalyn Rassias as Secretary.

The School Committee would like to thank former members Jenn Wilson, Erica Podgorni and Daryl Baker for their service and commitment to Littleton. In

particular, we would like to thank Daryl Baker for his nine years of service. Daryl was an especially strong contributor to the School Committee in his three terms with a strong focus on our policy manual. His dedication to the nuts and bolts of this job over his long tenure were integral in creating the strong public school District we all benefit from.

The negative impact of the pandemic on our school district during the previous school year cannot be overlooked. However, the commitment of our students, staff, families and community to rise together and face the challenges presented cannot be overstated. The commitment to and resources for professional and curriculum development as well as building out our technology infrastructure year over year has positioned our District well for providing robust hybrid and remote learning as we enter the new school year still enmeshed in the pandemic. Teachers, administrators and community members volunteered their time this summer to evaluate options for providing opportunities for safe, healthy in-person instruction while simultaneously supporting remote learners. Attendance and community input during our School Committee meetings were at an all time high and provided invaluable insight as we worked through difficult decisions. While the negative impacts of the pandemic will continue to be felt academically, socially and fiscally for quite a while yet, the School Committee remains optimistic that Littleton and our school district will remain resilient and overcome every challenge we face as we always have: together.

Respectfully submitted by the Littleton School Committee:

Mike Fontanella, Chair -- 2021

Matt Hunt, Vice-Chair – 2022

Timalyn Rassias, Secretary – 2023

Brad Austin – 2023

Justin McCarthy-- 2021





The Zoning Board collects application fees intended to cover Publication and Posting, as required by Statute. In 2020, application fees collected by the board totaled \$4,882.

Expenses for the year were \$6,521. 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 2020 the following petitions were heard and decided by the Board:**

**Fifteen (15) Variance Request applications were submitted:**

- One (1) Sign Variance—GRANTED Worker's Credit Union;
- One (1) Request for Modification of Comprehensive Permit— DENIED as to increase of space and dormer addition at Wildflower Meadow;
- Two (2) Special Permits for Non-Conforming Structure — GRANTED for replacement of cottage at Kaleva and GRANTED for accessory dwelling at Chestnut Ln Ext;
- One (1) Modification of Special Permit — GRANTED as to dimensional setback to lot line;
- Ten (10) Variances — (1) DENIED for insufficient information; (1) GRANTED for lot configuration; (8) GRANTED as to dimensional variance for pre-existing non-conforming lots and structures.

**Four (4) Appeals were submitted:**

Four applications were to appeal the Building Inspector/Zoning Enforcement Officer's Decisions;

- One (1) DENIED for gravel removal at King Street
- One (1) GRANTED for Business use at 474 Great Road;
- One (1) DENIED as to business in a residential zone;
- One (1) WITHDRAWN

**BOARD MEMBERSHIP**

**Members:**

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

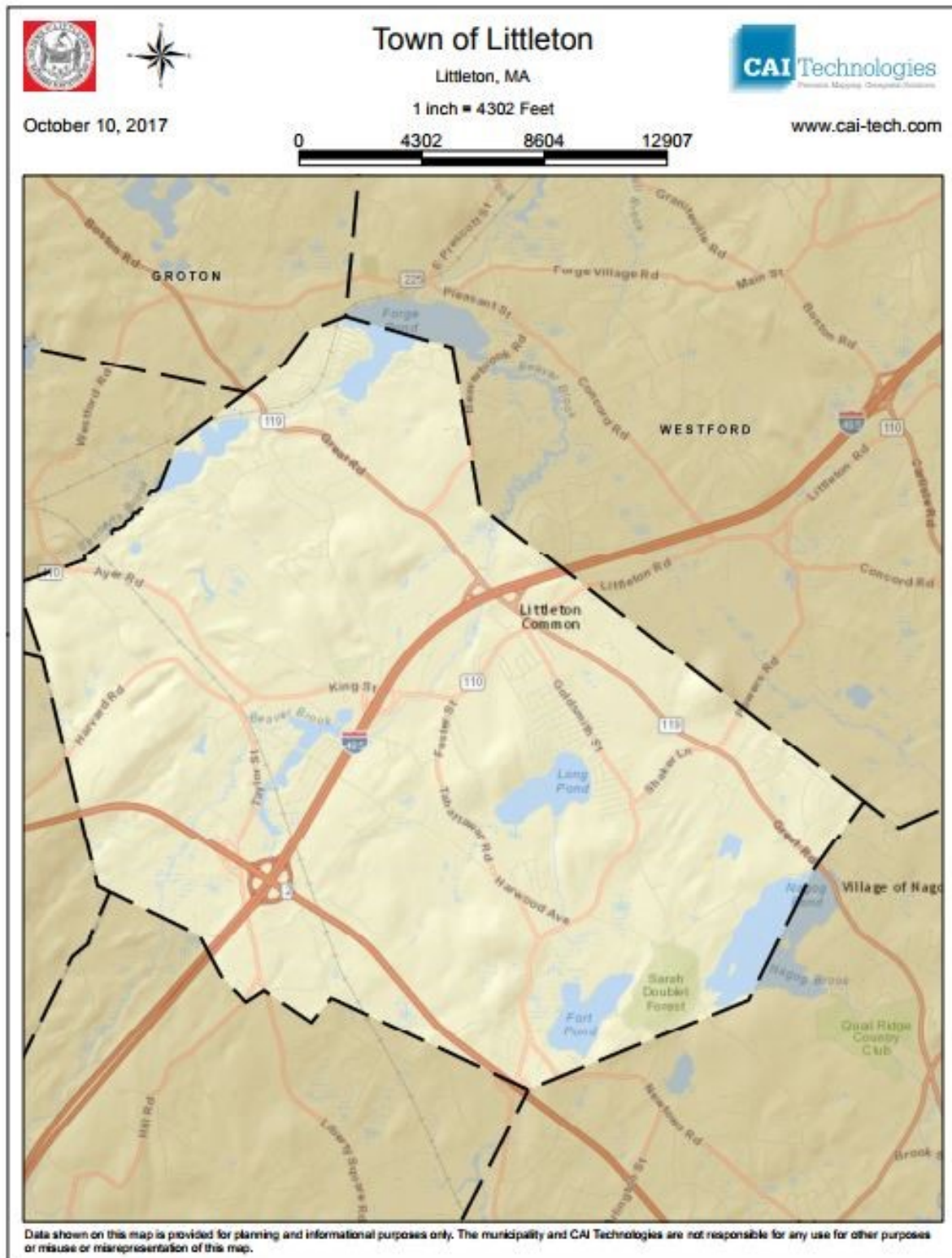
**Alternates:**

- 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	2021	51 Boxboro Road
Debra J Brine	2021	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	2021	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/ BOARD OF WATER COMMISSIONERS</b>		
Dick Taylor	2021	109 Goldsmith Street
Bruce Trumbull	2021	29 Mill Road
James Karr	2022	12 Elizabeth Street
Ivan Pagacik	2022	123 Whitcomb Avenue
Scott Larsen	2023	24 Ernies Drive
<b>SCHOOL COMMITTEE</b>		
Justin McCarthy	2021	7 Storey Stream Lane
Michael Fontanella	2021	213 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	242 King Street
Anna M Hueston	2023	55 Jennifer Street
Jeffrey Yates	2025	22 Robinson Road
Delisa Laterzo	2024	127 Spectacle Pond Road
Gerald Portante	2021	68 New Estate Road
<b>TRUSTEES OF THE REUBEN HOAR LIBRARY</b>		
David Sill	2021	53 Washington Drive
Demetra Taylor	2021	115 Taylor Street
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

## ELECTED TOWN OFFICIALS (continued)

### ELECTED TOWN OFFICIALS

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	2021	149 Hartwell Avenue
Sean P Sullivan	2021	155 Hartwell Avenue
<b>CEMETERY COMMISSIONERS</b>		
Carolyn L Mueller	2021	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	2021	8 E Roxbury Drive
Louise C Nichols	2021	153 Harwood Avenue
Lisa Flanagan	2023	5 Pine Road
Gino Frattallone	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
Andrew Sammarco	2021	207 Goldsmith Street
<b>HOUSING AUTHORITY -- 5 YEAR TERM</b>		
Mildred McGovern	2022	38 New Estate Road
Bartlett Harvey	2021	146 Mill Road
Gino Frattallone	2020	26 Harwood Avenue*
Matthew Nordhaus	2023	43 Starr Hill
Sonia Lodge	2024	19 Shattuck Street**
*Commonwealth Appointee		
**Resident Elected		

## FEDERAL & STATE OFFICIALS

### President of the United States

#### Donald J. Trump

The White House  
1600 Pennsylvania Avenue NW  
Washington, D.C. 20500

### Governor of the Commonwealth

#### Charles Baker

(617) 725-4005  
Office of the Governor  
Massachusetts State House  
24 Beacon Street, Room 280  
Boston, MA 02133

### Senators in Congress

#### Elizabeth Warren

(202) 224-4543  
Washington, DC Office  
2 Russell Courtyard  
Washington, DC 20510

#### Edward J. Markey

(202) 224-2742  
Washington, DC Office  
255 Dirksen Senate Office Building  
Washington, DC 20510

### Representative in Congress

*3rd Congressional District of Massachusetts*

#### Lori Trahan

(202) 225-3411  
Washington, DC Office  
1616 Longworth House Office Building  
Washington, DC 20515

### Senator in General Court

#### James B. Eldridge

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

### Representative in General Court

#### James Arciero

(617) 722-2019  
2nd Middlesex District  
MA State House  
24 Beacon Street, Room 172  
Boston, MA 02133  
[James.Arciero@mahouse.gov](mailto:James.Arciero@mahouse.gov)

FEDERAL & STATE ELECTED OFFICIALS

GENERAL INFORMATION



## APPOINTED TOWN OFFICIALS

### TOWN ADMINISTRATOR

Nina Nazarian (resigned)  
Anthony M. Ansaldi, Jr. began November 2020

### INTERIM/ASSISTANT TOWN ADMINISTRATOR

Joseph Laydon

### TOWN COUNSEL

Miyares & Harrington

### LABOR COUNSEL

Darren Kline—KP Law

### DIRECTOR OF FINANCE & BUDGET

Cheryl Herrick-Stella  
Town Accountant

### TOWN TREASURER

Steven Venuti (retired)  
Sean O'Brien

### CHIEF ASSESSOR

Katherine Miller

### POLICE CHIEF

Matthew J Pinard

### DEPUTY POLICE CHIEF

Jeffrey Patterson

### TAX COLLECTOR

Deborah Richards

### INFORMATION SYSTEMS MANAGER

Nancy Glencross

### DIRECTOR OF ELDER & HUMAN SERVICES

Elizabeth Tretiak (retired)  
Ashley Shaheen

### ASSISTANT TOWN CLERK/ELECTION WARDEN

Sandra Clyde

### FIRE CHIEF

Scott T. Wodzinski

### DEPUTY FIRE CHIEF

Thomas Clancy

### MAINTENANCE SUPERVISOR

George Dumas

### DIRECTOR OF PUBLIC WORKS

Christopher Stoddard

### HIGHWAY OPERATIONS MANAGER

Steve Whitten

### BUILDING COMMISSIONER

Roland J. Bernier (*retired September 2019*)  
Edward Mullen (*contract 2019/start January 2020*)

### BUILDING INSPECTOR/ALT BUILDING COMMISSIONER

Gabriel Vellante

### INSPECTOR OF WIRES

Bill Morehouse

### ASSISTANT WIRING INSPECTOR

Joe Gervais

### PLUMBING INSPECTOR

Ed Sullivan

### DEPUTY PLUMBING INSPECTOR

Joseph Cormier Jr.

### GAS INSPECTOR

Ed Sullivan

### DEPUTY GAS INSPECTOR

Joseph Cormier Jr.

### SEALER OF WEIGHTS & MEASURES

Northern Middlesex Council of Governments

### GRAVES REGISTRATION OFFICER

Thomas Bailey

### NASHOBA VALLEY TECH. H.S

Charles Ellis, District Representative

### CONSTABLES

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

## 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

### Fire & Ambulance

#### Emergencies

Fire Permits-General Calls
Garbage and Refuse
Gas Permits
Health and Sanitation
Highways and Streets
Housing for the Elderly
Information Technology Office
Library
Marriage Licenses
Nurse (Town)

#### Fire Department

**9 1 1**

Fire Department	978-540-2302
Board of Health	978-540-2430
Gas Inspector	978-540-2423
Board of Health	978-540-2430
Highway Department	978-540-2670
Housing Authority	978-486-8833
Information Systems Manager	978-540-2477
Reuben Hoar Library	978-540-2600
Town Clerk	978-540-2401
Board of Health	978-540-2430

### Police & Ambulance

#### Emergencies

Police General Calls & Info
Planning Board
Plumbing Permits
Recreation

#### Police Department

**9 1 1**

Police Department	978-540-2300
Planning Board	978-540-2425
Plumbing Inspector	978-540-2423
Park & Recreation	978-540-2490

### Schools

	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

PHONE LISTING

GENERAL INFORMATION

## PHOTOS FROM RESIDENTS

*Thank you to Jamie Cruz, Brandy Pacelli,  
and Stephanie Tilton who kindly submitted  
the photos in the following pages (for inclusion  
in this report).*

*The photos are representative of our  
Agriculture and our beautiful Long Lake.*



FARM PHOTOS FROM JAMIE CRUZ





LONG LAKE PHOTOS FROM STEPHANIE TILTON





LONG LAKE PHOTO  
from Brandy Pacelli

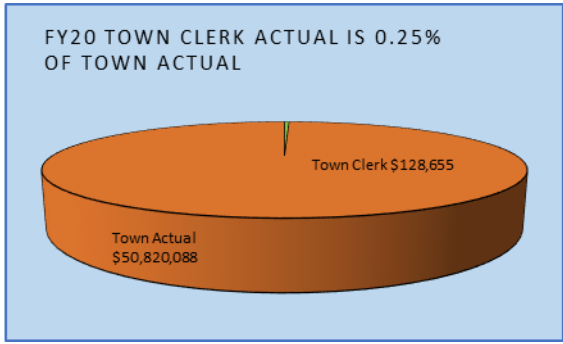






Jonathan is holding the basket of sunflowers on his head.





# 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 2020:

Number of Births: 97

Number of Marriage Intentions filed: 65

Number of Deaths: 108

Dogs Licensed in 2020: 510 (Unlicensed over 630)

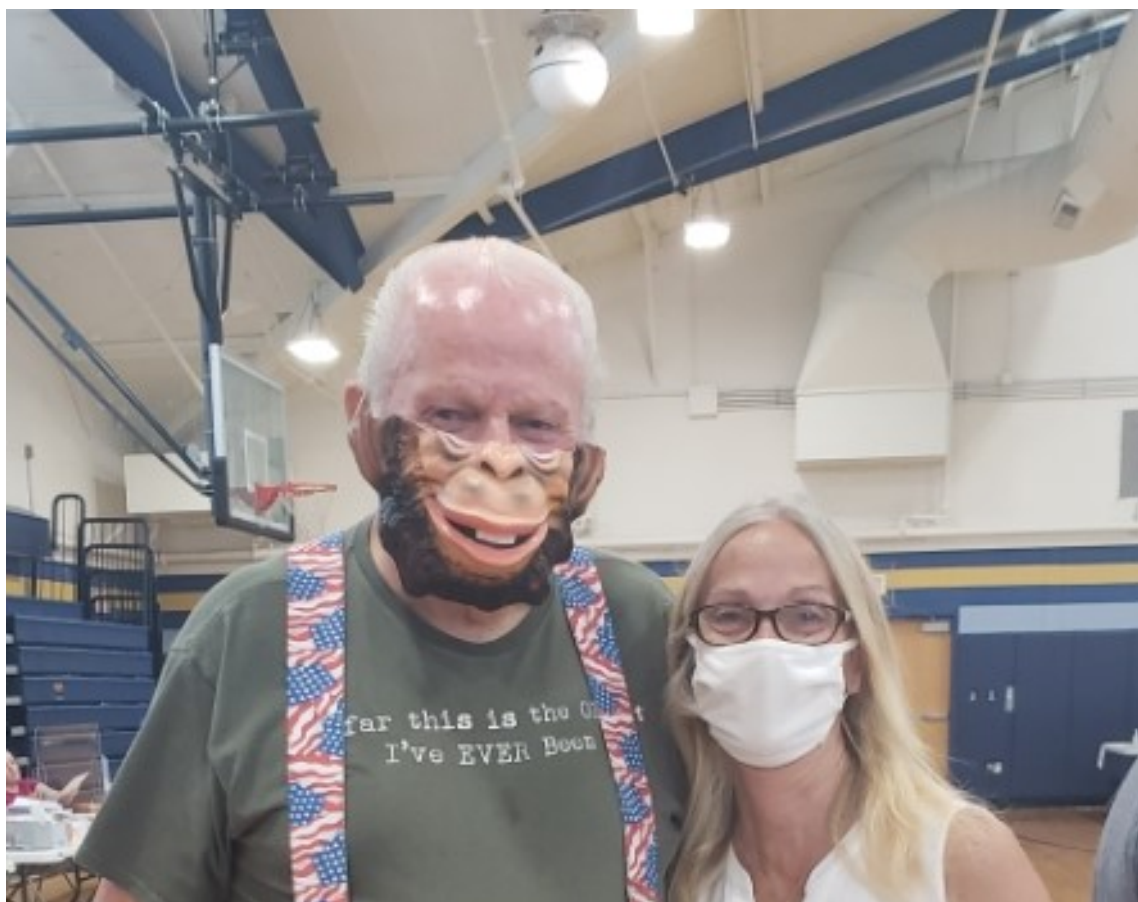
Population: 9850

Registered Voters: 7375; 85(Inactive voters)

The results of ALL Local & State Elections and Town Meetings held in 2020 follow:



## Meeting in COVID times



George Ogilvie with Diane Crory

**TUESDAY, MARCH 3, 2020  
PRESIDENTIAL PRIMARY  
TOWN OF LITTLETON, MASSACHUSETTS**

**COMMONWEALTH OF MASSACHUSETTS  
PRESIDENTIAL PRIMARY  
OFFICIAL BALLOT  
TUESDAY, MARCH 3, 2020**

**Held at 55 Russell St, Charles Forbes Kaye Gymnasium, 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 7:00AM and so declared closed at 8:00PM.**

**The results for each Primary ballot Democratic, Green Rainbow, Libertarian, Republican follows:**

**TOWN CLERK**

**MARCH PRESIDENTIAL PRIMARY**

# MARCH PRIMARY—DEMOCRATIC PARTY RESULTS

PRESIDENTIAL PRIMARY DEMOCRATIC PARTY						LITTLETON 642/642					
PRESIDENTIAL PREFERENCE	P-1	P-2	P-3	STATE COMMITTEE MAN	P-1	P-2	P-3	TOWN COMMITTEE TOWN COMMITTEE, LITTLETON 10	P-1	P-2	P-3
				MIDDLESEX & WORCESTER DISTRICT	7	7					
					8	4			44		
DEVAL PATRICK	4	2	5	JAMES B. ELDRIDGE	4	1	714	GROUP	7	455	439
		1							50		
AMY KLOBUCHAR	13	9	12					ANNA M. HUESTON	2	504	495
		2									
	25	3	22						48		
ELIZABETH WARREN	1	1	7					ROBERT G. HUESTON	7	487	493
					2	1					
					1	7			50		
MICHAEL BENNET	0	0	2	WRITE-IN/BLANKS	9	1	204	ERICA PODGORN	4	504	494
	10	9							47		
MICHAEL R. BLOOMBERG	1	7	97					MARGARET W. LOW	8	491	471
									46		
TULSI GABBARD	14	7	8					GRANT M. MARLEY	4	469	458
									49		
CORY BOOKER	0	0	0					JEANIN M. WOOD	5	501	484
									46		
JULIAN CASTRO	0	0	0	STATE COMMITTEE WOMAN				MARK ADAM TERVO	9	473	455
									46		
TOM STEYER	8	4	3	MIDDLESEX & WORCESTER DISTRICT	7	6		STEPHEN R. GLINES	9	480	475
		2			0	6			50		
BERNIE SANDERS	23	2	23	KARA M. LE TREIZE	2	8	652	MARTHA R CHILDS	1	488	483
	4	1	3								
		3							51		
	33	0	30								
JOSEPH R. BIDEN	3	4	0					BARTLETT HARVEY	4	511	509
					3	2					
					0	4			47		
JOHN K. DELANEY	1	1	1	WRITE-IN/BLANKS	1	4	266	RUTH P. LIEBOWITZ	7	489	492
									46		
ANDREW YANG	4	0	2					PAM M. HAYS	7	490	467
		2							47		
PETE BUTTIGIEG	38	1	24					KAREN LEE MORRISON	0	477	467
									49		
MARIANNE WILLIAMSON	0	0	0					CHRISTINE P. BROWN	5	482	492
									53		
NO PREFERENCE	2	1	2					PAUL J. GLAVEY	9	538	528
		9							52		
WRITE-IN/BLANKS		2	2					CHRISTINE BRAZAS NORDHAUS	0	518	521
									48		
								GRETCHEN O. WEBSTER	9	495	490
									46		
								ROBERT HOWARD JACKSON	2	475	457
									47		
								HELEN W. BAILEY	1	475	468
									45		
								MICHAEL H. ZELDIN	8	463	460
									47		
								LINDA ANN TARICANO	2	483	465
									49		
								DONALD MACIVER	0	491	498
									49		
Total Democratic Ballots								ANDREW JAMES SAMMARCO	9	478	488
									52		
Cast 2833								ROLAND A. GIBSON, SR.	1	510	503
									49		
								CATHERINE M. CARRUTH	8	494	489
									47		
								STEVEN M. SUSSMAN	8	480	473
									47		
								LINDA S. STEIN	6	481	480
									47		
								KATHLEEN M. O'CONNOR	3	481	462
									47		
								JANE CHRISFIELD	6	487	484
									49		
								JENNA KOERPER BROWNSON	9	507	508
									46		
								JENNY EWING OUTMAN	9	478	474
									52		
								ERIN A. HEALY	1	504	504
								WRITE-IN	6	11	10

COMMONWEALTH OF MASSACHUSETTS											
PRESIDENTIAL PREFERENCE			PRESIDENTIAL PRIMARY			GREEN-RAINBOW PARTY			LITTLETON		
OFFICIAL BALLOT			TUESDAY, MARCH 3, 2020			642/642					
STATE COMMITTEE MAN			P-1			P-2 P-3			TOWN COMMITTEE		
MIDDLE-SEX & WORCES-TER DIS-TRICT			DANIEL L. FACTOR			TOWN COMMITTEE, LITTLE-TON 10			P-1 P-2 P-3		
DARIO HUNTER			WRITE-IN			WRITE-IN			WRITE-IN		
SEDINAM KINAMO CHRIS-TIN MOYOWASIFZA-CURRY			WRITE-IN			WRITE-IN			WRITE-IN		
KENT MESPLAY			WRITE-IN			WRITE-IN			WRITE-IN		
HOWARD HAWKINS			WRITE-IN			WRITE-IN			WRITE-IN		
NO PREFERENCE			STATE COMMIT-TEE WOM-AN			WRITE-IN			WRITE-IN		
WRITE-IN			MIDDLE-SEX & WORCES-TER DIS-TRICT			WRITE-IN			WRITE-IN		
			WRITE-IN			WRITE-IN			WRITE-IN		
			WRITE-IN			WRITE-IN			WRITE-IN		
			WRITE-IN			WRITE-IN			WRITE-IN		
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			WRITE-IN			WRITE-IN			WRITE-IN		



# MARCH PRIMARY—LIBERTARIAN PARTY RESULTS

COMMONWEALTH OF MASSACHUSETTS									
PRESIDENTIAL PRIMARY									
LIBERTARIAN PARTY									
OFFICIAL BALLOT									
TUESDAY, MARCH 3, 2020									
LITTLETON									
642/642									
PRESIDENTIAL PREFERENCE	P-	P-	P	STATE COMMITTEE MAN	P	P	TOWN COMMITTEE	P	
	1	2	3	MIDDLESEX & WORCESTER DISTRICT	1	2	TOWN COMMITTEE, LITTLETON 10	1	P-3
ARVIN VOHRA	0			DON GRAHAM	3	2	WRITE-IN		
VERMIN LOVE SUPREME	2	3		WRITE-IN/BLANK	1	2	WRITE-IN		
JACOB GEORGE HORNBERGER	0				4	4	WRITE-IN		
SAMUEL JOSEPH ROBB	0						WRITE-IN		
DAN TAXATION IS THEFT BEH- RMAN	0			STATE COMMITTEE WOMAN			WRITE-IN		
KIMBERLY MARGARET RUFF	0		1	MIDDLESEX & WORCESTER DISTRICT			WRITE-IN		
KENNETH REED ARMSTRONG	0						WRITE-IN		
ADAM KOKESH	0			WRITE-IN			WRITE-IN		
JO JORGENSEN	1		1				WRITE-IN		
MAX ABRAMSON	0						WRITE-IN		
NO PREFERENCE	0	1					BLANKS		
WRITE-IN/BLANK	1								
	4	4	2					0	0 0

COMMONWEALTH OF MASSACHUSETTS												
				PRESIDENTIAL PRIMARY REPUBLICAN PARTY OFFICIAL BALLOT TUESDAY, MARCH 3, 2020			LITTLETON					
				STATE			642/642					
PRESIDENTIAL PREFERENCE				P-1	P-2	P-3	TOWN COMMITTEE			P-1	P-2	P-3
				MIDDLESEX & WORCESTER DISTRICT			TOWN COMMITTEE, LITTLETON 10					
WILLIAM F. WELD				3	2		BRIAN P. BURKE DEAN CAVARET TA			9	8	
				2	7		29			7	9	80
JOE WALSH				2	0		4			3	2	10
				1	1					1	1	
DONALD J. TRUMP				8	7		129			2	0	
				7	1					2	6	93
ROQUE "ROCKY" DE LA FUENTE				0	0		0			1	1	
										0	0	
NO PREFERENCE				3	3		7			5	3	89
										1	1	
WRITE-IN/BLANKS				2	3		3			1	1	
										2	1	11
										4	6	0
										1	1	
										0	0	
										9	3	90
										1	1	
										1	0	
										9	8	99
										1		
										1	9	
										0	8	85
										1	1	
										2	2	11
										3	6	8
										1		
										0	9	
										6	6	91
										1		
										0	9	
										6	6	92
										1	1	
										1	0	
										6	5	91
										3	0	93
Total Republican Ballots Cast												
602												

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**SATURDAY, JUNE 20, 2020**  
**ANNUAL TOWN ELECTION**  
**TOWN OF LITTLETON, MASSACHUSETTS**

TOWN CLERK

ANNUAL TOWN ELECTION  
OFFICIAL BALLOT  
SATURDAY, JUNE 20, 2020

Held at 55 Russell St, Charles Forbes Kaye Gymnasium, 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.

The results for the election follows:

JUNE ANNUAL TOWN ELECTION



**OFFICIAL BALLOT  
ANNUAL TOWN ELECTION  
LITTLETON, MASSACHUSETTS,  
JUNE 20, 2020**

**JUNE ANNUAL TOWN ELECTION RESULTS**

MODERATOR		BOARD OF HEALTH		PLANNING BOARD	
Three Year Term ONE	VOTE FOR	Three Year Term	VOTE FOR TWO	Five Year Term ONE	VOTE FOR
TIMOTHY D GODDARD 62 Edsel Rd Candidate for Re-Election	1204	LISA FLANAGAN 5 Pine Rd Candidate for Re-Election	1086	RICHARD P CROWLEY 359 King St	520
	Blanks....230	GINO P FRATTALLONE 26 Harwood Ave Candidate for Re-Election	925	JEFFREY D YATES 22 Robinson Rd	723
BOARD OF SELECTMEN					
Three Year Term TWO	VOTE FOR	(Blanks)		(Blanks)	
CYNTHIA L NAPOLI 47 Springfield Dr Candidate for Re-Election	1076	(Write-In)			
GINO P FRATTALLONE 26 Harwood Ave	687			SCHOOL COMMITTEE	
				Three Year Term TWO	VOTE FOR
MATTHEW K NORDHAUS 43 Starr Hill	742	LIBRARY TRUSTEES		JENNIFER ANN WILSON 63 Foster St Candidate for Re-Election	740
		Three Year Term TWO	VOTE FOR		
(Blanks)	363	KRISTINE CARLSON ASSELIN 19 Rita Ln Candidate for Re-Election	1085	BRADLEY ELLIS AUSTIN 8 Adams St	1006
(Write-In)		KATRINA WILCOX HAGBERG 156 Hartwell Ave	1036	TIMALYN M RASSIAS 272 Harwood Ave	762
			(Blanks)		(Blanks)
			747		360

JUNE ANNUAL TOWN ELECTION RESULTS

BOARD OF ASSESSORS		PARK & RECREATION COMMISSIONERS		
Three Year Term	VOTE FOR ONE	Three Year Term	VOTE FOR ONE	
<b>FREDERICK J FREUND</b> 45 Birch Rd Candidate for Re-Election  <b>1127</b>		(Write-In) <b>Kevin Mitrano</b> 53 <b>Dustin Neild</b> 9 <b>Scatterings</b> 44 <b>Blanks</b> 1328		<b>SCHOOL COMMITTEE</b>  One Year Term VOTE FOR ONE
	(Blanks) <b>307</b>			<b>JUSTIN MCCARTHY</b> 7 Stoney Stream Ln  <b>1068</b>
		<b>PARK &amp; RECREATION COMMISSIONERS</b> One Year Term VOTE FOR ONE		(Blanks) <b>366</b>
<b>CEMETERY COMMISSIONERS</b>  Three Year Term VOTE FOR ONE		(Write-In) <b>Kevin Mitrano</b> 31 <b>Solomon Marini</b> 9 <b>Scatterings</b> 36 <b>Blanks</b> 1360		
<b>IVAN PAGACIK</b> 123 Whitcomb Ave  <b>1154</b>				<b>TRUST FUND COMMISSIONERS</b>  Three Year Term VOTE FOR ONE
	(Blanks) <b>280</b>			<b>TYLER A GRAY</b> 5 Cobb Ln Candidate for Re-Election  <b>1100</b>
				(Blanks) <b>334</b>
<b>ELECTRIC LIGHT COMMISSIONERS</b>  Three Year Term VOTE FOR ONE				
<b>SCOTT A LARSEN</b> 24 Ernies Dr  <b>1161</b>				<b>WATER COMMISSIONERS</b>  Three Year Term VOTE FOR ONE
	(Blanks) <b>273</b>			<b>SCOTT A LARSEN</b> 24 Ernies Dr  <b>1143</b>
				(Blanks)  <b>291</b>

YOU HAVE COMPLETED VOTING!

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**TUESDAY, SEPTEMBER 1, 2020**  
**PRESIDENTIAL PRIMARY**  
**TOWN OF LITTLETON, MASSACHUSETTS**

TOWN CLERK

**COMMONWEALTH OF MASSACHUSETTS**

**PRESIDENTIAL PRIMARY**

**OFFICIAL BALLOT**

**TUESDAY, SEPTEMBER 1, 2020**

**Held at 55 Russell St, Charles Forbes Kaye Gymnasium, 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 7:00AM and so declared closed at 8:00PM.**

**The results for each Primary ballot Democratic, Green Rainbow, Libertarian, Republican follows:**

SEPTEMBER STATE PRIMARY



**STATE PRIMARY  
DEMOCRATIC PARTY  
TUESDAY, SEPTEMBER 1, 2020**

SENATOR IN CONGRESS		SENATOR IN GENERAL COURT	
VOTE for ONE		MIDDLESEX & WORCESTER DISTRICT	VOTE for ONE
EDWARD J. MARKEY	7 Townsend St Malden	JAMES B. ELDRIDGE	267 Arlington St., Acton
1723		2206	
JOSEPH P. KENNEDY, III	106 Waban Hill Rd., Newton		
950			
WRITE – IN		WRITE - IN	
BLANKS		BLANKS	
REPRESENTATIVE IN CONGRESS		REPRESENTATIVE IN GENERAL COURT	
THIRD DISTRICT	VOTE for ONE	SECOND MIDDLESEX DISTRICT	VOTE for ONE
LORI LOUREIRO TRAHAN	9 Weetamoo Way, Westford	JAMES ARCIERO	29 East Prescott St., Westford
2441		2198	
WRITE IN		WRITE - IN	
BLANKS		BLANKS	
COUNCILOR		REGISTER OF PROBATE	
THIRD DISTRICT	VOTE for ONE	MIDDLESEX COUNTY	VOTE for ONE
MARILYN M. PETITTO DEVANEY		TARA E. DeCRISTOFARO	36 Terrace Rd., Medford
98 Westminster Ave., Watertown		Candidate for Re-nomination	
Present Governor's Councilor			
2058		2069	
WRITE – IN		WRITE – IN	
BLANKS		BLANKS	

STATE PRIMARY  
GREEN RAINBOW PARTY  
TUESDAY, SEPTEMBER 1, 2020

SEPTEMBER GREEN RAINBOW PRIMARY

SENATOR IN CONGRESS		SENATOR IN GENERAL COURT	
	VOTE for ONE	MIDDLESEX & WORCESTER DISTRICT	VOTE for ONE
WRITE – IN		WRITE - IN	
BLANKS		BLANKS	
REPRESENTATIVE IN CONGRESS		REPRESENTATIVE IN GENERAL COURT	
THIRD DISTRICT	VOTE for ONE	SECOND MIDDLESEX DISTRICT	VOTE for ONE
WRITE IN		WRITE - IN	
BLANKS		BLANKS	
COUNCILLOR		REGISTER OF PROBATE	
THIRD DISTRICT	VOTE for ONE	MIDDLESEX COUNTY	VOTE for ONE
WRITE – IN		WRITE – IN	
BLANKKS		BLANKKS	

**STATE PRIMARY  
LIBERTARIAN PARTY  
TUESDAY, SEPTEMBER 1, 2020**

**SEPTEMBER LIBERTARIAN PRIMARY**

<b>MIDDLESEX &amp; WORCESTER DISTRICT</b>			
SENATOR IN CONGRESS	VOTE for ONE	SENATOR IN GENERAL COURT	VOTE for ONE
WRITE – IN		WRITE - IN	
BLANKS		BLANKS	
REPRESNTATIVE IN CONGRESS		REPRESENTATIVE IN GENERAL COURT	
THIRD DISTRICT	VOTE for ONE	SECOND MIDDLESEX DISTRICT	VOTE for ONE
WRITE IN		WRITE - IN	
BLANKS		BLANKS	
COUNCILLOR		REGISTER OF PROBATE	VOTE for ONE
THIRD DISTRICT	VOTE for ONE	MIDDLESEX COUNTY	
WRITE – IN		WRITE – IN	
BLANKKS		BLANKKS	

**STATE PRIMARY  
REPUBLICAN PARTY  
TUESDAY, SEPTEMBER 1, 2020**

**SEPTEMBER REPUBLICAN PRIMARY**

<b>SENATOR IN CONGRESS</b>		<b>SENATOR IN GENERAL COURT</b>	
VOTE for ONE		MIDDLESEX & WORCESTER COUNTY	VOTE for ONE
SHIVA AYYADURAI 69 Snake Hill Rd., Belmont		WRITE - IN	
177		BLANKS	
KEVIN J. O'CONNOR 55 Glen St., Dover			
269			
WRITE - IN			
BLANKS		<b>REPRESENTATIVE IN GENERAL COURT</b>	
		SECOND MIDDLESEX DISTRICT	VOTE for ONE
<b>REPRESENTATIVE IN CONGRESS</b>			
THIRD DISTRICT	VOTE for ONE	WRITE - IN	
WRITE IN		BLANKS	
BLANKS			
		<b>REGISTER OF PROBATE</b>	
<b>COUNCILLOR</b>		MIDDLESEX COUNTY	VOTE for ONE
THIRD DISTRICT	VOTE for ONE		
WRITE - IN			
BLANKS			



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**NOVEMBER 3, 2020  
PRESIDENTIAL STATE ELECTION  
RESULTS**

**COMMONWEALTH OF MASSACHUSETTS  
PRESEDENTIAL ELECTION RESULTS  
OFFICIAL BALLOT  
TUESDAY, NOVEMBER 3, 2020**

**Held at 55 Russell St, Charles Forbes Kaye Gymnasium, 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 7:00AM and so declared closed at 8:00PM.**

## NOVEMBER 3, 2020 STATE ELECTION RESULTS

### NOVEMBER ELECTION RESULTS

ELECTORS OF PRESIDENT AND VICE PRESIDENT		REGISTER OF PROBATE		QUESTION 1 LAW PROPOSED BY INITIATIVE PETITION	
BIDEN & HARRIS	4479	TARA E DeCRISTOFARO	4385	YES	4999
HAWKINS & WALKER	24	BLANKS/SCATTERINGS	2337	NO	1486
JORGENSEN & COHEN	151			BLANKS	237
TRUMP & PENCE	1980				
BLANKS/SCATTERINGS	88				
SENATOR IN CONGRESS					
EDWARD MARKEY	4339				
KEVIN O'CONNOR	2186				
DR. SHIVA	48				
BLANKS/SCATTERINGS	149				
REPRESENTATIVE IN CONGRESS					
LORI LOUREIRO TRAHAN	5074				
BLANKS/SCATTERINGS	1648				
COUNCILLOR					
MARILYN M PETITTO DEVANEY	4758				
BLANKS/SCATTERINGS	1964				
SENATOR IN GENERAL COURT				QUESTION 2 LAW PROPOSED BY INITIATIVE PETITION	
JAMES B ELDRIDGE	4879			YES	3165
BLANKS/SCATTERINGS	1837				
REPRESENTATIVE IN GENERAL COURT				NO	3327
JAMES ARCIERO	4911			BLANKS	230
BLANKS/SCATTERINGS	1811				

WARRANT RESULTS FOLLOW  
  
FOR  
  
ANNUAL & SPECIAL TOWN MEETINGS



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**SATURDAY, JUNE 13, 2020 at 8:00 AM**  
**ANNUAL TOWN MEETING**  
**TOWN OF LITTLETON**

The Moderator, Timothy Goddard opened the Annual Town Meeting at 8:00AM at **the Alumni Field, Littleton Middle School, 55 Russell Street in said Town of Littleton on Monday, the thirteenth day of June, 2020.** The change of location, date and time were because of the Covid-19 crisis that the country is going through. The Moderator stated that the warrant was properly served and posted by the Constable. He took time to thank the Police, Fire and EMT's during the last three months for their tireless work during the Covid-19 Crisis. Leah Denehy was acknowledged for her Art work in the 2019 Annual Town Report, she is a self-taught artist. Also, the other artists that submitted artwork for the Town Report were also thanked for their submissions, that graced the inside of the report. The Annual Town Meeting was opened with the Pledge of Allegiance.

The Moderator explained Town Meeting procedures. He explained that in ways to improve the process Town Meeting procedures proposed of October 2017 would be followed: Presentations would be kept at initial presentations 4 minutes and initial rebuttals 4 minutes with single presenters, preferred. Two minutes on any article for all other speakers per article and only speaking once per article. All changes were made to these time limits are also based on the Covid-19 guidelines from the Commonwealth of Massachusetts.

Call of the Articles will continue which was introduced May 2017. Those articles so declared passed by Consent by unanimous vote Articles 1, 2, 3, 5, 6, 7, 9, 10, 11, 12, 14, 15, 16, 17, 18, 19, 22, 23, 25, 27, 28 and 29.

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

Unanimously voted by the Call of the Articles that the following officers be chosen for the year 2020: Fence Viewers: Timothy Harrison Whitcomb, Joseph Knox,; Field Driver: Raymond C. O'Neill; Surveyor of Timber & Measurer of Wood Bark: Henry Parlee; Measurers and Weighers of Grain, Hay, Coal and Livestock: Tim Wood, Ron Polack, Michelle Roche, Cindy McNiff & 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 2019 Annual Town Report.

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

Unanimously voted by the Call of the Articles that the Town transfer from the Undesignated Fund Balance the sum of \$18.82 to pay a FY2019 bill owed by the Highway Department to Bay State Waater Works Supply, the sum of \$2,678.00 to pay a FY2018 & FY2019 bill owed by the Highway Department for police details to the Littleton Police Department and the sum of \$83.03 to pay a FY2019 bill owed by the Town of Littleton to LELWD.

**ARTICLE 4**  
**FY2021 Operating Budget**

Ayes have it, passes by the necessary majority that the Town will raise and appropriate \$48,327,094, transfer from the Undesignated Fund Balance \$547,816 for a total of \$48,874,910 and transfer from the funds specified

TOWN OF LITTLETON, MASSACHUSETTS

herein to defray the expenses of the various departments of the Town as specified herein and to fix the salary and compensation of all elected officials for the Fiscal Year beginning July 1, 2020.

<i>Functional Area</i>	<i>Department</i>	<i>Voting Line</i>	<i>FY2019 Actual</i>	<i>FY2020 Budget</i>	<i>FY2021 Recommended</i>
<b><u>GENERAL GOVERNMENT</u></b>					
	<b>TOWN REPORT / TOWN MEETING</b>				
	Expenses		<u>19,370</u>	<u>14,000</u>	<u>16,000</u>
	<b>Total TOWN REPORT / TOWN MEETING</b>		19,370	14,000	16,000
	<b>MODERATOR</b>				
	Expenses		<u>0</u>	<u>100</u>	<u>100</u>
	<b>Total MODERATOR</b>		0	100	100
	<b>SELECTMEN</b>				
	Salaries & Wages		277,742	329,598	14,000
	Expenses		30,725	23,870	28,300
	MAGIC/MAPC Assessments & Grant Match		<u>0</u>	<u>0</u>	<u>0</u>
	<b>Total SELECTMEN</b>		308,467	353,468	42,300
	<b>TOWN ADMINISTRATOR</b>				
	Salaries & Wages		0	0	327,771
	Expenses		<u>0</u>	<u>32,000</u>	<u>11,600</u>
	<b>Total TOWN ADMINISTRATOR</b>		0	32,000	339,371
	<b>FINANCE COMMITTEE</b>				
	Salaries & Wages		363	800	800
	Expenses		<u>180</u>	<u>500</u>	<u>500</u>
	<b>Total FINANCE COMMITTEE</b>		543	1,300	1,300
	<b>RESERVE FUND</b>				
	Expenses		<u>26,349</u>	<u>150,000</u>	<u>311,893</u>
	<b>Total RESERVE FUND</b>		26,349	150,000	311,893
	<b>TOWN ACCOUNTANT</b>				
	Salaries & Wages		173,598	182,142	187,421
	Expenses		<u>52,511</u>	<u>53,084</u>	<u>22,680</u>
	<b>Total TOWN ACCOUNTANT</b>		226,109	235,226	210,101
	<b>AUDIT</b>				
	Expenses		<u>39,425</u>	<u>40,000</u>	<u>45,000</u>
	<b>Total AUDIT</b>		39,425	40,000	45,000
	<b>ASSESSOR</b>				

## TOWN OF LITTLETON, MASSACHUSETTS

<i>Functional Area</i>	<i>Department</i>	<i>Voting Line</i>	<i>FY2019 Actual</i>	<i>FY2020 Budget</i>	<i>FY2021 Recommended</i>
	Salaries & Wages		185,263	195,155	203,454
	Expenses		<u>12,724</u>	<u>42,502</u>	<u>31,490</u>
	<b>Total ASSESSOR</b>		197,987	237,657	234,944
	<b>TREASURER</b>				
	Salaries & Wages		258,002	298,656	333,928
	Expenses		<u>4,491</u>	<u>6,850</u>	<u>8,305</u>
	<b>Total TREASURER</b>		262,493	305,506	342,233
	<b>TAX COLLECTOR</b>				
	Salaries & Wages		93,700	101,832	105,534
	Expenses		<u>14,379</u>	<u>16,200</u>	<u>19,200</u>
	<b>Total TAX COLLECTOR</b>		108,079	118,032	124,734
	<b>TOWN COUNSEL</b>				
	Expenses		<u>256,760</u>	<u>250,000</u>	<u>250,000</u>
	<b>Total TOWN COUNSEL</b>		256,760	250,000	250,000
	<b>HUMAN RESOURCES</b>				
	Salaries & Wages		0	0	77,611
	Expenses		<u>0</u>	<u>0</u>	<u>43,345</u>
	<b>Total HUMAN RESOURCES</b>		0	0	120,956
	<b>INFORMATION SYSTEMS</b>				
	Salaries & Wages		162,032	170,700	175,788
	Expenses		<u>472,891</u>	<u>454,555</u>	<u>461,576</u>
	<b>Total INFORMATION SYSTEMS</b>		634,923	625,255	637,364
	<b>TAX TITLE</b>				
	Expenses		<u>15,644</u>	<u>10,000</u>	<u>16,000</u>
	<b>Total TAX TITLE</b>		15,644	10,000	16,000
	<b>TOWN CLERK</b>				
	Elected Salaries		80,038	84,323	87,822
	Salaries & Wages		23,340	46,485	42,893
	Expenses		<u>4,664</u>	<u>3,800</u>	<u>5,500</u>
	<b>Total TOWN CLERK</b>		108,042	134,608	136,215
	<b>ELECTIONS &amp; REGISTRATIONS</b>				
	Salaries & Wages		0	3,000	0
	Expenses		<u>8,055</u>	<u>9,200</u>	<u>19,200</u>
	<b>Total ELECTIONS &amp; REGISTRATIONS</b>		8,055	12,200	19,200



TOWN OF LITTLETON, MASSACHUSETTS

<i>Functional Area</i>	<i>Department</i>	<i>Voting Line</i>	<i>FY2019 Actual</i>	<i>FY2020 Budget</i>	<i>FY2021 Recommended</i>
	<b>CONSERVATION COMMISSION</b>				
	Salaries & Wages		35,801	44,605	47,159
	Expenses		<u>1,438</u>	<u>1,450</u>	<u>2,150</u>
	<b>Total CONSERVATION COMMISSION</b>		37,239	46,055	49,309
	<b>PLANNING BOARD</b>				
	Salaries & Wages		76,227	111,220	113,838
	Expenses		<u>1,132</u>	<u>1,175</u>	<u>4,845</u>
	<b>Total PLANNING BOARD</b>		77,359	112,395	118,683
	<b>APPEALS BOARD</b>				
	Salaries & Wages		5,365	4,920	5,120
	Expenses		<u>523</u>	<u>1,000</u>	<u>1,000</u>
	<b>Total APPEALS BOARD</b>		5,888	5,920	6,120

<b>VOTED TOTAL GENERAL GOVERNMENT</b>					
	Salaries & Wages	<b>1</b>	1,371,470	1,573,436	1,723,139
	Expenses	<b>2</b>	<u>961,260</u>	<u>1,110,286</u>	<u>1,298,684</u>
	<b>VOTED TOTAL GENERAL GOVERNMENT</b>		<b>2,332,730</b>	<b>2,683,722</b>	<b>3,021,823</b>

**PUBLIC SAFETY**

	<b>POLICE</b>				
	Salaries & Wages		1,667,301	1,762,680	2,053,414
	Expenses		<u>130,545</u>	<u>124,871</u>	<u>181,000</u>
	<b>Total POLICE</b>		1,797,846	1,887,551	2,234,414
	<b>FIRE / EMS DEPARTMENT</b>				
	Salaries & Wages		1,487,747	1,675,215	1,819,469
	Expenses		<u>180,471</u>	<u>202,705</u>	<u>288,240</u>
	<b>Total FIRE / EMS DEPARTMENT</b>		1,668,218	1,877,920	2,107,710
	<b>DISPATCH</b>				
	Salaries & Wages		410,061	478,205	553,824
	Expenses		<u>14,999</u>	<u>5,950</u>	<u>5,950</u>
	<b>Total DISPATCH</b>		425,060	484,155	559,774
	<b>BUILDING DEPARTMENT</b>				
	Salaries & Wages		283,906	300,070	298,330
	Expenses		<u>3,250</u>	<u>6,060</u>	<u>5,930</u>
	<b>Total BUILDING DEPARTMENT</b>		287,156	306,130	304,260

## TOWN OF LITTLETON, MASSACHUSETTS

<i>Functional Area</i>	<i>Department</i>	<i>Voting Line</i>	<i>FY2019 Actual</i>	<i>FY2020 Budget</i>	<i>FY2021 Recommended</i>
	<b>EMERGENCY MANAGEMENT</b>				
	Expenses		<u>694</u>	<u>1,000</u>	<u>6,458</u>
	<b>Total EMERGENCY MANAGEMENT</b>		694	1,000	6,458
	<b>CROSSING GUARDS</b>				
	Salaries & Wages		<u>4,625</u>	<u>5,000</u>	<u>25,000</u>
	<b>Total CROSSING GUARDS</b>		4,625	5,000	25,000
	<b>CANINE CONTROL</b>				
	Expenses		<u>29,720</u>	<u>34,000</u>	<u>34,000</u>
	<b>Total CANINE CONTROL</b>		29,720	34,000	34,000

<b>VOTED TOTAL PUBLIC SAFETY</b>					
	Salaries & Wages	<b>3</b>	3,853,640	4,221,170	4,750,037
	Expenses	<b>4</b>	<u>359,679</u>	<u>374,586</u>	<u>521,578</u>
	<b>VOTED TOTAL PUBLIC SAFETY</b>		<b>4,213,320</b>	<b>4,595,756</b>	<b>5,271,615</b>

**PUBLIC WORKS**

	<b>DPW</b>				
	Salaries & Wages		832,239	905,690	791,094
	Expenses		<u>390,763</u>	<u>424,575</u>	<u>111,304</u>
	<b>Total DPW</b>		1,223,002	1,330,265	902,398
	<b>ROADWAY REPAIRS</b>				
	Expenses		<u>1,221,409</u>	<u>730,000</u>	<u>826,800</u>
	<b>Total ROADWAY REPAIRS</b>		1,221,409	730,000	826,800
	<b>PARKS</b>				
	Salaries & Wages		167,676	179,415	186,116
	Expenses		<u>34,473</u>	<u>37,000</u>	<u>79,550</u>
	<b>Total PARKS</b>		202,149	216,415	265,666
	<b>SNOW &amp; ICE</b>				
	Salaries & Wages		107,982	68,000	68,000
	Expenses		<u>296,887</u>	<u>132,000</u>	<u>132,000</u>
	<b>Total SNOW &amp; ICE</b>		404,869	200,000	200,000
	<b>TRANSFER STATION</b>				
	Salaries & Wages		0	0	133,882
	Expenses		<u>0</u>	<u>0</u>	<u>346,113</u>
	<b>Total TRANSFER STATION</b>		0	0	479,995

TOWN OF LITTLETON, MASSACHUSETTS

<i>Functional Area</i>	<i>Department</i>	<i>Voting Line</i>	<i>FY2019 Actual</i>	<i>FY2020 Budget</i>	<i>FY2021 Recommended</i>
	<b>STREET LIGHTING</b>				
	Expenses		<u>15,649</u>	<u>25,000</u>	<u>18,200</u>
	<b>Total STREET LIGHTING</b>		15,649	25,000	18,200
	<b>CLEAN LAKES</b>				
	Expenses		<u>46,000</u>	<u>46,000</u>	<u>66,000</u>
	<b>Total CLEAN LAKES</b>		46,000	46,000	66,000
	<b>B&amp;M CROSSING</b>				
	Expenses		<u>2,806</u>	<u>2,809</u>	<u>2,825</u>
	<b>Total B&amp;M CROSSING</b>		2,806	2,809	2,825
	<b>CEMETERY DEPARTMENT</b>				
	Salaries & Wages		106,007	117,800	125,210
	Expenses		<u>12,776</u>	<u>17,800</u>	<u>19,200</u>
	<b>Total CEMETERY DEPARTMENT</b>		118,783	135,600	144,410
<b>VOTED TOTAL PUBLIC WORKS</b>					
	Salaries & Wages	<b>5</b>	1,213,903	1,270,905	1,304,302
	Expenses	<b>6</b>	<u>2,020,762</u>	<u>1,415,184</u>	<u>1,601,992</u>
	<b>VOTED TOTAL PUBLIC WORKS</b>		<b>3,234,665</b>	<b>2,686,089</b>	<b>2,906,294</b>

**HEALTH & HUMAN SERVICES**

**HEALTH DEPARTMENT**

Salaries & Wages	22,579	22,120	25,239
Expenses	<u>1,006</u>	<u>2,587</u>	<u>1,330</u>
<b>Total HEALTH DEPARTMENT</b>	23,584	24,707	26,569

**NASHOBA ASSOCIATED BOARD OF  
HEALTH**

Expenses	<u>22,954</u>	<u>26,250</u>	<u>27,562</u>
<b>Total NASHOBA ASSOCIATED BOARD OF HEALTH</b>	22,954	26,250	27,562

**ANIMAL INSPECTOR**

Salaries & Wages	<u>0</u>	<u>2,450</u>	<u>0</u>
<b>Total ANIMAL INSPECTOR</b>	0	2,450	0

**NURSING SERVICES**

Expenses	<u>10,475</u>	<u>9,975</u>	<u>11,497</u>
<b>Total NURSING SERVICES</b>	10,475	9,975	11,497

TOWN OF LITTLETON, MASSACHUSETTS

<i>Functional Area</i>	<i>Department</i>	<i>Voting Line</i>	<i>FY2019 Actual</i>	<i>FY2020 Budget</i>	<i>FY2021 Recommended</i>
	<b>MENTAL HEALTH SERVICES</b>				
	Expenses		<u>16,780</u>	<u>16,500</u>	<u>16,500</u>
	<b>Total MENTAL HEALTH SERVICES</b>		16,780	16,500	16,500
	<b>ELDER AND HUMAN SERVICES</b>				
	Salaries & Wages		176,944	205,305	230,973
	Expenses		<u>23,254</u>	<u>25,810</u>	<u>23,555</u>
	<b>Total ELDER AND HUMAN SERVICES</b>		200,199	231,115	254,528
	<b>VETERANS AGENT</b>				
	Salaries & Wages		7,309	7,850	8,007
	Expenses		<u>11,344</u>	<u>11,560</u>	<u>11,910</u>
	<b>Total VETERANS AGENT</b>		18,653	19,410	19,917
	<b>VETERAN BENEFITS</b>				
	Expenses		<u>133,494</u>	<u>185,000</u>	<u>190,000</u>
	<b>Total VETERAN BENEFITS</b>		133,494	185,000	190,000
	<b>DISABILITY COMMISSION</b>				
	Expenses		<u>0</u>	<u>0</u>	<u>1,200</u>
	<b>Total DISABILITY COMMISSION</b>		0	0	1,200
<b>VOTED TOTAL HEALTH &amp; HUMAN SERVICES</b>					
	Salaries & Wages	<b>7</b>	206,832	237,725	264,219
	Expenses	<b>8</b>	<u>219,308</u>	<u>277,682</u>	<u>283,554</u>
	<b>VOTED TOTAL HEALTH &amp; HUMAN SERVICES</b>		<b>426,140</b>	<b>515,407</b>	<b>547,773</b>

**CULTURE AND RECREATION**

**REUBEN HOAR LIBRARY**

Salaries & Wages	484,341	520,800	531,443
Expenses	<u>147,692</u>	<u>164,725</u>	<u>185,225</u>
<b>Total REUBEN HOAR LIBRARY</b>	632,033	685,525	716,668

**PATRIOTS DAY**

Expenses	<u>0</u>	<u>50</u>	<u>0</u>
<b>Total PATRIOTS DAY</b>	0	50	0

**MEMORIAL DAY**

Expenses	<u>709</u>	<u>750</u>	<u>750</u>
<b>Total MEMORIAL DAY</b>	709	750	750

**HISTORICAL COMMISSION**



TOWN OF LITTLETON, MASSACHUSETTS

<i>Functional Area</i>	<i>Department</i>	<i>Voting Line</i>	<i>FY2019 Actual</i>	<i>FY2020 Budget</i>	<i>FY2021 Recommended</i>
	Expenses		<u>125</u>	<u>700</u>	<u>4,480</u>
	<b>Total HISTORICAL COMMISSION</b>		125	700	4,480
	<b>CULTURAL COUNCIL</b>				
	Expenses		<u>0</u>	<u>0</u>	<u>5,600</u>
	<b>Total CULTURAL COUNCIL</b>		0	0	5,600
	<b>SHADE TREE COMMITTEE</b>				
	Expenses		<u>0</u>	<u>0</u>	<u>5,000</u>
	<b>Total SHADE TREE COMMITTEE</b>		0	0	5,000
<b>VOTED TOTAL CULTURE AND RECREATION</b>					
	Salaries & Wages	<b>9</b>	484,341	520,800	531,443
	Expenses	<b>10</b>	<u>148,526</u>	<u>166,225</u>	<u>201,055</u>
	<b>VOTED TOTAL CULTURE AND RECREATION</b>		<b>632,867</b>	<b>687,025</b>	<b>732,498</b>
<b><u>OTHER GENERAL GOVERNMENT</u></b>					
	<b>MUNICIPAL BUILDING COMMITTEE</b>				
	Expenses		<u>23,747</u>	<u>40,000</u>	<u>30,000</u>
	<b>Total MUNICIPAL BUILDING COMMITTEE</b>		23,747	40,000	30,000
	<b>PUBLIC BUILDINGS</b>				
	Salaries & Wages		66,543	166,816	68,581
	Expenses		<u>391,506</u>	<u>370,000</u>	<u>370,450</u>
	<b>Total PUBLIC BUILDINGS</b>		391,506	370,000	370,450
	<b>PROPERTY &amp; LIABILITY INSURANCE</b>				
	Expenses		<u>289,775</u>	<u>376,000</u>	<u>420,000</u>
	<b>Total PROPERTY &amp; LIABILITY INSURANCE</b>		289,775	376,000	420,000
	<b>CENTRAL COMMUNICATIONS</b>				
	Expenses		<u>115,055</u>	<u>105,000</u>	<u>115,000</u>
	<b>Total CENTRAL COMMUNICATIONS</b>		115,055	105,000	115,000
	<b>FUEL</b>				
	Expenses		<u>130,094</u>	<u>135,000</u>	<u>135,000</u>
	<b>Total FUEL</b>		130,094	135,000	135,000
<b>VOTED TOTAL OTHER GENERAL GOVERNMENT</b>					
	Salaries & Wages	<b>11</b>	66,543	166,816	68,581
	Expenses	<b>12</b>	<u>950,177</u>	<u>1,026,000</u>	<u>1,070,450</u>

## TOWN OF LITTLETON, MASSACHUSETTS

<i>Functional Area</i>	<i>Department</i>	<i>Voting Line</i>	<i>FY2019 Actual</i>	<i>FY2020 Budget</i>	<i>FY2021 Recommended</i>
<b>VOTED TOTAL OTHER GENERAL GOVERNMENT</b>			<b>1,016,720</b>	<b>1,192,816</b>	<b>1,139,031</b>

**EDUCATION****LITTLETON SCHOOL DEPARTMENT**

Education Budget			<u>19,790,270</u>	<u>21,117,881</u>	<u>21,969,762</u>
<b>Total LITTLETON SCHOOL DEPARTMENT</b>			19,790,270	21,117,881	21,969,762

**TECHNICAL SCHOOL EXPENDITURES**

Education Budget			<u>537,548</u>	<u>502,080</u>	<u>636,116</u>
<b>Total TECHNICAL SCHOOL EXPENDITURES</b>			537,548	502,080	636,116

**VOTED TOTAL EDUCATION**

Education Budget	<b>13</b>	<u>20,327,818</u>	<u>21,619,961</u>	<u>22,605,878</u>
<b>VOTED TOTAL EDUCATION</b>		<b>20,327,818</b>	<b>21,619,961</b>	<b>22,605,878</b>

**EMPLOYEE BENEFITS****EMPLOYEE/RETIREE BENEFITS**

Unemployment		16,169	100,000	100,000
Medicare		318,379	325,000	335,000
Life Insurance		0	0	24,000
Short/Long Term Disability		16,370	23,000	23,000
Medical / Health Insurance		4,113,099	4,684,348	4,634,359
County Retirement		2,227,119	2,247,212	1,956,186
Longevity		19,450	25,000	0
Other		86,756	75,000	20,000
Tuition Reimbursement		0	0	0
Workers Comp Insurance		<u>173,154</u>	<u>0</u>	<u>150,000</u>
<b>Total EMPLOYEE/RETIREE BENEFITS</b>		6,970,496	7,479,560	7,242,545

**VOTED TOTAL EMPLOYEE BENEFITS**

Expenses	<b>14</b>	<u>6,970,496</u>	<u>7,479,560</u>	<u>7,242,545</u>
<b>VOTED TOTAL EMPLOYEE BENEFITS</b>		<b>6,970,496</b>	<b>7,479,560</b>	<b>7,242,545</b>

**DEBT SERVICE**

<b>LONG TERM DEBT</b>		3,510,448	3,094,509	3,257,779
<b>SHORT TERM DEBT</b>		<u>975,070</u>	<u>998,838</u>	<u>319,365</u>
<b>Total DEBT SERVICE</b>		4,485,518	4,093,347	3,577,144

**VOTED TOTAL DEBT SERVICE**

## TOWN OF LITTLETON, MASSACHUSETTS

<i>Functional Area</i>	<i>Department</i>	<i>Voting Line</i>	<i>FY2019 Actual</i>	<i>FY2020 Budget</i>	<i>FY2021 Recommended</i>
	<i>Expenses</i>	<b>15</b>	<u>4,485,518</u>	<u>4,093,347</u>	<u>3,577,144</u>
	<b>VOTED TOTAL DEBT SERVICE</b>		<b>4,485,518</b>	<b>4,093,347</b>	<b>3,577,144</b>

**TRANSFERS TO/FROM GENERAL FUND****TRANSFERS INTO GENERAL FUND**

Transfer In - From: Ambulance Revolving Fund To: Fire/EMS Department	<b>16</b>	-585,916	-650,000	-650,000
Transfer In - From: Wetland Fund To: Conservation	<b>17</b>	-8,000	-8,000	-8,000
Transfer In - From: Inspect Services Revol. Fund To: Building Department	<b>18</b>	-125,000	-125,000	-125,000
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>	-31,269	-30,238	-29,206
Transfer In - From: Newtown Hill Cell Tower To: Debt Service	<b>21</b>	-36,248	-35,010	-33,773
Transfer In - From: Bond Premium To: Debt Service	<b>22</b>	-25,349	-23,315	-19,109
Transfer In - From: Clean Lakes Fund To: Clean Lakes	<b>23</b>	-46,000	-46,000	-66,000
Transfer In - From: Sale of Cemet. Lots / Openings To: Cemetery Department	<b>24</b>	-30,897	-30,897	-30,897
Transfer In - From: Debt Exclusion Stabilization To: Debt Service	<b>25</b>	-338,236	-295,891	-164,204
Transfer In - From: Community Preservation To: Debt Service	<b>26</b>	-90,556	-88,988	-86,388
Transfer In - Cable Studio Benefits		-60,488	-60,488	0
Transfer In - Cemetery Perpetual Care		-13,000	-13,000	0
Transfer In - Library Trust Fund		-13,000	-15,000	0
Transfer In - Recreation Enterprise Fund		-24,000	-55,528	0
<b>Total TRANSFERS INTO GENERAL FUND</b>		-1,445,233	-1,494,629	-1,229,851

**TRANSFERS OUT OF GENERAL FUND**

Transfer Out - OPEB Trust Fund	<b>27</b>	2,503,261	2,212,373	2,648,610
Transfer Out - TREAD Tax Relief	<b>28</b>	0	25,000	25,000
Transfer Out - Recreation Enterprise	<b>29</b>	211,110	230,000	245,000
Transfer Out-Sewer Enterprise Fund	<b>30</b>	93,045	110,000	141,550
<b>Total TRANSFERS OUT OF GENERAL FUND</b>		2,807,416	2,577,373	3,060,160

**FUNDING SUMMARY**

TOWN OF LITTLETON, MASSACHUSETTS

<i>Functional Area</i>	<i>Department</i>	<i>Voting Line</i>	<i>FY2019 Actual</i>	<i>FY2020 Budget</i>	<i>FY2021 Recommended</i>
	<i>Salaries &amp; Wages</i>		7,196,730	7,990,852	8,641,721
	<i>Expenses (including transfers out of General Fund)</i>		18,923,142	18,520,243	18,857,162
	<i>Education</i>		20,327,818	21,619,961	22,605,878
	<b><i>Total Operating Budget</i></b>		<b>46,447,690</b>	<b>48,131,056</b>	<b>50,104,761</b>
	<i>Transfers into General Fund</i>		-1,445,233	-1,494,629	-1,229,851
	<b><i>Net Operating Budget</i></b>		<b>45,002,456</b>	<b>46,636,427</b>	<b>48,874,910</b>

**ARTICLE 5**

**FY2021 Appropriations into Blended Community Preservation Act Fund**

Unanimously voted by the Call of the Articles, pursuant to M.G.L. c.44B, §3(b½), to transfer \$45,000 to the CPA Open Space Reserve for conservation and passive recreation purposes from the Conservation Land Acquisition Funds established by Article 1 of the June 15, 2000 Special Town Meeting for cell tower leases at Newtown Hill.

**ARTICLE 6**

**Use of Insurance Proceeds**

Unanimously voted by the Call of the Articles to transfer from the Undesignated Fund Balance the sum of \$149,614.88 to the TREAD Trust Fund.

**ARTICLE 7**

**Transfer to Undesignated Fund**

Unanimously voted by the Call of the Articles to transfer the amount of \$181,140.53 from Alumni Field Reconstruction funds approved under Article 7 of the November 1, 2016 Special Town Meeting, and the amount of \$185,589.67 from Fire Station Expansion construction funds approved under Article 6 of the November 1, 2016 Special Town Meeting, together totally \$366,730.20 to the Undesignated Fund Balance.

**ARTICLE 8**

**Reuben Hoar Library Construction Project**

Ayes have it, unanimously voted, the article passes to amend the appropriation for the Library Building Project design as adopted under Article 5 of the May 6, 2019 Special Town Meeting, to allow the balance of the approved \$1,500,000 borrowing for design, which amount is no longer needed to complete the design work for which it was initially approved, instead to be expended by the Permanent Municipal Building Committee to pay costs of constructing the new Reuben Hoar Library building at the so-called "Slope Site" behind the Littleton Town Offices Building.

**ARTICLE 9**

**Revenue Reclassification**

Unanimously voted by the Call of the Articles to transfer from the Undesignated Fund Balance the sum of \$2,250.00 to the Littleton Electric Light Department.

**ARTICLE 10**



TOWN OF LITTLETON, MASSACHUSETTS

**FY2021 Revolving Funds**

Unanimously voted by the Call of the Articles to establish and authorize revolving funds governed by M.G.L. c.44, §53E½ and §18-14 of the General Bylaws, for use by town departments, boards, committees, agencies and officers in connection with the operation of programs or activities that generate fees, charges or other receipts to support all or some of the expenses of those programs or activities; to establish the following annual expenditure limitations pursuant to §18-11(C) for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

<i>Revolving Fund</i>	<i>Authorized Department</i>	<i>Monies Received</i>	<i>Expenses for which funds may be used</i>	<i>Expenditure limit FY2021</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	\$135,000
Alarm Box Repairs	Fire Department	Fees charged from false alarm calls	Expenses related to alarm box repairs	\$5,000
CPR Courses	Fire Department	Fees charged and received by the Fire Department for CPR courses	Expenses related to providing CPR courses	\$2,000
Sealer of Weights & Measures	Board of Selectmen	Fees charged and received by the Town Sealer of Weights & Measures for equipment inspections	Contractual Services related to those inspections	\$20,000
Montachusett Regional Transit Authority (MART) bus fees	Elder and Human Services	Reimbursements from the MART and bus fees	Salaries or wages of van drivers related to the operation of the transportation program	\$80,000
Elder and Human Services (EHS)	Elder and Human Services	Fees charged for programs and services provided by EHS	Salaries and expenses associated with the programming	\$50,000
Pet Cemetery	Cemetery Commission	Fees charged and received by the Cemetery Commission for Pet Cemetery fees	Contractual Services or expenses related to those services	\$20,000
Spectacle Pond Cell Tower	Clean Lakes Committee	Receipts from the Spectacle Pond Cell Tower rental agreements	Contractual Services or expenses related to the Clean Lakes Program	\$80,000
Legal Advertisements	Board of Appeals	Receipts paid by applicants for advertising costs	Advertising or publishing related expenses for applicants	\$5,000
Cemetery Revolving	Cemetery Commission	Portion of receipts received from sales of lots and grave openings	Expenses related to the operation of the Cemetery Department, maintenance of lots and grave openings	\$40,000
Permitting Software	Board of Selectmen	Portion of receipts received from land use permit fees	Expenses associated with maintenance fees of permitting software	\$45,000
Composting Bins	Highway	Proceeds resulting from the disposal/sale of composting bins	Expenses associated with the Sustainability program	\$5,000

TOWN OF LITTLETON, MASSACHUSETTS

<i>Revolving Fund</i>	<i>Authorized Department</i>	<i>Monies Received</i>	<i>Expenses for which funds may be used</i>	<i>Expenditure limit FY2021</i>
School Department Transportation	School Committee	Proceeds resulting from user fees from providing school bus transportation	Contractual expenses associated with providing student bus transportation	\$150,000
School Department One to One Technology	School Committee	Proceeds resulting from user fees from technology lease purchases	Expenses associated with one to one technology initiative for students	\$150,000
Community Gardens	Conservation Commission	Fees paid for community gardens	Contractual services for maintenance and improvements of said gardens	\$1,000

**ARTICLE 11**

**FY2021 Water Enterprise Fund Operating Budget**

Unanimously voted by the Call of the Articles to appropriate \$4,140,672 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, 2020 (*detail below*).

<b>I. Water Enterprise Revenues</b>	<b>FY2020</b>	<b>FY2021</b>
User Charges	\$3,611,640	\$3,726,296
Other Departmental Revenue	84,825	82,650
Enterprise Available Funds	384,471	331,726
Investment Income	0	0
<b>Total Revenues</b>	<b>\$4,080,936</b>	<b>\$4,140,672</b>
<b>II. Costs Appropriated for the Enterprise Fund</b>		
Salaries and Wages	\$1,023,200	\$1,150,000
Expenses	1,454,053	1,526,369
Capital Outlay – Equipment	97,000	50,000
Capital Outlay – Improvements	507,000	330,000
Reserve Fund	200,000	200,000
Debt Principal and Interest	779,683	884,303
Budgeted Surplus	0	0
<b>Total Costs Appropriated for Enterprise Fund</b>	<b>\$4,080,936</b>	<b>\$4,140,672</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>\$4,080,936</b>	<b>\$4,140,672</b>

**ARTICLE 12**

**Board of Water Commissioners**

## TOWN OF LITTLETON, MASSACHUSETTS

**FY2021 Sewer Enterprise Fund Operating Budget**

Unanimously voted by the Call of the Articles to appropriate \$141,500 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, 2020 (*detail below*).

<b>I. Sewer Enterprise Revenues</b>	<b>FY2020</b>	<b>FY2021</b>
User Charges	\$0	\$0
Transfer from General Fund	0	141,550
Enterprise Available Funds	0	0
Investment Income	0	0
<b>Total Revenues</b>	<b>\$0</b>	<b>\$141,550</b>
<b>II. Costs Appropriated for the Enterprise Fund</b>		
Salaries and Wages	\$0	\$44,500
Expenses	0	97,050
Capital Outlay – Equipment	0	0
Capital Outlay – Improvements	0	0
Reserve Fund	0	0
Debt Principal and Interest	0	0
Budgeted Surplus	0	0
<b>Total Costs Appropriated for Enterprise Fund</b>	<b>\$0</b>	<b>\$141,550</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>\$0</b>	<b>\$141,550</b>

**ARTICLE 13****FY2020 Park, Recreation & Community Education (PRCE) Transfer**

Ayes have it declared a unanimous vote to transfer \$433,851.34 from the Undesignated Fund Balance to the Park & Recreation Enterprise fund to cover the FY2020 deficit.

**ARTICLE 14****FY2021 Park, Recreation & Community Education Enterprise Fund Operating Budget**

Unanimously voted by the Call of the Articles to appropriate up to \$1,186,648 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, 2020 (*detail below*),

<b>I. PRCE Enterprise Revenues</b>	<b>FY2020 Adjusted Budget</b>	<b>FY2021</b>
User Charges	\$838,296	\$895,185
Transfer In from Recreation Fund	0	0
Transfer In from General Fund	230,000	245,000
Enterprise Available Funds	60,482	45,963

## TOWN OF LITTLETON, MASSACHUSETTS

Investment Income	500	500
<b>Total Revenues</b>	<b>\$1,129,278</b>	<b>\$1,186,648</b>
<b>II. Costs Appropriated for the Enterprise Fund</b>		
Salaries and Wages	\$623,162	\$675,727
Expenses	450,588	510,921
Transfer to General Fund – Field Maintenance	0	0
Capital Outlay – Equipment	0	0
Capital Outlay – Improvements	0	0
Reserve Fund	0	0
Debt Principal and Interest	0	0
Transfer to General Fund	55,528	0
Budgeted Surplus	0	0
<b>Total Costs Appropriated for Enterprise Fund</b>	<b>\$1,129,278</b>	<b>\$1,186,648</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>\$1,129,278</b>	<b>\$1,186,648</b>

**ARTICLE 15****FY2021 LCTV Receipts Reserved for Appropriation from the Public, Education and Government Access Fund**

Unanimously voted by the Call of the Articles to appropriate \$309,667 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, §53F¾ by vote of the November 2, 2015 Special Town Meeting, and which has a current balance of approximately \$519,822) to the LCTV Enterprise Fund for the operation of the Littleton Community Television cable television studio, as follows: \$185,729 for salaries, \$59,713 for employee/retirement benefits, \$34,225 for operating expenses and \$30,000 reserved for capital projects.

**ARTICLE 16****FY2021 Capital Items from Available Funds**

Unanimously voted by the Call of the Articles to raise and appropriate \$201,215 and transfer from the Undesignated Fund Balance \$843,922, to be expended by the respective departments or officers indicated, for the capital projects and purchases itemized and described, and for costs incidental and related thereto,



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Department	Name of Capital Asset/Project	Project Description	Total Cost
Fire	Hose	This funds the final year of replacing hose that is over 15 years old.	15,000
Fire	Ambulance	This is a partial funding of a new ambulance.	100,000
Highway	Major Equipment & Repair	This funds Highway Department unforeseen repair expenses for large truck/equipment transmission repairs or replacement, engine repairs, repairs to suspensions, drive lines, major tire replacements on all equipment and trucks	20,000
Highway	2020 International Truck	This funds the replacement of a 1992 Mack dump/plow truck.	169,000
IT	Network Switch Replacements	This funds replacement network switches that are end of life	48,137
PMBC	Police Station	This funds design, consulting, construction and any other costs associated with the repair of the police station.	500,000
Police	2021 Patrol vehicle	This funds a complete public safety response vehicle, 2021 fully marked Ford Explorer, radios, lights, rifle, computers, etc.	65,000
Police	2020 Ford F150	This funds a replacement truck	38,000
Parks, Recreation & Community Education	Major Equipment/Repairs	This funds ongoing Maintenance for All Park lands including, but not limited to Long Lake & Beach, Park Playgrounds, grass Athletic Fields, and Facilities on Parks land, and safety, security, and recreational equipment	40,000
Town Administrator	Town Hall reconfiguration	This funds the reconfiguration of Town Hall to support staffing changes and re-organization	25,000
Town Administrator	Space Needs	This funds the continuation of the space needs study	25,000
		<b>Total Capital Spending</b>	<b>\$1,045,137</b>

**ARTICLE 17**  
**FY2021 Community Preservation Budget**

Unanimously voted by the Call of the Articles to hear and act on the report of the Community Preservation Committee on the FY2021 Community Preservation Budget, to appropriate or reserve from FY2021 Community Preservation Fund annual revenues and reserves the following amounts, as recommended by the Community Preservation Committee, with each item considered a separate appropriation:

1. Administrative Expenses: \$6,783
2. Open Space Debt Service: \$72,788 (Yapp \$12,000, Cobb \$21,488 & Williams \$39,300)
3. Historic Resources Debt Service: \$13,600 (Houghton \$13,600)
4. Open Space Reserves: \$62,876
5. Historic Resources Reserves: \$44,057

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6. Housing Reserves: \$67,832 to be transferred to the Littleton Affordable Housing Trust
7. Recreation Reserves: \$71,223.

**ARTICLE 18**  
**FY2021 Conservation Commission Open Space Budget**

Unanimously voted by the Call of the Articles to expend from the Oak Hill Cell Tower Fund (which fund is intended for use by the Conservation Commission for conservation lands purposes, pursuant to votes of the May 5, 1997 Annual Town Meeting, the September 28, 1998 Special Town Meeting, the May 6, 2002 Special Town Meeting, and the November 14, 2012 Special Town Meeting) the amount of \$7,500 to be used for projects under the direction and charge of the Conservation Commission.

**ARTICLE 19**  
**Personnel By-law Amendments**

Unanimously voted by the Call of the Articles to:

(1) vote to amend §33-1 of the Personnel By-law by deleting the word “and” at the end of subsection c., by deleting “.” at the end of subsection d. and inserting in its place “; and”, and by adding a new subsection e. to read as follows:

- 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 Board may, by a majority vote, 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.

(2) vote to amend §33-1 of the Personnel By-law and Classification and Compensation Plan, as recommended by the Personnel Board as follows:

**Town of Littleton, Massachusetts**

**FY2021 Classification and 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	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
Employees										
1	\$16.64 \$34,611.20	\$17.05 \$35,464.00	\$17.48 36,358.40	\$17.92 37,273.60	\$18.37 38,209.60	\$18.83 39,166.40	\$19.30 40,144.00	\$19.78 41,142.40	\$20.27 42,161.60	\$20.78 43,222.40
2	17.80 37,024.00	18.25 37,960.00	18.71 38,916.80	19.18 39,894.40	19.66 40,892.80	20.15 41,912.00	20.64 42,931.20	21.17 44,033.60	21.70 45,136.00	22.24 46,259.20
3	19.04 39,603.20	19.52 40,601.60	20.01 41,620.80	20.51 42,660.80	21.02 43,721.60	21.55 44,824.00	22.09 45,947.20	22.64 47,091.20	23.22 48,297.60	23.80 49,504.00
4	20.38 42,390.40	20.89 43,451.20	21.41 44,532.80	21.94 45,635.20	22.49 46,779.20	23.05 47,944.00	23.63 49,150.40	24.23 50,398.40	24.83 51,646.40	25.45 52,936.00
5	21.81 45,364.80	22.35 46,488.00	22.91 47,652.80	23.48 48,838.40	24.07 50,065.60	24.67 51,313.60	25.29 52,603.20	25.92 53,913.60	26.57 55,265.60	27.23 56,638.40
6	23.34 48,547.20	23.92 49,753.60	24.52 51,001.60	25.13 52,270.40	25.77 53,601.60	26.41 54,932.80	27.07 56,305.60	27.74 57,699.20	28.44 59,155.20	29.15 60,632.00
7	24.97 51,937.60	25.59 53,227.20	26.23 54,558.40	26.89 55,931.20	27.56 57,324.80	28.25 58,760.00	28.96 60,236.80	29.68 61,734.40	30.43 63,294.40	31.19 64,875.20

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8	26.71 55,556.80	27.38 56,950.40	28.06 58,364.80	28.76 59,820.80	29.49 61,339.20	30.22 62,857.60	30.98 64,438.40	31.75 66,040.00	32.55 67,704.00	33.36 69,388.80
9	28.71 59,716.80	29.43 61,214.40	30.16 62,732.80	30.92 64,313.60	31.69 65,915.20	32.49 67,579.20	33.30 69,264.00	34.14 71,011.20	35.00 72,800.00	35.87 74,609.60
10	31.59 65,707.20	32.37 67,329.60	33.18 69,014.40	34.01 70,740.80	34.85 72,488.00	35.72 74,297.60	36.62 76,169.60	37.54 78,083.20	38.47 80,017.60	39.43 82,014.40
11	35.38 73,590.40	36.27 75,441.60	37.18 77,334.40	38.11 79,268.80	39.06 81,244.80	40.04 83,283.20	41.03 85,342.40	42.06 87,484.80	43.12 89,689.60	44.20 91,936.00
Senior Management										
12	41.75 86,840.00	42.79 89,003.20	43.86 91,228.80	44.96 93,516.80	46.08 95,846.40	47.24 98,259.20	48.42 100,713.60	49.63 103,230.40	50.88 105,830.40	52.15 108,472.00
13	49.27 102,481.60	50.50 105,040.00	51.77 107,681.60	53.06 110,364.80	54.39 113,131.20	55.74 115,939.20	57.14 118,851.20	58.57 121,825.60	60.04 124,883.20	61.54 128,003.20
14	55.18 114,774.40	56.56 117,644.80	57.98 120,598.40	59.43 123,614.40	60.91 126,692.80	62.43 129,854.40	63.99 133,099.20	65.60 136,448.00	67.24 139,859.20	68.92 143,353.60
15	61.80 128,544.00	63.34 131,747.20	64.92 135,033.60	66.54 138,403.20	68.21 141,876.80	69.91 145,412.80	71.66 149,052.80	73.45 152,776.00	75.29 156,603.20	77.17 160,513.60

**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**

Cemetery Groundskeeper

Library Technician

LCTV – Video Production Coordinator

Administrative Clerk – Tax Collector



**GRADE 6**

Administrative Assistant – Building  
Administrative Assistant – Elder & Human Services  
Administrative Assistant – Human Resources  
Administrative Assistant – Parks & Recreation  
Administrative Clerk – Collector / Clerk  
P/T Communications Officer  
Senior Library Technician  
Teen Program Leader

**GRADE 7**

Assessing Clerk/Field Lister  
Library Office Coordinator  
Payroll and Finance Coordinator  
Reserve Police Officer

**GRADE 8**

Assistant Town Clerk  
Assistant Conservation Agent  
Business Administrator-Public Works  
Executive Assistant of Public Safety – Fire  
Executive Assistant of Public Safety – Police  
Community Education and Teen Coordinator  
Recreation and Sports Program Coordinator

**GRADE 9**

Assistant Assessor  
Assistant Human Resources Administrator  
Assistant Town Accountant  
Building Maintenance Supervisor  
Cemetery Superintendent  
Children’s Services/Senior Librarian  
Elder and Human Services Outreach Coordinator  
Executive Assistant to the Town Administrator  
Head of Circulation & Interlibrary Loan/Senior Librarian  
Information Systems Support Technician  
LCTV Production Supervisor  
Senior Librarian  
Technical Services/Senior Librarian  
Young Adult Services/Reference Services/ Senior Librarian

**GRADE 10**

Assistant Director of Elder and Human Services  
Assistant Library Director  
Assistant PRCE Director  
Assistant Zoning Officer/Permit  
Coordinator/Business Administrator  
Inspector of Wires  
Plumbing & Gas Inspector  
Conservation Agent

**GRADE 11**

Assistant Treasurer and HR Administrator  
Director of Elder and Human Services  
Littleton Community Television Executive Director  
Parks, Recreation & Community Education Director  
*Police Lieutenant\**

Tax Collector  
*Town Clerk\*\**  
Town Engineer  
Town Planner  
Facilities Manager

**GRADE 12**

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

**GRADE 13**

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

**GRADE 14**

*Chief of Police\**

**GRADE 15**

*Town Administrator\**

*Management contract (\*) and elected (\*\*) positions not subject to this By-law.*

**Schedule B:** On-Call Meeting Clerk, \$13.12, Veteran’s Agent, \$17.56

**Schedule B-1, Other Employees**

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
<b>1</b> hourly	\$13.01	13.26	13.53	13.80	14.08
<b>2</b> hourly	\$15.61	15.92	16.24	16.56	16.89

**GRADE 1**

EHS Dispatcher

**GRADE 2**

EHS Van Driver

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

GRADE	STEP 1	STEP 2	STEP 3	STEP 4
<b>1</b> hourly	\$15.21	15.51	15.82	16.14
<b>2</b> hourly	\$16.27	16.60	16.93	17.27
<b>3</b> hourly	\$17.41	17.76	18.12	18.48
<b>4</b> hourly	\$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 May 1, 2020

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
1 hourly	13.33	13.66	14.00	14.35	14.71
2 hourly	13.66	14.00	14.35	14.71	15.08
3 hourly	14.00	14.35	14.71	15.08	15.46
4 hourly	14.35	14.71	15.08	15.46	15.85
5 hourly	15.00	15.38	15.76	16.15	16.55
6 hourly	15.68	16.07	16.47	16.88	17.30
7 hourly	16.39	16.80	17.22	17.65	18.09
8 hourly	17.13	17.56	18.00	18.45	18.91
9 hourly	17.90	18.35	18.81	19.28	19.76
10 hourly	18.71	19.18	19.66	20.15	20.65
11 hourly	19.55	20.04	20.54	21.05	21.58
12 hourly	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
1 hourly	12.75		
2 hourly	14.00	14.35	14.71
3 hourly	20.00	20.50	21.01
4 hourly	25.00	25.63	26.27
5 hourly	30.00	30.75	31.52
6 hourly	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

Schedule D, Fire Department On-Call

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
1 hourly	\$12.75					
2 hourly	\$15.77	\$16.09	\$16.41	\$16.74	\$17.07	\$17.41
3 hourly	\$16.40	\$16.73	\$17.06	\$17.40	\$17.75	\$18.09
4 hourly	\$17.05	\$17.39	\$17.74	\$18.09	\$18.45	\$18.82

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
5 hourly	\$17.55	\$17.90	\$18.26	\$18.63	\$18.93	\$19.31
6 hourly	\$18.08	\$18.44	\$18.81	\$19.19	\$19.57	\$19.96
7 hourly	\$18.63	\$19.00	\$19.38	\$19.77	\$20.17	\$20.57
8 hourly	\$19.19	\$19.57	\$19.96	\$20.36	\$20.77	\$21.19
9 hourly	\$19.77	\$20.17	\$20.57	\$20.98	\$21.4	\$21.83
10 hourly	\$19.96	\$20.36	\$20.77	\$21.19	\$21.61	\$22.04
11 hourly	\$24.97					

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;

**ARTICLE 20**  
**Stabilization Fund**

Passes by unanimous vote to transfer from the Undesignated Fund Balance the sum of \$1,050,000 to the Stabilization Fund in accordance with the provisions of M.G.L. c.40, §5B.

**ARTICLE 21**  
**Capital Stabilization Fund**

Passes by unanimous vote to transfer from the Undesignated Fund Balance the sum of \$1,378,548 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 22**  
**Use of Debt Exclusion Stabilization Fund for FY2021 Excluded Debt**

Unanimously voted by the Call of the Articles to transfer from the Debt Exclusion Stabilization Fund established by Article 12 of the May 2, 2016 Special Town Meeting for the purpose of reducing the amount of existing debt service and/or the amount of debt needed to be placed when final bonding occurs for borrowing authorizations, both having been exempted from the provisions of Proposition 2½, so called, an amount of up to \$164,203.80 to apply to pay for excluded debt service for the fiscal year beginning July 1, 2020.

**ARTICLE 23**  
**Property Tax Exemptions Gold Star Parents and Senior Citizens and Veterans Tax Work-off Abatement Programs**

Unanimously voted by the Call of the Articles to:

1. To see if the Town will vote to accept M.G.L. c.59, §5, Clause 22H, which authorizes a full exemption for surviving parents and/or guardians of soldiers and sailors, members of the National Guard and veterans who: (i) during active duty service, suffered an injury or illness documented by the United States Department of Veterans Affairs or a branch of the armed forces that was a proximate cause of their death; or (ii) are missing in action with a presumptive finding of death as a result of active duty service as members of the armed forces of the United States, to be effective for exemptions granted for any fiscal year beginning on or after July 1, 2020; and
2. 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 24**  
**Zoning Amendment: Form-Based Code**

Planning Board recommendation as voted on March 5<sup>th</sup>: 3 voted in the affirmative, 1 nay and 1 abstention.

The Town voted by the necessary 2/3<sup>rd</sup>s vote to amend Chapter 173, the Zoning Bylaws, as follows: 1) to amend §173-22 of the Zoning Bylaws to delete the Village Common (VC) Business District and replace it with a Village Common Mixed-Use District as shown in this handout, 2) to add to the Zoning Bylaws a new Article XXX entitled “Village Common” consisting of §§173-215 to 173-225 as shown in this handout, 3) to delete §173-20 of the Zoning Bylaws entitled “Special design provisions for the Village Common District” as shown in the attached handout, 4) to amend Use Regulations and Intensity of Use Schedule as shown in the attached handout, and 5) to amend the zoning map to delete the (VC) Business District and show the new Village Common Mixed-Use District as shown on page 38 of the Town Meeting Report. The full text of the proposed new bylaw section and amendments to existing sections of Chapter 173 and the proposed new Village Common District Map are on file at the Town Clerk and Planning Board offices and can be viewed during their office hours or online at <https://www.littletonma.org/planning-board/pages/village-common-form-based-code>, .



*Village Common Mixed Use District Boundary, Town of Littleton*





*Aspirational Illustration for Village Common, Town of Littleton*

**ARTICLE 25**  
**Zoning & General Bylaws Amendments: Rename the “Board of Selectmen” to “Select Board”**

Unanimously voted through the Consent Calendar that the Town voted to amend the General and Zoning Bylaws, as follows:

A. By inserting a new §1-5 into the General Bylaws, to read as follows:

**§1-5: Select Board**

The Select Board shall have all the powers and duties granted to Boards of Selectmen by the Constitution and General Laws of the Commonwealth of Massachusetts, and such additional powers and duties as may be provided by any Special Act of the Legislature applicable to the Town of Littleton, by these Bylaws, by the Zoning Bylaws, or by Town Meeting vote. The Select Board shall also oversee all matters affecting the interest and welfare of the Town and exercise the power and authority vested in the Town not specifically delegated by law to any other board or office.

B. By striking the term “Board of Selectmen” wherever it may appear in the General Bylaws, and inserting, in place thereof, the term “Select Board”.

C. By striking the term “Selectmen” wherever it may appear in the General Bylaws, and inserting, in place thereof, the term “Select Board”.

D. By inserting a new definition into §173-2 of the Zoning Bylaws, in the appropriate alphabetical order, as follows:

**Select Board:** The Select Board shall have all of the powers and duties granted to Boards of Selectmen by the Constitution and General Laws of the Commonwealth of Massachusetts, and such additional powers and duties as may be provided by any Special Act of the Legislature applicable to the Town of Littleton, by this Bylaw, by the General Bylaws, or by Town Meeting vote. The Select Board shall also oversee all matters affecting the interest and welfare of the Town and exercise the power and authority vested in the Town not specifically delegated by law to any other board or office.

E. By striking the term “Board of Selectmen” wherever it may appear in the Zoning Bylaws, and inserting, in place thereof, the term “Select Board”.

F. By striking the term “Selectmen” whenever it may appear in the Zoning Bylaws and inserting, in place thereof, the term “Select Board”.

**ARTICLE 26**  
**Replacement of Cedar Hill Water Tank – Borrowing**

Declared passed by necessary 2/3rds voted, so declared unanimous vote to borrow a sum of money not to exceed \$3,000,000 for the purpose of funding a new storage tank at Cedar Road for

the Town of Littleton Water Department, and that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow said sum under and pursuant to M.G.L. c.44, §8(5), or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor, and further, that although the borrowing authorized by this vote must constitute a general obligation of the Town pursuant to M.G.L. c.44, it is the intention of the Town that the repayment of any borrowing authorized hereunder shall, in the first instance, be made from water system revenues. In accordance with M.G.L. c. 44, §20, the premium received by the Town upon the sale of any bonds or notes authorized by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to pay project costs and the amount authorized to be borrowed pursuant to this vote shall be reduced by the amount of any such premium so applied.

**ARTICLE 27**  
**Accept General Law to Allow Shared Positions**

Unanimously voted by the Call of the Articles to accept M.G.L. c. 71, §37M, which permits the Town to consolidate administrative functions, including but not limited to financial, personnel, and maintenance functions, of the school committee with those of the Town.

**ARTICLE 28**  
**General Bylaws Changes – Chief Procurement Officer**

- Unanimously voted by the Call of the Articles to amend the General Bylaws as follows:
1. By striking from § 17-1, Section 4.4 “Serving as chief procurement officer;” and replacing it with “(Reserved)”; and
  2. By striking from the second paragraph in §13-16 the phrase “Assistant Town Administrator for Finance and Budget,” and replacing it with “Assistant Town Administrator”.

**ARTICLE 29**  
**General Bylaws Changes – Addition of Elder and Human Services Revolving Fund**

Unanimously voted by the Call of the Articles to establish and authorize a new revolving fund pursuant to M.G.L. c.44, §53E½ and §18-14 of the General Bylaws:

<i>Revolving Fund</i>	<i>Authorized Department</i>	<i>Monies Received</i>	<i>Expenses for which funds may be used</i>	<i>Expenditure limit FY2021</i>
Elder and Human Services	Elder and Human Services	Fees charged for programs and services provided by EHS	Salaries and expenses associated with the programming	\$50,000

**Motion to dissolve was stated, moved and seconded and unanimously voted and the Town Meeting was declared closed by Town Moderator Timothy Goddard at 925am.**

**ATTEST: A True Copy Diane Crory**

TOWN OF LITTLETON, MASSACHUSETTS

**Town of Littleton  
Notice of Declaration to Recess and Continue  
the October 17, 2020 Special Town Meeting  
to  
October 18, 2020 at 10 a.m.**

Acting pursuant to the authority granted to Town Moderators in Massachusetts by Chapter 39, Section 10A of the General Laws and after consultation with Littleton's public safety officials and members of the Select Board, I have determined that the registered voters of the Town of Littleton may be unable to attend the 2020 Special Town Meeting that is scheduled to begin at **9:00 AM on SATURDAY, OCTOBER 17, 2020**, at the Alumni Field, Littleton Middle School, 55 Russell Street due to rain. Because of the current public safety emergency that is attributable to the coronavirus pandemic, the Town cannot safely convene the meeting indoors. The forecasted weather for Saturday is rain, which would make the scheduled outdoor Town Meeting unsafe and unworkable.

Therefore, I am, upon my own declaration, recessing and continuing the start of the Special Town Meeting to **10 AM on OCTOBER 18, 2020**, at the Alumni Field, Littleton Middle School, 55 Russell Street in said Littleton.

This Declaration to Recess and Continue the Special Town Meeting has been made on October 14, 2020.

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Tim Goddard, Moderator

ATTEST: A TRUE COPY: DIANE CRORY, TOWN CLERK

**The Moderator, Timothy Goddard opened the Special Town Meeting at 10:00AM at the Alumni Field, Littleton Middle School, 55 Russell Street in said Town of Littleton on Sunday, the eighteenth day of October, 2020. The change of location, date and time were because of the Covid-19 crisis that the country is going through. The date originally posted for October 17<sup>th</sup> was properly recessed and changed due to the impending weather. The Town Meeting was opened with the Pledge of Allegiance. The Moderator stated that the warrant was properly served.**

**Senator Jamie Eldridge was called upon for the presentation of two citations. First for Asst. Treasurer and HR Mgr. for her 14 years of service and Steve Venuti for his 12 years as the Town's Town Treasurer and his tireless service to this community, the Mass Senate extended their gratitude. Mr. Venuti accepted for both as Ms. Essman could not be in attendance.**

**Next Mr. Charles DeCoste Vice-Chair of the Select Board, due to the absence of the Chair recognized**

TOWN OF LITTLETON, MASSACHUSETTS

both Ann Essman and Steve Venuti with citations, as well as flowers for Ms. Essman and a Gift Card for Mr. Venuti from the Select Board thanking them for their years of service and wishing them well. Again, Mr. Venuti accepted for both. Attendees gave Mr. Venuti a Standing Ovation.

Mr. Ivan Pagacik, LELWD Commissioner asked if he could say a few words and the Moderator opened the floor to him. He stated the following: “I want to take this time to thank Police, Fire, EMS for always being there when we call. To the Town Hall Staff thank you for keeping the town functioning. To the School thank you for keeping our kids educated. To the LELWD for keeping the lights on and the water flowing. The Highway Department for maintaining the infrastructure. The Cemetery Department for providing much needed services to families. To Elder & Human Services for keeping the Seniors safe. To the Library for all of your resources. To Park & Rec for all of your services that you provide. We are one!”

The Moderator explained Town Meeting procedures. He explained that in ways to improve the process Town Meeting procedures proposed of October 2017 would be followed: Presentations would be kept at initial presentations 4 minutes and initial rebuttals 4 minutes with single presenters, preferred. Two minutes on any article for all other speakers per article and only speaking once per article. All changes were made to these time limits are also based on the Covid-19 guidelines from the Commonwealth of Massachusetts.

Call of the Articles will continue which was introduced May 2017. Those articles so declared passed by Consent by unanimous vote Articles 1, 2, 3, 4, 5, 6, 9, 13, 14, 16, 18, and 20.



TOWN OF LITTLETON, MASSACHUSETTS

**ARTICLE 1**  
**Bills of Prior Years**

Unanimously voted by Call of the Articles to pay from available funds unpaid bills from prior fiscal years as follows:

- From the Town's undesignated fund balance: NSI in the amount of \$2,896.90 and \$173.11; NECS in the amount of \$16.28; Lowell Sun in the amount of \$425.65; Thompson Lichter in the amount of \$4,269.80 and \$1,971.90; Waste Zero in the amount of \$10,852.50; and
- From Water Enterprise Retrained Earnings to pay prior year bills of the Water Department: Boxborough Police Department in the amount of \$212.00, Northeast in the amount of \$1,623 and \$899, and MJ Cataldo in the amount of \$1,195.

**ARTICLE 2**  
**Amend FY2021 Operating Budget**

Unanimously voted by Call of the Articles to amend the FY2021 Operating Budget for the Fiscal Year commencing July 1, 2020, as adopted under Article 4 of June 13, 2020, by (1) reducing the amount raised and appropriated by \$19,088; and (2) transferring \$32,915 from the funds specified in the Special Town Meeting Report for this Special Town Meeting, to defray the expenses of various departments of the Town, said sums of money to be used for the operation of the Town and its government.

Dept.	Line Item	FY21 Budget	Adjustment	FY21 Adjusted Budget
<i>Detail of Budget Adjustments</i>				
<b>Town Clerk</b>				
	Salaries & Wages	42,893	5,067	47,960
<b>Elections &amp; Registrations</b>				
	Salaries & Wages	0	3,000	3,000
<b>Elder &amp; Human Services</b>				
	Salaries & Wages	230,973	5,760	236,733
<b>Municipal Building Committee</b>				
	Salaries & Wages	\$0	5,000	5,000
	Expenses	30,000	(5,000)	25,000
<b>Transfers to/From General Fund</b>				
	Transfer in from Bond Premium to Debt Service	-19,109	-32,915	-52,024
<i>Voted Budget Line Changes from above adjustments</i>				
<b>Voted Total General Government</b>				
<b>1</b>	<b>Salaries &amp; Wages</b>	<b>1,723,139</b>	<b>8,067</b>	<b>1,731,206</b>
<b>Voted Total Elder &amp; Human Services</b>				

TOWN OF LITTLETON, MASSACHUSETTS

Dept.	Line Item	FY21 Budget	Adjustment	FY21 Adjusted Budget
7	Salaries & Wages	264,219	5,760	269,979
<b>Voted Total Other General Government</b>				
11	Salaries & Wages	68,581	5,000	73,581
12	Expenses	1,070,450	(5,000)	1,065,450
<b>Voted Total Transfers into General Fund</b>				
22	Transfer in from Bond Premium to Debt Service	-19,109	-32,915	-52,024
<i>Funding Summary</i>				
<i>Total Operating Budget</i>		50,104,761	13,827	50,118,588
<i>Transfer into General Fund</i>		-1,229,851	-32,915	-1,262,766
<i>Net Operating Budget</i>		48,874,910	-19,088	48,855,822

**ARTICLE 3**  
**FY2021 Capital Items from Available Funds**

Unanimously voted by the Call of the Articles to raise and appropriate, transfer from available funds, borrow or otherwise provide \$321,659 (surplus FY2020 snow and ice funds) and to transfer from the Capital Stabilization Fund \$479,132 to be expended by the respective departments or officers indicated, for the capital projects and purchases itemized and described, and for costs incidental and related thereto,

Department	Name of Capital Asset/Project	Project Description	Total Cost
DPW	Roll-Off Truck	For the Purchase of 2021 Mack Roll-Off Truck to be used at the Transfer Station to Haul Municipal Solid Waste and Recyclables	<b>\$193,000</b>
DPW	Traffic Light	Traffic Signal to be installed at the intersection of King Street and the High School Entrance	<b>\$159,791</b>
Police Department	Police Station Repairs	Envelope repairs at the Littleton Police Station	<b>\$448,000</b>
<b>Total Capital Spending</b>			<b>\$800,791</b>

**ARTICLE 4**  
**Receipts Reserved for Appropriation from the Public, Education and Government Access Fund**

Unanimously voted by the Call of the Articles to transfer \$50,000 from the Receipts Reserved for Appropriation to the Public, Education and Government (PEG) Access and Cable Related Fund, as established under M.G.L. c.44 §53F¾ by vote of the November 2, 2015 Special Town Meeting, and which has a current balance of approximately \$478,200 for the operation of the Littleton Community Television cable television studio, as follows: 1) \$40,000 for the purchase and installation of audio and video equipment at the Reuben Hoar Library, and for costs incidental and related thereto; and 2) \$10,000 for all costs associated with negotiating a new cable franchise license, including, but not limited to, all legal and associated expert services costs, said sums to be expended under the authority of the Littleton Community Television Advisory Committee.

**ARTICLE 5**

**Mill Pond Dredging – Rescind Vote and Transfer of Funds**

Unanimously voted by the Call of the Articles to rescind the vote taken under Section VIII.E of Article 8 of the May 7, 2018 Annual Town Meeting, which authorized the transfer of \$68,550 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 6**

**Appropriation of Bond/BAN Excess Premium**

Unanimously voted by the Call of the Articles to appropriate all or a portion of \$11,557.39, representing the net premiums of \$9,047.91 paid to the Town upon the sale of the Town's \$7,345,000 General Obligation Bond dated May 22, 2020, net premium of \$1,057.48 paid to the Town upon the sale of the Town's \$3,489,000 Bond Anticipation Note dated June 28, 2019, and net premium of \$1,452.00 paid to the Town upon the sale of the Town's \$4,986,000 Bond Anticipation Note dated May 22, 2020 to pay costs of the following projects: \$8,785.06 to the Library Construction project authorized by the vote of the Town passed by Article 13 of the October 28, 2019 Special Town Meeting; and \$2,772.33 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 Any such premium may be applied to a project and the amount authorized to be borrowed pursuant to this vote shall be reduced by the amount of any such premium so applied.

**ARTICLE 7**

**Community Preservation Committee - FY2021 Community Preservation**

Ayes have it, declared a vote by the Moderator to hear and act on the report of the Community Preservation Committee on the FY2021 Community Preservation Budget and to appropriate from FY2021 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. Historic Preservation Reserve: \$9,500 for the rehabilitation of the Grange Fountain.

**ARTICLE 8**

**Acquisition of Land at 119 Tahattawan Road**

Passed by the necessary 2/3rds majority to:

1. Authorize the Select Board, the Affordable Housing Trust, or the Conservation Commission to acquire by purchase, gift or eminent domain a fee simple interest in a certain parcel of land located at 119 Tahattawan Road, containing 23.67 acres, more or less, shown on Town of Littleton Assessors Map as U33-2-0 and being a portion of the premises described in two deeds: Deed from Mary H.

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Brown to Derek M. Brown, Stephen H. Brown and Richard T. Brown dated March 1, 2002, recorded with the Middlesex South Registry of Deeds in Book 39540, Page 41, and Deed from Richard T. Brown to Richard T. Brown, Trustee, Brown Robbins Trust, dated March 12, 2019 recorded with the Middlesex South Registry of Deeds in Book 72403, Page 26, together with and subject to all rights, restrictions and easements of record, on such terms and conditions as the Select Board may determine, for \$1,200,00 (ONE MILLION TWO HUNDRED THOUSAND DOLLARS); provided that, after an environmental site inspection, the Select Board determines the site to be acceptable; and provided further that approximately 1.6 acres shall be used for affordable housing purposes and approximately 22.07 acres shall be used for open space or active and passive recreation purposes;

2. Authorize the Select Board, the Affordable Housing Trust, or the Conservation Commission to perform any necessary sitework, including, but not limited to an environmental site assessment and cleanup;
3. Act on the report of the Community Preservation Committee on the FY2021 Community Preservation Budget and to appropriate \$200,000 from the Open Space Fund and \$250,000 from the Undesignated Fund to acquire a portion of the property for open space and active and passive recreation;
4. Appropriate \$15,000 from Undesignated fund balance for sitework and remediation, including, but not limited to, building demolition, asbestos remediation, tank removal, and any other costs incidental and related thereto;
5. Appropriate \$150,000 from the Conservation Commission's Oak Hill Cell Tower Fund to subdivide the property described herein, perform any necessary sitework, grant a permanent conservation restriction on said property, and any other costs incidental and related thereto, including, but not limited to, all legal costs;
6. Authorize the Select Board or the Conservation Commission to apply for any grants or reimbursements from the Commonwealth of Massachusetts or any other grant programs in any way connected with this Article, provided, however, that the acquisition of the parcel and the appropriations and transfers of money described herein, shall be contingent on the award of a reimbursable grant from the Commonwealth's Municipal Vulnerability Preparedness Action Grant program for \$763,050;
7. Authorize the Select Board, the Affordable Housing Trust, or the Conservation Commission to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town of Littleton to effect said acquisition or purchase or grants, including, but not limited to, a permanent conservation restriction on said property pursuant to M.G.L. c. 44B, §12 and M.G.L. c. 184, §§31-33, where required by law, excepting that portion of the parcel to be used for affordable housing; and



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8. Recognize that the Trustees of the Affordable Housing Trust Fund voted to purchase from the Town for \$200,000 an approximately 1.6-acre portion of the property for affordable housing purposes.

**ARTICLE 9**

**Personnel Bylaw and Classification and Compensation Plan Amendments**

Unanimously voted by the Call of the Articles to 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 ~~one day at straight time~~ holiday pay for the following 11 holidays:

New Year's Day

Martin Luther King Day

President's Day

Patriot's Day

Memorial Day

Fourth of July

Labor Day

Columbus Day

Veteran's Day

Thanksgiving

Christmas

Holiday pay shall be computed based on an 8 hour day. Part-time employees are awarded holiday pay that is prorated by the fraction that that employee works during the week compared to a 40 hour work week (e.g., a 20 hour a week worker is awarded 4 hours of holiday pay). In no event shall holiday pay exceed pay for 8 hours.

An employee whose prorated holiday time causes a shortfall in the total hours paid from the standard work week may use other available leave time to make up the lost pay. As an alternative to using other available leave time, upon the request of the employee and approval by the Department Head/ Manager and subject to operational needs, the employee may work the extra hours in that same pay period.

- B. If such holiday falls on a Saturday, the preceding Friday will be observed as a holiday for those departments that are not staffed on Saturday. If the holiday falls on a Sunday, the holiday will be observed on the following Monday for those departments not open on a Sunday.

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C. If an employee is on vacation and a holiday falls within the vacation time period, the employee will not be required to use a vacation day for the holiday. If an employee is not scheduled to work the day the department closes for the holiday, the employee will be entitled to one floating holiday to be used on a regular scheduled workday and when possible during the same pay period, ~~when possible~~, but not later than 30 days from the holiday.

(2) By amending §33-16 of the Personnel Bylaw, by amending the section title and adding a new §33-16.E as follows (additions indicated by underline and deletions indicated by strikethrough):

§33-16 Movement, ~~and re-classification, and working out of classification~~ of employees

E. When an eligible employee is temporarily assigned to function in a position in a higher grade for a period of 6 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%.

(3) By amending Schedule A, Permanent Full and Part-time Employees as follows (additions indicated by underline and deletions indicated by strikethrough):

Grade 10: Assistant Treasurer

Grade 11: ~~Assistant Treasurer and HR Administrator~~ Human Resources Manager

Grade 12: Town Treasurer/ Assistant Director of Finance and Budget

(4) By amending Schedules B, B-1, C-1 and D, as shown in **bold** below, effective January 1, 2021, as follows:

**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>	<b>\$13.50</b>	<b>13.63</b>	<b>13.77</b>	<b>13.90</b>	14.08
<b>2 hourly</b>	\$15.61	\$15.92	\$16.24	\$16.56	\$16.89

**Schedule C, Park & Recreation Department**

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

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
<b>1 hourly</b>	<b>13.50</b>	13.66	14.00	14.35	14.71
<b>2 hourly</b>	13.66	14.00	14.35	14.71	15.08

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

**Schedule C-1, Community Education**

<b>GRADE</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>
<b>1</b> <i>hourly</i>	<b>13.50</b>		
<b>2</b> <i>hourly</i>	14.00	14.35	14.71
<b>3</b> <i>hourly</i>	20.00	20.50	21.01
<b>4</b> <i>hourly</i>	25.00	25.63	26.27
<b>5</b> <i>hourly</i>	30.00	30.75	31.52
<b>6</b> <i>hourly</i>	35.00	35.88	36.77

**Schedule D, Fire Department On-Call**

<b>GRADE</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>
<b>1</b> <i>hourly</i>	<b>\$13.50</b>					
<b>2</b> <i>hourly</i>	\$15.46	\$15.77	\$16.09	\$16.41	\$16.74	\$17.07
<b>3</b> <i>hourly</i>	\$16.08	\$16.40	\$16.73	\$17.06	\$17.40	\$17.74
<b>4</b> <i>hourly</i>	\$16.72	\$17.05	\$17.39	\$17.74	\$18.09	\$18.45
<b>5</b> <i>hourly</i>	\$17.21	\$17.55	\$17.90	\$18.26	\$18.56	\$18.93
<b>6</b> <i>hourly</i>	\$17.73	\$18.08	\$18.44	\$18.81	\$19.19	\$19.57
<b>7</b> <i>hourly</i>	\$18.26	\$18.63	\$19.00	\$19.38	\$19.77	\$20.17
<b>8</b> <i>hourly</i>	\$18.81	\$19.19	\$19.57	\$19.96	\$20.36	\$20.77

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<b>GRADE</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>
<b>9</b> <i>hourly</i>	\$19.38	\$19.77	\$20.17	\$20.57	\$20.98	\$21.40
<b>10</b> <i>hourly</i>	\$19.57	\$19.96	\$20.36	\$20.77	\$21.19	\$21.61
<b>11</b> <i>hourly</i>	\$21.42					

**ARTICLE 10**

**Water Department Treatment Improvements for PFAS**

So declared passed by the necessary 2/3rds majority that the Town will borrow a sum not to exceed \$17,000,000 or otherwise provide the costs of installing water department facilities and infrastructure to reduce concentrations of per- and poly-fluoroalkyl substances (PFAS) at any location deemed by the Board of Water Commissioners to be in the best interests of the Town of Littleton and for the study, analysis, and design of a permanent water treatment facility capable of lowering iron, manganese, PFAS, and/or any other regulated substance below their respective Massachusetts drinking water standards, including the payment of all costs incidental and related thereto, and that the parcel of land located off Whitcomb Avenue and shown as Assessor's Map U41, Parcel 38-0, said lot being a portion of the property described in a deed recorded in the Middlesex South Registry of Deeds in Book 19902, Page 089, is designated as land required for the construction of said water treatment facilities and infrastructure, by borrowing a sum or sums of money, and to meet this appropriation, the Treasurer, with the approval of the Select Board, is hereby authorized to borrow said sum under and pursuant to Sections 7(1) and 7(7) of Chapter 44 of the General Laws, or pursuant to and any other enabling authority, including Chapter 29C of the General Laws (the Clean Water Trust) and to issue bonds or notes of the Town therefor, and further, that although the borrowing authorized by this vote must constitute a general obligation of the Town pursuant to Chapter 44 of the General Laws, it is the intention of the Town that the repayment of any borrowing authorized hereunder shall, in the first instance, be made from water system revenues, and in accordance with Section 20 of Chapter 44, the premium received by the Town upon the sale of any bonds or notes authorized by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to pay project costs and the amount authorized to be borrowed pursuant to this vote shall be reduced by the amount of any such premium so applied.

**ARTICLE 11**

**Littleton Smart Sewer Design and Construction Funding**

So declared passed by the necessary 2/3rds majority that the Town will borrow a sum not to exceed for engineering, design, and construction of the Littleton Common Smart Sewer and for costs incidental and related thereto, including, but not limited to, the creation of bid documents, said sum to be expended under the authority of the Sewer Department, and to meet this appropriation, the Treasurer, with the approval of the Select Board, is hereby authorized to borrow said sum under and pursuant to Sections 7(1) and 7(7) of Chapter 44 of the General Laws, or pursuant to and any other enabling authority, including Chapter 29C of the General Laws (the Clean Water Trust) and to issue bonds or notes of the Town therefor, and further, that although the borrowing authorized by this vote must constitute a general obligation of the Town pursuant to Chapter 44 of the General Laws, it is the intention of the Town that the repayment of any borrowing authorized hereunder shall, in the first instance, be made from the sewer revenues, and in accordance with Section 20 of Chapter 44, the premium received by the Town upon the



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sale of any bonds or notes authorized by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to pay project costs and the amount authorized to be borrowed pursuant to this vote shall be reduced by the amount of any such premium so applied.

**ARTICLE 12**

**Littleton Sewer Home Rule Petition**

Passed by the necessary majority, so declared a vote to authorize the Select Board to petition the General Court for a special act authorizing establishment of the Littleton Common Smart Sewer District in the Town of Littleton; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Select Board approve amendments to the bill before enactment by the General Court; and provided further that the Select Board is hereby authorized to approve amendments which shall be within the scope of the general public objectives of the petition, said petition reads as follows:

**An Act establishing the Littleton Common Smart Sewer District in the town of Littleton**

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

SECTION 1. Notwithstanding any general or special law to the contrary, but subject to sections 26 through 53 inclusive of chapter 21 of the General Laws and section 40 of chapter 131 of the General Laws, the town of Littleton may lay out, construct, maintain and operate a system of common sewers and drains in public or private ways for that part of its territory as it adjudges necessary for the public convenience or public health with such connections and other works as may be required for a system of sewerage and drainage, and sewage treatment and disposal. The resulting sewer division shall be called the Littleton common smart sewer division. The division shall be under the supervision and control of the board of water commissioners, who shall be the sewer commissioners of the town of Littleton and shall henceforth be titled the "board of commissioners." The sewer system shall initially be laid out as depicted in the plan of the Littleton common smart sewer division, which is on file with the clerk of the town of Littleton, and the properties that may be initially included within the division are described in section 9 by assessor's map and lot number. The sewer system and division may be expanded in the future by a vote of the board of commissioners; provided, that the process for including or excluding properties in the division shall conform to sections 3 and 4. The division shall be organized, governed and modified as set forth in this act. All land and buildings on the properties included in the division shall be served by the town's smart sewer system, as well as all sewer pipelines, pump stations and treatment and disposal facilities included in the Littleton common smart sewer project. The treatment and disposal facilities and associated infrastructure may be located either inside or outside of the division. Project phasing may limit the timing of sewer service to a subset of the properties included in the division, to be determined by the town of Littleton based, in part, on the relative need for sewer service and elective residential and tax-exempt property owner decisions to opt in or out of the division.

SECTION 2. The board of commissioners of the town of Littleton, in their capacity as sewer commissioners, shall have all the powers and perform the duties of sewer commissioners in chapter 83 of the General Laws, subject to the modifications stated herein. The board of commissioners shall have the authority to adopt rules and regulations for access to and use of the wastewater system, as well as for

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the establishment of sewer betterment assessments, sewer connection fees, user fees and other charges which shall be paid by every person who may in the future be served by, or connects to the sewer system, as appropriate. Said fees shall be reasonably related to the capital and operational costs of the sewer system. Supervision of the operation of the Littleton common smart sewer division shall be the responsibility of the general manager of the Littleton water department.

SECTION 3. Properties that are abutting a private or public way in which a common sewer will be laid may have the opportunity to connect to the sewer system and become part of the Littleton common smart sewer division, as determined by the board of commissioners in accordance with section 5. All commercial and industrial properties that are given access to the sewer system shall be required to connect and become part of the division. Single and 2-family residential properties and properties owned by a tax-exempt organization that are given access to the sewer system shall have the opportunity to permanently opt out of connecting to, or making use of, the sewer system. If a property owner opts out of the Littleton common smart sewer division, that property shall not be permitted to rejoin the division in the future without approval of the board of commissioners and town meeting. Sufficient time shall be allowed for the owners of improved eligible properties to determine whether to opt out of the connection to, or use of, the Littleton common smart sewer division. The town of Littleton shall develop, adopt and enforce policies and procedures to provide the option to opt out of the Littleton common smart sewer division. Such policies and procedures shall include, at a minimum, the following requirements that shall be met before a property can opt out of the Littleton common smart sewer division:

(1) The property owner shall demonstrate that the subject property is eligible to opt-out for 1 of the following reasons:

(a) the property has a functioning onsite wastewater treatment and disposal system in acceptable condition that is operating in compliance with the state environmental code, promulgated by the commissioner of the department of environmental protection pursuant to section 13 of chapter 21A of the General Laws, evidenced in the manner required by said code; provided however, that lot line setback requirements for septic tank or leaching systems shall not disqualify a property;

(b) the property has a functioning onsite wastewater treatment and disposal system as evidenced by: (i) documentation that demonstrates that the existing on-site wastewater treatment and disposal system or repair of same was installed after December 31, 2017; and (ii) that the existing onsite wastewater treatment and disposal system is operating and in acceptable condition; or (c) the property is devoid of structures, has no on-site wastewater treatment and disposal system and is prevented from future development through a legally enforceable recorded restriction on any such future development in perpetuity or has been previously deemed unbuildable by the building inspector of the town of Littleton, with or without access or connection to the sewer system, as demonstrated by documentation establishing these facts.

(2) A property owner's decision to opt-out shall be in writing and shall acknowledge that 68 the property owner understands that by opting out of the Littleton common smart sewer division, 69 the property shall not ever connect to, or make use of, the sewer system, except by permission of 70 the board of commissioners and town meeting.

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SECTION 4. Notwithstanding sections 14 and 15 of chapter 83 of the General Laws to 72 the contrary, the board of commissioners of the town of Littleton may establish policies and procedures relative to assessment of sewer betterments to all properties that are located within the Littleton common smart sewer division.

SECTION 5. The board of commissioners of the town of Littleton shall have the sole discretion to determine which property owners shall be added to the Littleton common smart sewer division. The board of commissioners shall have the sole discretion to determine the amount of wastewater treatment system capacity allocated to each user of the system. Applications for connection shall be reviewed by a representative of the board of health, a representative of the planning board and the general manager of the Littleton water department, or their designees, who shall present a recommendation to the board of commissioners regarding the application. In making the recommendation, the representatives and director, or designees, shall consider the overall existing use of the property as represented in the application, and, but for a change in use of the property, the economic benefit afforded by approval of the application, the amount of available wastewater treatment capacity and such other factors as the representatives and director, or designees, shall deem appropriate, or as may be directed by the board of commissioners.

SECTION 6. Prior to or upon the start of construction of the sewer system, properties that have been given access to the sewer system and have not opted out of the Littleton common smart sewer division pursuant to section 3, shall be required by the board of commissioners of the town of Littleton, or other duly authorized officer having charge of the maintenance and repair of the sewer system, to connect such land to the sewer system within 2 years of the date that the sewer is approved for use and a notice of sewer availability has been issued by the board of commissioners or other duly authorized officer and received by the property owner. No property owner may postpone their connection to the sewer system later than this date unless an application to postpone such a connection has been approved by the board of commissioners in accordance with section 7. The approved postponement shall delay connection to the public sewer but shall not entitle the property owner to defer any sewer betterment payment approved by the town of Littleton.

SECTION 7. Postponements for connection to the sewer system may be allowed in limited circumstances where all of the following conditions have been satisfied: (1) the property is part of the Littleton common smart sewer division; (2) the property owner has submitted to the board of commissioners of the town of Littleton a signed and notarized application for a sewer connection postponement citing 1 or more of the following reasons: (a) the property owner has an existing on-site sewage treatment and disposal system operating and in acceptable condition, as demonstrated in a report issued within the previous 60 days, evidencing compliance with the state environmental code, promulgated by the commissioner of the department of environmental protection pursuant to section 13 of chapter 21A of the General Laws, which shall be submitted with the application for sewer connection postponement; or (b) the property has an existing on site sewage treatment and disposal system that was installed after December 31, 2017 in compliance with all state environmental code requirements and required no variances, except for septic tanks or leaching facilities lot line setback requirements, as demonstrated by documentation from the board of health of the town of Littleton or the Nashoba associated board of health, that demonstrates that the date of installation and certification of the system or system repair meets the requirements, and states further that the system meets all such requirements. The board of commissioners shall develop policies and

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procedures within 180 days of the effective date of this act, including procedures to apply for an application for sewer connection postponement and all additional requirements to permit such applications.

SECTION 8. The board of commissioners may enter into a payment deferral and recovery agreement on behalf of the town of Littleton with the owner of a property that meets the qualifications in this section and has been assessed a sewer betterment. To qualify for the deferral and recovery agreement, the property shall have an existing onsite sewage treatment system that is fully compliant with state regulations and meets the requirements established for deferrals set forth in section 3 relative to the onsite sewage treatment system.

The deferral and recovery agreement shall: (1) provide the deferral period, which shall not exceed 10 years; (2) provide that the agreement shall terminate and the assessment shall be due before the agreed term if: (a) title to the property is conveyed; (b) the septic system is determined to be a failed system by the board of health of the town of Littleton; or (c) the property is connected to the sewer system; (3) provide that the property owner shall pay interest annually upon the assessment from the time said assessment was made; and (4) include the written approval of any joint owner or mortgagee on the property.

The deferral and recovery agreement shall be recorded in the registry of deeds and shall constitute a lien upon the property.

SECTION 9. The following parcels, as shown on the town of Littleton's assessor's map, may be initially included within the division: U10 30 0; U10 28 0; U10 27 0; U10 26 0; U10 2 0; U10 25 0; U10 3 0; U10 24 0; U10 4 0; U10 23 0; U10 5 0; U10 22 0; U10 21 0; U10 6 0; U10 20 0; U10 7 0; U10 19 0; U10 8 0; U10 18 0; U10 9 0; U10 17 0; U10 10 0; U10 16 0; U10 11 0; U10 15 0; U10 12 0; U10 29 0; U43 2 0; R15 21 0; R18 14 7; R18 14 11; U10 14 0; U10 13 0; U10 45 0; U07 2 1; U07 2 9; U07 2 8; U07 2 7; U07 2 2; U07 2 3; U07 2 4; U07 2 5; U20 9 0; U10 71 0; U10 35 0; U10 70 0; U10 69 0; U10 36 0; U10 68 0; U10 37 0; U10 67 0; U10 66 0; U10 38 0; U10 65 0; U10 39 0; U10 64 0; U10 63 0; U10 40 0; U10 62 0; U10 41 0; U10 42 0; U10 61 0; U10 43 0; U10 44 0; U10 50 0; U09 29 2; U09 29 0; U06 4 3; U06 4 1; U06 4 2; U11 4 3; U06 1 0; U07 28 0; U07 29 0; U07 30 0; U07 27 0; U07 26 0; U07 25 0; U07 32 0; U07 33 0; U07 34 0; U07 35 0; U07 24 0; U07 23 0; U07 36 0; U07 37 0; U07 38 0; U07 22 0; U07 39 0; U07 40 0; U07 41 0; U07 11 0; U07 12 0; U07 13 1; U09 28 0; R18 4 0; R18 5 0; R18 6 0; R18 8 0; R18 8 1; R18 12 1; R18 12 2; R18 12 3; R18 12 4; R18 14 4; R18 14 3; R18 14 5; R18 14 10; R18 14 9; R18 14 6; R18 14 0; R18 14 2; U11 4 4; U09 10 10; U09 10 11; U09 19 0; U09 17 0; U09 15 0; U09 16 0; U09 18 0; U09 10 0; U09 10 3; U09 10 2; U09 10 6; U09 10 4; U09 10 8; U09 10 5; U10 109 A; U10 74 A; U10 109 0; U10 75 0; U10 108 0; U10 76 0; U10 107 0; U10 77 0; U10 106 0; U10 78 0; U10 79 0; U10 89 0; U10 80 0; U10 88 0; U10 81 0; U10 87 0; U10 82 0; U10 86 0; U10 85 0; U07 2 19; U08 18 0; U08 17 A; U07 2 A; U07 3 0; U07 4 0; U07 6 0; U07 7 0; U08 7 0; U08 6 0; U08 5 0; U10 72 0; U10 73 0; U10 74 0; U10 110 0; U10 111 0; U10 112 0; U09 27 0; U09 26 0; U09 25 0; U09 24 0; U09 23 0; U09 22 0; U09 21 0; U09 20 0; U09 5 0; U10 112 1; U10 113 0; U10 115 0; U10 116 0; U18 15 0; U10 114 0; U18 100 0; U18 13 0; U18 101 0; U18 12 0; U18 102 0; U18 11 0; U18 103 0; U18 10 0; U18 9 0; U18 104 0; U18 105 0; U18 8 0; U18 106 0; U18 107 0; U18 108 1; U18 109 0; U19 38 1; U19 38 0; U19 37 0; U42 5 0; U07 8 1; U10 60 0; U10 59 0; U10 84 0; U07 10 1; U07 9 06; U07 10 0; U43 1 0; U07 1 1; U07 1 2; U07 1 3; U07 1 4; U07 1 5; U07 14 0; U07 15 0; U07 16 0; U07 17 0; U07 18 0; U07 19 1; U07 19 2; U07 20 0; U07 43 0; U07 44 0; U07 45 0; U07 46 0; U07 19 3; U07 19 4; U07 47 0; U20 1 0; U19 21 0; R18 2 0; R18 2 A; R17 1 0; R18 3 1; R18 3 2; R18 3 3; R18 3 4; R18

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3 5; R18 3 6; R18 3 7; R18 3 8; R18 3 9; R18 3 10; R18 3 11; R18 3 12; R18 3 13; R18 3 14; R18 3 15; R18 3 16; R18 3 17; R18 3 18; R18 3 19; R18 2 1; U09 4 0; U09 3 B; U09 3 1; U09 3 0; U09 3 2; U09 3 A; U18 14 0; U18 1 0; U18 2 0; U18 3 0; U09 2 0; U18 4 0; U09 1 0; U18 5 0; U18 6 0; U10 31 0; U10 32 0; U10 34 0; U07 5 1; U07 6 1; U07 6 2; U07 5 0; U09 7 0; U09 8 0; U09 9 0; U09 4 2; U09 29 1; U09 13 0; U09 11 0; and U09 12 0.

SECTION 10. Every decision by the board of commissioners of the town of Littleton, or duly authorized officer having charge of the sewer system, permitting or denying a connection to the sewer system, shall be made in writing. Any person aggrieved by such a decision may appeal said decision within 30 days of issuance pursuant to section 14 of chapter 30A of the General Laws.

SECTION 11. The board of commissioners may: (1) take by eminent domain pursuant to chapter 79 or chapter 80A of the General Laws, or acquire by lease, purchase or otherwise, any lands, sewer rights, and public or private rights of way or easements, located within or outside of the division and necessary for accomplishing any purpose described in this act; (2) construct such main drains and sewers under or over any bridge, railroad, railway, boulevard or other public or private way, or within the location of any railroad; (3) enter upon and dig up any private land, public or private way or railroad location for the purpose of laying such drains and sewers and of maintaining and repairing the same; and (4) do any other thing proper or necessary for the purposes of this act; provided however, that the board of commissioners shall not enter upon or construct any drain or sewer within the location of any railroad corporation except at such time and in such manner as they may agree upon with such corporation, or, in the case of failure to agree, as may be approved by the department of public utilities, and that the manner in which all things done upon any way shall be subject to the applicable bylaws and regulations of the town of Littleton. The board of commissioners or its employees or agents acting on behalf of the town of Littleton may enter upon any land for the purpose of making surveys, test wells or test pits and borings and may take or otherwise acquire the right to occupy temporarily any lands necessary for the construction of any work or for any other purpose authorized by this act, provided notice is given and property is restored.

SECTION 12. All land taken or acquired under this act shall be managed, improved and controlled by the board of commissioners of the town of Littleton in a manner as they shall consider as in the best interest of the town in the operation of the sewer system.

SECTION 13. The town of Littleton shall be deemed to have accepted 13B of chapter 80 and sections 16A to 16E, inclusive, and section 16G of chapter 83 of the General Laws. Applications for abatements in accordance with said section 16E of said chapter 83 shall be made to the board of commissioners within 30 days after the date of the demand.

SECTION 14. In carrying out this act, the town of Littleton shall not discriminate against any person on the grounds of race, color, marital status, physical disability, age, sex, sexual orientation, religion, ancestry or nation origin in any manner prohibited by the laws of the United States, the commonwealth or the town of Littleton.

SECTION 15. Insofar as the provisions of this act are inconsistent with any general or special law, administrative order, regulation or any by-law, rule, regulation or code of the town, except rules and regulations or orders of the board of health or by-laws of the town which require homes or facilities



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to be connected to the Littleton common smart sewer division sewer system involuntarily, this act shall control.

SECTION 16. This act shall take effect upon its passage.

**ARTICLE 13**

**Littleton Whitcomb Avenue Property**

Unanimously voted by Call of the Articles Move that the Town vote to authorized the Select Board to petition the General Court, on behalf of the Town, for passage of a special law to allow the Town to designate the parcel of land located on Whitcomb Avenue and shown as Assessor's Map U41, Parcel 38-0, as water department land to be used for the construction of a water treatment facility, said lot being a portion of the property described in a deed recorded in the Middlesex South Registry of Deeds in Book 19902, Page 089, and to remove any Article 97 designation from the lot, if such designation exists, and to place Article 97 protections on the parcel known as 74 Whitcomb Avenue and shown as Assessor's Map U40, Parcel 15-0 (to remain in the custody of the Board of Water Commissioners for water supply protection purposes); provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Select Board approve amendments to the bill before enactment by the General Court; and provided further that the Select Board is hereby authorized to approve amendments which shall be within the general public objectives of this petition, said petition reads as follows:

**An Act authorizing the town of Littleton to use certain land for construction of a water treatment facility without Article 97 restrictions on such use**

SECTION 1. Notwithstanding any general or special law to the contrary, the board of water commissioners of the town of Littleton may use a parcel of land comprised of approximately 2.5 acres, which was taken by the town for water supply protection purposes, for the construction of a water treatment facility and associated infrastructure. The parcel, which is shown on the Littleton Assessors' Map as parcel U41-38-0, is a portion of the property described in an order of taking recorded in the Middlesex south registry of deeds in book 19902, page 89.

SECTION 2. The authorization contained in section 1 shall be contingent on the recording of a deed restriction on a parcel of land known as 74 Whitcomb Avenue, shown on the Littleton Assessors' Map as parcel U40-15-0 and comprised of approximately 2.75 acres, requiring the parcel to be preserved in a natural condition and used for water supply protection purposes.

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

**ARTICLE 14**

**Amend Prior Votes**

Unanimously voted by Call of the Articles to amend the votes taken under Article 12 of the October 28, 2019 Special Town Meeting (\$6,000,000) and Article 19 of the May 7, 2018 Annual Town Meeting (\$7,000,0000) to authorize the Treasurer, with the approval of the Select Board, to borrow the sums identified in the Town Meeting votes under and pursuant to Sections 7(1) and (7) of Chapter 44 of the General Laws, or pursuant to and any other enabling authority, including Chapter 29C of the General Laws (the Clean Water Trust) and to issue bonds or notes of the Town therefor, and further, that

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although the borrowing authorized by this vote must constitute a general obligation of the Town pursuant to Chapter 44 of the General Laws, it is the intention of the Town that the repayment of any borrowing authorized hereunder shall, in the first instance, be made from water system revenues, and in accordance with Section 20 of Chapter 44, the premium received by the Town upon the sale of any bonds or notes authorized by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to pay project costs and the amount authorized to be borrowed pursuant to this vote shall be reduced by the amount of any such premium so applied.

**ARTICLE 15**  
**Ambulance**

Unanimously voted, so declared a vote by the Moderator that the Town borrow \$225,000 for the purchase of an ambulance, accessories and related costs and, for the purpose of meeting such appropriation, to authorize the Town Treasurer, with the approval of the Select Board, to borrow said sum accordance with Section 7(1) of Chapter 44 of the Massachusetts General Laws, or any other enabling authority; said sum to be spent under the direction of the Select Board or its designee and in accordance with Section 20 of Chapter 44, the premium received by the Town upon the sale of any bonds or notes authorized by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to pay project costs and the amount authorized to be borrowed pursuant to this vote shall be reduced by the amount of any such premium so applied.

**ARTICLE 16**  
**5G General and Zoning Bylaw Amendments**

Unanimously voted by Call of the Articles to amend the General Bylaws by adding a new Chapter 144 Small Wireless Facilities in Rights-of-Way, to read as follows:

**Chapter 144 Small Wireless Facilities in Rights-of-Way**

§144-1 Definitions.

For the purposes of this bylaw, “Small Wireless Facilities” are facilities as defined in 47 C.F.R. § 1.6002(1) as may be amended from time to time.

§ 144-2 Permit Required.

No person shall install or maintain a Small Wireless Facility on any pole or structure owned or controlled by the Littleton Electric Light & Water Department (“LELWD”), including those located in any public right-of-way unless first approved by the LELWD. No person shall install or maintain a Small Wireless Facility on any other property within any public right-of-way unless first approved by the Select Board (“Board”), pursuant to the policies and procedures set forth in § 144-3, and such other regulations as the Board may adopt.

§144-3 Policies and Procedures

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LELWD shall adopt and from time to time amend policies, rules, and regulations relative to the placement of Small Wireless Facilities on LELWD plant and issuance of approvals under this Chapter 144 by LELWD. A copy of the policies, rules, and regulations shall be on file with the Town Clerk. Such rules may include but not be limited to prescribing application forms, the fees for processing the applications, the process by which the application will be reviewed, the aesthetic, technical and location criteria for approval, i.e., those contained in the “*Technical and Aesthetic Standards for Small Cell Siting* published by LELWD, and the fees for maintaining the Small Wireless Facilities on LELWD poles or structures. The foregoing applications, and policies and procedures shall also be utilized, where appropriate, by the Board in connection with the placement of Small Wireless Facilities on Town-owned structures and property.

To see if the Town will vote to amend the Zoning Bylaws as follows:

1. To insert in Section 173-2, in appropriate alphabetical order, a new definition of “Small Wireless Facilities” to read as follows:

**Small Wireless Facilities**

A Small Wireless Facility is a facility as defined in 47 C.F.R. § 1.6002(l), as such may be amended from time to time.

2. To amend the definition of “Wireless Telecommunications Tower and Facilities” in Section 173-2 to read as follows:

**Wireless Telecommunications Facilities**

A wireless telecommunications facility shall include towers, antennae, panels, and appurtenant structures designed to facilitate the following types of services: cellular telephone service, personal communications service, and enhanced specialized radio service; provided, however, that a wireless telecommunications facility shall not include Small Wireless Facilities as defined herein.

3. To insert in Section 173-26.A (Use regulations schedule—Principal uses) and Section 173-26.B (Use regulations schedule—Accessory uses), immediately following the line for “Wireless telecommunications tower and facilities” in each schedule, a new entry to read as follows:

	<b>R</b>	<b>VC</b>	<b>B</b>	<b>IA</b>	<b>IB</b>
Small Wireless Facilities located outside of a right of way	P	P	P	P	P

4. To rename Article XXI as Wireless Telecommunications Towers and Facilities; Small Wireless Facilities, and to insert a new Section 173-134 to read as follows:

**173-134 Small Wireless Facilities Located Outside of a Right of Way**

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All Small Wireless Facilities located outside of a Right of Way shall require a special permit from the Planning Board. All such facilities shall comply with the *Technical and Aesthetic Standards for Small Cell Siting* published by the Littleton Electric Light and Water Departments.

**ARTICLE 17**  
**Dog Leash Bylaw Amendments**

Ayes have it, declared a vote to amend the General Bylaws as follows:

- A. By amending Article III, Section 84-5.B as follows (additions indicated by underline and deletions indicated by strikethrough):

No dog shall be permitted in any public place or on any public thoroughfare, inclusive of all Town-owned property and properties under the authority of the Commonwealth of Massachusetts that are situated in the Town of Littleton, unless said dog is restrained by a chain or lead not exceeding seven feet in length that is of suitable test for the size of dog that is being restrained and is attended by a person of adequate age and discretion to properly control its actions or is at the heel position ~~beside~~ close to or slightly behind a competent person and demonstrably obedient to the person's command. When off-leash/at-heel, dogs must be leashed when passing within 25 feet of other residents or dogs.

- B. By adding the following new Sections after Article III, Section 84-5.B, as follows:

C. All persons in care, custody and control of a dog(s) are required to be in possession of leash/lead for each dog.

D. All persons in care, custody and control of a dog(s) are required to use a poop bag to pick-up dog waste. Poop bag(s) must be properly disposed of in an off-site waste receptacle.

E. It is prohibited to have any dog on Town property that is unlicensed or untagged in violation of state law.

F. Each person is permitted to have care, custody or control of no more than three dogs at the same time on Town conservation land and trails.

G. The Town of Littleton may specify certain properties whereby dogs shall be leashed at all times. Such list of properties shall be maintained and published by the Select Board and posted at each property or designated area.

H. No dog shall be permitted to disturb the peace or quiet of any neighborhood or endanger the safety of any person, by biting, barking, howling, or in any other manner; or to worry, kill, maim or otherwise injure another's fowl, livestock or domesticated animal.

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I. No dog shall be permitted to chase a vehicle, bicycles and pedestrians on any way open to the public travel.

**ARTICLE 18**  
**Road Acceptances**

Unanimously voted by Call of the Articles to accept, as a Town way, the laying out by the Select Board of the following private ways and to acquire said private ways by gift, purchase, or eminent domain the land, rights, and easements therein for drainage, utility, or other purposes:

- 1.
2. **Edward Drive** -- The private way known as Edward Drive, as shown on a plan entitled "Street Acceptance Plan 'Bennett Orchard' Edward Drive Littleton, Massachusetts" prepared for DECA Corp." by Meisner Brem Corp. dated July 17, 2020, as revised, Plan Sheet 1 of 1
3. **Chestnut Lane** -- The private way known as Chestnut Lane, as shown on a plan entitled "Street Acceptance Plan Littleton, Massachusetts prepared by Colby Field" by Ducharme & Dillis, Civil Design Group, Inc. dated August 18, 2020, Plan Sheet 1 of 1;
4. **Couper Farm Lane, Vint Lane, and Field Lane** -- The private ways known as "Field Lane, Couper Farm Lane, and Vint Lane, as shown on a plan entitled, "Roadway As-Built Plan Couper Farm Estates, Littleton, Massachusetts prepared for M+M Realty Trust." By Markey & Rubin Civil Engineering dated October 10, 2019 and revised September 20, 2020, Plan AB consisting of nine (9) Sheets;
5. **Balsam Lane, Fraser Street, Spruce Street, Fir Lane, Red Cedar Way, Douglas Street and Cyprus Lane** -- The private ways known as Balsam Lane, Fraser Street, Spruce Street, Fir Lane, Red Cedar Way, Douglas Road, and Cypress Lane, as shown on plans entitled "Street Acceptance Plan in Littleton, Massachusetts prepared for Durkee Farm Builders, Inc." by Hancock Associates dated August 20, 2020, and revised September 23, 2020, Plan AB consisting of twelve (12) Sheets

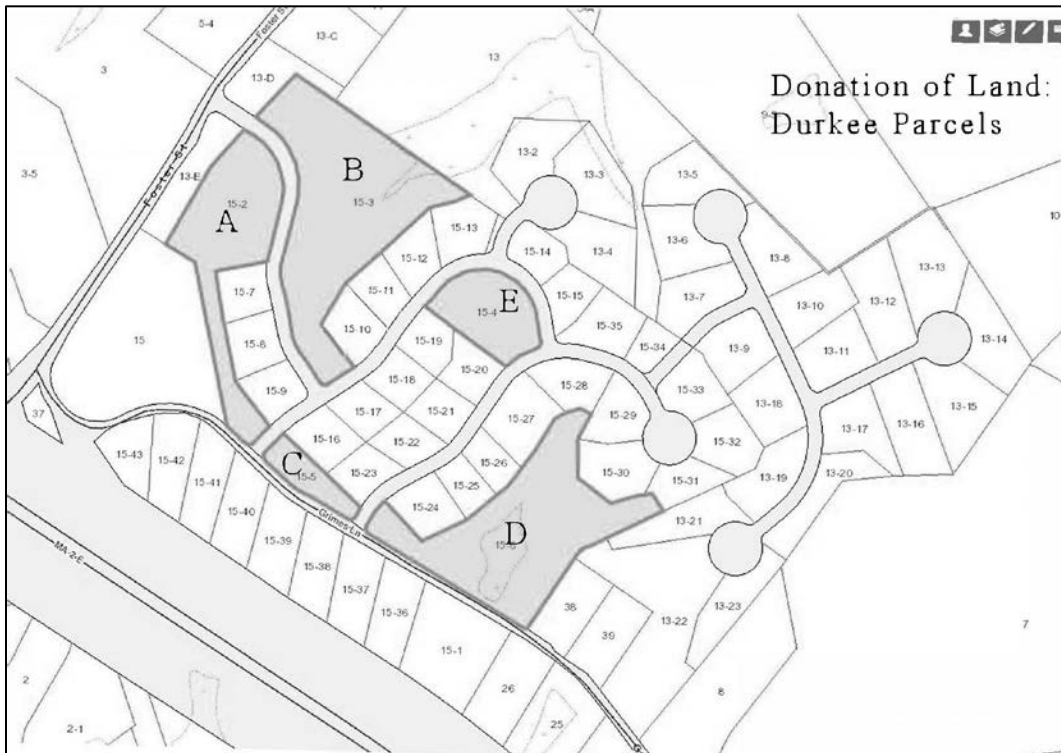
And where said copies of the plans referenced herein shall be made available for inspection at the Town Clerk's office at least 7 days prior to this Special Town Meeting.

**ARTICLE 19**  
**Donation of Land: Durkee Farm Estates**

Unanimously voted, so declared passed by the Moderator to authorize the Select Board to acquire by gift the fee interest in five parcels of land totaling approximately 16.02 acres, and more specifically described as Parcel A (approximately 3.67 acres), Parcel B (approximately 5.51 acres), Parcel C (approximately 0.72 acres), Parcel D (approximately 5.12 acres), and Parcel E (approximately 1.00 acres) on Sheet 2 of 6 of a Plan of Land recorded in the Middlesex Registry of Deeds, Southern District, as Plan No. 606 of 2016 and entitled; "Durkee Farm Estates Definitive Plan of a Subdivision Open Space Development Special Permit OFF GRIMES LANE" Littleton, MA for Grimes Road LLC, by Hancock Associates dated 2/16/2016, and whereas, Parcels A and B shall be used for open space purposes and Parcels C, D, and E shall be used for conservation or recreation purposes.



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**Motion:** Moved and seconded by the Select Board that the Town acquire by gift a fee interest in the parcels described in Article 19 of the Warrant and on such terms described in said Article.

**ARTICLE 20**

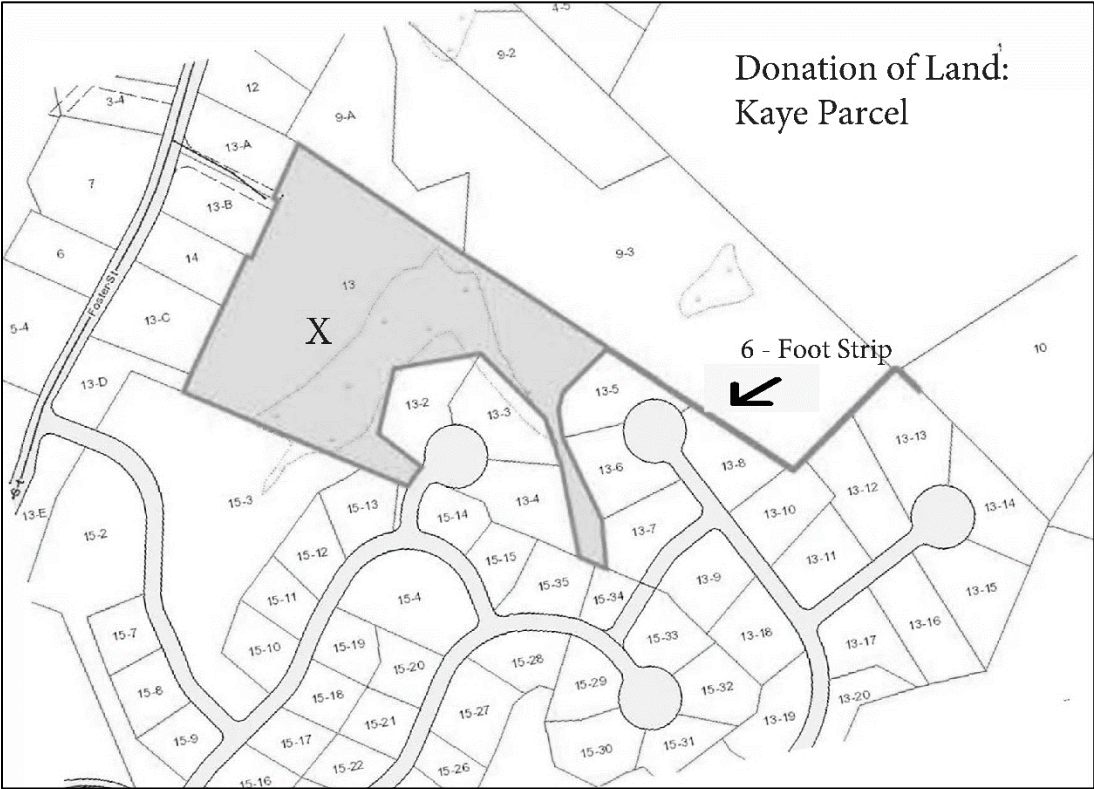
**Donation of Land: Kaye Parcel**

Unanimously voted by Call of the Articles to authorize the Select Board to acquire by gift, for general municipal purposes, the fee interest in an approximately 11.458 acre parcel of land on the Western portion of the Kaye property, including a 6-foot strip along the adjoining Herget property to the North, and as shown as Parcel X, on a plan entitled "Kaye Estates Definitive Plan of a Subdivision Off Grimes Lane, Littleton, MA for Kaye Land, LLC" Prepared for Kaye Land, LLC by Hancock Associates dated October 10, 2017 and recorded with Middlesex South District Registry of Deeds as Plan 647 of 2018.

**MOTION TO DISSOLVE, SO MOVED AND SECONDED. THE MEETING WAS DISSOLVED AT 11:56AM**

**ATTEST: A TRUE COPY: DIANE CRORY, TOWN CLERK**

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